

# CALENDAR

• 2019 - 20 •



**Completed 75 years teaching of excellence**

## CHRIST COLLEGE

**NAAC - Accredited B**

**CUTTACK - 753 008**

**ESTD. - 1944**

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It is at the discretion of the Principal to add, alter or annul any of the rules embodied in the College Calendar in the greater interest of the students and the College.

Rules, regulations and syllabi of studies prescribed by the C.H.S.E. and Utkal University as published in this edition are subject to changes as may be brought by them from time to time and other rules not embodied here.

Printed and Published under the authority of :

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PRINCIPAL

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*Compiled and Edited by :*

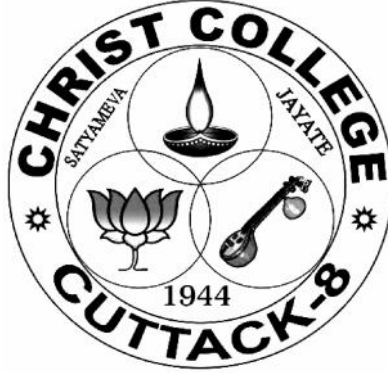
*Dr. Smita Nayak*

*Dr. Jeeta Ray*

*Mrs. Arpita Singh*

*Mr. Sivananda Mohanty*

## *Our Emblem*



## सत्यमेव जयते

*Behold! The three Ls,  
in our emblem friend!*

*The Lamp, the Lyre  
and the Lotus stand.*

*The LAMP for the light  
of learning great,*

*The LYRE for mirth,  
music and gait.*

*The LOTUS for beauty  
and pure heart,*

*Learn these lessons from  
the emblem chart.*



### **OUR MISSION :**

To provide value-based quality education to students of all sections of society with particular emphasis on students belonging to economically weaker and culturally disadvantaged sections of the society.

### **GOAL :**

- To enable the students to acquire knowledge, professional expertise and to become responsible citizens.
- To give emphasis on the unhesitating pursuit of truth and the eschewal of all that is petty, illogical, false or fallacious.

### **OBJECTIVES :**

- To grow into an institution of excellence.
- To enhance its knowledge base to promote quality education in science, humanities and Commerce.
- To introduce career oriented self financing courses.
- To introduce teaching facility in M.B.A, M.C.A.
- To introduce Post Graduate Courses in Chemistry, Botany, Zoology, Commerce, Education and Philosophy.



## FOREWORD

Calendar as a hand book contains rules and guidelines and information for the guidance of the students, alumni faculty as well as the employees of this institution.

It lays down some operational procedures for the smooth execution of various activities of the college in most disciplined and systematic manner.

The Calendar is neither a code nor an act and as such the rules mentioned herein cannot be subjected to any legal interpretation or challenged in the court of law.

The Principal is the final authority for the interpretation of these rules, and the modifications, if any, are done according to the prescribed procedure, with the final approval of the principal and the concerned authorities.

**Dr. Siddhartha Sahu**

M.Sc., M.Phil, Ph.D, LL.B., P.G.D. Ecol, Boyscast (USA)

Principal



**PERSONAL MEMORANDA OF STUDENT**

Name : \_\_\_\_\_

Class : \_\_\_\_\_ Section \_\_\_\_\_ Roll No \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Blood Group : \_\_\_\_\_

Weight : \_\_\_\_\_ Kg. Height : \_\_\_\_\_ Cm.

Opt. Subjects \_\_\_\_\_ Hons./4th Opt. \_\_\_\_\_

Father's Name & Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. : \_\_\_\_\_ Mob. : \_\_\_\_\_

Registration No. of CHSE : \_\_\_\_\_ of \_\_\_\_\_

Registration No. of University \_\_\_\_\_ of \_\_\_\_\_

Registration No. of N.C.C. \_\_\_\_\_ N.S.S. \_\_\_\_\_

*Signature*

**FACULTY MEMBER / MENTOR**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

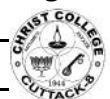
Bank A/C No. : \_\_\_\_\_ Blood Group \_\_\_\_\_

G.P.F. / CPF/EPF No. : \_\_\_\_\_ PAN \_\_\_\_\_

University Regd. No. : \_\_\_\_\_ CHSE Regd. No. : \_\_\_\_\_

E-mail \_\_\_\_\_ Tel. \_\_\_\_\_

*Signature*



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## CHAPTER - 1

### A BRIEF HISTORY OF THE COLLEGE

This premier minority Christian College was founded in 1944 in the name Utkal Christian College and was affiliated to the Utkal University as an Intermediate College in Arts. In the academic session 1946 - 47, it was raised to the status of a Degree College in Arts with honours teaching facilities in English and Odia. In 1949 the name of the College was changed to Christ College after the name of Jesus Christ, whose universal love and sacrifice have been an ennobling influence all over the world.

Science classes were added to the existing Arts classes in 1960. According to the new regulations, +2 and +3 courses in Arts & Science classes were introduced from 1983 - 84 and 1985 - 86 sessions, respectively.

Besides English and Odia, teaching upto honours stage in Philosophy, Mathematics, Economics, History, Political Science, Hindi, Physics, Chemistry, Botany, Zoology and Sanskrit were progressively added. From the session 1993-94 teaching facilities in Psychology, Home Science and Electronics were provided for +2 students only. During 2004-2005, Education Pass and Honours in +3 Degree Courses was introduced. In 2005-2006, Commerce stream in +2 & +3 classes were added. In 2008-09, Computer Science Hons., in 2009-2010 Commerce Honours and in 2014-15 Sociology Hons. and Psychology Hons. were introduced.

At present the College has an array of nearly 3,500 students on its rolls with more than 100 qualified teachers. The pressing need of the College however is accommodation. The College runs in two shifts both in morning and afternoon separately for Arts, Commerce and Science classes respectively. However, after the adjacent land was acquired by the College in the month of May 1979, with the kind help of the Government of Orissa, and a compound wall erected on the south, the College has a campus of its own at present.

The campus is further extended on the south after the adjacent government land, measuring about 563 decimals along with the building on it, was transferred to the College during the Golden Jubilee Year. The college recently completed it's 75 years and observed the Platinum Jubilee in the year 2018. Smart class room, Dispensary, a new Auditorium and the Biju Pattnaik Indoor Sports Complex was inaugurated during the celebration of Platinum Jubilee year.

The esteemed members of the NAAC Peer team visited the college on 30.11.2005 and 1.12.2005 and made an overall assessment of the college and eventually the college was accredited by NAAC with B+ Grade. The 2nd cycle of the NAAC Peer Team visit to our college took place on 27.02.2019 and 28.02.2019 and made an overall assessment of the college and eventually the college was accredited with 'B' Grade.

The teachers' lounge was inaugurated by the honourable members of Governing Body and the Principal on the auspicious occasion of Teacher's Day 2019.



### SUCCESSION LIST OF PRINCIPALS

1.	Rev. Brajananda Mahanty	1944 - 1962
2.	Sri Smruti Ranjan Mukherjee	1962 - 1964
3.	Sri S. K. Patra	1964 - 1966
4.	Maj. Manindranath Roy	1966 - 1969
5.	Maj. Prasanna Kumar Das	1970 - 1972
6.	Sri V. Subrahmanyam	1973 - 1975
7.	Dr. Kantilal Premchand Bhagat	1975 - 1977
8.	Dr. Debendra Nath Mohanty	01.09.77 -20.01.81
9.	Sri Mrutyunjay Nayak (Officiating)	21.01.81 -29.12.81
10.	Maj. Prasanna Kumar Das	30.12.81 - 17.04.82
11.	Sri Pathani Patnaik	01.07.82 -30.09.88
12.	Dr. Debendra Nath Mohanty	01.10.88 -30.11.90
13.	Sri S. Seshagiri Sarma	01.12.90 02.04.92
14.	Sri Dayanidhi Samantray	03.04.92 -31.01.93
15.	Sri Sudhansu Mohan Mohapatra	01.02.93 -31.07.95
16.	Sri Pravat Kumar Kar	01.08.95 -31.03.97
17.	Sri Naba Kishore Karmee	01.04.97 -30.09.97
18.	Sri Asit Kumar Bose	01.10.97 28.02.06
19.	Sri Shantanu Ranjan Roy	01.03.06 - 30.06.08
20.	Sri Prataprudra Harichandan	01.07.08 · 31.03.11
21.	Mrs. Snigdha Misra	01.04.11 - 19.05.11
22.	Sri R. N. Behera	20.05.11 - 31.07.11
23.	Mrs. Snigdha Misra	01.08.11 - 31.01.16
24.	Dr. (Mrs.) Kalpana Mishra	01.02.16 - 10.07.16
25.	Sri Manmath Kumar Otta	11.07.16 - 31.12.18
26.	Dr. Siddhartha Kumar Sahu	01.01.19 - Continuing

### GOVERNING BODY OF THE COLLEGE

The administration of the College is in the hands of a Governing Body. The members of the Governing Body, at present, are:

1. Mr. Anoopam Patra, President, G.B.
2. Prof. Bikash Chandra Rout, Secretary, G.B.
3. Dr. Siddharth Kumar Sahu, Principal
4. Mr. Chandan Das, Member, G.B.
5. Mr. Subasis Sahu, Member, G.B.
6. Mr. Bidhan Ch. Rout, Member, G.B.
7. Mr. Soumendra Das, Member, G.B.
8. DHE (O) Nominee
9. Vice Chancellor Nominee
10. Dr. (Mrs.) Debajani Dash, Teachers Representative
11. Mrs. Madhumita Patra, Teachers Representative



**CHAPTER - 2**  
**UTKAL UNIVERSITY**

The Province of Odisha was created as a separate administrative unit in 1936, and after this event the popular demand for the establishment of a separate University for Odisha was widely expressed, and Committees were set up to examine the possibilities. The first official committee was appointed on the 14th April, 1937, and the second one on the 2nd March, 1943 under the Chairmanship of late Pt. Nilakantha Das. The Utkal University Act was passed by the Odisha Legislature on the 30th June, 1943. The University was inaugurated on the 2nd August, 1943 and it functioned regularly from 27th November 1943 at Cuttack.

Before the establishment of the Utkal University in 1943, the University of Calcutta used to cater the educational needs of Odisha up to 1918, and the Universities of Patna and Andhra up to 1943.

The Utkal University Act of 1943 did not specifically define the territorial jurisdiction of the University, but by an agreement between the Government of Odisha and the Rulers of the ex-States, its jurisdiction was extended to the Odisha States. In pursuance of the aforesaid agreement, 15 of the Fellows of the first Senate, one member of the Academic Council and one of the Syndicate were from the States. In the Amended Act ( Act 9 of 1947 ) the territorial jurisdiction of the University was defined. It was extended to the whole of the Province Of Odisha, and such other Oriya speaking states as are known as the affiliated States. The merger of all States except Mayurbhanj with the province of Odisha took place in January, 1948, and on the 1st January, 1949 Mayurbhanj also merged with Odisha. Thus, Utkal University then exercised its educational jurisdiction over the entire province including the integrated Odisha States.

The University which had been functioning since its inception at Cuttack, was shifted to its present campus at Vani Vihar, Bhubaneswar in June, 1962. As a result of establishment of four separate Universities, namely Berhampur University, Sambalpur University, North Odisha University and F. M. University, within the province of Odisha, the territorial jurisdiction of the Utkal University has now been restricted to the undivided districts of Cuttack, Puri, and Dhenkanal.

**SUCCESSION LIST OF CHANCELLORS**

- |    |                                |             |
|----|--------------------------------|-------------|
| 1. | Sir William Hawthorn Lewis     | 1943 - 1946 |
| 2. | Sir Chandual M. Trivedi        | 1946 - 1947 |
| 3. | Dr. KailashNath Katju          | 1947 - 1948 |
| 4. | Shri M. Asaf Ali               | 1948 - 1952 |
| 5. | Shri V. P. Menon (Officiating) | 1951 *      |
| 6. | Shri S. Fazl Ali               | 1952 - 1954 |
| 7. | Shri P. S. Kumarswami Raja     | 1954 - 1956 |
| 8. | Shri Bhimsen Sachar            | 1956 - 1957 |



9.	Shri Y. N. Sukthankar	1957 - 1962
10.	Dr. Ajudhianath Khosla	1962 - 1968
11.	Shri Khalil Ahmed, C. J. (Officiating)	1966 *
12.	Dr. Shaukatullah Shah Ansari	1968 - 1971
13.	Sardar Jogendra Singh	1971 - 1972
14.	Shri Gatikrushna Mishra, C.J.(Officiating)	1972 *
15.	Shri Basappa Danappa Jatti	1972 - 1974
16.	Shri Gatikrushna Mishra, C. J.(Officiating)	1974 *
17.	Shri Akbar Ali Khan	1974
18.	Shri Shiv Narayan Sankar,C. J.(Officiating)	1977*
19.	Shri Harcharan Singh Brar	06.02.77 - 03.09.77
20.	Shri Bhagawat Dayal Sharma	23.09.77 - 30.04.80
21.	Shri C. M. Poonacha	30.04.80 - 20.09.80
22.	Shri Sankar Dayal Sharma	20.09.80 - 17.08.83
23.	Shri B. N. Pandey	17.08.83 - 20.11.83
24.	Prof. S. Nurul Hassan	20.11.88 - 07.02.90
25.	Shri Yagya Datt Sharma	07.02.90 - 31.01.93
26.	Prof. S. Nurul Hassan	01.02.93 - 31.05.93
27.	Shri B. Satyanarayan Reddy	01.06.93 - 17.06.95
28.	Sri G Ramanujan	18.06.95 - 26.04.98
29.	Sri C. Rangarajan	27.04.98 - 27.04.98
30.	Sri M. M. Rajendran	27.04.98 - 17.11.04
31.	Sri Rameswar Thakur	17.11.04 - 21.08.07
32.	Sri Muralidhar Chandrakant Bhandare	21.08.07- 09.02.13
33.	Mr. S. C. Jamir	21.03.13-20.03.18
34.	Sri Ganeshi Lal	

**SUCCESSION LIST OF VICE-CHANCELLORS / ADMINISTRATORS**

1.	Dr. P. Parija	1943 - 1948
2.	Shri Chintamani Acharya	1948 - 1951
3.	Shri Mahesh Ch. Pradhan (Officiating)	1951 - 1952
4.	Dr. Parsuram Mishra	1952 - 1955
5.	Dr. P. Parija	1955 - 1966
6.	Dr. Sadasiva Mishra	1966 - 1971
7.	Dr. Ghanashyam Mohapatra (Officiating)	1971 *
8.	Dr. Ramanath Mohanty	1971- 1974
9.	Shri Gian Chand, IAS.	1974 - 1976
10.	Dr. Bidyadhar Mishra (Officiating)	09.10.74- 31.10.74*
11.	Shri Gautam Mathur, Admstr.	26.05.76 - 09.07.77



12.	Prof. Bidhubhusan Das	10.07.77 - 13.09.77
13.	Dr. Bidyadhar Mishra	14.09.77 - 09.07.80
14.	Dr. M. N. Das (Officiating)	27.08.78 - 16.09.78*
15.	Dr. B. K. Behura (Officiating)	10.07.80 -13.09.80*
16.	Dr. Mahendra Kumar Raut	14.09.80 - 13.09.83
17.	Dr. Manmath Nath Das	14.09.83 - 30.04.85
18.	Dr. S. Sahu, LA.S. (Officiating)	21.08.84 - 20.12.84*
19.	Shri B. K. Mishra, IAS.(Officiating)	01.05.85 - 05.10.85
20.	Dr. Ghanashyam Sarnal	06.10.85 - 01.12.85
21.	Shri Birnal KishoreMishra, IAS.	02.12.85 -10.03.86 *
22.	Dr. L. K. Mahapatra	11.03.86 - 01.08.86
23.	Shri Bimal Kishore Mishra,IAS.(Off)	01.04.86 - 09.04.86*
24.	Dr. Satyananda Acharya (Officiating)	22.04.86 - 30.04.86*
25.	Dr. K. M. Patnaik	01.08.86 - 08.10.86
26.	Maj. P. K. Das	08.10.86 - 10.09.87
27.	Shri P.S. Habeeb Mohamed,IAS,	10.09.87 - 16.11.87
28.	Prof. Dr. B. N. Sinha (Officiating)	17.11.87 - 24.11.87
29.	Shri P.S.Habeeb Moharned,IAS,	25.11.87 - 19.05.88
30.	Prof. B. B. Deo (Officiating)	20.05.88 - 29.05.88
31.	Shri P.S.Habeeb Moharned,IAS.	30.05.88 - 13.01.88
32.	Dr. L. K. Mahapatra (Officiating)	14.01.88 - 20.01.89
33.	Shri P.S.Habeeb Mohamed,IAS.	21.01.89 - 31.03.89
34.	Sri P. K. Pattnaik, LA.S.	01.04.89 - 30.04.89
35.	Prof. Trilochan Pradhan	01.05.89 - 29.11.91
36.	Prof. S. Acharya	29.11.91 - 15.08.95
37.	Dr. Goura Kishore Dash	16.08.95 - 11.07.98
38.	Sri Ashoka Tripathy, LA.S.	11.07.98 - 08.10.98
39.	Dr. Gokula Nanda Das	09.10.98 - 08.10.01
40.	Sri Pandav Nayak	09.10.01 - 20.11.03
41.	Sri A. Kr. Samantaray,I.A.S., Admstr.	20.11.03 - 18.02.04
42.	Prof. Laxmi Narayan Mishra	18.02.04 - 08.04.08
43.	Prof. Binayak Rath	09.04.08 - 29.04.11
44.	Prof. Prasanta Kumar Sahoo	
45.	Prof. Ashok Das	
46.	Prof. Soumendra Mohan Patnaik	Continuing

**CHAPTER-3**  
**COMMON MINIMUM STANDARD (CMS) -**  
**ACADEMIC CALENDAR 2019-20**

**I. For + 3**

- |      |   |   |
|------|---|---|
| (i)  | Reopening after Summer Vacation & +3 2nd Yr. +3 3rd Yr. Classes - | 18.06.19  |
| (ii) | +3 1st Yr. Classes  | 08.08.19  |
| 1.   | Parent Teacher Meet -   |   |
|      | Arts -  | 18.07.19  |
|      | Science -   | 19.07.19  |
|      | Commerce -  | 20.07.19  |
| 2.   | College Union Election -  | 30.09.19 (Cancelled) for 2019                     |
| 3.   | Puja Vacation -   | 03.10.19 to 12.10.19                              |
| 4.   | Mid Semester Exam -   | 1st, 3rd, 5th                                     |
|      | Mid Semester Exam -   | 2nd, 4th, 6th                                     |
|      | End Semester Exam -   | 1st, 3rd, 5th                                     |
|      | End Semester Exam -   | 2nd, 4th, 6th                                     |
| 5.   | X-mas Holiday -   | 25th December 2019                                |
| 6.   | Annual Sports/Cultural Week                                       | 02.01.2020 to 15.01.2020 for competition function |
| 7.   | Form fill up for Exam -   | As notified by Utkal University                   |
| 8.   | Alumni Meet -   | January 1st week 2020                             |
| 9.   | Publication of Result -   | Within 45 days from concern Semester              |
| 10.  | Total No. of Holidays -   | 72 days excluding Sundays                         |
| 11.  | Total No. of Teaching days -                                      | Minimum 180 days                                  |
| 12.  | Summer Vacation -   | 9th May 2020 to 16th June 2020                    |
| 13.  | Reserve Holiday -   | Maximum 2 days                                    |

**For + 2 CHSE 1<sup>st</sup> Year**

1. Commencement of +2 1st Year class : 30.07.2019
2. Disposal of Application for permission of combined attendance inter college for transfer :-  
As per govt. order.
3. Deposit of return of matric (ROM) fees :-
 

10.09.2019 to 25.09.2019 - without fine
26.09.2019 to 30.09.2019 - with 50/- fine
01.10.2019 to 04.10.2019 - with 250/- fine
4. Verification of document for issue of registration number - 1st week of Feb. 2020 as per council date line.
5. Compliance of objection and issue of online registration land

**For + 2 2<sup>nd</sup> Year**

1. Commencement of classes - 18.06.2019
2. Disposal of application for inter college transfer - As per govt. fixed date
3. Form fill up of ex-regular students (online) - 16.09.2019 to 30.09.2019
4. Submission of ex-regular form fill up documents in council - 01.10.2019 to 17.10.2019



5. Form fill up of regular students (online) - 04.11.2019 to 12.11.2019
6. Submission of regular form fill up documents in council - 04.11.2019 to 12.11.2019
7. Notification of examination of annual H.S.C. exam. 2020 - As 16.12.2019
8. Issue of Admit Card of Annual H.S.C. Exam 2020 - 25.11.2019
9. Uploading the list of examination for practical exam 2020 at CHSE website - 1st week Jan.2020
10. Practical exam. conducting for A.H.S. exam - 2020 :- 15.01.2020 to 25.01.2020
11. Theory exam. of A.H.S. exam 2020 :- 1st week of March 2020
12. Publication of results of A.H.S. exam 2020 :- 30.05.2020
13. Form fill up for instant H.S.C. exam 2020 :- 10.06.2020
14. Conduct of Instant exam 2020 :- 15.07.2020 to 18.07.2020
15. CHSE teachers gradation list finalization :- 2nd week of December 2019
16. Conduct of sports and games :- August to December 2019
17. Annual Sports :- 2nd week of October
18. Conduct of cup debate (Eng, Odia, Hindi) Competition, 2nd week of November 2019.

## II. Admission

1. Only e-admission through SAMS datelines
2. College profile must be uploaded in e-space before admission.
3. As per Govt. Letter No. 6383, Dt. 11.03.14, tuition fees / other fees, exam fees, certificate fees shall be exempted for disabled / Blind / O.H. (75%) students.
4. As per Govt. Letter No. 19226, dt. 14.07.16, Admission fees / readmission fees / tuition fees / extra fees be exempted for orphan child under Green Passage Scheme.

## III. Time Table

1. Theory classes - 45 min.                      Practical classes - 45 min. × 3
2. No. of students - in a section 128, in practical group-16
3. A teacher shall be allotted maximum 30 periods / week.
4. All teachers shall be assigned classes everyday of week.
5. All teachers must have theory class on every day of week.
6. Name of teacher must be reflected in Time Table to be uploaded to e-space of Govt. DHE classes to be held in rooms specified in Time Table.
7. Department Seminars be conducted weekly as per time table. Students to participate in a competition and best 3 are to be awarded in the Annual Seminar.

## IV. Students' Attendance

1. Attendance be marked by teacher in each class with his/her signature and date.
2. Complete Roll No., name of the student be mentioned in attendance register.
3. For every absent 'X' mark and for present No. of attendances shall be recorded.
4. Students have to attend at least 75% of available classes, failing which they shall not be allowed to appear end term exam. Students' attendance are to be communicated to parents monthly basis through SMS / post card by concerned department.

## V. Lesson Plan & Progress Register

1. Lesson Plan shall be prepared by each teacher for the paper / unit allotted.
2. Separate progress register shall be maintained for Practical.
3. Progress register shall be signed by concerned HOD on last day of every week and Principal on last day of every month.



**VI. Examination**

1. Mid-Semester exam should be notified 15 days prior to with specified portions.
2. Valued Mid-Semester Papers be preserved for 6 months from date of result publication by University.
3. Subject wise question bank to be available to students and library.
4. University Questions and Answer scripts to be kept in safe custody.

**VII. Department Seminar**

1. Seminar day must be reflected in Dept. Timetable, conducted by staff and students.
2. Record of student seminar must be maintained through synopsis.

**VIII. Library, Lab, Infrastructure**

1. Library should have adequate text books reference books journals.
2. Separate laboratory equipped with furniture, LPG, Chemicals and Fire safety.
3. Stock registers for books, lab equipment purchased from College/Govt./UGC fund in alphabetical order.
4. Language Lab be set up, utilized and maintained.
5. College Website should contain infrastructive, staff details, laboratories, Library facilitation, Courses, Syllabus, Exam, result, quotations, tender, notices feedback from students and guardians.
6. Cyber security audit must be completed by 31st August 2019. It should be disabled friendly.
7. Status of the building should be supervised and certified by an engineer not below Asst. Engineer, repairing should be done to unsafe building before beginning of the session.

**IX. Ministerial Staff**

1. All Ministerial Staff shall be assigned specific work or section to deal like admission, CLC/TC. Letters from DHE shall be registered in diary, acknowledgment be given to the applicant.
2. e-despatch system should be verified every day and downloaded.
3. Function of each section is to be displayed for students and guardians.
4. Subject wise applications shall be marked by the Principal to concern ministerial staff within specified time.

**X. Financial / Service Matters**

1. All purchase for department or college should be done with due procedure as per GFR Rule 2005, Odisha F.D. circles No. 4939/13.02.12 under supervision of purchase committee.
2. Payment against purchase should be within specified time through RTGS/NEFT A/C Payee cheque.
3. Cash Book DCR should be maintained properly.
4. Collection of different fees from students should be through e-transaction/D.D./Bank challan. Daily collections should be deposited in college account. Same cash should be kept in locker with triplicate keys with Principal, Ac. Bursar and Accountant.
5. Cash Book and Pass Book of college account should commensurate with each on last day of every month and financial year.
6. All College Accounts should be audited by appropriate auditing agency for every Financial Year.
7. Salary of Block Grant and guest faculties should be paid by A/C transfer mode.
8. Service book in duplicate and CCR of employees shall be maintained and updated every year.
9. All types of leaves availed by employees as per leave rules.
10. E.L. to be applied before 15 days in advance.





**CHAPTER - 4**  
**COURSES, TOTAL SEATS & SCHEME OF STUDIES**

**TEACHING FACILITIES**

The College imparts co-education in Arts, Science and Commerce streams in :

1. Higher Secondary or +2 Courses under the Council of Higher Secondary Education, Odisha.
2. Degree or +3 Courses under the Utkal University, Bhubaneswar.

**Higher Secondary of +2 Courses**

The college is affiliated with the seats in +2 level as follows

Arts - 256 Seats		Science - 384 Seats		Commerce - 256 Seats	
Elective	Seats	Electives	Seats	Electives	Seats
Pol. Sc.	256	Physics	384	Accountancy	256
History	256	Chemistry	384	Businee Studies & Management	256
Math	128	Math	384	Business Mathematics & Statistics	256
Logic	256	Biology	384	Banking & Insurance and Cost Accountancy	256
Economics	256	Elect.	72	Fundamentals of Entrepreneurship & Fundamentals of Management Accounting	256
Psychology	48	Information Tech.	64*	Salesmanship & Business Economics	256
Home Science	48				
Information Technology	64*				
Odia (Optional)	256				
Sanskrit (Optional)	128				
Hindi (Optional)					

- N. B. :**
1. Information Technology-64+ seats for all Arts, Sc. & Com. Classes and is a self-financing course.
  2. Compulsory Subjects for all students in Arts / Sc./Com.
    - (a) English (B) MIL (Odia / Hindi / Sanskrit / Bengali / Telugu / Urdu)
    - (c) Environmental Education (EE) (d) Yoga (e) Basic Computer Education (BCE).



## SUBJECT OF HIGHER SECONDARY COURSES :

- 1) Besides the compulsory subjects, a candidate shall offer any four elective subjects from any of the grouping mentioned under (III) A or B or C.
- 2) **Duration of Course :** The syllabi for 2 years course of each subject shall be divided into two parts, namely 1st year and 2nd year carrying 100 marks each. The college will conduct one examination at the end of the 1st year class of +2 course and the Council will conduct the examination at the end of the 2nd year class of +2 course. The result of a candidate will be determined only on the performance of the candidate in the Council examination to be held at the end of the 2nd year course.
- 3) **The pass criteria :** The pass criteria for the Examination shall be as follows: -
  - i) Subjects with Practical: 30% of the total marks shall be diverted for practical examinations and the remaining 70% thereof, for theory. A candidate has to pass separately in theory and practical. Pass marks in Biology shall be calculated taking together the marks secured in both Botany and Zoology (adding the marks of Botany and Zoology).
  - ii) Pass marks shall be 30% of the total marks in theory paper & 40 % of the total marks in practical paper in each subject, with 35% of the total marks in the aggregate.
4. **Course structure and Subjects of Examination:** There shall be no extra optional subjects. The course structure and subjects for the Higher Secondary Examination and the maximum marks in each subject shall be as follows:

Subject	Marks	Compulsory	
		1st Year (Conducted by the College)	2nd Year (Conducted by the C.H.S.E.)
I. i) English	200	100	100
ii) M.I.L. (one of the following : Odia/Hindi/ Sanskrit/ Bengali/ Telugu/Urdu)	200	100	100

Provided that the Council may in special circumstances permit a candidate to offer alternative papers in English of a Higher standard than required in (i) above in lieu of M.I.L. paper, stating reasons.

Provided further that, a candidate may be permitted to take up for the Higher Secondary Examination one of the subject as M.I.L. under (ii) above without attendance at Lecture in the subject, if the institution in, which he is admitted is not affiliated in that subject.

### II. **Basic Computer Education (BCE), Environmental Education (EE) and Yoga.**

The Basic Computer Education (BCE) compulsory subject will be assessed at the College level for 100 marks (50 marks for theory and 50 marks for practical). The EE subject will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year of +2 course and The grades (A+, A, B, C or 0 in order of merit) are to be awarded by the college and the same shall be recorded in the body of the pass



certificate given by the Council subsequently. The Yoga subject (Compulsory) will be 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 the First Year and the Practical Examination shall be conducted at the time of Test Examination in the Second year. The grade secured in the Environment Education (EE) & Yoga will not affect the result of the candidate.

Marks	Grade	Marks	Grade
70 % & above	Gr - A +	60 % to 69 %	Gr - A
50 % to 59 %	Gr - B	35 % to 49 %	Gr - C
below 35 %	Gr- D		

**III. (A) Subjects of Examination for Arts stream**

Out of the following six groups of subjects, a student shall have to offer only four elective subjects each carrying a maximum of 200 marks - i.e. 100 marks for 1st year conducted by the college and 100 marks for 2nd year conducted by the C.H.S.E.

- 1) Political Science, 2) History. 3) Economics, 4) Logic, 5) Mathematics / H. Science, 6) Psychology, 7) Oriya / Sanskrit/Hindi/Urdu/Bengali, 8) Information Technology.

**(B) Subjects of Examination for Science stream**

Each elective subject carrying a maximum of 200 marks - i.e. 100 marks for 1st year conducted by the college and 100 marks for 2nd year conducted by the C.H.S.E.

1. Physics
2. Chemistry

Either Group 'A' or Group 'B' for third and fourth elective subjects

Group - A	Group - B
3. Mathematics/Biology (Can be opted as either 3rd or 4th elective Sub)	4. Electronics / I. T. / Economics/Sanskrit (Can be opted as 4th elective sub. only)

**(C) Subjects of Examination for Commerce Stream**

Each elective subject carrying a maximum of 200 marks - i.e. 100 marks for 1st year conducted by the college and 100 marks for 2nd year conducted by the C.H.S.E.

