

**CALENDAR**

**2018-19**



**GOVERNMENT SCIENCE COLLEGE  
AND  
GOVERNMENT SCIENCE HIGHER SECONDARY SCHOOL  
CHATRAPUR-761020 (GANJAM)**

***“ Shraddhaban Labhate Janmam ”***

**CALENDER**

**2018-19**

**Chief Editor**

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**GOVERNMENT SCIENCE COLLEGE  
AND  
GOVERNMENT SCIENCE HIGHER SECONDARY SCHOOL  
CHATRAPUR-761020 (GANJAM)**

**Tel:**

**Website:**



**THE EMBLEM**

1. “Tamoshomam Jyotirgamaya”, a Vedic verse that expresses the inner theme “Let our darkness be illuminated”, the motive of education.
2. The opened book signifies opportunity of education is open to all.
3. The rising sun symbolizes the prosperity and hope in a morning cherishing for a good day.

“The purpose of the education is to moralize and socialize the people.”

Dr B R Ambedkar

## **HISTORY OF THE COLLEGE**

Government Science College, Chatrapur is the only government college and premier colleges of Chatrapur sub-division. The untiring efforts of the few dedicated and enlightened souls of Chatrapur for over a decade resulted in the establishment of this college on July, 8, 1969 under a private management with only arts and science streams. The college then made rapid strides. First year degree course in Arts and pre-professional classes in science started in 1970. It was accorded affiliation for the second-year degree class during 1970-71 and the following year the college was full-fledged with arts stream. Science classes of degree pass started in 1976-77 with 32 seats each in PCM and CBZ. Honours in economics and political science started in 1977 and 1978 respectively. During 1980-81, this college recorded a significant progress in starting the commerce stream. History honours and zoology honours started in the same session and English honours in the following session.

A new era began in 1982, when the private management was taken over by the government. Thereafter, teaching in number of honours and the post-graduate were introduced. This momentous event ushered in a new ray of hope and optimism with the introduction of 10+2+3 pattern in Higher education, Odisha I 1983 and the three-year degree course was introduced in 1985. Physics and chemistry honours started in 1989-90.

College was accorded affiliation in commerce degree stream in 1990-91 session. Botany Honours started in 1991-1992. In 1993-94 session, honours in Odia and Commerce and Mathematics honours for both Science and Arts started. College added one more feather in its cap by opening post-graduation in Odia and History in the year 1997 and was declared one of the lead colleges of Government of Odisha. It started in Onslow institute since its infancy till 1980, when it has its own building. By this time, a commerce block, science block, library building, reading room, auditorium and the Odia department building were added.

### **IMPORTANT**

1. All the rules, however, are subjected to change by the principal for the smooth working of the college and are not to be challenged in any court of law.
2. Ignorance is weakness but knowledge is power. Ignorance of the rule is not an excuse. Hence every student of this college is advised to go through this calendar carefully and acquaint himself/ herself with the guiding rules and regulations of the college.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Government Science College  
Chatrapur, Dist. Ganjam, affiliated to Berhampur University,  
Orissa as  
**NAAC CERTIFICATE**  
*Accredited*  
at the *B* level.*

Date : October 17, 2006



*krishna*  
Director

- This certification is valid for a period of five years with effect from October 17, 2006
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C' grade, 65-70-C'' grade, 70-75- B grade, 75-80- B' grade, 80-85-B'' grade, 85-90- A grade, 90-95-A' grade, 95-100-A'' grade (upper limits exclusive)





**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

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Chatrapur, Dist. Ganjam, affiliated to Berhampur University, Odisha as  
Accredited  
with CGPA of 2.58 on seven point scale  
at B<sup>+</sup> grade  
valid up to January 22, 2022*

*Date : January 23, 2017*



*Dr. Singh*  
Director

## CONTENTS

1. Provision for instruction
  - a) Post graduate course, BU
  - b) Three-year degree courses, under KU
2. Higher secondary courses
3. Registration of names
4. Attendance
5. Time table
6. Admission
7. Reservation of seats
8. Weightage of admission
9. Identity card
10. Permission
11. Participation in college election
12. Conduct inside the class room
13. Concerted absence
14. Absence during college examination
15. Participation in extracurricular activities
16. Payment of college fees and other dues
17. Transfer certificate
18. Rules to be strictly adhered
19. Dress code
20. Library rules
21. Proctorial system
22. Fees and subscriptions
23. Scholarship, stipend and financial aids
24. Examinations
25. Our publications
26. National cadet corps
27. National service scheme
28. Youth red cross society

29. The planning forum
  30. List of staff members
  31. Assignment of co-curricular and extracurricular activities for the session 2023-24
  32. Achievement of students
- .....

## **1. PROVISION FOR INSTRUCTION FOR HIGHER SECONDARY, DEGREE AND POST GRADUATE COURSE**

The government college is affiliated to the Council of Higher Secondary education, Odisha for Higher secondary courses in Arts/ Commerce/ Science. The college is affiliated to Berhampur University for preparing students for post graduate examinations and three years degree examinations in arts/ commerce and science streams in the year 2021. The seat position, subjects available, reservation of seats, weightage and admission rules have been provided in the calendar.

### **(A) POST GRADUATE COURSES: under Berhampur University**

History :16 seats  
Odia : 8 seats

### **(B) Details of strength of B.Sc./ B.Com./B.A. (Honours/CC) under Khallikote University**

| Course  | Total Sanctioned Strength  | Honours     | Seats |
|---------|----------------------------|-------------|-------|
| BA      | 256                        | HONOURS     |       |
|         |                            | ENGLISH     | - 16  |
|         |                            | ODIA        | - 48  |
|         |                            | HISTORY     | - 64  |
|         |                            | ECONOMICS   | - 64  |
|         |                            | POL. SC.    | - 64  |
| B.Sc.   | 256 (PHYSICAL SIENCE -128) |             |       |
|         |                            | MATHEMATICS | - 32  |
|         |                            | PHYSICS     | - 48  |
|         |                            | CHEMISTRY   | - 48  |
|         | (BIOLOGICAL SCIENCE (128)  |             |       |
|         |                            | BOTANY      | - 64  |
|         |                            | ZOOLOGY     | - 64  |
| B. Com. | 256                        | ACCOUNTING  | - 256 |

### **Details of course structure of B.Sc./B.A./B.Com. (Honours)**

## **COURSE**

- I. Core Course (14 Papers)  $14 \times 4 = 56$   $14 \times 5 = 70$   
Core course practical/ tutorial\*  
(14 Papers)  $14 \times 2 = 28$   $14 \times 1 = 14$

## **II. Elective Course (8 Papers)**

- A.1. Discipline Specific Elective  $4 \times 4 = 16$   $4 \times 5 = 20$   
(4 Papers)  
A.2. Discipline Specific Elective  
Practical/ Tutorial\*  $4 \times 2 = 8$   $4 \times 1 = 4$   
(4 Papers)  
B.1. Generic Elective/  
Interdisciplinary (4 Papers)  $4 \times 4 = 16$   $4 \times 5 = 20$   
B.2. Generic Elective (4 Papers)  
Practical/ Tutorial\*  $4 \times 2 = 8$   $4 \times 1 = 4$   
Optional Dissertation or project work in place of one Discipline Specific Elective  
paper Option (6 credits) in 6th Semester.

## **III. ABILITY ENHANCEMENT COURSES**

1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 2 credit each)  
 $2 \times 2 = 4$   
a. Environmental Science  
b. English/MIL Communication 2.  
2. **SKILL ENHANCEMENT COURSES (SEC)**  
(Minimum 2)  $2 \times 2 = 4$   
(2 Papers of 2 credit each)

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|                     |            |            |
|---------------------|------------|------------|
| <b>Total credit</b> | <b>140</b> | <b>140</b> |
|---------------------|------------|------------|

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Institute should evolve a system/policy about ECA/ General  
Interest/Hobby/Sports/NCC/NSS/related courses on its own.

\* Wherever there is a practical there will be no tutorial and vice-versa.

