



PROSPECTUS-CUM-ADMISSION BROCHURE: 2022-23
Shailabala Women's Autonomous College
Cuttack

| B. Sc. ITM |

Shailabala Women's Autonomous College

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INTRODUCTION

Shailabala Women's Autonomous 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 Gourav 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.

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 Oriyas 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 has been awarded 'A' grade twice by the NAAC (National Assessment and Accreditation Council) of the University Grants commission. At present, the college has around 3500 students on its rolls. Now it imparts education at the higher secondary, undergraduate and postgraduate levels attracting students from different parts of Odisha and the neighbouring states. The campus is entirely Wi-Fi facilitating students to access myriad information to help build a 'Knowledge Society'.

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 all-round 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.

Vision:

- To cater the educational needs 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 globalized world of the 21st century to enrich the institution to reach its ultimate height.
- To imprint in the minds of the students a genuine sense of equality, social justice, rationalism and encourage them to be a catalyst in the socio-economic and cultural transformation.

Mission:

Shailabala Women's Autonomous College is the dream child of Late Utkal Gourab Madhusudan Das and his adopted daughter Late Shailabala Das for the upliftment of women's education and empowerment. Being the first women's college of the State, it aims to impart education imbuing scientific temperament, rational approach, analytical mindset, organizing abilities and human values in the growth and development of women in the society.

THE COURSE

Course Fees of the following course may be restructured subject to Govt. Approval.

Bachelor of Science Information Technology & Management (B.Sc. ITM)

Total Seats	:	64
Course fees	:	Rs.50,000/- (each year)
Duration	:	3 years
Eligibility Criteria	:	

- Candidates who have completed 10+2 from a recognized council or university.
- Candidates with Physics, Chemistry, and Mathematics as compulsory subjects in 10+2 are eligible to apply. Preference will be given to candidates with Computer Science/ Statistics as compulsory subjects.
- Candidates must hold a minimum of 40% aggregate marks in their 10+2 examination.

HOW TO APPLY**(I) Form and Prospectus**

- Application Form cum Prospectus can be available at the College counter on payment of Rs. 300/- (Rupees Three Hundred) only in cash between 10.00 a.m. to 5.00 p.m. on all working days.
- Application form can also be downloaded from college website <http://www.shailabalawomenscollege.ac.in> and deposited in the college counter by submitting Rs. 300/- (Rupees Three Hundred) only.

(II) Procedure of Filling in the Forms

- a. The Application Form should be filled in legibly in candidate's own handwriting with appropriate response for all columns. 'NA' should be written against columns not applicable. No column should be left blank. Printed responses not applicable should be struck off.
- b. The candidates should be female only.

- c. Candidates wishing to avail reserved seats should mention the abbreviated form of the category/categories like SC/ST/PH/ESM/SDP/COM as applicable to her, in red on the top of the Application Form.
- d. Candidates claiming weightage for NCC, NSS, Rovers and Rangers, Sports and Games, should write NCC/NSS/RR/SG/WS respectively in red at the top of the Application Form.
- e. All names and addresses should be written in capital letters and all signatures should be full name signature.
- f. The application must bear the signature of the applicant's father/guardian at the places specified for the purpose.
- g. The applicant must put her full name signature and write her full postal address at the places specified for the purpose on the Acknowledgement Card.
- h. The applicant must write her postal address in capital letters at the space provided on the Intimation Card and on the envelop for Intimation Card.
- i. The applicant must write "Submitted by me" on the Application Form and documents submitted and put her full name signature with date.
- j. The admission of an Applicant shall be cancelled if the information provided in the Application Form is found false at any time.

ADMISSION

Career Assessment:

- (I) For B.Sc. ITM courses the career assessment shall be made out of 75 marks. The break-up shall be 25 marks for High School Certificate (HSC) or equivalent examination and 50 marks for Higher Secondary (HS) or equivalent examination. The calculation for career assessment marks shall be made as follows.

$$\% \text{ of Marks Secured without extra optional at HSC or equivalent Examination} \times 25\%.$$

$$\% \text{ of Marks Secured without extra optional at HS or equivalent Examination} \times 50\%.$$
- (II) In case of candidates passing the HSC/HS/Equivalent Examination, compartmentally, the averages of marks secured in the subject(s) concerned at both the examinations shall be taken into consideration to determine the aggregate.
- (III) The calculations shall be made up to second place of decimal.

