

# PROSPECTUS



## Professional UG/PG Courses

- **B.Sc. (ITM)**
- **MSW**
- **M.Com(F&C)**
- **MBA**



**Shailabala Women's Autonomous College**  
Cuttack

Accredited with 'A' grade by N.A.A.C. (U.G.C.)(2006 & 2017)





**Shailabala Women's Autonomous College**  
**PROFESSIONAL UG/PG COURSES PROSPECTUS**  
**B.Sc.(ITM) | MSW | M.Com (F&C) | MBA**

Shailabala Women's Autonomous College, Cuttack is a century old college, a premier educational institution of its kind in the state of Odisha for women's education. The college has been awarded 'A' grade by the N.A.A.C. (National Assessment and Accreditation Council, 2006, 2017) of the University Grants Commission. College imparts education at the higher secondary, undergraduate and postgraduate levels attracting students from different parts of Odisha and the neighboring states.

The college mainly aims at imparting quality education, personality and holistic development of its students for their professional achievements. In the rapid development scenario, career prospects for the job seekers are diversifying and it is imperative to keep pace with the changing career platforms. With the consideration of need based approach College provides graduate & post-graduate professional courses with career orientation of the students.

**Graduate stream B.Sc (ITM) and Post Graduate streams MSW, M.Com (F&C) and MBA are the professional courses being provided by the College in self financing mode as per the higher education perspective of the State Government for augmenting skilled pool and enhancing the future prospects of the passing out degree holders.**

## THE COURSES

### Graduate Level Course

#### B.Sc. (ITM)

Total Intake	64
Course Fees	Rs. 50,000/- per year
Duration	3 years (6 Semesters)
Eligibility Criteria	The applicant having 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. A candidate who has appeared in +2 last year examination may also apply in anticipation of the results, provided she clears last year examination at the time of admission.

### Post Graduate Level Courses

#### A. Master in Social Works (MSW)

Total Seats	64
Course Fees	Rs. 35,000/- per year
Duration	2 years (4 Semesters)
Eligibility Criteria	The applicant must have a bachelor's degree of minimum 3 years duration or its equivalent. (10+2+3) from recognized university with minimum 40% aggregate marks. This criterion applies to all categories. A candidate who has appeared in last year degree examination may also apply in anticipation of the results, provided he/she has to clear the last year examination at the time of admission.

#### B. Master in Commerce (Finance & Control)

Total Seats	96
Course Fees	Rs. 25,000/- per year
Duration	2 years (4 Semesters)
Eligibility Criteria	The applicant must have a bachelor's degree of minimum 3 years duration or its equivalent. (10+2+3) from recognized university with 40% marks. This criterion applies to all categories. A candidate who has appeared in last year degree examination may also apply in anticipation of the results, provided he/she has to clear the last year examination at the time of admission.



## C. Master in Business Administration (MBA)

Total Seats	96
Course Fees	Rs. 40,000/- per year
Duration	2 years (4 Semesters)
Eligibility Criteria	The applicant must have a bachelor's degree of minimum 3 years duration or its equivalent. (10+2+3) from recognized university with 40% marks. This criterion applies to all categories. A candidate who has appeared in last year degree examination may also apply in anticipation of the results, provided he/she has to clear the last year examination at the time of admission.

### Note:

- Course Fee is fixed by Higher Education Department, Govt. of Odisha.
- There is no Fee Concession for Reservation or any other category.
- Course fee may be restructured subject to Govt. approval at the time of admission.
- Admission / Examination Fee and any other expenses relating to lodging, boarding and other co-curricular activities will be paid separately by the students.
- All the above courses are recognised by Department of Higher Education, Government of Odisha and affiliated to Ramadevi Women's University, Bhubaneswar.

## ADMISSION PROCEDURE

Admission to all the professional courses will be held on the basis career evaluation fulfilling the minimum eligibility criteria. Selection of the applicants shall be made on the basis of marks secured at Graduation / +2 level and career assessment. Students will be admitted as per their option of the course.

### Application Form & Prospectus:

Students can obtain the Application Form & Prospectus from the College counter OR SFC Department, Shailabala Women's Autonomous College, Cuttack during office hours from 10.00 AM to 5.00 PM on payment of Rs. 300/-. OR can also be downloaded from college website: [www.shailabalawomenscollege.ac.in](http://www.shailabalawomenscollege.ac.in) and payment to be made through Payphone-8337900578.

### Submission of Application

- Application Form duly filled in should reach the Principal, Shailabala Women's Autonomous College, Cuttack latest by the last date of receipt of forms either by hand or by Registered Post / Speed Post.
- 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 of submission of form.
- Last date for submission of form is mentioned on the next page of this prospectus and subject to change by the authority if needed.
- Applications incomplete in any manner or received after the last date shall be rejected.