1. Accountancy,
2. Business Studies & Management,
3. Business Mathematics & Statistics.
4. Anyone of the following groups:

	<b>1st Year</b>		<b>2nd Year</b>
Group - I	Banking & Insurance	&	Cost Accountancy
Group - II	Fundamentals of Entrepreneurship	&	Fundamentals of Management Accounting
Group - III	Salesmanship	&	Business Economics
Group - IV	Information Technology	&	Information Technology



**+3 DEGREE COURSE**

**(As per State Model Syllabus for Under Graduate under choice based credit system)**

For detailed syllabus refer College website [www.christcollege.ac.in](http://www.christcollege.ac.in).>>Academic>>syllabus/  
[www.dhe.odisha.gov.in](http://www.dhe.odisha.gov.in)

The sanctioned no. of seats in Degree of +3 level is as follows

Arts (Hons.) : 256 Seats				Science (Hons.) : 192 Seats, 16 Self Financing				Commerce (Hons.) : 128 seats			
Hons.	Seats	Generic Elective	Seats	Hons.	Seats	Generic Elective	Seats	Hons.	Seats	Generic Elective	Seats
Political Sc.	32	Pol.Sc.	128	Physics	40	Physics	88	Commerce	128	Micro Econ	128
History	24	History	256	Chemistry	40	Chemistry	88			M.&Ind. Eco	128
Philosophy	24	Philosophy	256	Math.	32	Math.	96			B. Stat.	128
Economics	32	Economics	256	Comp.Sc.	16					P.Marketing	128
Education	32	Education	64	Botany	40	Botany	40				
English	24	Odia	256	Zoology	40	Zoology	40				
Odia	24	Sanskrit	256								
Sanskrit	16										
Hindi	16										
Sociology	16										
Psychology	16										

- \* Comp. Science Hons. is a self-financing Course.  
Details of the subjects is given below for each stream.  
The Generic Elective to be allotted on the basis of merit.

**Final Structure for Under Graduate (B.A/B.Com/B.Sc) Under Utkal University Bhubaneswar  
(As per State Model Syllabus For Under Graduate Under Choice Based Credit System) w.e.f.  
the session 2019-20**

**1. 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 / Dept. of Industry or any other Dept. of Govt. of Odisha or Utkal University. 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 B.A/ B.Com stream.

The course structure of model syllabus of each subject for the session 2019-20 is uploaded in the following website : [www.dheodisha.gov.in](http://www.dheodisha.gov.in), [www.christcollege.ac.in](http://www.christcollege.ac.in) (academic & syllabus)



**2. COURSE STRUCTURE**

**Arts / Science / Commerce (Honours)**

Group	Subjects	No. of Papers	Total Credits	Total Marks
Core	Core-1 to Core-14	14	14 x 6 = 84	1400
DSE	DSE-1 to DSE-4	4	4 x 6 = 24	400
AECC		2	2 x 4 = 8	200
SEC		2	2 x 4 = 8	200
GE		4	4 x 6 = 24	400
<b>Grand Total</b>		<b>26</b>	<b>148</b>	<b>2600</b>

**N.B.:-** Each Hons. course has Total Credits = 148, Total Marks = 2600.

**Abbr. -**

*DSE - Discipline Specific Elective*

*AECC - Ability Enhancement Compulsory Course*

*SEC - Skill Enhancement Course*

*GE - Generic Elective*

**SEMESTER – I**

SI No	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Full Marks
1	CORE	I	6	60	100
2	CORE	II	6	60	100
3	GE - A	I	6	60	100
4	AECC	I	4	40	100
<b>TOTAL</b>		<b>4</b>	<b>22</b>	<b>220</b>	<b>400</b>

**SEMESTER – II**

SI No	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Full Marks
1	CORE	III	6	60	100
2	CORE	IV	6	60	100
3	GE – B	I	6	60	100
4	AECC	II	4	40	100
<b>TOTAL</b>		<b>4</b>	<b>22</b>	<b>220</b>	<b>400</b>



**SEMESTER – III**

SI No	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Full Marks
1	CORE	V	6	60	100
2	CORE	VI	6	60	100
3	CORE	VII	6	60	100
4	GE - A	II	6	60	100
5	SEC	I	4	40	100
<b>TOTAL</b>		<b>5</b>	<b>28</b>	<b>280</b>	<b>500</b>

**SEMESTER – IV**

SI No	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Full Marks
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	4	40	100
<b>TOTAL</b>		<b>5</b>	<b>28</b>	<b>280</b>	<b>500</b>

**SEMESTER – V**

SI No	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Full 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
<b>TOTAL</b>		<b>4</b>	<b>24</b>	<b>240</b>	<b>400</b>

**SEMESTER – VI**

SI No	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Full Marks
1	CORE	XIII	6	60	100
2	CORE	XIV	6	60	100
3	DSE	III	6	60	100
4	DSE	IV	6	60	100
<b>TOTAL</b>		<b>4</b>	<b>24</b>	<b>240</b>	<b>400</b>

**Mid Semester :** Mid semester exams will be conducted by the College and marks will be sent to University on line. For practical subjects there will be mid semester exams for 15 marks and for other subjects this will be 20 marks.

For appearing mid-semester exams. it is mandatory for all students. Candidate has to secure 75% of attendance in order to appear mid-semester exams. If a student fails to appear mid-semester exams without sufficient ground, s/he can appear within on month from mid-semester exams given bona fide certificate for his/her absent.

**Tentative dates for odd Mid-Semester exams : 1st week of September.**

**Tentative dates for even Mid-Semester exams : 1st week of February.**



## CHAPTER - 5

### N.C.C., N.S.S. YRC & ECO CLUB

There are 2 wings of N.C.C. in Christ College:

1. N.C.C. (Infantry), 1 (O) Battalion unit with 100 cadets,
2. Navy, 3 (O) Bravo Division unit with 50 cadets.

Cadets undergo the training prescribed for them, and also participate in Social Services, Sports activities, Mountaineering, Rock-climbing, Cycle Expedition, Trekking, Para Training, Ski-Courses, Nau-Sainik, Water-sport, R.D.C. Advance Leadership Course, and after passing Certificate Examination 'B' and 'C' they are given additional weightage for selection in admission in different colleges and in the Armed Forces.

N.C.C. is optional for college students.

### NATIONAL SERVICE SCHEME

There are at present one unit of N.S.S. consisting of 50 volunteers for Degree students.

#### *Aims and Objects:*

To undertake social work to help the community in maintaining cleanliness and spreading the message of family welfare, bad effects of drug abuse and helping the cause of adult education.

N.S.S. volunteers, who have received awards of University / State / National level are given additional weightage for selection in admission in different colleges and also given facilities for employment purposes.

N.S.S. is optional for college students.

### YOUTH RED CROSS

There is one unit of Youth Red Cross with the objective of developing spirit of service and sense of dedication in minds of youth.

It undertakes health awareness, first aid, blood donation and service to seek.

### ECO CLUB

This was established in addition to NSS, specifically to conserve natural resources, to create awareness of Eco friendly environment and create awareness of biodiversity conservation, clean and green consciousness among students.



**CHAPTER - 6**  
**COLLEGE HOSTELS**

The College provides two hostels for the residence of male students: (1) New Hostel- 42 Seats, (2) Balabhadra Narayan Hostel- 46 Seats. Recently with a funding from IDP, World Bank, New Hostel has been planned to be converted with newly built 100 bed Ladies Hostel.

*[The Balabhadra Narayan Hostel is named after the late Rajah of Keonjhar State, who had made a generous donation of Rs.10,000/- for the construction of the hostel. The hostel building was completed in the year 1964 and was opened for the boarders].*

**HOSTEL RULES**

**A. Admission :**

1. a) Admissions of students (boys only) in Hostels are made along with their admissions into 1st year of +2 or +3 classes of the College. Candidates seeking admission into hostels are required to submit their applications for the same in the prescribed Application Form along with their Application for admission either into 1st year of +2 or +3 course of the College. A student seeking admission in the middle of the session may also submit a separate application with reasons.
- b) Boarders of the 1 st year are usually readmitted to hostel during their 2nd year of +2/ +3 class and again during 3rd year of their +3 class. No fresh admission is provided to 2nd year students of +2 classes and 2nd & 3rd year students of +3 classes, who were not boarders during their 1 s t year class and the vacant seats of each year are only allotted on merit cum distance basis to the first year students taking fresh admission in the College.
2. When admission into hostel is granted, the student should pay the necessary dues in the college office, and produce the receipt before the Superintendent concerned, who will admit him into the hostel and will allot a seat for that session after receiving an undertaking executed in his front by the parent/guardian and the student to the effect that the boarder shall be abided by the rules and regulations of the hostel.
3. Withdrawal from a hostel requires the sanction of the Principal which will not be ordinarily accorded unless all dues to the hostel have been paid, and the Superintendent gives a clearance certificate to that effect.
4. a) The monthly seat rent of the hostel is collected on half yearly basis in 2 installments for each session:
  - (i) June to November : *1st instalment*
  - (ii) December to May : *2nd instalment*





- b) A student becoming boarder during any of the above half yearly period in full or part thereof, he shall have to pay the full seat rent for the said entire half yearly instalment(s) along with other dues if any.
5. a) Boarders intending to continue in the hostel to prosecute their study in 2nd year of +2 class / 2nd or 3rd year of +3 classes, should apply to the Superintendent before the commencement of the Summer Vacation preceding to the commencement of the proposed session.
  - b) He will loose his claim to continue in the hostel, if he is not regular in paying the hostel or college dues / fails to observe the discipline of the hostel or college / disobeys the Superintendent or Principal.
  - c) If permitted, he shall first deposit the required dues of the hostel in the college counter immediately after reopening of the college after the summer vacation, and produce the receipt before the Superintendent concerned, who will admit him into the hostel and will allot a seat for that session.
  - d) Hostel admission fees is non-refundable in case the boarder leaves the hostel or college.
  - e) In case the boarder leaves the hostel after six months of his admission he shall clear all his hostel dues of that year.
6. There is no provision that a student of the +3 class shall be allotted a seat if he was a boarder during his study in +2 class of the college. He has to apply again along with his application for admission into +3 class and his case shall be considered afresh.
7. The dues payable are the admission fee, improvement fee, general breakage / caution money and the monthly seat rent. If a student fails to pay hostel dues in time for the subsequent period, he shall be removed from the hostel and or shall be detained in the same class and/ or shall not be sent up to appear at the C.H.S.E. / University Examination and or he will not be issued C.L.C.! T.C. and Conduct Certificate.
8. The hostels are closed during Puja Vacation and Summer Vacation, however a boarder may continue to stay during a vacation under permission of the Superintendent for which he is to submit an application sufficiently beforehand. Boarders are to leave hostel with their all personal articles immediately after their annual examination conducted by the College I C.H.S.E I University towards the end of each session prior to the ensuing summer vacation.

**B. Mess:**

9. Boarding is private, and is' managed by the boarders themselves under the supervision of the Superintendent and Principal.
10. An amount of Rs. 500/- as Mess Caution Money should be paid in advance to the Superintendent at the time of allotment of a seat in the Hostel. The estimated amount of



monthly mess charge of the current month, as will be fixed by the Superintendent, should also be paid in advance to him within the first week. Thereafter, in the first week of each succeeding month balance amount against actual expenses for the preceding month shall be paid I refunded and at the same time the Superintendent shall also collect advance mess charge for each current month excluding the amount of Rs. 300/- as Mess Caution Money, which is adjustable against actual mess expenses of the last month.

11. Every boarder is to pay his mess dues as described above before 7th of every month. The college tuition fee will not be accepted unless a certificate to this effect from the Superintendent is produced at the college counter. Superintendent will not be held responsible for non functioning of the mess for any period, which is beyond his control.

**C. Discipline:**

12. Roll-call is taken every night at 9.30 p.m. No boarder should be absent from the hostel at the time and after roll-call without permission of the Superintendent. Absence from the hostel without permission constitutes a serious offence. Any boarder attending a private tutorial home, shall intimate the Superintendent through his parent/guardian.
13. No boarder shall interrupt or disturb another in any way in his studies, particularly during the hours fixed for study.
14. No boarder shall change his seat without previous permission of the Superintendent.
15. Before 10 p.m. the evening meals must be finished by the boarders.
16. Boarders should in all cases obtain the,permission of the Principal before joining or taking part in any association, or meeting outside the College.
17. The calling of meetings or raising of funds for any purpose among boarders must receive the previous approval of the Superintendent.
18. The Superintendent at his discretion may prohibit the introduction of any objectionable reading material into the hostel.
19. The boarders while leaving their respective rooms before the holidays, are required to inform the superintendent at the time of their departure, and give the charge of the rooms to him.
20. Father and natural male guardian of a boarder may be permitted, with previous sanction of the Superintendent, to stay in the hostel for not more than two days if accommodation is available, provided that their visit is in the interest of the boarder as a student of the college.
21. The following are also considered as breach of discipline:
  - a) Neglect of study,
  - b) Creating disturbances to others and behaving with others in improper manners. Use of filthy and illegal languages.



- c) To damage or using in such a manner that will cause damage of any property of the College and/or unnecessary use of electricity and water supply and use of electric heater, etc.
  - d) Spitting about the rooms & verandahs, writing on or disfiguring in any way the walls, doors etc. of the building, creating an unhealthy / unhygienic condition in the surroundings. Boarders should maintain proper cleanness of their rooms and surroundings.
  - e) Entertaining friends or relations in the hostel without previous permission of the Superintendent,
  - f) Smoking, consumption or possession of any narcotics / alcohol, possession of any weapons, crackers or any other materials except the materials required for study and daily use during stay in the hostel.
  - g) Adopting to unhealthy / unhygienic way of living.
  - h) In case of any ill health of a boarder or apprehension of any danger or disturbances, the concerned boarder and co-boarders are required to report the same to the Superintendent, immediately.
  - i) Misconduct of any other description.
22. Boarders are responsible for the furniture and equipment supplied to them, and are required to make good to any damage caused by them.
23. For breach of any of the above rules / discipline, the boarder may be fined up to Rs.50/- and/or may be removed from the hostel and/or with any other punishment as the Principal will deem fit.
24. a) The Superintendent is responsible for the maintenance of order and discipline in the hostel under his control, and competent to punish the boarders for breach of discipline with an intimation to the Principal.
- b) The Superintendent will maintain a record of all fines to be deposited in the college counter and other punishments awarded in register kept for the purpose.
- c) The internal management of the hostel rests entirely with the Superintendent.
25. Principal reserves the right to refuse admission or readmission or further continuance of any student in hostel as boarder / remove any or all the boarders from the College Hostels for any period without assigning any reason thereof. Decision of the Principal is final and binding in all respect.



CHAPTER - 7

NALINI LIBRARY

The library of the college has been named 'Nalini Library' after Late Nalini Pattamahadei, wife of Late Krushna Chandra Gajapati Narayan Deo, Maharaja of Parlakhemundi, who contributed a handsome amount for the setting up of the Library. The Library had been formally inaugurated in April, 1944.

At present total number of books and journals available in the Library are as follows:

Total No. of Books	:	41,234
Journals	:	19
Magazines	:	18
E-Journals	:	6,237

*Rules for borrowers of all categories*

- No student can use Library or issue books without producing his/her valid Identity Card of the College and Library Card at the library counter.
  - A student immediately after admission into 1st year of +2/ +3 class should produce his/her Identity Card of the College in the Library Counter for issue of Library Card to him/her.
  - A student immediately after readmission into 2nd year of +2 class or 2nd /3rd year of +3 class can receive his/ her Library Card in the same manner after producing his/her renewed Identity Card of the College.
  - Students borrowing books from the library should see that the Library Card is properly filled in. They should also present the cards at the counter while returning the books. They should observe the Instructions mentioned in the Library Card.
  - No book should be taken out of the library without the knowledge of the Librarian and until it has been properly entered in the 'Loan-Register' and entry attested by the borrower.
  - No person is allowed to enter inside into the Library without permission of the Librarian.
- Each borrower must examine the condition of the book, before it is issued. Otherwise in case of mutilation discovered later, the presumption will be against the particular borrower.
- Book should be returned within the period allowed to a borrower.
- When the date for the return of a book falls on an authorised holiday, it should be returned to the library on the next issue date.
- All books belonging to the library, and in the possession of borrowers should be returned to the library before the college closes for the Summer Vacation, or before the date notified for the purpose.



6. Whoever might have a library book in his possession, should return it to the library, whenever receives a requisition notice for return of the book from the Librarian.
7. No marginal or other notes or markings shall be made in the library books nor shall any picture or page be removed or torn out, or otherwise disfigured. In extreme cases, the borrower shall be asked to replace the books damaged by him.
8. A borrower, against whom any overdue or other charge is outstanding, shall not be allowed to borrow books further, and anyone, who has got a library deposit shall not be allowed to withdraw the same until the library dues are cleared up.
9. If any borrower keeps a library book in his possession for more than the time allowed, no more books will be issued to him, until the concerned book is restored to the library. In extreme cases, the privilege of using the library will be denied to him.
10. All those, who may happen to be inside the library, or in its neighbourhood are expected to observe strict silence.
11. Library premises should not be used for any purpose other than reading/consultation of books and periodicals of the library.
12. Spitting, smoking and use of narcotics inside the library are forbidden. .
13. The following is a list showing the maximum number of books that may be issued to each borrowers of various classes:
  - a) Readers/Lecturers : 15
  - b) Librarians/Demonstrators/PET : 07
  - c) Ministerial Staff : 05
  - d) Attendants : 02
  - e) Students :
    - i) +3 Hons Students : 03
    - ii) +2 Students : 02
14. Time allowed to keep library books with the borrower : (Honours Students for one month and other Students for 15 days.)
15. A book once issued may be reissued to the borrower only when nobody else requires that book. Books for reissue must be returned physically to the library for the relevant entries in the register.
16. Reference books and rare books and periodicals are not to be taken home without the permission of the Readers lie of the concerned departments and Prof-in-charge of the library.
17. If any book is lost, price to the extent of ten times the cost of the lost book, subject to minimum of the present market price, shall be collected from the borrower, If he or she is unable to replace the book.



18. Students, who do not return the books within the time allowed will be fined 25 paise for each extra week or part thereof for delay.
19. If a student loses his card, another card will be issued to him on application, and payment of one rupee.
20. Persons using the library are supposed to have read the library rules, and are to strictly abide by them. Ignorance of the library rules will be no excuse for the breach of any rule.

### **LENDING LIBRARY**

The Nalini Library of the college runs a Lending Library containing text books on different subjects taught in the college. Text books may be borrowed from the library by the students of the College on the following conditions:

1. A student desiring to borrow books from the Lending Library should make a security deposit equal to the price of each book borrowed.
2. No student is allowed to borrow books, the total price of which exceeds Rs.200/-
3. The books shall be returned to the library immediately after the C.H.S.E./University examinations are over. Failure to return the books will entail loss of the deposit, and withholding the College Leaving or Transfer Certificate of the defaulting student.
4. The refund of deposits will be made to those borrowers, who have returned the books in good condition, only on the dates fixed by the Principal for the purpose.
5. Library Card has bar code with which they can access the library and borrow books.
6. Library has become digitalised. Issue and return is done through computers.

### **E - LIBRARY**

The Nalini Library has totally digitalised using E-Granthalaya (Library Management Software). OPAC facility is available inside the library. Students can search their required books available in the library through OPAC. E-library facility also available in library. Library has subscribed E-Journals and E-books through National Library and Information Services Infrastructure for Scholarly Content (N-List). 6237 (e-journal) and 1,35,809 (e-books) e-resources from different publishers are available in N-list. Students can access and download these e-resources through the website <https://www.nlist.inflibnet.ac.in> after registration.



CHAPTER - 8

COLLEGE MAGAZINE & JOURNAL

SANTWANA

For the first few years the magazine of the college was called "Utkal Christian College Magazine", and then for some years, it came out under the title 'Unmesh'. It has been renamed "Santwana" since 1960-61. Santwana is published once a year, and is edited by a Board of Editors, which consists of two members of the teaching staff, and the Secretary of Odia Sahitya Samaj of the college, who functions as the representative of the students.

Articles, papers, poems, stories, essays and features written by teachers, and bonafide students of the college are accepted in four languages, namely Odia, English, Sanskrit and Hindi. Photographs, paintings, reports of the activities of the different Societies, Seminars and Associations of the college also find place in 'Santwana'. Translations are also acceptable, but the original source should clearly be quoted. Articles found guilty of plagiarism are rejected and their authors permanently debarred from contributing to the magazine.

Every effort is made to reflect in 'Santwana' the creative urge of the students and teachers of the college.

*SRUSTI 'O' SAMEEKSHYA*

The Odia Sahitya Samaj of the college publishes every year, a research journal called 'Srusti 'O' Sameekshya' in which research and critical articles of enduring value ,are published on various aspects of literature. Sometimes special numbers of this journal are also brought out with articles contributed by scholars even if outside the college.

*LITERARY DELIGHTS*

Literary Delights is an annual magazine published under the auspices of the English Literary Society of the college, mainly to encourage the young scholars to undertake research projects and to publish their scholarly papers. It aims at extending the frontiers of knowledge of the English language and literature and developing creative and critical taste among the students.



CHAPTER-9

ADMISSION & REGISTRATION

E-ADMISSION RULES

COMMON PROSPECTUS

Student Academic Management System

**Department of School and Mass Education, Govt. of Odisha Higher Secondary (Class - XI)**

The present system of e-admission through Student Academic Management System (SAMS) of Govt. of Odisha for +2 and +3 wings was adopted since 2010-11 session.

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### Definitions & Acronyms

Annexure-7	Annexure - 7 (Not to Slide-Up) is an option conferred to a student who took admission in a lower preferred choice to cease his/her admission to higher preferred choice in subsequent selection process.
Applicant Copy	This form is the replica of the CAF submitted at the SAMS Resources Center (Junior). It contains the Money Receipt-cum-Index Number and to be retained by the applicant, in case of offline CAF submission. Whereas, Application reference number will be used for any future communication relating to admission. A sample of applicant copy is given in Annexure-5.
Applied HSS	The Higher Secondary School (HSS) at which, the applicant submits her/his application form for admission is said to be the applied Higher Secondary School.
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CHSE	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
CP	Common Prospectus
Destination School	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
DHSE	Directorate of Higher Secondary Education, Odisha.
Help Desk	Helpdesk consists of a group of teaching and non-teaching staffs of the Higher Secondary School. It educates the applicants about different procedures of e-Admission.
HSS	Higher Secondary School
Internet Facility Center	It is a facility center, opened within the school premises where students/parents/guardians can apply online and take print outs of Higher Secondary School copy and Applicant copy as well.
Junior Educational Institutions	Higher Secondary Schools (+2 Educational Institutions)



MRIN	Money-Receipt-Cum-Index Number. This number is recorded on both the applicants copy as well as the college copy of CAF, incase an applicant submits both the copies, along with relevant documents and fees at the counter of SAMS Resource Center.
RoM	Return of Matriculate
SAMS	Student Academic Management System
SAMS Higher Secondary Schools	A Higher Secondary Schools which is implementing online admission through SAMS i.e. e-Admission.
SAMS Resource Center	A Higher Secondary Schools where the filled in CAF will be received at the counter. The list of these educational institutions is available in the website <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is toll free help line number which provides information to applicants / parents / general public on query related to eAdmission.
School/College Copy	Copy of CAF which is to be submitted at the applied Higher Secondary School, if CAF is not verified online (Annexure-4 of CP)
School Profile	This profile gives information regarding the streams (Arts / Science/Commerce), Subjects, Sanctioned Strength in each Subject, Hostel Facilities, Admission Fees etc. of each Higher Secondary Schools.
S&ME	School and Mass Education Department, Odisha.
SLC	School Leaving Certificate

## 1 Executive Summary

### 1.1 What is SAMS ?

Students Academic Management System, i.e. SAMS, is an online program used to manage the admission, administration, registration, form fill-up etc. processes of the Higher Secondary Schools of the state. This online system is used by the students to take admission into Class XI of Arts, Commerce, Science, Vocational and Sanskrit Higher Secondary Schools of the state. The admission process thus carried out through internet and computers is called as eAdmission. At present, SAMS covers admission for various other departments, other than Higher Secondary Schools under School & Mass Education Department: Degree, ITI, Diploma, Teacher Education, Physical Education. Other than e-Admission, SAMS also maintains the academic and financial records of all the students admitted into different educational institutions. The list of Higher Secondary Schools (Erstwhile Jr Colleges) is available in the official website [www.samsodisha.gov.in](http://www.samsodisha.gov.in).

### 1.2 Objectives

- Ensure single window system for admission through the e-Admission process
- Make the admission process economical
- Reducing the anxiety of applicants/parents by making the entire selection and admission process transparent.
- Reduce the work load of school / college through several administration modules, using the database for admission process and thereby improving services to the students.
- Increases accuracy and efficiency of all activities involved in the student's lifecycle.



### 1.3 Components of SAMS

There are two components of SAMS: e-Admission & e-Administration

#### 1.3.1 e-Admission

e-Admission aims at successful use of Information Technology to make the admission process simple, economical, fast and transparent. This process is accomplished using Computers and Internet.

- a) An eligible applicant will have to apply ONLINE through [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://www.sme.odisha.gov.in) (by filling up required personal and academic information, choice of different educational institutions and streams in the order of preference and other details). She/he can validate the marks secured at the Examination of BSE, Odisha, validate documents online if she/he claims any reservations, make online application fee payment and keep the print copy of the application along with the online Money Receipt-cum-Index number for future reference.
- b) If the applicant has not passed out from BSE, Odisha, claims for reservation but the documents are not auto-verified online, she/he has to submit the documents online, take printouts of the computer generated application form (Higher Secondary School (HSS) Copy & Applicant Copy) and submit the documents at the nearest SAMS Resource Center (List available in the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://www.sme.odisha.gov.in)). The SRC authority would keep the HSS Copy of the application form along with the relevant documents and return the Applicant copy along with a Money Receipt-cum-Index Number (MRIN) to the applicant.

#### 1.3.2 e-Administration

e-Administration uses the admission database for the issue of Higher Secondary School Identity Cards, Library Cards, record of fees collected from the students, allocation of subjects and sections, preparation of Long Roll Register and Return of Matriculates, Maintenance of student's attendance, Tabulation of Higher Secondary School level examination marks, issue of Higher Secondary School Leaving Certificates etc. This would improve efficiency, and save precious time of Higher Secondary School authorities, ensuring dissemination of correct information and services to all stake holders.

### 2 Changes in Process

- a) Applicants profile registration on the SAMS website for availing user id & password by the applicant, before applying on the online application for (Common Application Form (CAF)).
- b) Online auto-verification of caste certificate will complete validation of documents during CAF submission.
- c) There will be no offline Common Application Form fees payment for the academic session 2019-20. The only CAF payment mode will be online payment on SAMS.
- d) Submission of Annexure - 7 is important as it will decide whether the applicant want to take part in the slide-up process. Submission of Annexure-7 by eligible candidate is made online only, and can be done by the applicant in his/her registered login on SAMS. The process will be authenticated through OTP sent to the registered mobile number.

Submission of annexure - 7 will be enabled in the e-Space of applicant, only after the completion of the admission of the applicant at the Higher Secondary School. Additional time of 1 day will be provided to the students post completion of the e-Admission in each phase, before the start of subsequent selection process. Applicant are advised to read the instruction and dateline carefully while submitting Annexure-7. Default choice (when the applicant doesn't submit Annexure-7) will remain as 'No'

- e) Facility will be given during the online application submission to show the 3 optional subject seat strength along with the last year cut off marks, for the applicant to review and select the subject on the CAF. It is to bring to the notice of the applicant that merely selecting the subject as 3rd or 4th elective will not imply natural allocation. The allocation of 3rd and 4th optional will be done by the Higher Secondary School concerned on the basis of merit. The applicant should select the HSS carefully after verifying the cut-off marks of elective subjects. If any one is deprived of getting his/her subject of choice, the SAMS Society or the Government will not be held responsible since, the allocation of 3 or 4th optional is done strictly based on merit.
- f) Declaration of the Aadhar Card details while filling the Common Application Form (CAF) will help the applicant to avail the benefits of different kinds of scholarship. Hence the applicants are required to update the Aadhaar Number field provided in the CAF.
- g) Applicant will have to agree to the terms and conditions by clicking on the "I Agree" check box on the CAF.
- h) Admission intimation of the applicant will be available in the applicant / destination Higher Secondary School SAMS login. Applicants are required to login to SAMS to view it.
- i) While filing the CAF, if an applicant's BSE mark's (BSE, Odisha) is auto-verified, caste certificate is auto-validated, is not claiming any weightage and paid CAF fees online, then the applicant need not go to any SAMS Resource Centre to submit the application. The applicant once selected for admission, has to report at the Higher Secondary School/ SAMS Resource Center with the "Applicant Copy" of the CAF and required documents. In the above case, the CAF "School Copy" will not be generated at the completion of the application. The barcode number in the "Applicant Copy" is the reference number for status verification & intimation download.
- j) The process of auto-rejection of the CAF (auto-validated CAF) adopted last year has been changed. When a duplicate CAF is applied, a message should be shown to the applicant on the application form, that "Another application has already been applied against the applicants Roll No. Applying for another CAF would require rejection of the first CAF. This is to be done at an SRC in the presence of the applicant by providing a Hand-written application explaining the reason of applying a duplicate CAF along with photocopy of Identification card of the Applicant."

The SRC's are strictly instructed to properly validate the duplicate CAF's by verifying the authenticity of the applicant. They are allowed to receive the handwritten application from the applicant only after verifying the photo on ID proof against the photo on the CAF.

- k) The applicant must give minimum five choices / options (Higher Secondary School +Stream) of their preference upto a maximum of ten choices.



- l) From Academic Session 2019-20, submission of migration certificate is mandatory at the time of admission. If the applicant is unable to submit migration certificate at the time of admission then he/she has to submit an undertaking in the form of an affidavit duly signed by the Executive Magistrate stating that the applicant will submit the migration certificate within 30 days from the day of admission, failing of which his/her admission will stand canceled at the Higher Secondary School.

### 2.1 Registration Process

- a) Go to SAMS website [www.samsodisha.gov.in](http://www.samsodisha.gov.in)
- b) Click on the Higher Secondary School link under School & Mass Education banner
- c) Click on “New Student Registration” button
- d) Enter Name of the Student, Mobile Number & Email ID (optional) in the box provided
- e) Click on the “Generate OTP” button
- f) A six-digit OTP, which will be valid for 5 minutes, will be sent to the mobile number provided
- g) Applicant is required to enter the OTP number in the box showing in the computer screen
- h) Applicant is required to give own password & reconfirm the same in the box showing in the computer screen
- i) Password must have at least one Upper Case, one Lower Case, one Digit & a Special Character in it, e.g. Abcd@7618
- j) Then login to the SAMS Application using the user name (registered mobile number) & password given during online registration

#### Note:

- i) Applicants are advised not to change the registered Self Mobile number and Parent’s mobile number provided during form fill-up or else they may miss important & urgent messages to be sent to them during the process of form fill-up up to final admission
- ii) For violation of above order, if any problem arises during the admission process SAMS Society/ Government will not be held responsible.

### 2.2 Online Caste (ST&SC) Certificate Verification Process

- a) Online verification of the caste (ST & SC) certificate can only be done if the certificate is generated from the Odisha e-District software.
- b) After selecting the caste ST or SC in the Common Application Form (CAF), a box will appear in the screen.
- c) Here the applicant has to enter the “bar Code” number written on the caste certificate generated from the Odisha e-District software.
- d) If the name of the applicant doesn’t match to the name written in the caste certificate, the application won’t be auto-validated online.
- e) The Caste Certificate issued in favour of the applicants without barcode number, will be validated at the SAMS Resource Centre (Higher Secondary School).
- f) For those applicants whose caste (ST/SC) certificate is not verified online, they are required to submit the original caste certificate hardcopy along with “School copy” at the SRC, as per previous practice.



