

NAAS ACCREDITED B++



ମହାବିଦ୍ୟାଳୟ ପଞ୍ଜିକା

COLLEGE CALENDAR

2023-24

DHENKANAL AUTONOMOUS COLLEGE
DHENKANAL

E-mail : principal@dkicol@yahoo.com, samsdkicollege@gmail.com

Web : www.dkicollege.ac.in

ମହାବିଦ୍ୟାଳୟ ପଞ୍ଜିକା
COLLEGE CALENDAR
2023-2024



PRINCIPAL

DR. CHITTARANJAN SAHU

OIC, COLLEGE CALENDAR

DR BIBHUDUTT DASH, ASST. PROF. IN ENG

ASSOCIATES

DR BHUPESH CHANDRA SAHOO, LECT. IN PHIL.
SRI RAKESH CH. SAHOO, ASST. PROF. IN COMMERCE
DR SK. RIYAZAT KHADIM, ASST. PROF. IN BOTANY
SMT. CHINMAYEE SAHOO, LECT. IN BOTANY

ABOUT ME

Name

Class Roll No

Exam. Roll No Honours / Core

Address

Contact No. Email

Height Weight

Date of Birth Blood Group

Driving Licence No. Aadhar No.

Savings Account No.

DECLARATION FORM - IV

(See Rule-8)

1. Place of Publication : Dhenkanal Autonomous College, Dhenkanal
2. Periodicity of Publication : Annual
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Nationality & Address : Indian, Dhenkanal.
4. Publisher's Name : Dr Chittaranjan Sahu, Principal
5. Editorial Board : Dr Bibhudutt Dash, Asst. Prof. in English.
Sri Rakesh Ch. Sahoo, Asst. Prof. in Commerce
Dr Bhupesh Ch. Sahoo, Lect. in Philosophy
Dr SK. Riyazat Khadim, Asst. Prof. in Botany
Smt. Chinmayee Sahoo, Ad-hoc, Botany
6. Name & Address of : Dr Chittaranjan Sahu, Principal
Individual who owns the : Dhenkanal Autonomous College, Dhenkanal.
publication.

I, Dr Chittaranjan Sahu, Principal, hereby declare that the particulars given above are true to the best of my knowledge and belief.

Date : 25.04.2024.

Dr Chittaranjan Sahu
S/d - Publisher



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Dhenkanal Autonomous College
Dhenkanal, affiliated to Utkal University, Odisha as
Accredited
with CGPA of 2.83 on seven point scale
at B⁺⁺ grade
valid up to January 22, 2022*

Date : January 23, 2017



D. Singh
Director

AUTHORITIES

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|---|---|------------------|
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| Director, Higher Education | : | 0674-2393529 |
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| Controller of Examination, Utkal University | : | 0674-2567852 |
| UGC, Regional Office, Kolkata | : | +91-033-23354767 |

DHENKANAL DISTRICT EMERGENCY

| | | |
|--------------------------|---|--------------|
| District Collector | : | 06762-225601 |
| Superintendent of Police | : | 06762-225777 |
| Police Station (Town) | : | 06762-226493 |
| C.D.M.O. | : | 06762-226423 |
| Blood Bank | : | 06762-226783 |
| P.C.R. | : | 100 |
| Fire Station | : | 101 |
| Ambulance | : | 102 |

DHENKANAL COLLEGE EMERGENCY

| | | |
|--|---|------------|
| Principal (Dr Chittaranjan Sahu) | : | 9437451585 |
| Administrative Bursar (Dr D. Mohanty) | : | 9861391190 |
| Academic Bursar (Dr A. Meher) | : | 9337446121 |
| OIC, Anti Ragging Cell (Dr Aditya Meher) | : | 9337446121 |
| Controller of Examinations (Dr S.K. Mohapatra) | : | 8457082597 |
| Suptd., Kapilash Chhatrabas (Prof.S.P. Pati) | : | 7008775829 |
| Suptd., Women's Hostel (Dr M. Nayak) | : | 7008435153 |
| OIC, Admission (Dr A. Meher) | : | 9337446121 |

COLLEGE INFRASTRUCTURE : AN OVERVIEW

| | | |
|------------------------------|---|---------|
| Total Area | : | 56 Acre |
| Block | : | 08 |
| Hall | : | 20 |
| Classroom | : | 68 |
| Laboratory | : | 12 |
| Administrative Rooms | : | 15 |
| Library Building | : | 02 |
| No of Books | : | 54000 |
| Hostel (Gents-2 & Ladies -2) | : | 04 |
| Guest House | : | 01 |
| Auditorium | : | 01 |
| Conference Hall | : | 01 |
| Reading Room | : | 02 |
| Smart Common Classroom | : | 05 |
| Language Lab | : | 01 |
| Staff Room | : | 01 |
| Boys' Common Room | : | 01 |
| Girls' Common Room | : | 01 |
| Canteen | : | 01 |
| Cycle Stand | : | 03 |
| Play-ground | : | 01 |
| Garden | : | 06 |
| Play Court | : | 04 |
| Gymnasium | : | 01 |
| Lavatory | : | 28 |
| Water Cooler & Purifier | : | 15 |

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THE CREST

The ship symbolizes the glorious maritime traditions of Odisha, and the Black Pagoda its artistic and cultural excellence. The book signifies the unquenchable thirst for knowledge, the Inkpot with the pen the human propensity to express and the Lamp stands as the epitome of wisdom. The Science apparatus symbolizes man's learning of the sciences and the soaring Rocket suggests man's efforts to explore. The sprouting corn envisages green revolution. The rising sun over the hills announces the dawn of a new era of wisdom and happiness. The temple-shaped peak of the Crest declares that this institution has the sanctity of a temple that propagates the great luminous line from the Bhagavad Gita, which is inscribed at the bottom of the Crest.

Nahi Jnanena Sadrisham Pabitramiha Vidyate

(Nothing is as purifying as knowledge)



THE COLLEGE : AT A GLANCE

Situated in a sylvan setting of forests, hills and mango groves, Dhenkanal Autonomous College is the premier college in the District of Dhenkanal. The College was established in 1959 with the efforts and sacrifice of some local enthusiasts with only Pre-University Arts Class and functioned under private management in Vinod Bhawan, a small building in the town. Two years later 55 acres of Land on the Cuttack-Sambalpur National Highway with plenty of shady mango trees within and natural protection by green Pani Ohala Hills behind were made available for the college. Here, it functioned in a temporary accommodation till 1963, when a permanent structure of a one storey building was erected and the three faculties of Arts, Commerce and Science were opened. The temporary accommodation was converted to a hostel. The management of the College was taken over by the Government of Odisha with effect from 1st February 1967 and extension of the building providing 24 rooms and 4 lecturer-theatres were completed in 1977. The present accommodation of the College provides for 80 rooms and 6 lecturer theatres.

Starting with only 64 students and 7 teachers, the college has risen through the years to a strength of 3081 students in 22 classes and 101 teachers, Besides Degree classes for Core (Honours) in three faculties, the College provides teaching of Post graduate Courses in History, Botany, Commerce & other PG subjects. The College is affiliated to Utkal University. Joint Venture Computer Education functions inside College premises.

At present, P.G. and Degree classes function under Dhenkanal Autonomous College, Dhenkanal. The status of Autonomous was conferred on the College in April 2002. The NAAC Peer Team visited the College and awarded B++ Grade.

DHENKANAL (A) COLLEGE CALENDAR

A proud possession of the College is the Nanak Bhawan, which was constructed with the help of a generous donation by Nanak Trust. It has two big halls and a spacious Auditorium with a modern pandal and projection facilities.

The College has two men's hostels and two women's hostels. The men's hostel was constructed in 1975. A staff colony with 41 quarters including Principal's residence is located in the College compound. Apart from this, two quarters on the eastern boundary of the College; which have been handed over by the Industries Department of the Government and one in the LIC Colony in the town are also available for the teachers.

Besides a Canteen, a Branch Post Office functions in the campus for the convenience of staff and students. The college was established with the following goals and objectives.

- To impart higher education to the boys and girls of the locality and its neighbouring region.
- To realize the potential of these young boys and girls and to enable them to compete with others for employment at the State Level and National Level.
- To inculcate in students democratic values and scientific temper.
- To build the character of the students through all-round development of their personality and make them responsible citizens.

These missions of the institution are embodied in the Crest of the College.



SUCCESSION LIST OF PRINCIPALS

| SlNo | Name | From | To |
|------|--|----------|------------|
| 1. | Sri Naba Kishore Mishra, M.A.(Ald) | 09.08.59 | 29.08.60 |
| 2. | Sri Radhakanta Mishra, MA | 02.09.60 | 27.12.63 |
| 3. | Sri Susil Kumar Patanaik, MA | 28.12.63 | 29.09.64 |
| 4. | Sri Radhakanta Mishra, MA | 30.09.64 | 27.07.67 |
| 5. | Sri K.L. Varghese, M.Sc | 27.07.67 | 31.07.68 |
| 6. | Sri R.C. Pattnaik, MA (Ald) | 01.08.68 | 12.08.71 |
| 7. | Dr Gurupada Parida, MA (Chicago)(Ph.D.Utkal) | 27.08.71 | 02.08.72 |
| 8. | Sri Mukunda Mishra, M.L. (Patna) | 02.08.72 | 12.07.75 |
| 9. | Dr Gurupada Parida, MA (Chicago)(Ph.D.Utkal) | 12.07.75 | 02.06.77 |
| 10. | Sri S.S. Patanaik, M.Sc. (Bhu) | 15.07.77 | 28.07.80 |
| 11. | Sri Nabakishore Mishra, M.A. (Ald) | 28.07.80 | 30.04.87 |
| 12. | Sri Bamadev Rath, M.Sc (Patna) | 01.05.87 | 31.03.88 |
| 13. | Dr Asit Kabi, M.A. Ph.D. | 19.04.88 | 10.11.89 |
| 14. | Prof. Chitta Ranjan Mohanty, M.Sc (A.L.C.) | 16.08.90 | 31.01.92 |
| 15. | Dr Nimai Charan Naik, M.Sc, Ph.D. | 02.03.92 | 30.11.94 |
| 16. | Capt. Ananda Chandra Rath, M.sc. (A.L.C.) | 08.02.95 | 30.11.95 |
| 17. | Dr Surendra Nath Mohapatra, M.sc, Ph.D., IIT Delhi | 22.02.96 | 30.09.97 |
| 18. | Sri M.K. Mohapatra, M.Com | 23.09.99 | 31.03.00 |
| 19. | Dr (Smt) Surama Devi | 01.08.00 | 28.02.01 |
| 20. | Dr (Smt) Rekha Das | 03.03.01 | 04.12.01 |
| 21. | Dr M.S. Das I/C | 04.12.01 | 06.07.02 |
| 22. | Prof. K.C. Mishra | 07.07.02 | 31.01.03 |
| 23. | Dr (Mrs) Sampasri Das, M.Sc, Ph.D. (Utkal) I/c | 01.02.03 | 31.08.05 |
| 24. | Sri Sarat Chandra Nayak, I/c | 01.09.05 | 23.12.05 |
| 25. | Smt. Usharani Bhanjbabu, I/c | 24.12.05 | 31.01.06 |
| 26. | Dr Debendranath Nayak, M.Sc, Ph.D., I/c | 01.02.06 | 30.09.07 |
| 27. | Dr (Mrs) Papiya Ray, M.A., Ph.D., I/c | 01.10.07 | 31.08.08 |
| 28. | Dr (Mrs) J.M. Pattnaik, M.A., Ph.D., I/c | 01.09.08 | 19.08.09 |
| 29. | Sri Baidyanath Singh Samanta, M.Com, I/c | 20.08.09 | 31.05.11 |
| 30. | Dr Ranjit Kumar Mishra, M.Com., Ph.D. | 01.06.11 | 08.09.12 |
| 31. | Dr Sridhar Behera, M.A., Ph.D., I/c | 08.09.12 | 20.10.12 |
| 32. | Sri Biraja Prasad Das, M.Com, I/c | 20.10.12 | 29.09.15 |
| 33. | Dr (Mrs) Bijayalaxm Acharya, M.A., Ph.D, I/c | 29.09.15 | 31.07.18 |
| 34. | Dr (Mrs) Rashmi Mishra, M.sc, Ph.D., I/c | 31.07.18 | 31.07.21 |
| 35. | Sri Ranjit Kumar Pradhan, M.A, I/c | 31.07.21 | 11.10.23 |
| 36. | Dr Purna Chandra Baral, M.Sc, Ph.D., I/c | 11.10.23 | 24.04.24 |
| 37. | Dr Chittaranjan Sahu, M.Sc., M.Phil, Ph.D., I/c | 24.04.24 | continuing |

LIST OF TEACHING FACULTIES

Principal : Dr Chittaranjan Sahu, Asso. Prof in Botany.

ENGLISH :

- 1) Dr Bibhudutt Dash, Asst. Prof.
- 2) Dr Aditya Meher, Asst. Prof.
- 3) Sri Tapan Kumar Sethy, Asst. Prof.
- 4) Dr Sadhu Charan Pradhan, Asst. prof

ODIA :

- 1) Sri Subhrakanta Pany, Asst. Prof.
- 2) Sri Rashmi Ranjan Nayak, Asst. Prof
- 3) Dr Manjulika Nayak, Lect.

