

# INFORMATION Bulletin 2019 - 2020



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

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**Sri A. K. Hota**

**GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA**

**&**

**GOVERNMENT JUNIOR COLLEGE, ROURKELA**

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## ACADEMIC CALENDER SESSION-2019-20

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

|  |  |
|--|--|
| REOPENING DAY AFTER SUMMER VACATION  | 17.06.2020   |
| ADMISSION +3 1ST YEAR  | 22.06.2020   |
| COMMENCEMENT OF CLASSES OF +3, 2ND YEAR  | 18.06.2020   |
| COMMENCEMENT OF CLASSES OF +3, 3RD YEAR  | 16.07.2020   |
| COMMENCEMENT OF CLASSES OF P.G., 2ND YEAR  | 18.06.2020   |
| COMMENCEMENT OF CLASSES OF +3, 1ST YEAR  | 18.06.2020   |
| COMMENCEMENT OF CLASSES OF P.G., 1ST YEAR  | 26.07.2020   |
| STUDENTS UNION ELECTION  | Election to Students Union & Societies will be held on for Colleges and Universities on a single date as per the Govt. notification. |
| POOJA VACATION   | 03.10.2019 to 12.10.2019   |
| SEMESTER-END EXAMINATION +3, 1ST YEAR  | 2nd Week of November 2020  |
| SEMESTER-END EXAMINATION +3, 2ND YEAR  | 2nd Week of November 2020  |
| SEMESTER-END EXAMINATION +3, 3RD YEAR  | 2nd Week of November 2020  |
| SEMESTER-END EXAMINATION P.G., 1ST YEAR  | 2nd Week of November 2020  |
| SEMESTER-END EXAMINATION P.G., 2ND YEAR  | 2nd Week of November 2020  |
| ANNUAL SPORTS / CULTURAL WEEK  | As notified by the College   |
| FILLING UP OF FORMS FOR MID-SEMESTER EXAM  | As notified by the College   |
| COMMENCEMENT OF SEMESTER-END EXAM  | As notified by the College   |
| PUBLICATION OF RESULT OF +3 1ST, 2ND AND 3RD YEAR DEGREE EXAM. P.G. 1ST AND 2ND YEAR | With 45 to 60 days from the date of last theory examination  |
| TOTAL NO. OF HOLIDAYS  | 72 days, Excluding Sundays   |
| TOTAL NO. OF RESERVE HOLIDAYS  | Maximum 2 days   |
| TOTAL NO. OF TEACHING DAYS   | Minimum 180 days   |
| SUMMER VACATION  | 11th May to 16th June 2020   |

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

**BY ORDER OF THE PRINCIPAL**



### PERSONAL MEMORANDA

NAME.....

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

DATE OF BIRTH.....

BLOOD GROUP & RH TYPING.....

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

SUBJECT COMBINATION.....

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

FATHER'S NAME.....

MOTHER'S NAME.....

PERMANENT ADDRESS.....

.....

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

IDENTIFICATION MARK.....

CHSE / UNIVERSITY REGN. NO.....

DATE OF JOINING THE COLLEGE.....



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

**COLLEGE WORKING HOURS**

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

**ACADEMIC SESSION 2019-20**

| <b>Stream</b>                | <b>Sanctioned Strength</b> |
|------------------------------|----------------------------|
| Arts                         | 288                        |
| Commerce                     | 128                        |
| Science Physical, Biological | 144 / 32                   |
| Self Financing               | 128                        |

CHAPTER - I

## THE COLLEGE & ITS INFRASTRUCTURE

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

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

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

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

The College has provided Distance Education through OSOU & IGNOU Study Centre.

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

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

## THE COLLEGE CREST AND MISSION



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

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

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

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

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





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

**GOVT. AUTONOMOUS COLLEGE**

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



**GOVT. OF ODISHA, EDUCATION DEPARTMENT**

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

Tel No.  
0674 - 2400202 (O), 2411302 (R)

Sri Aswini Mishra, IAS  
( Director of Higher Education )

0674 -2393529

**SAMBALPUR UNIVERSITY**

Prof. Deepak Kumar Behera      Vice Chancellor      0663-2430158

Prof. (Dr.) S. K. Sahu      Registrar

Dr. Surya Narayan Nayak      Controller of Examination      9437019806

Dr. P.K. Behera      Director, College Development Council

**COUNCIL OF HIGHER SECONDARY EDUCATION (O)**

|                                   |                                    | Tel. No.           |
|-----------------------------------|------------------------------------|--------------------|
| Chairman                          | - Sri Amarendra Kumar Patnaik, IAS | 0674 - 2300903 (O) |
| Secretary                         | - Dr. Pranab Mangaraj              | 0674 - 2300905 (O) |
| Controller of Examination         | - Dr. Bijay Kumar Sahoo            | 0674 - 2300907 (O) |
| Dy. Secretary<br>(Sambalpur Zone) | - Dr. Uttam K. Pradhan             | 0663 - 2541756 (O) |

**LIST OF THE TEACHING STAFF**

|                                 |                      |                     |
|---------------------------------|----------------------|---------------------|
| <b>Dr. D. Behera</b>            | <b>Principal I/C</b> | <b>0661-2664586</b> |
| <b>ENGLISH :</b>                |                      | <b>Ph. No.</b>      |
| 1. Smt. N. Sahoo                | Associate Professor  | 9038168153          |
| 2. Surat Giri                   | Asst. Professor      | 7978626921          |
| 3. Anita Jain                   | Jr. Lecturer         | 9861888620          |
| <b>ODIA :</b>                   |                      |                     |
| 1. Dr. D. Behera                | Associate Professor  | 9437901856          |
| 2. Dr. P. K. Maharana           | Jr. Lecture          | 9937900583          |
| <b>HINDI :</b>                  |                      |                     |
| 1. Dr. Bijay Kumar Behera       | Assistant Professor  | 9437683504          |
| <b>ECONOMICS :</b>              |                      |                     |
| 1. Smt. M.E.Kashmiri Nag        | Assistant Professor  | 8895528172          |
| 2. Vacant                       |                      |                     |
| <b>POL. SCIENCE :</b>           |                      |                     |
| 1. Chudhary Prodosh Ranjan      | Assistant Professor  | 8328824674          |
| 2. Rameswari Bhoi               | Assistant Professor  | 9940569449          |
| 3. Vacant                       |                      |                     |
| <b>HISTORY :</b>                |                      |                     |
| 1. P. K. Khakha                 | Assistant Professor  | 9937706647          |
| 2. B. Kujur                     | Assistant Professor  | 9437222604          |
| <b>LOGIC &amp; PHILOSOPHY :</b> |                      |                     |
| 1. Rashmi Rekha Paul            | Assistant Professor  | 9337566816          |
| <b>SOCIOLOGY :</b>              |                      |                     |
| 1. Vacant                       |                      |                     |
| <b>PSYCHOLOGY :</b>             |                      |                     |
| 1. Vacant                       |                      |                     |
| <b>STATISTICS :</b>             |                      |                     |
| 1. Vacant                       |                      |                     |
| 2. Vacant                       |                      |                     |
| <b>MATHEMATICS :</b>            |                      |                     |
| 1. Vacant                       |                      |                     |
| <b>EDUCATION :</b>              |                      |                     |
| 1. Lalita Mukta Barla           | Assistant Professor  | 8895210991          |



**PHYSICS :**

- |                   |                     |            |
|-------------------|---------------------|------------|
| 1. Dr. A. Mahanta | Assistant Professor | 9178867033 |
| 2. Dr. B. Parija  | Lecturer (Adhoc)    | 9778456414 |

**CHEMISTRY :**

- |                      |                     |            |
|----------------------|---------------------|------------|
| 1. Dr. Sasmita Samal | Assistant Professor | 9437858072 |
| 2. Dr. Sonia         | Assistant Professor | 9178427125 |

**BOTANY :**

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

**ZOOLOGY :**

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

**COMPUTER SCIENCE**

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

**COMMERCE :**

- |                         |                     |            |
|-------------------------|---------------------|------------|
| 1. Dhiren Kumar Mahanta | Assistant Professor | 8917217127 |
|-------------------------|---------------------|------------|

**OUR TEACHING STAFF (Non Gazetted)**

**Deptt. of Physics :**

**Demonstrators**

- |                       |  |            |
|-----------------------|--|------------|
| 1. Sri B.P. Mahapatra |  | 9437941546 |
|-----------------------|--|------------|

**Deptt. of Chemistry :**

**Demonstrators**

- |                       |  |            |
|-----------------------|--|------------|
| 1. Sri R.C. Gochhayat |  | 9937366604 |
|-----------------------|--|------------|