## **Mark Distribution**

|                              |   |                        |
|------------------------------|---|------------------------|
| Core Courses                 | : | $14 \times 100 = 1400$ |
| Discipline specific elective | : | $3 \times 100 = 300$   |



|                                       |   |                   |
|---------------------------------------|---|-------------------|
| Project+ Viva                         | : | 1x100=100         |
| Generic Elective-I                    | : | 2x100 = 200       |
| Generic Elective – II                 | : | 2x100 = 200       |
| Ability Enhancement Compulsory Course | : | 2x50= 100         |
| Skill Enhancement Compulsory Course   | : | 2x50 = 100        |
| Total number of papers : 26           | : | Total Mark = 2400 |

### **Subjects with practical:**

Theory – 75 Marks

Practical – 25Marks

Mid Semester Theory – 15 Marks, End Semester Theory – 60 Marks

There is no practical examination in mid-semester examination.

**Subjects without practical** : 100 Marks

Mid- semester theory – 20 Marks, End semester – 80 Marks

### **Class Duration**

Each theory class is of 45minutes duration and each practical class is of 2 hrs duration.

For subjects with practical's, there will be 40 classes for each theory paper and 20 classes for each practical paper. For subjects without practical, each paper will have 50 theory classes and 10 tutorial classes.

| <b>Sem</b> | <b>Core Course (14)</b> | <b>Ability Enhancement Compulsory Course(AECC)</b> | <b>Ability Enhancement Compulsory Course (SECC)(2) Skill Based</b> | <b>Elective: Discipline Specific DSE (4)</b> | <b>Elective Generic (GE)(4)</b> |
|------------|-------------------------|--|--|--|---------------------------------|
| I          | Core – I                | EVS  |  |  | GE – 1                          |
|            | Core –II                |  |  |  |                                 |
| II         | Core – III              | MIL (O )   |  |  | GE – 2                          |
|            | Core – IV               |  |  |  |                                 |
| III        | Core – V                |  | SEC-1  |  | GE – 3                          |

|    |             |  |                          |         |        |
|----|-------------|--|--------------------------|---------|--------|
|    | Core – VI   |  | Communicative<br>English |         |        |
|    | Core – VII  |  |                          |         |        |
| IV | Core – VIII |  | SEC-2                    |         | GE - 4 |
|    | Core – IX   |  |                          |         |        |
|    | Core – X    |  |                          |         |        |
| V  | Core – XI   |  |                          | DSE – 1 |        |
|    | Core – XII  |  |                          | DSE – 2 |        |
| VI | Core – XIII |  |                          | DSE – 3 |        |
|    | Core – XIV  |  |                          | DSE – 4 |        |

Sec – 1 : To be offered by English Department

Sec – 2 : This is a subject specific skill to be offered by the respective Department

| B. Sc.         |      |      | B.A.    |      |      | B. Com.            |
|----------------|------|------|---------|------|------|--------------------|
| I /II Semester | GE-1 | GE-2 | CC      | GE-1 | GE-2 | COM                |
| Phy(P)         | C    | M    | Eng(H)  | LIH  | IP   | CC:FA              |
| Chem(H)        | P    | M    | Odia(H) | LIH  | IP   | CC:BL              |
| Math(H)        | P    | C    | Hist(H) | IE   | IP   | GE – 1, Micro Eco. |
| Bot(H)         | Z    | C    | Pol(H)  | LIH  | IE   | GE – 2, Busi. Sta. |
| Zool(H)        | B    | C    | Econ(H) | LIH  | IP   |                    |

LIH- Land Mark of Indian History

IE- Indian Economy

IP- Indian Polity

| SEMESTER | COURSE | COURSE NAME | CREDITS |
|----------|--------|-------------|---------|
|----------|--------|-------------|---------|

|     |            |  |                       |     |
|-----|------------|--|-----------------------|-----|
| I   | 4 Papers   | Ability Enhancement Compulsory Course - I  | EVS                   | 2   |
|     |            | Core Course - I                            |                       | 4/5 |
|     |            | Core Course – I Practical / Tutorial       |                       | 2/1 |
|     | 350 Marks  | Core Course –II                            |                       | 4/5 |
|     |            | Core Course – II Practical / Tutorial      |                       | 2/1 |
|     | 20 Credits | Generic Elective – I                       | GE-1(Minor)           | 4/5 |
|     |            | Generic Elective –I Practical / Tutorial   |                       | 21  |
| II  | 4 Papers   | Ability Enhancement Compulsory Course – II | MIL(O)                | 2   |
|     |            | Core Course – III                          |                       | 4/5 |
|     |            | Core Course – III Practical / Tutorial     |                       | 2/1 |
|     | 350 Marks  | Core Course –IV                            |                       | 4/5 |
|     |            | Core Course – IV Practical / Tutorial      |                       | 2/1 |
|     | 20 Credits | Generic Elective – 2                       | GE – 2 (Minor)        | 4/5 |
|     |            | Generic Elective –2 Practical / Tutorial   |                       | 2/1 |
| III | 5 Papers   | Core Course-V                              |                       | 4/5 |
|     |            | Core Course-V Practical/Tutorial           |                       | 2/1 |
|     |            | Core Course-VI                             |                       | 4/5 |
|     |            | Core Course-VI Practical/Tutorial          |                       | 2/1 |
|     | 450 Marks  | Core Course-VII                            |                       | 4/5 |
|     |            | Core Course-VII Practical/Tutorial         |                       | 2/1 |
|     | 26 Credits | Skill Enhancement Course-1                 | Communicative English | 2   |
|     |            | Generic Elective-3                         | GE-3(Minor1)          | 4/5 |

|            |   |                          |     |
|------------|---|--------------------------|-----|
|            | Generic Elective-3 Practical / Tutorial             |                          | 2/1 |
| IV         | Core Course-VIII                                    |                          | 4/5 |
|            | Core Course-VIII Practical/Tutorial                 |                          | 2/1 |
| 5 Papers   | Core Course-IX                                      |                          | 4/5 |
|            | Core Course-IX Practical/Tutorial                   |                          | 2/1 |
| 450 Marks  | Core Course-X                                       |                          | 4/5 |
|            | Core Course-X Practical/Tutorial                    |                          | 2/1 |
|            | Skill Enhancement Course-2                          | SEC-2                    | 2   |
| 26 Credits | Generic Elective-4                                  | GE-4(Minor2)             | 4/5 |
|            | Generic Elective-4 Practical / Tutorial             |                          | 2/1 |
| V          | Core Course-XI                                      |                          | 4/5 |
|            | Core Course-XI Practical/Tutorial                   |                          | 2/1 |
| 4 Papers   | Core Course-XII                                     |                          | 4/5 |
|            | Core Course-XII Practical/Tutorial                  |                          | 2/1 |
| 400 Marks  | Discipline Specific Elective-1                      | DSE-1                    | 4/5 |
|            | Discipline Specific Elective-1 Practical/Tutorial   | DSE-1 Practical/Tutorial | 2/1 |
| 24 Credits | Discipline Specific Elective-2                      | DSE-2                    | 4/5 |
|            | Discipline Specific Elective-2 Practical / Tutorial | DSE-2 Practical/Tutorial | 2/1 |
| VI         | Core Course-XIII                                    |                          | 4/5 |
|            | Core Course-XIII Practical/Tutorial                 |                          | 2/1 |
| 4 Papers   | Core Course-XIV                                     |                          | 4/5 |
|            | Core Course-XIV Practical/Tutorial                  |                          | 2/1 |
| 400 Marks  | Discipline Specific Elective-3                      | DSE-3                    | 4/5 |

|                      |  |                             |            |
|----------------------|--|-----------------------------|------------|
| 24 Credits           | Discipline Specific Elective-3<br>Practical/Tutorial | DSE-3<br>Practical/Tutorial | 2/1        |
|                      | Discipline Specific Elective-4<br>Practical/Tutorial | DSE-4<br>Practical/Tutorial | 6          |
| <b>Total Credits</b> |  |                             | <b>140</b> |

1. University/Institute can add/delete some experiments of similar nature in the laboratory papers.
2. The size of practical group for practical papers is recommended to be 12-15 students.
3. College can add up to 20 additional credits if required. For Example, if a certificate course in Vocational subjects is to be taken, 18 credits can be added.

