

**PROSPECTUS FOR ADMISSION  
IN TO M.PHIL COURSES  
2016-17**



**SHAILABALA WOMEN'S COLLEGE  
CUTTACK- 753001**

**Website: [shailabalawomenscollege.com](http://shailabalawomenscollege.com)**

# Prospectus

## For admission in to M.Phil Courses

2016-17

### 1. INTRODUCTION –

Shailabala Womens College, Cuttack is one of the oldest women's college in the country and the leading women's college in the state. This college was established in 1913 with the sincere effort of Utkal Gaurav Madhusudan Das and his adopted daughter Miss Shailabala Das. It is in the heart of the silver city of Odisha. This institution has fulfilled its commitment for the development of the women of the state as well as of the country. This college was earlier under the Patna University and after the establishment of the Utkal University, it was affiliated to Utkal University. Since 9<sup>th</sup> June 2015, it has been affiliated to Rama Devi Women's University, Bhubaneswar.

### 2. PROGRAMME/COURSES OFFERED –

Shailabala Women's College, Cuttack offers M.Phil programme/ courses in **History, Home Science, Odia, Political Science and Sanskrit** from the session 2016-17. The course duration is 01 (one) year and consists of 02 (two) semesters.

### 3. DETAILS OF SEATS IN THE DEPARTMENTS -

<u>Departments</u>	<u>Seats</u>
History	08
Home Science	08
Odia	08
Political Science	08
Sanskrit	08

#### 4. ELIGIBILITY FOR ADMISSION INTO M.PHIL PROGRAMME

- A consistently good academic career with not less than **55%** marks or equivalent grade at Masters level in the concerned subject for general candidates.
- **50%** marks for SC/ST students.
- M.Phil is a full time course and as such a candidate who is employed cannot be admitted or allowed to continue in the programme unless she has been duly relieved and produces proof to the effect.
- Admission to M.Phil course will be made on the basis of career cum entrance test and viva voce, i.e.

Career –	40	
Written –	40	
Viva- voce-	20	
Total -		100
- Written test will be a qualifying test. The qualifying marks will be **35%** of total marks in the written test.
- The candidates who qualified in the national level tests like NET/JRF/ICHR etc. are exempted from the written test. In their case marks secured in the career and viva voce will be taken into consideration.

#### 5. RESERVATION OF SEATS –

Reservation of seats subject to eligibility and submission of proof of belonging to the following categories will be as follows –

- **16.25%** of seats are reserved for SC and **22.5%** of seats are reserved for ST. In case of non-availability of candidates in one of these categories, seats will be filled up from the candidates of other category. The percentage of reservation for the categories shall be as per the Government Guidelines.
- One seat is to be reserved for candidates who have represented the Country in the international games and sports during last three years. In case of non-availability of such candidates, the reserved seat will be filled up from the general merit list.



- 3% of total no. of seats will be reserved for persons with disabilities (PwD)/PH for students having 40% or above disabilities. PwD /PH certificate/ID should be issued by District Welfare Officer/ Community Development Officer/ Officer of Social Welfare Department of State Government or certificate issued by the CDMO/Chief Medical Officer, Capital Hospital, Bhubaneswar.

## **6. HOW TO APPLY –**

- The application form and prospectus for admission into different M.Phil courses for the session 2016-17 can be downloaded from the college website. [www.shailabalawomenscollege.com](http://www.shailabalawomenscollege.com) .

## **7. SUBMISSION OF HARD COPY-**

- The applicant should submit the downloaded filled in application form in the college office either by hand or by speed post addressed to the **Principal, Shailabala Women's College, Mission Road Cuttack-753001** along with a Bank Demand Draft of Rs.500/- in any nationalized bank drawn in favour of **Principal, Shailabala Women's College Cuttack**, payable at **SBI, Cuttack**.
- The prescribed fees of **Rs. 500/-** will be collected from all applicants towards admission process.
- The forms will be received in the college office from **10th September to 17<sup>th</sup> September 2016 on all working days between 11 a.m. to 2 p.m.**
- The undersigned will not be held responsible for loss in transit or postal delay for submission of application forms. Any application received after the last date is liable to be rejected.
- Application forms without relevant supporting documents are liable to be rejected. The candidates should clearly mention the category such as SC/ST/PH etc.

## **8. DOCUMENTS TO BE ATTACHED ALONG WITH APPLICATION FORM –**

The applicants are required to enclose the following documents and required fee with the application form at the time of submission.

