

Calendar

2016-17



Estd - 1913

सत्यमेव जयते नानृतं सत्येन पन्था विततो देवयानः

SHAILABALA WOMEN'S COLLEGE
&
SHAILABALA WOMEN'S JUNIOR COLLEGE
CUTTACK - 753001

email : sailabalawomenscollege@gmail.com
Website : www.shailabalacollege.org.in

Dr. SANJUKTA MOHAPATRA

PRINCIPAL

S. B. Women's College, Cuttack

(Phone: 2414020 (O), Mob : 9937175099)

[The items of information given in the college calendar are subject to revision and in case of any dispute, the decision of the Principal is final.]

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Type set & Printed at :

Shree Xerox & Offset

Cuttack - 753001

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ଉତ୍କଳ ଗୌରବ ମଧୁସୂଦନ ଦାସଙ୍କ ଅମର ଲେଖନୀରୁ

ଜାତି ଇତିହାସ ଜାତିର ନିର୍ଦ୍ଦେଶ
ତହିଁ ବହେ ସଦା ଜାତି ପ୍ରାଣଧାର,
ସେ ଧାରାରୁ ନୀର ପିଉଛି ଯେ ନର,
ନିଶ୍ଚୟ ହେବ ସେ ଜାତି କର୍ମବୀର ।
କଳ କଳ ରବେ ଛୁଟିଛି ସେ ଧାର
ଅତୀତ କୀରତି ଗାଈ ନିରନ୍ତର,
ଭାବୀ କୀରତିର ଉଦୟେ ନାରୁଛି,
ଯଥା ଚନ୍ଦ୍ରୋଦୟେ ନାଚେ ରତ୍ନାକର ।
ଧାର ମଧ୍ୟେ ବିଜେ ମୋହିନୀ ପ୍ରତିମା
ଦେଖ ଦେଖ ସେହି ଜନନୀ ତୋହର,
କାନ ଡେରି ଶୁଣ ମାତା କହୁଛନ୍ତି,
ଆସ ଆସ ବସ, ନୀର ପାନ କର ।
ଏହି ନୀର ସେବି ବୀର ମୋ ସନ୍ତାନେ
ବୀରପ୍ରସବିନୀ କ୍ଷୀର ଏହି ନୀର,
ଛାଡ଼ରେ ଆଳସ୍ୟ ବଢ଼ାଅ ସାହସ,
ଜାତି-ନନ୍ଦିଘୋଷ କର ଅଗ୍ରସର ।

— ଜାତି ଇତିହାସ

COLLEGE HYMN

ସଂଗଢ଼ଧ୍ୟୁ ସଂ ବଦଧ୍ୟୁ ସଂ ବୋ ମନାସି ଜାନତାମ୍
ସମାନୋ ମନ୍ତ୍ରଃ ସମିତିଃ ସମାନୀ
ସମାନଂ ମନଃ ସହ ଚିତ୍ତମେଷାମ୍
ସମାନୀ ବ ଆକୃତିଃ ସମାନା ହୃଦୟାନି ବଃ
ସମାନମସ୍ତୁ ବୋ ମନୋ ଯଥା ବଃ ସୁସହାସତି ।

ରଗ୍‌ବେଦ, ୧୦/୧୯୧/୨-୪

Move together, speak together

Let thy mind be one

Thy hymn be one

Attainment be one

Let thy resolution be one

Heart and soul be one

So that thou may be

blessed with

Sanctimonious co-existence.

ତୁମମାନଙ୍କର ଗମନ ଏକ ହେଉ
ବଚନ ଏକ ହେଉ
ମନ ହେଉ ଏକଭାବନାଯୁକ୍ତ,
ତୁମମାନଙ୍କ ସ୍ତୁତି ସମାନ
ପ୍ରାପ୍ତି ସମାନ
ସମାନ ହେଉ ମନ ଓ ଚିତ୍ତ ।
ସମାନ ହେଉ ସଂକଳ୍ପ ଓ ହୃଦୟ
ମନ ହେଉ ଏକମୟ
ସହାବସ୍ଥାନ ହେଉ ଶୋଭନୀୟ ।



**UTKAL GOURAV
MADHUSUDAN DAS**

28.04.1848 – 04.02.1934

Madhusudan Das beyond all doubt is the greatest Odia of modern times, and is rightly known as the “Grand Old Man” of Odisha. He was respected by all sections of the Odia community and was the trusted advisor and confidante of the leading land owners and ruling chiefs of his province by reason of his public activities and as the pioneer of education and industry in Odisha. He led with zeal and enthusiasm the movement for the Creation of Odisha as a separate province and died working till his last breath to realise the same.

He was the first Odia to receive higher education on western lines, the first B. A., B.L. and C.I.E. of Odisha. The reputation of Madhusudan Das as a

pathfinder of national industry is notable. The establishment of Utkal Tannery was his noble enterprise and a great venture. This factory was unique of its kind and its products excelled in quality so much so that they gained wide popularity in India and abroad. He gave great impetus to the traditional silver filigree and horn work of Odisha.

Madhusudan Das’s mission was the growth and development Odisha. He continued to think of his birth-place till the very end. Today he is no more but has left an indelible inprint in the heart of every Odia. Glory be thy name of Madhusudan Das.





SHAILABALA DAS

(25.03.1875-31.03.1968)

Shailabala Das was born at Calcutta in 1875. After the death of her mother in 1892 she was adopted by Madhusudan Das and came to live at Cuttack. Though not an Odia by birth, but her identification with Odisha, particularly with the women of the state was commendable.

She lived at a time when women occupied an inferior position in Indian society and were not allowed to express themselves.

Madhusudan Das saw to it that Shailabala received modern education. She became the first Odia woman to join Ravenshaw College which was the bastion of gentlemen. In 1906 she went to England for higher education. She returned to Cuttack in 1907, never to leave it again. In 1925 she was made an Honorary Magistrate, the first Odia woman, to receive this honour and in 1927 she became a member of the Senate of Patna University, to which all the colleges of Odisha were then affiliated.

In 1951, she made a gift of the house where she lived since her arrival at Cuttack, known as “Madhu Smriti”, to the Government of Odisha. This house is the present Shaila Bala Women’s College, a premier institute for young ladies.

The college has completed 100 years in 2013. The credit of this nationally recognised seat of learning goes to the fearless fighter, Shaila Bala Das, who throughout her life fought for the rights of women.

Goal

To further the cause of education and uplift of women of Odisha as dreamt by Utkal Gourav Madhusudan Das, the architect of Modern Odisha and create employment potential along with allround humanistic growth.

Objectives

- ☞ *To cater to the educational demand of women from the remote corners, tribal, rural, semi-urban and urban areas irrespective of class, caste and creed.*
- ☞ *To provide quality education in order to enable the students to meet the challenges of the globalised world of 21st century.*
- ☞ *To imprint among the students a genuine sense of equality, social justice rationalism, secularism, national integration and encourage them to be a catalyst in the socio-economic and cultural transformations.*
- ☞ *To promote “Asato Ma Sat Gamaya”. (Lead us from untruth to Truth) which is inscribed in the crest of this institution.*

Mission

- ☞ *To impart education; imbining scientific temperament, rational approach, analytical mind set, organisational abilities and human values in the growth and development of the society in general.*

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सत्यमेव जयते नानृतं सत्येन पन्था विततो देवयानः

THE CREST

The Lotus

*rising untainted from the mire and impurity
all round it, stands for purity
and integrity of character.*

CHAPTER - 1

**A BRIEF HISTORY OF
SHAILABALA WOMEN'S COLLEGE**

Shailabala Women's College, Cuttack, is one of the oldest and most renowned colleges for women's education in the country, where generations of Odia girls have received education and enlightenment with which they have shaped the form and destiny of the state and the nation. The college owes its existence to two of the foremost pioneering spirits of Odisha, Utkal Gourava Madhusudan Das and his adopted daughter, Miss Shailabala Das. Situated near the holy shrine of Goddess Katak Chandi, the majestic college building stands imposingly on Mission Road in the silver city of Odisha.

Shailabala, in an age when women were marginalized, was in the forefront of a movement for women's social, cultural and educational growth and empowerment. She was a member of the Board of Education, constituted by the Government of Bihar and Odisha in 1912, to look into the problems of education in Odisha. Miss Shailabala Das and Mrs. Banks represented Odisha at the Board meeting in Ranchi, where the opening of an intermediate college for women was recommended. Accordingly, intermediate classes in humanities started functioning in the premises of Ravenshaw Girls' School in the year 25.03.1913. In 1917, both the school and college shifted to a new locality in Choudhury Bazar.

The Intermediate Women's College was raised to the status of a first grade degree college in 1946. The college, having no separate building of its own, functioned within the Ravenshaw Girls' High School with a lot of difficulties. The college classes could be held only during the morning hours. As a way out, Miss Shailabala Das in 1952 offered the residential building of Late

Utkal Gourava Madhusudan Das along with the premises as a gift to accommodate the Women's College. In the same year, the college was shifted to the hallowed space of the residence of Utkal Gourava Madhusudan, the architect of modern Odisha. The residence has been sanctified by the visit of Mahatma Gandhi, the father of the nation. Subsequently, Madhu Mandir, the residential quarter of Miss Shailabala Das was sold to the government to be used for the college.

To make the college adaptable to the needs of an academic institution for higher education, a new block of rooms adjoining Madhu Smruti was built by the authorities. The University Grants Commission provided financial assistance to construct a new three-storied block, which now accommodates the library and the study room for the students. A hostel with a capacity to house one hundred boarders was built in 1959 on a newly acquired piece of land. Now the college has four different hostels for the students.

In 1962, on the northern side of the public road opposite the college building, a piece of land was acquired which enabled the authorities to construct a new block to accommodate the Science faculties. Pre-University Science and Pre-Professional Science classes started in 1962 and 1963 respectively. Pass classes in Bachelor of Science started in 1966 and Honours classes in Science started in 1973-74.

In addition, a +2 Vocational College has been functioning as part of the college, thus enabling students to learn vocational skills and equip themselves for various trades and professions.

The college witnessed another landmark in its academic progress when the Post-Graduate course in Home Science was introduced in 1982-83. Post-Graduate classes in History and Sanskrit which began in 1993-94 were certainly another big stride in its academic leap forward. With the introduction of Honours in Computer Science in 2000-2001, the college has updated itself with the latest development in Information Technology and

Computer Education. Recently, the academic infrastructure has been enriched by addition of the following courses.

(a) +2 Commerce 2013-2014, (b) +3 Commerce (2015-16) (c) Hons. in Anthropology, (d) P.G. in Odia and Pol. Sc. (2013-2014), (e) PG in Economics, Psychology, Philosophy, Sociology, Hindi, Education and English (2016-17), (f) B. Ed. (2016-2017), (g) Communicative English (2013-2014), (h) M.Phil courses in 5 subjects viz. History, Home Science, Sanskrit, Odia and Political Science (2016-2017).

The college found relief with the acquisition of a sizeable tract of land adjoining the college building on its western side and now there is ample space for expansion of its facilities and buildings. The land has been used to prepare a two hundred meter track. The newly constructed auditorium facilitates in organising meetings, seminars and to conduct examinations in the college.

The campus is replete with memories of the epic endeavour of Utkal Gourava to find for Odias an identity and an honoured place. It continues to be a place of pilgrimage for patriotic souls. Pandit Jawaharlal Nehru, the first Prime Minister of India, visited the college to unveil the statue of Madhusudan Das on the campus. Influenced by the spirit of Shailabala Das, the college has a long history of success. The college was awarded 'A grade by the NAAC (National Assessment and Accreditation Council) of the University Grants Commission. The college which was earlier under Utkal University has been affiliated to Rama Devi Women's University since 2015-2016. At present, the college has 3058 students on its rolls, imparting education at different levels, attracting students from different parts of Odisha and the neighbouring states. The campus is entirely Wifi facilitating students to access myriad informations to help build a 'Knowledge Society'.

CHAPTER - 2

COLLEGE GOVERNING BODY

- | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. President | The Collector
Cuttack |
| 2. Vice-President
- Cum-Secretary | The Principal
S. B. Women's College, Cuttack |
| 3. Members | Sj. Bhartruhari Mahatab
Hon'ble M. P., Cuttack
Sj. Debasis Samantray
Hon'ble MLA, Barabati Cuttack
Sj. Bipin Behari Rath
Sr. Advocate
Orissa High Court, Cuttack
Sj. Manoj Kumar Mishra
Sr. Advocate, Orissa High Court
Dr. Kharavela Mohanty
Retd. Reader in History |
| 4. Senior Most Member
of the teaching Staff | Dr. Kadambini Dash
HOD, Sanskrit |
| 5. Administrative Bursar | Ex. Officio |

CHAPTER - 3

SUCCESSION LIST OF PRINCIPALS

1.	Mrs. Banks	1913 - 1922
2.	Miss. N. Nayak	1922 - 1935
3.	Miss. Sudhansubala Hazra	1935 - 1940
4.	Miss. N. Nayak	1940 - 1945
5.	Miss. B. Chanda	1945 - 1946
6.	Miss. B. Sarangi	1946 - 1948
7.	Mrs. I. L. Sinha	1949 - 1960
8.	Miss. R. De	1960 - 1961
9.	Miss. P. Behera	1961 - 1969
10.	Miss. A. Mitra	1969 - 1972
11.	Smt. N. Mishra	1972 - 05.07.73
12.	Miss. Roma De	06.07.73 - 31.03.79
13.	Dr. (Mrs.) Savitri Rout	09.04.79 - 30.11.85
14.	Smt. Nilima Mishra	18.12.85 - 30.11.89
15.	Smt. Sita Sahu	30.11.89 - 31.10.90
16.	Mrs. Arati Mahapatra	31.12.90 - 31.07.92
17.	Dr. Rekha Mohanty	01.08.92 - 23.02.93
18.	Sri. Bibekananda Tripathy	28.07.93 - 09.08.95
19.	Dr. (Smt.) Santi Das	09.08.95 - 31.08.95
20.	Sri. Nimai Ch. Mohanty	01.09.97 - 30.04.98
21.	Smt. Premalata Das	01.05.98 - 28.02.99
22.	Sri. Chandramani Das	01.03.99 - 31.03.99
23.	Dr. Smt. Shashikala Pattnaik	09.04.99 - 25.09.99

24.	Shri Balaji Charan Sahu	25.09.99 - 30.06.02
25.	Smt. Kanaka Pattnaik	01.07.02 - 31.07.02
26.	Smt. Bina Mahapatra	01.08.02 - 28.10.02
27.	Dr. (Smt.) Indurekha Parija, M. Sc., Ph. D	28.10.02 - 30.04.03
28.	Smt. Bina Mahapatra, M. Sc., M. Phil.	01.05.03 - 30.11.05
29.	Smt. Kadambini Mohapatra, M. Sc., M. Phil.	01.12.05 - 31.05.06
30.	Dr. Pravati Mishra, M.A., M. Phil., Ph. D.	01.06.06 - 31.10.06
31.	Dr. Premananda Mishra; M. Sc., Ph. D.	01.11.06 - 26.11.07
32.	Smt. Bani Devi, M.A.	26.12.07 - 27.12.07
33.	Dr. Rajani Kanta Samal, M. Sc., Ph. D., D. Sc.	27.12.07 - 27.10.08
34.	Dr. Sreekantha Saranagi, M. Sc., Ph. D.	28.10.08 - 16.01.10
35.	Dr. Smita Hota, M.A. Ph. D.	16.01.10 - 31.03.11
36.	Sri Nabakishore Sahoo	01.04.11 - 31.10.11
37.	Dr. Hadibandhu Pattnaik, M. Sc., M. Phil. Ph. D.	01.11.11 - 31. 12.11
38.	Smt. Manorama Devi	01.01.12 - 31.01.12
39.	Smt. Sangita Mohapatra	01.02.12 - 31.06.12
40.	Dr. Trupti Nayak	01.07.12 - 31.08.12
41.	Dr. Roshanara Begum	01.09.12 - 12.03.14
42.	Dr. Kadambini Dash	13.03.14 - 15.10.14
43.	Dr. Sanjukta Mohapatra	16.10.14 - Continuing



CHAPTER - 4

A. MEMBERS OF THE TEACHING STAFF

(Not in order of Seniority)

Dr. Sanjukta Mohapatra, M. A., M. Phil. Ph. D.