### 2.3 Online Annexure-7 Process

1. When the applicant does not want to participate in the slide up process, after taking admission in a Lower “Choice of Preference” option Higher Secondary School, she/he has to give her/his consent by login to their own SAMS Login portal.
  - a. By clicking on YES, the student will lock admission at the currently admitted Higher Secondary School, and shows that she/he is not interested in Slide-up to your higher ‘Choice of Preference’ option
  - b. By clicking on NO, the applicant agrees to participate in the upcoming SLIDE-UP process
2. Selection will be made on auto slide-up process. To stop auto slide-up, students are required to submit the “Annexure-7” in their own login portal after 1<sup>st</sup> selection admission. After exercising the option, no further changes could sought for.
  - a) Annexure -7 will be enabled for the applicant only after the completion of the admission of the applicant at the Higher Secondary School/ SAMS Resource Center. Please go through the detailed instruction and timeline before filing the Annexure - 7.
  - b) The applicant is required to login to the SAMS Application using the registered user details given during online registration process.
  - c) In the left side menu, the Annexure-7 link will appear in the SAMS e-Space of the applicant. Click on the Annexure-7 link and read the instruction carefully.
  - d) The applicant will be required to submit the Annexure-7 to exclude self from the slide-up process in the subsequent selection, by clicking on “Yes”. The applicant may choose to be a part of the slide-up process in the subsequent selection by choosing “No”, The default selection will always remain ‘No’.
  - e) An OTP (six digit), which will be valid for 5 minutes only, will be sent to the applicants registered mobile number.
  - f) The applicant is required to enter the OTP in the box provided.
  - g) The software will then confirm the acceptance of the request for submission of Annexure-7.

### 2.4 Regarding Slide up:

- a) Slide-up process is adopted during admissions to allow students to get selection into higher ‘choice of preference’ options during second selection (only) merit list creation.
- b) If an applicant wants to stop slide-up, s/he is required to do it through online process only. Please refer Section 2.3 above.
- c) For those who availed slide-up (‘No’ option in Annexure -7), they will be auto-issued SLC and their admission will also be done automatically into the destination (slide-up) Higher Secondary School by SAMS. The applicant will have to only submit the required admission fees and documents at the (slide-up) Higher Secondary School.
- d) If an applicant has been selected against her/ his lower option (in first selection), and she/he has taken admission into the respective Higher Secondary School, her/his case will be considered for sliding-up to a higher option during second selection merit list.



- e) After slide-up, the intimation letter will contain SLC. There is no requirement of signature of Principal of the relieving educational institution in the intimation letter.
- f) The seats become vacant automatically once intimation letter with SLC is generated and at the same time their admission is updated in the destination (slide-up) Higher Secondary School.

### 2.5 Student e-Space on SAMS

- a) After registration in the SAMS website (www.samsodisha.gov.in), an e-Space will be created for the applicant (student) in the SAMS application software
- b) For logging in to the Student e-Space, click on “Existing Student Login” link and login using the registered user name (mobile number) & password.
- c) Following links will be available for the student during application stage:
  - Common Application Form
  - Annexure-7 (Active only after Admission)
  - Intimation Letter
  - Admission Schedule
  - Online Payment (CAF Fees)
- d) After admission, other links such as attendance, timetable, different academic services, registration card, online examination form-fill, etc. will be available.

### 3 Important Notes

- a) e-Admission (ON-LINE ADMISSION INTO CLASS-XI) is compulsory for admission into all Higher Secondary Schools (Erstwhile Junior College) including Self Finance, Vocational & Sanskrit Higher Secondary Schools in the State of Odisha from the Academic Session 2018-19.
- b) An applicant needs to take print out of the “HSS Copy” & “Applicant Copy” of the filled-in CAF, and submit both the copies along with relevant documents at the any SRC for consideration & validation, if
  - i. 10th Board examination is not verified online
  - ii. Caste (ST/SC) certificate is not verified online
  - iii. Applicant claiming reservation other than ST/SC
  - iv. Applicant claiming any weightage
- c) Only the online (Internet) generated CAF with Barcode shall be accepted. In no case, a DTP or Typed-in CAF shall be accepted.
- d) Students are required to be careful while choosing their Higher Secondary School preferences for admission. In the preference list, ‘Preferences-1’ will be treated as the student’s highest preference and soon. If a student is selected in lower preference in the first round then, she/he may have the chance to get selected into higher preference option in the subsequent round. If she/he wants to continue in the Higher Secondary School; where s/he has already taken admission then, she/he has to update the “Annexure-7” in their respective login to stop auto slide-up process. Please refer Section 2.3 above.

- e) Before selection of the subject during application process the applicants are suggested to check availability of 4th /3rd Elective Subjects in the concerned Higher Secondary Schools as there are limited seats, which are to be allocated by the HSS purely on the basis of merit. As per the previous practice, the 3rd and 4th elective subjects will be allotted to the students at the Higher Secondary Schools Level strictly on the basis of merit only. Applicants are advised to check previous year cut-off mark of the HSS before applying for CAF.
- f) Intimation to the selected applicants will be communicated through online mode only. For details please refer Section 8, below. Intimation will not be sent through post.
- g) 3rd or 4th Elective Subject won't be indicated in the intimation letter of selected applicants. The destination Higher Secondary School / Erstwhile Jr. college will allocate the 3rd or 4th Elective Subject as per the merit list, options of applicants in the CAF and the availability of seats.
- h) Admission will be completed in three steps: i.e. First Selection, Second Selection & Spot Admission for the applicants who have applied online. After second selection, the seats will be de-reserved for the spot admission.
- i) Spot admission list will be published three times of the balance seats after the second selection admission.

### 3.1 e-Admission for Special Category HSS

Following steps are to be followed for the Higher Secondary Schools under the special reservation category.

- a) Specially designed Common Application Form (CAF) will be used to apply for the special reservation category which will be made available in the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in)
- b) Applicants will download the CAF & fill the same manually to submit in those Higher Secondary Schools.
- c) All the CAF received must be entered in the e-Space by the respective Higher Secondary Schools using their user id & password and making CAF Online payment, as per the schedule before the preparation of the merit list.
- d) Merit list of applicants received under special reservation category will be prepared by the respective Higher Secondary Schools (HSS). These HSS will ensure that the intimation reaches the selected applicants before admission.
- e) Admission update will not be allowed, if the Common Application Form received under special reservation category is not entered (and online payment not done) in the e-Space within the timeline.
- f) Balance seats after first phase e-Admission (First Selection, Second Section & Spot Admission) under special reservation category will be de-reserved and made available for general students for subsequent phases of online admission.

### 3.2 Application Fees

- a) Rs. 300/- per CAF for the General category applicants.
- b) Rs. 200/- per CAF for ST/SC applicants (provide authentic documents for verification & validation at SRC). If the SC/ ST applicants fail to show the authentic documents, they will make online payment of Rs.300/- in their CAF.





- c) Rs. 0.0/- per CAF for Persons with Disabilities (PwD) of more than 40% disability, Transgender and Orphan applicants.
- d) No refunds can be claimed at a later date.

**4 e-Admission Dateline**

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

<b>Sl #</b>	<b>Items</b>	<b>Timeline</b>
a)	Availability of Online Common Application Form (CAF) in the website. www.samsodisha.gov.in	06-Jun-2019 (11:00 am)
b)	Last date of applying online CAF through www.samsodisha.gov.in	20-Jun-2019 (11:45 pm)
c)	Last date for submission of print copy of online applied CAF at any SAMS Resource Center (Higher Secondary School) along with supporting documents.	21-Jun-2019 (05:00 pm)
d)	Last date for submitting manually filled in (offline) CAF at any SAMS Resource Center (Higher Secondary School) along with supporting documents.	21-Jun-2019 (05:00 pm)
e)	Last date for digitization of manually filled in CAF and validation in e-Space by any SAMS Resource Center (Higher Secondary School)	22-Jun-2019 (05:00 pm)
f)	Publication of merit list of First Selection	26-Jun-2019 (11:00 am)
g)	Admission of the Students selected in First Selection	28-Jun-2019 to 2-Jul-2019 (05:00 pm)
h)	Updation of Annexure - 7 online by students taken admission in First Selection	28-Jun-2019 to 3-Jul-2019 (05:00 pm)
i)	Admission data updation of students who took admission in the First Selection by Higher Secondary Schools in the e-Space	3-Jul-2019 (05:00 pm)
j)	Publication of the merit list of Second Selection	8-Jul-2019 (11:00 am)
k)	Admission of the Students selected in Second Selection	9-Jul-2019 to 11-Jul-19 (05:00 pm)
l)	Updation of Annexure - 7 online by students taken admission in Second Selection	9-Jul-2019 to 12-Jul-19
m)	Admission data updation of students who took admission in the Second Selection by Higher Secondary Schools in the e-Space	12-Jul-2019 (05:00 pm)



- |    |   |                             |
|----|---|-----------------------------|
| n) | Publication of the Spot Selection merit list three time to the balance seat after second merit list admission                   | 16-Jul-2019<br>(11:00 am)   |
| o) | Registration of students for Spot Admission in the respective Higher Secondary School   | 18-Jul-2019<br>(02:00 pm)   |
| p) | Publication of final list of Spot Admission out of the list of students registered at respective Higher Secondary Schools       | 18-Jul-2019<br>(05:00 pm)   |
| q) | Admission of students selected in Spot Selection  | 20-Jul-2019<br>to 22-Jul-19 |
| r) | Admission data updation of the students who took admission in the Spot Selection by the Higher Secondary Schools in the e-Space | 23-Jul-2019<br>(05:00 pm)   |
| s) | Classes start for Class XI (1st year) students  | 24-July-2019                |

*Changes to the dateline (if occurs) will be notified in the newspapers & website as well.*

### **5 e-Admission Procedure (for the students)**

#### **5.1 Application Process**

The CAF will be available in [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://www.sme.odisha.gov.in) for applying online only. There will be one Common Application Form (CAF) for admission to any stream of any Higher Secondary Schools (Junior College)/ Vocational/ Sanskrit Educational institutions in the State. There shall be one Common Prospectus (CP) for all Higher Secondary Schools & Self Financing Educational institutions including Vocational & Sanskrit educational institutions.

The CP will be available online to download in PDF format. An applicant can download the same and take a printout for making an informed choice while filling in CAF on-line.

#### **5.2 How to apply Online ?**

Applicants are requested to follow steps mentioned below to apply online:

- a) Go to website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://www.sme.odisha.gov.in). Then click on 'Higher Secondary School (Junior)' and 'Student Registration' in its home page.
- b) Provide your Name, Mobile Number, Email ID and click on 'Generate OTP'.
- c) Use the OTP received on the given Mobile number to register on the website.
- d) Accept the 'Terms & Conditions' to complete creation of your profile.
- e) Create a password with at least one Upper case, Lower Case, Digit & Special Character in it e.g. Abcd@7618
- f) Login into the application using the Mobile Number as User ID, and the newly created password.
- g) Once inside, click on the 'Application Form' link available in the left menu, to access the online Common Application Form (CAF)
- h) If an applicant has passed out from BSE, Odisha the examination Roll No is to be entered after selecting "Name of the Board", "Year of Passing" and "Exam Type" (i.e. Regular, Ex-Regular, Supplementary) for the marks to show up on the CAF. If the applicant agrees with



the marks shown in the screen, then she/ he has to confirm by clicking on 'Yes' button or else has to click on the 'No' button to allow to modification of the marks in the CAF. Other board students will have to furnish the details on the CAF.

- i) For online verification of the Caste certificate, put the Caste Certificate Barcode Number issued from Odisha e-District Application. Fill in all the details in the CAF and click on Apply button to submit the application.
- j) This will take you to the next page where you will be required to make CAF fees payment Online. Online payment will take you to the payment gateway where using the options such as Debit Card, Credit Card, Net Banking etc.
- k) If the applicants have paid more than once through SBI "Internet Banking / Card Payment" then the applicant must lodge a complaint with the Bank through Complaint Management System (Login Apply for refund) online. Students are also suggested to put a mail to [agmacp.lhobhu@sbi.co.in](mailto:agmacp.lhobhu@sbi.co.in) with the details of Transaction ID, Transaction Date, Transaction Time, Transaction Order No for the refund of excess payment if any. After they apply, the money will be refunded within 15-20 days time based on the correctness of the data provided. There is no provision in SBI Gateway for automatic credit of money when the transaction is failed.
- l) If the student have paid more than once through "Internet Banking / Card payment" of the bank other than SBI then the applicant must lodge a complaint at their concerned Bank. Students are also suggested to put a mail to [agmacp.lhobhu@sbi.co.in](mailto:agmacp.lhobhu@sbi.co.in) with the details of Transaction ID, Transaction Date, Transaction Time, Transaction Order No for the refund of excess payment if any. After they apply, the money will be refunded as per the guideline of concerned Bank.
- m) An applicant who has done the online verification of the Marksheet (i.e. belongs to BSE board), has completed the online verification of caste certificate (if required) and not claiming weightage, will only see the Applicant Copy of the CAF which he/she can save for future reference. Others will have to visit the nearest/ tagged SRC to submit the Applicant & Higher Secondary School CAF Copy and complete the Application process.

### 5.3 Where to apply Online ?

Applicants can apply online at Cybercafé, Common Service Center, Internet Facility Center operated in SAMS Resource Centers etc.

In Common Services Centers (Jana Seva Kendras of OCAC) or Internet Facility Center situated in all SAMS Resource Centers an applicant has to pay <sup>1</sup>. 10/- for Internet Charges & <sup>1</sup>.5/- per page of printout (of B/W A4 Size) for completing the online application & for taking printout.

### 5.4 How to add more Options ?

An applicant has to choose minimum five (05) nos. and maximum of ten (10) nos. of preferences in her/his CAF. In order to add more than one preference, applicant has to click on "Add More" button to select the desired Higher Secondary Schools/ stream from the drop-down list. After adding all the options, s/he must click on the "Submit" button.

Applicants can't apply more than one Common Application Form (CAF. The sample online CAF & instruction to fill it up is given in Annexure-1.



**Note :** When the applicant clicks on the “Submit” button, the filled in CAF would be displayed on the computer screen. If any erroneous entry is detected, then it can be corrected by clicking on the “Back to Modify” button.

### **5.5 How to modify information in a CAF ?**

Before final submission of the application by pressing “confirm” button, an applicant can modify any provided information by clicking “Back to Modify” button. But applicants after getting confirmation accompanied with Congratulations message and ‘Reference Number’. After confirmation of the online CAF, applicant cannot edit/modify the same. If they intend to do so, then they are suggested to register their concern with the HELPDESK.

### **5.6 Printing of CAF**

Click on “Print CAF” button to view the CAF to be printed. Only “Applicant Copy” will be printed in case of application verified through online. Other than this print out copy will contain one. “Higher Secondary School Copy” (Two pages as at Annexure-4) & “Applicant Copy” (One page as at Annexure-5).

Then, the applicant has to affix her/his recent colour passport size photograph (self-attested) on the CAF College Copy. The applicant and her/his parent/guardian have to sign in the “Higher Secondary School Copy” before submitting the same along with the copies of the documents indicated at the end of the “College Copy” of the CAF at any of the SAMS Resource Centers.

Note : Only the Computer (Internet) generated CAF shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

### **5.7 Submission of CAF (Inc case not verified online)**

- a) The applicant has to submit the Higher Secondary School Copy along with the documents as reflected on the 2nd page of the College Copy under “Documents to be submitted” at the SAMS Resource Center. In addition, s/he has to produce the Applicant Copy at the CAF Receiving Counter to get back the same acknowledged with MRIN on it.
- b) The MRIN will be generated from the CAF Receipt Register (to be maintained manually by the SRC), given to the student and will be updated in the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://www.sme.odisha.gov.in) by the concerned college authorities.
- c) Outside State Applicants can send the CAF by post to any one SAMS Resource Center. The duly filled in CAF should reach the college on or before “Last date of submission of online applied CAF at any of the SAMS Resource Centers (SRC)”. CAF without the payment shall not be entertained.
- d) Applicants, who have passed the 10th Board Examination from BSE, Odisha, shall attach the photocopies of Original Mark Sheet-Cum-Provisional Certificate or the downloaded mark sheet from the internet with the college copy of the CAF in case of not verified online.
- e) Applicants, passed from other equivalent Boards, shall have to attach the photocopy of their original 10th Board marksheet or downloaded mark sheet from the internet duly attested by the Principal of the institution.



### 5.8 Checklist for submission of CAF in case it is not verified online.

- a) Computer generated "HSS Copy" – duly signed by applicant and parent/guardian
- b) Computer generated "Applicant Copy"
- c) Self-attested copies of 10th Board Mark Sheet & Pass Certificate of BSE, Odisha or other equivalent Boards. The list of equivalent Boards as communicated by Secretary, BSE, Odisha is given at Annexure-2.
- d) Self- attested true copy of the compartmental HSC mark sheet (only for the applicants passed compartmentally)
- e) Self- attested true copies of the certificates in support of reservation from appropriate authority
- f) Self- attested true copies of the certificates for claiming weightage from appropriate authority
- g) ONE self-signed (on the front side) recent color passport size photograph to be affixed in the CAF (HSS Copy).

### 6 CAF Validation Process

#### 6.1 For CAF validated through online

Student confirms her/his application with below mentioned scenarios then s/he need not submit "HSS Copy" of the CAF at any SRC. System will automatically validate such CAF.

- a) If an applicant (pass out from BSE, Odisha) confirms her/his mark online.
- b) If an applicant's caste (ST/SC) issued through e-District Odisha portal is verified successfully online.
- c) If she/he Pays Online the CAF fees
- d) She/he will only come for admission, if s/he got selected

#### 6.2 For CAF not validated online

- a) After submitting online CAF by pressing "Confirm" button, student has to submit hard copy at the SRC. Applicant cannot change any data in the CAF after submission of "HSS Copy" & getting acknowledged "Applicant Copy" of CAF at the SRC counter. The information furnished in the hard copy of CAF shall be verified as per the photocopy of the documents along with HSS Copy.
- b) The e-Admission Validation Team Member at SAMS Resource Center will validate the submitted CAF online by comparing the information with the relevant documents like marksheets, reservation & weightage certificates, etc. If an applicant has claimed any benefit of reservation or weightage without relevant document, her/his case will be kept pending till closure of application submission and if no hand copy of the claims is submitted at the SRC, the CAF will be validated without claim.

### 7 Principles of Selection

- a) Eligibility: The minimum eligibility for admission into Higher Secondary Classes (Class XI) shall be a pass in High School Certificate (HSC) Examination of the Board of Secondary Education (BSE), Odisha or its equivalent. The list of Equivalent Boards is given at Annexure-2 of the CP.



- b) Admission into various Streams & Educational institutions shall be done strictly on the basis of merit list.
- c) Marks secured at the 10th Board Examination out of the Total Marks, Weightage & Reservation (if applicable) will be taken into consideration in preparing the merit list. For Reservation & Weightage please refer items 6 & 7 of the CP.
- d) In case of candidates passing the HSC/HS/equivalent examination compartmentally, average of marks secured in the subject/s concerned at both the examinations shall be taken into consideration to determine the aggregate marks.
- e) For applicants who have secured equal marks in the 10th Board examination and have opted for same Higher Secondary School (Erstwhile Junior College) & stream, their merit will be decided on the basis of marks in English/Social Studies for Arts and Mathematics/ Science for Science & Commerce Streams. (Govt. Order No.: 57823, Dated: 24.10.2000). e.g.: If there are two applicants who have opted for one Higher Secondary School (Erstwhile Junior College) and one stream and have same marks in HSC examination, then if it is for Arts stream, then the applicant who has more marks in English/second language will get preference. If such marks of both applicants are also same, then marks in Social Studies will determine the selection. For Science & Commerce Stream, Mathematics & Science marks will be the deciding factor in similar sequence.
- f) Any applicant, if selected, will be given only one confirmed seat according to her/his choice of preferences in CAF in the intimation letter.
- g) Status of the higher choices of preference in the CAF will also be intimated (on the Intimation Letter).

### **8 Intimation**

- a) A sample intimation letter has been shown at Annexure-3 of this CP. It can be downloaded by individual applicant from the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://www.sme.odisha.gov.in).
- b) Elective Subject 3rd or 4th Elective Subject won't be indicated in the intimation letter of selected applicants. The destination HSS will allocate the Elective Subject (s) 3 Elective Subject as per the merit list, options provided by the applicant in the CAF and the availability of seats (as there are limited 4th elective Subjects).
- c) Intimation for e-Admission will be communicated through following five modes:
  - SMS (if mobile telephone number is provided in the CAF)
  - Email (if e-mail address is provided in the CAF)
  - Student e-space ([www.samsodisha.gov.in](http://www.samsodisha.gov.in))
  - Destination Higher Secondary School e-space
  - Notice board (Applied HSS and Selected HSS)
  - Toll Free Number (155335 or 1800-345-6770)

### **9 Admission Procedure**

- a) Selected applicants have to produce the Intimation Letter (or Applicant Copy, in case s/he does not possess the Intimation letter) before the admission committee at the Destination Higher Secondary School (Erstwhile Junior College) on the date and time mentioned their in.



- b) Applicant has to produce all original documents for verification at the Destination Higher Secondary School. They have to pay the requisite admission fees in the appropriate mode (Bank Draft OR Cash OR SB Collect OR as mentioned in the Higher Secondary School profile) at the destination Higher Secondary School counter. No original document is to be deposited with the HSS authority except SLC.
- c) S/he has to submit three color passport size photographs at the time of admission. d) Those who want to continue in the first Higher Secondary School (Erstwhile Junior College) allotted to them in the first selection, are required to pay the admission fees through Bank Draft/ Cheque/SB Collect/ Cash. But those who opt for next selection can take admission by depositing Rs 100/- (Non-Refundable) and rest of the amount as an account payee Bank Draft (Refundable).
- e) In the event of their transfer to another Higher Secondary School in during admission cycle, the HSS authority shall refund the entire fees taken, after deducting Rs.100/-.
- f) For this Academic Session submission of migration certificate is mandatory at the time of admission. If the student is unable to submit at the time of admission then he/she has to submit an undertaking affidavit signed by the executive magistrate stating that the student will submit the migration certificate within 30 days from the day of admission, failing of which his/her admission will be canceled at the Higher Secondary School.

#### 10 Check List for Admission

- a) Original Certificates (As per mentioned in the Intimation Letter)
- b) Total fees for admission (as mentioned against each college in the 2nd part of CP).
- c) Three passport size color photographs
- d) Following Original Documents are to be retained by the College Authority:
  - School Leaving Certificate issued by the Institution last attended.
  - Conduct Certificate issued by the Institution last attended.
  - migration certificate is mandatory at the time of admission. If the student is unable to submit at the time of admission, then he/she has to submit an undertaking affidavit duly signed by the Executive Magistrate stating that the student will submit the migration certificate within 30 days from the day of admission, failing which his/her admission will stand cancelled at the Higher Secondary School.
- e) Following Original Documents are to be returned by the HSS Authority to the applicant after the admission process is over.
  - Mark sheet of the 10th Board Examination
  - Pass Certificate of the same examination
  - Certificate in respect of Reservation, if any
  - Certificate in respect of Weightage, if any
- f) CHSE guideline vide no. EG-I-333/15-16/2834, dtd: 20/05/2016 may be also followed for document verification at the time of admission.

### 11 Procedure to deal with transfer cases

If a candidate who has taken admission on basis of 1st round of selection gets selected for her/his higher choices in subsequent Selection, two situations may arise:

- a) Applicant's Destination Higher Secondary School (Erstwhile Junior College) in 2nd Selection is different from the 1st selection Higher Secondary School (Erstwhile Junior College).
- b) The stream is changed at the same destination Higher Secondary School (Erstwhile Junior College).

For situation (a) The applicant shall take admission at the next selection destination Higher Secondary School (Erstwhile Junior College) on payment of the entire admission fees of this Higher Secondary School (Erstwhile Junior College) and surrendering the SLC from the intimation letter.

For situation (b) For change of Stream in the 2nd selection (due to up-gradation), there would be no need for the applicant to approach the Higher Secondary School (Erstwhile Junior College) for any endorsement. This would be done at the Higher Secondary School (Erstwhile Junior College) level subsequently.

**Note :** The Higher Secondary School must return their entire admission fees (excluding Rs. 100/- as processing fees) with other documents viz. cancelled original School Leaving Certificate and original Migration Certificate to allow the applicant to take transfer / fresh admission in any other Higher Secondary School (SAMS) within the normal period of e-Admission scheduled by Directorate Higher Secondary Education, Odisha.

### 12 Reservation

Scheduled Caste [SC] &  
Scheduled Tribe [ST]  
[G.O. 11710/HE, Dtd.:  
01/06/2015]

- a) SC-16.25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015] of each course.
- b) ST-22.5% of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015] of each course.
- c) The reserved seats are not interchangeable between SC & ST.
- d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.
- e) However, any modification made by the Government in the reservation policy will be followed during admission.
- f) Seats under reserved category will ordinarily be de-reserved if no students of that category are available for slide up for that college.

**Note :** Reservation for Scheduled Caste [SC] and Scheduled Tribe [ST] will be applicable as per the following :

- i. Letter Number: 35/1/72 - RU (ACT V), dated: April 1975/ Vaisakha 1897 of Government of India, Ministry of Home Affairs.





- ii. The Orissa Caste Certificate (SC/ST) Rules, 1980. Para no. 4 & 6.

Physically Handicapped [PH]/Orthopedically Handicapped [OH]

5% of sanctioned seats shall be reserved for PH /OH Students (Extent of handicap not below 40%).

Ex-Serviceman [ESM],  
Serving Defense  
Personnel [SDP],  
Children of Martyrs [Com]

1% of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Service Man, Serving Defense Personnel & the Children of Martyrs.

**Notes:**

- a) In case there are no applicants in any of the reserved category, the seats will be de-reserved and filled up by the general category applicants.
- b) SC/ST applicants selected for admission on merit basis shall not be counted against reserved seats. They shall be treated as general category applicants for admission, but their social category will remain unchanged.

**13 Weightage**

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

**13.1 NCC**

- a) Applicants holding 'A' Certificate shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the HSC or Equivalent examination.
- b) Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities NCC (C) shall be given weightage of additional 3% of marks over and above the aggregate marks secured at the HSC or Equivalent examination.

**13.2 Scouts & Guides**

- a) Scouts and Guides possessing and producing the original certificate signed by the President of India shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.
- b) Scouts and Guides possessing and producing the original certificate signed by the Governor of the State shall be given weightage of additional 2% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

**13.3 Sports & Games**

- a) Applicants who have represented the country at international level shall be given direct admission.



- b) Applicants who have represented the state at national level shall be given weightage of additional 10% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.
- c) Applicants who have represented the school at the inter-State School Sports Meet level shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

#### 14 Certificates & Documents

An applicant has to submit the self-attested photo copies of the following documents / certificates with the Higher Secondary School Copy of the Common Application Form (CAF). Respective Original ones have to be presented before the Admission Committee at the time of Admission for verification. The authority may retain only CLC of the Certificates in Original during admission as described earlier.

- a) 10th Board Mark sheet and Pass Certificates in original
- b) School Leaving & Conduct certificates from the educational institution last attended.
- c) Schedule Tribe / Schedule Caste certificates from revenue officer not below rank of Tahsildar / Additional Tahsildar. For ST applicant, her/his father's caste certificate may be taken into consideration. Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as a proof of caste in absence of caste certificate.  
(No caste certificate other than revenue officer not below the rank of Tahsildar / Additional Tahsildar of Government of Odisha only shall be considered)
- d) PH/OH certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar).
- e) Ex-Service Man certificate from Zilla Sainik Board
- f) Service Defense Personnel-SDP (Army/Navy/ Air Force) Certificate from the Commanding Officer of the unit.
- g) Children of Martyrs (CoM) certificate from the District Collector.
- h) NCC certificate from the competent authority.
- i) Migration certificate for the applicants passing from other Boards other than BSE, Odisha. In cases where Migration Certification is not available during admission, the applicant will submit an affidavit duly signed by the Executive Magistrate stating that the applicant will submit the migration certificate within 30 days from the day of admission, failing of which his/her admission will stand canceled at the Higher Secondary School.
- j) Sports certificate from the appropriate authority & counter signed by Commissioner-cum-Secretary, Sports & Youth Services, Government of Odisha or Director of Sports & Youth Services, Government of Odisha or Director, Secondary Education, Odisha as per G.O. 12471/HE, dtd: 06/06/2014.
- k) Scouts & Guides certificate from the appropriate authority.
- l) Scanned copy of recent passport size photograph to upload on the CAF.



**COMMON PROSPECTUS**  
**Student Academic Management System**  
**Higher Education Department, Government of Odisha**  
**DEGREE (+3)**

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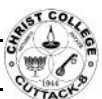
### Definitions & Acronyms

Applicant Copy	This form is the replica of the CAF submitted at the college. It contains the application barcode number and to be retained by the applicant. Use of barcode number is necessary for any future communication relating to admission. A sample of applicant copy is given in Annexure-5.
Applied College	The college at which, the applicant submits her/his application form for admission is said to be the applied college.
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CHSE (O)	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
College Copy	Copy of CAF which is to be submitted at the applied college (Please see the Annexure-4)
College Profile	This profile gives information regarding the streams (Arts / Science Commerce/Sanskrit), Subjects, Sanctioned Strength in each Subject, Hostel Facilities, Admission Fees etc. of each Degree College.
CP	Common Prospectus
Destination College	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
Internet Facility Center	It is a facility center, opened within the college premises where students/parents/guardians can apply online and take print outs of college copy and Applicant copy as well.
HED	Higher Education Department
Help Desk	Helpdesk consists of a group of teaching and non-teaching staffs of the college. It educates the applicants about different procedures of e-Admission.
RoI	Return of Intermediate
SAMS	Student Academic Management System
SAMS Degree College	A Degree College which is implementing admission through SAMS i.e. e-Admission.
SAMS Resource Center	A Degree college where the filled in CAF will be received at the counter. The list of these colleges is available in the website <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>
Slide up Option Form	A format, where a candidate/student can exercise his/her option, whether to go for slide up into upper choice college or to stay in the present college, where he/she has been admitted
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is toll free help line number which provides information to applicants / parents / general public on query related to e-Admission.



### Important Notes

- 1) e-Admission(ON-LINE ADMISSION INTO +3CLASSES) is compulsory in all +3(Degree) Autonomous Colleges including Sanskrit (Shastri)Colleges in the State of Odisha for the Academic Session 2019-20.
- 2) The on-line Common Application Form is available on the website: [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and can be accessed at any place where Internet facility is available. Please read the Common Prospectus (CP) carefully before filling the online Common Application Form.
- 3) The CHSE(O) students passed out between academic year 2013 and 2019 need not enter the examination mark details. The mark information will automatically populate in the CAF, once they entered 'Examination Name', 'Year of Passing', 'Exam Type' & 'Roll Number'. Once the roll number is entered, their marks will be reflected on the screen. They have to verify the correctness and if they find any discrepancy in the automatically entered marks, they can manually make necessary correction if required.
- 4) Application will be auto-validated under following cases:
  - o Examination mark verified online along with online payment.
  - o Examination mark verified online along with reservation and online payment
- 5) An applicant can exercise a maximum of TWENTY options in a CAF and minimum of FIVE. If an applicant submits another CAF at SRC, then the second CAF should be accompanied with a hand written application for this purpose, then only the latest CAF will be valid. Only the computer (Net) generated CAF with Barcode shall be accepted. In no case, a DTP or Typed CAF shall be accepted.
- 6) ONLINE payment is compulsory to deposit the CAF and Admission Fees.
- 7) Option wise fees will not be collected. General candidates will pay Rs.275/- per application and SC/ ST candidates will pay Rs.175/- per application. The fees amount will be printed at the top of the College Copy as well as on the Applicants copy of the CAF. No refund can be claimed at latter date. The PwD (Persons with Disabilities) and TG (Third Gender / Transgender) candidates are exempted from paying the CAF Fees.
- 8) For any problem relating to ONLINE payment, please send queries to [epay.sams@gmail.com](mailto:epay.sams@gmail.com).
- 9) The candidate has to deposit the College copy of CAF with required documents at SRC in the following cases:
  - a) When a candidate pays ONLINE but the candidate comes from the Board other than CHSE, Odisha such as CBSE, ICSE and any other Boards recognized by CHSE (Council of Higher Secondary Education), Odisha.
  - b) When a candidate pays ONLINE but the candidate caste certificate (SC/ST) is not validated through e-District portal or any other reservations/weightage claimed by the candidates, then all the manual Credentials/Certificates have to be validated in a SRC. The candidate has to deposit the printed CAF (After Completion of Online Application) along with the ONLINE Payment receipt and other certificates at the SRC.
  - c) When a candidate pays the fees ONLINE but does not validate their CAF online automatically, in that case, the candidate has to deposit the printed CAF (After Completion of Online Application) along with the ONLINE Payment receipt and other certificates at the SRC.