**Deptt. of Botany :**

**Demonstrators**

1. Vacant

**Deptt. of Zoology :**

**Demonstrators**

1. Vacant

**Deptt. of Electronics :**

**Demonstrators**

- |                |  |                         |
|----------------|--|-------------------------|
| 1. Sri A. Jena |  | 9861076316 / 9937174323 |
|----------------|--|-------------------------|

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

1. Smt. Meena Das, PET

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

1. Sri Narendra Kumar Nanda (I/C) 9861278602

**Office :**

1. Sri Kedar Nath Behera (Deputation) 9437649508
2. Sri M. Majhi 9438045822
3. Sri A. Khadia 9937373164
4. Ms R. Manki 8249427289
5. Ms S. Mundari 7008711699

**Attendants :**

1. Sri Simanchal Mohapatra 9861203757
2. Sri Bhagaban Bisoi 9337409473
3. Sri Narayan Giri 9437479723
4. Sri J. Oram (Sweeper) 8028075723
5. Sri S. Deep (Gardener) 9937935430

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



**Lab. Attendant :** Sk. M. Saha 7873185585  
**Atendants :** Sri B. Bhoi 9937508980

**DEPTT. OF CHEMISTRY**

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

**DEPTT. OF BOTANY**

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

**DEPTT. OF ZOOLOGY :**

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

**DEPTT. OF PSYCHOLOGY :**

**Lab. Attendant -** Sri M. Patra 9948509031

**DEPTT. OF EDUCATION:**

**Lab. Attendants -** Vacant

**DEPTT. OF STATISTICS :**

**Lab. Attendant -** Sri A. Lakra 8658455088

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

**Dr. Debendranath Behera**                      *Principal I/C*                      **0661-2664586**

**ENGLISH :**

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

**ODIA :**

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

**HINDI :**

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

**ECONOMICS :**

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

**POL. SC. :**

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

**HISTORY :**

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

**LOGIC :**

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

**SOCIOLOGY :**

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

**PSYCHOLOGY :**

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

**EDUCATION :**

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

**COMMERCE :**

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

**MATHEMATICS :**

- |                     |              |            |
|---------------------|--------------|------------|
| 1. Sri A. K. Behera | Jr. Lecturer | 9437471450 |
|---------------------|--------------|------------|



**STATISTICS :**

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

**PHYSICS :**

1. Vacant

**CHEMISTRY :**

1. Sri P. K. Swain Jr. Lecturer 9040753571

**BOTANY :**

1. Mrs. Manisha Nayak Jr. Lecturer 9437117149

2. Mrs. Lily Prema Minz Jr. Lecturer 9937499025

**ZOOLOGY :**

1. Mrs. Mamta Baxla Jr. Lecturer 9778728583

2. Sri S. K. Bag Jr. Lecturer 9556145768

**P.E.T. :**

1. Captain Meena Dash -- 9937458558

**OFFICE STAFF**

**Jr. Asst. :** Smt. J. P. Kindo 7205958821

**Attendant :** Vacant

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**1. Undertaking :**

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



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

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


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

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

**4. Discipline :**

Some general instructions to students.

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

|   |                                |
|---|--------------------------------|
|  | Information Bulletin 2019-2020 |
|---|--------------------------------|

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

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

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

**A. Attendance :**

1. A candidate shall be required to attend at least 75% of the lecturers in theory and practical classes taken separately.
2. Condonation may be granted by the Principal (In case of affiliated Colleges) to the extent of 15% in exceptional cases i.e. serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his/her absence shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.
3. Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter-University or inter-state competitions in Games and Sports or attending different recognized National level camps.
4. Under no circumstance, the condoning shall be beyond 25%.

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

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

**C. Mid Semester Examination :**

1. Mid Semester Examination will be of 01 hour duration for 20/15 marks (20 for subjects having no practical and 15 for subject with practical papers). There shall be no pass mark in Mid Semester Examination. The type of questions will be decided by the college authority.
2. The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination **will be allowed one more chance to** take the same examination. There will be no provision to re-appear in a Mid-Semester Examination for improvement.
3. A student has to appear the Mid-Semester Examination. Absence in a Mid Semester paper will be declared as failed in that Paper. A student who was absent in the Mid Semester Examination during both the chances but has passed at the Semester End Term Examination shall be treated as failed in that Semester.

**D. Mark Distribution :**

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

**Projects :**

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

**E. Policy on DSE Papers :**

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

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

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

**GRADING SYSTEM**

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

**CLASSIFICATION FOR HONOURS**

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

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

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

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

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

**AVERAGE to be specified as follows :**

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

GRADE POINT - Integer equivalent of each letter grade

CREDIT - Integer signifying the relative emphasis of individual Course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - CREDIT - GRADE POINT ~~for each course~~ <sup>for each item.</sup>

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

GRADE POINT AVERAGE =

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

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

**Formula for Equivalent Percentage of Marks :**

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

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

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

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

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

**Paper with Practical :**

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

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

N. B. :

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



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

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

A student adopting malpractice and/or showing any indiscipline behaviour, violating code of conduct [ which includes : Use of programmable calculators, mobile phones, smart watch, document or any electronic devices having memory chips, leaving the Examination Hall within the first hour from the commencement of the examination, talking to other examinees in the Examination Hall, trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall, using question papers and / or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/outside, writing answer in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation / permission from the concerned authority of the examination etc.]

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

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

1. A student may apply through his/her college for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester. In case, there is any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The photocopy of answer scripts and information regarding re-addition of marks will be intimated to the candidate within 45 days.
2. There will be no re-evaluation process of the answer scripts. However, in case of serious irregularities in evaluation detected/pointed out, the answer book has to be placed

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

**K. Grade Sheet :**

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

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

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

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

**M. Publication of Result :**

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

**PROVISIONAL REGULATION FOR THE  
MASTER OF ARTS, COMMERCE AND SCIENCE EXAMINATIONS  
(Effective for students admitted to first year Post Graduate Course during the  
session 2019-20 and onwards)**

**1. DEGREE AND DURATION :**

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

**2. ELIGIBILITY :**

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

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

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

**3. ATTENDANCE :**

- 3.1 A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
- 3.2 Condonation may be granted by the Principal to the extent of 15% in exceptional cases i.e. serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his/her absence shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.
- 3.3 Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter attending different recognized National level camps.
- 3.4 Under no circumstance, the condone shall be beyond 25%.

**4. MODE OF EXAMINATION :**

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

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

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

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

**5.3 GRADING SYSTEM**

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

**5.4 CLASSIFICATION FOR HONOURS**

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

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

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

- SGPA - Semester Grade Point Average  $\frac{\sum \text{CREDIT POINT}}{\sum \text{CREDIT}}$
- CGPA - Cumulative Grade Point Average
- GRADE POINT - Integer equivalent of each letter grade
- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus
- CREDIT POINT - CREDIT - GRADE POINT for each course item.

CREDIT INDEX =

GRADE POINT AVERAGE =

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

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



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

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

**Case a. Equivalent Percentage of Mark =  $(CGPA - 0.50) \times 10$  (for  $4 < CGPA \leq 10$ )**

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

N. B. :

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

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

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

- 6.1 A student adopting malpractice and/or showing any indiscipline behaviour, violating code of conduct [ which includes : Use of programmable calculators, mobile phones, smart watch, document or any electronic devices having memory chips, leaving the Examination Hall within the first hour from the commencement of the examination, talking to other examinees in the Examination Hall, trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall, using question papers and / or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/outside, writing answer in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation / permission from the concerned authority of the examination etc.]
- 6.2 Will be awarded "M" grade having 0 (zero) Grade Point in the paper / papers concerned and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University for the first offense.
- 6.3 For repeated offense as described above in subsequent semester examinations in spite of the warning issued previously or grave misconduct despite warnings, he will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that examination and will be expelled from the college for one year.
- 6.4 Any student found man-handling/threatening the officers/staff connected with the Examinations (Invigilator, Centre Superintendent, Supervisors, Principal, Members of Flying Squad, etc.) will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the college for one year. Other disciplinary actions as deemed fit as per the Odisha conduct of examination Act-1988 or



University first statute-1990 or IPC would be initiated by the University / college.

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

- 7.1 A student may apply through his/her college for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester. In case, there is any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The photocopy of answer scripts and information regarding re-addition of marks will be intimated to the candidate within 45 days.
- 7.2 There will be no re-evaluation process of the answer scripts. However, in case of serious irregularities in evaluation detected/pointed out, the answer book has to be placed before a **high level committee consisting of one member of the Examination Committee, one member of Board of Conducting Examination and one subject expert** for assessment provided the difference in marks claimed is more than 10% of total marks in the paper. If the new mark awarded by the high level committee is more than 5% of the total marks, the new mark is to be accepted. The recommendation of high level committee will be accepted under approval of the examination committee / Principal.