ECONOMICS :

- 1) Dr Sanjeet Ku. Mahapatra, Asst.Prof
- 2) Smt. Sasmita Ray, Lect.
- 3) Smt. Swagatika Daspattanaik, Adhoc

HISTORY :

- 1) Dr Sujata Sahoo, Asst. Prof.
- 2) Dr Robert Wilson Bhatra, Asst. Prof.
- 3) Dr Adweta Kumar Sahoo, Lect.

POL.SCIENCE:

- 1) Sri Amrut Kumar Seth, Asst. Prof.
- 2) Dr Dillip Kumar Mallik, Lect.

PHILOSOPHY :

- 1) Sri Sarada Pr. Pati, Asst. Prof.
- 2) Dr Bhupesh Chandra Sahoo, Lect.
- 3) Dr Tukuni Sahoo, Lect.

PSYCHOLOGY :

- 1) Miss Sunanda Swain, Asst. Prof.

SANSKRIT :

- 1) Sri Bikash Ranjan Rana, Lect.

COMMERCE :

- 1) Dr Rajanikanta Khuntia, Asst. Prof.
- 2) Sri Rakesh Chandra Sahoo, Asst. Prof
- 3) Miss Sumitra Behera, Asst. Prof.

- 4) Sri Sakti Pr. Kabisatpathy, Lect.
- 5) Dr Sambit Kumar Sahoo, Lect.
- 6) Dr Somya Nanda, Lect.

BOTANY :

- 1) Dr Chittaranjan Sahu, Asso. Prof.
- 2) Sri Jayadev Padhi, Asst. Prof.
- 3) Dr Debraj Parida, Asst. Prof.
- 4) Dr Lalit Choudhury, Asst. Prof.
- 5) Sk. Riyazat Khadim, Asst. Prof.
- 6) Dr Shasmita, Asst. Prof.
- 7) Dr Kalpana Das, Asst. Prof.
- 8) Smt. Chinmayee Sahoo, Adhoc

CHEMISTRY :

- 1) Dr Debasis Mohanty, Asst. Prof.
- 2) Dr Niladri Bihari Debata, Asst. Prof.
- 3) Dr Suprava Maharana, Asst. Prof.
- 4) Ms. Sasmita Sahoo, Asst. Prof.
- 5) Sri Prakash Kumar Sahoo, Lect.
- 6) Sri Sujata Kumari Behera, Lect.

COMP. SCIENCE :

- 1) Sri Dillip Ku. Nayak, Asst. Prof.
- 2) Sri Muralidhar Dalei, Asst. Prof.

MATHEMATICS :

- 1) Dr. Sonamani Sahoo, Asst. Prof.
- 2) Smt. Puspanjali Mohapatra, Adhoc
- 3) Smt. Bidushi Madhusmita, Adhoc

PHYSICS :

- 1) Dr Purna Chandra Baral, Asst. Prof.
- 2) Dr Shibananda Sahoo, Asst. Prof.
- 3) Dr Pankaj Kumar Sahoo, Asst. Prof.
- 4) Smt. Priyanka Behera, Lect.
- 5) Sri Sujeet Priyadarshi Das, Adhoc

ZOOLOGY :

- 1) Dr Nirlipta Swain, Asst. Prof.
- 2) Smt. Minurani Dalai, Asst. Prof.
- 3) Smt. Kanakalata Soren, Asst. Prof.

LIST OF NON-TEACHING STAFF

OFFICE :

- 1) Sri Hemanta Ku. Nayak, Head. Clerk
- 2) Sri Brundaban Rout, Sr. Asst
- 3) Sri Harihar Dash, Sr. Asst
- 4) Sri Pravat Kumar Pani, Sr. Asst
- 5) Smt. Pankajini Sahoo, Jr. Asst.
- 6) Sri Gopal Ch. Naik, Jr. Asst
- 7) Sri Laxmidhar Sahoo, Peon
- 8) S.K. Naim Bux, Peon
- 9) Sri Papu Alli, Peon
- 10) Smt. Kamali Dei, Peon
- 11) Sri Bhagyadhar Naik, Sweeper

BOTANY:

- 1) Miss Upasana Panda, L.A.S.K.
- 2) Miss Sushree Subhashree
Routray, L.A.S.K.

CHEMISTRY :

- 1) Sri Pabitra Ku. Behera, Demonstrator
- 2) Sri Sudhir Kumar Behera, L.A.S.K.
- 3) Miss Sriyasri Khuntia, L.A.S.K.
- 4) Smt. Dipti Mayee Sahoo, L.A.S.K.
- 5) Sri Pramod Ku. Swain, Lab. Att.
- 6) Sri Pabitra Mohan Mohanty, Gasman

COMP. SC :

- 1) Smt. Sasmita Pradhan, Comp. Prog.

ZOOLOGY :

- 1) Miss Chitranjali Jena, L.A.S.K.

PHYSICS :

- 1) Sri Rudra Pratap Behera, L.A.S.K.
- 2) Sri Kanhu Ch. Swain, L.A.S.K.
- 3) Miss Pragyan Paramita Sahoo, L.A.S.K.
- 4) Sri Rashmi Ranjan Mallick, Lab.Att

LIBRARY:

- 1) Sri Subhasish Panda, Jr. Librarian

ADMISSION SECTION (SAMS) :

- 1) Sri Nalinikanta Khuntia (+3)
- 2) Sri Rajani Kanta Garanayak (+2)

D.L. :

- 1) Sri Ramesh Ch. Sahoo
- 2) Sri Ramesh Behera
- 3) Sri Dandadhar Behera
- 4) Sri Debasish Sadangi
- 5) Sanjay Ku. Panigrahi
- 6) Smt Sujata Patra (Jena)
- 7) Sri Antaryami Rout
- 8) Sri Rajesh Rout
- 9) Sri Mitu Biswal
- 10) Sri Pradeep Kumar Naik
- 11) Sri Sudarshan Mallik
- 12) Sri Susanta Kumar Sahoo
- 13) Sri Niranjan Sahoo
- 14) Sri Ranjit Rout
- 15) Sri Dhruva Ch. Panda

EXTRA-CURRICULAR ACTIVITIES

Principal:- Dr Chittaranjan Sahu (Botany)

1. Secretary Staff council :- Sri Jayadev Padhi (Botany)
2. Administrative Bursar- :- Dr. Debasis Mohanty (Chemistry)
3. Account Bursar- :- Dr. Debraj Parida (Botany)
Associate- Dr. Sambit Ku Sahoo(Commerce)
4. Academic Bursar- Dr Aditya Meher (English)
Associates (Degree wing) (i) Dr Bikash Ranjan Rana (Sanskrit)
Associates (HS wing) : Miss Sunanda Swain (Psychology)
Associates (i) Lt. Prakash Ku. Sahoo (Chem)
5. Prof. In Charge of UGC :- Dr. Debasis Mohanty (Chemistry)
6. Prof. In Charge of NAAC :- Dr. Debasis Mohanty (Chemistry)
Associates:-
(i) Sj. Dillip Kumar Nayak (Comp. Science)
(ii) Dr. Rajani Kanta Khuntia (Commerce)
(iii) Sri Lalit Choudhury (Botany)
(iv) Dr. Somya Nanda (Commerce)
(v) Smt. Sujata Kumari Behera (Chemistry)
7. Coordinator IQAC:- Dr. Debasis Mohanty (Chemistry)
Associates
(i) Dr Aditya Meher (English)
(ii) Miss Sumitra Behera (Commerce)
(iii) Sri Rakesh Kumar Sahoo (Commerce)
(iv) Sri R.R. Nayak (Odia)-Event Recorder
(v) Dr Pankaj Kumar Sahoo (Physics)
(vi) Sri Muralidhar Dalei (Computer Science)
8. O.I.C, UG & PG e-admission :- Dr Aditya Meher (English)
9. O.I.C, +2 Wing & HS e- admn:- Sri Tapan Kumar Sethy (English)
10. Controller of Examination :- Dr. Sanjeet Ku Mohapatra(Economics)
Dy. Controllers:-
(i) Dr. Sibananda Sahoo (Physics)
(ii) Dr Dillip Kumar Mallick (Political Science)
11. O.I. C. HS Examination :- Miss Sumitra Behera (Commerce)
Associates;-
(i) Smt. Sujata Kumari Behera (Chemistry)
(ii) Smt. Bidushi Madhusmita (Mathematics)

DHENKANAL (A) COLLEGE CALENDAR

12. O.I.C, College Store :- Dr Sambit Kumar Sahoo (Commerce)
13. Prof. In Charge of IDP, OHEPEE:-Dr. Sanjeet Kumar Mohapatra (Economics)
Associates:-
(i) Dr. Debaraj Parida (Botany)
(ii) Sri Sarada Prasanna Pati (Philosophy)
(iii) Sri Lalit Choudhury (Botany)
(iv) Sri Dillip Kumar Nayak (Comp. Science)
14. Prof. In Charge of RUSA :- Sri Tapan Kumar Sethy (English)
Associate:- Dr Adweta Kumar Sahoo (History)
15. Course Coordinator, SF Course (Prof. Std):- Dr. Debraj Parida (Botany)
16. Course Coordinator, SF Course (MSW) - Dr Debasis Mohanty (Chemistry)
17. Prof. In Charge Mo Sarkar
& implementation of 5T :- Dr. Debasis Mohanty (Chemistry)
18. Information cell (Sampark):-
P.I.O :- Dr. Sanjeet Kumar Mohapatra (Economics)
A.P.I.O :- Sri Pravat Kumar Pani (Sr. Clerk)
Appellate Authority :- Sri Jayadev Padhy (Botany)
19. Prof. In Ch. of Library & Reading Room:- Miss Sumitra Behera (Commerce)
Associates :-
(i) Miss Chinmayee Sahoo (Botany)
20. Hostel Warden :- Dr Debasis Mohanty (Chemistry)
Superintendents :-
Boys Hostel -1 (Kapilash) Sri S.Pr. Kabisatpathy (Commerce)
Asst. Suptd (Boys Hostel-1) Dr Adweta Kumar Sahoo (History)
Boys Hostel – 2 (New) Dr Debaraj Parida (Botany)
Asst. Suptd (Boys Hostel-2) Dr Dillip Kumar Mallick (Political Science)
Girls Hostel Dr Manjulika Nayak (Odia)
Asst. Suptd (Girls Hostel) Dr Suprava Moharana (Chemistry)
21. O.I. C., Time Table :- Dr Rajanikanta Khuntia (Commerce)
Associates:-
(i) Dr. Sibananda Sahoo (Physics)
(ii) Dr Suprava Moharana (Chemistry)
(iii) Smt. Bidushi Madhusmita(Mathematics)
22. Student's Union Advisor :- Sri Tapan Kumar Sethy (English)
Associates:-
(i) Dr Sadhu Charan Pradhan (English)
(ii) Dr. Adweta Kumar Sahoo (History)

DHENKANAL (A) COLLEGE CALENDAR

23. Cultural Association VP (HS wing):- Dr. Somya Nanda (Commerce)
Associates:- (i) Smt. Bidushi Madhusmita (Mathematics)
(ii) Lt. Prakash Kumar Sahoo (Chemistry)
24. The Dramatic Society :- Dr Manjulika Nayak (Odia)
Associates:- (i) Smt. Sasmita Ray (Economics)
(ii) Dr. Bhupesh Ch. Sahoo (Philosophy)
(iii) Sri Sujit Priyadarshi Das (Physics)
25. Sports and Athletic Club, VP :- Sri Tapan Kumar Sathy (English)
Associates:- (i) Lt. Prakash Kumar Sahoo (Chemistry)
(Both +2 & UG / PG) (ii) Sri Lalit Choudhury (Botany)
(iii) Dr Dillip Kumar Mallick (Pol.Sc.)
(iv) Dr Manjulika Nayak (Odia)
26. Students Common Room & Indoor games
Boys wing V.P. :- Dr. Bhupesh Chandra Sahoo (Philosophy)
Associate:- Lt. Prakash Kumar Sahoo (Chemistry)
Girl's Wing :- Miss Sunanda Swain (Psychology)
Associates:- (i) Smt. Swagatika Das Pattanaik (Eco)
(ii) Mrs Priyanka Behera (Physics)
27. D.S.A.V.P :- Sri Tapan Kumar Sathy (English)
Associate- Sri Bikash Ranjan Rana (Sanskrit)
28. O.I.C SSG/SAF :- Dr. Sadhu Charan Pradhan (English)
Associate:- Mrs. Priyanka Behera(Physics)
29. Arts Society V.P. :- Sri Sarada Prassana Pati (Philosophy)
Associate Sri Subhakanta Pani (Odia)
30. Science Society V.P. :- Dr Pankaj Kumar Sahoo (Physics)
31. Commerce Society V.P. :- Dr. Sanjeet Kumar Mohapatra (Economics)
Associate Dr. Somya Nanda (Commerce)
32. College Magazine Editor in Chief :- Dr. Aditya Meher (English)
Associate editors (i) Dr. Rajani kanta Khuntia (Commerce)
(ii) Sri Rasmi Ranjan Nayak (Odia)
33. O.I.C, College Calendar :- Dr. Bibhudutta Dash (English)
Associates:- (i) Sri Rakesh Kumara Sahoo (Commerce)
(ii) Dr SK Riyazat Khadim (Botany)
(iii) Dr Bhupesh Ch. Sahoo (Philosophy)
(iv) Smt. Chinmayee Sahoo (Botany)