Principal, Degree College : Ph : 2414020 (O), 9937175099

DEPARTMENT OF ANTHROPOLOGY

Degree College

1. Dr. Prasant Ku. Mohanty, M. A., Ph. D., Reader Mob : 9437052349

Junior College

- Ms. Sumitra Sethi, Jr. Lect. (Adhoc) Mob : 8018620140

DEPARTMENT OF BOTANY

Degree College

1. Smt. Suneeti Lata Das, M. Sc., M.Phil, Reader Mob : 9437133790
 2. Dr. Reeta Adhikary, M.Sc., M.Phil., Ph.D., Reader Mob : 9439694434
 3. Smt. Ratnaprabha Prusty, M.Sc., M.Phil., Reader Mob : 9040131495
 4. Dr. Prasanta Ku. Samantaray, M.Sc., Ph.D, Lect. Mob : 9437618449

Junior College

1. Smt. Saraswati Majhi, M.Sc., Jr. Lect. Mob : 9439447744
 2. Smt. Lily Prema Minz, M.Sc., M.Phil, B.Ed., Jr.Lect. Mob : 9937499025

DEPARTMENT OF CHEMISTRY

Degree College

1. Ramesh Prasad Rout, M.Sc., M.Phil., Reader Mob : 9438681032
 2. Dr. Narayan Chandra Pal, M.Sc., Ph.D., DCA, Reader Mob : 9437311216
 3. Dr. Renuka Sahoo, M.Sc., M.Phil., Ph.D, Reader Mob : 8895014778
 4. Dr. Jamini Ranjan Mohanty. M.Sc., Ph.D., Lect. Mob : 9439372505

5. Vacant

Junior College

1. Vacant
 2. Vacant

DEPT. OF ECONOMICS

Degree College

1. Dr. Pratima Sarangi, M.A., Ph.D., Reader Mob : 9439730255
 2. Dr. Kalpana Mallick, M.A., M.Phil., Ph.D., Reader Mob : 7873554145
 3. Dr. Bandana Pathak, M.A., M. Phil., Ph.D., Lecturer Mob : 9861156534
 4. Smt. Mamatarani Sahoo, M.A., Lecturer Mob : 9040406570

Junior College

1. Smt. Devikarani Murmu, M.A., Jr. Lect. Mob : 9437288977

DEPT. OF EDUCATION

Degree College

1. Dr. Surekha Sundari Swain, M.A., M.Phil, Ph.D., LL.B., Reader Mob : 9437182871
 2. Dr. Sipra Ray, M.A., M.Phil, Ph.D., Lecturer Mob : 9777884115

Junior College

1. Dr. Ramakrushna Pati, M.A., M.Phil, B.Ed., LL.B. CIC, Ph.D., Reader Mob : 9437422719

DEPT. OF ENGLISH

Degree College

1. Smt. Snigdha Sinha, M.A., Reader Mob : 9437208991
 2. Vacant
 3. Vacant
 4. Vacant

Junior College

1. Dr. Saroj Ku. Padhi, M.A., Ph.D., Reader Mob : 9861160236

CALENDAR -2016-17

2. Dr. Chandan Das, M.A., Ph.D., Reader Mob : 9861059109
3. Dr. Dipti Panda, M.A., B.Ed. LLB, Ph.D., Jr. Lect. Mob : 9437272221

DEPT. OF HINDI

Degree College :

1. Dr. Balaram Mishra. M.A., Ph.D., D. Litt., Reader Mob : 7327826199

Junior College

1. Dr. Manju Modi. M.A., Ph.D., D. Litt., Reader Mob : 9437011055

DEPT. OF HISTORY

Degree College

1. Smt. Aparajita Mohapatra, M.A., M.Phil, Reader Mob : 9437284166

Junior College

1. Dr. Jaweda Hussain, M.A., B.Ed., M.Phil, Ph.D.,
Reader Mob : 9438284067

DEPT. OF HOME SCIENCE

Degree College

1. Dr. Jayalaxmi Das, M.A., Ph.D., D.Litt, Reader Mob : 9437272995
2. Dr. Saroj Nalini Das, M.A., Ph.D., Reader Mob : 9439283161
3. Dr. Puspanjali Patnaik, M.A., M.Ed., Ph.D., Reader Mob : 9937206523
4. Smt. Rajashree Mohanty, M.A., Reader Mob : 9437166476
5. Dr. Charubala Pani, M.A., Ph.D, Reader Mob : 9437008066
6. Smt. Indurekha Mohapatra, M.A., Reader Mob : 9937025730
7. Dr. N. C. Vaidehi, M.Sc., B.Ed., Ph.D., Lecturer Mob : 9777864602

Junior College

1. Smt. Nirmala Ray, M.Sc., M.Phil., Lecturer Mob : 9937513911
2. Miss Lily Mary Kujur, M.A., M.Phil, Jr, Lecturer Mob : 9556612414

CALENDAR -2016-17

DEPT. OF LIBRARY AND INFORMATION SCIENCE

Degree College

- Sri. Jiban Ballav Jena, M.A., M.Lib.Sc., Sr. Lect. Mob : 9437061803
Miss. Reeta Prema Lakra, M.A., M.Phil., Lect., ADHOC Mob : 9090385928
Mrs. Smaranika Passayat, M.A., Lect., ADHOC Mob : 9861532439

DEPT. OF MATHEMATICS

Degree College

1. Dr. Dharendra Ku. Dalai, M.Sc., M.Phil.,
Ph.D., Reader (Deployed) Mob : 8280129871
2. Dr. Surendra Prasad Jena, M.A., Ph.D., Lect. Mob : 9437209041

Junior College

1. Sri. Nilanchal Sethy, M.Sc., Lecturer Mob : 9439591849

DEPT. OF ODIA

Degree College

1. Dr. Indumati Mishra, M.A., M.Phil., Ph.D., Reader Mob : 9861159067
2. Dr. Sunamani Rout, M.A., M.Phil., Ph.D., Reader Mob : 9437192890
3. Dr. Chinmayee Mahapatra, M.A., M.Phil., Ph.D., Reader
Mob : 9937672052
4. Dr. Chittaranjan Panda, M.A., M.Phil., Ph.D., Lect. Mob : 9437666297

Junior College

1. Dr. Sanjita Mishra, M.A., Ph.D., Lect Mob : 9439503590

DEPT. OF LOGIC AND PHILOSOPHY

Degree College

1. Smt. Manjula Devi, M.A., Reader Mob : 9853490939
2. Smt. Narmada Kumari Parida, M.A., B.Ed., Lect. Mob : 9937555759

Junior College

1. Smt. Madhulita Sahoo, M.A., Jr. Lecturer Mob : 8763452253

CALENDAR -2016-17**DEPT. OF PHYSICS****Degree College**

1. Dr. Rama Ch. Pattanaik, M.Sc., M.Phil, Ph.D,
Reader Mob : 9438456878
2. Dr. Biswadas Mohanty. M.Sc.,M.Phil., Ph.D.,
PGDCA, Lect. Mob : 9437226586
3. Sri. Debashisa Mohanty, M.Sc., M.Phil.,
PGDCA , Lect. Mob : 9437321650
4. Smt. Mandakini Baral, M.Sc., Lect. Mob : 9438707895

Junior College

1. Vacant

DEPT. OF POLITICAL SCIENCE**Degree College**

1. Dr. Mandakini Das, M.A., M.Phil., Ph.D., Reader Mob : 9937792019
2. Dr. Moushumi Pattnaik, M.A., Ph.D., Lecturer Mob : 9668318300
3. Dr. Srinibas Barik, M.A., M.Phil, Ph.D,
PDF (ICSSR) Mob : 9437224932

Junior College

1. Sri Krushna Ch. Swain, M.A. Lecturer Mob : 9437229141

DEPT. OF PSYCHOLOGY**Degree College**

1. Dr. Prativa Khandai, M.A., M.Phil., Ph.D., Reader Mob : 9437291640
2. Smt. Parbati Dei, M.A., Reader Mob : 8018281091

Junior College

1. Smt. Gopangana Das, M.A., Jr. Lect. Mob : 9853407240

DEPT. OF SANSKRIT**Degree College**

1. Dr. Kadambini Dash, M.A., M.Phil., Ph.D., Reader Mob : 9861064212

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2. Dr. Niranjana Pati, M.A., M.Phil., Ph.D., Reader Mob : 9437297238
3. Smt. Snehalata Pati , M.A. (Deployed), Reader Mob : 9938282264
4. Dr. Prasanta Kumar Sethi, M.A., M.Phil., Ph.D.,
Lect. (ADHOC) Mob : 9040212331

Junior College

1. Ms. Nibedita Pati, M.A., M.Phil., B.Ed. Jr. Lect. Mob : 9437134412

DEPT. OF SOCIOLOGY**Degree College**

1. Dr. Tanuja Mohapatra, M.A., M.Phil., Ph.D.,
DCA, Reader Mob : 9861160187

DEPT. OF URDU**Junior College**

1. Dr. Kishwar Jahan, M.A., Ph.D., Reader Mob : 9337845412

DEPT. OF ZOOLOGY**Degree College**

1. Dr. Kamalakanta Sahu, M.Sc., Ph.D., Reader Mob : 9437024077
2. Dr. Prafulla Ch. Rout, M.Sc.,M.Phil, Ph.D., Lecturer Mob : 9437105903
3. Vacant
4. Vacant

Junior College

1. Dr. Kawsar Ara Begum, M.Sc., Ph.D., Reader Mob : 9437130666
2. Vacant

DEPT. OF COMPUTER SCIENCE**(Self-Financing)**

No Sanction Post.

1. Smt. Puspanjali Kanungo, MCA, Programmer. Mob : 9437207898

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DEPT. OF I.T.

(Self-Financing Course)

No Sanction Post.

**B. MEMBERS OF THE
NON-TEACHING STAFF
OFFICE**

1. Head Clerk : Vacant
2. Rabi Narayan Sethi, (Sr. Clerk), Head Clerk I/C Mob : 9938551779
3. Sri Ganeswar Nayak, Sr. Clerk Mob : 8895544536
4. Sri Sukumar Sinha, Sr. Clerk Mob : 9437666255
5. Sri Krushna Ch. Routray, Sr. Clerk Mob : 9861329447
6. Sri Satya Sadhan Rout, Jr. Clerk Mob : 9861274638
7. Sri Sashi Bhusan Jena, Jr. Clerk Mob : 9438511155
8. Junior Clerk : Vacant
9. Junior Clerk : Vacant
10. Junior Clerk : Vacant

ATHLETIC SOCIETY

1. Smt. Swarnalata Bal, M.A., M.P.Ed Mob : 9861442477

LIBRARY

1. Smt. Sandhya Rani Prusty, Asst. Librarian Mob : 9439799648

DEPARTMENT OF ANTHROPOLOGY

1. Smt. Purnaprava Roul, Asst. Store Keeper Mob : 9437411228

DEPARTMENT OF BOTANY

Asst. Store-Keeper : Vacant

CALENDAR -2016-17

DEPARTMENT OF CHEMISTRY

Asst. Store keeper : Vacant

DEPARTMENT OF EDUCATION

1. Sri Dola Gobinda Mohanty, M.A., Store-keeper Mob : 9437228520

DEPARTMENT OF HOME SCIENCE

- (a) Postgraduate Class :
Smt. Manorama Mishra, Store-Keeper Mob : 9776320696
- (b) Undergraduate Class :
Smt. Susama Dwivedy, Store-Keeper Mob : 9437319439

DEPARTMENT OF PHYSICS

1. Sri Suryakanta Pradhan, Junior Workshop Mechanic
Mob : 9937337692

DEPARTMENT OF PSYCHOLOGY

1. Store-Keeper : Vacant

DEPARTMENT OF ZOOLOGY

1. Sri Gouranga Barik, Artist-cum-Photographer Mob : 9437319440

SAMS

1. Dr. Gunam Patnaik , D.E.O. Mob : 9437365619

C. CLASS - III JUNIOR STAFF

(Not According to Seniority)

1. Sri Hari Prasad Swain, Lab.
Attendant Physics Mob : 9583583917
2. Sri Kailash Chandra Uttaray -do- -do- Mob : 9556413608
3. Sri Dillip Kumar Sahu -do- Che. Mob : 9437274454
4. Sk. Zabir Hussain -do- Botany Mob : 9437080738
5. Sri Nihar Ranjan Rout -do- Zoology Mob : 9938712040

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6. Sri Biswanath Mohanty -do- -do- Mob : 9438287312
7. Blacius Dung Dung -do- -do- Mob : 8598970830
8. Himansu Pradhan -do- -do- Mob : 9937676811

Home Science

9. Sri Pradeep Kumar Sahu -do- -do- Mob : 9938702997
10. Attendant : Vacant
11. Salkhan Murmu -do- -do- Mob : 8763259063

D. CLASS - IV EMPLOYEES

(Not According to Seniority)

Gas Man :

1. Sri Manoranjan Parija Mob : 9861454774

Attendants :

1. Sri B. Trinath, Sepcimen Collector (Zoology) Mob : 9668647360
2. Sri Kishore Ch. Naik, Specimen Collector (Botany) Mob : 9668517911
3. Gardener (Botany) : Vacant
4. Sri Ananda Chandra Pradhan, Gardener (Botany) Mob : 9853080808
5. Sri K. Hemant Kumar Nayak, Choukidar Mob : 9778251982
6. Sri Laxman Hansada, Gardener Mob : 8658636054
7. Sri B. Siteya, Sweeper Mob : 9776476983
8. Smt. Golap Sethi, Water Bearer Mob : 9853263542
9. Smt. Jasoda Dei, Sweeper Mob :
10. Smt. Uma Malik, Sweeper Mob :
11. Smt. Mini Jena, Sweeper Mob :
12. Smt. Sanjukta Gochhayat, Sweeper Mob : 9668024991
13. Smt. Gita Naik, Sweeper Mob : 7205268314
14. Kanak Dei, Sweeper Mob : 8658268839

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OFFICE

1. Sri Ashok Kumar Samal, Library Peon Mob : 9692346042
2. Sri Shankarsan Behera, Office Peon Mob : 9337266121
3. Sri Ajoy Paul, Library, Peon Mob : 9778435824
4. Kunjalata Naik, Peon Mob : 9437660089
5. Sri Purna Chandra Mahakud, Office Peon Mob : 9938077810
6. Sri Sarat Chandra Padhi, Office Peon Mob : 9937036547
7. Smt. G. Sreelaxmi, Attendant Mob : 8093707686
8. Smt. Bijayalaxmi Mishra, Matron New Hostel Mob : 9040680778
9. Smt. Sukhalata Mohapatra, Matron, (+2 Hostel) Mob : 9778436071
10. Smt. Banalata Kandi, Escort Maid Mob : 8895872274
11. Smt. Puspalata Rout, Escort Maid Mob : 9237025141
12. Library Chowkidar : Vacant
13. Sri Nrusingha Nanda, Chowkidar Mob : 9437353077
14. Sri Chakradhar Moharana, Common Room Bearer Mob : 9938906917
15. Sri Jagamohan Giri, Watchman (New Hostel) Mob : 9090839775
16. Sri Bansidhar Giri, Watchman (New Hostel) Mob : 9937746330
17. Sri Abhimanyu Samantaray, Watchman (Old Hostel) Mob : 9937398796
18. Sri Niranjan Mishra, Darwan (New Hostel) Mob : 9178781474
19. Sri Sreemanta Mohanty, Hostel Watchman Mob : 9853175793
20. Attendant H. S. C. Deptt. : Vacant



CHAPTER - 5

DISTRIBUTION OF CO-CURRICULAR/EXTRA CURRICULAR

ACTIVITIES FOR THE SESSION 2016-2017.