## Reservation

Seats will be reserved for SC, ST and Physically Handicapped students as per Govt. Rule.

Note: In case of non-availability of such candidates, the reserved seats will be filled up from the merit list.

### Documents to be Submitted along with Application Form

- ✦ Attested photocopy of the money receipt for Application Form and prospectus.
- ✦ Application Form duly filled in the signed by the candidate and by her father / guardian at the places specified for the purpose.
- ✦ Acknowledgement Card duly filled in and full postal address written on the reverse.
- ✦ Two unstamped self-addressed envelopes of 23cms.X11 cms. Size.
- ✦ Attested photocopies of certificates and mark sheet of HSC/equivalent examination and HS / equivalent examination / Degree examination.
- ✦ Attested photocopies of certificates in support of reservation, if applicable.
- ✦ Permanent Resident Certificate, if applicable.

## Confirmation of Admission

- 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.
- The list of applicants selected for admission shall be displayed on the Notice Board of the SFC Department.

### Documents to be submitted at the time of Admission

- ✦ Intimation Letter
- ✦ The original and one attested photocopy of the mark sheet of HSC/equivalent examination.
- ✦ The original and two attested photocopies of the mark sheet of HS/equivalent examination, for PG Courses Degree / equivalent examination certificate whichever is applicable.
- ✦ The original and one attested photocopy of High School Certificate.
- ✦ The original School / College Leaving Certificate.
- ✦ The original Conduct Certificate from the Head of the Institution last attended.
- ✦ The original and one attested photocopy of Caste Certificate, if applicable.
- ✦ The original and one attested photocopy of Certificate in support of claim, if any for reservation.
- ✦ The original and one photocopy of Resident Certificate, If applicable.
- ✦ Two copies of recent stamp size photograph of size 3 cms. x 4 cms.
- ✦ Original Money Receipt showing purchase of forms and Prospectus.
- ✦ Original Migration Certificate.



**Note:**

- Certificates not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to the appropriate authority for scrutiny.
- Claim for reservation shall not be considered unless it is supported by genuine documents.
- 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 appropriate authority who may draw criminal proceedings against the candidate concerned.
- Any false information found on verification of the original document at any stage will lead to cancellation of selection / admission and will be treated as a cognizable offence.

**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 student conducts herself contrary to the discipline of the College.

**CAUTION**

Applicants are advised to go through the prospectus thoroughly before filling in / submission of application forms and avoid misleading information from unauthorized persons to prevent possibility of rejection of application.

Last date for receipt of completed applications for Admission - .....

**WARNING**

In case the applicant for admission is found to have indulged in Ragging or any Police filed criminal activities in the past or if it is noticed later that she indulged in ragging, admission may be refused or she shall be expelled from the college.

**PRINCIPAL**  
Shailabala Women's Autonomous College  
Cuttack

## FACILITIES

The serene educational ambience of the campus will enthuse the students to imbibe the humanistic and egalitarian social ethos. In rapidly developing industrial base and implementation of development sector project & programmes in the state, our endeavour is to provide skilled professionals to the industry and world class support with indigenous man power. In this scenario students of the adjoining areas can get maximum benefits by honing their skills in the relevant fields. The college has all the requisite facilities for comfortable learning and acquiring relevant skills. Main attractions of these professional courses are:

- **Expert Faculty:** Highly qualified and experienced teachers.
- **Regular Guest Lectures:** By eminent academicians and professionals (visiting faculty) of the concerned area to enlighten the students on real life problems.
- **Interactive Teaching:** Teaching comprises seminars, group discussions, simulation games, assignments, case studies, field visits, industrial tours, SIP, research projects, presentations and exercises.
- **Advanced Curriculum:** The curriculum is designed to impart knowledge to handle intricate issues. These curriculums will help the students not only to hone their decision-making skills but also adapt themselves to the dynamic learning environment.
- **Library Facilities:** The Department Library is the store house of Knowledge where the students can fulfill their minimum requirement in search of learning. It includes a number of voluminous and qualitative books on social work, rural development, media & management studies, industrial management, Business Management, Accountancy, Humanities and different Odia/ English dailies.
- **Hostel Facility:** Separate hostel facilities with in-house canteen satisfying all the requirement of students. However, the students interested to avail the hostel facility are required to apply separately. They have to bear the lodging and boarding charges as fixed up by authority.

## 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 he/she shall attend minimum required classes in each semester.

### (II) Condonation

- a) The Principal may condone shortage of attendance to the extent of 15% in exceptional cases.
- b) The Principal may grant condonation of shortage of attendance to the extent of 5% more in respect of a student who has represented the University or the State on deputation at a National /International competition or function.





## 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) End-Semester 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.