**8. Grade Sheet :**

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

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

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

**10. Publication of Result :**

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



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

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

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

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

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

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

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

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

**Dissertation / Project :**

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

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

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



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

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

Paper I : Environmental Science.

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

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

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

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

**Courses Offered :**

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

**UG Course Structure Table**

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

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

**Fees for Self-Finance Courses :**

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

### POSTGRADUATE DEGREE COURSES :

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

The subject for PG courses and with their intake capacity as follows : Botany (48), Chemistry (32), Economics (32), Education (32), English (32), History (32), Hindi (32), Mathematics (32), Odia (48), Physics (32), Political Science (32), Psychology (32), Sociology (16), Statistics (32) and Zoology (32). While postgraduate courses like Computer Science (64) and Commerce (64) are offered in self finance scheme. The fees regarding the self finance courses is Rs. 20,000/- (Rupees Twenty Thousand) only per annum i.e. the total course fee is Rs. 40,000/- (Rupees Forty Thousand) only for two years.

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

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

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

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

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

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

**M.PHIL COURSE STRUCTURE**

With Effect from 2018 - 2020

**SEMESTER WISE PAPER DESCRIPTION**

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

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

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



## +2 CLASSES

### ARTS STREAM (160 SEATS)

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

Compulsory Subjects :

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

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

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

**Elective Subjects :**

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

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

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

#### SEAT LIMIT :

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

**SUBJECT RESTRICTIONS :**

The following subject combinations can not be taken together

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

**SCIENCE STREAM (320 SEATS)**

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

**Compulsory Subject :**

Compulsory subject in English and MIL carries 200 marks.

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

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

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

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

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

**Elective Subjects :**

Each elective subject carries 200 marks

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

1. PHYSICS
2. CHEMISTRY

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



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

**SEAT LIMITS :**

|                         |   |     |
|-------------------------|---|-----|
| Statistics              | - | 128 |
| Information -Technology | - | 128 |

**Commerce Stream (128 Seats)**

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

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

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

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

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

**Elective Subjects :**

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

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

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



**1st Year**

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

**2nd Year**

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

**GENERAL INFORMATION :**

(For both Arts / Science and Commerce Students)

**1. Duration of Course :**

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

**2. Pass Criteria :**

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

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

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

**4. Important Points :**

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

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

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

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

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

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

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

**C. UNIVERSITY FEE**

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

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

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

& Self Financing Students (Per Practical  
Paper x 100 =

**E. SELF FINANCING FEE**

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

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

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

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

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



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

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

**N. B. :**

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

Principal  
Govt. (Auto) College, Rourkela

**Fee Structure for M.Phil  
(Full Time One Year Course)**

| Sl. No | Details  | Arts (Eng./Odia)    | Science (Botany)    |
|--------|--|---------------------|---------------------|
| 1.     | Course Fee   | Rs. 15,000.00       | Rs. 15,000.00       |
| 2.     | Admission Fee  | Rs. 1500.00         | Rs. 1500.00         |
| 3.     | University Registration Fees<br>(For other University Students only) | Rs. 200.00          | Rs. 200.00          |
| 4.     | University Recognition Fee   | Rs. 100.00          | Rs. 100.00          |
| 5.     | Department Development Fee   | Rs. 5000.00         | Rs. 5000.00         |
| 6.     | Lab. Development Fee   | -----               | Rs. 2000.00         |
| 7.     | Library Fee  | Rs. 500.00          | Rs. 500.00          |
| 8.     | Computer Centre Charges  | Rs. 1000.00         | Rs. 1000.00         |
| 9.     | Special Fee<br>(Celebration of National Impotence)                   | Rs. 100.00          | Rs. 100.00          |
| 10.    | Information Bulletin and Journal                                     | Rs. 200.00          | Rs. 200.00          |
| 11.    | Sports Council Fee   | Rs. 150.00          | Rs. 150.00          |
| 12.    | Magazine Fee   | Rs. 100.00          | Rs. 100.00          |
| 13.    | Identity Card  | Rs. 70.00           | Rs. 70.00           |
|        | <b>Total</b>   | <b>Rs. 23920.00</b> | <b>Rs. 26420.00</b> |

**N. B. :**

1. Examination Fee Rs. 2000/- to be paid at the time of form fill up for each semester.
2. Amount to be paid at the time of admission in shape of Cash.
3. Fee once deposited will not be refunded in any circumstances.

Principal  
Govt. (Auto) College, Rourkela

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

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



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

Principal  
Govt. (Auto) College, Rourkela

**ADMISSION INFORMATION BROCHURE 2019-20**  
**PROSPECTUS-CUM-ADMISSION BROCHURE FOR POST GRADUATE COURSES****COLLEGE PROFILE:**

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

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

**1. REGULAR COURSES:****a. P.G. COURSES:**

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

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

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

**2. FACULTY PROFILE:**

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



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

**3. HOSTELS:**

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

**4. OTHER ACTIVITIES:**

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

**5. DRESS CODE:**

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

**6. EXAMINATION:**

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

**7. ELIGIBILITY FOR ADMISSION:**

**a. P.G. COURSES (REGULAR): (2 Years Course)**

Students seeking admission to 1<sup>st</sup> Semester of P.G. courses must be a graduate from a recognized University/Institution with minimum of 40% marks in the aggregate and 45% marks in the subject concerned.

**b. P.G. COURSES (SELF FINANCING): (2 Years Course)**

Students seeking admission to 1<sup>st</sup> Semester of P.G. courses must be a graduate from a recognized University/ Institution with minimum of 40% marks in the aggregate and 45% in the subject concerned.

***N. B.** However, The Final year degree result awaited candidate are eligible to apply to Entrance Examination for P.G. Courses & they must submit the marksheet immediately, If qualified in the Entrance for P.G. Admission such students should give an undertaking in the time of submission Application Form.*

**8. GENERAL RULES FOR ADMISSION:**

**a.** Admission to the College is provisional and cannot be claimed as a matter of right and may be refused without assigning any reason thereof. Final decision in matters of admission



rests with the Principal.

**b.** Admission to the PG Classes shall be done strictly on merit basis based on the percentage of marks secured in the qualifying examination both for general and reserved categories of applicants. For P.G. there shall be no weightage whatsoever for any category of applicants.

**c.** The Admission to the PG classes shall be completed within four weeks of the re-opening of the college after summer vacation or within six weeks of the publication of the results of the Bachelor's Degree Examination of this College/ Sambalpur University, Jyoti Vihar, Burla whichever is later or as is specified by the Government.

**d.** A candidate will not be allowed for admission to any P.G. Classes if he/she does not have Honors in the concerned subject. However, in exception cases the Admission Committee will take the decision.

**e.** Admission on transfer basis for P.G. Classes will be allowed only before the 1<sup>st</sup> semester Examination.

**f.** The candidate who has discontinued for 03 years will not be allowed.

**9. THE GOVERNMENT RULE:**

**A. RESERVATIONS OF SEATS:**

Some seats are reserved as per Government instructions for different categories of applicants as mentioned below. Such seats shall be filled up subject to the applicant's fulfillment of minimum eligibility criteria.

**B. SCHEDULED CASTE/ SCHEDULED TRIBE (SC/ST):**

**i)** 16.25% and 22.5% of the sanctioned strength of first Year Class are reserved for SC & ST respectively. The reserved seats are not interchangeable.

**ii)** SC/ST candidates selected for admission on merit shall not be counted against the reserved seats.

**iii)** SC/ ST candidates are required to submit a Caste Certificate & Income Certificate from a Revenue Officer not below the rank of Additional Tehsildar at the time of Admission.

**iv)** The reservation to SC/ST seats shall be applicable only for candidates domiciled in Odisha.

**\* SUBJECT TO CHANGE AS PER GOVERNMENT ORDERS/ NOTIFICATION FROM TIME TO TIME.**

**C) GOVERNMENT SERVANTS/ SERVING DEFENSE PERSONNEL ON TRANSFER (GSOT/SDPT):**

4% of seats sanctioned shall be reserved for the self/ children/ wife/ husband of Government Servants /Serving Defense Personal on Transfer within the normal period of admission.

**D) PHYSICALLY HANDICAPPED (PH):**

- i) 5 % of sanctioned strength shall be reserved for physically handicapped candidates.
- ii) A handicapped candidate shall be considered for reserved seats only on production of certificate from the Chief District Medical Officer / Sub- Divisional Medical Officer/ Chief Medical Officer of Capital Hospital to the effect that he/she has a major orthopedic/physical handicap to the extent of 40%orabove.