DHENKANAL (A) COLLEGE CALENDAR

34. O.I.C, Proctorial Work :- Dr. Bibhudutta Dash (English)
 Associates (UG & PG wing) (i) Sri Mularalidhar Dalei (Comp. Sc.)
 (ii) Dr. Tukuni Sahoo (Philosophy)
 Associates (HS wing) (i) Miss Sunanda Swain (Psychology)
 (ii) Sri Bikash Ranjan Rana (Sanskrit)
35. O.I.C., PWD, PHD & Electrical Works :- Dr. Debaraj Parida (Botany)
 Associates :- (i) Dr. Sambit Kumar Sahoo (Commerce)
 (ii) Sri Sujit Priyadarshi Das (Physics)
36. O.I.C., repair, maintenance of :- Dr. Purna Chandra Baral (Physics)
 furniture's & Office equipments
 Associates:- (i) Sri Rakesh Kumar Sahoo (Commerce)
 (ii) Sri Subhrakanta Pani (Odia)
37. O.I.C., Maintenance of inverters :- Sri Sarada Prassana Pati (Philosophy)
 & water purifiers
 Associate:- Sri Subhrakanta Pani (Odia)
38. O.I.C., Scholarship:- :- Sri Sakti Prasad Kabisatapathy (Commerce)
 Associates:- (i) Miss Sunanda Swain (Psychology)
 (Both +2 & UG/PG) (ii) Smt. Priyanka Behera (Physics)
 (iii) Smt. Bidushi Madhusmita (Mathematics)
39. O.I.C verification of
 Daily collection register :- Sri Lalit Choudhury (Botany)
 Associates;- (i) Smt. Sujata Kumari Behera (Chemistry)
 (ii) Smt. Swagatika Das Pattanaik
 (Economics)
40. O.I.C, Planning Forum :- Dr. Purna Chandra Baral (Physics)
 Associates:- (i) Sri Tapan Kumar Sathy (English)
 (ii) Sri Sujit Priyadarshi Das (Physics)
41. Youth Red Cross Counsellor :- Dr. Bhupesh Chandra Sahoo (Philosophy)
 cum-Convenor Secretary
42. O.I.C, N.S.S :-
 Boys wing. :- Dr. Debaraj Parida (Botany)
 Girls wing :- Dr. Manjulika Nayak (Odia)
43. N.C.C ANO/CTO (Army) :- Lt. Prakash Kumar Sahoo (Chemistry)
 Air wing CTO:- Sri Rakesh Kumar Sahoo (Commerce)

DHENKANAL (A) COLLEGE CALENDAR

44. O.I.C, Rover & Ranger (HS wing) :- Miss Sumitra Behera (Commerce)
Associates:- (i) Smt. Puspanjali Mohapatra (Math)
(ii) Miss Chinmayee Sahoo (Botany)
45. O.I.C, Scout & Guide (HS wing) :- Dr Tukuni Sahoo (Philosophy)
Associate:- Smt. Bidushi Madhusmita (Mathematics)
46. O.I.C, Self Defence :- Dr. Somya Nanda (Commerce)
Associates:- (i) Smt. Sujata Kumari Behera (Chemistry)
(Both +2 & UG/PG) (ii) Smt. Sasmita Ray (Economics)
47. O.I.C, College Canteen :- Dr. Sanjeet Kumar Mohapatra (Economics)
Associates:- (i) Dr Shibananda Sahoo (Physics)
(ii) Dr. Tukuni Sahoo (Philosophy)
48. O.I.C., Audio Visual Cell :- Miss Chinmayee Sahoo (Botany)
Associates:- (i) Smt Bidushi Madhusmita (Mathematics)
49. O.I.C, Placement
& Career Counselling Cell :- Dr. Rajani Kanta Khuntia (Commerce)
Associates:- (i) Smt. Puspanjali Mohapatra (Math)
(ii) Dr Bhupesh Chandra Sahoo (Philosophy)
50. O.I.C, Staff Common Room :- Dr. Sambit Kumar Sahoo (Commerce)
Associates :- (i) Dr. Adweta Kumar Sahoo (History)
(ii) Smt. Sasmita Ray (Economics)
51. O.I.C, Conference Hall :- Sri Rashmi Ranjan Nayak (Odia)
52. O.I.C., Guest House :- Dr Debaraj Parida (Botany)
Associate Dr Sambit Kumar Sahoo (Commerce)
53. O.I.C, Gymnasium :- Sri Tapan Kumar Sethy (English)
54. O.I.C, College website :- Sri Dillip Kumar Nayak (Comp. Sc.)
Associate :- Sri Muralidhar Dalei (Comp. Sc.)
55. O.I.C., Campus Wi Fi :- Sri Dillip Kumar Nayak (Comp. Sc.)
Associate :- Sri Muralidhar Dalei (Comp. Sc.)
56. O.I C., Smart Class Rooms :- Dr. Rajani Kanta Khuntia(Commerce)
Associate :- Dr Bhupesh Chandra Sahoo (Philosophy)
57. O.I.C., Computer Lab(109) :- Dr Debaraj Parida (Botany)
58. O.I.C., NAD & ABC :- Sri Jaydev Padhy. COE(Botany)
Associate Sri Dillip Kumar Nayak (Comp. Sc.)
59. O.I.C, Spoken Sanskrit :- Sri Bikash Ranjan Rana (Sanskrit)

DHENKANAL (A) COLLEGE CALENDAR

60. O.I.C., Internet Connection :- Dr. Debaraj Parida (Botany)
Associate:- Sri Muralidhar Dalei (Comp. Science)
61. O.I.C., C.C. TV :- Dr Shibananda Sahoo (Physics)
Associate
62. O.I.C, Biometrics Device :- Dr. Debasis Mohanty (Chemistry)
Associate:- Sri Dillip Kumar Nayak (Comp. Science)
63. O.I.C., Social Media :- Sri Dillip Kumar Nayak (Computer Science)
Associates
(i) Sri Lalit Choudhury (Botany)
(ii) Dr Pankaj Kumar Sahoo (Physics)
64. O.I.C, HRMS :- Dr Debasis Mohanty (Chemistry)
65. O.I.C, AISHE &P.I.M.S. :- Dr. Sibananda Sahoo (Physics)
Associate:- Dr. Tukuni Sahoo (Philosophy)
66. O.I.C, Language lab :- Sri Bikash Ranjan Rana (Sanskrit)
Associate Smt. Swagatika Das Pattanaik (Economics)
67. Mo College Abhiyan Co-ordinator :- Dr. Debasis Mohanty (Chemistry)
Associates:-
(i) Dr. Somya Nanda (Commerce)
(ii) Dr Sambit Kumar Sahoo (Commerce)
68. O.I.C., Campus Cleaning & Maintenance of Toilets :- Sri Sarada Prasanna Pati (Philosophy)
Associates :-
(i) Sri Subhrakanta Pany (Odia)
(ii) Dr. Sadhu Charan Pradhan (English)
69. O.I.C Outsourced Employees :- Dr. Debasis Mohanty (Chemistry)
Associates :-
(i) Dr. Manjulika Nayak (Odia)
(ii) Smt Puspanjali Mohapatra (Math)
70. Abstract of Attendance :-
UG & PG Wings :- All H.O.Ds of respective Departments
HS Wing:- +2 1st & 2nd yr Arts:- Miss Rashmi Das (Vocational)
+2 1st & 2nd yr Science :- Mrs Puspanjali Mohapatra (Mathematics)
+2 1st & 2nd yr Commerce :- Mrs. Sasmita Ray (Economics)
71. Tabulation:-
UG & PG Wings :- All H.O.Ds of respective departments
HS Wing:- +2 1st yr Arts :- Smt. Swagatika Das Pattanaik (Economics)
+2 2nd yr Arts :- Miss Rashmi Das (Vocational)

DHENKANAL (A) COLLEGE CALENDAR

- +2 1st yr Science :- Smt. Priyanka Behera(Physics)
+2 2nd yr Science :- Sri Sujit Priyadarshi Das (Physics)
+2 1st yr Commerce :- Smt. Bidushi Madhusmita (Mathematics)
+2 2nd yr Commerce :- Dr.Sadhu Charan Pradhan (English)
72. O.I.C. +2 Vocational College :- Dr.Sadhu Charan Pradhan (English)
73. Laptop Related Matter :- Sri Sujit Priyadarshi Das (Physics)
74. O.I.C., I.T. (H.S. Wing) :- Dr Debaraj Parida (Botany)
75. OIC, Record of Various Events/ Programmes :- Sri Rashmi Ranjan Nayak (Odia)
76. OIC, Quarter Allotment :- Dr Debasis Mohanty (Chemistry)
77. Staff Club – President : Principal
Secretary :- Dr Debasis Mohanty (Chemistry)
Joint Secretary :- Miss Sumitra Behera (Commerce)
Treasurer :- Dr Rajani Kanta Khuntia (Commerce)
Media Manager :- Sri Rashmi Ranjan Nayak (Odia)

Committees and Cells Statutory Committee :

78. Governing Body / Exe. Comm.:- Dr. D.Mohanty (Chemistry) (Administrative Bursar)
Convenor (Governing Body)
79. Finance Committee:- Convenor :- Dr. Debaraj Parida, Bot. (Accounts Bursar)
80. Academic Council :- Convenor :- Dr Aditya Meher, English (Aca. Bursar)
81. Board of Studies: Convenor :- H.O.Ds of Respective Departments
82. Internal Quality Assurance Cell (IQAC) :- Convenor – Coordinator IQAC.

Non-Statutory Committee :-

83. Examination Committee:- Convenor :- Dr. Sanjeet Ku.Mohapatra,Controller of Exam.
Members:-
(i) Dr. Debasis Mohanty (Chemistry)
(ii) Dr Aditya Meher (English)
(iii) Dr Debraj Parida (Botany)
(iv) Dr. Sibananda Sahoo (Physics)
(v) Dr Dillip Kumar Mallick (Political Science)
84. Purchase Committee:- Convenor :- Account Bursar
Members:-
(i) Administrative Bursar
(ii) O.I.C, store
(iii) R.I.C. representative
(iv) Dr Aditya Meher (English)
(v) Dr. Rajani Kanta Khuntia (Commerce)

DHENKANAL (A) COLLEGE CALENDAR

85. Post Purchase Committee :- Dr Purna Chandra Baral (Physics)
Members :-
(i) Sri Muralidhar Dalei (Computer Science)
(ii) Dr Sambit Kumar Sahoo (Commerce)
86. Development Committee:- Convenor :- Administrative Bursar
Members:-
(i) Accounts Bursar
(ii) Academic bursar
(iii) O.I.C store
(iv) P.I.C Library
(v) P.I. C. UGC
(vi) Controller of Examinations.
(vii) Coordinator, IQAC
(vii) Coordinator, IDP, OHEPEE
87. Fee Structure Committee:- Convenor :- Dr. S.K.Mohapatra (Eco)Controller of Exams.
Members:-
(i) Accounts bursar
(ii) Academic Bursar
(iii) O.I.C. e-Admission PG, UG & HS Wings
(iv) Dr. Bibhudutt Dash (English)
88. Library Committee:- Convenor :- Dr Sumitra Behera (Commerce)
Members:-
(i) Administrative Bursar
(ii) Accounts bursar
(iii) Academic Bursar
(iv) P.I.C UGC
(v) Librarian
89. Management committee of
All self financing courses:- Convenor:- Dr. A. K Khilar, Coordinator SF course
Members:-
(i) Administrative Bursar
(ii) Accounts bursar
(iii) Academic Bursar
(iv) O.I.C, Store
(v) H.OD., M. Sc., Comp. Sc
(vi) H.O.D., Bio-technology
(vii) Controller of Examinations.
90. Technical Committee :- Convenor :- Dr Debasis Mohanty (Chemistry)
Administrative Bursar

DHENKANAL (A) COLLEGE CALENDAR

- Members:-
- (i) Sri Dillip Kumar Nayak (Comp. Science)
 - (ii) Dr Rajanikanta Khuntia (Commerce)
 - (iii) Dr Pankaj Kumr Sahoo (Physics)
 - (iv) H.OD./Representative of Concerned Dept

91. Residence Committee;- Convenor :- Administrative Bursar (Warden)

- Members:-
- (i) Accounts Bursar
 - (ii) Superintendents of all Hostels
 - (iii) Asst. Superintendents of all Hostels

92. Research and Development Cell :- Dr Chittaranjan Sahu – Chairman
Dr Debasis Mohanty (Chemistry)-Convenor

Members :- (a) Finance and Infrastructure Committee :-

- (i) Dr Debaraj Parida, HOD – Bio-technology
- (ii) Dr Rajanikanta Khuntia – HOD – Commerce
- (iii) Dr Sambit Kumar Sahoo (Commerce)

(b) Research Programme, Policy & Development Committee :-

- (i) Dr Purna Chandra Baral (Physics)
- (ii) Dr Somya Nanda (Commerce)
- (iv) Dr Shibananda Sahoo (Physics)

(c) Collaboration and Consultancy :-

- (i) Dr Sanjeet Kumar Mohapatra (Economics)
- (ii) Dr Pankaj Kumar Sahoo (Physics)
- (iii) Dr Manjulika Nayak (Odia)

