



# PROSPECTUS

## 2026-27



Ragging in any form in HEIS is an offence and punishable under law



## Professional PG Courses

**MSW**  
**M.Com (F & C)**  
**MBA**



Shailabala Women's Autonomous College, Cuttack  
[www.shailabalawomenscollege.ac.in](http://www.shailabalawomenscollege.ac.in)



**Shailabala Women's Autonomous College**  
**PROFESSIONAL PG COURSES PROSPECTUS**  
**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 'B+' grade by the N.A.A.C. National Assessment and Accreditation Council of the University Grants Commission. College imparts education at the higher secondary, undergraduate 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 Post-Graduate professional courses with career orientation of the students.

**The Professional Post Graduate courses MSW, M. Com (F&C) and MBA are 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

### Post Graduate Level Course

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

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 any 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 she has to clear the last year examination at the time of admission.

#### B. Master in Commerce (Finance & Control ) M.Com (F&C)

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 any 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 she has to clear the last year examination at the time of admission.

#### C. Master in Business Administration (MBA)

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 any recognized university with 50% 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 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 recognized by Department of Higher Education, Government of Odisha and affiliated to Ramadevi Women's University, Bhubaneswar.
- **MBA Course is approved by AICTE, New Delhi.**



## ADMISSION PROCEDURE

Admission to all the professional courses will be held on the basis of career evaluation fulfilling the minimum eligibility criteria. Selection of the applicants shall be made on the basis of marks secured at Graduation 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 counter of 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) by paying through Phonepe-8337900578.

### Submission of Application

- Duly filled Application Form 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.

### I. Reservation

a.

<p><b>Scheduled Caste [SC] &amp; Scheduled Tribe [ST]</b></p>	<p>a) SC-16.25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015]</p> <p>b) ST-22.5% of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015]</p> <p>c) The reserved seats are not interchangeable between SC &amp; ST.</p> <p>d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.</p> <p>e) However, any modification made by the Government in the reservation policy will be followed during admission.</p>
<p><b>Persons with Disabilities (PwD)</b></p>	<p>5% of sanctioned seats shall be reserved for PwD students with extent of disability not below 40% (Blind and Low Vision, Hard of Hearing, Locomotors Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness). [G.O. 10161/HE, Dtd.: 07/04/2018]</p> <p><b>N.B: Both Temporary &amp; Permanent type PwD applicants (40% &amp; above) will get the reservation benefits in admission from the Academic Session: 2025-26.</b></p>
<p><b>Ex-Serviceman [ESM]/Serving Defense Personnel [SDP]/Children of Martyrs [CoM]</b></p>	<p>1% of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband/ of Ex -Serviceman, Serving Defence Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd: 07/04/2018]. This reservation policy does not applicable for CAPF Units like the CRPF, BSF, CISF, ITBP, etc.</p>
<p><b>Socially and Educationally Backward Classes (SEBC)</b></p>	<p>11.25% of the sanctioned seats shall be reserved for applicants belonging to SEBC Category students vide Govt. of Odisha OM No. 25474, Dated: 19.05.2025.</p> <p><b>N.B: Applicants belonging to SEBC Category are advised to obtain SEBC certificate from competent authority for availing SEBC reservation benefits at time of admission.</b></p>

**NB: If no suitable candidate found for reserved categories, seats may be de-reserved.**

**b. Weightage:**

- Number of seats in each subject, filled up by the applicants with weightage (which has been mentioned hereunder for various categories of extra-academic achievements), shall not exceed 10% of the sanctioned strength. This 10% of seats shall be proportionately distributed among all categories of applicants. An applicant, who is selected with weightage and taken admission, shall continue to remain in this 10% bracket. Maximum 10% weightage mark shall be provided to an applicant. However, applicants who have represented the Country at International level shall be given direct admission.
- Starting from the Academic Session 2026-27, the cut-off check will no longer be conducted after adding the weightage marks to the actual secured marks. Once the weightage marks are added, students will be directly considered for the general merit list. If they do not secure a seat in the general merit, they will be evaluated for the next reservation and weightage categories in the same round.