- 10) If the selected applicant does not take admission, her/ his name shall be removed from the system for future admission or slide-up during this session. Therefore, it is mandatory for the selected applicants to take admission in order to remain in the system. Subsequent selection after first round will be made on auto slide-up process, with an option to exercise his/her willingness in "Annexure-7" & "Slide up Option Form". "Slide up Option Form" option is now available from 2019-20. The Candidates have to complete the admission formalities at that Slide-up Colleges only.
- 11) Intimation letter to the selected applicants will be transmitted through five modes (i) SMS (ii) Email (iii) Website ([www.dheodisha.gov.in](http://www.dheodisha.gov.in)) / [www.samsodisha.gov.in](http://www.samsodisha.gov.in) (iv) College Notice Board (Applied College & Selected College) (v) Toll Free Number (155335OR 1800-345-6770). Intimation will not be sent through post.
- 12) The normal Admission shall be limited to single phase through only online mode during the session 2019-20. This phase includes 2 rounds of selection i.e. 1st & 2nd Selection followed by spot admission. All kinds of selection list will be published in the SAMS website.

## 1 Executive Summary

### 1.1 What is SAMS ?

SAMS stands for Students Academic Management System. In this system, students are taking admission online into +3 classes of Arts, Commerce and Science streams along with Sanskrit Colleges. This admission process, which is carried out through internet and computers is called as eAdmission.

Besides e-Admission, SAMS also maintains the academic and financial records of each student admitted into different colleges.

This initiative was started during the academic session 2009-10 in 60 Junior Colleges, expanded to 169 Junior Colleges (+2) and 53 Degree Colleges (+3) during the session 2010-11 and to all Junior Colleges (including +2 Self-Financed Colleges) and 162 Degree Colleges (+3) during the session 2011-12. From the session 2012-13 all Junior & Degree/ Autonomous Colleges (including SelfFinanced

Colleges) of the state have come to the SAMS fold and finally all Vocational&Sanskrit colleges brought to the SAMS fold from the session 2016-17. From the Session 2017-18, all ITIs are included and from 2018-19, all Govt./Private ITI, Sports and Diploma institutions are included under SAMS e-Admission and it has been approved by the Government of Odisha.

After the separation of +2 and +3 Colleges, Schools & Mass Education Department has taken over the e-Admission process of +2(Higher Secondary) classes from 2018-19, while Higher Education Department will look after the admission into Degree/ Autonomous including Sanskrit (Shastri) Colleges.

### 1.2 Objective

**The objectives of SAMS are to**

- Ensure single window system for admission through e-Admission process
- Make the admission process economical
- Make the entire admission process transparent, thereby reducing the anxiety of applicants/parents regarding selection



- Reduce the work load of colleges by developing several modules of administration using the database of admission process and thereby improve services to the students.

### 1.3 Components of SAMS

There are two components of SAMS: e-Admission & e-Administration;

#### 1.3.1 e-Admission

An eligible applicant will have to apply On-Line for a maximum 20 options and minimum 05 options (College+Stream+Honours) through [www.dheodisha.gov.in](http://www.dheodisha.gov.in) & [www.samsodisha.gov.in](http://www.samsodisha.gov.in) (by filling up required personal and academic information, choices of different colleges and streams in order of preference and others). Pay the application fees On-Line.

- (a) Applicants, whose CAFs are auto-validated (On-Line submission of forms and OnLine payment of CAF fees), need not take out the college copy and applicant copy and go to nearest SRC to submit his/her application.
- (b) Whereas those belong to other Boards, Point No. 9(a) of Important Notes such as CBSE, ICSE and any other Board recognized by CHSE, Odisha and whose certificates are not validated (9(b) of Important Notes) they will have to take the college copy and applicant copy and travel to the nearest SRC (list available in the website [www.dheodisha.gov.in](http://www.dheodisha.gov.in)/[www.samsodisha.gov.in](http://www.samsodisha.gov.in)) to submit the application. The college authority would keep the college copy of the application form along with the relevant documents and return the acknowledged Applicant copy to the applicant.

#### Changes implemented from the session 2019-20 in e-Admission:

1. Admission shall be limited to single phase through only online mode during the session 2019-20. This phase includes 2 rounds of selection i.e. 1st & 2nd Selection followed by spot admission. All kind of selection list will be published in the SAMS website.
2. Each applicant has to register and create their own username and password in the SAMS portal prior to filling the degree online application. Uniqueness of the mobile number and email id will be maintained. Applicant can get the information like Print CAF, Downloading of Intimation Slip, Annexure-7, Submission of Slide up Option Form, Selection College Details etc.
3. Degree CAF and Admission fee will be completely collected through online. No offline payment option will be available.
4. The Department has reduced the application fee amount Rs.300/- to 275/- for General Category and Rs.200/ to 175/- for SC&ST Category for popularizing the digital payment services among the students.
5. In case of slide up [From lower to higher college], Students have to pay/receive the differential amount as per the admission fees of selected colleges through online in order to confirm the seat for admission.
6. After the admission period is over, the final settlement of accounts for the slide up students will be made at the HE Department level and the amount will be refunded on line to students' account directly. In this regard, bank information will be collected online from students during online application.



7. If one course is offered by a college in two different modes (Regular Course & Self- Financing Course) with different admission fee structure, then college will provide the general mode admission fee decided for the said course. The remaining amount will be collected from the students at college level.
8. By realizing the difficulties faced during the last academic session relating to auto slide up, it was decided to reintroduce the Annexure-7 facility, which says that “if a student does not want to participate in the slide up process then s/he has to give her/his consent by login to their own SAMS login portal”.
9. All students going to be slide up in the second or subsequent selection shall be informed through SMS/e-mail to submit the “**Slide up Option Form**” by clicking to avail slide up facility. If a student does not confirm by login to the registered account, he will not be considered for slide up to higher option.
10. **Slide-up students have to visit their upper college option and complete the admission updation. Candidates will be intimated through SMS/EMAIL and also the status will be available in [www.dheodisha.gov.in/](http://www.dheodisha.gov.in/) [www.samsodisha.gov.in](http://www.samsodisha.gov.in/).**
11. The decision taken on reservation and weightage **vide Notification No. 10161/HE/07-04-2018 for OLNS (Odia Living in Neighboring States) and OSA (Outside State Applicants)** will hold good for this year also.
12. If transfer certificate has been issued online to a student during the admission period for taking admission in other Institutes for higher studies (Institutes not under HE Department) or for any reasons, then the total admission fees by deducting Rs.100/- will be returned to students’ account online by the Department.
13. If any discrepancy is found in CAF fees during validation, then the student will pay/receive the differential amount.
14. **If the candidate not claiming any of the reservation categories, weightage and passed out from CHSE, Odisha then system will declare such candidate’s applications as “Autovalidated” applications. In such case, students are not required to visit SRC for further validation. Applicants cannot modify the auto-validated CAF, except the college “Options”.**

### 1.3.2 e-Administration

e-Administration uses the admission database for issue of College Identity Cards & Library Cards, record of fees collected from the students, allocation of subjects and sections, Preparation of Long Roll Register and Return of Intermediate, Maintenance of students attendance, Tabulation of college level examination marks, issue of College Leaving Certificates etc. This would improve efficiency, saves precious time of college authorities and ensures dissemination of correct information and services to all its stake holders.

### 1.3.3 Colleges under SAMS

All Degree/ Autonomous, Self-financing, Sanskrit (Sashtri) colleges are included under e-Admission process during the session 2019-20. The list of these Colleges, available streams and subjects are published in the official website [[www.samsodisha.gov.in](http://www.samsodisha.gov.in/)] of Higher Education Department.





#### 1.4 Pre-determined Dates

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

SI #	Items	Timeline
a)	Availability of Online Common Application Form (CAF) in the website. <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>	24-Jun-2019 (11:00 am)
b)	Last date of applying online CAF through <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>	8-July-2019 (11:45 pm)
c)	Last date for submission of print copy of online applied CAF at any Degree SAMS Resource Center along with supporting documents (If not validated online)	11-July-2019 (05:00 pm)
d)	Last date for Online CAF validation by SRCs in e-Space	12-July-2019 (05:00 pm)
e)	Publication of merit List of <b>First Selection</b>	18-July-2019 (11:00 am)
f)	Online deposit of admission fees by login to SAMS [Student] account	18-Jul-2019 to 21-Jul-19 (5:00 pm)
g)	Online admission updation of students selected in <b>First Selection</b>	19-Jul-2019 to 23-Jul-19 (5:00 pm)
h)	Updation of <b>Annexure-7</b> online by students taken admission in <b>First Selection</b>	19-Jul-2019 to 24-Jul-19 (5:00 pm)
i)	Admission data updation in the e-Space of the student who took admission in the first selection	25-Jul-2019 (5:00 pm)
j)	Publication of <b>provisional merit list</b> for the slide up students in <b>Second Selection</b>	29-Jul-2019 (11:00 am)
k)	Updation of <b>Slide-up Option Form</b> online by students interested for slide up in <b>Second Selection [Only applicable for students not submitted Annexure-7]</b>	29-Jul-2019 to 1-Aug-19 (5:00 pm)
l)	Publication of merit list of Second Selection	5-Aug-2019 (5:00 pm)
m)	Online deposit of admission fees by login to SAMS [Student] account	5-Aug-2019 to 8-Aug-19 (5:00 pm)
n)	Online admission updation of students selected in <b>Second Selection</b>	6-Aug-2019 to 10-Aug-19 (5:00 pm)

o)	Updation of <b>Annexure-7</b> online by students taken admission in <b>Second Selection</b>	6-Aug-2019 to11-Aug-19 (5:00 pm)
p)	Admission data updation in the e-Space of the student who took admission in the second selection	12-Aug-2019 (5:00 pm)
q)	Publication of the <b>Spot Selection</b> merit list three times to the balance sheet after second merit list admission	14-Aug-2019 (11:00 am)
r)	Registration of students for spot admission in the respective Degree Colleges	16-Aug-2019 (11:00 am)
s)	Last date for registration of students for spot admission in the respective Degree Colleges	17-Aug-2019 (5:00 pm)
t)	Submission of <b>Spot Selection</b> list in e-Space by Degree Colleges	18-Aug-2019 (2:00 pm)
u)	Online deposit of admission fees by login to SAMS [Student] account [Only applicable to students selected for spot selection]	19-Aug-2019 to21-Aug-19 (5:00 pm)
v)	Admission data updation of the student in the e-Space who took admission in the spot selection	23-Aug-2019 (5:00 pm)
w)	Classes start for Degree (1st year) students	24-Aug-2019

*For more details, please contact Sanjog Helpline (Toll Free) Number 155335, 1800-345-6770. Changes to the dateline (if occurs) will be notified in the newspapers & website as well.*

## **2 e-Admission Procedure**

### **2.1 Application Process**

The CAF will be available in [www.dheodisha.gov.in/](http://www.dheodisha.gov.in/) [www.samsodisha.gov.in/](http://www.samsodisha.gov.in/) for applying online only. There will be one Common Application Form (CAF) for admission to any stream of any Degree / Autonomous/ Sanskrit Colleges in the State. There shall be one Common Prospectus (CP) for Degree / Autonomous including Sanskrit colleges.

The CP will be available online in PDF format. An applicant can download the same and take a printout for making an informed choice while filling in CAF on-line.

### **2.2 Where to apply Online ?**

Students can apply online at (1) Internet Facility Center operated in Degree SAMS Resource Centers, (2) Common Service Center and (3) Cybercafé, etc.

In Common Services Centers (Jana Seva Kendras of OCAC) or Internet Facility Center situated in all SAMS Resource Centers, an applicant has to pay Rs. 10/- for Internet Charges & Rs. 5/- per page of print out (of B/W A4 Size) for completing the online application & for taking print out, if necessary.

### **2.3 How to apply Online?**

Applicant need to register her/himself in the portal before applying the online CAF. Applicant need to follow the below mentioned process to register in the SAMS portal.



### 2.3.1 Registration Process

- Go to SAMS website [www.samsodisha.gov.in](http://www.samsodisha.gov.in)
- Click on the Degree (+3) link under Higher Education banner
- Click on “New Student Registration” button
- Enter Name of the Student, Mobile Number & Email compulsorily in the box provided
- Click on the “Generate OTP” button
- A six digit OTP will be sent to the mobile number provided, which will be valid for 5 minutes
- Then enter the OTP number in the box showing in the computer screen
- Give your own password & reconfirm the same in the box showing in the computer screen
- Password must be at least one Upper Case , Lower Case Digit & Special Character in it e.g. Abcd@7618
- Then login to the SAMS Application using the user name (mobile number) & password given during online registration
- After registration in the SAMS website ([www.samsodisha.gov.in](http://www.samsodisha.gov.in)), an e-Space will be created for that particular student/applicant in the SAMS application software
- For login to the Student e-Space, click on the “Existing Student Login” using the user name (mobile number) & password given during online registration
- Following links will be available for the student during application stage
  - \* Common Application Form
  - \* Annexure-7
  - \* Slide up Option Form
  - \* Intimation Letter
  - \* Admission Schedule
  - \* Online Payment

**Note :** Use ‘TAB’ Key of the Keyboard to move from one box to next one of CAF. Wherever, any box has a ‘Select Field’, you have to click on ‘Select’ and you will get a list of data relating to that field. You have to click on the ‘Data field’ relevant to you and then move to the next field. For Example, for ‘State’ box, once you click on ‘Select’ in the box, the list of states will be displayed. You have to move the ‘Mouse / Curser’ to your state, say ‘Odisha’ & click on the same to fill in the box.

### 2.3.2 Online Caste (ST&SC) Certificate Verification Process

- Online verification of the caste (ST & SC) certificate can only be done, if the certificate is generated from the Odisha e-District software.
- After selecting the caste ST or SC in the Common Application Form (CAF), then a box will appear in the screen.
- Here the applicant has to enter the “Bar Code” number written in the certificate which is generated from the Odisha e-District software.



- If the name of the applicant will not match to the name written in the caste certificate, then it won't be validated online
- The Caste Certificate issued in favour of the applicants without barcode number, will be validated at the SAMS Resource Centre (Degree Colleges).
- The applicants caste (ST/SC) certificate not verified online will have to submit the caste certificate along with "College Copy" as per previous year practice.

### 2.3.3 How to add more Options?

An applicant has to choose minimum five (05) nos. and maximum of twenty (20) nos. of preferences in her/his CAF. In order to add more than one preference, applicant has to click on "**Add More**" button to select the desired option [College+Stream+Subject] from the drop-down list. After adding all the options, s/he has to click on the "Submit" button.

Applicants can't apply more than one Common Application Form (CAF). The sample online CAF & instruction to fill it up is given in **Annexure-1**.

**Note :** When the applicant clicks on the "Submit" button, the filled in CAF would be displayed on the computer screen. If any erroneous entry is detected, then it can be corrected by clicking on the "**Back to Modify**" button.

### 2.3.4 How to submit Annexure-7 online

- "Annexure-7" will be enabled for the students only after the completion of his/her admission. Go through the detailed instruction and timeline before filing the Slide up Option Form.
- Login to the SAMS Application "Existing Student Login" using the user name (mobile number) & password given during online registration
- In the left side menu, the Annexure-7 link will appear in the SAMS e-Space of the student.
- Click on the Annexure-7, read the instruction carefully then and select whether you agree to submit the Annexure-7 to stop exclude yourself from the slide-up process in the second and next subsequent selection process.
- If you agree, then OTP will be sent to your registered mobile number which will valid for 5 minutes only.
- Enter the same OTP in the box provided
- Then software will confirm the acceptance your request for submission of Annexure-7
- This should be done within specified timeline mentioned in the "Key dateline."

### 2.3.5 How to submit Slide-up Option Form online:

- Excluding the students submit their consent through Annexure-7, all students going to be slide up in the second or subsequent selection shall be informed through SMS/e-mail to submit the "Slide Up option form" for availing the slide up facility.
- If a student does not confirm by login to the registered account, he will not be considered for slide up to higher option.
- This should be done within specified timeline mentioned in the "Key dateline."

### 2.3.6 How to modify information in a CAF ?

An applicant can modify the provided information by login to her/his SAMSe-Space till validation of the application. **Auto-validated application cannot be modified once submitted by applicant.**



### 2.3.7 Printing and Submission of CAF

**Note :** Candidates whose CAFs are not Auto Validated, they have to submit the “College Copy” at nearest SRC.

Click on “**Print CAF**” button to view the CAF to be printed. Then click to get both “**College Copy**” (Annexure-4) & “**Applicant Copy**” (Annexure-5).

The applicant and her/his parent/guardian have to sign in the “**College Copy**” before submitting the same along with the copies of the documents indicated at the end of the “College Copy” of the CAF at any of the SAMS (Degree) Resource Centers.

**Note :** Only the Computer (Net) generated CAF shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

- a) The applicant has to submit the **College Copy** with the documents as reflected on the 2nd page of the College Copy under “Documents to be submitted” at the SAMS (Degree) Resource Centers. In addition, s/he has to produce the **Applicant Copy** at the CAF Receiving Counter to get back the same acknowledged on it.
- b) Outside State Applicants can send the CAF by post to any one SAMS Resource Center. The duly filled in CAF should reach the college on or before “Last date of submission of online applied CAF at any of the SAMS Resource Centers (SRC)”. CAF without payment will not be entertained. Only merit and no reservation will be considered.

Applicants, passed from **other equivalent Council**, shall have to attach the photocopy of their original Higher Secondary (+2) mark sheet or downloaded mark sheet from the internet **duly attested by the Principal** of the institution

### 2.4 Fee Structure of Application

There will be 20 options in Degree CAF and minimum of 5 options for the academic session 2019-20. Option wise fees will not be collected. General candidates will pay Rs. 275/- per application and SC/ST candidates will pay Rs. 175/- per application. No fee will be collected from PwD and Transgender candidates. **Provided that the SC/ST candidates should submit their caste certificate along with the submitted application/validated from e-District Portal, at the college counter to get the rebate or else they will pay Rs. 275/-.** No refund can be claimed at later date. (CAF Fees will be deposited online only.)

### 2.5 Check list for submission of CAF at SRC for the applicants as defined in

**Point 9(a) & (b) of Important Notes-(if CAF is not Auto validated)**

- a) Computer (Net) generated “College Copy” - duly signed by applicant and parent/guardian
- b) Computer (Net) generated “Applicant Copy”
- c) CAF fee payment status will be mentioned in the CAF [Both College & Applicant Copy].
- d) Self-attested copies of Higher Secondary (+2) Mark Sheet & Pass Certificate of CHSE, Odisha or other equivalent Boards/ Councils. The list of equivalent Boards / Councils as communicated by Secretary, CHSE, Odisha is given at **Annexure-2 (Only incase not validated online).**



- e) Self- attested true copy of the compartmental Higher Secondary (+2) mark sheet (only for the applicants passed compartmentally).
- f) Self- attested true copies of the certificates in support of reservation from appropriate authority.
- g) Self- attested true copies of the certificates for claiming weightage from appropriate authority.
- h) **ONE** self-signed (on the front side) recent colour passport size photograph to be affixed in the CAF (College Copy).
- i) Self- attested true copies of the bank passbook (Copy related to the account mentioned in the CAF)

### 2.6 CAF Validation Process

- a) Applicant cannot change any data in the CAF after validation of CAF at the SRC counter or in case of automatic validation. The information furnished in the hard copy of CAF shall be verified as per the photocopy of the documents, submitted along with the college copy.
- b) The e-Admission Validation Team Member at SAMS Resource Center will validate the submitted CAF online by comparing the information with the relevant documents like mark sheets, reservation & weightage certificates, etc. **If an applicant has claimed any benefit of** reservation or weightage without relevant document, her/his case will be validated **without claim**.
- c) For benefit of applicants, a sample of filled in College Copy & Applicant Copy of CAF are given at **Annexure-4 & Annexure-5** respectively.

### 2.7 Dos/Don'ts

- a) Mere applying online CAF in the Internet will not be sufficient for e-Admission. If application is not validated online.
- b) After applying on-line, if application is not validated online then the applicant has to take print outs of "College Copy" & "Applicant Copy" and submit them at any of the nearest SAMS Resource Center along with the requisite documents for consideration.
- c) **If the CAF is validated online then such there is no need to visit any SRCs for any validation or selections.**
- d) Applicant should fill up options e.g. college, Honours& stream in order of preference very carefully.
- e) For any doubt, applicants are requested to take help of nearest college Help Desk or Sanjog Helpline Toll Free (155335 OR 1800-345-6770) Number.
- f) Applicant has to write "submitted by me" and sign in all the supporting documents submitted along with the "College Copy" of the CAF.
- g) Please don't submit your 'College Copy' in more than one college. Give all your options (College+Stream+Honours/Core) in one CAF in order of preference.

### 3 Principles of Selection

- a) **Eligibility:** The minimum eligibility for admission to +3 or Degree classes shall be a pass in Higher Secondary (+2) Examination of the Council of Higher Secondary



Education, Odisha or its equivalent. The list of Equivalent Boards is given at **Annexure-2** of the CP.

- b) Admission into various Streams, Colleges & Honours shall be done strictly on the **basis of merit** i.e. marks secured at the Higher Secondary (+2) Examination out of the Total Marks, Weightage & Reservation (if applicable) will be taken into consideration in preparing the merit list. **For Reservation & Weightage. (Please refer point no5&6 of the CP).**
- c) (i) In case of candidates passing the Higher Secondary (+2) /equivalent examination compartmentally, average of marks secured in the subjects/ concerned at both the examinations shall be taken into consideration to determine the aggregate.
- (ii) Computation of marks in case of students passing from ICSE , CBSE and other Boards :  
Percentage calculation =  
**Where X=** Total marks secured(There will be no selection of best 4 or best 5) **Y=** Total full marks (if 4 subjects then Y=400, if 5 subjects= 500 or Y may be 800/1000 as of other boards.
- d) If there are two applicants who have opted for one college and one stream (Honours/ Pass) and have same marks in +2 Council Examination, then if it is for Arts/Commerce streams, then the applicant who has more marks in English will get preference. If English marks of both applicants are also same, then marks in MIL will determine the selection. For Science Stream English/Chemistry marks will be deciding factor in similar sequence.
- e) Any applicant, if selected, will be given only one confirmed seat according to her/his choice of preferences in CAF in the intimation letter after 1st selection.
- f) Status of the higher choices of preference in the CAF will also be intimated (Please see **Annexure-3** which shows sample copy of Intimation Letter).
- g) Admission shall be limited to single phase through online/ offline mode during the session 2019-20 in three rounds. Merit list for each round of selection will be published till closing of admission as per pre-fixed time table, decided by the Higher Education Department for Degree admission.
- h) Subject wise Honours (Core) selection will be done through online mode in place of stream wise selection. Reservation Act of Government of Odisha will be strictly followed in the selection.
- i) Hostel seats will be allotted online. During allotment of hostel seats, all OH/PH students will get top priority followed by ST students from other districts and SC students of other districts in that order.
- N.B :** Name of the Honours and confirmation of hostel seats will be clearly spelled out in the intimation letter.
- j) Persons with disabilities selected on their merit without relaxed standards, along with other candidates shall not be adjusted against the reserved share of vacancies. The reserve vacancies shall be filled up separately from amongst the eligible candidates with disabilities, which will thus comprise persons with disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if

necessary, by relaxed standard available for persons with disabilities in addition to the SC and ST candidates. It will apply direct recruitment whatever reservation for persons with disabilities is admissible.

- k) The candidates selected against the quota for OH/PH shall be placed in the appropriate category of SC, ST and General.
- l) In case of slide up [From lower to higher option], Students have to pay/receive the differential amount as per the admission fees of selected colleges through online in order to confirm the seat for admission.
- m) **He or She will not be allowed to remain in the lower choice College. Therefore, selection** of option for the Colleges as well as subjects is utmost importance. If applicant doesn't want slide up, then s/he needs to submit "Annexure-7" online as per the process **mentioned in the point no.2.3.4.**

### 3.1 Intimation

- a) A sample intimation letter has been shown at **Annexure-3** of this CP. It can be downloaded by individual applicant e-Space from the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in).
- b) Elective Subjects won't be indicated in the intimation letter of selected applicants. The destination college will allocate the Elective Subject (s) as per the merit list, options of applicants in the CAF and the availability of seats.
- c) Hostel & Honours seats will be intimated to the students through intimation
- d) Intimation for e-Admission will be communicated through following five modes:
  - SMS (if mobile telephone number is provided in the CAF)
  - Email (if e-mail address is provided in the CAF)
  - An applicant can get the information by dialing Sanjog Helpline Toll Free (**155335 OR 1800- 345-6770**) Number by giving their Money Receipt-Cum-Index Number on all Government working days between 06 A.M. to 10 P.M.
  - A selected applicant can download the intimation letter directly from the website [www.dheodisha.gov.in](http://www.dheodisha.gov.in) / [www.samsodisha.gov.in](http://www.samsodisha.gov.in)
  - Notice board of Applied College (where applications are submitted) and Destination College (where applicant is selected to take admission)

### 4 Admission Procedure

- a) **Selected applicants have to pay the admission fee online by login to her/his student login.** After successful payment s/he can take the printout of the Intimation Letter to submit the **admission committee at the Destination College on the date and time mentioned there in.**
- b) Applicant has to produce all original documents for verification only at the Destination College. No original is to be deposited with college authority.
- c) She/he has to submit three colour passport size photographs at the time of admission.
- d) Those who want to continue in the first college allotted to them in the first selection are required to submit Slide up Option Form online.





- e) **All students going to be slide up in the second or subsequent selection shall be informed** through SMS/e-mail to confirm to avail slide up facility. If a student wants to participate in slide up or stop the slide up then s/he has to login the SAMS account to submit her/his consent through Annexure-7 within specified time line as per the process mentioned in the point no.2.3.4 and 2.3.5. If a student does not confirm by login to the registered account, he/ she will not be considered for slide up to higher option.

#### 4.1 Check List for Admission

- a) Original Certificates (As per **Intimation Letter**)
- b) **Total fees for admission** (as mentioned against each college in the 2nd part of CP).
- c) Three passport size colour photographs
- d) Following Original Documents are to be retained by the College Authority:
- School/College Leaving Certificate issued by the Institution last attended.
  - Conduct Certificate issued by the Institution last attended.
  - Migration Certificate, if any
- e) Following Original Documents are to be returned by the College Authority to the applicant after the admission process is over.
- Mark sheet of the Higher Secondary (+2) Examination
  - Pass Certificate of the same examination
  - Certificate in respect of Reservation, if any
  - Certificate in respect of Weightage, if any

#### 4.2 Procedure to deal with Slide-up cases

All students going to be slide up in the second or subsequent selection shall be informed through SMS/e-mail to confirm to avail slide up. If a student wants to participate in slide up or stop the slide up, then s/he has to login the SAMS account to submit her/his consent within specified timeline facility [as per the process mentioned in the point no.2.3.4 & 2.3.5]. If a student does not confirm by login to the registered account, S/he will not be considered for **slide up to higher option**.

If a candidate who has taken admission on basis of 1st selection gets selected for her/his higher choices in subsequent Selection, two situations may arise:

- a) Applicant's Destination College in 2nd Round is different from the 1st round colleges
- b) The stream is changed at the same destination college.

**For situation (a)** the applicant shall take admission at the next selection Destination College on payment of the differential admission fees of this college and surrendering the CLC from the 1st round Destination College.

**For situation (b)** for change of Stream in the 2nd round (due to up-gradation), there would be no need for the applicant to approach the college for any endorsement. This would be done at the college level subsequently.

**Note :** Student will pay only differential amount (excluding Rs. 100/- as processing fees) with online generated College Leaving Certificate and other documents viz. cancelled original School Leaving Certificate/



*Cancelled College Leaving Certificate and original Migration Certificate to take transfer / Slide-up / fresh admission in any other college (SAMS or non-SAMS) within the normal period of e-Admission scheduled by H.E. Department.*

## 5 Reservation

- Scheduled Caste [SC] & Scheduled Tribe [ST]
- SC-**16.25%** of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015]
  - ST-**22.5%** of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015]
  - The reserved seats are not interchangeable between SC & ST.
  - SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.
  - However any modification made by the Government in the reservation policy will be followed during admission.
  - Seats under reserved category will be de-reserved after two rounds only if no students of that category are available for admission/sliding up for that college.

Persons with Disability (PWD)      5% of sanctioned seats of all streams shall be reserved for PWD students with extent of disability not below 40% (Blind and Low Vision, Hard of Hearing, Locomotors Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness). [G.O. 10161/HE, Dtd.: 07/04/2018]

Ex-Serviceman [ESM],  
Serving Defense  
Personnel [SDP],  
Children of Martyrs [CoM]      1% of the sanctioned seats of all streams shall be reserved for Self/Children/ Wife/ Husband/ of Ex-Serviceman, Serving Defence Personnel and Children of Martyrs.[G.O. 10161/HE, Dtd.: 07/04/2018]

## 6 Weightage

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

### 6.1 NCC

- Applicants holding B Certificate shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.
- Applicants who have represented the State or the Central School / Sainik School at the All India level NCC Camps / Courses / Activities shall be given weightage of additional



3% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent

examination.

### 6.2 NSS

- a) Applicants who have represented the Country at International level shall be given direct admission.
- b) Applicants who have represented the state at National Level Camp shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- c) Applicants who have represented the inter State Category Camp shall be given Weightage of additional 3% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- d) Applicants who have got the best NSS Volunteer award in University level shall be given Weightage of additional 2% of mark over and above the aggregate marks secured in CHSE/Equivalent examination

### 6.3 Rover & Ranger

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

### 6.4 Sports & Games

- a) Applicants who have represented the country at international level shall be given direct admission.
- b) Applicants who have represented the state at national level shall be given weightage of additional 10% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- c) Applicants who have represented the school at the inter-State School Sports Meet level shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

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

## 7 Certificates & Documents

An applicant has to submit the self-attested photo copies of the following documents / certificates with the College Copy of the Common Application Form (CAF). Respective Original ones have to be presented before the Admission Committee at the time of Admission for verification. The authority may retain some of the Certificates in Original during admission as described earlier.



- a) Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board). If an applicant has not received the mark sheet from the board in-time, **then the downloaded mark sheet from Internet, duly endorsed by the leaving School/College Principal will be admissible.**
- b) College/School Leaving & Conduct certificates from the educational institution last attended.
- c) Schedule Tribe / Schedule Caste certificates from revenue officer not below rank of Tahsildar / Additional Tahsildar. **For ST applicant, her/his father's caste certificate may be taken into consideration.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as a proof of caste in absence of caste certificate. (No caste certificate other than revenue officer not below the rank of Tahsildar / Additional Tahsildar shall be considered)
- d) PwD certificate from CDMO/SDMO/CMO of any District HQ Hospital, Capital Hospital (in case of Bhubaneswar).
- e) Ex-Service Man certificate from Zilla Sainik Board
- f) Service Defense Personnel-SDP (Army/Navy/Air Force) Certificate from the Commanding Officer of the unit
- g) Children of Martyrs (CoM) certificate from the District Collector
- h) NCC certificate from the competent authority.
- i) NSS certificate from the State Program Coordinator.
- j) Migration certificate for the applicants passing from other Boards other than CHSE, Odisha
- k) Sports certificate from the appropriate authority & counter signed by Commissioner-cum-Secretary, Sports & Youth Services, Government of Odisha OR Director of Sports & Youth Services, Government of Odisha OR Director, Secondary Education, Odisha as per G.O. 12471/HE, dtd: 06/06/2014.