(d) Product Development, Monitoring & Commercialization :-

- (i) Dr Purna Chandra Baral (Physics)
- (ii) Dr Aditya Meher (English)
- (iii) Dr Tukuni Sahoo (Philosophy)

(e) IPR, Legal and Ethical Committee :-

- (i) Dr Bibhudutta Dash (English)
- (ii) Dr Bhupesh Chandra Sahoo (Philosophy)
- (iii) Dr Adweta Kumar Sahoo (History)

93. Disciplinary Committee:- Convenor:- Sri Jayadev Padhy (Botany)

- Members:-
- (i) Dr. Debasis Mohanty (Chemistry)
 - (ii) Dr Rajanikanta Khuntia (Commerce)
 - (iii) Dr Sambit Kumar Sahoo (Commerce)

DHENKANAL (A) COLLEGE CALENDAR

94. Students Advisory Bureau;- Chairman :- Sri Jayadev Padhy (Botany)
Members:-
(i) Dr. Debasis Mohanty (Chemistry)
(ii) Dr. Purna Chandra Baral (Physics)
(iii) Student's Representative
95. Grievance Cell:- Chairman :- Dr. Debasis Mohanty (Chemistry)
Members:-
(i) Sri Jayadev Padhy (Botany)
(ii) Dr Sambit Kumar Sahoo (Commerce)
96. Sexual Harassment Cell:- Chairman :- Dr. Manjulika Nayak (Odia)
Members:-
(i) Dr Tukuni Sahoo (Philosophy)
(ii) Smt. Puspanjali Mohapatra (Mathematics)
97. Anti Ragging Cell: Chairman :- Dr Aditya Meher (English)
Members:-
(i) Dr. Sanjeet Kumar Mohapatra (Economics)
(ii) Dr Rajanikanta Khuntia (Commerce)
(iii) Dr. Somya Nanda (Commerce)
98. NAAC Coordination Committee;- Chairman :- Chairman, Principal
Members:-
Convenor – Prof. in Charge of NAAC
(i) P.I.C - UGC
(ii) Coordinator, IQAC
(iii) Administrative Bursar
(iv) Account Bursar
(v) Academic Bursar
(vi) P.I.C Library
(vii) Controller of Examinations



RULES FOR GOVERNANCE

The college is governed as follows:

1) **EXECUTIVE COMMITTEE**

- a) Tenure : Two years
- b) Frequency of the meeting-Twice a year
- c) Approving authority: Government
- d) Functions:
 - Fix the fees and other charges payable by the students or the college on the recommendation of the Finance Committee
 - Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of Academic Council.
 - Approve institutions of new programmes of study leading to degrees and /or diplomas.
 - Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as Autonomous.

2. **ACADEMIC COUNCIL:**

- a) Tenure : Two years
- b) Frequency of the meeting-once a year
- c) Approving authority: Executive Body
- d) Functions:
 - Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricular, syllabi and modifications thereof, institutional and evaluation arrangements, methods, procedures and relevant thereto etc provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
 - Make regulations regarding the admission of students to different programmes of study in the college.

DHENKANAL (A) COLLEGE CALENDAR

- Make regulations for sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Executive Body proposals for institution of new programmes of study.
- Recommend to the Executive Body for institution of scholarships, studentships, fellowships, prize and medals and to frame regulations for the award of the same.
- Advise the Executive Body on suggestion(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

3. **BOARD OF STUDIES** :

- a) Tenure : Two years
- b) Frequency of the meeting-As & when necessary (minimum once a year)
- c) Approving authority: Executive Body
- d) Functions:
 - Prepare syllabi and various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
 - Suggest methodologies for innovative teaching and evaluation techniques.
 - Suggest panel of names of the academic Council for appointment of examiners.
 - Co-operate research, teaching, extension and other academic activities in the Department/College.

4. **FINANCE COMMITTEE** :

- a) Tenure : Two years
- b) Frequency of the meeting-Twice a year
- c) Approving authority: Executive Body
- d) Functions:
 - Budget estimates relating to the grant received / receivable from UGC and income from fees etc. collected for the activities to undertake the scheme of autonomy.
 - Audited accounts for the above.



ADMISSION & ACADEMIC RULES

E-Admission (+3)

All admissions to +3 classes are made through Students Academic Management System(SAMS) i.e. E-Admission Procedure framed by Dept. of Higher Education, Govt. of Odisha.

An eligible applicant has to apply ON-LINE for a minimum of FIVE 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 in Common Application form CAF), 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 CAF submission fee and return the Applicant copy with a Money Receipt-cum-Index Number to the applicant.

Common Prospectus (CP)

Common prospectus is a booklet, which outlines the details of e-Admission process, relevant information of different Degree Colleges and other procedures. It has two components - the 1st part comprises of general guidelines & second part contains individual college profiles. The CP is available in the official website of the Department of Higher Education, Government of Odisha www.dheorissa.in in downloadable format-to take printouts.

- (A) The first part of CP will have features of e-Admission General Guidelines, Selection principles. Reservation & Weightage matters etc.
- (B) The second part of CP describes individual college profiles like Seat Availability, Subject Availability, Elective Combinations, College Admission "Cut-off marks for various streams, Hostel Seat Availability, Total Fees required for admission, etc.

Common Application Form (CAF)

The CAF has been so designed that, an applicant can apply to any of the 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 up to ten choices of College/Stream/Honours in order of preferences where one would like to study.

The applicant has to furnish all personal and academic information like Name. Parents' names, Correspondence and Permanent Address, +2 Annual Higher Secondary Examination marks, Name of the Council, Board Roll Number, Year of Passing, Reservation and weightage details etc. in the appropriate box of the on-line form,

Eligibility -

The minimum eligibility for admission to +3 classes shall pass in Annual Higher Secondary Examination (AHSE) of the Council of Higher Secondary Examination (CHSE). Odisha or its equivalent as stipulated by the Govt. from time to time.

A student passing +2 Science-can apply for all the streams at +3 level. A student passing +2 Arts or +2 Commerce can apply either for +3 Arts or for +3 Commerce stream.

A student who wishes to apply for CBZ stream in +3 Science should have Biology at+2level.

The detail rules and regulations to be followed as per SAMS guideline.

Admission to P.G

All admissions to PG. classes are made through SAMS.

Admission to Self financing Courses (PPP Mode)

All admission to P.G classes are made as per the notification of the College.



RESERVATION :

SC & ST -

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]

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]

c) The reserved seats are not interchangeable between SC & ST.

d) **SC/ST** applicants selected for admission on their merit shall not be counted against reserved seats. However, any modification made by the Government in the reservation policy will be followed during admission.

Persons with Disability (PwD) -

5% of sanctioned seats shall be reserved for PwD students with the 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]

Ex-Serviceman (ESM), Serving Defence Personnel (SDP) & CoM -

1% of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband/ of Ex-Serviceman, Serving Defense Personnel and Children of Martyrs. [G.O. 10161/ HE, Dtd.: 07/04/2018]. *This reservation policy does not applicable to CAPF Units like the CRPF, BSF, CISF, ITBP, etc.*



WEIGHTAGE :

Number of seats in each stream, filled up by the applicants with weightage, 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, even if the cut-off mark is reduced in subsequent selections. A maximum 10% weightage mark shall be provided to an applicant.

NCC :-

- a. Applicants holding “**B**” **Certificate** only, shall be given weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.
- b. Applicants holding “**A**” & “**C**” **Certificates** shall not be given any weightage to admission into U.G (Degree/+3) Courses.
- c. Applicants who have represented the State or the Central School/Sainik School at the All-India level NCC Camps / Courses / Activities shall be given weightage of an additional 3% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.

NSS :-

- a. Applicants who have represented the Country at the International level shall be given direct admission.
- b. Applicants who have represented the state and National Level Camp shall be given a Weightage of an additional 5% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- c. Applicants who have represented the Inter-State Category Camp shall be given a Weightage of an additional 3% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- d. Applicants who have got the best NSS Volunteer award at Council/ Board level shall be given a Weightage of an additional 2% of marks over and above the aggregate marks secured in the CHSE/Equivalent examination.

ROVER & RANGER :-

- a. Rover & Ranger possessing and producing the original certificate signed by the President of India shall be given weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- b. Rover & Ranger possessing and producing the original certificate signed by the Governor/ PATRON/ President of the State Association shall be given weightage of an additional 2% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

SPORTS & GAMES :-

- a. Applicants who have represented the country at the International level and having a weightage Certificate issued by Sports Department shall be allotted to his/her 1st Preference.
- b. Applicants who have represented the state at the national level shall be given weightage of an additional 10% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- c. As per Letter No.15536, dated. 07.09.2022 issued by Sports and Youth Services Department, Govt. Of, the applicants having International & State level Sports Certificate **should not visit the S&Y Deptt. for any type of countersign.**
- d. The Sports Weightage certificates shall be issued online only through S&Y Deptt. website.
- e. Applicants can claim for the Sports Certificates issued online only. Applicants are advised to visit the website <https://portal.sportsodisha.gov.in/Citizen/Landing> and apply to get the online generated certificates having Photo & QR CODE. The certificate generated online with Photo & QR CODE is only valid.
- f. The validity of the online generated QR based Sports Certificate is valid only for one academic year from date of issuance.
- g. Applicants who have represented the school at the **Inter-State School Sports Meet** level shall be given a weightage of an additional 5% of marks over and

above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination. These categories of applicants i.e.: having a Sports certificate of **Inter-State School Sports Meet / SGFI / National School Games** should be countersigned by the Director, Secondary Education (coming under School & Mass Education Department) Odisha.

PwD APPLICANTS :-

- 8.1 Total **5%** of the sanctioned seats (total sanction strength of a HEI) shall be reserved for PwD applicants with extent of disability not below than 40%.
- 8.2 Two types of Disability certificates are there. 1) Permanent, 2) Temporary. Applicant with “Permanent Disability” with extent of disability not below than 40% will get the opportunity for reservation.

N.B: - Applicants with “Temporary Disability” even extent of disability is more than 40% are not eligible to get any reservation of seats.

- 8.3 As per SSEPD Department Notification No.5823 dated 29.07.2022, after 31st August 2022, disability certificate will not be issued in manual mode.
- 8.4 The disability certificates shall be issued only through **Unique Disability Identity (UDID) card portal**.
- 8.5 Applicants can visit the website <https://www.swavlambancard.gov.in/> and apply for Disability Certificate. The certificate generated online with BARCODE and photograph is only valid.



PROHIBITION OF 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 26 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 (**Annexure-C (1)**) to be filled-up and sign by the applicant that, s/he is aware of the law regarding prohibition of ragging as well as the punishment, and that S/he, 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 (**Annexure-C (2)**) to the effect that S/he 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 if found guilty of ragging and/or abetting ragging.



ACADEMIC

(i) ATTENDANCE :

A candidate for examination promotion shall be required to secure 75% of attendance prescribed by the college on the lectures, and practical classes taken separately during the year:

Relaxation may be granted only to the extent of 15% in exceptional cases provided that the CHSE/University Syndicate may grant condonation of shortage in attendance to the extent of 5% when candidates represent the institution / University State or Deputation specific purpose if requested in writing).

(ii) COLLEGE UNIFORM :

In accordance with Government order No.: HE/A.C-23/ 05/21691(23) HE, Dt.04.07.2007, issued by the Department of Higher Education Government of Odisha a Uniform dress code has been adopted by the college. Accordingly no student shall be allowed to come to college in any other dress for any purpose.

(iii) UNIFORM :

For P.G & U.G Classes

| <u>For Girls (UG)</u> | <u>For Boys (UG)</u> | <u>For Girls (PG)</u> | <u>For Boys (PG)</u> |
|------------------------------|-----------------------------|------------------------------|-----------------------------|
| Kameej-light skyblue | Pant-deep cement | Kameej- green | Pant-navy blue. |
| Shalwar-deep cement | Shirt-light sky blue | Shalwar-navyblue. | Shirt-green |
| Chuni-deep cement. | | Chuni- navyblue. | |

(iv) PRACTICALS :

Students having practical subjects are assigned different groups for their practical classes. If any student does not find his/her name in any of the groups he/she should bring this to the notice of the Principal immediately

(v) CONDUCT/COLLEGE LEAVING CERTIFICATE :

Application for conduct Certificate / College Leaving Certificate or any other Certificate should be submitted three days before the date on which the certificates a required by the applicant. It should be accompanied by a no-dues certificate in the prescribed form from different sections in the college. No duplicate college leaving certificate shall ordinarily be issued. However, in exceptional cases, a duplicate CLC may be issued on payment of prescribed fees only when the Principal is sufficiently convinced with the evidence inclusive of an affidavit produced by the applicant to the effect that the original is lost and not to be used for admission elsewhere.

(vi) MARKSHEET :

For obtaining marksheet of an examination, a candidate should apply stating registration and roll number and subjects taken, Discrepancies, if detected in the mark sheet, should be brought to the notice of proper authorities in writing along with a copy of the marks issued Duplicate marksheet shall be provided on payment of the prescribed fee.

(vii) IDENTITY CARD :

Every student shall be provided with an identity card duly attested by the Principal on which his/her photograph shall be pasted. The holder of the card must keep it with him/her during the college hour, examinations and all college functions. The holder is required to produce the card whenever the principal or any member of the staff wants it for check-up. The college shall not be responsible for any misuse of the card. A duplicate card can be issued, on satisfactory explanation of the loss or damage on payment of the prescribed fee.