### **Draft Model Regulation for Under Graduate Programme**

**(BA/B. Com/B.Sc.)**

**To be followed by Berhampur University**

(Applicable to Autonomous Colleges/Affiliated Colleges/DDCE)

#### **1. Eligibility:**

- 1.1. Higher Secondary / +2 / Senior Secondary or any other equivalent examination passed from a board / council established by the Govt. of India or any State Govt or any other equivalent examination recognized by central board of secondary education / council of higher secondary education, Govt. of Odisha / Dept. of Higher Education / Dept of Industry or any other department of Govt. of Odisha or Utkal University. Those joining B.Sc. programme must have passed the above examination under the faculty of science/Technology/Engineering/Pharmacy etc. There shall be no such restriction for joining BA/B. Com stream.
- 1.2. Students ordinarily may be selected for admission through Entrance test. Group Discussion and personal interview and a combination of these with due weightages to career to be decided by the Autonomous college or Director. Higher Education DDCE would admit students on first come first serve basis. The Govt. of Odisha may lay down admission process for colleges under its control.
- 1.3 Admission Policy would be decided by the Academic Council of the respective Autonomous colleges.
- 1.4 Directorate of Distance & Continuing Education would decide its own admission policy.

## **2. Duration:**

- 2.1. At least three years of six semester in to two. In case of professional courses, the duration may be more as per the direction of regulatory bodies established under Law.
- 2.2. Odd semester is from June to December (i.e., 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>) semester, The examination shall be held normally in the month of November – December.
- 2.3. Even semester is from January to June (i.e., 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>) semester. The examination shall be held normally in the month of May-June. However, the Final semester shall be conducted in April and result shall be published by end of May.
- 2.4. A student would be required to complete the course within six academic years from the date of admission.
- 2.5. A student may opt for fast track of completing all the six semesters in two years provided she/he has at least 2 years industry/ organizational experience after +2. Such permission would be granted at the discretion of the principal of the autonomous college and DDCE . This clause shall not be applicable to affiliated non autonomous colleges.

## **3. Compulsory Registration for 1<sup>st</sup> Semester**

- 3.1 Registration for 1<sup>st</sup> semester is compulsory. A candidate admitted to +3 course but not registered for 1<sup>st</sup> semester examination his/her admission will be automatically cancelled.
- 3.2 A candidate may take a blank semester: A blank semester has to be clubbed with next Odd or Even semester as the case may be i.e., 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup>/1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup>. The hostel policy for blank semester is to be decided by colleges as per their suitability. Hostel accommodation cannot be claimed as a right for blank semester. (Blank semester is not to be confused as repetition due to failure).
- 3.3 75% attendance for non DDCE students is a requirement for being eligible to appear at examination up to 15% waiver may be granted by the college principal at discretion on health ground or participation in sports cultural activities NCC and NSS activities etc.
- 3.4 A student may clear backlog papers within 6 years. Improvement if any has to be completed within 4 years.



- 3.5 A student may register for extra credit i.e. register for additional papers under the same faculty or outside the faculty under an autonomous college or DDCE provided they are in a position to facilitate such teaching.

#### 4.Weightage Distribution (Percentage) for Evaluation:

##### Paper with Practical:

| Mid-term | Term End | Practical | Total |
|----------|----------|-----------|-------|
| 15       | 60       | 25        | 100   |

##### Paper without Practical:

| Mid-term | Term End | Total |
|----------|----------|-------|
| 20       | 80       | 100   |

##### Dissertation / Projects:

| Identification of Problem | Review of Literature | Methodology | Findings | Analysis | Viva Voce | Total |
|---------------------------|----------------------|-------------|----------|----------|-----------|-------|
| 10                        | 10                   | 10          | 25       | 25       | 20        | 100   |

For the non-autonomous college and DDCE unit tests, quizzes, presentation, seminar etc. may not be introduced immediately.

#### 4. Grading System:

| Grade       |     | Marks Secured from 100 | Points |
|-------------|-----|------------------------|--------|
| Outstanding | ‘O’ | 100-90                 | 10     |
| Excellent   | ‘E’ | 89-80                  | 9      |
| Very Good   | ‘A’ | 79-70                  | 8      |
| Good        | ‘B’ | 69-60                  | 7      |
| Fair        | ‘C’ | 59-45                  | 6      |
| Pass        | ‘D’ | 44-33                  | 5      |
| Failed      | ‘F’ | Below 33               | 0      |

N.B. A candidate has to secure Grade-D or above to pass in each of the papers.

5.2. A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

5.3. A student level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as

SGPA – Semester Grade Point Average

CGPA – Cumulative Grade Point Average

(a) POINT – equivalent of each letter grade.

(b) CREDIT – Signifying the relative emphasis of individual course items in a semester as indicated by the course structure and syllabus.

CREDIT POINT – (b) X (a) for each course item

CREDIT INDEX –  $\Sigma$ CREDIT POINT of course items in

GRADE POINT AVERAGE –  $\frac{\text{CreditIndex}}{\Sigma\text{Credit}}$  for a semester

CUMULATIVE GRADE POINT AVERAGE(CGPA) =  $\frac{\text{CreditIndex of all previous semester}}{\Sigma\text{Credit}}$  upto a semester

(c) A student in order to retain honors has to secure Grade C and above in each of the core papers. Further in order to obtain distinction a student has to secure Grade C in all the paper in 1<sup>st</sup> appearance.

5.4. In addition to the points marks / percentage would also be awarded and shall also be reflected in the mark sheet.

5.5. The details of grading system shall be printed on the backside of University of Mark Sheet.

## **5. Repeat Examination:**

6.1. A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent semester examinations within six years from the date of admission.

6.2. A student may appear improvement(repeat) in any number of papers in the immediate subsequent examination. The higher marks shall be retained.

6.3. Improvement has to be completed with 4 years from the date of admission.

## **7. Hard Case Rule:**

- 7.1. 2% of grace mark on the aggregate mark subject to maximum of 5 mark in single paper shall be given. This shall be applicable in each semester.
- 7.2. 0.5 grace mark can be given for award of B Grade in each semester provided under 6.1 has not been awarded.

**8. Examination Questions Pattern (Suggestive):**

8.1. For subject without having practical full marks are 100 per paper out of which 20 marks is allotted for mid semester examination(internal) and 80 marks for end semester examination.

The question papers shall be divided into two parts such as Group A and Group B.

Group A will carry 10 short questions of two marks each. The answer should be within two sentences.

There shall be 4 long type question in Group – B and all questions shall be of equal value.

For subjects with practical full marks are 100 per paper out of which 15 marks allotted for mid semester examination.

60 is for end semester examination and 25 is for practical.

The question papers shall be divided into two parts such as Group A and Group B.

Group A will carry 10 short questions of one mark each and the answer should be within two sentences.

There shall be 4 questions carrying 15 marks each.

Practical will carry 25 marks out of which 05 will be for records.

a. Model answers should be between 700-1000 words.

9. Each Dept. shall have a designated teacher in charge of examination to be decided by principal in addition to the controller of examinations of the college (applicable to autonomous colleges).
10. The evaluation would be sole responsibility of teacher offering the course.

11. Suitable modifications may be made by the autonomous colleges keeping in view of the UFC guideline for autonomous colleges. University guidelines from time to time and state govt. guidelines from time to time.

- **Broad Principles of Credit Transfer:**

- There should be a small group to consider all cases of credit transfer.

The group should consist of the following

Chairman – P.G Council (for university affiliated colleges)/Director, DDCE for DDCE/ Principals of the Autonomous College.

Convener– Dy. Controller of examination for University affiliated colleges.

– Faculty member of DDCE for DDCE, controller of Examination of respective autonomous colleges for autonomous colleges.

Members – Four teachers to be nominated by the chairman.PG Council/ Director

Waiver for courses covered under other colleges not withstanding differences in detailed course can be granted. Papers which one has not studied even though they are prescribed for earlier semesters can be covered by the students.

- **Other Broad Principles:**

Students transferred after 1<sup>st</sup> semester examination cannot be given position or medal under autonomous colleges. Students who have failed/remained absent/ appeared for improvement shall not be eligible for university gold medal or rank students who have been granted credit waiver under credit transfer system can't be awarded gold medal or position.

## **2. HIGHER SECONDARY COURSES**

The college is affiliated to the council of higher secondary education (Odisha) for the purpose of preparing the students for the +2 Arts, +2 Science, +2 Commerce Examinations.