**CHAPTER - 10**

**SCHOLARSHIP & FREE STUDENTSHIP**

**SCHOLARSHIP**

1. Students are to apply in proper manner for availing each merit scholarship in due time of its advertisement / notification by the State Government / Concerned Authority / Principal.
2. All Merit Scholarships earned by the student are tenable in this college subject to regular attendance, good conduct and satisfactory progress and or fulfilment the requirements as prescribed against the respective scholarship.
3. Students cannot have their scholarships renewed in the next year, unless they have appeared at the Annual Examination and have declared promoted to the next higher class and or fulfilled the requirements as prescribed against the respective scholarship.
4. Scholarship tenable in this college may be transferred to another college, if the scholarship holder takes a transfer certificate and makes an application for transfer of the scholarship with prescribed fees.
5. Students of this College regularly avail following scholarships:
  - a) Post Matric Scholarship for S.C./S.T. students, b) Junior Merit Scholarship, c) Senior Merit Scholarship, d) National Scholarship, e) Sports Talent Scholarship. f) Primary School Teachers' Children Scholarship, g) Freedom Fighters Children Scholarship, 11) Hindi Scholarship, i) Sanskrit Scholarship, j) Urdu Scholarship. k) Orthopaedic and Physically Handicapped Students' Scholarship, Etc.
6. Students can avail detail information regarding different Scholarships and submission of application for same from the information counter of the College.

**FREE STUDENTSHIP**

1. Students availing free studentship are exempted from paying Monthly Tuition Fee to the College, however they will have to pay other Monthly Dues and Annual Dues according to the College Prospectus / Admission Information / Notification.
2. All Girl students, all S.C. and S.T. students are exempted from paying the Monthly Tuition Fee of the College.
3.
  - a) 12.5% of the total enrolled students in each class apart from Girls, S.C. and S.T. students can also get the benefit of full Free Studentship every year according to govt. provision. A full Free Studentship can be converted to two half Free Studentships and the same can be awarded to two students instead of one student of a class at the discretion of the Principal.
  - b) Free Studentship is awarded to poor and meritorious students only.
  - c) Applications in the prescribed proforma on payment of Rs.2/- towards its cost, are invited for this purpose usually at the beginning of the session. Applicants are required to appear before a Selection Board with required documents to be considered eligible to enjoy this benefit.

**CAPTAIN SUJIT DAS GOLD MEDAL**

Two gold medals, called 'Captain Sujit Das Gold Medal' are to be awarded annually to two students of this College, separately one for Arts and another for Science, who secure highest marks in Degree examinations (Pre-Degree + Final Degree marks) conducted by the University. For this purpose, Captain Sujit Das, an alumnus of this College. has deposited Rs. 30,000/- on 18.4.94 in the name of the Principal. Christ College. in a fixed account and the medals are award every year from the interest accrued annually thereof.



CHAPTER - 11

**CLASSES, ATTENDANCE & PROCTORIAL**  
**COLLEGE TIMING**

Classes are held between 7 A.M. to 4.45 P.M.

**CLASSES**

The Council of Higher Secondary Education and Utkal University have prescribed the norms of classes in different subjects of +2 and +3, respectively as follows:

**HIGHER SECONDARY COURSE**

***C.H.S.E. Rules:***

1. a) In every Institution affiliated in a subject for the Higher Secondary Examination, except the Vocational Courses, provision shall be made for four Lecture per week in that subject. and one Tutorial or Practical Classes. However, in Biology provision shall be made for four Lecture Classes, 2 in Botany and 2 in Zoology per week and one practical class for each.
  - b) A theory class shall be of 45 minutes duration.
  - c) A Practical Class shall be of 135 minutes duration.
2. a) The Roll Strength is to be limited to 384 in Science, 256 in Arts & Commerce and each section having 128 students.
  - b) A Practical group will have a maximum student strength of 24 per teacher.
  - c) A Practical Class can be of one or more groups depending upon the available Laboratory facilities.
3. As per notification of govt. letter no. 13559, Dt. 5.7.2019, it is compulsory for all the students to have 75% attendance.

**DEGREE COURSE**

*(Subject to Changes as will be prescribed under new Regulation as per CBCS guidelines of Utkal University)*

***Duration of period and Groups:***

For B.A. / B.Com. /B. Sc. (Honours), each period shall be of maximum of 45 minutes duration. Each practical class may cover a minimum of 3 periods. Each tutorial/practical group will consist of a maximum of 16 students. A general group class will have a maximum of 128 students.

- (a) There are no pass subjects from 2018-19 admission batch and all seats are honours seats.
- (b) +3 Arts / Science / Commerce Honours :- Every Honours subject having no practical component shall have at least 8 lecture periods during the 1st year (i.e.; 1st and 2nd semesters),



at least 12 lecture periods during the 2nd year (i.e.; 3rd and 4th semesters) and at least 16 lecture periods during the 3rd year (i.e. 5th and 6th semesters).

- (c) +3 Arts/Science/Commerce Honours :- Every Honours subject having practical component shall have at least 08 lecture periods and two practical periods with duration of three lecture periods during 1st year (i.e.; 1st and 2nd semesters), at least 12 lecture periods and 3 practical periods with duration of three lecture periods during 2nd year (i.e.; 3rd and 4th semesters) and at least 16 lecturer periods and four practical periods with duration of three lecture periods during 3rd year (i.e. 5th and 6th semesters). However, for 3rd year (i.e. 5th and 6th semesters) Physics honours, there shall be 16 lecturer periods and 2 practical periods with duration of 3 lecture periods.
- (d) Provided that, in Mathematics as honours subject shall have at least 8 lecture periods and one practical period with duration of 3 lecture periods in 1st year (i.e.; 1st and 2nd semesters), at least 12 lecture periods and 1 practical periods with duration of 3 lecture periods during the 2nd year (i.e.; 3rd and 4th semesters) and at least 16 lecturer periods and one practical periods with duration of 3 lecture periods during 3rd year (i.e. 5th and 6th semesters).
- (e) Every Generic Elective subject, having no practical component shall have at least 4 lecture periods in 1st year (i.e., 1st and 2nd semesters) and 2nd year (i.e.; 3rd and 4th semesters).
- (f) Every Generic Elective subject having practical component shall have at least 4 lecture periods and one practical period with duration of three lecture periods during in 1st year (i.e., 1st and 2nd semesters) and 2nd year (i.e.; 3rd and 4th semesters).
- (g) There shall be at least four lecturer periods for AECC in 1st year (i.e., 1st and 2nd semesters).
- (h) There shall be at least four lecturer periods for SEC in 2nd year (i.e.; 3rd and 4th semesters).

**N.B.:- The Multimedia course was introduced in Self-Financing Mode in the year 2018.**

#### ATTENDANCE

1. Students are advised to attend classes regularly and secure required percentage of attendance. Students not preparing or neglecting tasks given in tutorial or practical classes are liable to be marked absent. If a student fails to secure the minimum required attendance he will be detained in the same class and shall not be sent up to appear at the C.H.S.E. / University Examination.
2. As per notification of govt. letter no. 13559, dt. 5.7.19, it is compulsory for all the students to have 75% attendance.

#### + 2 CLASSES

#### ***C.H.S.E. Rule:***

1. Candidate shall be required to attend 75% of the lectures, prescribed for the subject and practicals taken separately during the academic year. Condonation may be granted to the extent of 10% in exceptional cases.



2. Provided that, the Council may grant condonation of shortage in attendance to the extent of 5% when a candidate represents the institution for specific purposes to be recorded in writing.

**+3 CLASSES**

***Utkal University Rule:***

1. A candidate shall be required to attend 75% of the lectures and practical classes, taken separately, in each subject during each academic year and condonation in exceptional cases may be granted by the college to the extent of 15%.
2. The syndicate may grant further condonation of shortage in attendance to the extend' of 10% in respect of candidates who represented the University or State on deputation for any inter University or National Camp, competition, games or sports, to be recorded in writing.
3. A candidate may be permitted to take up one of the M.LL. as specified under clauses 14.3 of these regulation without the requirement of attendarice at lectures, if a college in which he or she is admitted is not affiliated in that subject.

**PROCTORIAL SYSTEM**

1. Each student of the college is assigned to a group under a Proctor, who maintains a dossier containing particulars of the students under his control and guidance.
2. Each Proctor shall report to the Chief Proctor any serious misconduct, irregularity in attendance, and absence in any examination, etc of the student.
3. Action recommended by a committee, comprising of the Chief Proctor, the concerned Proctor and any other member or Disciplinary Committee or members of the staff nominated by the Principal for the purpose, shall be taken against the defaulting student.
4. Informations to be sent to parents of the .students regarding:
  - a) Marks secured by the students in college examination,
  - b) Shortage of attendance;
  - c) Nonpayment of college dues,
  - d) Absence from college examinations,
  - e) Any act of misconduct of the student,
  - f) Payment of scholarship and free-studentship to the student.
  - g) Any matter which the Principal deems necessary





CHAPTER - 12

COURSES & EXAMINATIONS

COURSES OF STUDIES

The C.H.S.E. and the University have prescribed detail courses of studies for +2 and +3 courses respectively in Arts, Science & Commerce streams of each admission batch, which are available at their office counters on payment of cost. The students are required to procure a copy of the same for their reference at the beginning of the session, immediately after their admission. They can download the courses of studies and syllabus from the concerned website of CHSE and Utkal University.

EXAMINATIONS

HIGHER SECONDARY EXAMINATION

1. Papers in each Subject, Duration of Examillation and Maximum Marks:

**+ 2 COURSES: (REGULATION)**

One examination to be conducted by the Jr. College / Higher Secondary School 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 basing on the curriculum meant for that year alone. Pass certificates will be awarded to successful candidates basing on the performance in the Council examination to be held at the end of 2nd year only.

Three compulsory subjects, Environmental Education (EE), Yoga, and Basic Computer Education (BCE) carry 100 marks each (1st year-Theory-70 marks and 2nd year-project/practical 30 marks) will be assessed at the college level and the grades (A+, A, B, C, D, in order of merit) are to be awarded by the College and the same shall be recorded in the body of the pass certificate given by the council subsequently. The grade secured in (EE/Yoga/BCE) will not affect the result of the candidate. Marks secured in the examination to be conducted at the end of the 1st year shall be considered for promotion of students to the 2nd year class.

Besides English and MIL, Environmental Education & Yoga shall also be compulsory subjects. But Environmental Education and Yoga will be taught only in the 1st year and examination for them will be conducted by the college at the end of the 1st year. There shall be no extra optional subject.

Details of Paper in each subject, maximum marks, duration of examination etc., are given in the Courses Studies published by CHSE, Orissa.

2. *General Examination Rules of the CH.S.E. (relevant portions) :*

1. Council of Higher Secondary Education, Orissa conducts Annual Higher Secondary Examination in the month of March (usually in the 1st week of the month). Council has lifted the supplementary examination from 1998.



2. *Regular Candidate:*

Any registered student of the Council, may be admitted to the Annual Examination in Arts, Science or Commerce, if he/ she has completed in one or more affiliated Institutions, recognised for the purpose of such examinations as regular courses of study, on the subject in which the Candidate wishes to be examined, for not less than two academic years after passing the High School Certificate Examination of the Board of Secondary Education, Orissa, or some other examination recognised by the Council as equivalent thereto (Examinations conducted by the Central Board of Secondary Education, India School Certificate Examination and the Board of Secondary Education of other States in India) and has been promoted to the second year class on the basis of the examinations conducted by the Institution in the first year, provided that a student:

- a) who has passed the Higher Secondary Examination may be permitted to appear at the same examination, subsequently, in any subject in which he has not already passed, without attending a regular course of study in an institution.
- b) who takes up a subject in which a Practical course is prescribed, shall have to produce a certificate from the Head of the Institution to the effect that, he has completed the prescribed practical course in that subject.

3. The application with prescribed fees to be submitted by a candidate for admission into an examination in due time. Every candidate sent up for the Higher Secondary Examination by an Institution shall produce a certificate from Head of the Institution of:

- a) Good conduct,
- b) Diligent study, and
- c) He/She has satisfactorily passed the College periodical examinations and other tests.
- d) That the candidate has secured the required percentage of attendance.

4. **Ex-Regular Candidate:**

- a) A candidate who has failed at the Higher Secondary Examination or having been registered (i.e. filled up form and received Admit Card) for the examination failed to present himself at the examination may be admitted to such examination on payment of the prescribed fee without further attending at Lectures.
- b) And when he offers any subject or subjects for which practical examination is prescribed, he shall produce a certificate from the Head of the Institution of having taken a further course of Practical work in an Institution in each subject for at least one month before the commencement of the examination at which he is to appear.

5. a) Examination shall be conducted by means of written papers. There shall be in addition, a Practical examination, of 3 hours duration to be conducted by one external and one internal examiner, in those subjects where there is provision for the same.

b) The Laboratory Note Book or Field Work Note Books of each candidate who offers a subject in which there is a practical examination shall be examined by the Practical Examiners. Each experiment in every note book shall contain the signature of the



student. Date of the experiment together with the signature and date of the teacher under whom he worked.

6. a) The pass mark in Written and Practical shall be 30% and 40% of the maximum marks, respectively, in that subject or group of subjects. The pass mark in the aggregate shall be 35%.  
b) The Examination Committee shall be competent to frame general rules giving benefit to hard cases and such rules as framed by the Examination Committee need be intimated to Government from time to time.  
c) Candidates obtaining not less than 60% of the total marks (aggregate) shall be placed in the First Division; those who obtain less than 60% but 50% or above shall be placed in the Second Division; and all other successful candidates shall be placed in the Third Division.
7. As soon as possible after the examination, the Council shall publish a list of successful candidates arranged in three divisions according to the Institutions in alphabetical order. A list of first ten successful candidates in each stream shall be published separately.
8. **Instant Examination:**  
Upon abolition of Second (Supplementary) H. S. Examination since 1998, the Council is conducting an alternative examination named "Instant Examination" from 1999, usually within 45 days of publication of Annual Result. A list of Roll Nfls. of candidates eligible for Instant Examination will be given in separate sheets alongwith Annual Result Sheet. Desirous eligible students are to fillup their forms for Instant Examination in due date.
9. **Compartmental Candidate:**  
A candidate fails in one or more subjects in the Higher Secondary Examination but secures pass marks in the aggregate, he shall be exempted, on application, from appearing again in that subject or group of subjects in which he passed, and the order of exemption shall remain valid for the next two consecutive examinations conducted by the Council, following the examination in which he originally failed, provided that:
  - a) He shall have to clear all the failed subjects at a time, and
  - b) That, he shall not be placed in any division.

## DEGREE EXAMINATIONS

There will be Six Midsem (internal) and Six Semester (University) examinations during three academic session of degree students. These examinations will be conducted as per CBCS guidelines issued by Utkal University. For details of the examination structure and programme schedule please refer to the Utkal University or D.D.C.E. Utkal University portal.



CHAPTER - 13

RULES OF DISCIPLINE

Christ College gives the highest priority to regularity of attendance and maintenance of discipline in College. For this students have to follow the underlying rules in the campus.

1. The students of the College are advised to carry their valid Identity Cards issued by this College with them at all times while in the college campus and produce the same when demanded.
2.
  - a) The students may approach the Information Counters for information and other office counters for various kinds of official transactions. They should not enter into the college office.
  - b) The students may also meet the Principal and other officers working on behalf of the Principal.
3. For +2 and +3 students continuous absence for one week will not be allowed without medical certificate and continuous absence for one month without a valid medical certificate from a Govt. Hospital will lead to his/her name being struck off from college rolls. Overall attendance should not be less than 75% in both. Theory and Practical Classes respectively.
4. Appearance in the monthly test and college examinations is mandatory falling which students will not be allowed promotion and appearance in final CHSE/University examinations.
5. If a student is found to have indulged in ragging, strict action will be taken against that student. According to the judgement of Supreme Court of India dated 10.12.2007. "If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory. the authority would expel him from the institutions".
6.
  - a) Scribbling, passing placards, posters and other papers or spitting or otherwise disfiguring the college wall, floor, pillars or door or paths are strictly forbidden.
  - b) To damage or using in such a manner that will cause damage to any property of the college property or unnecessary use of electricity and water supply are forbidden.
7. Students are advised to pay college dues, examination dues and hostel dues regularly as per the notice issued from time to time.
8. Students must be in their class rooms/examination hall in time. They must maintain proper discipline and decorum and be attentive to their studies and observe examination rules.
9. Students should not loiter in the verandah or here and there at any time. They may make use of the Common Room during their leisure hours.
10. Electronics gadgets will be seized and confiscated, if found to be possessed by a student inside campus. Use of mobile phones in the class room and during examination is strictly prohibited and any deviation in this regard will be strictly dealt with. The college has made necessary arrangements to provide uniforms to all students taking admission into +2 and +3 classes on payment for the sale of uniformity. Students must be clean and tidy in all respects.



11. Students are advised not to bring gold ornaments and costly items with them.
12. Smoking, consumption or possession of any narcotics / alcohol and carrying of any weapons, crackers or any other substance except required study materials are strictly forbidden.
13. Students are required to keep their bicycles/bikes property locked in the Cycle Stand and collect coupon from the cycle stand keeper without any payment to him. If he is not in duty, or in case of any loss or damage to their bicycle/bikes, or loss of the coupon, the concerned student is required to report to the Professor-in-Charge / Vice-Principal/College Office immediately for the safety of their bicycle/bikes and or for necessary action. Keeping of bicycles/bikes here and there and on road sides is forbidden.
14. Sincerity in study, disciplined conduct, good manners, dressing up with modesty and decorum, maintenance of cleanliness, sound mind, good health, respect to teachers and healthy participation in the activities of the college are to be observed.
15. In case any student violates any rules of the College and/or its Hostels and/or fails to observe discipline and/or instigates/abates/engages any other to commit such offences, Principal may impose fine of any amount and/ or rusticate for any period and/or issue compulsory College Leaving Certificate and/or take any punitive measures as he deems fit without assigning any reason thereof.
16. In order to maintain discipline in the campus and/or in order to ensure smooth conduct of examination and/or any function/programme, principal reserves the right to post police force in the premises at any time, hand over to the police for necessary action any person who directly or indirectly instigates or indulges in any indiscipline or offence committed or anticipated to be committed.
17. Any outsider creating or suspected to create disturbances in the premises / entering into the premises without permission and/or does not vacate the premises immediately even after verbal notice to vacate, shall be declared as trespasser and Principal has the right to take action as he / she deems fit.
18. In order to maintain discipline, Principal reserves the right to declare the college closed/ classes suspended and/or remove any/or all the boarders from the College Hostels for any period as he/ she deems fit.
19. The Principal reserves the right to take such action/actions, as he deems fit to maintain discipline in the college. His / Her decision is final and binding in all respects.
20. Groupism and quarrelling will not be tolerated.
21. Any activity of the student in college which tarnishes the reputation of the college will result in immediate dismissal of the student from the college.



CHAPTER - 14

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**STUDENTS' UNION FOR DEGREE CLASSES**

There shall be a Students' Union ( or College Union) for students of Degree Classes of Christ College, Cuttack. Aims and objects of the Students' Union:

- i) To organise discussions on general, cultural, academic, national and international problems.
- ii) To organise debates.
- iii) To take up such other activities as proposed by the union and approved by the Principal.

***Membership of the Students' Union:***

Every bonafide student of Degree classes of the College shall be a member of the Union and is eligible to stand as a candidate for election to the different offices of the Union as per the rules contained herein. No person, whose name is not on the students' rolls of the College in degree classes, can be a member of the Union.

Each Degree student of the college contributes to the Union annually as will be fixed from time to time.

***Executive Committee of The Students' Union:***

The Executive Committee of the Union shall consist of the following members for each academic year:

- i) Advisor : Reader/Lecturer nominated by the Principal.
- ii) Jt. Advisor : If Principal feels the necessity, he may also nominate a Reader/Lecturer for this purpose.
- iii) President : A student of +3 classes to be elected annually by students of Degree classes.
- iv) Vice-President : A student of +3, 1st or 2nd year classes to be elected annually by students of Degree classes.
- v) Secretary : A student of +3 classes to be elected annually by students of Degree classes.
- vi) Asst. Secretary: A student of +3, 1st or 2nd year classes to be elected annually by students of Degree classes.
- vii) Class-Representative : One student of each Degree class (Arts, Science & Commerce of 1st, 2nd and 3rd year, i.e. 9 classes) to be elected annually from among them as their respective class representatives.
- viii-xiv) Ex-Officio Members Other Associations :  
Secretaries of :  
Social Service Guild,  
Dramatic Association.  
Students' Common Room,  
Day Scholars' Association,  
Athletic Club,



Sahitya Samaj,  
Science Society.

***Functions & Duties of Advisor and jt. Advisor of Union:***

The following are the functions & duties:

- i) **Advisor :** He shall act on behalf of the Principal. He shall inform day to day affairs of the Union to the Principal and shall act according to the instructions of the Principal. He shall remain present, assist by helpful suggestions and supervise the proper conduct of all meetings, debates, programmes and functions of the Union. All office bearers of the Union shall abide by the decision of the Advisor. Advisor may preside over a meeting if requested to do so by the President.  
If the Advisor is unable to be present, he shall intimate the Jt. Advisor to discharge his duties and shall also inform the Principal. Principal after consulting with the Jt. Advisor if feels necessary may appoint a substitute Advisor.  
Advisor shall assist the Principal for conducting the election of the Students' Union and other Associations of Degree students.
- ii) **Jt. Advisor:** He shall assist the Advisor for discharge of later's duties. In the absence of the later, he shall assume the powers of Advisor and discharge all the duties of the Advisor.

***Functions & Duties of Office Bearers of the Union:***

The following are the functions & duties:

- i) **President :** He/She shall preside over all meetings of the Union if he/she is present. He/She shall be responsible for maintaining the order. His/Her rulings shall be considered final if not contrary to or overridden by any rulings / decisions of the Advisor/Principal.
- ii) **Vice-President:** He/She shall assist the President for discharge of later's duties. In the absence of the later, he/she shall assume the powers of President and discharge all the duties of the President.
- iii) **Secretary :** In consultation with ,the Principal /Advisor he/she shall give notice of all meetings and record the minutes. He/She shall arrange and manage all meetings, debates and functions under the direct supervision and presence of the Advisor/Principal. He/She shall invite guests and finalise the programmes and agenda for different functions as the Principal! Advisor will decide.
- iv) **Asst. Secretary:** He/She shall assist the Secretary for discharge of later's duties, in the absence of the later, he/she shall assume the powers of Secretary and discharge all the duties of the Secretary.



### STUDENTS' ASSOCIATIONS FOR DEGREE CLASSES

There shall be the following Associations for students of Degree classes of Christ College, Cuttack.

- I. The Dramatic Association,
- II. The Social Service Guild,
- III. The Day Scholars' Association,
- IV. The Students' Common Room,
- V. The Athletic Club,
- VI. The Science Society,
- VII. The Sahitya Samaj,
- VIII. The English Literary Society,
- IX. The Seminar (The Sectional Society).

#### ***Membership of The Associations:***

Every bonafide student of +3 classes of the College shall be a member of these Associations and is eligible to stand as a candidate for election to the different offices of these Associations as per the rules contained herein. No person, whose name is not on the students' rolls of the College, can be a member of these Associations.

Unless otherwise specified in this rule, each Degree student of the college contributes to each of these Associations annually as will be fixed from time to time.

#### **I. DRAMATIC ASSOCIATION**

##### ***Aims and objectives:***

There is a Dramatic Association in the College in order inculcate the value of appreciation and talent among students towards music and drama, etc.

##### ***Executive Committee:***

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio)
- ii) Vice-President : Reader / Lecturer nominated by the Principal.
- iii) Jt. Vice-President : If Principal feels the necessity, he may also nominate a Reader/ Lecturer for this purpose.
- iv) Secretary : A student of +3 classes to be elected annually by students of Degree classes.
- v) Asst. Secretary : A student of +3, 1st or 2nd year classes to be elected annually by students of Degree classes.

#### **II. SOCIAL SERVICE GUILD**

##### ***Aims and objectives:***

The object of the Social Service Guild is to grant monetary help to needy and deserving students of the College, and form a Voluntary Corps in the city, at the time of floods and other natural calamities for relief work.





***Executive Committee:***

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio)
- ii) Vice-President : Reader / Lecturer nominated by the Principal.
- iii) Jt.Vice-President : If Principal feels the necessity, he may also nominate a Reader/ Lecturer for this purpose.
- iv) Secretary : A student of +3 classes to be elected annually by students of Degree classes.
- v) Asst. Secretary : A student of +3, 1st or 2nd year classes to be elected annually by students of Degree classes.

**III. DAY SCHOLARS' ASSOCIATION**

***Aims and objectives:***

To take up such activities and to foster spirit of fellowship and cooperation among the day-scholars. and to help the poor and deserving day-scholars.

***Executive Committee:***

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio)
- ii) Vice-President : Reader / Lecturer nominated by the Principal.
- iii) Jt. Vice-President : If Principal feels the necessity, he may also nominate a Reader/ Lecturer for this purpose.
- iv) Secretary : A student of +3 classes to be elected annually by students of Degree classes.
- v) Asst. Secretary : A student of +3, 1st or 2nd year classes to be elected annually by students of Degree classes.

Boarders of the College Hostel are not eligible to contest for Secretary / Asst. Secretary of this Association.

**IV. STUDENTS' COMMON ROOM**

***Aims and objectives:***

Periodicals and some indoor games are provided in the Common Room by the College. There are two Students' Common Rooms, one each for Boys and Girls students. The student members of the executive committee will look after proper use of periodicals, indoor games and other assets of the common room by students during their recreation hours.

***Executive Committee:***

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio)
- ii) Vice-President : Reader / Lecturer nominated by the Principal.
- iii) Jt.Vice-President : If Principal feels necessity, he may also nominate a Reader/ Lecturer for this purpose.



- iv) Secretary : A student of +3 classes to be elected annually by students of Degree classes.
- v) Asst. Secretary : A student of +3, 1 st or 2nd year classes to be elected annually by students of Degree classes.

### V. ATHLETIC CLUB

#### *Aims and objectives:*

The chief object of the club is to promote physical and athletic activities among the students of the College. Executive Committee:

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio)
- ii) Vice-President : Reader/Lecturer nominated by the Principal.
- iii) Jt. Vice- President : If Principal feels the necessity, he may also nominate a Reader/Lecturer for this purpose.
- iv) Secretary : A student of +3 classes to be elected annually vide infra.
- v) Asst. Secretary : A student of +3, 1st or 2nd year classes to be elected annually vide infra.
- vi) Class Representatives to the Athletic Club :

One student from each section (i.e. 2 from each class, Arts, Science & Commerce (one each) of 1st, 2nd and 3rd year, i.e. 15 students) to be elected annually from among them classwise and not section wise of Degree classes as their respective class representatives.

From amongst the Class Representatives of Athletic Club (i.e. 15 Representatives) and the Captains of the different inter-college games/sports/athletics conducted during the year, the Secretary and the Ass1. Secretary of the Athletic Club shall be nominated by the Principal in the manner as he will deem fit.

### VI. SCIENCE SOCIETY

#### *Aims and objectives:*

The Society organises discussions, debates, symposia, quiz programmes for the advancement and diffusion of scientific knowledge among the students. Each Science student of Degree classes of the college contributes to the Society annually as will be fixed from time to time.

#### *Executive Committee:*

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio).
- ii) Vice-President : Reader/Lecturer from Science faculty nominated by the Principal.
- iii) Jt. Vice-President : If Principal feels the necessity, he may also nominate a Reader/Lecturer from Science faculty for this purpose.
- iv) Secretary : A student of +3 Science classes to be elected annually by students of Degree classes.



- v) Asst. Secretary : A student of +3, 1st or 2nd year Science classes to be elected annually by students of Degree classes.

### VII. SAHITYA SAMAJ

***Aims and objectives:***

There is a Literary Society in the College called the 'Sahitya Samaj' to promote literary activities of students by an-anging meetings and competitions. Under the auspices of 'Sahitya Samaj' a journal of criticism in Odia called 'Srusti 'O' Sameekshya' is published once in every year. Each student of the college of both Arts, Science and Commerce of H. S. and Degree classes contributes to the Society annually as will be fixed from time to time.

***Executive Committee:***

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio)
- ii) Vice-President : Head of the Department of Odia (Ex-Officio).
- iii) Prof. in Charge : If Principal feels the necessity, he may also nominate a Reader/ Lecturer of Odia Deptt. in consultation with the ViceePresident for this purpose.
- iv) Secretary : A student of +3 IIIrd Year classes having Odia as optional/honours subject to be elected annually by students of Degree classes.  
The Secretary functions as the students representative in the Editorial Board of the College Magazine.
- v) Asst. Secretary : A student of +3, 1st or 2nd year classes having Odia as optional / honours subject to be elected annually by students of Degree classes.

### VIII. ENGLISH LITERARY SOCIETY

***Aims and objectives:***

The English Literary Society in the College is to promote literary activities of students. A journal of criticism in English called 'Literary Delights' is published once in every year. Each student of the college of both Arts, Science and Commerce of H.S. and Degree classes contributes to the Society annually as will be fixed from time to time by Executive Committee:

The Office Bearers of the English Seminar (Sectional Society) will also perform the duties of this Society.

### IX. SEMINARS

***Aims and objectives:***

Each subject having Honours level of teaching in Degree level organises seminars, discussions, debates, symposia, for the advancement and diffusion of knowledge among the students.

There are Seminars (Sectional Societies) in the subjects of Economics, Philosophy, History, Political Science, Hindi, Education, Mathematics, English, Odia, Psychology, Sociology, Sanskrit, Physics, Chemistry, Botany, Zoology and Computer Science for the above purposes.

There is separate Executive Committee for each of the Seminars in each of the above subjects, as follows:



***Executive Committee:***

The Executive Committee shall consist of the following members for each academic year:

- i) President : Principal (Ex-Officio)
- ii) Vice-President : Head of the concerned department (Ex-Officio ).
- iii) Prof. in charge : Reader or Lecturer to be nominated by the Head of the concerned department.
- iv) Secretary : A student of +3, III rd year class having Honours in the concerned subject to be nominated annually by the respective Head of the department.
- v) Asst. Secretary : A student of +3, II nd year class having Honours in the concerned subject to be nominated annually by the respective Head of the department.
- vi) Ex-Officio Members: All the teachers and all bonafide Honours students of the concerned department.

***Functions & Duties of Office Bearers of the +3 Associations:***

The following are the functions & duties:

- i) President : He shall preside over all meetings of the Association and shall maintain the order. His rulings are final.
- ii) Vice-President : He shall act on behalf of the Principal.  
He shall inform day to day affairs of the Association to the Principal and shall act according to the instructions of the Principal.  
He shall remain present, assist by helpful suggestions and supervise the proper conduct of all meetings, debates, programmes and functions of the Association. All office bearers of the Association shall abide by the decision of the Vice-President.

If the Vice-President is unable to be present, he shall intimate the Jt. Vice-President to discharge his duties and shall also inform the Principal.

Vice-President shall assist the Principal for conducting the election of all Associations of H.S. classes.

He shall assist the President for discharge of later's duties. In the absence of the later, he shall assume the powers of President and discharge all the duties of the President.