(viii) DISCIPLINE :

- (a) Students should take their seats before the teacher enters the classroom and should not leave the classroom during the lecture.
- b) Students should stand in queue while depositing their fees or documents at the specified counters and should not enter the College Office.
- c) Scribbling, pasting placards, Posters other papers or otherwise disfiguring college, walls, blackboards furniture or paths are strictly prohibited.
- d) Spitting on the walls, floors, pillars and doors of college is strictly prohibited. Smoking inside the college campus is forbidden.
- e) Cycles should be padlocked and kept in the cycle shed.
- f) Misbehaviour by any student during games / sports / any other function shall be seriously dealt with Disobedience or misbehaviour by a student with any member of staff of the college at any time will make him/her liable for expulsion from the college.
- g) Students found eve-teasing will be expelled from the college.
- h) Use of mobile phones inside classroom is strictly prohibited.

ACADEMIC CALENDAR 2023-24

1. **Academic year** : 01.06.2023 to 31.05.2024
2. **Date of re-opening of the college after Summer Vacation** : 18.06.2023
3. **Admission to UG** : As per Govt. e-admn Schedule
4. **Admission to PG** : As per Govt. e-admn Schedule
5. **Commencement of Classes :-**
 - (i) 3rd Year Degree (Arts / Science / Commerce) : 20.06.2023
 - (ii) 2nd Year Degree (Arts / Science / Commerce) : 28.06.2023
 - (iii) 1st Year Degree (Arts / Science / Commerce) : 10.09.2023
 - (iv) PG 2nd Year (Bot / Hist / Commerce) : 18.06.2023
 - (v) PG 1st Year (Bot / Hist / Commerce) : 10.09.2023
6. **Examination Schedule :-**
 - (a) **Internal Examinations (UG / PG / MBA / MA(PM&IR) / M.Sc(C.Sc)).**
 - (i) Midterm Asses (PG/MBA/MA/M.Sc) (1st & 3rd) : 2nd week of October - 2023
 - (ii) Midterm Asses (+3 3rd/5th) : 2nd week of September-2023
 - (iii) Midterm Asses (+3 1st) : 1st week of November-2023
 - (iv) Midterm Asses (+3 2nd/4th/6th) : 1st week of February - 2024
 - (v) Midterm Asses (PG/MBA/MA/M.Sc) (2nd & 4th) : 3rd week of February - 2024.
 - (b) **U.G. Semester End Examinations :-**
 - (i) 1st Semester (Reg & Back) : 4th week of December-2023.
 - (ii) 2nd Semester (Reg & Back) : 4th week of April - 2024.
 - (iii) 3rd Semester (Reg & Back) : 2nd week of December-2023.
 - (iv) 4th Semester (Reg & Back) : 1st week of April - 2024.
 - (v) 5th Semester (Reg & Back) : 4th week of November - 2023.
 - (vi) 6th Semester (Reg & Back) : 3rd week of March - 2024.
 - (c) **P.G./MBA/MA(PM&IR) & M.Sc (C.Sc) Semester Examination :-**
 - (i) 1st Semester (Reg & Imp) : 2nd & 3rd week of December - 2023.
 - (ii) 2nd Semester (Reg & Imp) : 2nd & 3rd week of April - 2024.
 - (iii) 3rd Semester (Reg & Imp) : 1st week of December - 2023
 - (iv) 4th Semester (Reg & Imp) : 3rd & 4th week of March- 2024
 - (d) **Publication of results** : 45 days after completion of Exam for 6th Sem & 60 days for other Sem Exam.
7. **Election to Different Offices to the College Union and other associations** : 23.09.2023
8. **Celebration of Cultural week** : 4th week of December - 2023

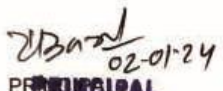
LIST OF HOLIDAYS - 2023

| Common Holiday List for Government and Aided Degree Colleges under Higher Education Department For the Calendar Year- 2023 | | | | |
|--|---|--------------------------|----------------------|--------------------------------------|
| Sl.No. | Name of the Festival | Date | Day of the week | Number of Holidays excluding Sundays |
| 1 | Makar Sankranti/Pongal | 14.01.2023 | Saturday | 1 |
| 2 | Subash Chandra Bose Jayanti | 23.01.2023 | Monday | 1 |
| 3 | Republic Day/Basant Panchami | 26.01.2023 | Thursday | 1 |
| 4 | Maha Shivaratri | 18.02.2023 | Saturday | 1 |
| 5 | Dola Purnima | 07.03.2023 | Tuesday | 1 |
| 6 | Holi | 08.03.2023 | Wednesday | 1 |
| 7 | Ram Navami | 30.03.2023 | Thursday | 1 |
| 8 | Utkal Divas | 01.04.2023 | Saturday | 1 |
| 9 | Good Friday | 07.04.2023 | Friday | 1 |
| 10 | Mahabishuba Sankranti/ Dr.B.R. Ambedkar jayanti | 14.04.2023 | Friday | 1 |
| 11 | Id-ul-Fitr | 22.04.2023 | Saturday | 1 |
| 12 | Summer Vacation | 06.05.2023 to 19.06.2023 | Saturday to Monday | 38 (Excluding 7 Sundays) |
| 13 | Ratha Yatra | 20.06.2023 | Tuesday | 1 |
| 14 | Bahuda Yatra | 28.06.2023 | Wednesday | 1 |
| 15 | Id-UI-Juha | 30.06.2023 | Friday | 1 |
| 16 | Moharrum | 28.07.2023 | Friday | 1 |
| 17 | Independence day | 15.08.2023 | Tuesday | 1 |
| 18 | Jhulana Purnima | 30.08.2023 | Wednesday | 1 |
| 19 | Janmastami | 06.09.2023 | Wednesday | 1 |
| 20 | Ganesh Chaturthi | 19.09.2023 | Tuesday | 1 |
| 21 | Nuakhai | 20.09.2023 | Wednesday | 1 |
| 22 | Gandhi Jayanti | 02.10.2023 | Monday | 1 |
| 23 | Mahalaya | 14.10.2023 | Saturday | 1 |
| 24 | Puja Vacation | 21.10.2023 to 28.10.2023 | Saturday to Saturday | 7 (Excluding 1 Sunday) |
| 25 | Rasa Purnima | 27.11.2023 | Monday | 1 |
| 26 | Prathamastami | 05.12.2023 | Tuesday | 1 |
| 27 | X-Mas Day | 25.12.2023 | Monday | 1 |
| 28 | Local Holiday | | | 2 |
| Total number of Holidays | | | | 72 |

DHENKANAL (A) COLLEGE CALENDAR

LIST OF HOLIDAYS - 2024

**LIST OF HOLIDAYS FOR THE CALENDAR YEAR – 2024
DHENKANAL AUTONOMOUS COLLEGE/HIGHER SECONDARY SCHOOL, DHENKANAL
AS PER G.O. NO.- 55289 / HE, DTD.16.12.2023**

| MONTH | DATE | DAY | OCCASION | NO.OF HOLIDAYS | NO.OF SUNDAY |
|---|------------|-----------|-----------------------------|--|-------------------------|
| January | 01.01.2024 | Monday | New Year's Day | 1 | |
| | 15.01.2024 | Monday | Makar Sankranti | 1 | |
| | 23.01.2024 | Tuesday | Subash Chandra Bose Jayanti | 1 | |
| | 26.01.2024 | Friday | Republic Day | 1 | |
| February | 14.02.2024 | Wednesday | Basanta Panchami | 1 | |
| March | 05.03.2024 | Tuesday | Panchayati Raj Divas | 1 | |
| | 08.03.2024 | Friday | Maha Shivaratri | 1 | |
| | 25.03.2024 | Monday | Dola Purnima | 1 | |
| | 26.03.2024 | Tuesday | Holi | 1 | |
| | 29.03.2024 | Friday | Good Friday | 1 | |
| April | 01.04.2024 | Monday | Utkal Divas | 1 | |
| | 11.04.2024 | Thursday | Id-Ui-Fitre | 1 | |
| | 17.04.2024 | Wednesday | Ram Navami | 1 | |
| May | 04.05.2024 | Saturday | Summer Vacation | 38 | Excluding 07 Sundays |
| June | 17.06.2024 | Monday | | | |
| July | 15.07.2024 | Monday | Bahuda Yatra | 1 | |
| | 17.07.2024 | Wednesday | Muharrum | 1 | |
| August | 15.08.2024 | Thursday | Independence Day | 1 | |
| | 19.08.2024 | Monday | Jhulana Purnima | 1 | |
| | 26.08.2024 | Monday | Janmastami | 1 | |
| September | 07.09.2024 | Saturday | Ganesh Chatruthi | 1 | |
| | 16.09.2024 | Monday | B'day of Prophet Mohammad | 1 | |
| October | 02.10.2024 | Wednesday | Gandhi Jayanti / Mahalaya | 1 | |
| | 10.10.2024 | Thursday | Puja Vacation | 6 | Excluding 01 Sunday |
| | 16.10.2024 | Wednesday | | | |
| | 31.10.2024 | Thursday | Diwali / Kali Puja | 1 | |
| November | 14.11.2024 | Thursday | Badaosha | 1 | |
| | 15.11.2024 | Friday | Rasa Purnima | 1 | |
| | 23.11.2024 | Saturday | Prathamastami | 1 | |
| December | 25.12.2024 | Wednesday | X-Mas Day | 1 | |
| Local Holidays | | | | 2 | |
| Optional Holiday | | | | Total = | 08 |
| Guru Govind Singh Birthday-17th January, Foundation day of Bramha Samaj-25th January, Easter Saturday-30th March, Birth Day of Raja Ram Mohan Ray-22th May, Christmas Eve- 24th December. The State Government employees may avail one optional holiday on any festive occasion / commemorative days as listed above. | | | |  PRINCIPAL Dhenkanal Auto College, Dhenkanal | |

FEE STRUCTURE FOR (UG & PG): 2023-24

| Sl. No | Name of the Fees Collections | Amount (in Rs) | Sl. No | Name of the Fees Collections | Amount (in Rs) |
|--------|---|----------------|--------|---|----------------|
| 1. | College Development Fee (Every year) | 250.00 | 23 | Migration Certificate Fee (one time) | 200.00 |
| 2. | Seminar Activities : For Degree | 300.00 | 24 | Faculty Development | 10.00 |
| | Arts, Sc, Com for PG | 500.00 | 25 | SSF (Social Service Fees) | 20.00 |
| 3. | Examination : For UG & PG Internal Assessment | 200.00 | 26 | Furniture Repair | 20.00 |
| 4. | Syllabus Fees +3 1 st Year Students (one time) | | 27 | Students Safety Insurance (SSI) | 3.00 |
| | (i) Arts | 50.00 | 28 | N.C.C. Activities | 5.00 |
| | (ii) Science | 50.00 | 29 | Rovers & Rangers | 12.00 |
| | (iii) Commerce | 50.00 | 30 | Laboratory Fee (For each lab) | 10.00 |
| | For PG-All PG classes (each class) | 50.00 | 31 | Library Fee | 10.00 |
| 5. | Magazine | 50.00 | 32 | Placement Fee | 10.00 |
| 6. | Calendar | 30.00 | 33 | Society Fee: Arts/Sc/Com- each class | 15.00 |
| 7. | Proctorial Works | 20.00 | 34 | Library Refere Section | |
| 8. | Abstract of Attendance | 10.00 | | (i) For UG Classes | 100.00 |
| 9. | Athletic Club | 50.00 | | (ii) For PG Classes | 150.00 |
| 10. | College Union | 20.00 | 35 | (i) ID Card-cum-Library Card(one time) | 40.00 |
| 11. | Reading Room | 15.00 | | (ii) For Duplicate | 50.00 |
| 12. | Cycle Stand | 60.00 | 36 | Security Fee | 60.00 |
| 13. | Annual Day Celebration | 20.00 | 37 | University Fees : University Registration & Rec. Fee (one time) | 150.00 |
| 14. | Common Room | 10.00 | 38 | University Sports Fees | 50.00 |
| 15. | D.S.A. | 10.00 | 39 | College Development Council | 10.00 |
| 16. | Dramatic Society | 30.00 | 40 | Hostel Fees | |
| 17. | Medical Treatment | 5.00 | | (i) Hostel Admission (one time) | 60.00 |
| 18. | Time Table and Lesson plan | 25.00 | | (ii) Hostel Seat Rent per month | 2.00 |
| 19. | SAF | 1.00 | | (iii) Hostel leaving mid session(one time) | 2.00 |
| 20. | SSG | 2.00 | 41 | Flag Day | 5.00 |
| 21. | Teachers Welfare Fund | 10.00 | | | |
| 22. | Youth Red Cross | 20.00 | | | |

FEEES STRUCTURE FOR SELF FINANCING COURSE

| | | |
|----------------|---|-----------------------|
| MBA | : | Rs. 45,000/- per year |
| M.Sc (Comp.Sc) | : | Rs. 30,000/- per year |
| M.S.W. | : | Rs. 30,000/- per year |

DHENKANAL (A) COLLEGE CALENDAR

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 5023 /HE, Dated: 05 /02/2024
HE-PTC-MISC-0003-2024

From

Smt. Mousumi Nayak, OAS(S)
Joint Secretary to Government

To

The Chairman, P.G. Council, Berhampur University,

The Controller of Examination, Berhampur University

Sub: Implementation of provisions for the disabled students

Madam / Sir,

In pursuance to this Department Order No.34010 dated 13.12.2017, on the subject cited above, I am directed to intimate you that all academic fees except mess charges have been waived in respect of students with disabilities of 40% or more and the expenditure in this regard was to be met by the Aided Colleges from their own internal resources. Now, it has come to the notice of Government for some ambiguities with regard to Academic Fees.