8.1 Original Bank Demand Draft (Name and Mobile no. must be written in reverse side of the Draft)

8.2 Self- attested Xerox copy of the following documents –

- a. Certificates and mark sheets of 10<sup>th</sup>, +2, +3 Degree/equivalent examination and P.G.
- b. SC/ST caste certificate issued by Revenue Officer not below the rank of Tahasildar/ Additional Tahasildar.
- c. PH/PwD certificate/ID issued by the competent authority.
- d. Sports certificate, approved by the Indian Association of Universities and countersigned by Director of Sports and Youth Services.
- e. Migration certificate if the candidate is passed from the other University.
- f. Three recent colored passport size photographs – one is to be fixed in the application form and other two are to be fixed in admit card.
- g. Admit Card (both the office copy and candidate copy) must be sent with application form.
- h. Two nos. of self addressed envelope.

## 9. SELECTION PROCEDURE –

Details of career marking out of 40

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
10 <sup>th</sup> or equivalent	4.0	3.0	2.0
+2 or equivalent	6.0	4.0	3.0
+3 Degree ( Hons)	10.0	6.0	-
+3 Degree ( Pass)	-	-	4.0
Distinction	2.0	2.0	2.0
P.G.	18.0	13.0	-
Total	40		

**Career 40 marks + Entrance test 40 marks + Viva voce 20 marks = 100 marks**

In case of a tie between two or more applicants (i) Entrance test score or (ii) P.G. marks in the respective subject will be considered in that order for breaking the tie.

## **10. ADMISSION INFORMATION**

The date of entrance test, viva voce and selection list of the candidates will be displayed on the college website and notice board. The candidates will be intimated personally by Regd./Speed Post regarding the details of admission.

## **10.HOSTEL ACCOMMODATION**

**There is no Hostel facility for this session.**

## **11. DOCUMENTS REQUIRED AT THE TIME OF M.PHIL ADMISSION-**

- a. Original certificate & mark sheets of 10<sup>th</sup>, +2, +3, examination/equivalent examination & P.G.
- b. Original college leaving certificate and conduct certificate from the institution last attended.
- c. Original university registration receipt
- d. Original migration certificate.
- e. The self attested color passport size photographs.
- f. Original caste certificate in case of SC/ST candidates issued by Revenue officer not below the rank of Tahasildar/ Additional Tahasildar.
- g. For ST candidates her father caste certificate may be taken into consideration
- h. Person with Disabilities (PwD) certificate and ID issued by District Welfare officer/ Community Development officer/Officer of Social Welfare Department of the State Government.
- i. Sports and Games certificate of participation are required for special weightage consideration from the competent authority (Director of Sports and Youth Services/Sports Council).

## **12.INFORMATION FOR ENTRANCE TEST-**

**A.** The syllabus for M.Phil entrance test will be the same as prescribed for Post Graduate syllabus of Rama Devi Women's University, Bhubaneswar /Shailabala Women's College, Cuttack in the respective subject.



**B. Question Patten** – MCQ- 20 marks, each question carrying one mark (1x20=20). Subjective type 20 marks, two questions are to be answered out of four questions (10x2=20).

**C.** The written test will be of one hour duration.

### **13.GENERAL INFORMATION -**

- a. Course fee will be collected for two semesters along with admission fees.
- b. In case of any doubt regarding the authenticity of documents produced, the same will be provided to the DIG, Cuttack for security.
- c. Application without copies of certificates in support of reservation/relaxation will not be considered for the same.
- d. Suppression of facts/ submission of incorrect information of the applicant, if detected at the time of admission shall be considered as invalid.
- e. Incomplete application in any form will be rejected.
- f. Raging in any form is strictly prohibited. Each applicant has to furnish an undertaking in this regard.
- g. Indiscipline in any form in the campus or in the department will not be allowed. This may lead to justification from the college.
- h. Students must come to the campus in proper uniform.
- i. Students must abide the college rules, department rules and other such rules enacted from time to time by the college.
- j. In order to be eligible to appear semester examination, a student has to secure at least 75% of attendance and less than this will not be allowed to sit in the examination.
- k. Under no circumstances, the application fee will be refundable.

#### 14.Important Dates for M.Phil Admission –

Narration	Date	Day	Time
Availability of application form in the College website	10.09.2016	Saturday	
Last Date of submission of application form	17.09.2016	Saturday	By 5.00 P.M.
Date of Entrance test	22.09.2016	Thursday	12.30 P.M. – 1.30P.M.
Viva-voce	26.09.2016	Monday	
Publication of merit List	28.09.2016	Wednesday	
Date of Admission	03.10.2016	Monday	
Last date of Admission	06.10.2016	Thursday	

#### 15.For any query , the following mobile nos. may be contacted-

History- 09437284166

Home Science – 09437272995

Odia – 09937672052

Political Science – 09937792019

Sanskrit - 09437297238







# SHAILABALA WOMEN'S COLLEGE, CUTTACK

## APPLICATION FORM

Application Form No.