### **Higher Secondary Course in Arts (256 Seats)**

|                              |   |  |
|------------------------------|---|--|
| Compulsory Subjects          | : | English  |
|                              | : | MIL (Odia)   |
|                              | : | Environmental Education, Yoga  |
| Elective Subjects (Any Four) | : | Economics, History, Logic, Mathematics, Odia, Political Science, IT, Tourism |

### **Higher Secondary Course in Commerce (256 Seats)**

|                     |   |                                |
|---------------------|---|--------------------------------|
| Compulsory Subjects | : | English                        |
|                     | : | MIL (Odia)                     |
|                     | : | Environmental Education, Yoga. |

|                              |   |  |
|------------------------------|---|--|
| Elective Subjects (Any Four) | : | First Elective – Accountancy                       |
|                              | : | Second Elective – Business Studies and Management. |
|                              | : | Third Elective – Business Mathematics & Statistics |
|                              | : | Fourth Elective – Salesmanship and FE/CAC.         |

### **Higher Secondary Course in Science (256 Seats)**

|                              |   |  |
|------------------------------|---|--|
| Compulsory Subjects          | : | English                                  |
|                              | : | MIL (Odia)                               |
|                              | : | Environmental Education, Yoga.           |
| Elective Subjects (Any Four) | : | First Elective – Physics                 |
|                              | : | Second Elective – Chemistry              |
|                              | : | Third Elective – Mathematics or Biology  |
|                              | : | Fourth Elective – Biology or Mathematics |

### **N.B.:**

1. The duration of the course is two years. The courses are divided into two parts – 1<sup>st</sup> year and 2<sup>nd</sup> year. The college will conduct one examination at the end of first year basing upon the examination at the end of 2<sup>nd</sup> year basing upon the courses meant for that year alone.
2. A student may take MIL (Hindi/Telugu/Bengali/Urdu) for which there is no teaching provision.
3. CHSE (O) may in special circumstances permit a candidate to offer alternative English in lieu of MIL stating reasons.
4. A student is required to refer to the course of studies published by the CHSE(O) for further details.

### **3. REGISTRATION OF NAMES**

Every student of degree classes is ipso facto a registered student of Berhampur University and every student of Higher Secondary Education course is ipso facto a registered student of the Council of Higher secondary education, Odisha. This registration is essential for permission to sit for examinations conducted by the University/Council.

### **4. ATTENDANCE AT LECTURES AND PRACTICAL**

Each year a student is required to attend in each subject a minimum of 75% lectures (Practical calculated separately) in order to be eligible for promotion to the next higher class or for being sent up for the Degree / Higher Secondary Examination.

### **5. TIME TABLE**

Time table, Identity card and Library card are provided to the students at the beginning of the academic session. Students are required to collect these from the office counter / library counter.

#### 6. **ADMISSION**

+2 e-Admn. Code – 11321101

+3 e-Admn. Code – 11321302

Admission in the college cannot be claimed as a matter of right and may be refused by the principal without assigning reasons to the candidates.

Conduct of the candidates shall be an important factor in deciding the prayer for admission to the college.

#### **ELIGIBILITY**

The eligibility for admission into +3 Arts/Science/Commerce stream is as follows:

1. **Arts:** Should have passed +2 Science/Arts/Commerce or its equivalent
2. **Science:** Should have passed +2 science or its equivalent.
3. **Commerce:** Should have passed +2 science /Arts /Commerce or its equivalent.

The eligibility for admission into +2 H.S 1<sup>st</sup> year Arts/Commerce/Science is as follows: -

1. Arts/Science/Commerce: Should have passed HSC (BSE Odisha) or CBSE(Delhi) or ICSE (New Delhi) or its equivalent examination run by any other Board/University. Date line of admission is decided by the DHE Odisha.

#### 7. **RESERVATION OF SEATS**

Out of the total number of sanctioned strength in each class of +2/+3/PG Wing for Schedule Caste, for Schedule Tribe, 2% for Burma Repatriates, 5% for Odia students living in neighboring state, 1% for children of serving defence personnel, 2% for Children/ Grandchildren of Sahid Soldiers/Swadhinata Sangramee. The students are required to mention their reserve category for seat in their admission application form.

#### 8. **WEIGHTAGE FOR ADMISSION**

(Over and above the aggregate marks secured by them in qualifying examination).

- |                        |   |     |
|------------------------|---|-----|
| 1. NCC 'A' Certificate | - | 5%  |
| NCC 'B' Certificate    | - | 10% |



|    |                                |   |     |
|----|--------------------------------|---|-----|
| 2. | All India level NCC Activities | - | 5%  |
| 3. | Sports – National Level        | - | 10% |
|    | State Level                    | - | 5%  |
| 4. | NSS – National Level           | - | 7%  |
|    | State Level                    | - | 5%  |
|    | University Level               | - | 3%  |
| 5. | President's Scout/Guide        | - | 10% |
| 6. | Rajya Puraskara                | - | 5%  |

Total Weightage available is limited to 10%. For details refer admission instructions and prospectus prescribed by the Dept. of Higher Education, Odisha.

## **9. IDENTITY CARD**

- i) Each student of the college is issued with an identity card to testify the holder's status as a student of Government Science College, Chatrapur. Students should be in possession of their identity cards whenever they are inside the college campus. Identity cards must be produced as and when called for. Anyone who fails to produce the identity card on demand shall be treated as a trespasser.
- ii) Loss of identity card must be reported to the principal immediately.
- iii) A duplicate identity card may be issued to the student who loses the original identity card on payment of fees of Rs. 40/- and an affidavit to the effect.
- iv) The second year and final year students should renew their identity cards every year till they attend the classes as regular students.

## **10. PERMISSION TO VISIT OUTSIDE**

- i) When a team of students is deputed by the college to go outside Chatrapur members of the team and guide accompanying the team must obtain permission from the principal before their departure from Chatrapur.
- ii) A GROUP OF STUDENTS WITH GUIDE OR WITHOUT GUIDE (Students or teacher) going outside the campus/town for any purpose, without prior permission from the principal on any date will be considered as the unauthorized absence and college authority will no way be held responsible for any type of happenings. As it violates the conduct rule of both students and the guide, stringent action will be taken against them.

## **11. PARTICIPATION IN COLLEGE ELECTION**

Students have the right to participate in elections of various societies in conformity with the constitution of those societies, but in no circumstances, they

should indulge in party or group politics, which will be detrimental to academic interests. Election shall be conducted as per Lingdo Commission Report.

## **12. Conduct inside the class room**

A Student should behave in the class room in a disciplined manner and be attentive to the lecture, in no circumstances shall the teaching be interrupted by any student in class room.

## **13. Concerted absence**

Concreted absence without leave for one or more days on the part of the students is a serious breach of college discipline.

## **14. Absence during college examination**

A student who absents himself/herself from college examinations without obtaining permission from the principal shall be penalized. Willful absence from college examination may cause a detention in the same class.

## **15. Participation in extracurricular activities**

- i) Students are expected to participate, in the extracurricular activities of the College but in all meetings and cultural functions they should conduct themselves with decency and decorum. The unusual behavior of any student on such occasion shall be considered as an act of gross indiscipline.
- ii) Students should not leave the hall in the midst of any College meeting unless it is unavoidable.

## **16. Payment of college fees and other dues**

- i) Fees are received in the College office on the dates fixed for collection of fees.
- ii) If a student fails to pay tuition fees and other dues on the scheduled date his name shall be struck off.
- iii) For re-admission he shall be required to pay a usual admission fee as re-admission fees. The principal may in exceptional circumstances, exempt the readmission fee.
- iv) College tuition fee and other charges, if any, for the remaining months of the academic session will be realized from a student before he is allowed to fill up the Application form for University / Council Examination.

- v) Declaration of the results of the Annual / Test Examination will be withheld in case of nonpayment of college dues / Library dues / NCC / NSS / Games dues.

#### **17. Transfer certificate**

- i) A Transfer / College Leaving may be issued to a student on payment of all dues and on production of clearance certificate from all concerned. The opinion of the Proctor will be taken into consideration while recording remarks about the student.
- ii) A duplicate Transfer Certificate may be issued to a student on furnishing an undertaking in writing to the effect that the original T.C. was not used for securing admission into any educational institution and on payment of a fee of Rs.3/- only. The student should also submit an affidavit mentioning the circumstances in which the original T.C. was lost and reason of present need of duplicate T.C. and where to be produced. Duplicate T.C. cannot be issued with incomplete affidavit.