After careful consideration, it has been decided to include the following fees under "Academic Fees" which shall be waived in respect of students with disabilities of 40% or more admitted in State Public Universities/ Government & Aided Colleges coming under this Department.

1. Admission fees and re-admission fees
2. Tuition Fees
3. Magazine Fees
4. Calendar Fees
5. Library Fees
6. Reading and Common Room Fees
7. Time Table Fees
8. Proctor and Work Experience Fees
9. Abstract of Attendance Fees
10. All semester examination fees

However, it is important to clarify that for the students admitted in self-financing Courses, where all the expenditures are met from the funds received from students (e.g. remuneration to teaching and non-teaching staff, guest faculties, lab maintenance & other logistics support etc.), the waiver of aforementioned academic fees as well as the hostel fees shall not be applicable.

This shall come into force with immediate effect.

Yours faithfully,


Joint Secretary to Government

**COURSE CURRICULUM
POSITION OF STUDENTS STRENGTH**

| Stream | Total No of Hons (Core) Seats | Course Seats | |
|----------------|--------------------------------------|--|----|
| +3 Arts | 352 | Economics - 48 English - 32 Education - 16 History - 48 Hindi - 16 Mathematics - 16 Odia - 32 Philosophy - 32 Political Science-32 Psychology - 32 Sanskrit - 32 Sociology - 16 | |
| +3 Science | 160 | Botany - 32 Bio-Technology- 32 Chemistry - 32 Comp. Science - 32 Mathematics - 32 Physics - 32 Zoology - 32 | |
| +3 Commerce | 160 | Accountancy - 160 | |
| PG - History | 32 | PG - Philosophy | 16 |
| PG - Commerce | 32 | PG - Psychology | 16 |
| PG - Botany | 32 | PG - Chemistry | 16 |
| PG - English | 16 | PG - Comp. Science | 16 |
| PG - Economics | 16 | PG - Mathematics | 16 |
| PG - Odia | 16 | PG - Physics | 16 |

Self Financing Courses (PPP Mode)

| | |
|---------------------------|----|
| MBA | 60 |
| M.Sc. in Computer Science | 60 |
| M.S.W. | 64 |

SEMESTER-WISE PAPERS, MARKS & CREDIT POINTS

COMMERCE STREAM

| SEMESTER | COURSE | COURSE NAME | Credits |
|---|--|--|------------------------------|
| I. 4 Papers (400 marks) 24 Credits | Ability Enhancement Compulsory Course-I | Environmental Studies | 5 1 |
| | Core course-I | | 5 |
| | Core Course-I Practical/Tutorial | | 1 |
| | Core course-II | | 5 |
| | Core Course-II Practical/Tutorial | | 1 |
| | Generic Elective -1 | GE-1 | 5 |
| | Generic Elective -1 Practical/Tutorial | | 1 |
| | II. 4 Papers (400 marks) 24 Credits | Ability Enhancement Compulsory Course-II | Communicative English / Odia |
| Core course-III | | | 5 |
| Core Course-III Practical/Tutorial | | | 1 |
| Core course-IV | | | 5 |
| Core Course-IV Practical/Tutorial | | | 1 |
| Generic Elective -2 | | GE-2 | 5 |
| Generic Elective -2 Practical/Tutorial | | | 1 |
| III. 5 Papers (500 marks) 30 Credits | | Core course-V | |
| | Core Course-V Practical/Tutorial | | 1 |
| | Core course-VI | | 5 |
| | Core Course-VI Practical/Tutorial | | 1 |
| | Core course-VII | | 5 |
| | Core Course-VII Practical/Tutorial | | 1 |
| | Skill Enhancement Course -1 | Subject Specific Skill - 1 (SEC-1) | 6 |
| | Generic Elective -3 | GE-3 | 5 |
| IV. 5 Papers (500 marks) 30 Credits | Generic Elective -3 Practical/Tutorial | | 1 |
| | Core course-VIII | | 5 |
| | Core Course-VIII Practical/Tutorial | | 1 |
| | Core course-IX | | 5 |
| | Core Course-IX Practical/Tutorial | | 1 |
| | Core course-X | | 5 |
| | Core Course-X Practical/Tutorial | | 1 |
| | Skill Enhancement Course -2 | SEC -2 Subject Specific Skill-2 (SEC-2) | 6 |
| V. 4 Papers (400 Marks) 24 credits | Generic Elective -4 | GE-4 | 5 |
| | Generic Elective -4 Practical/Tutorial | | 1 |
| | Core course-XI | | 5 |
| | Core Course-XI Practical/Tutorial | | 1 |
| | Core course-XII | | 5 |
| | Core Course-XII Practical/Tutorial | | 1 |
| | Discipline Specific Elective -1 | DSE-1 | 5 |
| | Discipline Specific Elective -1 Practical/Tutorial | DSE-1 Practical/Tutorial | 1 |
| VI. 4 Papers (400 Marks) 24 credits | Discipline Specific Elective -2 | DSE-2 | 5 |
| | Discipline Specific Elective -2 Practical/Tutorial | DSE-2 Practical/Tutorial | 1 |
| | Core course-XIII | | 5 |
| | Core Course-XIII Practical/Tutorial | | 1 |
| | Core course-XIV | | 5 |
| | Core Course-XIV Practical/Tutorial | | 1 |
| | Discipline Specific Elective3 | DSE-3 | 5 |
| | Discipline Specific Elective -3 Practical/Tutorial | DSE-3 Practical/Tutorial | 1 |
| Total marks | 2600 | Total Credit | 156 |

ARTS & SCIENCE STREAM

| SEMESTER | COURSE | COURSE NAME | Credits |
|---|--|---|---------|
| I. 4 Papers (400 marks) 24 Credits | Ability Enhancement Compulsory Course-I | Language (English / Odia) | 6 |
| | Core course-I | | 4/5 |
| | Core Course-I Practical/Tutorial | | 2/1 |
| | Core course-II | | 4/5 |
| | Core Course-II Practical/Tutorial | | 2/1 |
| | Generic Elective -1 | GE-1 | 4/5 |
| | Generic Elective -1 Practical/Tutorial | | 2/1 |
| II. 4 Papers (400 marks) 24 Credits | Ability Enhancement Compulsory Course-II | Environmental Studies | 6 |
| | Core course-III | | 4/5 |
| | Core Course-III Practical/Tutorial | | 2/1 |
| | Core course-IV | | 4/5 |
| | Core Course-IV Practical/Tutorial | | 2/1 |
| | Generic Elective -2 | GE-2 | 4/5 |
| | Generic Elective -2 Practical/Tutorial | | 2/1 |
| III. 5 Papers (500 marks) 30 Credits | Core course-V | | 4/5 |
| | Core Course-V Practical/Tutorial | | 2/1 |
| | Core course-VI | | 4/5 |
| | Core Course-VI Practical/Tutorial | | 2/1 |
| | Core course-VII | | 4/5 |
| | Core Course-VII Practical/Tutorial | | 2/1 |
| | Skill Enhancement Course -1 | Subject Specific Skill - 1 (SEC-1) | 6 |
| IV. 5 Papers (500 marks) 30 Credits | Generic Elective -3 | GE-3 | 4/5 |
| | Generic Elective -3 Practical/Tutorial | | 2/1 |
| | Core course-VIII | | 4/5 |
| | Core Course-VIII Practical/Tutorial | | 2/1 |
| | Core course-IX | | 4/5 |
| | Core Course-IX Practical/Tutorial | | 2/1 |
| | Core course-X | | 4/5 |
| Core Course-X Practical/Tutorial | | 2/1 | |
| V. 4 Papers (400 Marks) 24 credits | Skill Enhancement Course -2 | SEC -2 Subject Specific Skill-2 (SEC-2) | 6 |
| | Generic Elective -4 | GE-4 | 4/5 |
| | Generic Elective -4 Practical/Tutorial | | 2/1 |
| | Core course-XI | | 4/5 |
| | Core Course-XI Practical/Tutorial | | 2/1 |
| | Core course-XII | | 4/5 |
| | Core Course-XII Practical/Tutorial | | 2/1 |
| VI. 4 Papers (400 Marks) 24 credits | Discipline Specific Elective -1 | DSE-1 | 4/5 |
| | Discipline Specific Elective -1 Practical/Tutorial | DSE-1 Practical/Tutorial | 2/1 |
| | Discipline Specific Elective -2 | DSE-2 | 4/5 |
| | Discipline Specific Elective -2 Practical/Tutorial | DSE-2 Practical/Tutorial | 2/1 |
| | Core course-XIII | | 4/5 |
| | Core Course-XIII Practical/Tutorial | | 2/1 |
| | Core course-XIV | | 4/5 |
| Core Course-XIV Practical/Tutorial | | 2/1 | |
| Total marks | Discipline Specific Elective 3 | DSE-3 | 4/5 |
| | Discipline Specific Elective -3 Practical/Tutorial | DSE-3 Practical/Tutorial | 2/1 |
| | Discipline Specific Elective-4 | DSE-4 (Project Work) | 6 |
| | 2600 | Total Credit | 156 |

EXAMINATION RULES FOR BA, B.Sc & B.Com.

(1) Duration :

- 1.1 At least three years of six semesters in toto. In case of professional courses the duration may be more as per the direction of regulatory bodies established under law.
- 1.2 Odd Semester is from July to December (i.e. 1st, 3rd & 5th Semester) The Examination shall be held normally in the month of November – December.
- 1.3 Even Semester is from January to June (i.e. 2nd, 4th & 6th Semester) The Exam. shall be held normally in the month of May-June. However the final Semester shall be conducted in April and result shall be published by end of May.
- 1.4 A student would be required to complete the course within six academic years from the date of admission.

(2) Compulsory Registration for 1st Semester :

- 2.1 Registration for 1st Semester is compulsory. A candidate admitted to +3 Courses but not registered for 1st Semester examination, his/her admission will be automatically cancelled.
- 2.2 A candidate may take a blank semester. A blank semester has to be clubbed with next Odd or Even Semester as the case may be ie. 1st, 3rd & 5th / 2nd, 4th & 6th.
- 2.3 75% attendance for students is a requirement for being eligible to appear at Examination. Upto 15% waiver may be granted by the College Principal at discretion on Health Ground or participation in sports. Cultural activities, NCC and NSS activities etc.
- 2.4 A student may clear back log papers within 6 years. Improvement if any has to be completed within 4 years.
- 2.5 A student may register for extra credit i.e. register for additional papers under the same.

(3) Weightage Distribution (Percentage) for Evaluation :

Theory Subjects –

| | | |
|---------------|----------|-------|
| Mid Term test | Term End | Total |
| 20 | 80 | 100 |

Subjects with Practical -

| | | | |
|---------------|-------------------|----------|-------|
| Mid-Term Test | Practical | Term-End | Total |
| 15 | 25 (15+10 record) | 60 | 100 |

Dissertation / Project.

| | | | | | | |
|---------------------------|----------------------|-------------|----------|----------|-----------|-------|
| Identification of Problem | Review of Literature | Methodology | Findings | Analysis | Viva-voce | Total |
| 10 | 10 | 10 | 25 | 25 | 20 | 100 |

(4) Grading System :

| Grade | Grade Letter | Mark Secured from 100 | Grade Point |
|---------------|--------------|-----------------------|-------------|
| Outstanding | 'O' | 100-90 | 10 |
| Excellent | 'A+' | 89-80 | 9 |
| Very Good | 'A' | 79-70 | 8 |
| Good | 'B+' | 69-60 | 7 |
| Above Average | 'B' | 50-59 | 6 |
| Fair | 'C' | 40-49 | 5 |
| Pass | 'D' | 30-39 | 4 |
| Failed | 'F' | Below 30 | 0 |
| Incomplete | 'I' | Incomplete | - |

4.1 A transitory letter grade 'I' (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

4.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cummulative Grade Point Average

(a) Point - Integer equivalent of each letter grade.

(b) Credit - Integer signifying the relative emphasis of individual course item(s) in a semester as indicate by the Course structure and syllabus.

Credit Point - (b) x (a) for each course item.

Credit Index - \sum Credit Point of Course items

Grade Point Average - $\frac{\text{Credit Index}}{\sum \text{Credit}}$

Semester Grade Point Average (SGPA) - $\frac{\text{Credit Index}}{\sum \text{Credit}}$ for a semester

Comulative Grade Point Average (CGPA) =

$\frac{\text{Credit Index of all previous Semester upto the 6th Semester}}{\sum \text{Credit}}$

(c) A student in order to retain honours has to secure Grade 'C' and above in each of the Core Papers. Further in order to obtain distinction a student has to secure Grade 'C' in all the papers in 1st appearance.

(i) A candidate has to secure 30% & above to pass in each of the papers.

(ii) The candidates obtaining Grade 'F', is considered failed & will be required to clear all the back paper(s) in the subsequent examination.