**c. NCC**

- Applicants holding **NCC- “B” OR “C” Certificates** shall be given weightage of additional **5%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- Applicants who have represented the State at the **All India level NCC Camps/ Courses / Activities** shall be given weightage of additional **3%** of marks over and above the marks secured in the Common P.G. Entrance Test.

**d. NSS**

- Applicants who have represented the Country at **International level** shall be given first priority during preparation of rank.
- Applicants who have represented the state at **National Level** Camp shall be given Weightage of additional **5%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- Applicants who have represented the **Inter State Category Camp** shall be given Weightage of additional **3%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- Applicants who have got the **Best NSS Volunteer award** at university level shall be given Weightage of additional **2%** of mark over and above the marks secured in the Common P.G. Entrance Test.

**e. Rover & Ranger**

- Rovers & Rangers possessing and producing the original **certificate signed by the President of India** shall be given weightage of additional **5%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- Rovers & Rangers possessing and producing the original **certificate signed by the Governor/ PATRON/ President of the State association** shall be given weightage of additional **2%** of marks over and above the marks secured in the Common P.G. Entrance Test.

**N.B:** *Certificates for NCC/ NSS/ Rover & Ranger will be accepted if the applicant has participated / awarded at the level of Graduation (+3 Degree/ Equivalent Examination) only.*



#### f. Sports & Games

- Applicants who have represented the country at **International level** shall be given first priority during preparation of rank.
- Applicants who have represented the state at **National level** shall be given weightage of additional 10% of marks over and above the marks secured in the Common P.G. Entrance Test.
- Applicants who have represented his/her University/College at **Inter- University Sports Meet /Inter-College Sports Competition** shall be given weightage of additional 5% of marks over and above the marks secured in the Common P.G. Entrance Test.
- As per Sports Department Letter No.15536 dated 07.09.2022, applicants having **International & State/National level Sports** Certificate should not visit the Sports Department for any type of countersign. Instead, they must obtain the Sports Weightage Certificate exclusively in online mode through the Sports Department's official website.
- Such Applicants are advised to visit the website <https://portal.sportsodisha.gov.in/Citizen/Landing> and apply for Sports Weightage Certificate. **The certificate generated online with Photo & QR CODE is only valid.**
- The online generated QR based Sports Certificate is valid only for the year in which the certificate is issued even s/he has utilized the certificate or not.

#### 2. Documents to be Submitted along with Application Form

- ❖ Attested photocopy of the money receipt for Application Form and prospectus.
- ❖ Application Form duly filled in 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.

#### 3. Confirmation of Admission

- After drawing the final merit list intimation shall be sent to the selected candidates by speed post/registered post / Email indicating the date and time of admission and documents to be submitted.
- Selection list for admission shall be displayed on the Notice Board of the SFC Department.

#### 4. Verification of Application Form

- Applicant has to produce all original documents for verification only at the Shailabala Women's College as mentioned in the Intimation Letter. No original documents are to be deposited with college authority except CLC & Original Migration Certificate. (Refer HE Dept. Letter No. 12991, dated 16/03/21).



#### Check List for Admission:

- ❖ Original Certificates (As per the Intimation Letter)
- ❖ Three (03) passport size colour photographs
- ❖ Residence Certificate
- ❖ Income Certificate ( Necessary for Scholarship aspirants)
- ❖ Caste Certificate, If required
- ❖ Following Original Documents are to be retained by the College/University Authority:
  - College Leaving Certificate issued by the Institution last attended
  - Conduct Certificate issued by the Institution last attended
  - Migration Certificate (will be retained by the last admitted Institution)
- ❖ Following Original Documents are to be returned by the College/University Authority to the applicant after verification is completed.
  - Mark sheet and Pass Certificate of the Matriculation/10<sup>th</sup> Board Examination
  - Mark sheet and Pass Certificate of the Higher Secondary (+2) Examination
  - Mark sheet and Pass Certificate of Degree (+3) Examination
  - Certificate in respect of Reservation, if any
  - Certificate in respect of Weightage, if any

- In the Current Academic Session, the Phase -I admission will be conducted for PG Courses. Based on the availability of vacant seats, the Principal, Shailabala Women's (Auto) College may consider conducting the Phase II or Spot Admission.