#### **18. Rules to be strictly adhered**

- i) Spitting on the walls, pillars or doors of the College is strictly prohibited.
- ii) Scribbling, pasting placards or posters and disfiguring college walls will be viewed seriously.
- iii) Tampering with light and fan switches and fittings is a serious offence.
- iv) Displacing or damaging furniture in the classroom is strictly forbidden.
- v) Loitering on the verandah or in front of classroom is prohibited.
- vi) Student shall not enter the College, Account Section, Staff Common Room or Principal's Room without permission.
- vii) Cycles must be padlocked and kept in the place specified for cycle parking. Cycles should not be kept on the College verandahs or corridors.
- viii) Students should stand in a queue while transacting business at the Library and Office Counters.
- ix) No student should tamper with the notices displayed on the Notice Board. He may be the one to miss the notice next time.
- x) Student should prove themselves worthy of their Alma mater, the community and the country.
- xi) Student should come with proper uniform & valid Identity Card, which she/he should produce as and when required.

## 19. Dress Code

| +2    |       |            | +3    |       |      |  |  |
|-------|-------|------------|-------|-------|------|--|--|
| Boys  | Girls |            | Boys  | Girls | PG   |  |  |
| Pant  | Blue  | Blue       | Pant  | Blue  | Pink |  |  |
| Shirt | Green | Che<br>cks | Shirt | Pink  | Blue |  |  |

**N.B.:** Student must come with proper uniform.

## 20. Library Rules:

Available in detail in the Library / Reading Room.

## 21. Proctorial System

Proctorial system has been introduced for development of intimate relationship between the students and teachers and for timely guidance and advice in academic and other matters. Under this system a batch of sixteen to twenty students are entrusted to the charge of a teacher whom the students meet to put forth their difficulties or for advice.

The student shall furnish the required information to the Proctor for the maintenance of the Proctorial record. No student shall ordinarily leave the headquarters without informing the Proctor.

No help from any source or any other form of assistance will be given to student unless recommended by the Proctor. The promotion in the college examinations and the issue of the final conduct and transfer certificate from the College will also be based on proctorial record of a student during the period of his/her study in the College. Information about classes and other matters in respect of every student is sent to the guardian from time to time and also shown on the notice board.

Any adverse report against a student by the Proctor will be seriously viewed.

## 22. Fees and Subscriptions

### A. College Fees:

Tuition fees are collected on dates notified every month. Tuition Fees for various classes are as follows:

|                           |                    |
|---------------------------|--------------------|
| +2 Arts & Commerce        | Rs.08.00 per month |
| +2 Science                | Rs.09.00 per month |
| +3 Arts & Commerce (Pass) | Rs.09.00 per month |
| +3 Arts (Hons.)           | Rs.10.00 per month |
| +3 Science                | Rs.10.00 per month |
| +3 Science                | Rs.11.00 per month |
| P.G.                      | Rs.12.00 per month |

### **B. Default Fine:**

If a student fails to pay his dues before the end of the month on the notified date, his name shall be struck off from the college roles on the first day of the next month for nonpayment of fees. No attendance is admissible to a student until he/she is readmitted, even if his/her name inadvertently continue in the register. For readmission, a student is required to pay, in addition to the dues for the month, the usual the usual admission fee and a fee of Rs. 1/- for re-entry of name. The Principal may, in exceptional circumstances, exempt the readmission fee.

### **C. Sessional charges at the time of admission:**

At the beginning of every academic session a student will have to pay personal charges as detailed below.

|  |   |           |
|--|---|-----------|
| 1. Abstract of attendance Fee  | - | Rs. 01.00 |
| 2. Athletics Association Fees (College)                                | - | Rs.15.00  |
| 3. Calendar Fee  | - | Rs. 06.00 |
| 4. College Examination Fee (Except P.G. Students)                      | - | Rs.20.00  |
| 5. a) Courses of studies of CHSE(O) - Commerce                         | - | Rs. 10.00 |
| b) Courses of studies of CHSE Science /Arts                            | - | Rs. 15.00 |
| 6. College Magazine Fee  | - | Rs.15.00  |
| 7. Commemoration Celebration Fee                                       | - | Rs. 02.00 |
| 8. Commerce Society Fee (for Commerce Students only)                   | - | Rs.05.00  |
| 9. Common Room Fee   | - | Rs.06.00  |
| 10. Cultural Assn./Student's Union Fee                                 | - | Rs. 09.00 |
| 11. Day Scholar's Association Fee                                      | - | Rs.02.00  |
| 12. Drama and Music Society Fee  | - | Rs.10.00  |
| 13. Faculty Improvement Fee  | - | Rs.05.00  |
| 14. Fee for Furniture Maintenance                                      | - | Rs. 05.00 |
| 15. Identity Card Fee (For fresh admission case)                       | - | Rs.35.00  |
| 16. Youth Red Cross Fee  | - | Rs.10.00  |
| 17. Laboratory Deposit (Non – refundable) (For fresh admission case) - |   | Rs.40.00  |
| 18. Library Deposit (Non – refundable) (For fresh admission case) -    |   | Rs.10.00  |

|   |   |           |
|---|---|-----------|
| 19. Printing of Timetable                           | - | Rs.06.00  |
| 20. Proctorial Fee                                  | - | Rs. 04.00 |
| 21. Reading Room Fee                                | - | Rs.06.00  |
| 22. Science Society Fee (For Science Students only) | - | Rs. 05.00 |
| 23. Seminar Fee (For Honours Students only)         | - | Rs.06.00  |
| 24. Social Service Guild Fee                        | - | Rs. 02.00 |
| 25. Student's Aid Fund                              | - | Rs.01.00  |
| 26. Student's Safety Insurance                      | - | Rs.02.00  |
| 27. Teacher's Welfare Fund                          | - | Rs.01.00  |
| 28. Flag Day  | - | Rs. 02.00 |
| 29. N.C.C. Fund                                     | - | Rs.01.00  |
| 30. Cycle Shed                                      | - | Rs.40.00  |
| 31. Indian Red Cross                                | - | Rs.10.00  |
| 32. Scout and Guide                                 | - | Rs. 12.00 |
| 33. EMH (CHSE)                                      | - | Rs.150.00 |
| 34. Medical Aid Fee                                 | - | Rs.05.00  |
| 35. Syllabus Fee                                    | - | Rs.05.00  |

**D. Additional Fees:**

**i) For higher Secondary Course (+2 Wing)**

- a) Admission Fee an amount equal to monthly tuition fee
- b) Tuition Fee for June, July and August.
- c) Sessional Charges (as mentioned in B above)

|   |   |           |
|---|---|-----------|
| d) Registration Fee   |   |           |
| i) For students passing from B.S.E., Odisha                                 | - | Rs.50.00  |
| ii) For students passing from Boards/<br>Councils other than B.S.E., Odisha | - | Rs.120.00 |
| iii) Recognition Fee  | - | Rs.30.00  |
| e) Student's Aid Fund   | - | Rs.10.00  |
| f) Sports Fee & Literary Fee (Board) / CHSE                                 | - | Rs.120.00 |
| g) Late Admission Fee   | - | Rs.20.00  |
| h) Medical Aid  | - | Rs.05.00  |
| i) Issue of Original (Pass) Board Certificate                               | - | Rs.30.00  |
| j) +2 Addl. Centre Charge   | - | Rs.50.00  |
| k) Academy Fees   | - | Rs.45.00  |
| l) Social Service   | - | Rs.10.00  |



|                            |   |          |
|----------------------------|---|----------|
| m) Out of CHSE Regd. Fee   | - | Rs.20.00 |
| n) Syllabus Arts / Science | - | Rs.20.00 |
| o) Syllabus Commerce       | - | Rs.15.00 |

**ii) For Degree Course**

|   |   |           |
|---|---|-----------|
| a) Admission Fee an amount equal to monthly tuition fee |   |           |
| b) Tuition Fee for June, Aug, Sept., Oct., and Nov.     |   |           |
| c) Sessional Charges (as mentioned in B above)          |   |           |
| d) Registration and Recognition Fee                     | - | Rs.60.00  |
| Passing From other university / Board                   | - | Rs.50.00  |
| e) Student's Aid Fund                                   | - | Rs.02.00  |
| f) Sports Fee (University)                              | - | Rs.30.00  |
| g) Late Admission Fee                                   | - | Rs.100.00 |
| h) Cultural Fees  | - | Rs.20.00  |
| i) Migration Fee (Late Submission)                      | - | Rs.500.00 |

**iii) For KCU Degree Course**

Tuition Fees Rs.11/- p.m. for Science students and Rs.10/- p.m. for Arts and Commerce students.