(This List is not arranged in order of Seniority)

S.L.No

1. Secy. Staff Council : Dr. Kadambini Dash (Sanskrit)
2. Adm. Bursar : Dr. Prasanta Kumar Mohanty
(Anthropology)
Associate Adm. Bursar : Dr. Prasant Kumar Samantaray (Botany)
3. Accounts Bursar : Dr. Bandana Pathak (Economics)
Associate Accounts Bursars
+3, PG, M.Phil DCR : Dr. Biswadas Mohanty (Physics)
+2 Accounts : Sri Nilanchala Sethy (Maths)
4. Legal Bursar : Dr. Srinibas Barik (Political Science)
Associate Legal Bursar : Sri K.C. Swain (Political Science)
5. Academic Bursar : Sri. Ramesh Prasad Rout (Chemistry)
Associate Academic Bursar : Sri. Jiban Ballav Jena (Lib. Sc)
: Sri K.C. Swain (Political Science)
6. O.I.C. SAMS
+3 Streams : Dr. Surendra Prasad Jena (Mathematics)
+2 Streams : Dr. Nibedita Pati (Sanskrit)
7. P. G. Admission
Secy. : **Dr. Kadambini Dash (Sanskrit)**
Members : 1. Smt. Aparajita Mohapatra (History)
: 2. Dr. Jayalaxmi Das (Home Science)
: 3. Dr. Mandakini Das (Political Science)
: 4. Dr. Chinmayee Mohapatra (Odia)
: 5. Dr. Niranjana Pati (Sans)
8. Students' Union
Advisor : Dr. Tanuja Mohapatra (Sociology)
Associate Advisors : 1. Dr. Puspanjali Patnaik (Home Science)
: 2. Dr. Renuka Sahoo (Chemistry)

9. +2 Cultural Association : 3. Sri Balaram Mishra (Hindi)
Vice-President : Smt. Snigdha Sinha (English)
Associate Vice Presidents : Dr. Dipti Panda (English)
: Smt. Madhulita Sahoo (Logic & Phil.)
10. (a) Dramatic Society
(+3 & P.G.)
Vice-President : Smt. Manjula Devi (Philosophy)
Asso. Vice-Presidents : 1. Dr. Kalpana Mallick (Economics)
: 2. Smt. Parbati Dei (Psychology)
(b) Dramatic Society (+2)
Vice-President : 1. Dr. Jaweda Hussain (History)
Asso. Vice-Presidents : 1. Dr. Nibedita Pati (Sanskrit)
: 2. Smt. Indurekha Mohapatra (Home Sc.)
11. (a) Athletic Society
(+3 & P.G.)
Vice-President : Dr. Mandakini Das (Pol. Science)
Asso. Vice-President : Dr. Pratiba Khandei (Psychology)
: Smt. Indurekha Mohapatra (Home Sc.)
(b) Athletic Society (+2)
Vice-President : Smt. Narmada Kumari Parida
(Philosophy)
Asso. Vice-Presidents : Smt. Nirmala Ray (Home Science)
: Smt. Gopangana Das (Psychology)
12. Literary Society
Vice-President : Dr. Sunamani Rout (Odia)
Asso. Vice-Presidents : 1. Dr. Saroj Kumar Padhi (English)
: 2. Dr. Manju Modi (Hindi)
: 3. Dr. Kishwar Jahan (Urdu)
: 4. Dr. Nibedita Pati (Sanskrit)
13. Science Society
Vice-President : Dr. R.C. Pattnaik (Physics)
Asso. Vice-Presidents : 1. Dr. Kawsar Ara Begum (Zoology)
: 2. Dr. Jamini Ranjan Mohanty (Chemistry)
: 3. Dr. Surendra Prasad Jena (Math.)

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14. Debating Society : 4. Dr. Reeta Adhikary (Botany)
Vice-President : Dr. Sunamani Rout (Odia)
Asso. Vice-Presidents : 1. Dr. Niranjana Pati (Sanskrit)
: 2. Dr. Manju Modi (Hindi)
: 3. Dr. Saroj Kumar Padhi (English)
15. Students' Common Room
Officer in charge
+ 3 & P. G. Classes : Dr. Pratima Sarangi (Economics)
+ 2 Classes : Smt. Madhulita Sahoo (Philosophy)
16. D. S. A. Coordinator : Dr. Prativa Khandai (Psychology)
: Smt. Saraswati Majhi (Botany)
Members : 1. Smt. Nirmala Ray (Home Science)
: 2. Smt. Gopangana Das (Psychology)
17. N.S.S. Unit - I
Programme Officer : Dr. Surekha Sundari Swain (Education)
(+3 & P.G.) : Dr. Charubala Pani (Home Science)
N.S.S. Unit - II
Programme Officer (+2) : Smt. Nirmala Ray (Home Science)
18. Ranger's Team
Officers in-charge (+3 & P.G.) : Dr. Pratima Sarangi (Economics)
: Dr. Moushumi Pattnaik (Political Science)
(+2) : Smt. Devikarani Murmu (Economics)
: Smt. Smaranika Pasayat (Lib. Science)
19. Youth Red Cross
Officers in-charge : Smt. Parvati Dei (Psychology)
(+3 & P.G.) : Smt. Rajashree Mohanty (Home Science)
(+2) : Smt. Saraswati Majhi (Botany)
20. Self Defence Training
Co-Ordinator : Smt. Mamatarani Sahoo (Economics)
Associate : Smt. Madhulita Sahoo (Philosophy)
21. Scholarship, S.S.G & S.A.F
O.I.C. : Dr. Rama Krushna Pati (Education)

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- Associates : 1. Dr. Sipra Ray (Education)
: 2. Dr. Ratna Prava Prusty (Botany)
22. Proctorial work and Students relations.
Co-ordinator : Dr. Kawsar Ara Begum (Zoology)
O.I.C., P. G. : Dr. Chittaranjan Panda (Odia)
O.I.C., +3 : Smt. Indurekha Mohapatra (Home Sc.)
O.I.C., +2 : Smt. Devikarani Murmu (Economics)
23. Time Table
Officers in charge : 1. Dr. Kalpana Mallick (Economics)
: 2. Dr. Surendra Prasad Jena (Math.)
: 3. Sri. Nilanchala Sethy (Mathematics)
24. Identity Card
Officers in charge : 1. Dr. Pratima Sarangi (Economics)
: 2. Smt. Suneeti Lata Das (Botany)
25. Examinations
O.I.C. : Dr. Kamalakanta Sahoo (Zoology)
Associates : 1. Smt. Narmada Kumari Parida (Phil.)
: 2. Dr. Sanjita Mishra (Odia)
: 3. Sri. Jiban Ballav Jena (Lib. Sc.)
: 4. Dr. Prafulla Rout (Zoology)
26. O.I.C HUB : Sri Jiban Ballav Jena (Lib. Science)
O.I.C E-Valuation : Dr. P.C. Rout (Zoology)
27. Tabulation (Co-ordinators)
+2 1st Year Arts : 1. Smt. Gopangana Das (Psychology)
: 2. Smt. Rita Prema Lakra (Lib. Sc)
+2 2nd Years Arts : 1. Dr. N. C. Vaidehi (Home Science)
: 2. Smt. Nirmala Ray (Home Science)
+2 1st Years Science : 1. Dr. Chittaranjan Panda (Odia)
: 2. Sri. Nilanchala Sethy (Math)
+2 2nd Year Sc. : Dr. Prasanta Kumar Sethi (Sanskrit)
+2 1st Year Comm. : Dr. Nibedita Pati (Sanskrit)
+2 2nd Year Comm. : Smt. Smaranika Passayat (Lib. Sc)

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- +3 1st Year Arts : 1. Dr. Pratima Sarangi (Economics)
: 2. Smt. Rajashree Mohanty (H.Sc.)
- +3 2nd Year Arts : 1. Dr. Chinmayee Mohapatra (Odia)
: 2. Dr. N. C. Vaidehi (Home Science)
- +3 3rd Year Arts : 1. Dr. Jaweda Hussain (History)
: 2. Smt. Sipra Ray (Education)
- +3 1st Year Sc. : 1. Smt. Ratnaprava Prusty (Botany)
: 2. Smt. Mandakini Barala (Physics)
- +3 2nd Year Sc. : 1. Dr. Jamini Ranjan Mohanty (Chemistry)
: 2. Smt. Lily Prema Minz (Botany)
- +3 3rd Years Sc. : 1. Dr. Reeta Adhikary (Botany)
: 2. Smt. Mandakini Barala (Physics)
28. Abstract of Attendance
Co-ordinator : Smt. Aparajita Mohapatra (History)
Officers in-charge : All Heads of Department
29. College Calendar
Editor : Dr. Mandakini Das (Political Science)
Members, Editorial Board: 1. Dr. Tanuja Mohapatra (Sociology)
: 2. Dr. Moushumi Patnaik (Political Sc.)
30. College Magazine
Editor : Dr. Sunamani Rout (Odia)
Members, Editorial Board: 1. Dr. Niranjana Pati (Sanskrit)
: 2. Dr. Manju Modi (Hindi)
: 3. Dr. Kishwar Jahan (Urdu)
: 4. Dr. Saroj Kumar Padhi (English)
31. College Library
O.I.C. : Dr. Reeta Adhikary (Botany)
Associates : 1. Dr. Srinibas Barik (Pol. Science)
: 2. Dr. Tanuja Mohapatra (Sociology)
: 3. Smt. Smaranika Passayat (Lib. Sc.)
32. Committee for U.G.C. matters.
O.I.C. : Dr. Niranjana Pati (Sanskrit)
Associates : 1. Dr. Surendra Prasad Jena (Math.)

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- : 2. Dr. Srinibas Barik (Pol. Science)
: 3. Dr. Jamini Ranjan Mohanty (Chemistry)
: 4. Sri. Jiban Ballav Jena (Lib. Sc)
: 5. NAAC, Co-ordinator-
Dr. Mandakini Das (Pol. Science)
: 6. Admn Bursars
: 7. Accounts Bursars
33. Purchase Committee
Convenor : Accounts Bursar
Members : 1. Adm. Bursars
: 2. Legal Bursars
: 3. Academic Bursars
: 4. O.I.C., UGC
: 5. All HOD's of Practical Subjects
: 6. O.I.C., Library
: 7. O.I.C., Comp. Sc.
: 8. O.I.C., Athletics
34. Office Stock and Store :
O.I.C. : Dr. Biswadas Mohanty (Physics)
35. Furniture (Stock and Store)
Officers in-charge : 1. Dr. Jayalaxmi Das (Home Science)
: 2. Sri Balaram Mishra (Hindi)
36. Internal Audit Cell
O.I.C. : Dr. Surendra Prasad Jena (Math.)
Members : Dr. Bandana Pathak (Economics)
37. Madhusudan Memorial
Committee
Co-ordinator : Dr. Sunamani Rout (Odia)
Associate : Dr. Sanjita Mishra (Odia)
38. Women Development,
Anti Ragging & Sexual
Harassment Cell
Convenor : Smt. Sunitilata Das (Botany)

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- Members : 1. Dr. Reeta Adhikary (Botany)
: 2. Smt. Manjula Devi (Philosophy)
: 3. Supdt. of All Hostels
: 4. Advisor, Student's Union
39. College Development Committee
Members : 1. Administrative Bursars
: 2. Accounts Bursars
: 3. Legal Bursar
: 4. Academic Bursars
: 5. O.I.C., U.G.C.
: 6. All H.O.Ds
: 7. O.I.C., Examination
: 8. O.I.C, Library
40. Coordinator, I. T & Computer Science : Dr. Biswadas Mohanty (Physics)
41. Officers In charge Website : 1. Dr. Saroj Kumar Padhi (English)
: 2. Sri Nilanchala Sethy (Maths)
: 3. Dr. Nibedita Pati (Sanskrit)
42. College Discipline Committee Members : 1. Adm. Bursars
: 2. Advisor Students' Union
: 3. Academic Bursars
: 4. Officer In-charge of Examination
: 5. Supdt. of All Hostels
43. Maintenance of Garden & Environment/Herbal Garden
Officers in-charge
Science Block : 1. Dr. Reeta Adhikary (Botany)
: 2. Smt. Ratnaprava Prusty (Botany)
Arts Block : 1. Dr. Saroj Nalini Dash (Home Science)
: 2. Smt.. Indurekha Mohapatra (Home Sc.)
44. Sanitation Cell

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- Officers in-charge
Science Block : 1. Smt. Suniti Lata Das (Botany)
: 2. Smt. Mandakini Baral (Physics)
Arts Block : 1. Smt. Manjula Devi (Philosophy)
: 2. Dr. Surekha Sundari Swain (Education)
45. Cycle Stand
O.I.C., Science Block : Dr. Prafulla Chandra Rout (Zoology)
O.I.C., Arts Block : Dr. Kishwar Jahan (Urdu)
46. College Canteen
Officers in-charge : 1. Dr. Puspallata Patnaik
: 2. Dr. Prafulla Chandra Rout
: 3. Sri Krushna Chandra Swain
47. Human Resource Management & Placement Cell : 1. Dr. Jamini Ranjan Mohanty (Chemistry)
: 2. Dr. Biswadas Mohanty (Physics)
48. SC/ST Dev. Cell
Officers in-charge : 1. Adm. Bursar
: 2. Sri. Jiban Ballav Jena (Lib. Sc.)
: 3. Dr. P. Khandai (Psychology)
49. Building, Electricity & Water supply
Officers in-charge : 1. Smt. Mandakini Baral (Physics)
(Liaison) : 2. Dr. Jaweda Hussain (History)
50. +2 Jr. College
Staff Common Room : Dr. Manju Modi (Hindi)
: Dr. Kishwar Jahan (Urdu)
51. Residence Committee : 1. Administrative Bursars
: 2. Accounts Bursars
: 3. Academic Bursar
: 4. Legal Bursar
: 5. Supdts. & Asst. Supdts of All Hostels
: 6. Dr. Mandakini Das (Political Science)
: (Warden of all Hostels)

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52. Right To Information
(P.G., +3 & +2)
1st Appellate Authority : Ramesh Prasad Rout (Chem.)
P.I.O. : Sri. Jiban Ballav Jena (Lib. Sc)
A.P.I.O : Sri. Nilanchala Sethy (Mathematics)
53. N.C.C. Officer In charge : Smt. Gopangana Das (Psychology)
54. Hostels :
Day Warden of all Hostels : Dr. Mandakini Das (Pol. Sc.)
Supdt. New Hostel : Smt. Narmada Kumari Parida (Phil.)
Asst. Supdt. New Hostel : Smt. Lily Prema Minz (Botany)
Supdt. Old Hostel : Dr. Saroj Nalini Das (Home Science)
Asst. Supdt. Old Hostel : Smt. Saraswati Majhi (Botany)
Supdt. P. G. Hostel : Dr. Bandana Pathak (Economics)
Asst. Supdt. P. G. Hostel : Smt. Nirmla Ray (Home Science)
55. Students' Grievance Cell
Officers in-charge : 1. Dr. Surekha Sundari Swain (Education)
: 2. Dr. Tanuja Mohapatra (Sociology)
: 3. Smt. Madhulita Sahoo (Philosophy)
56. Language Lab.
Officer in-charge : 1. Smt. Snigdha Sinha (English)
: 2. Dr. Dipti Panda (English)
57. Squad and Discipline
Science Block : All HODs of Science Department
Arts Block : All HODs of Arts Department
58. Research Committee : 1. Administrative Bursars
: 2. HODs of concerned subjects
: 3. All members of the concerned Department
59. Internal Quality Assurance Cell (IQAC)
Co-ordinator-cum-Member
Secretary : Dr. Niranjan Pati (Sanskrit)
Members : 1. Smt. Snigdha Sinha (Eng.)
: 2. Dr. Mandakini Das (Political Sc.)