**E) EX-SERVICEMEN (ESM):**

- i) 1% of seats sanctioned shall be reserved for the children/ wife/ husband of ex-servicemen.
- ii) The facility to avail reserved seats shall be given to ESM only on production of the certificate to that effect issued by the Rajya Sainik Board/ Zilla Sainik Board.

**F) SERVING DEFENSE PERSONNEL (SDP):**

- i) 1% of seats sanctioned shall be reserved for the children of Serving Defense Personnel.
- ii) The application for reserved seats under SDP shall be considered only on production of certificate to the effect issued by the Commanding Officer of the unit concerned.

**G) VACANCY IN RESERVED SEATS:**

After admitting all eligible applicants for the reserved categories, the balance of reserved seats, if any, shall be filled up by general candidates in merit. No seat shall remain reserved for any category beyond the last date of normal period of Admission.

**I) RESERVATION AS PER SEAT STRENGTH (P.G. CLASSES REGULAR AND SELF-FINANCING)**

| Sl.No. | Subject     | Sanctioned Strength | No. of Seats reserved for each category |    |     |     |    |
|--------|-------------|---------------------|---|----|-----|-----|----|
|        |             | STRENGTH            | SC                                      | ST | ESM | SDP | PH |
| 1      | BOTANY      | 48                  | 8                                       | 11 | -   | -   | 2  |
| 2      | ZOOLOGY     | 32                  | 5                                       | 7  | -   | -   | 2  |
| 3      | CHEMISTRY   | 32                  | 5                                       | 7  | -   | -   | 2  |
| 4      | PHYSICS     | 32                  | 5                                       | 7  | -   | -   | 2  |
| 5      | MATHEMATICS | 32                  | 5                                       | 7  | -   | -   | 2  |
| 6      | STATISTICS  | 32                  | 5                                       | 7  | -   | -   | 2  |



|    |               |    |    |    |   |   |   |
|----|---------------|----|----|----|---|---|---|
| 7  | ODIA          | 48 | 8  | 11 | - | - | 2 |
| 8  | HINDI32       |    | 5  | 7  | - | - | 2 |
| 9  | ENGLISH       | 32 | 5  | 7  | - | - | 2 |
| 10 | PSYCHOLOGY    | 32 | 5  | 7  | - | - | 2 |
| 11 | POL. SCIENCE  | 32 | 5  | 7  | - | - | 2 |
| 12 | ECONOMICS     | 32 | 5  | 7  | - | - | 2 |
| 13 | HISTORY       | 32 | 5  | 7  | - | - | 2 |
| 14 | EDUCATION     | 32 | 5  | 7  | - | - | 2 |
| 15 | SOCIOLOGY     | 16 | 3  | 4  | - | - | 1 |
| 16 | COMMERCE(SF)  | 64 | 10 | 14 | 1 | 1 | 3 |
| 17 | COMP.SC. (SF) | 64 | 10 | 14 | 1 | 1 | 3 |

**Abbreviations:**

- |  |                               |
|--|-------------------------------|
| 1. SC– Scheduled Caste                       | 2. ST– Scheduled Tribe        |
| 3. ESM–Ex-Servicemen                         | 4. PH- Physically Handicapped |
| 5. SDP– Serving Defense Personnel’s children | 6. GEN – General              |

**10. APPLICATION FORM & PROSPECTUS:**

The application forms & Prospectus will be available in the College **website:**

**www.gacrkl.ac.in**

**i) HOW TO APPLY:**

The candidates seeking admission to PG courses are required to go to the College website [www.gacrkl.ac.in](http://www.gacrkl.ac.in) and download the application form and prospectus. After download print a copy of the application form and fill appropriate box. The applicant has to affix his/her recent colour passport size photograph (self-attested) on the application form. The applicant and his/ her parent/guardian have to sign in the “Application Form” before submitting the same. The filled in application form along with receipt of **Rs.500/-** (Rupees Five Hundred) only paid in the college cash counter between **9: 00 am to 11.00 A.M** & copies of the documents indicated at the end of the “Application Form” should be signed and submitted at College Counter.

**ii) SUBMISSION OF FORMS:**

**a)** Application form duly filled in should reach the Principal, Government Autonomous College, Panposh, Rourkela, Pin-769004, latest by the last date of receipt of forms **by hand in the College Counter.**



**b) ADMISSION TIME LINE FOR PG COURSES :**

|   |  |
|---|--|
| Availability of Application Form in College Website :                   |  |
| www.gacrkl.ac.in  | 02.05.2019 (Thursday)                              |
| Submission of Application Form in College Counter                       | 06.05.2019 to 22.05.19<br>(9.00 a.m. to 11.00a.m.) |
| Last Date of Submission of Form in the College Counter                  | 22.05.19 (Wednesday)                               |
| Date of Entrance Examination  | 26.05.2019 (Sunday)                                |
| Publication of 1st Selection Merit List                                 | 06.06.19 (Thursday)                                |
| Admission of 1st Selection Applicants                                   | 10.06.2019 (Monday)                                |
| Publication of 2nd Selection Merit List & Waiting list                  | 18.06.2019 (Tuesday)                               |
| Admission of 2nd Selection of Merit List and<br>Waiting list Applicants | 24.06.2019 (Monday)                                |
| Commencement of Class for P.G 1st Year (2019-20) Tentative              | 01.07.2019 (Monday)                                |

c) Applications incomplete in any manner or received after the last date shall not ordinarily be considered.

d) Filled in Application forms along with money receipt and other necessary documents can be submitted in the college counter from 06.05.2019 (Monday) to 22.05.2019 (Wednesday) on all working days between 9.00 a.m. to 11.00 a.m. during the summer vacation.

**iii) DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM**

- a) Original Money Receipt
- b) Application Form duly filled in and signed by the Candidate and by his / her father/ mother / guardian at the places specified for the purpose.
- c) Self-Attested photo copies of certificates of HSC or equivalent examination to the concerned Degree Examination.
- d) Self-Attested photo copies of certificates in support of reservation.
- e) Permanent Resident Certificate, if applicable. (Self-attested photocopy)
- f) Final Year Degree result awaited applicants must submit the copy of Admit Card of last Exam. appeared.

**11. A) SELECTION FOR ADMISSION FOR P.G. COURSES :**

**SELECTION WILL BE MADE IN THREE STEPS**

i) ENTRANCE TEST (60 MARKS) : Duration 45 mins.

Which will be conducted likely in the last week of May, 2019 (Sunday) i.e. The Questions will be Multiple Objective Type Choice based on syllabus of +3 standards of University and Autonomous Colleges, Odisha.

ii) **CAREER ASSESSMENT (40 MARKS) :**

After qualified in the Entrance Test the career Assessment will be made in performance of their Academic record. Assessment will be calculated as per the marks given in the table mentioned below.

| Exam. passed      | 1st Division | 2nd Division | 3rd Division / Pass<br>Compartmental |
|-------------------|--------------|--------------|--------------------------------------|
| HSC               | 8            | 5            | 4                                    |
| +2                | 10           | 6            | 4                                    |
| +3 Degree Honours | 15           | 10           | -                                    |
| +3 Pass           | -            | -            | 6                                    |
| Distinction       | 7            | 7            | 7                                    |

i.e. While calculation Career mark, weightage will be given to candidates having secured Honors in the subjects concerned only. Honors in other Subjects shall be put at per with weightage.

**N.B. \* Admit Cards for the Entrance Test will be issued at the time of submission of application form at the College Counter.**

**\* The Result of the Entrance Test and Selection of merit list will be published in the College Notice Board & Website.**

**B) SPECIAL CONDITIONS FOR P.G. SUBJECTS :**

**i) SELECTION FOR P.G. MATHEMATICS :**

Students having Physics Honours and Statistics Honours are to be placed Just below Mathematics Honours Candidates in category B (i) and (ii)

**ii) SELECTION FOR P.G. ECONOMICS :**

Students Securing Mathematics Honors and B. Com Honors and Statistics Honors are to be placed just below Economics Honors Candidates in category B (i) and (ii)

**iii) SELECTION FOR P.G. PHYSICS:**

Students Securing Mathematics Honors are to be placed just below Physics Honors Candidates in category B (i) and (ii).

**iv) SELECTION FOR P.G. ODIA:**

Students having Sanskrit Honors are to be placed just below those securing Odia Honors in category B (i)&(ii).



**12-A) INTIMATION**

- i) The list of applicants selected for Entrance Test shall displayed on the College Notice Board & College Website for informantion.
- ii) The list of selected candidates for admission shall also be available in the College Notice Board and College Website i.e. [www.gacrkl.ac.in](http://www.gacrkl.ac.in).
- iii) Candidate have to watch the College Notice Board and Website for up to date position.