|   |   |           |
|---|---|-----------|
| University Regd. Fees                   | - | Rs.200.00 |
| Course of Study                         | - | Rs.10.00  |
| Day Scholar's Association               | - | Rs.02.00  |
| Cycle Token                             | - | Rs.45.00  |
| Class Exam Fees                         | - | Rs.20.00  |
| Identity Card Fees                      | - | Rs.40.00  |
| Medical Fees                            | - | Rs.05.00  |
| S.S.G.                                  | - | Rs.02.00  |
| Abstract of Attendance                  | - | Rs.01.00  |
| Proctorial Fees                         | - | Rs.04.00  |
| College Calendar                        | - | Rs.15.00  |
| Laboratory Fees (Only Science Studnets) | - | Rs.20.00  |
| University Sports                       | - | Rs.100.00 |
| Scouting                                | - | Rs.12.00  |
| Games Fees                              | - | Rs.25.00  |
| Faculty Fees                            | - | Rs.05.00  |
| Student Aid Fund                        | - | Rs.01.00  |
| Library Fees                            | - | Rs.10.00  |
| Reading Room                            | - | Rs.06.00  |
| Dramatic Club                           | - | Rs.15.00  |
| Magazine Fees                           | - | Rs.30.00  |

|   |   |           |
|---|---|-----------|
| Youth Red Cross                           | - | Rs.10.00  |
| Sahitya Samaj                             | - | Rs.05.00  |
| Time table & Lesson Plan                  | - | Rs.06.00  |
| Teacher's Welfare Fund                    | - | Rs.01.00  |
| Science Society (Only Science Students)   | - | Rs.05.00  |
| Commerce Society (Only Commerce Students) | - | Rs.05.00  |
| S.S.I.S.                                  | - | Rs.02.00  |
| Annual Day Conference                     | - | Rs.02.00  |
| Development Fees                          | - | Rs.250.00 |
| Internal Assessment Fees                  | - | Rs.100.00 |
| Cultural                                  | - | Rs.40.00  |
| N.C.C.                                    | - | Rs.05.00  |
| N.S.S.                                    | - | Rs.10.00  |
| Seminar                                   | - | Rs.16.00  |
| Other Board                               | - | Rs.201.00 |
| Flag Day                                  | - | Rs.02.00  |
| IRCS                                      | - | Rs.10.00  |
| SAP                                       | - | Rs.01.00  |
| Com Celebrate                             | - | Rs.02.00  |
| K. University Foundations                 | - | Rs.50.00  |

N.B. I – Development Fees for +2/+3/P.G. whole academic session.  
Means – 1<sup>st</sup> Yr, 2<sup>nd</sup> Yr, 3<sup>rd</sup> Yr, V yr, VI yr. respectively.

II – Rs.250/- shall be collected every year from each student towards college development fees.

**e) Exemption from Payment of Tuition Fee & Admission Fee**

- i) Students belonging to Scheduled Castes & Scheduled Tribes are exempted from payment of tuition fees.
- ii) Women students and blind students are exempted from payment of tuition fees.
- iii) For the children of Government servants who die in harness, exemption from payment of tuition fee may be granted subject to satisfactory progress.
- iv) Children of Government servants should be exempted from payment of readmission fee and transfer fee consequent upon the transfer of their parents from one place to another during the middle and at the beginning of the academic year.

## **23. SCHOLARSHIP, STIPENDS & FINANCIAL AIDS**

### **A) SCHOLARSHIP & STIPEND**

The following scholarships and stipends are available to eligible students studying in this college. Details can be had from the officer – in – charge of scholarship.

#### **i) National Scholarship**

It is awarded on the basis of merit in the Annual H.S.C. Examination. Ordinarily students who have secured 70% or more marks in aggregate at H.S.C. Examination are likely to win this scholarship. The annual income of parents should not exceed Rs.6,00,000/-.

#### **ii) National Loan Scholarship**

50% of marks in the qualifying (H.S.C. / C.H.S.E.) Examination with the annual income of parents not exceeding Rs.6000/- renders a student's eligible to apply for National Loan Scholarship.

#### **iii) Senior College Merit Scholarship**

Awarded to the student of Degree Classes on the basis of C.H.S.E. Examination marks (at least 50%). The value of the Scholarship is Rs.50/- per month.

#### **iv) Junior College Merit Scholarship**

Awarded on the basis of results of H.S.C. Examination. Students securing at least 60% of marks are eligible to apply. The value of the Scholarship is Rs.40/- per month.

#### **v) Post Matric Scholarship For SC & ST Students**

Stipends are given to the S.C. and S.T. students by the T.R.W. Department, Government of Odisha, provided they are not employed.

#### **vi) Stipend to Children of Freedom Fighters**

Awarded on the basis of annual H.S.C. and annual CHSE Examination to the bonafide child, stepchild or adopted child of a freedom fighter / bonafide refugee from Pakistan permanently residing in the State of Odisha and grandchildren through predeceased sons.

#### **vii) Scholarship for Teacher's Children**

Awarded to the children of Primary Teachers, High School Teachers and Secondary School Teachers and Secondary School Teachers on the basis of results at the H.S.C. Examination. The annual income of parents shall not exceed Rs.25,000/-.

#### **viii) Stipend for Physically handicapped Students**

These are awarded to lame, deaf and orthopedically handicapped students whose age is between 17 to 30 years. The students must have secured at least 40% of total marks in H.S.C. Examination for eligibility.

**ix) Concessions to Children of military Personnel**

Educational concessions are given by Govt. of Odisha to the children of military personnel (Army / Air Force / Navy) and paramilitary personnel (B.S.F. / T.A./O.S.A.P.) who were killed / permanently disabled / declared missing during Indo – Chinese hostilities of 1862, Indo-Pak wars 1965 and 1971 and Defence Personnel of IPKF in Srilanka.

**x) Hindi Scholarship**

Every Year Govt. of India awarded 119 scholarships to students for non – Hindi speaking states for post matric studies in Hindi. Students continuing the studies in +2 and +3 classes are eligible to apply subject to the condition that they have passed previous examination taking Hindi as a subject and Hindi should have been taken as one of their subjects in present course of study. Students passing compartmentally are not eligible.

**N.B.:** Student can avail any one scholarship at a time. If she/he will select for more than one scholarship, she/he must inform this matter in proper time.

**B) FREE STUDENTSHIP**

1. Free studentship is awarded every year to poor and meritorious students to the extent of 12.05% of the total number of students on the rolls of college on the basis of recommendation of Free Studentship.
2. Full free studentship is awarded to a student whose parent / brother is serving in the Army. For such help the concerned student has to produce certificate from the Commanding Officer.

**C) AIDS FROM SOCIAL SERVICE GUILD AND STUDENT AID FUND**

Poor and meritorious students are given financial assistance from Social Service Guild and Student's AID Fund for payment of tuition fees, payment of examination fees, purchase of books etc. on the basis of recommendations of respective committees.

## **24. Examination**

### **A) THE ODISHA CONDUCT OF EXAMINATION ACT 1988**

An act to provide for penal action for adoption of unfair means at certain examination held in the state and other matters connected therewith.

\*Available in the Examination Section for details

### **B) COLLEGE EXAMINATION**

1. The College conducts 1<sup>st</sup> Terminal & Annual Examination for students of 1<sup>st</sup> year Higher Secondary and Pre-Test and a Test Examinations for students of 2<sup>nd</sup> Year Higher Secondary, 1<sup>st</sup> year Degree, 2<sup>nd</sup> Degree and 3<sup>rd</sup> year Degree classes. The First Terminal and the Pre-Test Examinations are held either before or after the Puja Vacation. The Test Examination is held in December and the Annual Examination is held in April-May. Besides, Periodical Tests are conducted by the Departments for Honours Students.
2. College examination are important as Council / University examination and on no account should these examinations be avoided or treated lightly. Students of +3 1<sup>st</sup> year, 2<sup>nd</sup> year and +2 1<sup>st</sup> year, 2<sup>nd</sup> year streams must appear at either in the 1<sup>st</sup> terminal or annual and pass in the said examination failing which they will not be promoted to the next higher class or to filling up University / C.H.S.E. Examination Form.
3. Request for appearing at college examinations will not ordinarily be entertained in exceptional circumstances an application for exemption from appearing at an examination, duly supported by a medical certificate in case of illness and recommended by the Proctor may be considered by the principal.
4. Absence from examination, without permission, will be penalized in a manner to be determined by the principal.
5. Permission to sit for the Council / University examination or promotion to the next higher class depends upon the performance of a student in the College examination, besides securing the requisite percentage of attendance and good – conduct.
6. Students will not be allowed to enter the examination hall half an hour after commencement of the examination.
7. No student will be allowed to leave the examination hall during the first hour of the examination.
8. Students must bring their Identity Cards with them when they appear at an examination.
9. Adoption of unfair means, misconduct and acts of indiscipline are serious offence and will render a student liable for punishment as the Principal may deem fit.