### (iv) Back/ Repeat Examination

If she fails to clear the paper(s) during any semester(s), the student may appear in the same during the next academic session. The students are permitted to complete the course within five years from the academic session of her admission; else, the studentship will be cancelled.

### (v) Evaluation

As per the Ramadevi Women's University, Bhubaneswar regulations.

## RULES & REGULATIONS

### 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/Re-Admission in addition to the Course Fee.

## NOTE:

1. Course fees do not include the expenses towards Seminar/Study Tour/Field Tour etc.
2. The applicant if employed, should furnish NOC from the employer at the time of admission.
3. 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.
4. Classes will be conducted during normal College hours as far as practicable. However some classes may be conducted in the morning/evening hours.
5. If any applicant discontinues in the mid of the course she shall forfeit the amount already deposited and in addition shall have to deposit the balance amount of the total course fee before taking College Leaving Certificate.
6. Students shall regularly attend all the theory classes and maintain sincerity in the field-works, seminars, workshops and all activities of the college.
7. Absence from classes cannot be considered as a matter of right, students have to take prior permission by submitting leave application to the Principal.
8. Students should take utmost care to maintain the cleanliness of the campus and should see that no property of the college is defaced or damaged by their actions. Any student found to be indulging in such activities shall be severely penalized even to the extent of exclusion from the campus.
9. Students should not use or possess tobacco/alcohol in the Hostel/College premises or during any activities of the college inside or outside the campus.
10. Students should be courteous to fellow students, faculty members, administration, library and other non-teaching staff.
11. The college expects each student to conduct herself in disciplined manner that evinces regard and concern for the welfare and rights of other members of the college community.
12. The rules/information given herein are subject to change without prior notice as and when there is a satisfactory situational demand.

## 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.
- 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**

Index No. 

# SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK

## Application Form

Academic Session .....

For B.Sc.(ITM)  MSW  M.Com(F&C)  MBA 

1. Applicant's Name:
2. Father's Name:
3. Father's Occupation:
4. Mother's Name:
5. Mother's Occupation:
6. Guardian's Name:

Affix yourself attested  
(on the front) recent  
colour passport size  
photograph here

7. Course applied for: B.Sc.(ITM)  MSW  M.Com(F&C)  MBA 

8. Personal Details:	Blood Group	Sex	Religion	Date of Birth			Nationality	Mother Tongue
				Date	Month	Year		

9. Address:

Correspondence Address	Permanent Address
.....	.....
.....	.....
.....	.....
Phone / WhatsApp No. ....	Phone / WhatsApp No. ....

10. Reservation Details:

A. Category

ST	<input type="checkbox"/>	SC	<input type="checkbox"/>	OBC	<input type="checkbox"/>	SEBC	<input type="checkbox"/>	General	<input type="checkbox"/>
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Caste Barcode

B. Person with Disability

C. Ex-Service

Service Defense Personnel	<input type="checkbox"/>	Children of Martyrs	<input type="checkbox"/>
Women Command	<input type="checkbox"/>		<input type="checkbox"/>

Type

11. PH / OH Information:

A. Nature of Disability	B. % of Disability
C. Type of Disability	

12. Weightage Deails

A. NCC

NCC		NCC-B		Certificate	Camp / Course / Activities
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B. NSS Camp

International Level		National Level		State Level		Best NSS Volunteer Award	
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C. Rovers & Rangers

President Recognition		Rajya Purskar	
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D. Sports & Games

International Level		National Level		State Level	
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13. Academic Information (from H.S.C. Onwards):

Examination	Name of the Board (CBSE / ICSE / HSE / University)	Year of Passing	Exam Type (Annual / Compartmental)	Total Marks	Marks Secured	Percentage of Marks	Roll Number
HSC							
+2							
+3 / Equivalent							

**UNDERTAKING**

I do hereby agree to abide by the rules of the College. In the event of any disobedience of the rules as laid down by the Govt. or any authority empowered by them in this regard or should my conduct in the college be found not satisfactory, my name will automatically be removed from the College register. I further state that information furnished by me in this application is true and correct and any information furnished by me if found incorrect will render me liable for penal proceedings.

I further undertake that I will not be involved in any ragging activities in the college premises. I undertake that criminal case will be lodged against me if, I indulge in any kind of ragging.

I hereby fully endorse the undertaking made by our child / ward.

Submitted by me

**Full Signature of Applicant  
Parent / Guardian with Address**

**Full signature of Applicant**

.....  
.....

Date .....

Place: .....

Phone No. ....

Aadhar No: .....

E-mail: .....

Index No.

**ACKNOWLEDGEMENT**

Name of the Applicant .....

Subject applied for : .....

**Signature of Receiving Official**





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**Cuttack**

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