#### 4. A. Prohibition of Ragging in HEIs:

As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) may be directed to take up ragging prevention measures as per UGC notified “**Regulation on Curbing the Menace of Ragging in Higher Educational Institution 2009**”.

**What is Ragging?** Any disorderly conduct whether by the words spoken or written or by an act which has the effect of teasing, bullying, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Ragging in all its forms shall be totally banned in the entire Higher Education Institution, including its departments, constituent units, all its premises (academic, residential, hostel, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of student whether public or private. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

**Measures for prevention of Ragging at the Institutional level:** A printed undertaking is enclosed with this prospectus to be filled- up and sign by the applicant that, she is aware of the law regarding prohibition of ragging as well as the punishment, and that she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. The same undertaking is also to be signed by the parent/guardian of the applicant to the effect that He/ She is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

#### 5. B. Anti-Ragging Undertaking :



## **AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING**

I, ..... (full name of student with admission/registration/enrolment number) D/o Mr./Mrs./Ms,.....having been admitted to ..... (name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood he provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this .....day of .....month of .....year.

\_\_\_\_\_  
Signature of deponent

Name :

### **VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at .....(place).....on this the .....(day) .....of .....(month) .....(year).....

\_\_\_\_\_  
Signature of deponent

**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



## 6. 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 at 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.
- **Scholarship:** The desired students of SFC Department of Shailabala Women's (Auto) College, Cuttack can apply for any Scholarship Schemes administered by the Department of ST & SC Development, Govt. of Odisha.

## 7. 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.

## 8. 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 absent 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/ Fieldworks / Internships.
- 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.

**(v) Evaluation**

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

**9. 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 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.
3. Classes will be conducted during normal College hours as far as practicable
4. Students shall regularly attend all the theory classes and maintain sincerity in the field-works, seminars, workshops and all activities of the college.
5. 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.
6. Students should not use or possess tobacco/alcohol in the College premises or during any activities inside the college campus.
7. Students should be courteous to fellow students, faculty members, administration, library and other non-teaching staff members .
8. The college expects from 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.
9. The rules/information given herein are subject to change without prior notice as and when there is a satisfactory situational demand.



## 10. 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 admitted to SFC desires to discontinue the course before completion of admission process and prior to the commencement of classes, then the entire course fee collected from the student will be refunded after deduction of a sum of Rs 1000/- (Rupees one thousand) only towards processing fee and Rs 1000/- (Rupees One thousand) only to be deducted out of the admission fee.
- If any student admitted to SFC Dept desires to take her College Leaving Certificate (CLC) after the closing of admission process / commencement of the of the classes, she has to clear the course fee of the current academic year as per Govt of Odisha Dept of Higher Education letter No 6159 dated 15/02/2022 after which CLC can be issued in her favour, based on her application.

## 11. 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.

PRINCIPAL

Index No.



# SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK

## APPLICATION FORM

Academic Session for 2026-27

For 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: 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  SC  OBC  SEBC  General

B. Person with Disability

C. Ex-Service  Service Defense Personnel   Children of Martyrs

Women Command

11. PH / OH Information:

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

12. Weightage Details

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 Puskar	
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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 & regulations 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.

Full Signature of Applicant's  
Parent / Guardian with Address

.....  
.....

Phone No. ....

Submitted by me

Full signature of Applicant

Date .....

Place: .....

Aadhar No: .....

E-mail: .....

ABC ID : .....

Index No.

**ACKNOWLEDGEMENT**

Name of the Applicant .....

Subject applied for : .....

Signature of Receiving Official



**Shailabala Women's Autonomous College, Cuttack**  
[www.shailabalawomenscollege.ac.in](http://www.shailabalawomenscollege.ac.in)