### **C) UNIVERSITY EXAMINATIONS**

All students and staff of the college are members of the Planning Forum. The principal is the Ex-Officio President and Head of the Department of Economics is the Chairman of the Forum. The Secretary of the Planning Forum is nominated by the President.

### **FUNCTIONS**

To organize meetings, seminars and symposia on planning.

### **25. OUR PUBLICATIONS**

#### **A) THE COLLEGE MAGAZINE**

The College Magazine, entitled "RUSHIKULYA" is published annually. Articles written by student and members of staff find a place in the College Magazine.

All contributions to the magazine must be original and must have actually been written by the contributors since our aim is to explore and encourage the potentialities of matters. Selection of articles for publication by the Board of Editors is final.

#### **B) THE COLLEGE CALENDAR**

The College Calendar is a comprehensive collection of useful information pertaining to the College. It serves as a hand book for the students.

#### **C) WALL MAGAZINES AND PERIODICALS**

These are maintained / published by different Graduate and Post Graduate department.

### **26. NATIONAL CADET CORPS**

The N.C.C. in this College functions in two separate wings. The Army Wing (infantry and the Naval Wing, students interested to join in N.C.C. may contact the concerned N.C.C. Officer.

### **27. NATIONAL SERVICE SCHEME**

Three N.S.S. units each with an enrollment capacity of 50 students, directly controlled by the Berhampur University, function in the college students with an aptitude for social service are enrolled as N.S.S. volunteers at the beginning of the academic session. A member of the teaching staff acts as the Programme Officer for each N.S.S. unit, each unit has adopted certain villages as its area of operation and conducts special campus during vacations.

### **28. YOUTH RED CROSS SOCIETY.**

A Red Cross Society functions in this college under the supervision of a Counselor nominated by the principal from amongst the members of teaching staff.

Membership of Society is open to all the students of the College who desire to participate in its programme of activities.

### **29. THE PLANNING FORUM**

- i) There is a Planning Forum in this College. The main aim of this Forum is to spread plan consciousness among the students and through them in the community.
- ii) To organize education trips, socio economic surveys and community welfare work.
- iii) To make students aware of the implications of planning.
- iv) To seek suggestions from enlightened sections of the public, member of the staff and students.
- v) To assist the Planning Commission in various ways such as starting small savings drive.
- vi) To make humble efforts to make planning a success.

### **30. LIST OF STAFF MEMBERS**

#### **GAZETTED**

PRINCIPAL I/C : Dr. PRAMOD KUMAR DWIVEDI

#### **DEPARTMENT OF BOTANY**

SRI MANORANJAN MAHARANA : ASSISTANT PROFESSOR (OES-I)  
SRI BASANTA PATTHAIK : ASST. STORE KEEPER  
SRI KSHETRABASHI NAYAK : SPECIMEN COLLECTOR

#### **DEPARTMENT OF CHEMISTRY**

Dr. RAMAKANTA SAMAL : ASSISTANT PROFESSOR (OES-I)  
Dr. LAXMI NARAYAN SAHOO : ASSISTANT PROFESSOR (OES-I)  
Dr. BISHNU PRASAD KAR : LECTURER(ADHOC)  
Dr. SUJATA MALLICK : LECTURER(ADHOC)  
Dr. TARUN KUMAR SAHU : JUNIOR LECTURER  
SRI BISWESWAR PATTHAIK : COMPOUNDING ASSISTANT  
SRI KISHORE KUMAR MAJHI : ASST. STORE KEEPER  
SRI RAGHUNATH REDDY : LABORATORY ATTENDANT  
SRI SAROJ NAYAK : PEON

#### **DEPARTMENT OF COMMERCE**

Dr PINKI RANI DEI : JUNIOR LECTURER  
Dr AMIT VERMA : LECTURER(ADHOC)  
MISS SUBHRA PANDA : LECTURER(ADHOC)  
SMT MILAN TAH : JUNIOR LECTURER

**DEPARTMENT OF PHYSICS**

|                           |   |                 |
|---------------------------|---|-----------------|
| Dr. BANA BIHARI PANIGRAHI | : | READER          |
| SRI SANTOSH KUMAR BEHERA  | : | JUNIOR LECTURER |
| SRI BUDHURAM SINGH        | : | JUNIOR LECTURER |
| SRI SURESH KUMAR BEHERA   | : | DEMONSTRATOR    |
| SRI SOURI PAIK            | : | LAB ATTENDANT   |

**DEPARTMENT OF ODIA**

|                       |   |                         |
|-----------------------|---|-------------------------|
| Dr SURACHITA PATTNAIK | : | LECTURER (ADHOC)        |
| Dr IMTIHAN SAHA       | : | LECTURER (ADHOC)        |
| Dr SANTILATA BEHERA   | : | JUNIOR LECTURER (ADHOC) |

**DEPARTMENT OF MATHEMATICS**

|                     |   |                 |
|---------------------|---|-----------------|
| SMT. DURGABALA TUDU | : | JUNIOR LECTURER |
|---------------------|---|-----------------|

**DEPARTMENT OF ECONOMICS**

|                     |   |                         |
|---------------------|---|-------------------------|
| SRI PRABHAKAR PADHY | : | JUNIOR LECTURER (ADHOC) |
|---------------------|---|-------------------------|

**DEPARTMENT OF POLITICAL SCIENCE**

|                    |   |                 |
|--------------------|---|-----------------|
| SMT S JYOTSHNA RAO | : | JUNIOR LECTURER |
|--------------------|---|-----------------|

**DEPARTMENT OF HISTORY**

|                         |   |                 |
|-------------------------|---|-----------------|
| Dr SOUBHAGYA KUMAR SAHU | : | READER          |
| Dr ARATI KUMARI PANDA   | : | JUNIOR LECTURER |

**DEPARTMENT OF ENGLISH**

|                      |   |                 |
|----------------------|---|-----------------|
| MISS SIBANI GANTAYET | : | JUNIOR LECTURER |
|----------------------|---|-----------------|

**DEPARTMENT OF ZOOLOGY**

|                       |   |                    |
|-----------------------|---|--------------------|
| SMT RAJABALA TRIPATHY | : | JUNIOR LECTURER    |
| SMT ANANDA RUKMINI    | : | JUNIOR LECTURER    |
| Dr MANASI RANI BISHOI | : | DEMONSTRATOR       |
| SRI JAGDISH SAHU      | : | LAB ATTENDANT      |
| SRI SANTANU RATH      | : | ASST. STORE KEEPER |

**NON - GAZETTED**

|                     |   |              |
|---------------------|---|--------------|
| SRI P. N. RAO       | : | SENIOR CLERK |
| SRI JYOTIRAJ BEHERA | : | JUNIOR CLERK |
| SRI P K CHOUDHURY   | : | LIBRARIAN    |
| SRI RAMA HARI BANA  | : | PEON         |
| SRI ALEKH SETHY     | : | MECHANICS    |

**GAMES AND SPORTS**



Dr. SUDHIR KANTA PANDA : PET

**OUTSOURCING STAFF**

SMT J KRISHNA KUMARI

SRI JITENDRA NAYAK

SRI NILAMADHABA NAYAK

SRI PRASANTA BEHERA

**ASSIGNMENT OF CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES  
FOR THE SESSION 2018-19**

- ❖ Names are not in order of seniority.
- ❖ This order supersedes all earlier orders in this regard and be implemented with immediate effect.