- (iii) A candidate securing 'B' grade & above in core paper in aggregate will be awarded Honours.
- (iv) Candidates secured 'B+' & above in aggregate in 1st appearance will be awarded with Distinction.
- (v) Any candidate filling up the forms in back paper / improvement shall not be awarded Distinction.
- (vi) A candidate obtaining 'B+' grade by getting grace marks shall not be awarded Distinction.

4.3 In addition to the Grade Points; marks / percentage would also be awarded and shall also be reflected in the Mark Sheet.

4.4 The details of grading system shall be printed on the backside of Marksheet.

(5) Repeat Examination :

5.1 A student has to clear back papers (i.e. in the paper/ papers one has failed) by appearing at immediate consecutive three examinations within six years from the date of admission.

5.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. The higher marks shall be retained.

5.3 Improvement has to be completed within 4 Years from the date of admission.

5.4. A student can appear improvement test in a paper cleared in first chance.

(6) Hard Case Rule :

6.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each Semester.

6.2 0.5. (point five percent) grace mark can be given for award of B grade in each semester provided grace mark under 6.1 has not been awarded.



EXAMINATION RULES FOR POST GRADUATE

● **Compulsory Registration for 1st Semester :**

- Registration for 1st semester is compulsory. A candidate admitted to PG Course but not registered for 1st semester examination, his/her admission will be automatically cancelled .
- A candidate may take a blank Semester : A blank Semester has to be clubbed with next Odd or Even Semester as the case may be i.e. 1st, 3rd, 2nd and 4th Semester . The Hostel policy for blank semester is to be decided by colleges as per their suitability. Hostel accommodation cannot be claimed as a right for a blank semester. (Blank semester is not to be confused as repetition due to failure).

● **GRADING SYSTEM**

| Grade | Mark Secured from 100 | Points |
|-----------------|-----------------------|--------|
| Outstanding 'O' | 100-90 | 10 |
| Excellent 'E' | 89-80 | 9 |
| Very Good 'A' | 79-70 | 8 |
| Good 'B' | 69-60 | 7 |
| Fair 'C' | 59-45 | 6 |
| Pass 'D' | 44- 36 | 5 |
| Failed 'F' | Below 36 | 0 |

N.B. : A candidate has to secure Grade -D or above to pass in each of the Papers.
In Practical : pass mark is 40% & above.

- A transitory letter grade I (carrying points 0 shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

- A student's level of competence shall be categorized by a **GRADE POINT AVERAGE** to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) x (a) for each course item

CREDIT INDEX - \sum CREDIT POINT of course items in

GRADE POINT AVERAGE - $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA) = $\frac{\text{CREDIT INDEX for a Semester}}{\sum \text{CREDIT}}$

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

$\frac{\text{CREDIT INDEX of all previous Semester up to a Semester}}{\sum \text{CREDIT}}$

- In addition to the points, marks / percentage would also be awarded and shall also be reflected in the Mark Sheet.
- The details of grading system shall be printed on the backside of Term-end / University Marksheets.
- One mid-term examination shall be held for each paper of each semester.

REPEAT EXAMINATION.

- A student has to clear back papers (i.e. in the paper / papers one has failed) by appearing at subsequent two semester only / next odd or even semester as the case may be.
- A student may appear improvement examination in any number of papers if he/she secured less than 60% marks in aggregate or less than 'B' grade (i.e. C or D grade). But he / she can appear improvement examinations in those papers where secured less than 60% marks or below 'B' grade if he / she secured 60% or above marks in aggregate or grade 'B' and above grade in the last examination. The higher marks shall be retained.
- A student can only appear improvement examination in the next subsequent semester examination / next odd or even semester as the case may be.

HARD CASE RULES -

- 2% of grace mark on the aggregate mark subject to maximum of 5 (five) in single paper shall be given. This shall be applicable in each semester.
- 0.5 (point five) grace mark can be given for award of 'B' (SGPA - 7/Grade) in each semester provided grace mark under 1 has not been awarded.



LIBRARY

1. Dhenkanal Auto. College Library, Dhenkanal has a huge collection of more than 53,000 textbooks and 1,100 nos. of print journals, which caters the academic needs of the students and faculties.
2. The College Library has three sections
(i) General Library, (ii) Reference Library, (iii) Reading Room
3. The Library shall ordinarily remain open from 10.00 a.m. to 5 p.m. on all working days and remain closed on all Sundays and declared holidays.
4. Only the staff, students (with Uniform) with valid College 10/- library Card and other persons with special permission of the Principal can use the Library and E- Library.
5. General Library (Lending Library): - It provides Textbooks, Encyclopedi a and other books regularly to the students of different classes as lending basis as per following schedule

| Sl. No | Name of the Class | Date of Issue (Every Month) |
|---------------|------------------------------|---|
| 1 | +3 3 rd Arts | 01 & 16 |
| 2 | +3 3 rd Science | 02 17 |
| 3 | +3 3 rd Commerce | 03 18 |
| 4 | +3 2 nd Arts | 04 19 |
| 5 | +3 2 nd Science | 05 20 |
| 6 | +3 2 nd Commerce | 06 21 |
| 7 | +3 1 st Arts | 10 25 |
| 8 | +3 1 st Science | 11 26 |
| 9 | +3 1 st Commerce | 12 27 |
| 10 | For Higher Secondary Classes | Monday, Tuesday & Wednesday of every week |
| 11 | For PG Students | Thursday, Friday & Saturday of every week |

6. The Reference Library -: It allows users to issue books & journals to the users to read in that section. This section also has the facility for Question bank series.

7. E-Library:- The library has subscribed EBSCO College Consortium and N-UST eresources. The users Can browse various e-books and e-journals through it.
8. Reading Room: - It provides magazines, Newspaper (bilingual) etc. to the users on daily basis.
9. Other Activities:- The College Library regularly conducts various Workshops, Seminars and Idea exchange programmes to upgrade the knowledge of the students.

(B) RULES AND REGULATIONS: -

1. No book shall be taken out of Library without the knowledge of Librarian and until it has been properly entered.
2. The Library premises shall only be used for reading books or periodicals. Strict silence shall be maintained in premises of the library.
3. Every borrower must examine the condition of the book before it is issued, otherwise in case of mutilation discovered later the presumption will be against the borrower.
4. A borrower who is a defaulter or against whom any fees or some other charges is outstanding shall not be allowed to borrow books from the library.
5. If a student lost his/her library card, another card will be issued on application and on payment of Rs.50/-.
6. A book issued to a borrower can be reissued to him/her provided it brought to the Library and no other borrower wants it.
7. Students are supposed to present their demand list on the day of issue/ return of books.
8. Students can borrow books for maximum period of 14 days. When the date for return of books falls on holiday, the books should be returned on the day college open after holiday.
9. Students who do not return library books Within the time allowed shall have to pay fine of Rs.50 paisa per book for each day of delay. (Subject to change)

10. Students of 6th Semester Degree, 4th Semester Post Graduate and Final year of Higher Secondary Courses must return the book before the publication of the final year result. Otherwise the Library clearance of those students will not be provided.
11. Books shall be returned to the Library on or before the college closes for summer vacation.
12. Any book or journal lost/damaged or disfigured by borrower must be replaced by him/her. If the book is one or a set or series and the volume can not be obtained, then the whole set or series must be replaced by the borrower with his own cost. In case the borrower unable to replace the book/ journal, the he/she must pay amount 10 times of the catalogue price of the book. (Subject to change by the authority)
13. The Principal has the right to stop issue of certain books to anyone although ordinarily there will be no restriction on the use of books of the Library.



HOSTEL FACILITY

There are two men's hostels & two women's hostels in the College for Undergraduate / Post Graduate and +2 Students.

Students seeking accomodation in the college hostel should opt for it at the time of applying for admission into the college.

The list of selected candidates, date of admission and other information related to hostel admission will be notified in the Hostel Notice Board as well as college Notice Board. No student shall be admitted to the Hostel until he/she is admitted to the college. Selection for hostel seat is made at the beginning each session.

Student of first year Higher Secondary, first & second year Degree and P.G part-I classes need to apply to the Principal at the end of the session before the college closes for summer if they wish to retain their seats.

During admission a boarder has to pay all the dues, seat rent, water charges, common room charges, electricity charges and establishment charges for entire session even if he leaves the Hostel in middle of the session.

Application for withdrawal from Hostel should be made by the guardians. No boarder shall be permitted to leave the hostel without the permission of the Superintendent on ascertaining that all hostel dues have been paid by him.

Admission to the College hostel is based on merit and conduct of the student in the previous session in the college Hostel and it cannot be claimed as a matter of right.



HOSTEL RULES

- (1) Students living in the Hostel shall be considered to be under the direct control of the college authorities not only during college hours but at all times during the session.
- 2 The Hostel is closed during the Pujā and Summer vacations Boarders wishing to remain in the Hostel during the Vacation must obtain special permission from the principal.
- 3 Leave from the Hostel must in all cases be obtained in advance from the Superintendent or from the Principal.
4. The mess will be managed by a contractor or by boarders under the supervision of the Assistant Superintendent
5. All outstanding mess dues against boarders shall be cleared by the 5th of the next month failing which fine of 50 paise per day shall be charged. He shall cease to be a boarder and his meals shall be stopped till he clears his dues. The cash of the mess shall remain with the Superintendent.
6. No boarder shall be permitted to take his meal to any part of the Hostel except the dining hall.
- 7 . The Executive Committee of the Hostel should consist of not more than seven boarders elected by the boarders in the meeting and approved by the Superintendent The Superintendent shall be the ex-officio President of the committee and the Assistant Superintendent Shall be the ex-officio Vice-President The committee. will look after the hostel library, indoor games, Competitions, Mess arrangements etc
8. Study hours shall be strictly observed on all days during the session from 7A.M. to 9 P.M. except in the evening on Saturday and on festive days.
- 9 Absence from hostel for a day Of more shall be intimated to the Hostel Office/ Superintendent
10. Security: In order to safeguard against theft, boarders are advised to use strong type of locks.
11. Ragging is strictly Prohibited.

SCHOLARSHIP & STIPEND

The following scholarship and financial assistance are available to the students.

1) a) Senior Merit Scholarship :

Students having secured 60% or above marks (without extra optional) at the CHSE Examination and whose parents' Annual Income is not more than Rs.2,50,000/- are eligible.

b) Senior Merit-cum-Poverty Scholarship :

Students having secured 50% or more marks (without extra optional) at the CHSE Examination & whose parents' Annual Income is not more than Rs.24,000/- are eligible.

2. National Scholarship :

Students securing 50% or more in their qualifying examination may apply for this scholarship provided their parent's income does not exceed Rs. 2,50,000/-.

3. Post Matric Scholarship for SC/ST Students :

Stipends under this scholarship are given to the S.C. and S.T. students from the TRW Department, Government of Odisha, whose parent's annual income does not exceed Rs.2,50,000/-.

Higher Education Department invites ON-LINE application through Common Application Form for award of different 'Medhabruties' for the meritorious students of Odisha pursuing higher studies in the field of general, technical / professional education within or outside the State. The application format is available in the website www.scholarship.odisha.gov.in.

| Sl. No | Name of the Scholarship | SC | | ST | | General | | Total | | GRAND TOTAL |
|--------------------|---|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|
| | | Male | Female | Male | Female | Male | Female | Male | Female | |
| 1 | UG Merit (e-Medhabruti) | 3 | 0 | 2 | 1 | 25 | 24 | 30 | 25 | 55 |
| 2 | PG Merit (e-Medhabruti) | 0 | 2 | 2 | 1 | 11 | 44 | 13 | 47 | 60 |
| 3 | Technical & Professional (e-Medhabruti) | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 0 | 2 |
| 4 | Fakir Mohan Bhasabruti | 0 | 2 | 0 | 3 | 5 | 15 | 5 | 20 | 25 |
| 5 | Gopabandhu Sikhya Sahayika Yojana | 2 | 0 | 1 | 0 | 1 | 1 | 4 | 1 | 5 |
| 6 | Nirmal Shramik Kalyan Yojana | 5 | 3 | 0 | 1 | 19 | 26 | 24 | 30 | 54 |
| 7 | Post Matric Scholarship | 84 | 103 | 56 | 42 | 277 | 401 | 417 | 546 | 963 |
| 8 | Nua-O Scholarship | 121 | 155 | 91 | 81 | 636 | 955 | 848 | 1191 | 2039 |
| GRAND TOTAL | | 215 | 265 | 152 | 129 | 976 | 1466 | 1343 | 1860 | 3203 |

Eligibility :-

(1) Students must be permanent resident of Odisha. Provided that children of Odisha State Government Employees can also avail these scholarships irrespective of their location subject to fulfilment of other terms and conditions, (2) Income ceiling of parents shall not exceed Rs. 6 lakhs per annum. No income ceiling applicable of Special Girls Merit Scholarship. (3) For General Scholarship (+2 & +3 Course) the minimum eligibility mark is 70% (for boys) and 60% (for girls). For P.G Scholarship (for boys), the minimum eligibility mark for Science stream - 70%, for Arts & Commerce stream - 60%, (for girls) all streams-60% (4) For Technical & Professional Scholarship there is no minimum eligibility mark, but scholarship shall be awarded according to the rank obtained in OJEE/All India Examinations.