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- External Members : 3. Sri R.P. Rout (Chemistry)
: 4. Dr. Kalpana Mallick (Economics)
: 5. Sri Nilanchala Sethy (Mathematics)
: 6. Admin Bursar
: 7. Accounts Bursar
- External Members : 1. Prof. (Dr.) Bimala Prasad Nanda,
Former Director, Higher Education, Odisha
: 2. Sj. Susanta Kumar Panda,
Managing Director, Jai Bharat Spices
Pvt. Ltd., Cuttack
: 3. Dr. Saroj Kumar Singh,
Former Director, Higher Education, Odisha
: 4. Dr. Tapati Das, Secy., Alumni Association
60. NAAC Co-ordinator :
Members : Dr. Mandakini Das (Political Sc.)
: 1. Administrative Bursars
: 2. Academic Bursars
: 3. Legal Bursars
: 4. Accounts Bursars
: 5. O.I.C, UGC
: 6. Dr. Moushumi Patnaik (Political Sc.)
: 7. Dr. Tanuja Mohapatra (Sociology)
: 8. Dr. Prasanta Ku. Samantaray (Botany)
61. Wall Magazines
(Members of Advisory Board)
Arts Block : 1. Dr. Chinmayee Mohapatra (Odia)
: 2. Dr. K. Jahan (Urdu)
: 3. Dr. M. Modi (Hindi)
: 4. Dr. Dipti Panda (English)
: 5. Dr. Niranjan Pati (Sanskrit)
Science Block : 1. Dr. K. A. Begum (Zoology)
: 2. Dr. Rita Adhikary (Botany)
: 3. Dr. Jamini Ranjan Mohanty (Chemistry)
: 4. Dr. Biswadas Mohanty (Physics)
62. Board of Governors : Administrative Bursar
RUSA Committee : Accounts Bursar
: Academic Bursar

CALENDAR -2016-17

- Co-ordinator : Dr. Sunamani Rout (Odia)
Associates : 1. Dr. Kalpana Mallik (Economics)
: 2. Dr. Surendra Prasad Jena (Math)
: 3. Dr. J.R. Mohanty (Chemistry)
: 4. Dr. Prasanta Kumar Samantaray (Bot.)
- Student Representative : 1. Supriti Nath Sharma,
Dept. of Hindi (+3 2nd year Arts)
: 2. Anindita Mitra,
Dept. of Chemistry (+3 3rd year Sc.)
63. Planning Board
Members : 1. Administrative Bursars
: 2. Accounts Bursars
: 3. Co-ordinator, IQAC
: 4. Librarian
- Senior Teachers : 1. Dr. Kadambini Dash (Sanskrit)
: 2. Dr. R. P. Rout (Chemistry)
: 3. Dr. Kamala Kanta Sahu (Zoology)
: 4. Dr. Mandakini Das (Political Sc.)
: 5. Dr. Jayalaxmi Das (Home Sc.)
64. Parents Teachers Meet
Convenor : Dr. Pratima Sarangi (Economics)
Associates : 1. Dr. Jamini Ranjan Mohanty (Chemistry)
: 2. Dr. Bandana Pathak (Economics)
: 3. Dr. R.K. Pati (Education)
65. Eco Club
Officers in-charge : 1. Dr. Mandakini Das (Political Sc.)
: 2. Dr. Pratiba Khandai (Psychology)
: 3. Dr. Saroj Nalini Das (Home Science)
: 4. Smt. Mandakini Baral (Physics)
: 5. Smt. Ratnaprava Prusty (Botany)
: 6. Smt. Lily Prema Minz (Botany)
66. Career Counselling
Officer in-charge : 1. Dr. Kalpana Mallick (Economics)
: 2. Dr. Biswadas Mohanty (Physics)
: 3. Smt. Gopangana Das (Psychology)

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67. Guest Faculty
O.I.C. : Dr. Biswadas Mohanty (Physics)
68. Gymnasium
O.I.C. : Smt. Lily Prema Minz (Botany)
69. Alumni Association
Co-ordinator : Dr. Jayalaxmi Das (Home Science)
Associates : Smt. Snigdha Sinha (English)
: Smt. Indurekha Mohapatra (Home Sc.)
70. Yoga and Social Ethics
O.I.C. : Dr. Surekha Sundari Swain (Education)
71. Extramural Lectures
O.I.C. : Dr. Pratiba Khandai (Psychology)
72. Secretary, Staff Club : Dr. Saroj Nalini Das (Home Science)
Associate : Dr. Sipra Ray (Education)
: Smt. Rajashree Mohanty (H. Sc.)
73. Press, Publicity and
Public Relation
O.I.C. : Dr. Sunamani Rout (Odia)
Associate : Dr. Jamini Ranjan Mohanty (Chemistry)
74. Vocational Junior College
Co-ordinator : Dr. Kishwar Jahan (Urdu)
Associate : Smt. Nirmala Ray (Home Science)
75. Health Care Centre :
Officers-in-charge : Dr. Kalpana Mallick (Economics)
: Dr. Kausar Ara Begum (Zoology)
76. Public Examinations : Dr. Jamini Ranjan Mohanty (Chemistry)
: Dr. Biswadas Mohanty (Physics)
: Dr. Prafulla Ch. Rout (Zoology)
: Sri K.C. Swain (Political Science)

CHAPTER - 6

PROCEDURE OF ADMISSION AND SUBJECTS OFFERED

1. The academic session of the college has two terms.
 - (i) June to December
 - (ii) January to May

2. Rules for admission into +2 Classes.

୨.୧. e-Admission (+2 Classes)

e-Admission ର ଉଦ୍ଦେଶ୍ୟ ହେଉଛି, ନାମ ଲେଖା ପ୍ରକ୍ରିୟାରେ ସୂଚନା ପ୍ରଯୁକ୍ତି ବିଦ୍ୟା (**Information Technology**)ର ସଫଳ ଉପଯୋଗ କରି ଏହାକୁ ସରଳ, ମିତବ୍ୟୟୀ, ଦୂରତ ଏବଂ ପାରଦର୍ଶୀ କରିବା । କମ୍ପ୍ୟୁଟର ଏବଂ ଇଣ୍ଟରନେଟ୍ ସଫଳ ଉପଯୋଗରେ ଏହି ପ୍ରକ୍ରିୟା ସଫାଦିତ ହୋଇଥାଏ ।

ଏହି ପ୍ରକ୍ରିୟାରେ ଜଣେ ଆବେଦନକାରୀ (ଯିଏ କି ଦଶମ ବୋର୍ଡ଼ ପରୀକ୍ଷାରେ ଉତ୍ତୀର୍ଣ୍ଣ ହୋଇଥିବେ) ଯୁକ୍ତ ଦୁଇ (+୨) ଶ୍ରେଣୀରେ ନାମ ଲେଖା ପାଇଁ ଅନଲାଇନ୍ (**on-line**) ଦରଖାସ୍ତ କରିବେ । ଇଣ୍ଟରନେଟ୍ ସୁବିଧା ଥିବା ଯେକୌଣସି କମ୍ପ୍ୟୁଟରରେ **www.dheorissa.in** ୱେବସାଇଟ୍‌କୁ ଲଗ୍‌ଅନ୍ (**log on**) କରି ତନ୍ମଧ୍ୟରୁ ସାଧାରଣ ଦରଖାସ୍ତ ଫର୍ମ **CAF** ବାହାର କରି **on-screen** ପୂରଣ କରିବେ । ପୂରଣ କରିବାର ସମସ୍ତ ବିଧି ବ୍ୟବସ୍ଥା ସେହି ୱେବସାଇଟ୍‌ରେ ଉପଲବ୍ଧ ହେବ । ଦରକାରୀ ସୂଚନା, ଯଥା : ନିଜ ନାମ, ପିତାମାତା / ଅଭିଭାବକଙ୍କ ନାମ, ସ୍ଥାନ ଏବଂ ଯୋଗାଯୋଗ ଠିକଣା, ଦଶମ ଶ୍ରେଣୀ ପରୀକ୍ଷା ରୋଲ୍‌ନମ୍ବର, ଦଶମ ଶ୍ରେଣୀର ବୋର୍ଡ଼ ପରୀକ୍ଷାରେ ରଖିଥିବା ନମ୍ବର ଆଦି ପୂରଣ କରିବା ପରେ ସେହି କମ୍ପ୍ୟୁଟରରୁ ଦରଖାସ୍ତ ଫର୍ମର ଦୁଇଟି ମୁଦ୍ରିତ ନକଲ ବାହାରିବ । ଗୋଟିଏ **College Copy** ଏବଂ ଅନ୍ୟଟି **Applicant Copy** । ସମସ୍ତ ଦରକାରୀ ନଥିପତ୍ର

ସହ ନିକଟସ୍ଥ **SAMS Resource Centre** କୁ ଯାଇ ଆବଶ୍ୟକ ଦେୟ ପ୍ରଦାନ ପୂର୍ବକ ଫର୍ମ ଦୁଇଟି ଦାଖଲ କରିବେ । ସେହି ମହାବିଦ୍ୟାଳୟର ଅଧିକାରୀ, ଆବେଦନକାରୀଙ୍କୁ ଏକ **Money Receipt-cum-Index Number** ପ୍ରଦାନ ପୂର୍ବକ **Applicant Copy** ଫେରାଇ ଦେବେ ।

- ୨.୨. ସାଧାରଣ ବିବରଣ ପତ୍ରିକା (**Common Prospectus ବା CP**) ଏହି ପୁସ୍ତିକାରେ **e-Admission** ସମ୍ବନ୍ଧୀୟ ବିଶଦ ବିବରଣୀ ସହ **SAMS** ଅନ୍ତର୍ଭୁକ୍ତ କନିଷ୍ଠ ମହାବିଦ୍ୟାଳୟମାନଙ୍କର ସବିଶେଷ ବିବରଣୀ ସ୍ଥାନ ପାଇଛି । **CP** ଦୁଇ ଭାଗରେ ବିଭକ୍ତ - ପ୍ରଥମ ଭାଗରେ ନାମଲେଖା ସମ୍ପର୍କିତ ବିଶଦ ବିବରଣୀ ଥିବାବେଳେ ଦ୍ୱିତୀୟ ଭାଗରେ ମହାବିଦ୍ୟାଳୟ ସଫର୍ଯ୍ୟରେ ବିବରଣୀ ଦିଆଯାଇଛି । ଏହି ପତ୍ରିକାକୁ ଉଚ୍ଚଶିକ୍ଷା ବିଭାଗ ୱେବସାଇଟ୍ (**www.dheodisha.in**) ରୁ **download** କରାଯାଇ, ମୁଦ୍ରିତ ନକଲ (**printed copy**) ନିଆଯାଇପାରିବ । **CP**ର ପ୍ରଥମ ଭାଗରେ **e-Admission**ର ନିୟମ, ଯଥା - ସାଧାରଣ ନିର୍ଦ୍ଦେଶାବଳୀ, ଚୟନ ପଦ୍ଧତି, ଆରକ୍ଷଣ ଓ ଅତିରିକ୍ତ ସୁବିଧା ଆଦି ବିଷୟରେ ବର୍ଣ୍ଣନା କରାଯାଇଛି ।
- କ) **CP**ର ଦ୍ୱିତୀୟ ଭାଗରେ ପ୍ରତ୍ୟେକ ମହାବିଦ୍ୟାଳୟମାନଙ୍କର ବିବରଣୀ ସ୍ଥାନିତ ହୋଇଛି । ସେଗୁଡ଼ିକ ହେଲା ନିର୍ଦ୍ଦିଷ୍ଟ ମହାବିଦ୍ୟାଳୟମାନଙ୍କରେ ପଢ଼ାଯାଉଥିବା ବିଷୟ, ପ୍ରତ୍ୟେକ ବିଷୟରେ ଅନୁମୋଦିତ ସିଟ୍ ସଂଖ୍ୟା, ଚୟନ ପାଠ୍ୟକ୍ରମ (**Elective Combination**), ବିଗତ ଦୁଇ ବର୍ଷର ସର୍ବଶେଷ ନାମଲେଖା ମାର୍କ (**Cut-off-Marks**), ଛାତ୍ରାବାସରେ ଉପଲବ୍ଧ ସ୍ଥାନ ସଂଖ୍ୟା, ନାମଲେଖା ଦେୟ ଇତ୍ୟାଦି ।
- ଖ) **CP**ର ଦ୍ୱିତୀୟ ଭାଗର ମୁଦ୍ରିତ ନକଲ ମହାବିଦ୍ୟାଳୟରେ କିଣିବାକୁ ମିଳିବ ନାହିଁ । ଏହା କେବଳ ଇଂରାଜୀ ଭାଷାରେ ଏବଂ ଉଚ୍ଚଶିକ୍ଷା ବିଭାଗ ୱେବସାଇଟ୍‌ରେ ଉପଲବ୍ଧ ହେବ । ସେଠାରୁ ଏହାକୁ **Download** କରି ମୁଦ୍ରିତ ନକଲ ନିଆଯାଇପାରିବ ।

9.୩. ସାଧାରଣ ଦରଖାସ୍ତ ଫର୍ମ (Common Application Form) CAF

ସାଧାରଣ ଦରଖାସ୍ତ ଫର୍ମକୁ ଏପରି ପ୍ରସ୍ତୁତ କରାଯାଇଛି ଯେ, ଏହି ଗୋଟିଏ ଫର୍ମରେ ରାଜ୍ୟର ୧୨୦୦, +୨ କନିଷ୍ଠ ମହାବିଦ୍ୟାଳୟରେ ନାମଲେଖା ପାଇଁ ଆବେଦନ କରିହେବ । ଏହି ଫର୍ମକୁ କେବଳ **On-Line** (ଇଣ୍ଟରନେଟ୍ ସଂଯୋଗ ଥିବା କମ୍ପ୍ୟୁଟରରେ ପୂରଣ କରାଯାଇପାରିବ । ଏଥିପାଇଁ ଦରଖାସ୍ତକାରୀଙ୍କୁ ଉଚ୍ଚଶିକ୍ଷା ବିଭାଗ ୱେବସାଇଟ୍ **www.dheorissa.in** କୁ **log on** କରିବାକୁ ହେବ । ଗୋଟିଏ **CAF** ରେ ସର୍ବାଧିକ ଛଅଗୋଟି ପସନ୍ଦ ଉଲ୍ଲେଖ ପାଇଁ ବ୍ୟବସ୍ଥା ଅଛି ।

ଦରଖାସ୍ତକାରୀଙ୍କୁ ନିଜର ବ୍ୟକ୍ତିଗତ (**Personal**) ତଥ୍ୟ ଯଥା : ପିତାମାତାଙ୍କ ନାମ, ସ୍ତ୍ରୀୟ ଓ ଯୋଗାଯୋଗ ଠିକଣା, ଆରକ୍ଷଣ ଓ ଅତିରିକ୍ତ ସୁବିଧା ବିବରଣୀ ଏବଂ ଶୈକ୍ଷିକ (**Academic**) ତଥ୍ୟ ଯଥା : ଦଶମ ଶ୍ରେଣୀ ବୋର୍ଡର ନାମ, ପରୀକ୍ଷା ରୋଲ ନମ୍ବର, ଉତ୍ତୀର୍ଣ୍ଣ ହୋଇଥିବା ବର୍ଷ (**Year**) ପରୀକ୍ଷାରେ ରଖିଥିବା ନମ୍ବର ଇତ୍ୟାଦି ସଂପର୍କରେ **CAF**ରେ ଦିଆଯାଇଥିବା ନିର୍ଦ୍ଦିଷ୍ଟ କୋଠାରେ ପୂରଣ କରିବାକୁ ପଡ଼ିବ । ଏହାପରେ ଆବେଦନକାରୀଙ୍କୁ ଯତ୍ନ ସହିତ ନିଜର ପସନ୍ଦର ମହାବିଦ୍ୟାଳୟ ଓ ଧାରା (**Stream : କଳା/ବାଣିଜ୍ୟ/ବିଜ୍ଞାନ**) କ୍ରମ ଅନୁସାରେ ପୂରଣ କରିବାକୁ ହେବ । ଏହା ପୂରଣ କଲାବେଳେ ସେହି ମହାବିଦ୍ୟାଳୟ/ଧାରାମାନଙ୍କର ବିଗତ ଦୁଇ ବର୍ଷର ସର୍ବଶେଷ ନାମଲେଖା ନମ୍ବର (**Cut-off-Marks**)କୁ ଗଭୀରଭାବେ ବିଚାରକୁ ନେବା ଆବଶ୍ୟକ । କାରଣ, ପୂର୍ବ ଅଭିଜ୍ଞତାରୁ ଦେଖାଯାଇଛି ଯେ ଯେତିକି ଛାତ୍ର/ଛାତ୍ରୀ ପ୍ରଥମ ଚୟନରେ ପ୍ରଥମ ପସନ୍ଦ କଲେଜରେ ନାମ ଲେଖାଇଛନ୍ତି, ସେମାନଙ୍କ ମଧ୍ୟରୁ ୪୦% ରୁ ୫୦% ମାତ୍ର ଗୋଟିଏ ପସନ୍ଦ ପାଇଁ ଆବେଦନ କରିଥିଲେ ।

ତେଣୁ ଆବେଦନକାରୀ ପୂର୍ବ ବର୍ଷର **Cut-off-Marks** କୁ ସଠିକ୍ ଭାବେ ଅନୁଧ୍ୟାନ କରି ପସନ୍ଦ ବାଛିଲେ ପ୍ରଥମ ଚୟନରେ ପ୍ରଥମ ପସନ୍ଦର କଲେଜ/ଧାରା ପାଇବାର ସମ୍ଭାବନା ଅଧିକ ହେବ । ଏକ **CAF** ର ନମୁନା ଏବଂ ଏହାକୁ ପୂରଣ କରିବାର ପ୍ରଣାଳୀ ପୁସ୍ତିକାର **Annexure-2** ରେ ଦିଆଯାଇଛି ।

3.0 Separation of +2 Wing

The +2 stream is separated from +3 stream w.e.f. Dt. 20.6.90 and placed as Higher Secondary Wing (+2) of S.B. Junior Women's College, Cuttack. Their admission, election to various societies, examination and cultural activities will be conducted separately.