In addition to their normal duties and duties are to be assigned from time to time at the exigency of the college, the following employees of the college (Teaching and Non-teaching) have been assigned different types of duties/activities to perform with much devotion and dedication.

| <b>Sl. No.</b> | <b>NAME OF THE POST</b>        | <b>NAME OF THE OFFICER</b>                                |
|----------------|--------------------------------|---|
| 1              | Secretary, Staff Council       | (+3) Smt. Rajabala Tripathy<br>(+2) Shri Santosh Behera   |
| 2              | Administrative Bursar          | (+3) Shri Baruna Kumar Behera<br>(+2) Smt. Durgabala Tudu |
| 3              | Accounts Bursar                | Dr. Ramakanta Samal                                       |
|                | Associate Accounts Bursar      | Dr Laxmi Narayan Sahoo<br>(RUSA/NSS Fund/ YRC Fund)       |
|                | Hon. Associate Accounts Bursar | Dr Amit Verma   |
| 4              | Academic Bursar                | (+3) Dr B.P. Kar  |

|   |   |   |
|---|---|---|
|   |   | (+2) Shri Prabhakar Padhy   |
|   | IQAC : Co-Ordinator   | Dr B.P. Kar   |
| 5 | <b><u>+3 Academic Council</u></b><br>Dr B.P. Kar (Science) Academic Bursar<br>Miss Subhra Panda (Commerce)<br>Dr (Smt.) Surachita Patnaik (Arts)            | <b><u>+2 Academic Council</u></b><br>Smt. Milan Tah (Commerce)<br>Shri Prabhakar Padhy (Academic Bursar, Arts)<br>Shri Santosh Behera (Science) |
| 6 | O.I.C., College/ University/<br>Council Examinations  | (+3 & P.G.) Dr Imtihan Saha<br>(+2) Dr Tarun Kumar Sahoo  |
|   | <b><u>Tabulation</u></b>  |   |
| 7 | +3 Arts – Shri Baruna Kumar Behera<br>+3 Commerce – Dr (Smt.) Pinki Rani Dei<br>+3 Science – Dr (Smt.) Sujata Mallick<br>P.G. – Dr (Smt.) Surachita Patnaik | +2 Arts – Dr (Smt.) Arati Kumari Panda<br>+2 Commerce – Smt. Milan Tah<br>+2 Science – Shri Santosh Behera                                      |

|   |   |  |
|---|---|--|
|   | Student Academic Management System (SAMS)   | O.I.C. SAMS (+3) – Dr Amit Verma<br>O.I.C. SAMS (+2) – Smt. Ananda Rukmini   |
| 8 | (Supervision of Admission Process / Return of Matriculates (ROM)/ Return of Intermediates (ROI)/ Attendance Report/ CLC/ Registration of students for University Exam./ Admit Card/ Contact with Parents/ Work not specified) | <b><u>+3 Admission</u></b><br>Dr (Smt.) P.R. Dei<br>Smt. Rajabala Tripathy<br>Dr (Smt.) Sujata Mallick<br><b><u>+2 Admission</u></b><br>Dr (Smt.) Arati Kumari Panda<br>Smt. Milan Tah |

|    |   |  |
|----|---|--|
|    |   | Miss S. Jyoshna Rao  |
|    |   | <b><u>P.G. Admission</u></b><br>Dr (Smt.) Surachita Patnaik  |
| 9  | College Development Committee/<br>Purchase Committee Members                            | Accounts Bursars<br>Administrative Bursars (+3) & (+2)<br>Academic Bursars (+3) & (+2)<br>H.O.D. – Arts/Science/Commerce Streams |
| 10 | O.I.C. Scholarships   |  |
|    | <b><u>+2</u></b><br>Smt. Ananda Rukmini<br>Shri Prabhakar Padhy<br>Dr Tarun Kumar Sahoo | <b><u>+3 &amp; P.G.</u></b><br>Dr Amit Verma<br>Dr B.P. Kar<br>Dr Manoranjan Maharana<br>Smt. Rajabala Tripathy                  |
| 11 | College Library Committee   | (+2) Dr (Smt.) Arati Kumari Panda<br>Shri Budhram Singh<br>Miss S. Jyoshna Rao   |
|    |   | (+3) Dr Manoranjan Maharana<br>Dr (Smt.) Sujata Mallick  |
|    |   | P.G. - Dr (Smt.) Surachita Patnaik   |
| 12 | Advisor, Students' Union  | Dr (Smt.) Pinki Rani Dei   |
|    | Advisory Body   | Dr Amit Verma<br>Dr B.P. Kar<br>Smt. Durgabala Tudu<br>Dr Imtihan Saha   |

|    |                               |  |
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|    |                               | Shri Prabhakar Padhy   |
| 13 | Science Society               | Vice – President: Dr (Smt.) Sujata Mallick<br>Associates – All faculties of Science Stream |
| 14 | Day Scholar Association (DSA) | (+3) Dr Baruna Kumar Behera<br>Dr Laxmi Narayan Sahoo                                      |
|    |                               | (+2) Shri Santosh Behera<br>Miss S. Jyoshna Rao  |

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| 15 | Programme Officer, NSS  | (+3) Shri Baruna Kumar Behera<br>(+2) Shri Santosh Behera                                       |
| 16 | Counselors, YRC   | Dr Laxmi Narayan Sahoo<br>Dr Tarun Kumar Sahoo  |
| 17 | O.I.C., NCC   | Army Wing - Dr Imtihan Saha<br>Naval Wing - Dr Manoranjan Maharana                              |
| 18 | Public Information Officer (P.I.O.)   | Dr Amit Verma   |
|    | Asst. P.I.O.  | Shri Prabhakar Padhy  |
| 19 | Self – Defence Training Programme<br>Co-ordinator                                       | Dr (Smt.) Pinki Rani Dei  |
|    | <b>+3</b><br>Smt. Rajabala Tripathy<br>Miss Subhra Panda<br>Dr (Smt.) Surachita Patnaik | <b>+2</b><br>Dr (Smt.) Arati Kumari Panda<br>Miss Sibani Gantayat<br>Dr (Smt.) Santilata Behera |
| 20 | Pathachakra (Seminar) & Yuva Prativa<br>Anweshan (Young Talent Hunt)                    | <b>+3</b><br>Dr Imtihan Saha  |

|    |  |   |
|----|--|---|
|    |  | Dr (Smt.) Surachita Patnaik   |
|    |  | <b><u>+2</u></b><br>Miss Sibani Gantayat<br>Dr (Smt.) Santilata Behera  |
| 21 | College Magazine/ Calender   | Miss Sibani Gantayat (English)<br>Dr (Smt.) Santilata Behera (Odia)<br>Dr (Smt.) Surachita Patnaik (Chief Editor) |
|    | <b><u>Cultural Association</u></b>   |   |
| 22 | +3 Drama & Music   | Vice President - Dr Imtihan Saha<br>Dr (Smt.) Surachita Patnaik   |
|    | +2 Drama & Music   | Vice President - Dr (Smt.) Arati Kumari Panda<br>Miss Sibani Gantayat   |
| 23 | <b><u>+3 Athletic Society</u></b><br>Vice President - Dr Amit Verma<br>Dr B.P. Kar                         | <b><u>+2 Athletic Society</u></b><br>Vice President - Shri Prabhakar Padhy<br>Miss S. Jyoshna Rao                 |
| 24 | <b><u>Boys' Common Room</u></b><br>Dr Amit Verma<br>Dr B.P. Kar<br>Dr Imtihan Saha<br>Shri Prabhakar Padhy | <b><u>Girls' Common Room</u></b><br>Dr (Smt.) Arati Kumari Panda<br>Smt. Rajabala Tripathy<br>Miss S. Jyoshna Rao |
| 25 | Womens' Harassment Redressal Cell  | Smt. Ananda Rukmini<br>Dr (Smt.) Arati Kumari Panda<br>Dr (Smt.) Pinki Rani Dei<br>Smt. Rajabala Tripathy         |

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|----|--|---|
| 26 | Students' Grievance Cell/ College Disciplinary Committee | Dr Amit Verma<br>Dr B.P. Kar<br>Shri Budhuram Singh<br>Smt. Durgabala Tudu<br>Dr Imtihan Saha<br>Shri Prabhakar Padhy<br>Dr Ramakanta Samal |
| 27 | Career Counseling Cell                                   | Co-Ordinator – Dr Laxmi Narayan Sahoo<br>Dr Baruna Kumar Behera (Arts)<br>Dr B.P. Kar (Science)<br>Dr (Smt.) Pinki Rani Dei (Commerce)      |
| 28 | Minority Cell  | Co-Ordinator: Dr Imtihan Saha<br>Members – Shri Baruna Kumar Behera<br>Smt. Durgabala Tudu<br>Shri Santosh Behera                           |

**PRINCIPAL**

**Memo No** \_\_\_\_\_ / **Dt** \_\_\_\_\_

Copy to all Departments H.O.D./ Accounts Section/ Establishment Section/  
Examination Section/ Library Section/ Athletic Section/ SAMS/ SCR Guard File/  
All Concerned for information and necessary action.