- iii) Jt. Vice-President/Pof. in Charge:

He shall assist the Vice-President for discharge of later's duties. In the absence of the later, he shall assume the powers of the Vice-President and discharge all the duties of the Vice-President.

- iv) Secretary : In consultation with the President and Vice President he/she shall give notice of all meetings and record the minutes. He/She shall arrange all meetings, debates and functions under the direct supervision of the Vice-President/President. He/She shall invite guests and finalise the programme and agenda for different functions as the Vice-President/President will decide.



- v) Asst. Secretary : He/She shall assist the Secretary for discharge of later's duties. In the absence of the later, he/she shall assume the powers of Secretary and discharge all the duties of the Secretary.

### GENERAL RULES OF UNION & ASSOCIATIONS

#### *I. Election Procedure:*

The schedule and guidelines of elect in procedure are notified by Dept. of Higher Education in each academic session. A brief description of the election procedure are given below and these are subject to change as per Government notification.

1.
  - a) After an academic session starts and after admission work of new students to the Degree classes against the publication of H.S. Exam results, are completed, on a convenient date, Principal will notify a last date stipulation for issue of Identity Cards; for completion of readmission of students and renewal of their Identity Cards, so that only bonafide students having/receiving/renewing their valid Identity Cards of the college on or before that date, can file/propose/second nominations and cast their votes.
  - b) On the same date or thereafter, Principal will also make a Notice for election specifying detail rules/ procedure, prescribing the required proforma for nomination application, date and time of submission of nomination application! date of scrutiny, date and time of withdrawal of nomination, details of posts to be filled in by election, programme of election with dates and time, etc.
  - c) The aforesaid election notification should be made at least 10 days prior to the scheduled date of election.
2.
  - a) Nomination applications of eligible candidates for the election to the offices of the Union, Cultural Association, Other Associations, etc. must reach the Principal in writing in the prescribed proforma and in the manner as specified in the Notice of the Principal within the specified date and time.
  - b) Principal reserves the right to allow such nomination applications received by post or through any other agency under grounds of his satisfaction.
3.
  - a) A candidate can contest for one post only. A candidate if has filed his nomination for more than one post, his all nominations shall be rejected on scrutiny.
  - b) A student being elected, holding a particular post (except class representative/class representative of athletic club) in a particular year, can not file his nomination for the same post in the succeeding year, such nominations shall be rejected.
  - c) However, a candidate is allowed to submit one or more nomination applications as he desires for one post only.
4.
  - a) Nomination papers will be scrutinised on the specified date and time by a panel of teachers appointed by the Principal. The signature of the eligible proposer, the eligible seconder and the eligible candidate himself for election (signifying his consent) shall be clearly given in the nomination application. They should be bonafide students of the College at the time of filing the nomination.



- b) If the nomination papers are not properly filled in or defective otherwise or the candidate is disqualified for any reason, those are liable to be rejected.
  - c) After scrutiny, the Principal will notify the List of valid nominations for different posts. Uncontested candidates shall not face election.
  - d) As per the date, time and manner specified in the notice of the Principal, a candidate shall be allowed to withdraw his nomination application(s), provided that the Principal may not allow such withdrawal unless he is satisfied that, the candidate is not withdrawing his nomination under any bias or fear of threat/coercion of his rivals.
  - e) It is the discretion of the Principal to decide, if any post(s) for which there is no valid nomination, whether shall be left vacant or there shall be another notification inviting fresh applications of nomination.
5. The following misconduct will disqualify a candidate, which may be decided and declared by the Principal at any time even after election and declaration of result:
- a) Disfiguring of walls and furniture, scribbling, pasting placards, posters, and other papers or spitting or otherwise disfiguring the college wall, floors, pillars or doors or paths.
  - b) To damage or using in such a manner that will cause damage any property of the College.
  - c) Directly involved or engaging others to assault / to cause coercion / to cause fear or bias in the mind of any student of the College preventing him/her to file nomination / to contest in the election / compelling to cast or not to cast his/her vote .in favour of any candidate or creating / causing to create a situation that breaks the healthy I atmosphere of the College or shows any sort of I misconduct to any member of staff of the College at any time. He/She is always required to show proper conduct and behaviour to every body.
  - d) Disturbing normal functioning of classes, disciplined and healthy atmosphere of the College premises in any manner.
  - e) Consumption or possession of any narcotics / alcohol and carrying of any weapons / use of crackers / music instruments / amplifier mikes / high slogans / creation of noise or music inside the college premises / use of immoral and objectionable language are not permitted.
6. a) Electoral speeches may be made by the contesting candidates for different offices at a meeting arranged by the Adviser of Union / Vice-President of Cultural Association with the permission of the Principal. The Adviser or his deputy of Students' Union / Vice President or his deputy of Cultural Association, as is applicable, shall preside and shall control/regulate the meeting and duration of speech of each speaker.
- b) The aforesaid electoral speech should be conducted on the working day of the college preceding to the day scheduled for election.
7. a) Every bonafide student of the College carrying valid Identity Card of the College has the right to vote in the election.



- b) Printed ballot papers shall be supplied by the College at the time of election. Students are required to go through the instruction / notice and cast their vote in proper manner so that their vote remains valid and is not rejected for improper voting.
  - c) No student shall cast more than one vote for each office to be filled in.
  - d) Elections shall be conducted and votes be recorded in such manner as the Principal may decide.
8. a) The candidate obtaining the largest number of votes among the candidates contesting an office shall be declared elected to that office.
- b) In case of a tie between any two or more candidates, one of them shall be decided elected by lottery method by the Principal and it is not necessary that the concerned candidates shall remain present during such decision by lottery.

## **II. Guidelines for Student's Election:**

Report of the Lyngdoh Committee Constituted by Ministry of HRD, Govt. of India as per the Direction of the Hon'ble Supreme Court of India to frame guidelines on students Election in College I Universities and as follows:

1. During the period of the elections no person, who is not a student on the rolls of the college I university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.
2. It is recommended that the entire process of elections, commencing from the date of filing of nomination papers . to the date of declaration of results, including the campaign period, should not exceed 10 days.
3. It is further recommended that elections be held on a yearly basis and that the same should be held between 6 to 8 weeks from the date of commencement of the academic session.
4. Under graduate students between the ages of 17 and 22 may contest elections.
5. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
6. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
7. 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.
8. The candidate shall not have a previous criminal record, . that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
9. The candidate must be a regular, full time student of the college / university and should not be a distance / proximate education student.
10. The maximum permitted expenditure per candidate shall be Rs. 5,000/-
11. Each candidate shall, within two weeks of the declaration .of the result, submit complete and audited accounts to the college / university authorities. The college / university shall



publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.

12. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
13. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.
14. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group (s) of students.
15. Criticism of other candidates, when made shall be confined to their policies and programs, 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 or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
16. 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 metres of polling stations, 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 polling station.
17. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
18. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university / college campus.
19. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the university / college campus, for any purpose whatsoever, without the prior written permission of the college / university authorities. All candidates shall be held jointly and severally liable for any destruction / defacing of any university / college property.
20. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
21. On the day of polling, student organizations and candidates shall -
  - (i) 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.
  - (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
  - (iii) not hand out any propaganda on the polling day.





22. Excepting the voters, no one without a valid pass I letter of authority from the election commission or from the college I university authorities shall enter the polling booths.
23. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
24. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission I college I university authorities may also take appropriate disciplinary action against such a violator.
25. In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IX A - "Offences Relating to Election", may also be made applicable to student elections.

**CLARIFICATION ON THE POINTS RAISED BY PRINCIPALS  
OF DIFFERENT COLLEGES AND STUDENT BODIES**

- 22-N- 1. Participation of +2 students in Election: The minimum age of participation of Higher Secondary Students (+2) students in election be treated as 15 years. (From academic session 2017-18 election of +2 students to various association will not be held.)
2. Office Bearers: Office bearers may mean to those posts for which the students of entire college participate in electoral process. Executive members may mean class representatives.
3. Academic Arrear : A candidate who has failed in one or more subjects and has not cleared the same as on the date of filing nomination may not be eligible to contest election.
4. One opportunity to contest election : Orders of Hon'ble Supreme Court may have prospective effect.
5. Nomination or direct election : Principals may take a View dependmg on situations. But it must be done as an interim measure.
6. Age of candidate : The age may be counted as on the date of filing nomination.
7. Appointment of observers: The observers may be appolllted from among Administrative Bursar / Accounts Bursar I Officer in charge of N.C.C. of the College.
8. 75% Attendance: This may mean average attendance of 75% takmg all subjects into consideration .
9. College Uniform: A student has to be in the uniform (wherever prescribed) on the day of poll.

S/4174

Date: 24.09.2008

Dy. Secy. to Govt.

Dept. of Higher Education

**III. Terms of Office of Office-Bearers & Members:**

9. The student office-bearers and student members of the Executive Committees shall hold office for the academic session for which they have been elected/nominated and for the next session till fresh election is announced or nomination is made where nomination is required, as is applicable, provided that:



- a) He/She does not cease to be a student of the College and or his/her name has not been struck off from the students' roll for nonpayment of college dues or for any other reason. He/She has not taken readmission / admission to the College as required in due time and does not continue as bonafide student of the College during the current session and or during the next session as is applicable.
  - b) i) Students of 3rd year Degree and 2nd year Higher Secondary classes are deemed to have vacated their office by end of February.
    - ii) Office of the President and the Secretary in case of the Union and office of the Secretary in case of any Association, if falling vacant under the above situation, the Vice-President and the Assistant Secretary shall discharge the duties of President and Secretary, respectively.
  - c) Any of them if voluntarily resign in writing addressed to the Advisor in case of Union or to the President/Vice President in case of other Associations.
  - d) Any of them are removed from office vide infra.
    - i) A student office bearer who fails in the proper discharge of his duties can be removed by a vote of no-confidence passed by 3/4th majority members of the Executive Committee present at a meeting called for the purpose. The manner of voting shall be decided by the Chairman who presides over such meeting.
    - ii) An executive member of the Students' Union who is absent at two consecutive meetings of the executive body shall cease to be a member.
    - iii) An executive member of the Union or any Association is declared disqualified by the Principal vide supra para5.
10. a) Any office falling vacant shall be filled in by holding a bye-election or by nomination where the student bearers are required to be nominated under this rule, as the case will be, provided that such vacancy has occurred on or before the end of December. The procedure for the byeelection will be the same as per the election procedures.
- b) If the vacancy occurs thereafter, and the office of the President and or the Secretary in case of the Union and office of the Secretary in case of any Association falling vacant. the Vice-President and the Assistant Secretary of the Union or concerned Association, shall discharge . the duties of President and Secretary, respectively [vide supra para-9 (b) (ii)].
- c) However, in case of other Associations in which the student office bearers are required to be nominated under this rule, he can be replaced at any time at the discretion of the Principal or concerned Vice-President, as is applicable.
11. Principal reserves the right to shift the date of election, postpone the election, annul any result of the election and announce a fresh election as he deems necessary.

**IV. Meeting, Voting and Quorum :**

12. a) With prior permission of the Principal and in consultation with the Advisor and President in case of Students' Union, the President and the Vice-President in case of all Associations, the Secretary shall circulate a Notice to be issued at least 7 days before



each ordinary meeting / 24 hours before each extraordinary meeting containing the following particulars:

- i) Date and time of the meeting,
  - ii) Place of meeting (all meetings are required to be held inside the College premises, however under exceptional circumstances with the prior permission of the Principal a meeting can be held at a suitable place outside the premises),
  - iii) Agenda of the meeting and subject for debate or lecture.
- b) While granting the permission, Principal reserves the right to modify the date, timing, duration, programme and agenda in detail of the meeting as he will deem necessary.
  - c) No meeting should ordinarily last for more than two and a half hours and no meeting, function, debate, programme. etc. should be conducted beyond College working hours or during / after evening hours. Accordingly, duration of speech of different speakers and their numbers may be regulated.
  - d) Principal reserves the right to permit or refuse the conduct of any meeting, debate, programme, function, etc. by Union or of any Association.
13. a) Under same procedure, an Extra-Ordinary meeting shall be convened by the President on requisition of 3/4th members of the Executive Committee of Students' Union or any Association provided that, Principal permits the same.
- b) Principal can convene an Extra-Ordinary meeting of the Executive Committee or General Body of the Union or any Association.
14. a) 2/3rd members of the Executive Committee of Union or any Association shall form the Quorum for respective meeting purposes, but however quorum is not necessary for Extra-Ordinary meetings convened by the Principal.
- b) 1/6th members of the General Body of Union or any Association shall form the Quorum for respective meeting purposes, but however quorum is not necessary for Extra-Ordinary meetings convened by the Principal.
15. No meeting, debate, programme and function shall be conducted in absence of the Advisor / Principal in case of Union or President / Vice-President in case of any Association. If the Advisor/Vice-President/Jt. Vice-President, as the case will be are not available, the matter is required to be reported to the Principal by the concerned student office-bearer, so that, Principal shall take necessary steps as he deems proper or may also depute a nominee for the purpose.
16. A person, who is not member of the Union or any Association of the College, as the case will be, may be invited as a guest to take part in the meeting, debate, function, programme, etc. with the prior permission of the Principal.
17. a) All meetings of the Union or any Association as the case will be, are ordinarily to be presided over by it's President as Chairman of that meeting.
- b) In a meeting of the. Union, if both the President and the Vice-President are absent or where a vote of no confidence motion is to be moved against the President, in such meeting Adviser shall preside as Chairman of the meeting. If he decides that, the

meeting is to be presided over by a student member as Chairman, then the members present will elect a Chairman from among themselves. The Chairman shall assume all powers and discharge all the duties, which the president is expected to discharge during the meeting.

- c) Principal reserves the right to preside over any meeting, debate, programme or function of the Union or any Association as Chairman and he may also nominate any other to act on his behalf for this purpose.
18. a) At the commencement of such ordinary meeting, the Secretary shall read the minutes of the last meeting, and the subsequent meeting of the Union, if there had been any. The minutes on being approved by the members present shall be signed by the President and also by the Advisor in case of Union or Vice-President in case of all Associations.
- b) No member, other than the mover of a motion, shall speak for more than once in the course of the debate. At the conclusion of the debate, the mover may, at his option, reply to the debate.
  - c) The mover and the second speaker (opposer) may speak for eight minutes each, the other speakers shall speak for not more than five minutes each. The time limit can be reduced by the Chairman of the meeting, if he finds the numbers of speakers to be too many to be adjusted within two and half hours duration.
  - d) The Chairman, President, Vice-President may, if they so desire, take part in the debate.
19. a) A motion in the meeting if not decided unanimously, to be decided by vote which will be either secret or open according to the decision of the Chairman.
- b) All student executive members of the Students' Union, Students' Association and Other Associations, have a voting right each, except the President/Chairman presiding the meeting who has a casting vote.
  - c) All question in the debate shall be decided by the majority of votes of the members present.
  - d) If the votes are equally divided, the President/Chairman presiding over the meeting shall decide the question by exercising his 'casting vote' or by lottery.
  - e) When Vice-President of the Union or any other student member of the Executive Committee of Union or any Association will preside the concerned meeting in place of President, in addition to their original voting right shall also have casting vote.
  - f) In any meeting of the Union in which the President is not the Chairman, President will have right to vote as a member of the Executive Committee if he is present in the meeting.
  - g) Staff members in the Executive Committee have no voting right, but when as Chairman/President presiding the meeting have casting vote.
20. a) Every speech should be relevant to the subject. No personal reflection/illegal/indecent/irrelevant/immoral discussions should be made in the course of the debate.
- b) The Principal, adviser, his deputy or any member may call the Chairman's attention to a point of order at any time during the time of the meeting or even while a member is speaking, but no speech shall be made on such point of order.



- c) The Chairman may call any member to order. If a member disobeys or disregards any order or ruling of the Chairman, he may forthwith be asked to withdraw from the meeting, and his name be reported to the Principal. If necessary, the Chairman may dissolve or adjourn the meeting.
  - d) To maintain discipline, Principal may take any such steps as he deems necessary.
21. a) No motion for decision/ matter for discussion shall be placed before any General Body meeting without prior approval of the concerned Executive Committee.
- b) Principal can place any motion for decision /matter for discussion in an extraordinary meeting of a General Body convened by him even without prior approval of the concerned Executive Committee.
22. In such cases, which are not provided for by these rules, the Principal, Adviser or his deputy in case of Students' Union, the President and the Vice-President in case of concerned Associations, shall give a ruling as to the procedure on the principles already laid down, and his ruling shall be carried out.

**V. *Financial Procedures & Rules:***

23. Funds for the Union and different Associations shall be provided in the Annual Budget of the College by the Governing Body. The required amount shall be operated in strict accordance with the Audit Regulations and total expenditure shall not exceed the budget provision against each head of accounts is no amount shall be allowed for payment exceeding the budgetary provision.
24. a) Immediate enhancement of the subscriptions of students for these purposes may not be possible as it requires approval of the G.B.
- b) No office-bearer, except the Secretary or the Assistant Secretary, while performing the functions of the Secretary, is competent to propose for enhancement of the subscription. Such proposal is to be routed through the Advisor in case of the Union or through the Vice-President in case of any Association.
- c) No such proposal for enhancement of the subscription shall be given effect to, unless the said proposal is assented to by the. Governing Body.
25. a) No money shall be sanctioned to any student office bearer from the college office directly, to meet any expenses of the Union or any Association. Any requirement of money by the Secretary or the Assistant Secretary, while performing the functions of the Secretary shall be submitted in written application at least 7 days prior to such requirement to the Advisor in case of Union or the Vice-President in case of any Association.
- b) The Advisor of the Union or the Vice-President of any Association are always required to verify such requisitions of money submitted by any student office bearer, restrict/ regulate the expenditure keeping in view of the total expenditures of the entire year is to be made for different purposes within the budgetary provision. They have also right to refuse the sanction of money against such requisition.

- c) The Advisor of the Union or the Vice-President of any Association should submit their applications to the Principal showing the required amount to be advanced to them from the budgetary provision to meet the any expenses of the Union or any Association, as is applicable, including the amount as proposed by the Secretary/ Asst. Secretary, at least 7 days prior to the date of such requirement.
- d) The Advisor of the Students' Union or the Vice-President of any Student's Association should also submit their applications showing the required amount to be advanced to them from the budgetary provision to meet the election expenses of the Students' Union along with its allied other Associations and Students' Associations, respectively, at least 7 days prior to the date of such requirement.
- e) The Advisor of the Union or the Vice-President of any Association are required to directly supervise each expenditure to be made and they shall ensure that things are properly executed and shall submit the vouchers/ bills/money receipts with proper endorsement of certificate by them along with a consolidated list of expenditures to the College office within 7 days of completion of the event/ purposes or prior to requisitioning another requisition of money, whichever is earlier.
- f) The student office bearer is bound to submit the vouchers/bills/money receipts with endorsement of his signature along with consolidated list of expenditures made by him against all the amount paid to him by the Principal or Advisor or Vice-President as the case may be within the above stipulated period. No student office bearer is authorised to spend for any purpose of the Union or any Association without receiving any advance amount or to spend any excess of the exact amount so received. Any such bills/vouchers/money receipts submitted by him shall not be entertained.
- g) In case of failure to submit the required bills/vouchers/ money receipts within the stipulated time by any student office-bearer, the Principal reserves the right to take actions against him as he will deem fit.
- h) The Principal reserves the right to grant or reject any application for advance/ payment.

**VI. *Repeal and Savings:***

- 26. These rules will remain in force until otherwise notified altered by the Principal.
- 27.
  - a) Principal reserves the right to add or alter or annul any of the above rules.
  - b) Principal reserves the right to declare any decision of the Union or any Association as illegal and void without assigning any reason thereof.
  - c) The Principal's decision shall be final and binding in regard to all matters concerning the Students' Union and all Associations.



CHAPTER - 15

RESEARCH ACHIEVEMENTS OF THE STAFF

The following members of the teaching staff have obtained D.Litt. / Post Doctoral / Ph.D. / M. Phil. Degrees from Universities noted against each, after successful completion of their Research Projects/Studies.

DOCTOR OF LITERATURE & POST DOCTORAL

*Department of Oriya :*

1. Dr. K. Sarangi : “ପ୍ରାଚୀନ ଓଡ଼ିଆ ସାହିତ୍ୟରେ ବିଭିନ୍ନ ଧର୍ମଦର୍ଶନର ପ୍ରତିଫଳନ (ଜୈନ, ବୌଦ୍ଧ, ଶୈବ, ଶାକ୍ତ ଓ ନାଥଧର୍ମ) D.Litt. (Utkal)

*Department of Botany :*

1. Dr. Siddharth K. Sahu : "Anaerobic Biomineralization of Some Biocides under Methanogenic conditions" : Post Doctoral (Oklahoma Univ., U.S.A.)

*Department of Philosophy:*

1. Dr. Mohin Mohammad : " PLATO : A Critical Friend of Open Society". (University of IOANNINA, Greece ).

DOCTOR OF PHILOSOPHY (Ph.D. Degree)

*Department of English :*

1. Dr. Zehara Jabeen : "Ardhasatabdira Odisha O Tahinre Mo Sthana" in English Translation with a Critical Introduction. Ph.D, (Utkal-2014).
2. Dr. (Mrs.) Jeeta Ray : "A Study of the Image & Social Problems of the Immigrants" Projected in the Novels and short stories of Bharati Mukherjee, Ph.D., (Utkal)
3. Dr. Sarada Prasad Kar : **R. K. Narayan, A study some Hindu aspects of his major novels.** Ph.D., Utkal (2017)

*Department of Hindi :*

1. Dr. (Mrs.) Rafia Rubab : “Hindi Ghazalon ka Alochanatmak Adhyana, Ph.D., 2010, Utkal University, BBSR, Odisha.
2. Dr. A. K. Harshabardhan : **Balmikiya Ramayana tatha Ramcharita Manas Ke Pramuksha Patra : Ek Monobaigyanika Adhyana, Ph.D. (Utkal)**
3. Dr. Kabita Jena : “Mohan Rakesh Ke Upanyason Main Vyaktivadi Chetna”, May-2017, Ravenshaw University, Cuttack, (O)

*Department of Oriya :*

1. Dr. K. Sarangi : ଶାକ୍ତନୁ କୁମ୍ଭାର ଆଚାର୍ଯ୍ୟଙ୍କ ଉପନୟାସ : ଏକ ଶୈଳୀତାତ୍ତ୍ୱିକ ଅଧ୍ୟୟନ, Ph.D. (Utkal).
2. Dr. P.K. Dhal : ଆଧୁନିକ ଓଡ଼ିଆ କବିତାରେ ଲୋକ ଉପାଦାନ : Ph.D. (Utkal).
3. Dr. D. Sukla : “ପ୍ରତିଭା ରାୟଙ୍କ ଉପନୟାସ – ଏକ ଆକଳନ” Ph.D. (Utkal).
4. Dr.(Mrs.) Smita Nayak : “ଗୋପୀପ୍ରଧାନ ଓଡ଼ିଆ କୃଷ୍ଣକାବ୍ୟ : ଏକ ଅନୁଶୀଳନ” Ph.D. (Utkal).



**Department of Sanskrit :**

1. Dr. D. G. Mishra : **"The Philosophy of the Moksadharmaparvam of the Mahabharata"** : Ph.D. (Visva Bharati. West Bengal).
2. Dr. (Mrs.) D. Dash : **"Paniniyaganapathantargata Sabdanam Byabaharika madhyayanam"** (ପାଣିନୀୟଗଣ ପାଠାନ୍ତର୍ଗତଶବ୍ଦାନାମ ବ୍ୟବହାରିକମଧ୍ୟୟନ) : Ph.D. (Rastriya Sanskrit Samstlwn. New Delhi).
3. Dr. (Mrs.) K. P. Nanda : **"Philosophical hymns in Atharvaveda - An analysis"** Ph.D. (Utkal).

**Department of Political Science :**

1. Dr. Dipak Kumar Dash : **"Nam A study of Its role since 1992"**, Ph.D. (Revenshaw Univ.)

**Department of History:**

1. Dr. (Mrs.) B. Mahapatra : **"Administrative History of Puri District. 1866- 1947"** : Ph.D. (Berhampur University).
2. Dr. (Mrs.) B. Dash : **"Women Education in Orissa since Independence"**. Ph.D. (Ravenshaw)

**Department of Economics:**

1. Dr. J. S. Mahaprashasta : **"Cost of Borrowing, Access to Credit and Agricultural Productivity:An Econometric Analysis of Cuttack District. Orissa"**: Ph.D. (Berhampur University ).

**Department of Philosophy:**

1. Dr. M. Mohammad : **"A Study in Plato's Mode of Inquiry"** : Ph.D. (Rajasthan).

**Department of Psychology:**

1. Dr. (Mrs.) Sadia Alam : **"Relationship of Planning Behaviour with Reading"** Ph.D, Utkal.
2. Dr. L. K. Mishra : **"Quality of work, life and organizational Development : A comparative study on Industrial and service sectors"** : Ph.D. (Sambalpur Univ.).

**Department of Home Science:**

1. Dr. (Mrs.) Binita Nanda : **"Role of Maternal Antecedents in the Development of Children's Competence."** : Ph.D. (Utkal).

**Department of Mathematics:**

1. Dr. P. K. Mohanty : **"Contribution to Science: The Study of (Math.) Oscillatory & Non-Oscillatory Behaviour of Solutions of Functional Nutral Equations"**. : Ph.D. (Berhampur).
2. Dr. Maheswar Kar : **"Theoretical studies in Newtonian and non-newtonian fluids"** , Ph.D., (Utkal 2014)

**Department of Physics:**

1. Dr. B. B. Acharya : **"Studies on structure and properties of novel crystalline polymers through X-Ray diffraction and NMR Spectroscopy."** Ph.D. (Utkal).
2. Dr. Subrata Samantaray : **"Investigation of plasma Blob formation and mitigation using gas injected washwer plasma gun"**, Ph.D., (Ravenshaw)
3. Dr. (Mrs.) Mousumi Mohanty : **"Theoretical Studies on Couette flow with or without heat transfer"**. Ph.D., (Utkal - 2017)





4. Dr. (Mrs.) Saswati Mishra : **“Theoretical Study on Hydromagnetic flow with or without mass transfer”**. (Centurion University - 2017)
5. Dr. Abhijit Sarangi : **“Study of compatibility of alcohol blended chemicals for modification of natural fibres in synthesis of biocomposites by ultrasonics technique”**. (VSSUT, Burla - 2016)

***Department of Chemistry :***

1. Dr. Dillip Kumar Baral : **“Studies on the Reactivities of Transition Metal Complexes with Drugs and Biomolecules”**. Ph.D., (Utkal University)
2. SLT. Dr. Pradyumna Dash: **“Pulsating Organic matters and nutrient loadings in the Mahandi river – A computer simulation and modelling approach”**. Ph.D. (Utkal -2017)
3. Dr. (Mrs.) Swati Mohanty : **“Preparation and charecterization of Dendritic polymers for Drug dilivery applications”**. Ph.D. (Centurian University-2017)

***Department of Botany :***

1. Dr. Siddharth K. Sahu : **"Transformation of Pesticides in Rhizosphere"** : Ph.D. (Utkal).
2. Dr. (Mrs.) Bandita Acharya : **"Plant Resource Utilization by the Tribes of Keonjhar district, Odisha - An Ethnobotanical study"**. Ph.D., (Ravenshaw University)
3. Dr. Sanjit Biswas : **"Ethnobotanical studies of Malkangiri district. Odisha, including identification of a few potential species for modern drug development programme"**. Ph.D. (Utkal University)
4. Dr. (Mrs.) Anandini Rout : **“Antimicrobial effect of silver nanoparticles of plant products against human pathogens”** (Ravenshaw University - 2015)

***Department of Zoology:***

1. Dr. Gyaneswar Rath : **“Environmental impact assessment Studies of City life on the slum dwellers of Cuttack City, Orissa, India"** Ph.D. (Utkal).
2. Dr. Pradipta Kumar Pati : **“A study on the ecology breeding pattern and conservation strategies of freshwater crabs.”** Ph. D. (Utkal)
3. Dr. (Miss) Sucheta Rout : **“Studies on the nusurgenece of Brown planthopper in rice and its effective management through neem and karanja”**. Ph.D. (Utkal-2017)

***Department of Commerce:***

1. Dr. Jiwan Jhunjhunwala : **“Empirical study of physical and financial performances of State Road Transport Corporation in India in Post liberalised Era"**. Ph.D.2011 (Utkal University)
2. Dr. Mangaraj Patra : **“A study on Dairy Development through co-opeatives in Orissa. A case study of Undivided Cuttack District”**, Ph. D., (Ravenshaw University, 2015)
3. Dr. (Mrs.) Sanju Sharma : **“Financial Performance Analysis of Sugar Industries in Odisha” – An empirical study**, Ph.D., (Ravenshaw University - 2017)



**MASTER OF PHILOSOPHY (M.Phil)**

**Department of English :**

1. Mrs. M. Patra : **"Black American Literature" : M.Phil. : (Berhampur).**
2. Dr. (Mrs.) Jeeta Ray : **"The Theme of Contemporary Social Evils in the early plays of George Bernard Shaw". (U.U.)**
3. Dr. S. P. Kar : **"The Poetics of the Concept of History in T. S. Eliot and W. B. Yeats: A comparative study" : M.Phil. : (Utkal University).**
4. Mrs. M. Satpathy : **Barna's Autobiography, Karukku : The voice of a Sublteen Woman.**
6. Ms. Somalika Sahoo : **Human Relationship and Psychology : A study of D.H. Lawrence's Sons and Lovers.**

**Department of Odia :**

1. Dr. K. Sarangi : **ଚନ୍ଦ୍ରଶେଖର ରଥଙ୍କ ଉପନ୍ୟାସ : ଏକ ଅଧ୍ୟୟନ : M.Phil : (Utkal).**
2. Dr. P. K. Dhal : **ଲୋକ ସାହିତ୍ୟରେ ଲୋକ ଉପାଦାନ : M.Phil. : (Utkal).**
3. Dr. (Mrs.) Smita Nayak : **ଓଡ଼ିଆ ଲୋକସାହିତ୍ୟ : ଦୃଷ୍ଟି ଦିଗତ୍ତ : M.Phil. : (Utkal).**
4. Pitabasa Sarangi : **"ଜଗତସିଂହପୁର ଜିଲ୍ଲାର ପ୍ରମୁଖ ଗଜ ପ୍ରତିଭା : ଏକ ଅଧ୍ୟୟନ" M.Phil. : (Utkal).**

**Department of Sanskrit :**

1. Dr. (Mrs.) D. Dash : **"Bibhasaya Samanyalochanam Karaka Prakarana Drustya Tat smikshyanancha" (ବିଭାଷାୟାଃ ସାମାନ୍ୟାଲୋଚନଂ କାରକା ପ୍ରକରଣା ଦୃଷ୍ଟ୍ୟା ତତ୍ ସମୀକ୍ଷଣଞ୍ଚ) : M.Phil. (Utkal)**
2. Dr. (Mrs.) K. Nanda : **"The Colncept of Time (Kala) in Indian Literary Tradition with Special reference to the Atharva Veda." : M.Phil. (Utkal).**

**Department of History :**

1. Mrs. G Mohapatra : **"Rajendralal Mitra-A Historiographical Study":M.Phil. (Utkal)**
2. Mrs. Biswarupa Dash : **"The bhakti tradition of medieval Odisha a case study of Bhakta Kabi Jasobanta Das". M.Phil, (Utkal-2005)**
3. Mrs. Subhashree Mishra : **"Floral design in temple art of Bhubaneswar". (Ravenshaw University-2011)**