3.1 Courses Offered

The College offers Higher Secondary (+2) in the following streams.

- (a) +2 Arts, Science, Commerce & Vocational

Besides the regular courses, the college offers self financing course on Information Technology as the 4th elective subject for +2 Arts & Science students

3.2 Course Details of +2 Classes

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

The course is divided into two parts for 1st Year and 2nd Year Examinations as follows :

3.3. Compulsory Subjects

An applicant shall have to offer the compulsory subjects for

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

(i) The Environmental Education will be assessed at the college level for 100 marks (70 marks theory and 30 marks for practical) at the end of 1st Year of +2 Course and grades are to be awarded by the college. These grades shall be recorded in the body of the Pass Certificate given by the Council subsequently.

(ii) Yoga will be taught as a compulsory subject and assessed at the college level for 100 marks (50 marks for theory and 50 marks for practical). The theory examination shall be conducted at the end of 1st Year class (11th class) and the practical examination shall be conducted at the time of Test Examination in the 2nd Year (12th class). Grades shall be awarded by the college which will be reflected in the Pass Certificate issued by the Council.

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

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

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

3.4 -Elective Subjects

As per the Government of Orissa Letter No - 45548 III / HE / CHSE / Dt - 01-11-2006, an applicant for ARTS stream may offer 4 (four) elective subjects out of the nine categories given in Table - 1.

An applicant for SCIENCE stream may offer 4 (four) elective subjects, with Physics and Chemistry - as 1st and 2nd elective respectively. For 3rd and 4th elective, she has to choose two subjects either from Group-A or from Group-B in Table - 2.

Candidates applying for Commerce stream may refer to Table -3 for details.

For subjects with practicals, 30% of the total marks, shall be diverted for practical examination and the remaining 70% shall be for theory examination. A candidate shall have to pass separately in theory and practical examinations.

TABLE - 1 (FOR +2 ARTS STREAM)

Subject type	Name of the Subjects	No. of Seats available	Max Marks	
			1 st Year	2 nd Year
Compulsory	Environmental Education	256	100	
Subjects	Yoga	256	50*	50*
	English	256	100	100
	MIL (Ori/Hn/San/Urd/Ben Alternative English)	256	100	100
Elective	(i) Political Science	192	100	100
Subjects	(ii) History	256	100	100

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	(iii) Economics	256	100	100
	(iv) Logic	256	100	100
	(v) Mathematics/H.Sc.	256/192	100	100
	(vi) Education/Psychology	64/64	100	100
	(vii) Anth /Soc.	10/32	100	100
	(viii) Odia/Sanst/Hindi/Urdu	256	100	100
	(ix) Information Technology(IT)	32	100	100

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

TABLE - 2 (FOR +2 SCIENCE STREAM)

Subject type	Name of the Subjects	No. of Seats available	Max Marks	
			1 st Yr.	2 nd Yr
Compulsory Subjects	Environmental Education	256	100	
	Yoga	256	50*	50*
	English	256	100	100
	MIL (Ori/Hn/San/Urdu/Ben Alternative English)	256	100	100
Elective Subjects	(i) Physics	256	100	100
	(ii) Chemistry	256	100	100
	GROUP-A (iii) Mathematics	256	100	100
	GROUP-B (iii) Biology			
(iv) Biology/IT #	(iv) Math/IT #	256/48	100	100

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

IT (Information Technology) is a self-financing course. An applicant opting for this subject shall have to deposit a sum

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of Rs. 3,000/- (Rupees Three thousand only) at the time of admission for the two year course, in shape of a Bank Draft, drawn in favour of "The Principal. S. B. Women's College, Cuttack" payable at any nationalized bank at Cuttack.

TABLE - 3 (FOR +2 COMMERCE STREAM)

Subject type	Name of the Subjects	No. of Seats available	Max Marks	
			1 st Yr	2 nd Yr
Compulsory Subjects	Environmental Education	64	100	
	Yoga	64	50*	50*
	English	64	100	100
	MIL (Ori/Hn/San/Urdu/Ben Alternative English)	64	100	100
Elective Subjects	(i) Accountancy (ACT)	64	100	100
	(ii) Business Math. & Statistics (BMS)	64	100	100
	(iii) Business Studies and Management (BSM)	64	100	100
	(iv) Cost Accounting(ACA)	64	100	100

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

3.5 +2 Vocational - 48 Seats.

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

Compulsory Subjects - (a) English, (b) MIL (Hn., Odia, Sans, Alt Eng., Urdu), (c) Environmental Science.

TRADES ALLOWED

(1) Office Management (Optional) (OM) consists of

- (a) Office Management - Paper - 1 and Paper - 2 (50 marks theory and 100 marks practical for each paper.)
- (b) Basic Foundation Course - (BFC)
 - BFC (1) - Commerce 1 (50 marks)
 - BFC (2) - Commerce 2 (50 marks)
 - BFC (3) - Economics (50 marks)
- (2) Creche and Pre-school Management (CPM)(Optional) consists of
 - (a) CPM - Paper - 1 and Paper - 2 (50 marks theory and 100 marks practical for each paper.)
 - (b) Basic Foundation Course (BFC)
 - BFC (1) - History (50 marks)
 - BFC (2) - Political Science (50 marks)
 - BFC (3) - Economics (50 marks)

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

College Fees

Fees are only received on the days fixed for collection during college hours. The exact amount inclusive of all fines etc. must be tendered. If a student fails to pay the dues by the specific date, her name will be struck off the rolls on the 1st day of the next month and her attendance will not be recorded until she is re-admitted. [For re-admission the student has to pay a fee equal to the monthly tuition fee and a re-entry fee of Rs. 100/- payable to the University]

4.0. e-Admission (+3 Degree Classes)

e-Admission aims at the successful use of Information

Technology to make the admission process simple, economical, fast and transparent. This process is accomplished by the use of computers and Internet.

An eligible applicant has to apply **ON-LINE** for a maximum of TEN options (College / Stream / Honours) through www.dheorissa.in (by filling up required personal and academic information, choices of different colleges and streams in order of preference and others), take print outs of the computer generated application form (**College Copy & Applicant Copy**) and travel to the nearest SAMS Degree College to submit the application. The college authority would keep the College Copy of the application form along with the relevant documents and return the Applicant Copy with a Money Receipt-cum-Index Number to the applicant.

4.1. Common Application Form (CAF)

The CAF has been so designed that, an applicant can apply to any of the 162 Degree Colleges in the State in one form. An applicant has to fill it up ON-LINE by logging into the website of Higher Education Department, Government of Odisha, www.dheorissa.in. An applicant can apply for up to ten choices of College / Stream / Honours in order of preferences where he/she would like to study.

The applicant has to furnish all personal and academic information like, Name, Parents' names, Correspondence and Permanent Address, +2 Council Examination marks, Name of the Council, Roll Number, Year of Passing, Reservation and

Weightage details etc. in the appropriate box of the on line form. The sample copy of on-line CAF & Instructions to fill it up are given in **Annexure-2**. (of the prescribed booklet.)

From the past experience, it is seen that about 40 to 50% of applicants who get selected for admission to their first option college/stream had given only one option in last two years. This shows that cut-off marks of last 2 years are very crucial in deciding the choice of your stream and college options.

- (a) The common rules and common prospectus for admission into +2 & +3 classes is available in the Department of Higher Education, Govt. of Odisha's website : www.dheorissa.in in the downloadable PDF format.

The common application form (CAF) is to be filled up on line by the candidate and the downloaded printout is to be submitted at the SAMS counter along with the prescribe fee.

(I) HONS. SUBJECTS (ARTS, SCIENCE) WITH NO OF SEATS :

+3 ARTS		+3 SCIENCE	
Name of Subjects	No. of Seats available	Name of Subjects	No. of Seats available
1. Anthropology	16	1. Physics	32
2. Economics	32	2. Chemistry	32
3. Education	48	3. Mathematics	32
4. English	48	4. Botany	32
5. Hindi	16	5. Zoology	32
6. History	32	6. Computer Sc. *	32
7. Home Science	48	1. COMMERCE	32
8. Library Science	16		
9. Mathematics	16		
10. Odia	32		
11. Philosophy	16		
12. Political Science	48		
13. Psychology	48		
14. Sanskrit	32		
15. Sociology	32		
10. Urdu	08		

* Self Financing Course

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ARTS & SCIENCE (HONS)

14 Core Papers of 6 Credit each and 100 marks each

2 AECC Papers of 2 Credit each and 50 marks each

2 SEC Papers of 2 Credit each and 50 marks each

3 DSE Papers of 6 Credit each and 100 marks each :

and Project Report of 6 Credit; 100 marks (Project 80 + Viva 20)

An Arts (Hons.) student can opt maximum of two practical subjects

4 GE Papers 6 Credit each and 100 marks each

SEMESTER-I

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

SEMESTER-II

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

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SEMESTER-III

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

SEMESTER-IV

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	VIII	6	60	100
2	CORE	IX	6	60	100
3	CORE	X	6	60	100
4	GE-B	II	6	60	100
5	SEC-II	<i>Financial Literacy & Banking/Modern Office Management/ Fashion Technology</i>	2	20	50
TOTAL PAPER		5	26	260	450

SEMESTER-V

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	XI	6	60	100
2	CORE	XII	6	60	100
3	DSE	I	6	60	100
4	DSE	II	6	60	100
TOTAL PAPER		4	24	240	400

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SEMESTER-VI

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	XIII	6	60	100
2	CORE	XIV	6	60	100
3	DSE	III	6	60	100
4	DSE	IV (Project)	6	60	100
TOTAL PAPER		4	24	240	400

(Project 80 + 20 Viva)

*AECC-Ability Enhancement Compulsory Course,

*SEC-Skill Enhancement Course, *DSE-Discipline Specific Elective,

*GE-Generic Elective, * Hons students has to opt two Generic Elective Subjects A & B (containing 2 Papers) from subjects available other than Core (Hons.) Subject. Subject **A** for Semester 1 & 2 another subject **B** for Semester 3 & 4.

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B.Com (Hons)

14 Core Papers of 6 Credit each and 100 marks each

2 AECC Papers of 2 Credit each and 50 marks each

2 SEC Papers of 2 Credit each and 50 marks each

3 DSE Papers of 6 Credit each and 100 marks each :

and Project Report of 6 Credit; 100 marks (Project 80 + Viva 20)

4 GE Papers 6 Credit each and 100 marks each

SEMESTER-I

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

SEMESTER-II

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	III	6	60	100
2	CORE	IV	6	60	100
3	GE-II	Business Statistics	6	60	100
4	AECC-II	Business Communication	2	20	50
TOTAL PAPER		4	20	200	350

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SEMESTER-III

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	V	6	60	100
2	CORE	VI	6	60	100
3	CORE	VII	6	60	100
4	GE-III	<i>Macro Economics</i>	6	60	100
5	SEC-I	<i>e-Commerce</i>	2	20	50
TOTAL PAPER		4	26	260	450

SEMESTER-IV

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	VIII	6	60	100
2	CORE	IX	6	60	100
3	CORE	X	6	60	100
4	GE-IV	<i>Indian Economy</i>	6	60	100
5	SEC-II	<i>Entrepreneurship</i>	2	20	50
TOTAL PAPER		4	26	260	450

SEMESTER-V

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	XI	6	60	100
2	CORE	XII	6	60	100
3	DSE	I	6	60	100
4	DSE	II	6	60	100
TOTAL PAPER		4	24	240	400

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SEMESTER-VI

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	XIII	6	60	100
2	CORE	XIV	6	60	100
3	DSE	III	6	60	100
4	DSE	IV (Project)	6	60	100
TOTAL PAPER		4	24	240	400

(Project 80 + 20 Viva)

*AECC-Ability Enhancement Compulsory Course,

*SEC-Skill Enhancement Course, *DSE-Discipline Specific Elective,

*GE-Generic Elective

5.0 B.Ed Admission

The College offers B.Ed from the session 2016-2017 as a self financing course with an intake of 50 students as per Govt. of Odisha, Dept. of Higher Education. Vide letter No. HE-FE-II A, POL 0219/14-8559 Dated 16.04.2016. Students are selected on the basis of their career. The B.Ed prospectus gives a detailed account of the terms and conditions for selection.

6.1. Course details of Post Graduate Classes

The College offers Post Graduate Courses in the following subjects under Choice-Based Credit System.

TABLE - SUBJECT WITH SEAT STRENGTH IN P.G. CLASSES

Sl. No.	Subject	No. of Seats
1	History	16
2	Home Science	48
3	Sanskrit	48
4	Pol. Sc.	32
5	Odia	32
6	Economics	16
7	Psychology	16
8	Philosophy	16
9	Sociology	16
10	Hindi	16
11	Education	16
12	English	16

6.2. PAPER AND CREDIT DISTRIBUTION IN P.G. DEPTS.

TOTAL NO. OF PAPERS	:	18
TOTAL MARKS	:	1700
		(EACH PAPER 100 MARKS + 2 OPEN ELECTIVE PAPERS 50 MARKS EACH)
TOTAL CREDITS	:	102
1. HARD CORE PAPERS	:	9X6=54
2. CORE ELECTIVE PAPERS	:	4x6=24
3. ALLIED ELECTIVE PAPERS	:	3X6=18
4. OPEN ELECTIVE PAPERS	:	2X3=6

6.3. SEMESTER WISE COURSE STRUCTURES FOR P.G. DEPARTMENT

SEMESTER-1

SL NO	PAPER	HARD CORE	CORE ELECTIVE	ALLIED ELECTIVE	OPEN ELECTIVE
01	1	1	-	-	-
02	2	2	-	-	-
03	3	3	-	-	-
04	4	4	-	-	-

TOTAL PAPERS-4
TOTAL MARKS-400
TOTAL CREDITS-24

SEMESTER-2

SL NO	PAPER	HARD CORE	CORE ELECTIVE	ALLIED ELECTIVE	OPEN ELECTIVE
01	5	5	-	-	-
02	6	6	-	-	-
03	7	-	-	1	-
04	8	-	-	2	-

TOTAL PAPERS-4
TOTAL MARKS-400
TOTAL CREDITS-24

SEMESTER-3

SL NO	PAPER	HARD CORE	CORE ELECTIVE	ALLIED ELECTIVE	OPEN ELECTIVE
01	9	7 (RESEARCH METHODOLOGY)	-	-	-
02	10	-	1	-	-
03	11	-	2	-	-
04	12	-	-	3	-
05	13	-	-	-	1

TOTAL PAPERS-5
TOTAL MARKS-450
TOTAL CREDITS-27

SEMESTER-4

SL NO	PAPER	HARD CORE	CORE ELECTIVE	ALLIED ELECTIVE	OPEN ELECTIVE
01	14	8	-	-	-
02	15	9*	-	-	-
03	16	-	3	-	-
04	17	-	4	-	-
05	18	-	-	-	2

*HARD CORE PAPER 9 IS DISSERTATION WITH SEMINAR PRESENTATION

TOTAL PAPERS-5
TOTAL MARKS-450
TOTAL CREDITS-27

7.0. M. Phil Admission

Rules for admission in M.Phil classes are available in the prospectus issued with the application form for admission.

(a) Admission begins after the publication of the University results and continues till the last date prescribed as per Govt. notification.

(b) For M.Phil Admission the application forms and prospectus are available in the college counter for sale on payment of Rs. 500. The applicant should hand over her form for admission to the office. After scrutiny selected candidates shall appear for a written (entrance) test. Candidates securing the minimum qualifying mark in the test shall be called for the viva voce. Thereafter, based on their markings in written, viva voce and career, the candidates shall be finally selected for admission.