RESERVATION OF SEATS

Some seats are reserved for different categories of applicants as mentioned below. Such seats shall be filled up subject to the applicant's fulfilment of minimum eligibility condition. Applicants shall be considered for reservation category, if applicable, only for admission into first year of the course.

(I) Scheduled Caste / Scheduled Tribe (SC/ST)

- a. 16.25% and 22.50% of the sanctioned strength of First Year Class are reserved for SC and ST respectively (Vide Letter No.10968 / H.E., Dated 22.05.2015 from Government of Odisha, Department of Higher Secondary Education). The reserved seats are not inter changeable.
- b. SC/ST candidates selected for admission on merit shall not be counted against the reserved seats.

- c. SC/ST candidates are required to submit a Caste Certificate from a Revenue Officer not below the rank of Tahasildar.

(II) Physically Handicapped (PH)

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

(III) Ex-Servicemen (ESM) / Serving Defence Personnel (SDP) / Children Of Martyrs (COM)

- a. 1% of sanctioned seats shall be reserved for the children/husband of ex-servicemen, serving defence personnel and children of martyrs.
- b. The facility to avail reserved seats shall be given to ESM/SDP/COM only on production of the certificate to that effect issued by the Rajya Sainik Board/Zilla Sainik Board.

VACANCY IN RESERVED SEATS

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

CANDIDATES FROM OUTSIDE THE STATE OF ODISHA (OSO)

- a. The number of applicants from outside the State of Odisha to be admitted into the course shall not exceed 5% of the total number of seats.
- b. An applicant shall not be considered to be from outside the State of Odisha if she has passed the HSC / equivalent examination from a school situated within the territory of Odisha or has passed the HSC/HS/equivalent examination with Odia as a subject.
- c. An applicant, whose parents are permanent residents of Odisha, but who has passed the HSC/HS/equivalent examination from outside Odisha without Odia as a subject shall not be considered to be from outside the State of Odisha, provided that she produced a Permanent Resident Certificate from the District Magistrate/Tahasildar to the effect that her parent are permanent residents of the districts of Odisha.

SUBMISSION OF FORMS

- a. Application Form duly filled in should reach the Principal, Shailabala Women's Autonomous College, Cuttack - 753 001, latest by the last date of receipt of forms by Registered Post / Speed Post.
- b. The College shall not be held responsible for any kind of postal delay. The candidates are, therefore, advised to send their applications sufficiently ahead of time so that they reach the College by 5.00 p.m. of the last date (25.11.2022) of submission of form.
- c. Applications incomplete in any manner or received after the last date shall be rejected.

DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM

- a. Attested photocopy of the money receipt for Application Form and prospectus.
- b. Application Form duly filled in and signed by the candidate and by her father/guardian at the places specified for the purpose.
- c. Acknowledgment Card duly filled in and full postal address written on the reverse.
- d. Two unstamped self-addressed envelopes of 23 cms. x 11 cms. Size.
- e. Attested photocopies of certificates and mark sheet of HSC/equivalent examination and HS/equivalent examination / Degree examination.
- f. Attested photocopies of certificates in support of reservation of SC/ST/PH/ESM/SDP/COM, if applicable.
- g. Permanent Resident Certificate, if applicable.

SELECTION FOR ADMISSION

(I) Merit List

- a. A merit list shall be drawn on the basis of Career Assessment.
- b. In case of candidates securing equal marks in aggregate at the last qualifying/ equivalent examination without extra optional (as the case may be) preference shall be given to the candidate securing higher mark in extra optional.

(II) Intimation

- a. After drawing the final merit list intimation shall be sent to the selected candidates by speed-post/registered post indicating the date and time of admission and documents to be submitted.
- b. The list of applicants selected for admission shall be displayed on the main Notice Board of the College.