**B) ADMISSION :**

The candidates selected for admission/kept in the waiting list are required to come personally to the college with required documents and fees for admission on the date and time specified on the Intimation Letter.

***N. B. :- The Admission of the candidate kept in the waiting list shall be made strictly on the basis of merit subject to the availability of seats.***

- C) DOCUMENTSS TO BE PRODUCED / SUBMITTED AT THE TIME OF ADMISSION :
- a) Intimation Letter
  - b) The Original mark Sheet of Degree Examination.
  - c) The Original High School Certificate.
  - d) The Original College leaving Certificate.
  - e) The Original Conduct Certificate from the Head of the Institution last attended.
  - f) The Original and one Self- attested photo copy of Caste Certificate of current year (If applicable).
  - g) Original Income Certificate of the parent issued by the Revenue Officer not below the rank of Addl. Tahsildar for S.C./S.T./OBC students along with a Self- attested photocopy of current year.
  - h) Admission fees in shape of Cash.
  - i) The Original Certificate in Support of claim. If any, for reservation/weightage.
  - j) The Original Residential Certificate, if applicable.
  - k) Four (4) copies of recent passport size photographs.

- l) Original Migration Certificate (if the student has passed the qualifying examination from other than Sambalpur University)
- m) One photocopy of each of the above certificates.
- D) CAUTION:**
  - a) Certificate not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to the Crime Branch or other appropriate authorities for scrutiny.
  - b) Claim for reservation shall not be considered unless it is supported by genuine documents.
  - c) The Selection/ Admission of a candidate shall be invalidated if suppression of facts, submission of false information or forgery of documents is detected during the process of admission or thereafter, and such cases shall be reported to the Crime Branch for necessary action.

**NOTE:**

- i) The applicant is required to write "Submitted by me" and put his /her full signature and mention the date on the reverse of all documents submitted along with the application form.
- ii) The photographs must be signed on the front and pasted in places provided.
- iii) The candidate must mention in capital letter at the top right-hand corner of application form : SC/ ST/ PH/ ESM/DP /HOSTEL as applicable to him /her.
- iv) No certificate shall be entertained after submission of application form.

**13. ADMISSION IN HOSTELS:**

- a) Admission in hostels shall be made on the basis of merit as is determined for the admission into college.
- b) The vacancies allotted to different faculties are subject to change depending on the number of applications and eligibility.
- c) A student selected for admission in a hostel shall have to submit an undertaking duly countersigned by parents and local guardian at the time of admission to the effect that he/she shall abide by the rules of the college and hostel and pay the dues in time.
- d) Admission to hostels cannot be claimed as a matter of right and it is subject to availability of seats.



**14. ATTENDANCE**

**MINIMUM REQUIRMENT**

No student shall be promoted to next higher class unless he / she attends a minimum of 75% of theory and practical classes and seminars taken separately in each semester. A candidate shall have to give, at the time of admission, an undertaking to the effect that he/ she shall attend required number of classes (75%) in each semester.

**15. INTERPRETATION OF RULES:**

In matters of dispute relating to rules and procedures herein, the decision of the Principal shall be final and binding. Rules mentioned in the brochure are subject to change/ modification as per University & Govt. orders.

Sd/-

PRINCIPAL

& Chairman, Admission Committee.

**CHAPTER - V**

**M. PHIL ADMISSION INFORMATION**

***Regulation and Information Bulletin for Admission into M. Phil. Programmes :- 2018***

- I. Established in 1961, Govt. Autonomous College, Rourkela provides one year M. Phil Programme under semester system in the subjects detailed below.

| Sl. No. | Department | No. of Seats |
|---------|------------|--------------|
| 1.      | Botany     | 08           |
| 2       | English    | 08           |
| 3.      | Odia       | 08           |

II. **Course Duration:** January' 2019 to December' 2019

III. **Commencement of Classes: 03.01.2019**

IV. **Eligibility:**

- a. A Consistently good academic career with not less than 55% marks or equivalent grade at master's level in the subject for general candidates and 50% marks for SC/ST candidates.
- b. Candidates who have qualified UGC/CSIR/NET/SLET or endowed with UGC teacher Fellowship or Study Leave from the Government of Odisha, DHE are eligible to apply. The candidates who have qualified NET/SLET/ Teacher Fellowship are exempted from entrance test.
- c. M. Phil. is a full time course and as such as a candidate who is employed can not be admitted or allowed to continue in the program unless he/she has been duly relieved and produces proof to that effect.

V. **Admission: Admission into M. Phil. Programmes shall be based strictly on merit.**

The merit of a candidate shall be determined on the basis of Career-cum-Entranc Test and Viva-voce.

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

Candidates should download the Admission Form from the college website [www.gacrkl.ac.in](http://www.gacrkl.ac.in) and deposit the same duly filled in along with the original money receipt amounting **Rs. 500/- (Rupees Five Hundred) only** towards Application cum Entrance fee in the college cash counter.

**VII. Last Date of Submission:**

The Application duly filled in along with required documents should be submitted in the college counter on or before **20/11/2019 by 05 PM** positively. Application submitted by post must have enclosed the original money receipt. **(NO BANK DRFT/ CHQUE WILL BE ENTERTAINED).**

**VIII Entrance Test**

- a. The Entrance test in the Subjects of Botany, English, Odia will be held on **09/12/2019 from 11AM** am to **12 NOON** am followed by interview/ viva-voce from 1.00 pm onwards.
- b. **Admission to M. Phil. course will be made on the basis of entrance test / career assessment i. e. 50% entrance + 50% Career assessment.**
- c. Multiple choice questions will be set as per the syllabi of P. G. courses of Government Autonomous College, Rourkela..
- d. **College teachers availing themselves of study leave from Govt. of Odisha, Dept. of Higher Education or from Director, Higher Education will have to appear entrance test and viva- voce and will be treated as general candidates.**
- e. Admit card for the entrance examination will be issued on the date of submission of application form at the College counter only and who will submit their Application Form by post are advised to collect their admit card in the office, half an hour before the commencement of **Entrance Test Exam.**
- f. The result of Entrance Test and selection of merit list will be published in the College website.

**IX. Career Assessment : 50 marks**

a.

| Degree                | 1st Division | 2nd Division | 3rd Division/Pass/Compartmental |
|-----------------------|--------------|--------------|---------------------------------|
| H. S.C. or equivalent | 4.0          | 3.0          | 2.0                             |
| +2 or equivalent      | 6.0          | 4.0          | 2.0                             |
| +3 Degree Honours     | 10.0         | 6.0          | -                               |
| +3 Degree Pass        | -            | -            | 4.0                             |
| Distinction           | 2.0          | 2.0          | 2.0                             |
| P.G                   | 18.0         | 13.0         | -                               |

- b. While calculating career mark, weightage will be given to candidates having secured Honours in the subjects concerned only. Honours in the other subjects shall be put at par with pass weightage.

**X. Reservation**

- a. SC- One Seat reserved shall be reserved for SC applicants.
- b. ST- One Seat reserved shall be reserved for ST applicants.
- c. The reserved seats are not inter-changeable between SC & ST.
- d. SC/ST applicants selected for admission on general merit shall not be counted against reserved seats.
- e. In case of non-availability of SC/ST candidates, the seats will be filled up by non teacher general candidates.
- f. 25% of the sanctioned strength shall be reserved for teachers/candidates qualified UGC/NET/CSIR /SLET or endowed with UGC Teacher Fellowship. (No entrance test for such applicants, only viva-voce) Separate merit list shall be prepared for all such applicants. Nonavailability of such candidates, the seats will be filled up by non- teacher general candidates.
- g. In each subjects, separates merit list will be prepared for each category as per the reservation stated bellow.

| General Candidates | SC Candidates | ST Candidates | UGC/ NET/CSIR<br>NET/ TF Candidates |
|--------------------|---------------|---------------|-------------------------------------|
| 04                 | 01            | 01            | 02                                  |

**XI. Documents to be submitted with application form**

Self – Certified copies of the following:

- a. Marks sheets & certificates of all examinations starting from HSC/ equivalent.
- b. Caste Certificate from the competent authority (Revenue Officer not below the rank of a Tahasildar)
- c. Certificate in support of UGC NET/CSIR NET/ Teacher Fellowship.
- d. Documents in support of submission of study leave application to DHE.
- e. In-service candidates (other than College Teachers) will have to submit no objection certificate from their employer.
- f. Admit Card for Entrance Test-2019 with photograph (to be returned).
- g. Two pass-port size photographs, one in the application form & the other on the Admit card.
- i. Original Money receipt of Rs-500/- (towards Application cum Entrance fee)

**XII. Documents required at the time of admission:**

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

**XIII. Despatch of Intimation**

Intimation for admission to successful candidates on merit shall be dispatched through Speed / Registered Post and also available in the College website.