**Department of Political Sc. :**

1. Mrs. Swati Dash : **"Voluntary Organisations in Socio-Economic Development with Special Reference to Bhubaneswar City". (Utkal).**
2. Sri D. K. Dash : **"NAM - Dynamics and relevance". (Utkal).**
3. Mrs. R. Mohapatra : **"Troubled Water of South Cina Sea : India China engagement". (F.M. University - 2017)**

**Department of Economics:**

1. Mrs. P. Samantaray : **"India's Trade with East European Countries" : M.Phil. : (Utkal).**
2. Dr. J. S. Mahaprashasta : **"Credit Marketing Linkage of Fishing at Chilika - A Case Study of Sana-nairi Village" : M.Phil. (Berhampur).**



***Department of Philosophy:***

1. Dr. M. Mohammad : **"Divisions Science in Plato and His Predecessors" : M.Phil. (Rajasthan).**
2. Sri Suman Roy : **"Meaning and Metaphysics" The Witegensteinean Perspective (Utkal).**
3. Mrs. Itishree Prusty : **"Special reference of Jainism and Buddhism on Nirvana".**  
(Utkal - 2017)
4. Ms. Swagatika Dash : **"The Theory of Anumana : A comparison between Nyaya and Buddhist". (Ravenshaw - 2018)**

***Department of Education:***

1. Mrs. Sunanda Das : **"Job satisfaction of college teachers in relation to management, faculty, marital status and area of institutions" (Utkal).**
2. Mrs. Arpita Singh : **"Teaching Competencies of Secondary Schol Geography Teachers with reference to their sex and qualification". M.Phil-2008 (Utkal University)**

***Department of Hindi:***

1. Dr. Kabita Jena : **"Mohan Rakesh Ke Upanyason mein Vyaktivadi Chetna : "Antaral" Upanyaso Ke Vishesh Sandhrbh Mein", 2009, Ravenshaw University, Cuttack (O).**

***Department of Sociology :***

1. Ms. Silan Das : **Marital Discord among working women : A case study in Odisha (2016)**

***Department of Psychology :***

1. Mrs. Adyasha Mahanti : **"Psychological Capital and students adaptation to college. The role of gender and academic stream". M. Phil.**

***Department of Mathematics :***

1. Sri P. K. Sahoo : **"A few Problems of Fluid Dynamics" : M.Phil. (Utkal).**
2. Dr. P. K. Mohanty : **"Advanced Analysis, Topological Vector Space, Matrix Transformation". M.Phil. (Utkal).**

***Department of Physics :***

1. Dr. B. B. Acharya : **"Application of Ferrites at Microwave Frequencies" : M.Phil. (Utkal).**
2. Dr. (Mrs.) M. Mohanty : **"Solid electrolytes - The  $\beta$  - aluminas". (Utkal).**
3. Mrs. Meetanjali Jethy : **Massive Neutrinos, M. Phil. (Ravenshaw Univ.).**
4. Mrs. S. S. Muduli : **"Theoretical Models for collective Magnetism". M.Phil, (North Odisha University)**

***Department of Chemistry :***

1. Dr. Pradyumna Dash : **"Pulsating Ozone" An Evidennce for a perturbed Atmosphere M.Phil.(Utkal)**
2. Sri Ashok Ku Sahoo : **"Ion-solvent interaction in solvents of high di-electric constant : Dissociation equilibrium of  $\alpha$  - Naphthyl ammonium ion in formamide." (Ravenshaw Univ.)**



3. Mrs. M. Sanjana : **"Kinetic Study of aspartic acid in alkaline medium & Micellar medium"**. M.Phil.(Utkal).
4. Mrs. Mitali Mishra : **"Chemistry of Materials (Elective)"** M.Phil. (North Odisha Univ.).
5. Mr. R. Someswar Rao : **"Study reactivity of Anti Drugs of Tuberculosis"** (Ravenshaw University Awardee - 2013) (Review work)

***Department of Botany:***

1. Dr. Siddharth K. Sahu : **"Histochemical and Physiological studies on stomata of *Platocodon* and *Antirrhinum* spp "** (Meerut Univ.).
2. Dr. (Mrs.) B. Acharya : **"Influence of Copper on Physiological Behaviour of Seedling of Two Mung (*Phaseolus aureus*) Varieties"** : (Utkal).
3. Dr. (Mrs.) Anandini Rout : **Effects of antibiotics and paracetamol on the root meristem of *Allium cepa*, L.** (Utkal).
4. Dr. Sanjit Biswas : **"Eco-physiological response of *Oryza sativa* L. in fly ash"**, M.Phil (Berhampur University)
5. Mr. Bhabjit Pattnaik : **"Analysis of Photosynthesis and its ancillary characters in rice *Oryza sativa* L. under moisture stress condition."** M.Phil. (Sambalpur University)

***Department of Zoology :***

1. Mrs. M. Jachuck : **"Exploitation of certain botanical oils as pulse grain protectants against pulse beetle, *Callosobruchus chinensis*, Linn"** : M. Phil, (Utkal).
2. Dr. P. K. Pati : **"*Scylla tranquebarica* - A new entrant to Chilika lake"**. (Utkal).
3. Dr. (Miss) Sucheta Rout : **"Effect of Pollutants on the Reproduction of *Clarias batrachus*"** (Utkal).
4. Dr. G. Rath : **"Artificial insemination and frozen semen Bank in Cuttack, Orissa"** (Utkal).

***Department of Commerce:***

1. Sri Subrat Ku. Bal : **"Agricultural Finance with special reference to Nabard"**. (Utkal)
2. Dr. Jiwan Jhunjhunwala : **"A comparative study of operational efficiency of OSRTC using performance indicators and marginal costing techniques."** M.Phil. (Utkal University)
3. Dr. (Mrs.) Sanju Sharma : **"Corporate Social Reporting Practices in India"**. M.Phil (Ravenshaw University)
4. Dr. Mangaraj Patra : **"Working Capital Management In National Aluminium Company Limited"**. A Case Study, M.Phil (Utkal)



Chapter - 16

LIST OF STAFF MEMBERS

Principal

Dr. Siddhartha Kumar Sahu

Reader in Botany

☎ : Office : 2301757, Mob : 9438368690

*Department of English:*

- |  |            |
|--|------------|
| 1. Mrs. Madhumita Patra, M.A., M.Phil., Lecture & HOD    | 9437385707 |
| 2. Dr. Zehara Jabeen, M.A., Ph.D., Lecturer              | 9338812127 |
| 3. Dr. (Mrs.) Jeeta Ray, M.A., M.Phil., Ph.D., Lecturer  | 9437026617 |
| 4. Dr. Sarada Prasad Kar, M.A., M.Phil., Ph.D., Lecturer | 9437113162 |
| 5. Mrs. Meghamala Satpathy, M.A., M.Phil., Lecturer      | 9658222568 |
| 6. Mrs. Somalika Sahoo, M.A., M.Phil., Lecturer          | 8280200463 |

*Department of Odia :*

- |  |                         |
|--|-------------------------|
| 1. Dr. Krutibash Sarangi, M.A., M.Phil., Ph.D., D.Litt, Lecturer & HOD | 9861405977              |
| 2. Dr. Daityari Sukla, M.A., Ph.D., Lecturer                           | 9438148745              |
| 3. Dr. Pradeep Kumar Dhal, M.A., M.Phil., Ph.D., Lecturer              | 9937542036              |
| 4. Dr. (Mrs.) Smita Nayak, M.A., M.Phil., Ph.D., Lecturer              | 9937097901              |
| 5. Mr. Pitabash Sarangi, M.A., M.Phil., Lecturer                       | 9583139510, 9556365741, |
| 6. Mrs. Rupali Mohanty, M.A., Lecturer                                 | 7978699215, 9338466163  |

*Department of Hindi:*

- |   |            |
|---|------------|
| 1. Dr. (Ms) Kabita Jena, M.A., M.Phil., Ph.D., HOD & Lecturer | 9439002706 |
| 2. Dr. (Mrs.) Rafia Rubab, M.A., B.Ed., Ph.D., Lecturer       | 9861278987 |
| 3. Dr. Aryakumar Harshabardhan, M.A., Ph.D., Lecturer         | 9439275409 |
| 4. Miss J. Sugandha, M.A., M.Phil., Lecturer                  | 9078878490 |

*Department of Sanskrit:*

- |  |                        |
|--|------------------------|
| 1. Dr. (Mrs.) Debajani Dash, M.A., M.Phil., Ph.D., Lecturer      | 9861387051             |
| 2. Dr. (Mrs.) Kshanaprabha Nanda, M.A., M.Phil., Ph.D., Lecturer | 943864502, 98456000895 |
| 3. Miss Sukanya Senapati, M.A., B.Ed., PGT, Lecturer             | 8763928589             |
| 4. Mr. Satrughana Dash (M.A.)                                    | 7377096984             |

*Department of Yoga :*

- |  |            |
|--|------------|
| 1. Miss Sujata Jena (M.A., M.A. in Yoga, M.Phil) | 8908976387 |
|--|------------|

*Department of History :*

- |  |            |
|--|------------|
| 1. Dr. Bijayini Mohapatra, M.A., Ph.D., HOD & Lecturer | 9439936471 |
| 2. Mrs. Gayatri Mohapatra, M.A., M.Phil., Lecturer     | 9778981586 |
| 3. Mrs. Nibedita Das, M.A., Lecturer                   | 9853618548 |
| 4. Mrs. Biswarupa Dash, M.A., M.Phil., Lecturer        | 9438480351 |
| 5. Mrs. Subhashri Mishra, M.A., M.Phil., Lecturer      | 8763316488 |

*Department of Economics*

- |   |            |
|---|------------|
| 1. Mrs. Prajna Samamtary, M.A., M.Phil., HOD & Reader           | 9438580275 |
| 2. Dr. Jogasankar Mohaprashasta, M.A., M.Phil., Ph.D., Lecturer | 9437168747 |
| 3. Miss Priyadarsini Pradhan, M.A., Economics, NET, Lecturer    | 8908534717 |

*Department of Pol. Science*

- |  |            |
|--|------------|
| 1. Mrs. Swati Dash, M.A., M.Phil, HOD & Lecturer | 9937773303 |
|--|------------|



2.	Dr. Dipak Ku. Dash, M.A., M.Phil., Ph.D., NET, Lecturer	9861011628
3.	Mrs. Rinku Mohapatra, M.A., M.Phil., B.Ed., Lecturer	7008638718
4.	Mrs. Sradhanjali Pattanayak, M.A., M.Phil., B.Ed., Lecturer	9658602162

**Department of Philosophy**

1.	Mr. Sumon Roy, M.A., M.Phil., Lecturer, H.O.D.	9337002719
2.	Mrs. Itishree Prusty, M.A., M.Phil., Lecturer	9583237300
3.	Ms. Swagatika Das, M.A., M.Phil., Lecturer	9853354124

**Department of Psychology**

1.	Dr. (Mrs.) Saadia Alam, M.A., Ph.D., HOD, Lecturer	9938439525
2.	Dr. Laxmikanta Mishra, M.A., Ph.D., Lecturer	9861430456
3.	Mrs. Adyasha Mahanti, M.A., M. Phil, Lecturer	9776558781

**Department of Home Sc.**

1.	Dr. (Mrs.) Binita Nanda, M.A., Ph.D., HOD & Lecturer	9437318990
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**Department of Sociology**

1.	Ms. Silan Das, M.A., M.Phil., HOD & Lecturer	8984073510
2.	Mr. Sagarjeet Bhattacharya, M.A., M.Phil., Lecturer	9778143536

**Department of Education**

1.	Mrs. Sunanda Das, M.A., M.Phil., Lecturer	9861986324
2.	Mrs. Arpita Singh, M.A., M.Phil., B.Ed., NET, Lecturer	9692797141
3.	Mrs. Kabita Senapati, M.A., Lecturer	9937873417
4.	Miss Sasmita Ransingh, M.A., PGDCA, Lecturer	7008624355

**Department of Mathematics**

1.	Dr. Prasanta Ku. Mohanty, M.Sc., M.Phil., Ph.D., Lecturer & HOD	9437555205
2.	Dr. Maheswar Kar, M.Sc., Ph.D., Lecturer	9437163732
3.	Mr. Manabhanjan Sarkar, M.Sc., PGDCA, Lecturer	9040224260
4.	Mr. Kaibalya Rout, M.Sc., LLB, PGDCA, Lecturer	7008063835, 9861237810
5.	Mr. Subhasisha Dash, M.Sc., B.Ed. Lecturer	9438557760

**Department of Physics**

1.	Dr. Bijaya Bhusan Acharya, M.Sc., M.Phil., Ph.D., HOD, Lecturer	9439467651
2.	Mr. Debasis Mohapatra, M.Sc., Lecturer	9861945305
3.	Dr. Subrata Samantaray, M.Sc., Ph.D., Lecturer	9338104653
4.	Dr. (Mrs.) Mousumi Mohanty, M.Sc., M.Phil., Ph.D., Lecturer	7978096638
5.	Dr. (Mrs.) Saswati Mishra, M.Sc., Ph.D., Lecturer	9937555266
6.	Mrs. Meetanjali Jethy, M.Sc., M.Phil., Lecturer	9438119412
7.	Dr. Abhijit Sarangi, M.Sc., Ph.D., Lecturer	9437408006
8.	Mrs. Srusti Sovana Muduli, M.Sc., M.Phil., Lecturer	9853938839
9.	Mrs. Sonia Pradhan, M.Sc., Lecturer	9778780405

**Department of Chemistry**

1.	Mr. Alok Mishra, M.Sc., HOD & Lecturer	9937966737
2.	Dr. Dillip Kumar Baral, M.Sc., Ph.D., Lecturer	9338235641
3.	SLT. Dr. Pradyumna Dash, M.Sc., M.Phil., Ph.D., Lecturer	9937505007
4.	Dr. (Mrs.) Swati Mohanty, M.Sc., Ph.D., Lecturer	9437403055
5.	Mr. Ashoak Ku. Sahoo, M.Sc., M.Phil., Lecturer	9861066934



6.	Mrs. Mitali Mishra, M.Sc., M.Phil., Lecturer	9776373198
7.	Dr. Mrs. M. Sanjana, M.Sc., M.Phil., Lecturer	9583210616
8.	Mr. R. Sameswar Rao, M.Sc., M.Phil., Lecturer	9861180677
9.	Mr. Priya Ranjan Dash, M.Sc., Lecturer	8270769103
10.	Mr. Santosh Kumar Nathsharma, M.Sc., Lecturer	9776272302

**Department of Botany**

1.	Dr. Siddhartha Ku. Sahu, M.Phil., Ph.D., Post DOC (USA) Reader (Principal)	9438368690
2.	Mr. Sovan Panda, M.Sc., HOD	9437269541
3.	Dr. Mrs. Bandita Acharya, M.Sc., M.Phil., Ph.D., Lecturer	9439550281
4.	Dr. Sanjit Biswas, M.Sc., M.Phil., Ph.D., Lecturer	9437435374
5.	Dr. Mrs. Anandini Rout, M.Sc., M.Phil., Ph.D., Lecturer	9658947236
6.	Mr. Bhabjit Pattnaik, M.Sc., M.Phil., Lecturer	9438286450
7.	Mrs. Nibedita Nayak, M.Sc., M. Phil, Lecturer	9438426411

**Department of Zoology**

1.	Mrs. Madhusmita Jachuck, M.Sc., M.Phil., Lecturer & HOD	9438045480
2.	Dr. Pradipta Ku. Pati, M.Sc., M.Phil., Ph.D., Lecturer	9437168834
3.	Dr. Sucheta Rout, M.Sc., M.Phil., Ph.D., Lecturer	9668624685
4.	Dr. Gyaneswar Rath, M.Sc., M.Phil., Ph.D., Lecturer	9124772067
5.	Mrs. Rachita Santra, M.Sc., Lecturer	8895725024
6.	Miss Kiranbala Behera, M.Sc., M. Phil, Lecturer	8018693039

**Department of Commerce**

1.	Mr. Subrat Bal, M.Com, M.Phil., HOD & Lecturer	9437285374
2.	Dr. Jiwan Jhunjunwala, M.Com, M.Phil., Ph.D., MBA, NET, Lecturer	9861143405
3.	Dr. Mangaraj Patra, M.Com, M.Phil., Ph.D., Lecturer	9437272077
4.	Dr. (Mrs.) Sanju Sharma, M.Com, M.Phil., Ph.D., Lecturer	9668545438
5.	Mr. Sivananda Mohanty, M.Com, Lecturer	7377977933

**Department of I.T. & Comp. Sc.**

1.	Mrs. Itishree Swain, M.Sc., (Comp. Sc.), HOD & Lecturer	9778389459
2.	Mrs. Pragyan Paramita Jethy, M.Sc., (Comp. Sc.), Lecturer	9861160200
3.	Mr. Satyabrata Mishra, MCA, Lecturer	9556322838
4.	Miss Karisma Mohapatra, MCA, M. Tech., Lecturer	8599841945
5.	Mrs. Prativa Prusty, MCA, Lecturer	8456985509
6.	Mrs. Sharmila Kar, MCA, Lecturer	8249821658

**Demonstrators**

1.	Mrs. Sanjubalal Sahoo, B.A., B.Ed., (Dept. of H.Sc.)	8249037097
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**Lab Assistant**

**Department of Physics**

1.	Mrs. Nabanita Jena, B.Sc. (Hons.) Lab. Asst.	7978686087
2.	Mr. Sanjib Samantaray, B.Sc. (Hons.) Lab. Asst.	8984442464
3.	Mrs. Monalisa Nandy, B.Sc. (Hons.) Lab. Asst.	8249463314
4.	Swayam Prakash Mohapatra, B. Tech in ETC, Lab. Asst.	7205389845



**Dept. of Chemistry**

- |  |            |
|--|------------|
| 1. Ms. Smaraki Moharana, B.Sc., Lab. Asst.   | 9668090063 |
| 2. Mr. Biswa Bandan Sahoo, B.Sc., Lab. Asst. | 9090769301 |

**Dept. of Math**

- |   |            |
|---|------------|
| 1. Mr. Bibhuti Bhusan Pradhan, B.Sc., Prof. PGDCA, Lab. Asst. | 8763056401 |
|---|------------|

**Dept. of Botany**

- |   |            |
|---|------------|
| 1. Mrs. Biswarupa Mohanty, B.Sc. (Hons.), MBA, Lab. Asst. | 8260056977 |
| 2. Mrs. Sumitra Dash, B.Sc. (Hons.), PGDCA, Lab. Asst.    | 9658543482 |
| 3. Mrs. Sumitra Behera, B.Sc. & L.L.B., Lab. Asst.        | 9658251522 |
| 4. Mrs. F.A. Khatun, B.Sc.                                | 6370361872 |

**Dept. of Zoology**

- |  |            |
|--|------------|
| 1. Miss Isaneswari Rout, B.Sc., M. Sc., Lab. Asst.             | 9658162794 |
| 2. Debasmita Bahira, B.Sc., M.Sc., Fishery Science, Lab. Asst. | 8598951399 |
| 3. Mr. Gurushankar Udgata, B.Sc., M.Sc., Wild life, Lab. Asst. | 9040227456 |

**Store Keeper**

- |  |            |
|--|------------|
| 1. Mr. Debasish Peter, B.Sc., Dept. of Chemistry     | 9437511087 |
| 2. Sri Rasmi Ranjan Mudili, B.Sc., Dept. of Botany   | 9124571729 |
| 3. Mrs. Deepa Nanda Preyasi, B.Sc., Dept. of Physics | 9556373491 |

**P.E.T.**

- |                |            |
|----------------|------------|
| 1. Sambit Rout | 9439828776 |
|----------------|------------|

**Library**

- |   |            |
|---|------------|
| 1. Smruti Ranjan Mallick, Librarian, B.A., M.Lib. Sc.       | 9991164742 |
| 2. Mrs. Saswati Das, Jr. Librarian, B.A., M.Lib. Sc.        | 9437883703 |
| 3. Mrs. Rashmita Behera, Lib. Receptionist, B.A., B.Lib.Sc. | 6371832260 |
| 4. Mrs. Susmita Roul, Jr. Clerk, B.A.                       | 9692798342 |
| 5. Mrs. Sujatarani Das, Jr. Clerk, B.A.                     | 9348124615 |
| 6. Mr. J. Issac, Jr. Clerk, M.A. (English)                  | 9040451618 |
| 7. Miss Sasmita Pradhan, Jr. Clerk, B.A., NTT, DLED, PGDCA  | 9583337919 |
| 8. Mr. Swapnajit Sahu, Lib. Attendant                       | 7978479775 |
| 9. Madhab Pradhan, Lib. Bearer                              | 8763452448 |
| 10. Santosh Kumar Behera, Peon                              | 8280129979 |
| 11. P. Bijay Kumar, Peon                                    | 9040448974 |

**Ministerial Staff**

- |   |                        |
|---|------------------------|
| 1. Sri Surendra Ku. Sahoo, B.Com., Head Clerk | 8117064951, 9861884806 |
| 2. Suresh Ku. Sahoo, Accountant               | 9439486967             |
| 3. Debendra Hati, Jr. Clerk                   | 9938808527             |
| 4. Swarnalata Swain, Jr. Clerk                | 9439504382             |
| 5. Nutan Ku. Das, Jr. Clerk                   | 9337662685             |
| 6. Meenarani Pedini, Jr. Clerk                | 9692288513             |
| 7. Soumya Patnaik, Jr. Clerk                  | 9861139432             |
| 8. Sandip Ku. Naik, Jr. Clerk                 | 9861381771             |
| 9. Jogendra Behera, Jr. Clerk                 | 9178925320             |





10.	Shrijeeta Sinha, Jr. Clerk	9861905016
11.	Rashmita Sahu, Jr. Clerk	9861544054
12.	Sweta Giri, Office, Jr. Clerk	8895585585
13.	Chiranjit Rout, Jr. Clerk	9668024986
14.	Rakesh Rout, Jr. Clerk	9437170297
15.	Chaitali Peddini, Jr. Clerk	8895475428
16.	Anjan Das, Jr. Clerk	9861391277
17.	Madhubrata Dash, Jr. Clerk	9776952488
18.	Amit Kumar Das, Jr. Clerk	9861259057
19.	Yoshdhara Nayak, DEO	8270711700
20.	Susmita Swain, DEO	9778253394
21.	Ms. Suchismita Khuntia, Jr. Clerk	

***Attendants & Menial Staff***

***Dept. of Physics***

1.	Purusottam Puri, Lab. Attendant	9090447570
2.	Sri Dibakar Behera, Lab. Attendant	9124237387
3.	Smt. Jyostnamayee Swain, Lab. Attendant	9861790361
4.	Sri Daniel Das, Lab. Attendant	8480821297

***Dept. of Chemistry***

1.	Pitabash Swain, Lab. Attendant	9556669380
2.	Nanda Nandan Roul, Lab. Attendant	8658177395
3.	Dwarikanath Moharana	7377641420
4.	Sanjay Nayak	9861443559
5.	Debadipta Nayak	7978850144

***Dept. of Botany***

1.	Sayed Sarfaraz Ali, Lab. Attendant	9861686710
2.	Sri Sunil Thapa, Lab. Attendant	8260166691
3.	Sri Sanatan Padhi, Lab. Attendant	9853419959
4.	Sri Ranjit Behera, Lab. Attendant	9040948403
5.	Binod Kumar Abardha, Gardener	9778796562

***Dept. of Zoology***

1.	Kailash Chandra Bal, Lab. Attendant	8018097044
2.	Mr. Rubeen Mohanty, Lab. Attendant	9178443435
3.	Mr. S.K. Nesaruddin, Lab. Attendant	8984856375
4.	Mr. Subash Ch. Nayak, Lab. Attendant	9439279940

***College Office***

1.	Sri Rajen Kumar Gan, Lab. Attendant	9861738817
2.	Sri Nityananda Nayak, Peon	7894006612
3.	Sri Bhim Bahadur, Peon	9853406398
4.	Sri Dhibara Behera, Peon	8455015033
5.	Sri Ajay Kumar Lenka, Peon	9777540904
6.	Sri Asesh Kumar Parida, Peon	8895001725



7.	Sri Pulak Samal, Peon	8763711736
8.	Sri. Santosh Behera, Peon	
9.	Smt. Sanjukta Das, Peon	7205997871
10.	Smt. Kamini Naik, Sweeper	9040738417
11.	Sri Madhab Pradhan, Peon	8763452448
12.	Sri J. Sankar, Gardener	9938203296
13.	Sri Debendra Kumar Behera, Peon	9861257766
14.	Sri Binod Kumar Abartha, Peon	9778796562
15.	Sri Ajaya Kumar Sethi, Peon	8339055171
16.	Sri Sangram Kishore Sahu, Peon	9853794834
17.	Sri G. Prasanta Kumar Ghanta, Peon	9853291316
18.	Sri Budhiraj Padhi, Peon	9861684277
19.	Sri Daniel Mohanty, Care Taker-cum-Peon	8093131927
20.	Sri Bibhu Dutta Samal, Peon	9778878375
21.	Sri Pulak Samal, Peon	8763711736
22.	Smt. Sunita Mantry, Peon	9556897823
23.	Sri Rabindra Kumar Sahu, Peon	9861027772
24.	Sri Pinuel Sahu, Peon	9861941064
25.	Sri Ranjan Sahoo, Peon	7377140262
26.	Smt. Merry Das, Peon	7064155427
27.	Sri Joyel Sahoo, Peon	9337193940
28.	Smt. Jayashree Das, Peon	9853562172
29.	Sri Samuel Ghanta, Peon	9090523260
30.	Sri Litu Behera, Peon	
31.	Sri Pruthiraj Padhi, Peon	9583605841
32.	Sri Rabi Mohanty, Peon	9776181326
33.	Sri Shym Sunder Behera, Gardener	9778326800
34.	Sri Salaman Naik, Gardener	8114331930
35.	Sri N Shankar, Gardener	7684923387
36.	Sri Alok Ku. Naik, Gardener	9132252419
37.	Sri Mitu Naik, Sweeper	
38.	Sri Anil Nayak, Sweeper	9853386439
39.	N. Bibekananda, Sweeper	7381624365
40.	Sri Goutam Hati, Sweeper	8144402785
41.	Sri Sonu Nayak, Sweeper	9853155658
42.	Sri Dharmendra Parida, S.G.	8455973618
43.	Sri J. R. Fullanton, S.G.	9583468025
44.	Sri Prasanta Ku. Sahoo, S.G.	9937284289
45.	Sri Simon Muduli, S.G.	7788959088
46.	Sri Sudhansu Mukhi, S.G.	
47.	Sri Pramod Ku. Das, S.G.	9337448041
48.	Sri Milan Samal, S.G.	8144724640



CHAPTER - 17

**LIST OF CURRICULAR AND CO-CURRICULAR ASSIGNMENTS OF  
FACULTY & STAFF FOR 2019-20 APPROVED BY THE G.B. VIDE  
RESOLUTION NO. 3 DT : 12.07.2019**

**Dr. Siddhartha Ku. Sahu, Reader in Botany, Principal**

**1. General Administration & Accounts**

- (i) Vice-Principal, Convenor, Ex-Officio
- (ii) Mr. Suman Roy, Lecturer in Philosophy, Administrative Bursar
- (iii) Mr. Subrat Bal, HOD, Lecturer in Commerce, Accounts Bursar

**2. Admission Committee (+3)**

Dr. Sarada Prasad Kar, Lecturer in English, Prof.-in-charge +3 e-Admission

**Members :**

- (i) Dr. Kabita Jena, HOD, Lecturer in Hindi
- (ii) Dr. Pradipta Ku. Pati, Lecturer in Zoology
- (iii) Mr. Ashok Kumar Sahoo, Lecturer in Chemistry
- (iv) Dr. Ganeswar Rath, Lecturer in Zoology
- (v) Dr. Jiwan Jhunjhunwala, Lecturer in Commerce
- (vi) Mrs. M. Sanjana, Lecturer in Chemistry
- (vii) Dr. Abhijit Sarangi, Lecturer in Physics
- (viii) Mr. Bhabajit Patnaik, Lecturer in Botany
- (ix) Mrs. Sruthi Sovana Muduli, Lecturer in Physics
- (x) Mrs. Sunanda Das, HOD, Lecturer in Education

**3. Admission Committee (+2)**

Dr. (Mrs.) Binita Nanda, HOD, Lecturer in Home Science, Admission-in-charge

**Members :**

- (i) Dr. (Mrs.) Smita Nayak, Lecturer in Odia
- (ii) Dr. (Mrs.) Bandita Acharya, Lecturer in Botany
- (iii) Dr. A. K. Harsabardhan, Lecturer in Hindi
- (iv) Dr. Dipak Ku. Dash, Lecturer in Political Science
- (v) Dr. (Mrs.) Saswati Mishra, Lecturer in Physics
- (vi) Dr. (Mrs.) Anandini Rout, Lecturer in Botany
- (vii) Mrs. Itishree Swain, HOD, Lecturer in Computer Science
- (viii) Mr. Mangaraj Patra, Lecturer in Commerce
- (ix) Dr. (Mrs.) Saadia Alam, HOD, Lecturer in Psychology
- (x) Mrs. Mitali Mishra, Lecturer in Chemistry

**4. Students' Union**

- (i) Mrs. Madhusmita Jachuck, HOD, Lecturer in Zoology, Jt. Advisor
- (ii) Dr. Dilip Ku. Baral, Lecturer in Chemistry, Jt. Advisor
- (iii) Dr. Dipak Ku. Dash, Lecturer in Political Science, Jt. Advisor



**5. Dramatic Association**

- (i) Dr. (Mrs.) Bijayini Mohapatra, Lecturer, HOD, History
- (ii) Dr. Sarada Prasad Kar, Lecturer in English
- (iii) Dr. Pradyumna Dash, Lecturer in Chemistry
- (iv) Mrs. Sunanda Das, HOD, Lecturer in Education
- (v) Mrs. Rinku Mohapatra, Lecturer in Political Science
- (vi) Mrs. Adyasha Mohanty, Lecturer in Psychology

**6. Day Scholars' Association:**

- (i) Dr. Gyaneswar Rath, Lecturer in Zoology,
- (ii) Mrs. Mitali Mishra, Lecturer in Chemistry
- (iii) Mr. Satyabrata Mishra, Lecturer in Computer Science

**7. Sports & Games Council:**

- (i) Mr. Sovan Panda, Lecturer in Botany, Vice-President
- (ii) Dr. Daityari Sukla, Lecturer in Odia,
- (iii) Dr. Zehara Jabeen, Lecturer in English
- (iv) Dr. Kabita Jena, HOD, Lecturer in Hindi
- (v) Mrs. Swati Dash, HOD, Lecturer in Political Science
- (vi) Dr. (Mrs.) Mousumi Mohanty, Lecturer in Physics
- (vii) Mr. Ashok Kumar Sahoo, Lecturer in Chemistry
- (viii) Mr. Abhijit Sarangi, Lecturer in Physics
- (ix) Mr. Sagarjeet Bhattacharya, Lecturer in Sociology
- (x) P.E.T, Ex-officio

**8. Students' Common Room (BOYS):**

- (i) Mr. Bhabjit Pattnaik, Lecturer in Botany
- (ii) Mr. Priya Ranjan Dash, Lecturer in Chemistry

**9. Students' Common Room (GIRLS):**

- (i) Mrs. Pragyan Paramita Jethy, Lecturer in Computer Science
- (ii) Mrs. Meghamala Satpathy, Lecturer in English

**10. Free Studentship & Social Service Guild:**

- (i) Mr. Pitabash Sarangi, Lecturer in Odia
- (ii) Mrs. Nibedita Nayak, Lecturer in Botany
- (iii) Mrs. Kabita Senapati, Lecturer in Education
- (iv) Mrs. J. Sugandha, Lecturer in Hindi