7.1. Subject with seat strength in M. Phil Classes

Sl.No.	SUBJECT	NO. OF SEATS
1	Home Science	8
2	History	8
3	Political Science	8
4	Sanskrit	8
5	Odia	8

FEEES TO BE COLLECTED AT THE TIME OF ADMISSION

FOR +2 STUDENTS

<u>HEAD</u>	<u>AMOUNT</u>	<u>HEAD</u>	<u>AMOUNT</u>
Athletics	₹.20.00		
College Union	₹.22.00	Time Table	₹.10.00
Proctorial System	₹. 9.00	Day Scholar's Association	₹. 5.00
Drama	₹.22.00	Medical Aid	₹. 5.00
Common Room	₹.10.00	Faculty Society	₹. 5.00
Calendar	₹.15.00	Youth Red Cross	₹.15.00
Furniture	₹. 5.00	W. E. Fee	₹. 2.00
Magazine	₹.25.00	Flag Day	₹. 2.00
Reading Room	₹. 5.00	N.C.C.	₹. 5.00
Examination	₹.40.00	Development Fee	₹. 250.00
Social Service Guild	₹. 2.00	C.H.S.E	
Identity Card	₹.35.00	Registration	₹.50.00
Library Caution Money	₹.10.00	Recognition	₹.50.00
Laboratory Caution Money	₹.10.00	Migration	₹.70.00
(For each practical subject)		Sports & Literary Fee	₹.70.00
Annual Day Celebration	₹.10.00	Aid	₹.10.00
Science Society	₹.10.00	T.W.F.	₹. 1.00
(For Science Students)		Academic	₹.45.00
Lecturer Account	₹. 1.00	Syllabus	₹.20.00
Life Insurance	₹. 3.00	R.C.	₹.10.00
Rangers Team	₹.12.00	SSF	₹.10.00
Campus Cleanliness	₹.10.00	Infrastructural Development Fee	₹.15.00
		EMH	₹.150.00
Eco Club	₹.20.00		
Cycle stand	₹.40.00		

FOR +3 STUDENTS

<u>HEAD</u>	<u>AMOUNT</u>	<u>HEAD</u>	<u>AMOUNT</u>
Athletics	₹.20.00	Examination	₹.40.00
College Union	₹.22.00	Social Service Guild	₹. 2.00
Proctorial System	₹. 9.00	Identily Card	₹.35.00
Drama	₹.22.00	Library Caution Money	₹.10.00
Common Room	₹.10.00	Laboratory Caution Money	₹.10.00
Calendar	₹.15.00	(For each practical subject)	
Furniture	₹. 5.00	Annual Day Celebration	₹.10.00
Magazine	₹.25.00	Science Society	₹.10.00
Reading Room	₹. 5.00	(For Science Students)	
Lecturer Account	₹. 1.00	Campus Cleanliness	₹. 5.00
Life Insurance	₹. 3.00	Development Fee	₹.250.00
Rangers Team	₹.12.00		

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Time Table	₹.10.00	Registration	₹.50.00
Day Scholars' Association	₹. 5.00	Recognition	₹.10.00
Medical Aid	₹. 5.00	Migration	₹. 100.00
Faculty Society	₹. 5.00	Sports	₹.50.00
Youth Red Cross	₹.15.00	Culture	₹. 5.00
Flag Day	₹. 2.00	Aid	₹. 1.00
N.C.C.	₹. 5.00	T.W.F	₹. 1.00
Eco Club	₹.20.00	UDF	₹. 5.00
Cycle Stand	₹.40.00	SSF	₹.10.00

GOVT. ACCOUNT

1.	+2 Science	₹ 9.00	(College Adm.)
2.	+2 Arts	₹ 8.00	
3.	+2 Commerce	₹ 8.00	
4.	+3 Science	₹ 10.00	
5.	+3 Arts	₹ 9.00	
6.	5th Year P.G.	₹ 12.00	

- | | | | |
|----|--------------------------|---|---------------|
| 7. | Hons. Admission Fee | ₹ | 1.00 |
| 8. | Hostel Admission Fee | ₹ | 2.00 (Annual) |
| 9. | Fee for Hostel Seat Rent | ₹ | 5.00 (pm) |

HOSTEL FEES, SUBSCRIPTION ETC.

(Subject to Change)

SL. HEAD OF THE ACCOUNT Old & New Hostel P.G. & SC/ST Hostel No.

1.	Establishment	225/pm	265/pm
2.	Electricity	120/pm	190/pm
3.	Water Charges/Pump House	20/pm	20/pm
4.	Medicine	2/pm	2/pm
5.	Annual Day Celebration	20.00	20.00
6.	Hostel Improvement	10.00	10.00
7.	Utensils	10.00	10.00
8.	Magazine/CR/Lit. Society	24.00	48.00
9.	Furniture	10.00	10.00
10.	S.S.G.	10.00	10.00
11.	Festival	12.00	30.00
12.	Hostel Caution Money	5.00	5.00
13.	Mess Caution Money	50.00	50.00
14.	Other Caution Money	15.00	15.00
15.	Food (per month)	1300 pm	1300 pm



CHAPTER - 7

EXAMINATIONS

A. COLLEGE EXAMINATIONS

(For +2 1st Year Classes)

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

For +2 2nd Year, +3 1st Year, +3 2nd Year and +3 3rd Year classes

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

B. ELIGIBILITY FOR PROMOTION /SENT-UP

A student has to appear at both the Half-Yearly and Annual examination in +2 class and Test examinations for each year of +3 classes. She has to secure pass marks (30% in theory and 40% in practical) in each subject and should have the requisite percentage of attendance (75%) in order to be promoted to the next higher class or to be sent up to fill up forms to appear at the CHSE or University Examinations.

However, a student with 60% of attendance in a subject will be promoted to the next higher class or sent up to fill up forms to appear at the CHSE / University Examination subject to production of medical certificate.

A student found in possession of incriminating materials or adopting unfair means during the above examinations will be debarred from promotion to the next higher class. She will not be allowed to fill up the forms for appearing at the CHSE / University Examinations.

C. COUNCIL EXAMINATIONS

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

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

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

D. UNIVERSITY EXAMINATIONS

1. The University offers CBCS programme to its UG students spread over Six semesters. A candidate admitted into UG Course is expected to complete the programme in 3 years, but in exceptional cases may be extended upto 5 years from the year of admission into the course. In each semester a student shall be required to appear at one mid-semester and one end semester examination. The mid semester examination shall be conducted for 20% of marks in each of the honours and elective subjects and for the remaining 80% of marks, semester examination shall be conducted as per the programme to be notified by the Controller of Examinations. Mid-semester examination is conducted by the course teachers in respective departments. In the Ability enhancement and skill enhancement subjects there is only end semester evaluation.

2. The University also conducts Back Improvement Examination for those students who fail or desire improvement either in theory or practical (only in Honours papers).

3. The University also conducts M. A. Examinations under CBCS pattern (mentioned in Chapter-6). A student securing 60% and above of the maximum marks is placed in the First Division and 48% and above but less than 60% of the maximum marks is placed in the Second Division. A student can repeat any paper if she has not secured 45% of marks in that paper.



THE COLLEGE LIBRARY

A. RULES FOR THE COLLEGE LIBRARY SECTION - I

General Information

1. Shailabala Women's College Library was established in 1913. It has a huge collection of books (66, 502) Journals, reference books, which cater to the growing academic needs of students.
2. It also has a spacious reading room comprising research journals, magazines, newspapers and reference texts to fulfil the intellectual pursuit of the students and faculty. The library offers photocopy facility at subsidized price.
3. The library remains open from 9 A.M. to 5 P.M. on all working days.

4. Membership

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

5. Collection of Membership Card

- (a) Students can collect their Membership Card and Library-cum-Identity Card from the library.
- (b) Membership Cards are not transferrable as they are tokens of privilege allowed only to the members to whom they are issued. Sub-lending of books is a misuse of this privilege and is therefore, not permissible.
- (c) In case the membership card or the library-cum-identity card gets mutilated because of use or otherwise, it must

be reported to the library. Under no condition should these be over-written.

- (d) In case of the loss or misuse of cards, special cards would be issued. All losses are to be reported immediately to the library. The member will continue to be responsible for any loss which the library may suffer due to the loss or misuse of these cards.

A sum of Rs. 35/- will be charged for the loss of the library-cum-identity card. The new card will be issued if the Principal is satisfied with the causes of loss.

6. Admission to the Library

- (a) Before entering the library, the members would sign in the register placed at the entrance and show membership card along with the identity card.
- (b) Umbrellas, private books and personal belongings should be deposited at the property counter.
- (c) On no account brief cases and bags are to be brought inside the library.

In order to get a Clearance Certificate; the Membership card and the Library-cum-Identity Card are to be returned to the library.

SECTION - II

- 1.(a) No books shall be taken out of the library without the knowledge of the librarian and until it has been properly entered in the Loan Register and the entry attested by the borrowers. The entry will be marked in the library card at the time of issue and return.
- (b) Users can use the books of the reserved section in the reading room only. These books will be issued on slips and the slips will be attached to the membership card of the user.
- (c) The issue of each book should be properly checked at the exit gate.

2. Each borrower must examine the condition of the books before they are issued, otherwise in case of mutilation discovered later, the presumption will be against the borrower.
3. Books shall be returned within the period allowed to a borrower.
4. When the date for the return of a book falls on an authorised holiday, it must be returned to the library on the day the library reopens.
5. All books belonging to the library and in possession of borrowers shall be returned to the library before the college closes for a long vacation, on or before the date notified for the purpose.
6. Anybody in possession of library books shall return it to the library whenever she receives a requisition notice for the return of the books, from the library.
7. Books taken out of the library must be returned to the Librarian or the Assistant in Charge and to nobody else.
8. No margin or other notes or markings shall be made in the library books, nor shall any picture or page be removed or torn or otherwise disfigured. In such cases the borrower may be asked to replace the book damaged by him or her.
9. The Librarian will report to the Principal the names of persons responsible for improper use of the library books.
10. Although ordinarily there will be no restriction on the use of books in the library, the Principal has the right to stop the issue of certain books to all or some intending borrowers.
11. A borrower against whom any overdue or other charges are outstanding shall not be allowed to borrow books from the library. No one is allowed to withdraw library caution money until the library dues are claimed.
- 12.(a) A college teacher may take ten books at a time for

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reference.

- (b) The book issued to the college teacher shall be returned by the person concerned within fifteen days from the date of issue (or the following working day if the due date falls on holidays).
 - (c) For each day of delay the college teacher concerned shall be liable to pay a fine of Rs. 10/- per book so issued.
 - (d) Any staff member desirous of taking books of other department, require to take the prior permission of concerned H.O.D. and must returned it within stipulated time.
- 13.(a) All those who may happen to be inside the library or its neighbourhood are expected to observe strict silence.
- (b) Conversation among themselves or noise or demonstrative greetings of friends inside the library is not permissible.
 - (c) The librarian has responsibility to see that the strict observance of the rule of silence is maintained and report any wilful breach to the Principal.
- Members of the staff are also expected to promote the observance of these rules whenever they are in the library and to report to the Principal the cases of deliberate disobedience and misbehaviour. Talking (except that which is absolutely necessary for the transaction of library business) is forbidden in the library.
14. The library premises should not be used for any purpose other than for reading or consulting the books and periodicals of the library.
15. Spitting, sleeping inside the library and putting one's feet on the library furniture are strictly forbidden.
16. The following table shows the maximum number of books that may be issued to various kinds of borrowers and the maximum time allowed to keep a book.

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Classes of Borrowers	No. of Books	Time Permitted
(a) Members of the teaching staff	10	15 days
(b) Ministerial staff Lab. Asst., Librarian; PET	3	15 days
(c) Students [+2 Arts & Science & Com.]	1	15 days
(d) Students [+3 Arts & Science & Com.]	2	15 days
(e) Honours Students	2	15 days
(f) P. G. Students	4	15 days
(g) Others	1	15 days

17. A book once issued to a borrower may be issued to her only when nobody else wants to take the book. Books before reissue should be presented before the librarian for necessary entries in the Register.

18. Books of reference, maps, tex-tbooks, university calendar, periodicals, courses of studies, questions and rare books shall not be issued. They are to be consulted within the specific section of the library.

19. Any book damaged or defaced by the borrower must be replaced by her. If a book is one of a set or a series and the volume cannot be obtained singly, 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 ten times of the catalogue price of the books.

20. In those cases in which the price of the lost books cannot be ascertained, he or she should pay as compensation an amount fixed by the Principal.

21. A person who takes books from the library is supposed to abide by the rules. Ignorance of the library rules will be of no excuse for their breach.

The period after 3.30 P.M. on very working day is set apart for office work of the library and during that period no book is to be issued or return of books acknowledged. This does not apply to the issue and return of books to be used in the Reading Hall.

SECTION - III

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

**CHAPTER - 9****HOSTEL AND HOSTEL RULES**

1. **Admission** - Applicants for admission to hostel must apply in the proper form duly filled in and signed by them as well as by their natural guardian to the Principal of the college along with their applications for admission to the college. Seats will be centrally selected and allotted after the admission.
2. **Control** - Students living in the hostel will be under the direct control of the Head of the Institution not only during college hours but also at all other times.
3. **Leave of Absence** - Leave of absence from the hostel must in all cases be obtained 24 hours in advance from the Hostel Superintendent or as the hostel authority may direct. It will not be granted unless a written request is made by the parent or the guardian.
4. **Overstaying Leave** — A boarder may overstay leave if she brings a satisfactory written explanation from her parent or guardian. If no satisfactory explanation is produced disciplinary action may be taken.
5. Application for withdrawal of boardership should be made by guardians. No boarder will be permitted to leave a hostel without prior permission of the Superintendent who will ascertain that all dues to the hostel have been paid before departure.
6. The hostels are closed during the vacation.

7. Forbidden practices

The following practices are forbidden in all hostels :-

- (i) The entry of any person unauthorised by the Principal / Superintendent into the hostel.
- (ii) The bringing of paper, periodicals not on the list of papers and periodicals approved by the Government into the Hostel Common Room .
- (iii) Singing or playing musical instrument except during hours authorised by the Superintendent.
- (iv) The holding of any meeting except with the approval or the Superintendent.

8. Boarding Arrangement – No boarder will be permitted to have her meals in any part of the hostel other than the dining hall.

9. Boarders are responsible for the furniture issued to them and are required to make payment for any damage or breakage.

10. **Visitors** – Only boarders are ordinarily permitted to enter the hostel premises. The following rules indicate the exceptions that may be made.

Parents, local guardians and those visitors whose names are given in the admission forms by the parents are entitled to visit their wards during the visiting hours. Visitors will meet their ward on Saturdays and Sundays only from 4 p.m. to 6 p.m. No visitors are allowed after 7 p.m. except in emergency cases.

11 Common Room – The Common Room of the hostel

provides selected newspapers and periodicals for the use of the boarders. Rules for the use of the common room should be framed by the superintendents.

12. Hostel Dues – The hostel fees are collected on the 5th, 10th and 15th of the month. Boarders who fail to pay on or before the 30th will pay a fine of Rs. 50/- p.m.

13. Hostel Discipline :

- (i) The internal management of the hostel rests with the Superintendent.
- (ii) The study hour is from 6.30 a.m. to 8 a.m. and 6.30 p.m. to 9.30 p.m.
- (iii) No boarder shall remain absent from the hostel during the study hours without the prior permission of the superintendent. Frequent absence will be treated as breach of discipline.
- (iv) Prefects will be nominated by the superintendent and each prefect will help the different secretaries in various duties.
- (v) Boarders should in all cases obtain the permission of the Principal through the superintendent before joining any association or meeting outside the college.
- (vi) All steps of the students either for calling, meeting or circulating notices or raising subscriptions must receive the prior sanction of the Superintendent / Principal.
- (vii) The superintendent has the power of censoring all reading materials brought into the hostel. The

introduction of objectionable reading materials into the hostel will be regarded as a breach of discipline. Boarders are not permitted to use personal iron, Heater and keep personal Radio & T.V. and such other devices in their room. Mobile phones are strictly prohibited.

(viii) The superintendents will be responsible for the maintenance of order and discipline and have the power to punish any boarder for breach of discipline. All types of misconduct shall be reported to the Principal.