**XIV. Attendance**

A candidates shall be required to attend 75% of lectures, tutorials & practical's classes taken together offered during the year.

**XV. Examination**

The M. Phil students will have to appear 02 Semester examinations during the year, 1st Semester during June '2019 and 2nd Semester during December'2019. The M. Phil students failing to attend 75% of total classes shall not be allowed to sit for the semester examination.

**XVI. Important Notes**

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

**CHAPTER - VI**

**STUDENTS UNION**

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

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

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

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

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

**1. OBJECTIVE OF THE UNION :**

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

**2. MEMBERSHIP OF THE UNION**

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

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

**3. THE OFFICE BEARERS**

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

**a) The President**

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



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

**b) The Vice-President**

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

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

**c) The Secretary**

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

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

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

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

**d) The Assistant Secretary**

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

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

**4. THE ADVISOR AND ASSOCIATE ADVISORS**

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

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

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

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

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

**5. THE EXECUTIVE COMMITTEE**

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

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



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

**6. COLLEGE UNION FUND**

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

**7. VACANCIES OF OFFICES**

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

Acting-Secretary respectively.

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

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

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

**9. ORDINARY MEETING OF THE UNION**

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

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

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

**11. VOTES ON DEBATE**

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

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

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

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

## **12. DISCIPLINE**

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

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

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

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

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

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

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

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

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

## **DRAMA SOCIETY**

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

2. The aims and objectives of the Society shall be

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

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

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

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

#### **THE ATHLETIC ASSOCIATION**

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

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



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

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

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



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

#### **THE SCIENCE SOCIETY**

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

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

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



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

### **THE COMMERCE SOCIETY**

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

### **AIMS**

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

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

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

### **+2 CULTURAL ASSOCIATION**

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

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





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

#### **ASSOCIATIONS AND CLUBS**

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

#### **DRAMATIC CLUB**

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



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

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

**DAY SCHOLARS ASSOCIATION :**

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

**BIGYAN PARISHAD (Science Society)**

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



symposia and exhibitions.

- b) To invite eminent scientists to deliver lectures

2. **Members :**

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

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

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

**STUDENTS COMMON ROOM**

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

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

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



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

### **ATHLETIC CLUB**

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

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

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

It shall consist of :

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

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

### **ELECTION**

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

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



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

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

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

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

**CODE OF CONDUCT AND OTHER CONDITIONS**

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



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

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

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

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

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

#### **ELECTION**

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

#### **FILLING OF NOMINATION**

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

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

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

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

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

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

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

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

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

### **CONDUCT OF ELECTION**

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

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

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

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

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

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



### **GRIEVANCE REDRESSAL MECHANISM**

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

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

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

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## CHAPTER - VII

### STUDENTS SUPPORTS, SCHOLARSHIPS, FINANCIAL AIDS

#### NATIONAL SERVICE SCHEME :

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

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

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

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

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

#### RED CROSS :

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

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

#### Aims of Red Cross :

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

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

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



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

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



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

**MEDICAL EXAMINATION :**

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

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

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

**STUDENT GROUP INSURANCE :**

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

**N.C.C. :**

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



**Advantages :**

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

**RANGER :**

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

**Career Counseling :**

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

**Gymnasium :**

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

**Language and Communication Laboratory :**

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

**Self Defence :**

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

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

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



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

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

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

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

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

**B. FREE STUDENTSHIP :**

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

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

**C. RULES GOVERNING SCHOLARSHIP HOLDERS :**

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

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

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

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

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

The amount of Scholarships are :

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

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

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

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## CHAPTER - IX

### COLLEGE LIBRARY RULES

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

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

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

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

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

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

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CHAPTER - X

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

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

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

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

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

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

The E.C. shall comprise :

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

**5B. Term :**

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

**5C. Powers :**

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

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

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

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

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

**5E Delegation of Powers :**

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

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

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

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

**6A Composition :**

The AC shall comprise

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

**6B Term :**

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

**6C Function :**

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

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

#### **6D Meetings :**

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

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

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

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

#### **7B Term :**

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



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

**7D Meeting :**

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

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

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

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

The XC shall comprise :

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

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

**9B Term :**

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

**9C Powers and Functions :**

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

**9D Meeting :**

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

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

**10 A Composition :**

The DC shall comprise :

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

**10 B Term :**

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

**10 C Functions :**

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

**10 D Meeting :**

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

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

The DP shall comprise :

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

**11B Term :**

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

**11C Functions :**

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

**11D Meeting :**

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

## **12. LIBRARY COMMITTEE (LC)**

### **12A Composition :**

The LC shall comprise :

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

### **12 B Term :**

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

### **12 C Function :**

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

### **12 D Meetings :**

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

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

### **13A The AD shall comprise :**

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

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

**13 B Term :**

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

**13 C Functions :**

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

**13 D Meeting :**

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

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

The WC shall comprise :

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

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

**14B Term :**

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

**14C Functions :**

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

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

**14D Meeting :**

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

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

The PC shall comprise :

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

**15B Term :**

Two years except for ex-officio members.

**15C Function :**

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

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

**15D Meeting :**

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

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

**16A Composition :**

The GC shall comprise :

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

**16B Term :**

Two years except for the Principal.

**16 C Function :**

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

**16D Meeting :**

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

**17. OFFICERS :**

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

**18. AUTHORITIES :**

The following shall be the authorities of the College :

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

**19. LEGAL PROCEEDINGS :**

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

**20. ANNUAL REPORT :**

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

**21. INTERPRETATION :**

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

**22. NOMINATIONS AND APPOINTMENTS :**

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

**23. AMENDMENT :**

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

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## **EXTRA CURRICULAR ASSIGNMENTS FOR THE ACADEMIC SESSION 2019-20**

**( NOT IN ORDER OF SENIORITY)**

| <b>Sl. No. Extracurricular Activity</b>          | <b>Name of the Officer (S) assigned with duties</b>  |
|--|--|
| 1. College Advisory Board                        | : Prof. R. K. Pradhan, Zoology<br>Smt. N. Sahoo, English<br>Dr. B. K. Behera, Hindi<br>Prof. R. Dasgupta, Botany<br>Prof. K. C. Jena, Botany |
| 2. Staff Council Secretary                       | : Prof. R. K. Pradhan, Zoology   |
| 3. Administrative Bursar                         | : Dr. B. K. Behera, Hindi  |
| 4. Accounts Bursar                               | : Prof. D. K. Mohanta, Commerce  |
| 5. Academic Bursar                               | : Prof. R. K. Pradhan, Zoology   |
| Associate  | : Dr. D. K. Singh, Zoology   |
| 6. Internal Auditors                             | : Dr. (Smt.) S. Samal, Chemistry<br>Smt. M.E.K. Nag, Economics<br>Smt. R. R. Paul, Philosophy<br>Dr. B. Parija, Physics                      |
| 7. UGC - Co-ordinator                            | : Prof. R. Dasgupta, Botany  |
| Associate  | : Dr. (Smt.) L. Patro, Botany<br>Dr. (Mrs.) Sonia, Chemistry   |
| 8. UGC Members                                   | : Prof. C. P. Ranjan, Pol. Sc.<br>Dr. B. Parija, Physics<br>Prof. D. K. Mohanta, Commerce  |
| 9. IQA Cell and Remedial<br>Classes Co-ordinator | : Prof. C. P. Ranjan, Pol. Sc.   |
| 10. NAAC Co-ordinator                            | : Dr. (Smt.) S. Samal, Chemistry   |
| 11. NAAC Committee Members                       | : All Bursars<br>Prof. S. Giri, English<br>Prof. R. Dasgupta, Botany   |



- Prof. D. K. Mohanta, Commerce  
Dr. B. Parija, Physics  
Smt. R. Bhoi, Pol. Sc.
12. Students Union Advisor (+3 & P.G.) Associates : Smt. N. Sahu, English  
: Smt. B. Kujur, History  
Prof. C.P. Ranjan, Pol. Sc.  
Dr. B. Parija, Physics  
Prof. D. K. Moahanta, Commerce
13. Finance Committee : Principal (Chairperson)  
Administrative Bursar, Member Secy.  
Accounts Bursar, Ex-officio Member  
Dr. D. Sahoo, Member EC
14. Purchase Committee : Principal (Chairperson)  
Administrative Bursar, Member Secretary  
Accounts Bursar, Ex-Officio Member  
Academic Bursar, Ex-Officio Member  
Controller of Examinations
15. Discipline Committee : Principal (Chairperson)  
Administrative Bursar  
Accounts Bursar  
Academic Bursar  
Prof. N. Sahu, English  
Prof. R. Dasgupta, Botany  
Superintendent, All Hostels  
Sri S.S. Prusty, Zoology  
Dr. (Smt.) A. Mohanta, Physics
16. Development Committee : Principal (Chairperson)  
Administrative Bursar, Member Secy.  
Advisor Students' Union  
Accounts Bursar