**11. College Library Advisory Committee:**

- (i) Mrs. Madhusmita Jachuck, HOD, Lecturer in Zoology
- (ii) Mr. Ashok Kumar Sahoo, Lecturer in Chemistry
- (iii) Dr. A. K. Harsabardhan Lecturer in Hindi
- (iv) Dr. Dipak Ku.Dash, Lecturer in Political Science



**12. College Magazine:**

- (i) Dr. Pradeep Ku. Dhal, Lecturer in Odia - Editor
- (ii) Dr. Zehara Jabeen, Lecturer in English
- (iii) Dr. A. K. Harsabardhan Lecturer in Hindi
- (iv) Dr. (Mrs.) Sanju Sharma, Lecturer in Commerce
- (v) Ms. Silan Das, HOD, Lecturer in Sociology
- (vi) Ms. Sukanaya Senapati, Lecturer in Sanskrit

**13. College Calendar:**

- (i) Dr. (Mrs.) Smita Nayak, Lecturer in Odia
- (ii) Dr. Jeeta Ray, Lecturer in English
- (iii) Mrs. Arpita Singh, Lecturer in Education
- (iv) Mr. Sivananda Mohanty, Lecturer in Commerce

**14. College Examinations Committee:**

- (i) Dr. (Mrs.) Bijayini Mohapatra, Lect. in History
- (ii) Dr. B. B. Acharya, Lecturer in Physics
- (iii) Mr. Debashis Mohapatra, Lecturer in Physics
- (iv) Dr. Sucheta Rout, Lecturer in Zoology
- (v) Mr. Mangaraj Patra, Lecturer in Commerce
- (vi) Dr. Laxmikanta Mishra Lecturer in Psychology

**15. College Time - Table:**

- (i) Mr. Kaibalya Rout, Lecturer in Mathematics
- (ii) Dr. Jiwan Jhunjunwala, Lecturer in Commerce

**16. Staff Council:**

Mrs. Madhumita Patra, HOD, Lecturer in English, (Secretary)

**17. (A) Proctorial Work (Arts) & Monthly Attendance:**

- (i) Mrs. Gayatri MOhapatra, Lecturer in History- Chief Proctor Arts
- (ii) Dr. (Mrs.) Rafia Rubab, Lecturer in Hindi
- (iii) Dr. Laxmikanta Mishra, Lecturer in Psychology
- (iv) Mr. Pitabash Sarangi, Lecturer in Odia
- (v) Mrs. Meghamala Satapathy, Lecturer in English
- (vi) Ms. Silan Das, HOD, Lecturer in Sociology
- (vii) Mrs. Sasmita Ransingh, Lecturer in Education
- (viii) Mrs. Priyadarshini Pradhan, Lecturer in Economics

**(B) Proctorial Work (Commerce) & Monthly Attendance:**

- (i) Dr. Jiwan Jhunjunwala, Lecturer in Commerce- Chief Proctor Commerce
- (ii) Dr. (Mrs.) Sanju Sharma, Lecturer in Commerce
- (iii) Mr. Sivananda Mohanty, Lecturer in Commerce

**(C) Proctorial Work (Science) & Monthly Attendance:**

- (i) Dr. (Mrs.) Swati Moh.anty, Lecturer in Chemistry - Chief Proctor Science
- (ii) Dr. (Mrs.) Anandini Rout, Lecturer in Botany



- (iii) Mrs. Rachita Santra, Lecturer in Zoology
- (iv) Mr. R.S.Rao, Lecturer in Chemistry
- (v) Mrs. Srusti Sovana Muduli, Lecturer in Physics
- (vi) Mrs. Nibedita Nayak, Lecturer in Botany
- (vii) Mr. Subhashisa Das, Lecturer in Mathematics
- (viii) Ms. Karishma Mohapatra, Lecturer in Computer Science

**18. Debate, Essay & Other Competitions:**

- (i) Dr. Zehara Jabeen, Lecturer in English
- (ii) Dr. Jeeta Ray, Lecturer in English
- (iii) Dr. (Mrs.) Swati Mohanty, Lecturer in Chemistry
- (iv) Dr. A. K. Harsabardhan Lecturer in Hindi
- (v) Ms. Itishree Prusty, Lecturer in Philosophy
- (vi) Mrs. Sukanya Senapati, Lecturer in Sanskrit

**19. Youth Red Cross Society:**

- (i) Mr. Sovan Panda, Lecturer in Botany, YRC Advisor
- (ii) Dr. (Mrs.) K.P. Nanda, Lecturer in Sanskrit- Counsellor
- (iii) Dr. Pradipta Ku. Pati, Lecturer in Zoology
- (iv) Mrs. Mitanjali Jethy, Lecturer in Physics
- (v) Dr.(Mrs.) M.Sanjana, Lecturer in Chemistry
- (vi) Mrs. Shradhanjali Patnaik, Lecturer in Political Science

**20. Cycle Stand**

- (i) Mr. Alok Mishra, Lecturer in Chemistry - Boys Cycle Stand
- (ii) Dr. Ganeswar Rath, Lecturer in Zoology - Boys Cycle Stand
- (iii) Dr. Kabita lena, Lecturer in Hindi - Girls Cycle Stand
- (iv) Mrs. Somalika Sahoo, Lecturer in English- Girls Cycle Stand

**21. Hostel Superintendents:**

- (i) Dr. A. K. Harshabardhan, Lecturer in Hindi. - New Hostel
- (ii) Dr. Sanjit Biswas, Lecturer in Botany - B.N. Hostel

**22. N.C.C. Officers:**

- (i) Dr. Pradyumna Dash, Lecturer in Chemistry)- Navy
- (ii) Dr. Gyaneswar Rath, Lecturer in Zoology, Army

**23. Advisor Committee (NSS):**

- (i) Dr. (Mrs.) Bijayini Mohapatra, Lect. in History, Advisor
- (ii) Dr. Daityari Sukla, Lecturer in Odia, Advisor
- (iii) Mr. Pitabash Sarangi, Lecturer in Odia, Advisor

**(B) NSS Programe Officers:**

- (i) Dr. Prasanta Kumar Mohanty, HOD, Lecturer Mathematics, Programme Officer- Boys Unit
- (ii) Dr. Laxmikanta Mishra, Lecturer in Psychology, Programme Officer- Boys Unit
- (iii) Mrs. Biswarupa Das, Lecturer in History- Programme Officer, Girls Unit
- (iv) Mrs. Subhashree Mishra, Lecturer in History, Programme Officer Girls Unit



**24. Science Society:**

- (i) Dr. Pradipta Ku. Pati, Lecturer in Zoology
- (ii) Dr. (Mrs.) Swati Mohanty, Lecturer in Chemistry
- (iii) Mrs. Mitanjali Iethy, Lecturer in Physics
- (iv) Dr. (Mrs.) Anandini Rout, Lecturer in Botany
- (v) Mr. Satyabrata Mishra, Lecturer in Computer Science
- (vi) Mr. Subhashisa Das, Lecturer in Mathematics

**25. Planning Forum:**

- (i) Dr. J. S. Mahaprasastha, Lecturer in Economics
- (ii) Dr. Daityari Sukla, Lecturer in Odia
- (iii) Dr. Maheswar Kar, Lecturer in Mathematics

**26. Editors of Literary Publication:**

- (i) Dr. Zehara labeen, Lecturer in English, Literary Delights
- (ii) Dr. Krutibash Sarangi, HOD, Lecturer in Odia, Srusti-o-Samikhya

**27. (A) Tabulators of College Examinations - Arts:**

- (i) Dr. Krutibash Sarangi, HOD, Lecturer in Odia, - (Chief Tabulator)
- (ii) Dr. (Mrs.) Rafia Rubab, Lecturer in Hindi - +3 1st year Arts
- (iii) Mrs. Nibedita Das, Lecturer in History - +3 2nd year Arts
- (iv) Mrs. Somalika Sahoo, Lecturer in English- +3 3rd yr. Arts
- (v) Ms. Silan Das, HOD, Lecturer. in Sociology- +2 1st yr. Arts
- (vi) Mrs. Itishree Prusty, Lecturer in Philosophy- +2 2nd yr. Arts

**(B) Tabulators of College Examination - Science:**

- (i) Dr. Bijaya Bhusan Acharya, HOD, Lecturer in Physics - (Chief Tabulator)
- (ii) Mrs. Pratiba Prusty, Lecturer in Computer Science - + 3 1st yr. Science
- (iii) Mrs. Sonia Pradhan, Lecturer in Physics - +3 2nd year, Science
- (iv) Mrs. Nibedita Nayak, Lecturer in Botany -+3 3rd year, Science
- (v) Ms. Arshe Ali, Lecturer in (Env.) - +2 1st year, Science
- (vi) Mrs. Mitali Mishra, Lecturer in Chemistry - +2 2nd year, Science

**(C) Tabulators of College Examination - Commerce:**

- (i) Mr. Subrat Bal, HOD, Lecturer in Commerce. (Chief Tabulator)
- (ii) Dr. (Mrs.) Sanju Sharma Lecturer in (Commerce) - +3 stream
- (iii) Mr. Sivananda Mohanty, Lecturer in Commerce

**28. Vice-President of Seminars:**

- (i) All Heads of Departments with Honours from Arts Science & Commerce. (Ex-Officio)

**29. Campus Disciplinary Committee:**

- (i) Vice-Principal, Ex-Officio
- (ii) Dr. (Mrs.) Debajani Dash, HOD, Lecturer in Sanskrit
- (iii) Dr. (Mrs.) Bijayini Mohapatra, HOD. Lecturer in History
- (iv) Dr. J. S. Mohaprasastha, Lecturer in Economics



- (v) Dr. Bijaya Bhusan Acharya, HOD, Lecturer in Physics
- (vi) Mrs. Madhumita Patra, HOD, Lecturer in English
- (vii) Dr. Daityari Sukla, Lecturer in Odia
- (viii) Mr. Alok Mishra, HOD, Lecturer in Chemistry
- (ix) Mr. Sovan Panda, Lecturer in Botany
- (x) Dr. Dillip Ku. Baral, Lecturer in Chemistry
- (xi) Dr. Pradipta Kumar Pati, Lecturer in Zoology
- (xii) Dr. Kabita lena, HOD, Lecturer in Hindi
- (xiii) Mr. Subrat Bal, HOD, Lecturer in Commerce
- (xiv) Army Officer, (Ex- Officio)
- (xv) Naval Officer, (Ex- Officio)

**30. Maintenance of Xerox, Computer & A.C. & Electronics:**

- (i) Dr. Subrat Samantaray, Lecturer in Physics
- (ii) Mr. Satyabrata Mishra, Lecturer in Computer Science
- (iii) Mr. Priya Ranjan Dash, Lecturer in Chemistry

**31. Stock & Store: (Annual report to be submitted by 31st of December)**

- (i) Dr. Daityari Sukla, Lecturer in Odia, Convenor
- (ii) Mr. Alok Mishra, HOD, Lecturer in Chemistry - Library
- (iii) Dr. Pradipta Kumar Pati, Lecturer in Zoology - Arts & Commerce Depts., College Office
- (iv) Dr.(Mrs) Mousumi Mohanty, Lecturer in Physics, Science
- (v) Dr. Mrs. Mitanjali Jethy, Lecturer in Physics - Library
- (vi) Dr. Mangaraj Patra, Lecturer in Commerce - Arts & Commerce Depts.College Office
- (vii) Mrs. Meghamala Satapathy, Lecturer in English, Science Departments

**32. Admission, Examination, Opening of new subjects, Recognition & Affiliation Work:**

- (i) Administrative Bursar, Ex-Officio
- (ii) Dr. Debjani Dash, HOD, Lecturer in Sanskrit
- (iii) Dr. Dipak Ku. Dash, Lecturer in Political Science

**33. Retirement & Pension:**

- (i) Administrative Bursar Ex-Officio
- (iii) Accounts Bursar Ex-Officio
- (iv) Dr. Subrat Samantaray, Lecturer in Physics

**34. Purchase Committee: (General and Office Stationary)**

- (i) Vice-Principal, Convenor, Ex-Officio
- (ii) Administrative Bursar, Ex-Officio
- (iii) Accoun'ts Bursar, Ex-Officio
- (iv) Dr. (Mrs.) Jeeta Ray, Lecturer in English
- (v) Mrs. Itishree Swain, Lecturer in I.T. & Compo Sc.
- (vi) Mr. Kaibalya Rout, Lecturer in Mathematics
- (vii) Mr. Surendra Ku. Sahoo, Head Clerk



**35. Academic Committee:**

All Heads form the departments of Arts. Science & Commerce: Ex-Officio

**36. Grievance Redressal Committee:**

- (i) Vice-Principal, Convenor, Ex- Officio,
- (ii) Dr. (Mrs.) Bijayani Mohapatra, HOD, Lecturer in History
- (iii) Dr. (Mrs.) Binita Nanda, HOD, Lecturer in Home Science
- (iv) Mr. Sovan Panda, Lecturer in Botany
- (v) Dr. (Mrs.) Rafia Rubab, Lecturer in Hindi
- (vi) Dr. (Mrs.) Jeeta Ray, Lecturer in English

**37. Garden and Plantation Committee:**

- (i) Dr. Bandita Achariya, Lecturer in Botany
- (ii) Dr. Sanjit Biswas, Lecturer in Botany
- (iii) Dr.(Mrs.) Anandini Rout, Lecturer in Botany
- (iv) Ms. Arshe Ali, Lecturer in Environmental Science

**38. Canteen Committee:**

- (i) Administrative Bursar Ex-officio
- (ii) Accounts Bursar Ex-officio
- (iii) Dr. J. S. Mahaprasastha, Lecturer in Economics - Convenor
- (iv) Dr. (Mrs.) Kshnaprava Nanda, Lecturer in Sanskrit
- (v) Mr. Alok Mishra, HOD, Lecturer in Chemistry
- (vi) Dr. Zehara Jabeen, Lecturer in English
- (vii) Mrs. Nibedita Nayak, Lecturer in (Botany)

**39. Press and Publication Committee:**

- (i) Dr. Daityari Sukla Lecturer in Odia
- (ii) Dr. (Mrs.) Jeeta Ray, Lecturer in English
- (iii) Dr. AX. Harshabardhan, Lecturer in Hindi
- (iv) Ms. Silan Das, HOD, Lecturer in Sociology
- (v) Mrs. Adyasha Mohanty, Lecturer in Psychology

**40. Monitoring Committee for award of Medals, Prizes and Scholarships:**

- (i) Dr. Sucheta Rout, Lecturer in Zoology
- (ii) Dr. Gyaneswar Rath, Lecturer in Zoology
- (iii) Mr. Satyabrata Mishra, Lecturer in Computer Science
- (iv) Dr. (Mrs.) Sanju Sharma, Lecturer in Commerce
- (v) Mrs. Rupali Mohanty, Lecturer in Odia
- (vi) Mrs. Arpita Singh, Lecturer in Education

**41. Students Information Bureau & Career Counselling:**

- (i) Dr. Maheswar Kar, Lecturer in Mathematics
- (ii) Dr. Dillip Ku. Baral, Lecturer in Chemistry
- (iii) Dr. (Mrs.) Saswati Mishra, Lecturer in Physics
- (iv) Mrs. Biswarupa Das, Lecturer in History
- (v) Ms. Sukanya Senapati, Lecturer in Sanskrit



- (vi) Mrs. Priyadarshini Pradhan, Lecturer in Economics
- (vii) Mr. S. K. Nathasharma, Lecturer in Chemistry

**42. S.C./ S.T. Minority Welfare Committee:**

- (i) Dr. Maheswar Kar, Lecturer in Mathematics
- (ii) Dr. (Mrs.) Saadia Alam, HOD, Lecturer in Psychology
- (iii) Mrs. Nibedita Das, Lecturer in History
- (iv) Mr. Satrughna Das, Lecturer in Sanskrit

**43. Internal Audit Committee:**

- (i) Administrative Bursar
- (ii) Accounts Bursar Ex-Officio, Convenor
- (iii) Dr. Jiwan Jhunjhunwala Lecturer in Commerce

**44. Human Resource Development Committee:**

- (i) Administrative Bursar, Ex-Officio
- (ii) Mrs. Gayatri Mohapatra, Lecturer in History
- (iii) Dr. (Mrs.) Bandita Acharya, Lecturer in Botany
- (iv) Mrs. M. Sanjana, Lecturer in Chemistry
- (v) Mr. Subhashisa Das, Lecturer in Mathematics

**45. R. T. I. Committee:**

- (i) Vice-Principal, Ex-Officio, 1st Appellate Authority
- (ii) Mr. Sovan Panda, Lecturer in Botany, PIO
- (iii) Mr. Surendra Kumar Sahoo, Head Clerk, Asst. PIO

**46. U.G.C. Committee (Planning Board):**

***G.B. Representatives in UGC Committee***

1. Sri Anoopam Patra, President, Governing Body
  2. Sri Bikash Ch. Rout, Secretary, Governing Body
  3. Sri Chandan Das, Member, Governing Body
  4. Sri Bidhan Ch. Rout, Member, Governing Body
  5. Sri Soumendra Das, Member, Governing Body
- (i) Dr. (Mrs.) Bijayani Mobapatra, Lecturer in History, Convenor
  - (ii) Administrative Bursar, Ex-Officio
  - (iii) Accounts Bursar, Ex-Officio
  - (iv) Co-ordinator IQAC, Ex-Officio
  - (v) Vice-Principal
  - (vi) Mrs. Madhumita Patra, HOD, Lecturer in English
  - (vii) Dr. Daityari Sukla Lecturer in Odia
  - (viii) Ashok Ku. Sahu, Lecture in Chemistry

**47. College Development & Infrastructure Committee:**

***G.B. Representation:***

1. Sri Chandan Das, Member, Governing Body
  2. Sri. Subhasis Sahoo, Chairman Building Committee
- (i) Vice-Principal, Ex-Officio-Convenor

- (ii) Administrative Bursar-Ex-Officio
- (iii) Accounts Bursar-Ex-Officio
- (iv) Mr. Ashok Kumar Sahoo, Lecturer in Chemistry

**48. Students Welfare Committee:**

- (i) Dr. Sarada Prasad Kar, Lecturer in English
- (ii) Mrs. Swati Dash, HOD, Lecturer in Political Science
- (iii) Mrs. Rachita Santra, Lecturer in Zoology

**49. Research Committee and Conduct of Workshop and Seminars:**

- (i) Vice-Principal
- (ii) Dr. Zehara Jabeen, Lecturer in English
- (iii) Dr. Dillip Kumar Baral, Lecturer in Chemistry
- (iv) Dr. Dipak Ku. Dash Lecturer in Political Science
- (v) Dr. Jiwan Jhunjuhwala, Lecturer in Commerce
- (vi) Dr. Sanjit Biswas, Lecturer in Botany
- (vii) Dr. Abhijit Sarangi, Lecturer in Physics

**50. Quarter Allotment Committee:**

- (i) Vice-Principal, Ex-Officio
- (ii) Administrative Bursar, Ex-Officio

**51. (a) Internal Committee to Prevent Sexual Abuse of Women at Workplace:**

- (i) Dr. (Mrs.) Bijayani Mohapatra, Lecturer in History
- (ii) Dr. (Mrs.) Debjani Dash, HOD, Lecturer in Sanskrit
- (iii) Vice-Principal
- (iv) Mr. Bhabajit Patnaik, Lecturer in Botany
- (v) Ms. Kiranbala Behera, Lecturer in Zoology
- (vi) Mrs. Subhashree Mishra, Lecturer in History
- (vii) Ms. Swagatika Dash, Lecturer in Philosophy
- (viii) NGO Member, - Mrs. Sarita Sahu

**(b) Anti-Ragging Squad:**

- (i) Mr. Alok Mishra, HOD, Lecturer in Chemistry
- (ii) Dr. Subrat Samantaray, Lecturer in Physics
- (iii) Dr. Laxmikanta Mishra, Lecturer in Psychology
- (iv) Dr. (Mrs.) Swati Mohany, Lecturer in Chemistry
- (v) Mrs. Rupali Mohanty, Lecturer in Odia
- (vi) Mrs. Sonia Pradhan, Lecturer in Physics
- (vii) Mrs. Biswarupa Das; Lecturer in History
- (viii) Mrs. Kabita Senapati, Lecturer in Education

**52. Income Tax Committee:**

- (i) Mr. Manabhanjan Sarkar, Lect. in Mathematics
- (ii) Dr. Subrat Samantaray, Lecturer in Physics
- (iii) Mr. Subrat Bal, HOD, Lecturer in Commerce



**53. Prof. I/C Repair and Maintenance:**

- (i) Mr. Sovan Panda, HOD & Lecturer in Botany
- (ii) Mr. Subrat Bal, HOD, Lecturer in Commerce, Accounts Bursar,  
-Convenor, General Maintenance
- (iii) Mr. Pitabash Sarangi, Lecturer in Odia- Civil, Water & Supply
- (iv) Dr. Abhijeet Sarangi, Lecturer in Physics - Electricity
- (v) New Hostel Supt., (Ex-Officio)
- (vi) B. N. Hostel Supt., (Ex-Officio)

**54. Internal Quality Assurance Cell (IQAC):**

- (i) Administrative Bursar, Representing Governing Body for IQAC
- (ii) Dr. Mohin Mohammed, HOD, Reader in Philosophy, Co-ordinator

**Members:**

- (i) Mr. Sovan Panda, Lecturer in Botany,
- (ii) Dr. Dillip Kumar Baral, Lecturer in Chemistry
- (iii) Dr. Subrat Sanantray, Lecturer in Physics
- (iv) Mr. Manabhanjan Sarkar, Lect. in Mathematics
- (v) Dr. (Mrs.) Mousumi Mohanty, Lecturer in Physics
- (vi) Mr. Ashok Kumar Sahoo, Lecturer in Chemistry
- (vii) Dr. A. K. Harshabarahan, Lecturer in Hindi
- (viii) Dr. Jiwan Jhunjunwala, Lecturer in Commerce
- (ix) Dr. (Mrs.) Saadia Alam, HOD, Lecturer in Psychology

**55. Website Committee:**

- (i) Dr. Dillip Kumar Baral, Lecturer in Chemistry
- (ii) Dr. Sanjit Biswas, Lecturer in Botany
- (iii) Mrs. Itishree Swain, HOD, Lecturer in 1.T. & Compo Sc.

**56. Building Committee:**

- (i) Vice-Principal, Ex-Officio
- (ii) Administrative Bursar, Ex-Officio
- (iii) Accounts Bursar, Ex-Officio
- (iv) Mr. Sovan Panda, HOD, Lecturer in Botany
- (v) Smt. Gayatri Mohapatra, Lecturer in History

**57. Self Defense Training Committee:**

- (i) Mrs. Swati Dash, HOD, Lecturer in Political Science
- (ii) Dr. (Mrs.) Sanju Sharma, Lecturer in Commerce
- (iii) Mrs. Somalika Sahoo, Lecturer in English
- (iv) Mrs. Rupali Mohanty, Lecturer in Odia
- (v) Mrs. Adyasha Mohanty, Lecturer in Psychology

**58. Hostel Committee: .**

- (i) Dr. (Mrs.) Prajna Samantray, HOD, Reader in Economics
- (ii) Vice-Principal



- (iii) Dr. Jogasankar Mohaprasastha, Lecturer in Economics
- (iv) Dr. Krutibash Sarangi, HOD, Lecturer in Odia
- (v) Dr. P.K. Pati, Lecturer in Zoology
- (vi) Superintendent of Hostels (Ex-officio)

**59. Purchase Committee (Scientific Chemicals & Equipments):**

- (i) Vice-Principal, Ex-Officio- Convenor
- (ii) All HODs of Science Departments
- (iii) Mr. Surendra Ku. Sahoo, Head Clerk

**60. Syllabus Committee:**

- (i) All Heads of Departments

**61. NAAC Extension Activities Monitoring Committee:**

- (i) Dr. (Mrs.) Bijayani Mohapatra, Lecturer in History
- (ii) Mr. Sovan Panda, HOD, Lect. in Botany
- (iii) Dr. Sarada Prasad Kar, Lect. in English
- (iv) Dr. Pradyumna Dash, Lecturer in Chemistry
- (v) Mr. Pitabash Sarangi, Lecturer in Odia
- (vi) N.S.S. Programme Officers, Ex-officio

**62. NAAC Documentation Committee:**

- (i) All HODs

Administrative Bursar will co-ordinate the activities of Committee No. 61 & 62.

**63. ICT Committee:**

- (i) Mr. Sovan Panda, Lecturer in Botany
- (ii) Dr. Dilip Ku. Baral, Lecturer in Chemistry
- (iii) Dr. Abhijeet Sarangi, Lecturer in Physics

**64. ECO Club:**

- (i) Principal, Chairman
- (ii) Mr. Sovan Panda, Lecturer in Botany, Advisor
- (iii) Dr. Sanjit Biswas, Lecturer in Botany, Jt. Co-ordinator
- (iv) Student Representatives from each class as decided by the Principal.
- (v) All NSS Programme Officers

**65. Alumni Committee:**

- (i) Dr. Daityari Sukla, Lecturer in Odia; Advisor
- (ii) Dr. (Mrs.) Sanju Sharma, Lecturer in Commerce
- (iii) Mrs. Adyasha Mohanty, Lecturer in Psychology
- (iv) Mrs. Sharmila Kar, Lecturer in I.T. Computer Science

**66. Equal Opportunity Cell :**

- (i) Dr. Mrs. Binita Nanda, HOD, Home Science, Convenor
- (ii) Mrs. madhumita Jachuck, HOD, Zoology, Member
- (iii) Dr. (SLT) Pradyumna Dash, Lecturer in Chemistry, Member



CHAPTER - 18

UTILITY TELEPHONE NUMBERS

CUTTACK S.T.D. CODE - 0671, LOCAL CODE - 91671

**Banks :**

1. Branch Manager, State Bank of India, Chandi Chhak  
*Urban Co-operative Bank Ltd.*

Res : ☎ Office : ☎  
9437045240

1. Branch Manger, Mangalabag

2411752

2. Branch Mnager, Extension Counter, Christ College

2360254

**Bus :**

1. Govt. Bus Stand / O.S.R.T.C.

2312595

**Colleges:**

1. S.C.B. Medical College

2414570

2. City College, Rajabagicha 2512022, 2516485

3. Cuttack College, Naybazar

2443066

4. Emarti Devi College

2618846

5. J. K. B. K. College

2441610

6. M. S. Law College

2448374

7. Raghunath Jew College

2360211

8. Radhanath Training College

2417066

9. Ravenshaw University

2410060

10. Principal, J. R. College

2411026

11. Sailabala Womens' College

2419796

12. Stewart Science College

2416007

13. I. G W. College

2360838

**Electricity:**

1. Electric Sub-Station(Cantonment)

2301902

**Fire Brigade:**

1. Fire Brigade

101

2. Fire Officer

2521252, 2515400

3. Snake Rescue

437080994, 8270805050

**Hospital Services:**

1. Ambulance

108

2. Casualty, S. C. B. Medical

108 2414572

**Income Tax Department:**

1. Commissioner (Appeals)

2620809

2. Tax Recovery

2612491

**Officer Municipality:**

1. Commissioner

2308424

2. Health Officer

2308272

**Orissa Public Service Commission:**

1. Chairman

2306477, 2304458

2. Secretary

2304090

**Orissa Staff Selection:**

1. Chairman

2501111, 2522960

2. Secretary

2501472, 2521820



**Public Health Department (Water Supply):**

1. Water Supply (Cantonment Road) 2301379

**Police:**

1. D.C.P. 2304841

2. Cantonment P.S. 2301427

3. Dist. Control Room 100

**Post Offices:**

1. G. P.O., Enquiry 2520799

2. Tulasipur 2300194

**Press:**

1. Samaj 2501044

2. Sambad 2612567

3. Dharitri 2622004

**Revenue, Administration, Information & Employment:**

1. Collector, Cuttack 2301001, 2618100

2. Sub-Collector, Cuttack 2607626

3. Treasury Officer 2608776

4. District Welfare Officer 2603457

5. District Statistical Officer 2603759

6. District Election Officer 2620378

7. Secretary, Olympic Assc. 2301029, 2301326

**N. C. C. Offices:**

1. Group Head. Qrts. Barabati Stadium, Ctc. 2301756

2. 1st Orissa Batt. N.C.C., R.Univ.Camp. 2410364

3. 3rd Orissa Naval Wing, B.B.Stadium, Ctc. 2301010

**Tourism:**

1. O.T.D.C. 2312225

2. Pantha Nivas 2306916

**BHUBANESWAR: CODE : S.T.D. - 0674. LOCAL - 91674**

**Council of Higher Secondary Education:**

1. Secretary 2400202, 2300905

2. Controller 2300907

**Higher Education:**

1. Secretary 2411402, 2400202

2. Director (H.E.) 2411302, 2401417

3. D.H.E. 2401529

4. Addl. Director 2401677

5. Regional Director 2540930

5. Deputy Director 2540420

**Utkal University:**

1. Vice-Chancellor 2581354, 2582817

2. Registrar 2555346, 2581387

3. Controller 2581946

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**CHAPTER - 19**

●  
**LIST OF HOLIDAYS**

As per Higher Education Dept. Govt. of Odisha, Govt. & College Office Notification



## CALENDAR (2019-2020)

### CALENDAR FOR THE ACADEMIC YEAR - 2019-2020

JUNE					
S	30	2	9	16	23
M		3	10	17	24
T		4	11	18	25
W		5	12	19	26
T		6	13	20	27
F		7	14	21	28
S	1	8	15	22	29

JULY					
S		7	14	21	28
M	1	8	15	22	29
T	2	9	16	23	30
W	3	10	17	24	31
T	4	11	18	25	
F	5	12	19	26	
S	6	13	20	27	

AUGUST					
S		4	11	18	25
M		5	12	19	26
T		6	13	20	27
W		7	14	21	28
T	1	8	15	22	29
F	2	9	16	23	30
S	3	10	17	24	31

SEPTEMBER					
S	1	8	15	22	29
M	2	9	16	23	30
T	3	10	17	24	
W	4	11	18	25	
T	5	12	19	26	
F	6	13	20	27	
S	7	14	21	28	

OCTOBER					
S		6	13	20	27
M		7	14	21	28
T	1	8	15	22	29
W	2	9	16	23	30
T	3	10	17	24	31
F	4	11	18	25	
S	5	12	19	26	

NOVEMBER					
S		3	10	17	24
M		4	11	18	25
T		5	12	19	26
W		6	13	20	27
T		7	14	21	28
F	1	8	15	22	29
S	2	9	16	23	30

DECEMBER					
S	1	8	15	22	29
M	2	9	16	23	30
T	3	10	17	24	31
W	4	11	18	25	
T	5	12	19	26	
F	6	13	20	27	
S	7	14	21	28	

JANUARY					
S		5	12	19	26
M		6	13	20	27
T		7	14	21	28
W	1	8	15	22	29
T	2	9	16	23	30
F	3	10	17	24	31
S	4	11	18	25	

FEBRUARY					
S		2	9	16	23
M		3	10	17	24
T		4	11	18	25
W		5	12	19	26
T		6	13	20	27
F		7	14	21	28
S	1	8	15	22	29

MARCH					
S	1	8	15	22	29
M	2	9	16	23	30
T	3	10	17	24	31
W	4	11	18	25	
T	5	12	19	26	
F	6	13	20	27	
S	7	14	21	28	

APRIL					
S		5	12	19	26
M		6	13	20	27
T		7	14	21	28
W	1	8	15	22	29
T	2	9	16	23	30
F	3	10	17	24	
S	4	11	18	25	

MAY					
S	31	3	10	17	24
M		4	11	18	25
T		5	12	19	26
W		6	13	20	27
T		7	14	21	28
F	1	8	15	22	29
S	2	9	16	23	30