14. The following will be considered as breach of the discipline.

- (i) Absence from the hostel without leave permission.
- (ii) Continuous neglect in study.
- (iii) Want of cleanness and tidiness in the room.
- (iv) Spitting in the rooms and verandahs and throwing garbages.
- (v) Absence from the hostel in the evening without prior permission of the superintendent.
- (vi) Writing on or in any other way disfiguring the wall, doors or windows of the building.
- (vii) Holding any special meeting in the hostel without the approval of the superintendent.
- (viii) Misconduct of any other description.

15. Students may be removed from the hostel on the report of the superintendent.

16. In case of communicable disease, the hostel authorities may expel the student from the hostel if she refuses to be

isolated.

17. The local guardians are generally allowed to take their wards out on permission of the superintendent once a month.

18. All letters and communications etc, are to be sent and received through the Superintendent or Assistant Superintendent. Boarders are not allowed to post their own letters.

19. There will be a roll call in the evening after prayer at 6. P.M.

20. Complete silence will be observed in the hostel after the roll call.

21. Student admitted to the college hostel are directed to give their telephone numbers and address where their guardians can be intimated in emergency.

22. **Hostel Mess**

(i) A mess committee consisting of the Secretary (+3 or PG Final Year student and Assistant Secretary who will assist the hostel authorities in running the mess in normal situation. The superintendent is authorised to make changes if required.

(ii) When a boarder falls sick, the superintendent immediately takes the boarder to the health centre for treatment and parents are informed accordingly. Till the arrival of parents the hostel takes utmost care of the student.

(iii) Boarders are entitled for the refund of their meal charges (as decided by the superintendent) when

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they are permitted to remain absent for 10 days or more continuously.

- (v) The guest meal charges will be collected in addition to monthly mess charges.
- (vi) Mess will function depending on the number of students on the reopening days.

23. **Establishment Charges :-** When a boarder joins the hostel irrespective of the date of joining, she has to pay full establishment charges for that month. Also, if a boarder leaves the hostel in the middle of the month she has to pay full establishment charges for that month.

24. **Medical Supervision :-** The Medical officer will visit the hostel on requisition.

25. Other rules and regulations regarding discipline in the hostels may be introduced by the Principal of the Superintendent.

26. **Hostel Union :-** The objective of the Hostel Union is to promote the corporate life of boarders.

27. **Annual function will be held collectively :**

- (a) All boarders automatically become members of the Hostel Union.
- (b) Union meeting are held from time to time to arrange regular discussion on literary, social and economic subjects.
- (c) The affairs of the Union shall be managed by an Executive Committee constituted by elected representatives.

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(d) All important matters relating to the mess, reading room, sanitation, hygiene, games and garden etc. will be placed before the Hostel Executive Committee. The Superintendent will be Ex-official member of it, The Committee shall consist of the following Secretaries and members in charge.

- (i) Superintendent - Ex-official Member and President.
- (ii) One /Two Assistant Superintendents - Ex-Officio Members.
- (iii) One General Secretary.
- (iv) One Assistant Secretary.
- (v) One Garden Secretary.
- (vi) Asst. Garden Secretary.
- (vii) One Health and Sanitation Secretary and one Asst. Health and Sanitation Secretary.
- viii) One Common Room Secretary.
- (ix) One Mess. Secretary, One Asst. Mess Secretary.
- (x) One Dramatic Secretary, One Asst. Dramatic Secretary.

(e) Any casual vacancy in the Executive Committee shall be filled up by election, but the President may nominate a member of the Union to hold that office till the bye-election is held.

(f) The meeting of the Executive Committee shall be held at least once in each term.

(g) No meeting of the Executive Committee should be held unless the President or the Vice-President is present.

- (h) The President may suspend or remove any member or office-bearer of the Executive Committee if her work is not satisfactory or if she is guilty of misconduct or if it is necessary in the interest of the Union.
- (i) The action of the President shall be final and it cannot be raised or discussed in any meeting of the Union or the Executive Committee.
- (j) Any Amendment of the constitution or the rules can be recommended by the Committee to the President provided it is accepted by two thirds of members present in the meeting or a special meeting called for the purpose.
- (k) Notwithstanding anything contained in the constitution or the rules, the Superintendent has the right to veto all proposals made either by the Union or the Executive Committee to change or modify any of the provisions of the constitution or the rules.
- (m) A boarder should not take away any property from the Common Room e.g. papers etc. belonging or the Common Room without the permission of the proper authorities.
- (n) No noise or disturbance should be made in the Common Room. The opening hours of the Common Room will be fixed by the superintendent.



CHAPTER - 10

RULES OF COLLEGE ELECTION

In pursuance of the Government of Odisha, Higher Education Department Circular No. 24234(3)/HE dated. 01.10.2012, the eligibility criteria for students to contest for different offices of the Students Union, Cultural Association and those for the other Students' Societies and Associations are as follows :-

1. Undergraduate students between the ages of 15 and 22 and postgraduate students within the maximum age limit of 24-25 years may contest in the elections. The minimum age of H.S. (+2) students for participation in the election is 15 years. The age of a candidate will be determined taking into account the data provided in her nomination papers.
2. The candidate should in no event have any academic arrears in the years of contesting for the elections i.e. she must not have any back papers in one or more subject (s) papers (s).
3. The candidate should have attained the minimum of 75% of attendance taking all subjects together into consideration.
4. The candidate shall have one opportunity to contest for the post of office bearer and two opportunities to contest

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- for the post of Executive Member i.e. class representative.
5. The candidate should not have a previous criminal record, that is to say, she should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate should also not have been subjected to any disciplinary action by the college authorities.
 6. The candidate must be a regular, full time student of the college.
 7. A student has to be in college uniform (Dress Code) on the day of the poll.
 8. No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed materials for the purpose of canvassing for votes.
 9. The maximum permitted expenditure per candidate shall be Rs. 5,000/-
 10. If any candidate indulges in any violent activity or intimidates other students to vote for her, she will be disqualified and her candidature will stand cancelled.
 11. There will be no recount of votes polled unless there is differential of more than 5 (five) votes between two or more than two contenders for any particular office.
 12. If the elections to the Students Union and other Associations/ Societies etc. are not held as per schedule on the date already notified, due to protest or trouble (lawlessness) created by the students, no further election shall be held for that session.

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13. In the event of a tie of votes for two or more than two contestants for an Office/Post the election of one candidate will be determined by the draw of lots.
14. Dispute(s) arising out of the whole process of elections from the notification of the schedule till the Oath-taking Ceremony will eventually be referred to the Principal and his/her decision(s) on all such matter(s) will be final and binding.
15. Each candidate shall, within two weeks of declaration of result submit a certificate regarding her election expenditure.
16. No eligible student will be allowed to cast more than one vote for each office/ post to which the election is held.

STUDENTS ASSOCIATIONS AND SOCIETIES

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

- (i) The Students' Union
- (ii) The Dramatic Society
- (iii) The Athletic Association

- (iv) Higher Secondary Cultural Association.
- (v) The Literary Society.
- (vi) Science Society
- (vii) Debating Society
- (viii) The Day Scholar's Association and
- (ix) The Social Service Guild.

THE STUDENTS' UNION

A. Functions of the Union :

The Students' Union shall function as the only authorised representative body of the students in the college. Its functions are.

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

B. Membership of the Union :

All the bonafide students of Degree and P.G. classes of the college are the member of the Union and are eligible to take part in the election process of the students union and other allied societies / clubs. However, the boarders of the hostels can neither contest not can cast their votes for any office of the Day Scholars' Association.

C. Executive Committee of the Students Union :

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

- (a) The President .
- (b) The Vice President
- (c) The General Secretary
- (d) The Assistant General Secretary and
- (e) A Class representative to be elected from each class. of Arts, Science and Commerce separately.

D. Function of the Executive Committee of Students Union.

- (i) The function of the Executive Committee shall be
 - (a) To draw the programmes of the Union activities for the session.
 - (b) To adopt the union budget for the session and
 - (c) To undertake such other activities as are consistent with the objective of the Union and are endorsed by the Principal.
- (ii) (a) An ordinary meeting of the Executive Committee may be called by the Secretary in consultation with the Advisor. Notice of such meeting with date, time, place and agenda shall be given to members at least 48 hours prior to the meeting.
- (b) An extra ordinary meeting of the Executive Committee can be convened by the President in the absence of

the Secretary with the consent of the Principal.

- (c) An extra ordinary meeting of the Executive Committee can be convened at any time by the Principal.
- (d) A meeting of the Executive Committee shall be presided over by the President or in her absence by the Vice- President or in the absence of both by the General Secretary.
- (e) No meeting of the Executive Committee can be conducted without quorum.
- (f) The minutes of the meeting shall be maintained by the Secretary and a copy thereof shall be communicated to the Principal through the Adviser within two days.
- (g) The Executive Committee of the Union shall discuss the budget at an annual meeting of the Committee and decide from time to time about all other matters concerning the activities of the Union.

E. The Adviser :

- (a) There shall be an Adviser and some Associate Advisers nominated by the Principal from among the members of the teaching staff.
- (b) The Adviser and Associate Advisers shall be present at the Executive Committee meeting of the Union. They will extend their helpful suggestions, wherever necessary, in the proper conduct of the meeting .

The President may refer to the Adviser any rule for interpretation. However, the decision of the Principal in such situation(s) shall be final.

- (c) The Adviser and Associate Advisers may at any time during a meeting, at the request of the President explain the scope and effect of a motion or amendment.
- (d) The adviser may, if she is unable to be present at a meeting, request the senior most Associate Advisor to take her place and to attend to the duties of the adviser.

F. The President

Students of Final Degree & PG II are only eligible to contest for the office of the President of the Union. The President shall preside over all meetings of the Union at which she is present. She shall be responsible for maintaining order.

G. The Vice-President

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

H. The General Secretary :

Students of Final Degree & PG II are only eligible to contest for the post of General Secretary of the Students Union. The General Secretary shall arrange debates and other

competitions, give notice for ordinary meetings and record the minutes of all meetings. She shall keep the accounts of the Union.

I. The Assistant General Secretary :

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

J. Election of Office Bearers

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

- (f) Twenty four hours after "What I stand for " meeting polling shall be conducted. The conduct of polling, recording and attestation of votes shall be done in such manner as the Principal shall determine.

K. Vacancies in Offices

An office bearer shall hold office for the entire academic session unless she.

- (i) (a) ceases to be a student of the college.
(b) takes transfer certificate from the college.
(c) is removed from the college on disciplinary grounds.
- (ii) Voluntarily resigns in writing addressed to the Principal.
- (iii) An office-bearer who fails in the proper discharge of the duties can be removed by a motion passed by a two third majority of the members present and voting expressing want of confidence in her by means of secret ballot at an extraordinary meeting called for the purpose. Such a meeting shall be presided over by the Principal.
- (iv) The office bearers who are students of Final year of Degree Classes or 2nd year of P.G. classes shall be deemed to have vacated their offices on first date officially fixed for collection of the Annual Examination fees and submission of final application forms for the respective examination (without the payment of late fee). When the President vacates her office on the above ground, the Vice-President shall succeed her as the Acting President.

L. Meeting :

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

M. Procedure in the Meeting

- (a) In the absence of both President and Vice-President in an ordinary meeting, the members present will elect a Chairperson from among themselves and the Advisor will be in the chair until the election is over. The Chairperson shall assume all the rights and shall discharge all the duties of the President during the meeting.
- (b) At the commencement of the each ordinary meeting the Secretary shall read the minutes of the previous meeting which has been approved by the President.

- (c) Every speech shall be relevant to the subject of debate or the amendment proposed.
- (d) The President may call any member to order. If a member disregards any order or ruling of the President or the Adviser, the President may forthwith ask the member to withdraw from the meeting and may report her name to the Principal and if necessary, the President may dissolve the meeting.

N. Amendment of the Constitution :

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

O. Students Union Fund

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

THE DRAMATIC SOCIETY

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

The Committee of Management shall consists of

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

The Committee of Management shall perform the following duties.

- (a) Prepare the budget for the session
- (b) Decide the drama to be performed and fix the date of performance. The decision shall be subject to the approval of the Principal.

The Secretary shall convene meetings and keep a record of the proceedings of the meetings and accounts of the society. The Secretary or the Assistant Secretary can be removed from her office if she fails to discharge her duties

properly. The Principal may amend or abrogate any or all of these rules at her discretion.

THE ATHLETIC ASSOCIATION

The aim of the Association is to promote the spirit of games and sportsmanship among the students and to prepare the students for national games and athletics.

For management of all matters connected with the Club there shall be an Executive Committee consisting of the following members.

- (a) President – The Principal (Ex-Officio)
- (b) One member of the teaching staff nonimated by the Principal – Vice-President
- (c) A few members of the teaching staff nominated by the Principal – Associate Vice -Presidents.
- (d) Physical Education Teacher – Member
- (e) A representiative of the students – Secretary
- (f) A representative of the students – Asst. Secretary of degree classes.
- (g) A representative of the students of +2 Classes – Asst. Secretary

The Executive Committee shall attend to the :

- (i) Preparation of the budget for the session.
- (ii) Organisation of the Annual Meet of the College, and
- (iii) Selection of the students to represent the college for the

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Annual Athletic Meet of the Council and the inter College tournaments conducted by the Utkal University.

The Secretary shall convene meetings of the Executive Committee and keep record of the proceedings of the meeting.

The Secretary and Assistant Secretaries can be removed from the offices by the Principal if they fail to discharge their duties properly. No decision of the Association shall be deemed to be final till it is approved by the Principal.

HIGHER SECONDARY CULTURAL ASSOCIATION

The Executive Committee of this Association will consist of the following members.

President – The Principal (Ex-officio)

Advisor - One , to be nominated by Principal from amongst the teaching staff of the College.

Secretary – One Higher Secondary students to be elected by the students.

Asst. Secretary — One Higher Secondary student to be elected by the students.

Function of this Association is to organise cultural competitions and functions for the Higher secondary students of the college.

THE LITERARY SOCIETY

The Literary Society shall consist of all members of the staff and students of Degree and P.G. Classes with Principal as the Ex-office President . The Executive Committee of

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this society shall consist of the following.

President- Principal (Ex-officio)

One Vice President nominated by the Principal from amongst the members of the teaching staff.

Associate Vice-Presidents-a few members of the teaching staff nominated by the Principal.

Secretary-One to be elected by the Degree and P.G. students.

Asst. Secretary– One to be elected by the Degree and P.G. students.

SCIENCE SOCIETY

The Science Society shall consist of all the members of the staff of Science Departments and Science students of Degree and Higher Secondary classes with the Principal as the ex-officio President.

One Vice President nominated by the Principal from among the members of the teaching staff of Science Departments, Associate Vice-Presidents nominated by the Principal from among the members of the teaching staff of Science Departments.

Secretary-One to be elected by the Science students.

Joint Secretary– One to be elected by the Science students.

THE DEBATING SOCIETY

The Debating Society shall consist of all the members of

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staff and students. The executive committee of this society shall consist of :

1. President - Principal (Ex-officio)
2. Vice-President nominated by the Principal from among the members of the teaching staff.
3. Associate Vice-Presidents-nominated by the Principal from among the members of the teaching staff.
4. Secretary - to be elected by the students.

THE DAY SCHOLARS' ASSOCIATION

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

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

1. President - Principal (Ex-officio)
2. Vice-President nominated by the Principal from among the members of the teaching staff.
3. Associate Vice-Presidents nominated by the Principal from among the members of teaching staff.
4. Secretary-To be elected by the day scholars : one post for Higher Secondary and one post for Degree and P.G. classes.
5. Asst, Secretary for Higher Secondary-To be elected by Higher Secondary Students.

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6. Asst. Secretary for Degree and P.G. classes - To be elected by Degree & P.G. Students. The funds of the Association shall be under the control of the Principal. All expenditure incurred by the Association shall be subjected to her approval and scrutiny.

STUDENTS' SUPPORT

(SCHOLARSHIPS AND STIPENDS)

1. Deserving students may apply in the prescribed form, available in the College Office, for different scholarships, such as National Scholarship, National Loan Scholarship, Junior Merit Scholarship, Senior Merit Scholarship, P.G. Scholarship, etc.
2. Students belonging to Scheduled Caste and Scheduled Tribe communities may apply for Post-Matric Scholarships.
3. Students studying Hindi as M.I.L/Optional/Pass/Honours/ P.G. Subject may apply for Post-Matric Scholarships.
4. Students who pass H.S.C. Examination in First Division may apply for Financial Assistance of Rs. 100/- provided the Income of their parents does not exceed Rs. 25.000/- per annum.
5. Students can get detailed information of various scholarships and stipends from the college office.
6. Single Girl Child Scholarship (centrally sponsored for P.G. Students).