- Academic Bursar  
Co-ordinator NAAC  
Prof. I/C UGC  
Smt. N. Sahoo, English  
Prof. R. Dasgupta, Botany  
Dr. (Smt.) S. Samal, Chemistry  
Smt. L. Barla, Education  
Superintendent All Hostels
17. Library Committee : Principal (Chairperson)  
Academic Bursar  
HOD Odia / Hindi / English  
HOD Physics/Botany/ Zoology  
Prof. I/C. UGC  
Librarian
18. Controller of Examination : Prof. K.C. Jena, Botany  
Deputy Controller of Examination : 1. Dr. D.K. Singh, Zoology  
2. Dr. B. Parija, Physics
19. OIC Internal Assessment : Smt. B. Kujur, History  
Associate : Smt. L.M. Barla, Education
20. OIC Outside / Private Examination : Controller of Examinations  
Dr. D. K. Singh, Zoology
21. Planning and Evaluation Committee : Principal  
Accounts Bursar  
Administrative Bursar  
Academic Bursar  
Advisor, Students' Union  
Prof. I/C UGC  
IQA Cell Co-ordinator  
Prof. R. Dasgupta, Botany  
Co-ordinator Self Finance



22. Examination Committee : Principal (Chairperson)  
Controller of Exam-Member Secretary  
All HOD, PG Departmens  
Co-ordinator, Self Finance  
Prof. I/C / College Examinations  
Smt. R. R. Paul, Philosophy
23. Admission in Charge : Prof. R. Dasgupta, Botany (PG & M.Phil)  
Dr. B. K. Behera, Hindi (+3)
24. Residential-cum-Quarter allotment  
Committee : Administration Bursar  
Academic Bursar  
Accounts Bursar  
Superintendent, All Hostels
25. Students Grievance, appeal and anti  
ragging cell : Principal  
Advisor Students' Union  
Controller of Examination  
VP Athletic Association  
Administative Bursar  
Academic Bursar  
Accounts Bursar  
All Hostel Superintendent  
Prof. R. Dasgupta, Botany
26. Students Welfare Committee : Principal  
Administrative Bursar  
Academic Bursar  
Accounts Bursar  
Controller of Examination  
Prof. R. Dasgupta, Botany  
Prof. I/C NSS



- Prof. I/C Res Cross  
Advisor Students' Union
27. Women's Grievance Cell : Smt. N. Sahu, English  
Dr. (Mrs.) S. Samal, Chemistry  
Smt. B. Kujur, History  
Smt. M.E.K. Nag, Economics  
Dr. (Smt.) A. Mohanta, Physics
28. SC/ST Grievance Cell : Smt. M.E.K. Nag, Economics  
Smt. B. Kujur, History  
Smt. L.M. Barla, Education
29. Career Counselling Committee & Research Cell : Administrative Bursar  
Academic Bursar  
Dr. A. K. Jaiswal, Computer Science  
Dr. B. Parija, Physics  
Dr. P. D. Mohanty, Comp. Science  
Sri J. K. Samataray, Comp. Science
30. Prof. I/C College Canteen : Dr. D. K. Singh, Zoology  
Sri S. S. Prusty, Zoology
31. College Calendar Editor in Chief : Principal  
Board of Editors : Smt. B. Kujur, History  
Smt. L. M. Barla, Education  
Smt. R. Bhoi, Pol.Sc.
32. College Magazine : Principal  
HOD, English  
HOD, Odia  
HOD, Hindi  
HOD, Zoology
33. Dramatic Society VP : Mrs. L.M. Barla, Education  
Assiciate : Dr. (Smt.) Sonia, Chemistry



34. Science Society VP : Dr. (Smt.) S. Samal, Chemistry  
Associate : Sri S. S. Prusty, Zoology
35. Athletic Society VP : Sri S. S. Prusty, Zoology  
Associate : Smt. R. Bhoi, Pol. Sc.  
Dr. (Smt.) Sonia, Chemistry  
Sri D. K. Mohanta, Commerce
36. Arts Society VP : Sri C. P. Ranjan, Pol. Sc.  
Associate : Sri S. Giri, English
37. Commerce Society VP : Prof. D. K. Mohanta, Commerce
38. DSA VP : Dr. B. Parija, Physics  
Dr. P. D. Mohanty, Comp. Sc.
39. Boys Common Room : Prof. S.S. Prusty, Zoology  
Sri A. Barik, Comp. Sc.
40. Girls Common Room : Smt. M.E.K. Nag, Economics  
Smt. A. Kar, Comp. Sc.
41. Social Service Guild (SSG) : Smt. M.E.K. Nag, Economics  
Students AID Fund : Dr. B. Parija, Physics  
Sri A. Patra, MTC
42. Time Table and Proctorial : Dr. A. K. Jaiswal, Comp. Sc.  
Prof. D. Mohanta, Commerce  
Dr. P. D. Mohanty, Comp. Sc.
43. Student Attendance : Dr. (Smt) A. Moahanta, Physics  
Smt. R. Bhoi, Pol. Sc.  
Dr. (Smt.) Sonia, Chemistry  
Sri A. Barik, Comp. Sc.
44. College Furniture : Administrative Bursar  
Academic Bursar  
Accounts Bursar  
Controller of Examinations



45. Maintenance and Construction of College Building (Ph.D, Electrical, Etc.) : Smt. M.E.K. Nag, Economics  
Prof. K. C. Jena, Botany  
Dr. A. K. Jaiswal, Comp. Sc.
46. NSS Co-ordinator : Mrs. M.E.K. Nag, Economics  
Associates : Sri S. S. Prusty, Zoology  
Dr. B. Parija, Physics
47. Youth Red Cross Coordinator : Dr. (Smt.) L. Patro, Botany  
Associates : Dr. (Smt.) Sonia, Chemistry  
Dr. B. Parija, Physics
48. Health Care Unit / Sanitation : Dr. (Mrs.) S. Samal, Chemistry  
Mrs. L. M. Barla, Education  
Sri C. P. Ranjan, Pol. Sc.  
Sri A. Barik, Comp. Sc.
49. Stipend and Scholarship : Mrs. M.E.K. Nag, Economics  
Smt. B. Kujur, History  
Smt. R. Bhoi, Pol. Sc.
50. Railway and Bus Concession : Smt. B. Kujur, History  
Dr. B. Parija, Physics  
Sri A. Barik, Comp. Sc.
51. Legal and RTI Act. Cell PIO : Dr. (Mrs.) S. Samal, Chemistry  
Asst. PIO : Dr. B. Parija, Physics  
First Applicant Authority : Dr. B. K. Behera, Hindi
52. Plantation and Gardening : Prof. K. C. Jena, Botany  
Dr. B. Parija, Physics  
Sri A. Barik, Comp. Sc.  
Sri J. K. Samataray, Comp. Sc.
53. Self Defence Officer in Charge : Dr. (Mrs.) S. Samal, Chemistry  
Smt. B. Kujur, History



- Mrs. L. M. Barla, Education  
Dr. (Smt.) A. Mohanta, Physics
54. College Cycle Stand : Prof. P. Khakha, History  
Smt. L.M. Barla, Education  
Sri A. Barik, Comp. Sc.  
Sri J. K. Samatray, Comp. Sc.
55. I/C. Staff Common Room : Sri C. P. Ranjan, Pol. Sc.  
Sri S. S. Prusty, Zoology
56. I/C e-Governance : Dr. A. K. Jaiswal, Comp. Sc.  
Dr. B. Parija, Physics  
Dr. P.D. Mohanty, Comp. Sc.  
Sri J. K. Samataray, Comp. Sc.  
Sri A. Barik, Comp. Sc.
57. Seminar/Symposium/Extramural Lect. : Dr. B. Parija, Physics  
Coordinator : Dr. B. K. Behera, Hindi  
OICs : Smt. M.E.K. Nag, Economics  
Prof. K. C. Jena, Botany  
Dr. D. K. Singh, Zoology  
Dr. P. D. Mohanty, Comp.Sc  
Sri J. K. Samantaray, Comp. Sc.
58. Establishment Officer : Administrative Bursar
59. Equal Oppertunity Cell : Smt. M. E. K. Nag, Economics  
Sri A. Barik, Comp. Sc.

The staff members are requested to value the extracurricular activities.