(III) Documents to be submitted at the time of Admission

- a. Intimation Letter
- b. The original and one attested photocopy of the mark sheet of HSC/equivalent examination
- c. The original and two attested photocopies of the mark sheet of HS/equivalent examination, whichever is applicable
- d. The original and one attested photocopy of High School Certificate.
- e. The original School/College Leaving Certificate.
- f. The original Conduct Certificate from the Head of the Institution last attended.
- g. The original and one attested photocopy of Caste Certificate, if applicable.
- h. The original and one attested photocopy of Certificate in support of claim, if any for reservation.
- i. The original and one photocopy of Resident Certificate, if applicable.
- j. Two copies of recent stamp size photograph of size 3 cms. x 4 cms.
- k. Original Money Receipt showing purchase of Forms and Prospectus.
- l. Original Migration Certificate.

CAUTION

- a. Certificates not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to the Crime Branch or other appropriate authority for scrutiny

- b. Claim for reservation shall not be considered unless it is supported by genuine documents.
- c. The selection/admission of a candidate shall be invalidated if suppression of facts, submission of false information or forgery of documents is detected during the process of admission or thereafter, and such cases shall be reported to the Crime Branch who may draw criminal proceedings against the candidate concerned.

ATTENDANCE

(I) Minimum Requirement

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

EXAMINATION

All matters relating to examinations shall be guided by the Examination Regulations of the College which may be procured by a student from the College Office at a nominal cost.

(I) Mid-Semester Examination

There shall be continuous and comprehensive evaluation of students through Mid-Semester Examinations. One such examination shall be conducted per Semester. Non-appearance at any of the Mid-Semester Examination shall be treated as securing zero in the subject concerned.

(II) Semester End Examination

There shall be two Semester End Examinations in each academic year. Students shall have to register for Semester End Examination by filling in the form and paying necessary fees for the examination concerned to be eligible for promotion to next higher class. A student shall be given maximum two consecutive chances to clear the Back Paper(s) if any.

(III) Final Result

- a. The final result of a student shall be computed on the basis of marks secured at the Semester End Examinations, Mid Semester Examinations and Seminars / Projects.
- b. The final result shall be declared at the end of the course.

DRESS CODE

All students of the College shall wear College Uniform as per the College norms while attending classes and at all other activities in the College

FEES/DUES

Fees/Dues as per Govt. College regulation to be paid at the time of Admission into First Year Class over and above the course fee.

DECISION FOR ADMISSION

Admission to the College cannot be claimed as a matter of right. The decision for admission shall be made by the Principal if satisfied with the conduct of the applicant and information provided by her.

The Principal reserves the right to cancel the admission of a student at any time if she is convinced that the conduct of the student is contrary to the discipline of the College.

CHANGE IN RULES

- The rules/information given herein are subject to change without prior notice as and when there is a satisfactory situational demand.
- Course fees do not include the expenses towards Seminar/Study Tour/ Field Tour etc.
- The normal rules and regulations of the college will be applicable as per practice, even if they may or may not have been mentioned in this prospectus.
- Classes will be conducted during normal College hours from 7:00 am to 5:00 pm.
- If any applicant discontinues in the mid of the session, she shall forfeit the amount already deposited.

AUTHORITY

In case of dispute on any matter, the interpretation and decision of the Principal, Shailabala Women's Autonomous College, Cuttack shall be final and binding.

- The normal rules and regulations of the College will be applicable as per practice; even if they may or may not have been mentioned in this prospectus.
- Course Fees do not include the expenses towards Seminar/Study Tour/Field Tour etc.
- Classes will be conducted during normal hours from 7:00 am to 5.00 pm.
- If any student desiring to discontinue before completion of admission process and the starting of the course, the entire fee collected from the student, after a deduction of the processing fees of Rs. 1,000/- (Rupees One thousand) only shall be refunded by the institution.
- If a student desiring to discontinue the course after starting of the class/course will have to forfeit the amount already deposited in the institution and in addition she will have to deposit the balance course fees for the said academic continuing session before taking College Leaving Certificate (CLC).

PRINCIPAL
Shailabala Women's Autonomous College
Cuttack