SOCIAL SERVICE GUILD

1. The Guild is called the "Shailabala Women's College Social

Service Guild”.

2. The aims and objectives of the Guild are :-
 - (i) To grant stipends to the needy and deserving students of the College.
 - (ii) To arrange lectures by eminent persons for the benefit of the student community.
3. **Finance :**
 - (i) Each student of the College contributes yearly subscription of Rupees two towards Guild Fund.
 - (ii) Members of the College Staff make monthly contributions.
 - (iii) High officials and well-to-do public men are occasionally to make donations to the Fund.
4. **Composition and Function of the Executive Committee :**
 - (i) There is an Executive Committee consisting of the following: members –
 - (a) President – Principal
 - (b) Vice President–Nominated by the Principal from among the members of the staff.
 - (c) One Secretary and one Asst. Secretary to be elected by the students and members of the Staff.
 - (d) All the members of the staff :
 - (ii) The Principal as President controls the Fund.
 - (iii) The Guild has
 - (a) To convene General and Executive Committee Meetings

of the Social Service Guild.

- (b) To record the proceedings of all the meetings.
- (c) To organise student volunteers to raise funds for improving the financial position of the Guild.
- (d) To work throughout with a view to realising the aims and objective of the Guild as laid down in the Rule above.
- (e) To ensure that the poor and deserving students of the College receive help from this Guild.
- (iv) The Principal shall be the final authority in all matters relating to the Guild.

ANTI RAGGING CELL — The college has an Anti Ragging Cell to -

- (a) Counsel the students against ragging and its serious legal outcomes.
- (b) Collect undertakings from students on anti ragging.
- (c) Display anti ragging pamphlets.
- (d) To sensitize the students on anti ragging through intervention of eminent legal experts.

The Cell therefore strives to maintain a harmonious and cordial relationship between freshers and seniors.

Self Defence Training - Self Defence Training has been introduced since 2013 by government of Odisha as a protective technique of self defence for girl students. Regular training. Programmes are conducted by the trainers. This programme aims at the holistic development of girl students.

WALL MAGAZINE — The College Wall Magazine “MADHUCCHANDA” in Arts Block and “MADHUKSHARA” in Science Block portray the creative acumen of students and faculty with their writings in English, Odia, Hindi, Sanskrit and Urdu. This attempt provides excellent platform to the upcoming talents.

RIGHT TO INFORMATION CELL – It provides the required information to the queries that comes under its jurisdiction. The appellate authorities (P.I.O. and A.P.I.O.) render all informations as per the queries.

THE N.C.C. UNIT

Training in N.C.C. consists of squad drill, physical training, weapon training, signal training, hygiene and sanitation, first-aid and home-nursing and map reading.

Cadets attend annual training camps such as National Integration Camps and Pre-RDCs. The selected cadets go to Delhi for attending Republic Day Parade. In addition to these, cadets attend mountaineering and advanced leadership training camps.

Cadets can appear for ‘B’ and ‘C’ Certificate Examinations and if they clear these exams., they can apply for different jobs in defence services.

The aim of NCC, (Senior Division) is to develop character, leadership qualities and an attitude of service towards the nation.

THE N.S.S. UNIT

The NSS unit of S.B. Women’s College as envisaged originally, was meant to provide service to the community. Along with academic instruction, the students are expected to maintain cleanliness of campus creatively and constructively. They are also expected to put the academic values to concrete social use. The primary aim of N.S.S. is to enable the students to enhance their personality through community service.

RANGER’S TEAM

The first batch of a Senior Girl’s Unit, Orissa State Bharat Scouts and Guides with thirty-two rangers and two ranger leaders started functioning in Shailabala Women’s College as Shailabala Ranger Team on 27th October 2003. It is affiliated to Orissa State Bharat Scouts and Guides.

The primary objective of the Unit is social service and creating awareness among the community to preserve and conserve the cultural and national resources of the state in particular and country in general. Moreover, it takes up the pledge to fight against illiteracy, environmental pollution and population explosion etc.

The rangers have to undergo training organized by State Level Rally (Jamborette) and National Level Rally (Jamboree). The activity of each ranger is recorded in her log book. Rangers receive Governor’s Award Certificate and President’s Award Certificate if they come out with flying colours in the qualifying examinations.

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The social service activities of Ranger Team comprises Free Health Check-up Camp, Free Medicine Supply Camp, Adult Literacy Camp, Awareness Camp, Law and Order Service Camp etc.

Learning Self-discipline and Social Service is the sole motto of this ranger team CUB - BUL BUL - DO YOUR BEST, SCOUT / GUIDE - BE PREPARED, ROVER / RANGER - SERVICE.

THE YOUTH RED CROSS UNIT

Jean Henry Dunant, the founder of the Red Cross was born in Geneva, Switzerland.

The fundamental principles of the Red Cross are : humanity impartiality, neutrality; independence, voluntary service, unity and universality.

The Youth Red Cross, S.B. Women's College functions to develop among the youth the noble attitude to help the needy and the distressed. The Executive Committee of the YRC Unit of S.B. Women's College consists of : (1) The Principal, (2) The Counsellor, (3) Four Deputy Counsellors and (4) Two Student Members.

COLLEGE MAGAZINE

The College Magazine "Madhushree" is published once a year. The students are encouraged to write short stories, poems and articles in the magazine in any language which they prefer. The staff also contribute to the magazine. There is an Editorial Board consisting of some members of the staff. The aim of the magazine is to promote literary talent among the students and to

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increase their habit of writing.

ECO CLUB

It is a unique and innovative organisation of the college offering membership to all the students. The objectives of the Eco Club are

- To develop a sense of environment awareness among the pupils.
- To maintain ecological balance in the campus through plantation and cleaning.
- To develop a garbage free campus.
- To inspire the students to "go green" and "live green".
- To create awareness to save "MOTHER EARTH"

STUDENTS GRIEVANCE REDRESSAL CELL - The cell adopts measures for speedy redressal of grievances of students relating to personal, academic and related matters.

THE ALUMNI ASSOCIATION

Operative since 1990, the Alumni Association of the S.B. Women's College is a nodal interface between the past and the present. All the old students are and can be its bonafide members. To be enrolled as a member, an old student has to pay the enrolment fee, as fixed by the Executive Body of the Association. One can be either a Life Member/Patron or an ordinary member. The Executive Body consists of the President and some office bearers of the Association. The Principal attends to the duties of the President (ex-officio) and nominates a team of teachers to officiate as office bearers of the Association.

Some of the aims and objectives of the Alumni Association are to -

- (i) launch sustained and sustainable programmes to ensure the holistic growth of the college,
- (ii) hold workshops/seminars/conferences to facilitate interaction among the students, past and present,
- (iii) work in tandem with authority to spruce up the campus,
- (iv) undertake appropriate poverty alleviation and other well-being programmes in and around the slums adopted by the college,
- (v) facilitate felicitation of those principals, teachers and students who have excelled in their respective fields at national and international level during and after their glorious tenure in their Alma Mater,
- (vi) help welfarist organizations like NGOs, SHGs and Charitable Trusts to carry forward their missionary works and cultural activities,
- (vii) come to rescue of the bright but poor (unprivileged) students, especially in PG classes, by making available financial helps,
- (viii) ensure the desired and desirable growth of the Association by undertaking programmes to enroll members, patrons and mentors, and
- (ix) conduct awareness campaign to make the students conscious of the burning issues of the contemporary world.

ELECTION RULES FOR +2 CLASSES

There are 3 Societies to which election will be held as per the rules prescribed by the Government.

Cultural Association :

- (a) One Secretary will be elected from among the students of +2 Arts, Science and Commerce classes.
- (b) One Asst. Secretary from +2 1st year class.
- (c) Two Class Representatives will be elected - One from +2 1st year classes and the other from +2 2nd year classes.

Athletics Society :

- (a) One Secretary will be elected from among the students of +2 Arts , Science and Commerce classes.
- (b) One Asst. Secretary from +2 1st year class.
- (c) Two Class Representatives will be elected - One from +2 1st year and the other from +2 2nd year classes.

Dramatic Society :

- (a) One Secretary will be elected from among the students of +2 2nd year Arts , Science and Commerce classes.
- (b) One Asst. Secretary from +2 1st year class.
- (c) Three Class Representatives will be elected - One from +2 1st year Arts , Science and Commerce classes and the other from +2 2nd year Arts , Science and Commerce classes.

CHAPTER - 11

SCHOLARSHIPS AND AWARDS

The following prizes and awards are open to the students of the college.

1. General proficiency for the student securing highest marks in +2 Arts.
2. General proficiency for student securing highest marks in +2 Science.
3. General proficiency for the student securing highest marks in +3 Arts and for student securing highest marks in +3 Science.
4. Best Graduate in Final Year Degree Class.
5. General proficiency for the student securing highest marks in M.A (H. Sc.) and securing 1st position in the University.
6. Sri Akhil Mohan Pattnaik Memorial Shield for the Best Debater of the College in Odia.
7. Surendra Mohanty Memorial Shield for the best short story written by the student of the college in Odia.
8. Shashi-Binodini and Sumati-Durga Charan Prizes instituted by Smt. Sobha Dey for students securing Highest Mark in +3 Final Degree.

9. Late Brajamohan Mohanty Memorial Award for the student securing the Highest Mark in +3 Science (Final) Degree Examination with zoology Hons. in the college.
10. Award of S.S.G. Help : Students to note that applications for S.S.G. Help shall be invited and the awards will be finalised by the end of November.
11. Late Rukmini Pattanayak, memorial cash prize is instituted by Dr. Hadibandhu Pattanayak for the student securing highest marks in Mathematics (Hons) in +3 Final Year Degree (Arts/Science) University Exam, and +2 Second Year (Arts/Science) CHSE Examination.
12. Mrs Anita Hazra Armit Prize for best Graduate in History.
13. Mrs. Philip Armit Prize for Best Graduate in Physics.
14. Prof Bijoyini Mohanty Memorial Gold Medal for Securing highest mark in Pol. Sc. (Hons.) in +3 Final Degree Examination.



CHAPTER - 12

GUIDELINES FOR STUDENTS

DISCIPLINE

1. Every student is required to attend her classes regularly and punctually. Continuous absence without permission is a serious breach of college discipline.
2. Students are required to take their seats before the teacher enters the class room. They should not ordinarily leave their seats when the class is going on.
3. A student coming late and seeking permission to enter the classroom, may be allowed to do so at the discretion of the teacher concerned.
4. In no circumstances shall teaching be interrupted by any student in the classroom.
5. The student should behave in the classroom in a disciplined manner and be attentive to the teacher.
6. Students not connected with a class in progress should not assemble in front of the class room or make noise. They are strictly forbidden to loiter on the verandahs or in the corridors.
7. Students of college can not form or maintain any Club, Society or Association without permission from the College authority. No College player can play for any team other than the college team without the written permission of the Principal.
8. Permission is required for college students including boarders, to attend political meetings, Even if permission

- is accorded, they should act in such a manner 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. Politics in College should be dealt in a scholarly way in the form of lectures and thoughtful address. The Principal may, however, prohibit all students from attending political meeting (Article No - 114 of the Orissa Education Code).
9. Students are required to go in a queue to the office counters earmarked for different purposes. They should not enter the office for any purpose without permission.
 10. Students are required to maintain discipline at the counters.
 11. Students are not allowed to enter the staff common room. In case a student has some work with members of the teaching staff, she is required to inform through the attendant of the common room.
 12. Students should bring their Identity Cards regularly and produce whenever required.
 13. Students should put their grievances in writing to the Principal.
 14. Students desiring to meet the Principal on any genuine issue may do so at any time on any working day.
 15. Every student should see the College Notice Board regularly to get necessary information regarding all office orders, decisions and instruction given from time to time. Ignorance of a student due to negligence on this point will not be accepted as an excuse.
 16. It is the duty of the students to safeguard the property of their own alma mater and keep the buildings and the campus neat and clean.

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17. Students should not spit on the walls, floors, staircases, pillars or doors and windows of the College building.
18. Students should not stick any bill or notice to the walls, nor should they write on the walls, floors and surfaces of the College building.
19. They must not displace or damage the furniture of the College. Any damage to the college property shall be viewed seriously and the student concerned shall be penalized.

PROCTORIAL DISTRIBUTION

Starting from P.G. to +2, each class is broken up into small groups. Each group is allotted to a member of the teaching staff who acts as their proctor. This has been done with a view to bring about close student-teacher contact.

The proctors and the groups of students allotted to them are required to meet regularly in proctorial classes to discuss the problems. A proctorial record of each student is also maintained and the guardians are duly intimated about the academic progress and conduct in general of their wards during an academic session through proctorial progress card. Students usually approach the Principal for all problems relating to their academic life in the institution through their Proctor.

COLLEGE CALENDAR

The College Calendar shall be made available to the students at the time of admission.

LIBRARY AND IDENTITY CARDS

Identity cards must be collected by the students after the admission.

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ATTENDANCE OF LECTURES

1. A student is required to attend at least 75% of the General Lectures and 75% of the Practical classes to appear at the College / CHSE Examinations.
2. Attendance between 60% and 75% may be condoned in exceptional cases.
3. Further condonation of the attendance to the extent of 5% may be granted by the Govt. when the candidate represents the CHSE/University or State on deputation for specific purpose (to be recorded in writing).
4. Application for condonation of shortage of attendance on medical grounds will not be considered for the period, if the name of the student has been struck off from the college rolls for any reason.



CHAPTER - 13

IMPORTANT TELEPHONE NUMBERS

PRINCIPALS

S. B. Women's College	2419796	DIRECTOR, HIGHER EDUCATION	
	2414020	DHE PBX	2401869
Sailabalawomen'scollege @ gmail.com			2401529
SAMS	2427373	Addl. DHE	2401677
Website : www.shailabalacollege.org.in		DHE FAX	2414733
		Regional Director	2540930
Ravenshaw University	2610060	Deputy Director	2540420
Ravenshaw Jr. College	2611026	C.H.S.E. Chairman Fax	2300126
R. N. Training College	2622020	Chairman	2300903
J.K.B.K. College	2641610	Vice Chairman	2300904
M.S. Law College	2648039	Secretary	2300905
	(R)2613335	Controller	2300907
Stewart Science College	2616007	UTKAL UNIVERSITY	
Christ College	2301757	Vani Vihar PBX	2580735
Controller of Examinations	2208874	Vice Chancellor	2582817
Secretary Higher Education	2400202	Registrar	2581387
H/E Department, (Fax)	2400275	Controller	2581946
Secretariate, (PBX)	2400070	TELECOM.DEPARTMENT	
S.C.B. MEDICAL COLLEGE & HOSPITAL		Junior Engineer	2304333
Medical College (PBX)	2614499	Sub-Divisional Officer	2304301
City Hospital	2623969	Complaint	198

Ambulance	2414499	Enquiry	197
Casualty	2614572	ENGINEERING DEPARTMENT	
Director, Blood Bank	2614643	R & B :	
	(R)2614612	Executive Enginee	2304128
		DISTRICT ADMINISTRATION	9437009467
Collector	(0)2618100	S.D.O.	2300467
	(R)2301001		9437172574
DCP Cuttack	2302655	PH. D.	
Dlst. Police Control Room	2305477	Executive Engineer	2610115
ADM (Law & Order)	2607427	S.D.O.	2614109
D.P.R.O.	2507093	Junior Engineer	2301298
Police Control Room	100		9437314140
Malgodown P. S.	2613050	G. E. D. :	
Contonment P. S.	2301427	Executive Engineer	2618488
Lalbag P. S.	2622951	CESCO	2608383
Sub-Collector	2607626	Executive Engineer (GED)	2613161
Fire Station	101	S.D.O. (GED)	2614889
Ambulance	102	Junior Engineer (JED)	2301302
Special Treasury	2304090		9861532581
Railway Enquiry	131	All India Radio	2301217
Railway Reservation	2611152		2301248
Bus Stand (Badambadi)	2312595		2301297
Sambad	9861530587		
Prameya	9861545952		