**EXTRA CURRICULAR ASSIGNMENTS FOR THE ACADEMIC  
SESSION 2019-20**

**( NOT IN ORDER OF SENIORITY)**

| <b>Sl. No. Extracurricular Activity</b> | <b>Name of the Officer (S) assigned with duties</b>   |
|---|---|
| 1. College Advisory Board               | : Sri P.K. Sethy, Statistics<br>Smt. C. Tirkey, Education<br>Sri A. K. Behera, Mathematics<br>Sri S. Sa, Odia<br>Sri P. Toppo, English<br>Sri P. Xess, English<br>Sri A. K. Hota, Economics |
| 2. Secretary Staff Council              | : Sri P. K. Sethy, Statistics   |
| 3. Administrative Bursar                | : Sri P. K. Sethy, Statistics   |
| 4. Accounts Bursar                      | : Sri A. K. Hota, Economics   |
| 5. Internal Audit Committee             | : Sri P. K. Swain, Chemistry<br>Sri M.T. Tudu, Psychology<br>Smt. M. Nayak, Botany  |
| 6. Admission In-charge                  | : Sri A. K. Behera, Mathematics   |
| 7. Cultural Association                 | : Sri P. Xess, English<br>Sri P. Toppo, English<br>Sri A. K. Hota, Economics<br>Smt. M. Baxla, Zoology  |
| 8. Finance Committee                    | : Principal (Chairman)<br>Admn. Bursar, Ex-Officio Member<br>Accounts Bursar, Ex-Officio Member<br>Sri P. Xess, English   |
| 9. Purchase Committee                   | : Principal (Chairman)<br>Administrative Bursar<br>Accounts Bursar<br>Prof. I/C Examinations<br>Sri P. K. Sethy, Statistics<br>Sri A. K. Behera, Mathematics<br>Sri P. Xess, English        |



10. Discipline Committee : Principal (Chairman)  
Administrative Bursar  
Accounts Bursar  
Sri A. K. Behera, Mathematics  
Sri M. T. Tudu, Psychology  
Sri P. K. Swain, Chemistry  
Sri A. K. Hota, Economics  
Smt. N. Swain, Hindi  
Sri P. Xess, English
11. Development Committee : Principal (Chairman)  
Sri P. K. Sethy, Statistics  
Sri A. K. Behera, Mathematics  
Sri P. Xess, English
12. Library Committee : Sri S. Sa, Odia  
Sri P. Toppo, English  
Smt. N. Swain, Hindi
13. Internal Assessment (Annual & Test) : Smt. M. Nayak, Botany  
Sri P. Toppo, English, Chemistry
14. Student's Grievance, Appeal & Anti-Ragging Cell : Sri A. K. Behera, Mathematics  
Sri S. K. Bag, Zoology  
Sri P. Xess, English  
Sri P. Toppo, English  
Sri S. Kerketta, Sociology
15. Women's Grievance Cell : Smt. M. Baxla, Zoology  
Smt. N. Swain, Hindi
16. Residence Committee : Supdt. And Asst. Supdt. of all Hostels  
All Bursars
17. College Canteen : Smt. M. Baxla, Zoology  
Sri A. K. Hota, Economics
18. Dramatic Society Vice President : Sri S. Sa, Odia  
Associate : Smt. N. Swain, Hindi
19. Science Society Vice-President : Sri P. K. Swain, Chemistry  
Associate : Smt. L. P. Minz, Botany



20. Athletic Society Vice President : Sri P. Xess, English  
Associates : Sri P. K. Swain, Chemistry  
Sri A. K. Hota, Economics  
Sri S. Kerketta, Sociology
21. DSA, Vice President : Sri S. Kerketta, Sociology  
Associate : Ms P. S. Mousumi, English
22. Arts Faculty Vice President : Sri A. K. Hota, Economics  
Associate : Smt. C. Tirkey, Education
23. Commerce Faculty Vice President : Sri A. K. Behera, Mathematics  
Associate : Ms. R. Badaik, Pol. Science
24. Boys Common Room Vice President : Sri P. Toppo, English  
Associate : Sri S. Kerketta, Sociology
25. Girls Common Room Vice President : Smt. C. Tirkey, Education  
Associate : Smt. M. Baxla, Zoology
26. Proctorial and Time Table : Sri A. K. Behera, Mathematics  
Sri A. K. Hota, Economics
27. Students Attendance : Sri P. Toppo, English  
Ms. P. S. Mousumi, English  
Smt. N. Swain, Hindi
28. Co-ordinator, NSS : Sri S. K. Bag, Zoology  
Sri S. Sa, Odia
29. Youth Red Cross : Sri S. K. Bag, Zoology  
Associates : Smt. C. Tirkey, Education
30. Board of Editors, College Magazine : Sri S. Sa, Odia  
Sri P. Xess, English  
Smt. N. Swain, Hindi
31. Stipend, Scholarship, SSG : Smt. M. Baxla, Zoology  
Sri M. T. Tudu, Psychology  
Sri S. Kerketta, Sociology
32. Co-ordinator : IT & BT : Sri A. K. Behera, Mathematics
33. Legal & RTI Act Cell : PIO : Sri P. K. Swain, Chemistry  
Asst. PIO : Sri M. T. Tudu, Psychology  
First Appellate Authority : Sri P. K. Sethy, Statistics



34. College Cycle Stand : Sri S. K. Bag, Zoolgy  
Sri M. T. Tudu, Psychology
35. Staff Common Room : Sri P. Xess, English  
Sri A. K. Behera, Mathematics
36. Tabulation - Chief Tabulator : Sri A. K. Behera, Mathematics  
Tabulators (Arts) : Sri S. Sa, Odia  
Mrs. C. Tirkey, Education  
Sri S. Kerketta, Sociology  
Science : Smt. M. Nayak, Botany  
Sri P. K. Swain, Chemistry  
Ms. P. S. Mousumi, English  
Commerce : Sri A. K. Hota, Economics  
Smt. R. Badaik, Pol. Science
37. Lesson Plans & Progress : Sri A. K. Behera, Mathematics  
Sri A. K. Hota, Economics  
Smt. C. Tirkey, Education  
Smt. M. Baxla, Zoology

The staff members are requested to value the extracurricular activities.

**CHAPTER - XII  
SOME IMPORTANT TELEPHONE NUMBERS**

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



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



**CHAPTER - XIII**  
**GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA**  
**Office Bearers of Student Union - 2018-19**

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

***Seminar Fees of Rs. 2000/- and Study Tour Fees of Rs. 1500/- will be collected  
from P.G. Student xxxxxx the Admission by the concerned Department.***

**Admission Fees for different streams of +3 1st Year Classes Under SAMS  
(Students Academic Management System)**

| Stream   | General | SC, ST & Women |
|----------|---------|----------------|
| Science  | 2983/-  | 2851/-         |
| Commerce | 2920/-  | 2800/-         |
| Arts     | 2920/-  | 2800/-         |

**Additional Course Fees for +3 1st/2nd and 3rd S.F. Course**

|  |          |          |
|--|----------|----------|
| SF (ETC/CSC/<br>Mathematics (Hons)<br>with Computer) | 15,000/- | 15,000/- |
|--|----------|----------|

**Readmission Fee for +3 II Year & +3 III Year Classes**

|                 |         |             |
|-----------------|---------|-------------|
| Science Stream  | General | SC/ST/Women |
| +3 IIrd Year    | 2713/-  | 2581/-      |
| +3 IIIrd Year   | 2913/-  | 2781/-      |
| Commerce Stream | General | SC/ST/Women |
| +3 IIrd Year    | 2650/-  | 2530/-      |
| +3 IIIrd Year   | 2850/-  | 2730/-      |
| Arts Stream     | General | SC/ST/Women |
| +3 IIrd Year    | 2650/-  | 2530/-      |
| +3 IIIrd Year   | 2850/-  | 2730/-      |

**FOR PG STUDENTS**

|                                  | General  | SC/ST    |
|----------------------------------|----------|----------|
| Science & Comp. Sc. Part -I      | 7922/-   | 7754/-   |
| Arts Part - I / Commerce Part -I | 7846/-   | 7702/-   |
| Self Financing Course            | 20,000/- | 20,000/- |
| Development Fee (All PG)         | 5000/-   | 5000/-   |

|                                      |                               |                         |
|--------------------------------------|-------------------------------|-------------------------|
| Consolidated Hostel Fee              | i. Boys & Girls -             | 7000/- (Annual Charges) |
| Excluding Mess Fee                   | ii. Hostel Rent -             | 65/-                    |
|                                      | iii. Caution Money Refundable | 1000/-                  |
| (Adjustment against Actual Expenses) |                               | 8065/-                  |