### FOR ADMISSION INTO M.PHIL COURSE

Index No.

Category

Marks as per merit list

#### FOR OFFICE USES ONLY

Roll Number allotted.

ADMISSION INTO M.Phil

Subject

Signature of Verifying Officer

Signature, Officer-in-Charge, Admission

#### FOR APPLICANT'S USE

(Please go through the Prospectus and fill up the form carefully)

1. Admission into M.Phil in.....for the session .....

2. NAME OF THE APPLICANT   
( In Capital Letters.)

3. Date of Birth : (in figures) Date   Month   Year     
(in words)

4. Category : (Reservation of seats)

[Put tick ( ✓ ) mark in relevant box]

General  S. T.  S.C.  OH/PH  OTHERS

5. IF ADMITTED I PROPOSE TO RESIDE :

[Put tick ( ✓ ) mark in appropriate box]

(a)  With Parents   
(b)  With Legal Guardian

(c)  In Private Accommodation

6. Father's Name & Occupation

7. Mother's Name & Occupation

8. Nationality  9. Religion  10. Marital Status

#### 11. ACADEMIC RECORDS

EXAMINATION PASSED	BOARD UNIVERSITY	CLASS / DIV. DISTINCTION	YEAR OF PASSING	MAXIMUM MARKS	MARKS SECURED WITH PERCENTAGE	REMARKS
H.S.C						
+ 2						
+ 3 Degree						
P.G.						

#### 12. RECORD OF EDUCATIONAL INSTITUTION LAST ATTENDED :

NAME OF THE COLLEGE / INSTITUTION	YEAR OF JOINING	YEAR OF LEAVING	REMARKS.

13. ADDRESS :

FOR CORRESPONDENCE		PERMANENT	
NAME		NAME	
C/o		C/o	
At :		At :	
P.O. :		P.O. :	
P.S. :		P. S. :	
DIST :	STATE	DIST.	STATE
Tel No. (if any)	PIN		PIN

**UNDERTAKING**

14. I do hereby, agree to abide by the rules of the College. I also undertake that any instance of indiscipline and disobedience of the rules laid down by the Government, or any authority empowered by them in this regard or any conduct in the College found not satisfactory, my name will automatically be removed from the College. I do hereby, certify that the information furnished by me in this application is true and correct and I undertake that any wrong information furnished by me detected afterwards will be treated as a cognizable offence.

*Full Signature / thumb impression of Parents / Guardians*

*Place :*

*Date*

*Full Signature of the applicant*

*Place :*

*Date*

**UNDERTAKING BY THE APPLICANT**

15. I..... Daughter of Sri / Smt..... At..... P.O..... P.S..... Dist..... a student of M.Phil in ..... of Shailabala Women's College, Cuttack do hereby undertake that I shall not resort to ragging activities or any other acts of misbehavior in the College premises or outside, to the newly admitted students or anybody in the College, In case, it is found that I am involved in such activities, I will be penalized and my name will be struck off from the long rolls of the Institution. **I agree.**

*Full Signature / thumb impression of Parents / Guardians*

*Place :*

*Full Signature of the applicant*

*Place :*

**UNDERTAKING BY THE PARENTS / LEGAL GUARDIAN**

16. I..... do hereby undertake that my Daughter / Ward will not indulge in ragging or instigate others to do so. If she is found involved in any such activity directly or indirectly, the College authorities can take action as deemed fit against her.

*Date*

*Place :*

*Full Signature / thumb impression of Parents / Legal Guardian*

17. LIST OF DOCUMENT ATTACHED.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

# SHAILABALA WOMEN COLLEGE, CUTTACK

M.PHIL ENTRANCE TEST -2016

## ADMIT CARD

(Office Copy)

Paste a recent  
passport size  
photograph

**Index/Roll No.** ----- (For office Use only)

(To be filled in by the Candidate)

**Name of the Applicant** (in capital letters) —

**Subject** -

**Venue** - Respective Department

**Date** — 22.09.2016

**Time** — 12.30 P.M.to 1.30 P.M.

Signature of the Receiving Officer

Full Signature of the Candidate

Mobile no. -

----- (Tear from here) -----

# SHAILABALA WOMEN COLLEGE, CUTTACK

M.PHIL ENTRANCE TEST -2016

## ADMIT CARD

(Candidate Copy)

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