To Promote Higher Education for girls 50% reservation has been made for the girl students at Junior Merit, Senior Merit & P.G Merit Scholarship.

Students are advised to go through the guidelines, fill up the application ONLINE and obtain printout (two copies) of the said application. One copy of the application to be signed by the student and be submitted to his/her college with supporting documents without delay. The other copy of the application is to be kept by the Student for reference. The head of the educational institutions are requested to validate the hard copies of the Scholarship. Application of the student as soon as possible as the guidelines available in the website to avoid rush during the last date of validation. College where computer / internet facilities is not available, they can validate the scholarship / applications through outsourcing.

NB:

Applicants have to be very careful & correctly give their Bank account information in the specified box of the on-line application. if selected, the scholarship amount shall be created to his / her SB account direct through ECS.



SUPPORT & FACILITY FOR STUDENTS

1) SEMINAR :

All the Departments have seminars of their own to foster academic interest among the students in their respective subjects. The HOD either nominates or holds an election for a Secretary from among the students of 3rd Year and Asst. Secy from 2nd Year Degree Classes or 6th Year Classes to manage the seminar under his own supervision. Some eminent persons may be invited to address the seminar. However, no seminar meetings can be held in the college without the permission of the Principal. The Senior Member or Head of the Department in consultation with the Principal may invite an outsider to address the meeting.

Seminar Fund Expenditure Rule :

The Seminar fund collected from the Students will meet the seminar expenditure of each department. The expenditure rule is as follows :

- (a) Conduct of Guest Seminars by outside speaker and payment of honorarium, TA/DA as per Government rules.
- (b) The Department can spend Rs.20/- per student for refreshment in any such meeting / Seminars.
- (c) Purchase of Books for Development of Seminar Library .
- (d) Publication of Seminar Bulletin / Wall Magazine.
- (e) To meet internet bills / purchase of ink cartridge for Printers / purchase of Software / Maintenance of Computer / repair of Aqua Guards/ Electrical requirements for Seminar activity etc. for students benefit.
- (f) Conduct of study tours to places of academic interest as per their syllabus like archeological sites / Research Institutes / Ecologically significant places / Business firms/ Field studies etc. In such cases, the actual Bus fares / Train fares will be paid to the student participants and departmental staff accompanying them. However, no TA/DA will be paid to the department staff from these funds.

- (g) Printing of Photographs of departmental seminar related activities, the stock of which is to be maintained in album.
- (h) Payment of remuneration to person (excluding the college employees) in connection with Seminar work.
- (i) A sum of Rs. 2000/- can be utilized as contingent expenses per one academic year from this fund.
- j) For any other items required for the Seminar / students learning process. However, the principal must approve the proposal signed by the members of staff.

(2) **PROCTORIAL SYSTEM :**

Proctorial system has been introduced for developing personal relationship between student and teacher and for timely guidance and advice in academic and other matters. Under the system, batch of students meet at date and place previously fixed and put forth their difficulties for advice.

(3) **CAREER COUNSELLING & PLACEMENT CELL:**

The College has a career counselling & Placement cell. It monitors all placement related matters and help the students to choose right career after completion of their course. the cell organises campus recruitment drive in association with reputed institutions.

(4) **Wi-Fi FACILITY :**

The college provides with facility in the Campus. The students access the internet through wi-fi in their respective departments.

(5) **LANGUAGE LAB :**

The College conducts an Informal Course in Sanskrit. The college has a language lab with State of the art technology to address the needs of the learners. Comopetency in English is necessary to match the requirement of the job market, and English being the language of global, communication effective Communication skills in English will enable one to have global, cross cultural dialogue.

6. NEWS PAPER & MAGAZINE ZONE READING ROOM :

All the leading Dailies of Odia and English are available for students in the Reading Room. Selected Magazine on sports, GK, Current Issues, Literature, Science etc. are made available to the students.

7. COLLEGE MAGAZINE :

The College brings out a magazine, "The SAPTASAJYA" once a year. All the students pay annual subscription for the publication of the Magazine. The magazine is intended to encourage and develop literary talents of the students of the College. It also provides a forum for the members of the teaching staff. The Principal nominates some members of the teaching staff to the editorial board.

8. COLLEGE CALENDAR :

The College Calendar is published annually. It contain all the necessary information about the College rules and reulations.

9. Equal Opportunity Cell :

To help ameliorate the existing inequalities of the student section of the socially backward class of the population, an Equal Opportunity Cell (EOC) has been constituted in the college. This cell works for the implementation of various guidelines issued by UGC/Govt. of India / Govt. of Odisha for SC, ST, Persons with Disability, minority, etc students of the college.

10. Right to Information :

For the implementation of right to Information Act, 2005, an RTI cell has been constituted in the College. Public can seek information about the various aspects of the college by applying to the Public Information Officer, Dhenkanal Autonomous College, Dhenkanal. They may visit the college website- <https://dhenkanalcollege.ac.in/>



NATIONAL CADET CORPS (N.C.C.)

The One Army Wing of NCC functions in Dhenkanal Autonomous College, Dhenkanal.

Enrollment :

Enrollment is open to all students who satisfy the standards of physical fitness. Enrollment forms can be obtained from the N.C.C. Officers Training Commences in July Enrollment forms duly filled in must reach the concerned NCC Officers within the date as per the Notice for enrollment students selected for enrollment as cadets shall have to contribute four rupees each towards Regimental Fund and ten rupees each towards, Cadets' Welfare Society at the time of submission of enrollment forms.

Training :

Training is imparted to the cadets by the Staff from Defence services at the regular parades in the College and at the State Level and All India Camps. The training includes Military subjects, Social Service, General Awareness and Cultural Items.

Advantages :

N.C.C. cadets are preferred in the service of Bo`rder Security Force, Central Reserve Police, Reserve Police of different states. CISF, Fire Brigade and as Security Officers in different Companies Corporations, N.C.C. Cadets in possession of A, B and C certificates of NCC will respectively be given 5, 10 and 15 marks more in the selected to CRP and BSF.

Although the minimum qualification for the post of D.S.P. is a Second Class Bachelor's Degree, Cadet's in possession of a 'C' certificate in N.C.C. can apply even if they are simple Graduate. N.C.C. Cadets also get preference for the post of Sub-Inspectors and Sergeants of Police. If they have obtained C and B certificate of N.C.C. respectively. Certificate C holders are exempted from written test of CDS Examinations may be called for SSB Interview directly Certificate C holders appearing at SSB after written test may avail quota reserved for them in each course of recruitment.

N.C.C. Cadets with high academic merit can avail different scholarships awarded by DG NCC. Cadets Welfare Society and Sahara India. Cadets are selected at the All India Republic Day Camp at Delhi every year to visit different countries abroad under the Youth Exchange Programme.

Clothing and Equipment :

The Cadets may retain some of the clothing items & are required to return the restricted clothing and equipment issued to them by the date as will be notified by the Principal.

NATIONAL SERVICE SCHEME (N.S.S)

One Boys' Unit and One Girls' Unit function in the College with a view to promote social consciousness as well as a sense of discipline and dignity of labour among College students in various items of social service which not only helps the community but also provides an opportunity to the students to appreciate the conditions prevailing in the community. The ultimate aim is to develop the personality of students through community service.

Enrollment :

Enrollment is open to all students who satisfy the standard of physical fitness and possess a dedicated social bent of mind. A student enrolled in N.C.C. is not allowed to join N.S.S. Volunteers are enrolled through proper scrutiny examining the previous experience and their interest in the field of cultural activities like Music, dance and drama etc. Library activities, social service and dignity of labour.

N.S.S. volunteers, completing 240 hours of programme in two years with University, State or National awards will be given weightage in admission for higher studies. The weightage will be 5%, 7% and 10% for university, State and National Level awardees respectively. N.S.S. volunteers with international awards will get the opportunity of pursuing higher studies in any international institution of their choice.

SELF DEFENCE TRAINING TO GIRL STUDENTS

As per the Govt. order the college provides Self Defence Training to girl students. All the girl students are supposed to undergo the training for Self protection. The student - trainers educate the girl students under guidance of two officers.

Objectives :

- To empower girl students
- To instill self - confidence
- To make them able to defend against physical assault.

A batch comprising 30 students will be trained for one hour duration a day for two weeks excluding sundays and holidays but not less than 12 days.

YOUTH RED CROSS (YRC)

Aim:

The aim of YRC are (a) Promotion of health and hygiene, (b) Service to others & (c) World friendliness.

The Fundamental Principles :

The Youth Red Cross shall function on the Fundamental Principles of the International Red Cross movement which are as follows :

Humanity * Impartiality * Independence * Voluntary Service * Unity * Universality

Motto : To Serve.

Objectives :

The objectives of Youth Red Cross (Odisha) shall be to train the "zealous" Youth, in the Fundamental Principles of the Red Cross, so that they may remain 'imperturbable, unwearrying, unflattering" and develop in them the elements of "quiet self-sacrifice" when disasters strike humanity. Keeping this in view the YRC shall endeavour as follows, for -

- (a) Promotion of potentialities of the Youth to enable them to render skilled philanthropic service toned up by a sense of self-sacrifice, for the mitigation of suffering of the needy and the distressed.
- (b) Promotion of health, hygiene and sanitation and cognate subjects among the members of the community for prevention of disease and mitigation of suffering;

- (c) Promotion of motivations among the Youth for fostering friendship and fraternity (the spirit of Tutu fratelli) at the National and International level;
- (d) Promotion of qualities of leadership & traits of personality among the youth;
- (e) Promotion of the spirit of self-reliance and dignity of labour among the youth;
- (f) Promotion of training in various skills to render qualified service to the needy;
- (g) Promotion of factors which may contribute to the establishment of peace at the national and international level.

YRC COLLEGE WORKING COMMITTEE :-

There shall be a working committee of the Youth Red Cross at the College level.

It shall be comprised of the following :-

- Chairman : The Principal
- Secretary : The YRC Counsellor
- Member : The other YRC Counsellor (in the absence of which another Lecturer/ Reader)
- Student Member : Two YRC Volunteers (one boy and one girl in case of institutions where co-education is in practice)

Powers & Functions of the YRC working Committee of the College :-

- (a) It shall prepare and approve the budget for the academic sessions for the implementation of various programmes of the YRC, preferably by September 30, every year.
- (b) The budget provisions may be made according to the availability of YRC fund at the disposal for the session, i.e. after deducting the State Share and Annual Registration Fee (to be remitted to the YRC State Hdqrs.) from the total collection of YRC fees from the students during the sessions.
- (c) The YRC College Committee shall supervise the implementation of the YRC objectives from time to time.

YRC Group :-

There shall be a group of YRC Volunteers formed in the College comprising minimum 20 and not exceeding 50 students who should be zealous and talented but primarily committed to the service of the needy and the distressed.

- (a) **YRC Counsellor** :- A Lecturer / Reader other than the lecturer in charge of NCC/ NSS, enthusiastic and committed to the service of the needy should be appointed as the YRC Counsellor of the college for a maximum period of five years only. Preference should be given to those lecturers, who have received Counsellors training, training in first aid, Disaster Management, Braille etc. gained experience in organisation of Blood Donation / Grouping Camps etc. in the appointment of YRC Counsellors in a college.
- (b) **YRC Lady Counsellor** :- In case of colleges where girls are recruited as YRC Volunteers one Lady Lecturer having similar aptitude (as described above in case of YRC Counsellors) shall be appointed as YRC Lady Counsellor who shall remain in charge of the girl participants.
- (c) The YRC Counsellors shall be eligible for usual TA and DA out of the YRC Fund of the College for YRC activities of the College.

FINANCE :-

- (a) Each college shall have a fund called YRC Fund.
- (b) The Principal of the College shall collect from every student a uniform YRC fee of Rs.20/- (or as would be fixed by the YRC Hdqrs. from time to time with the approval of the State Govt.) at the time of admission every year.
- (c) The principal shall remit (i) State share of 30% of the total collection of YRC fees every year and (ii) Annual Registration Fee of Rs. 10/-.
- (d) the Principal shall remit the State share and the Annual Registration Fee as per YRC Fees collected from the students.
- (e) The YRC fund shall consist of :-
 - (i) The Annual fee collected from the students.
 - (ii) Contributions made by Government.
 - (iii) Collection from the fund raising campaign conducted under the supervision of the Chairman of the YRC Working Committee of the College.
 - (iv) Collection of donations for relief work.



NCC - AIR WING

There is one unit of Air Wing NCC functioning at Dhenkanal Autonomous College, Dhenkanal with 50 seat capacity.

Enrollment:

Students who satisfy the standards of physical fitness with good academic record are enrolled to Air Wing NCC . The Commanding Officer of 1 Odisha Air Squadron along with his team visit the campus for the enrollment purpose.

Training:

Training is imparted to the cadets by the staff from 1 Odisha Air Squadron Bhubaneswar. Cadets also regularly visit Squadron for their flying classes. Cadets of NCC Air wing also attend regular Annual Training camps and other camps organized by Unit from time to time.

Advantages:

Security agencies give preference to candidates holding NCC Certificates, which help in landing a good job. Candidates having NCC Certificates are given priority in defense recruitment, police recruitment etc. Apart from this students having 'B' and 'C' certificate get some additional percentage while taking admission for higher studies. Other non-tangible benefits like participating in Republic day parade. Mountaineering expeditions, adventure camps also include for the Air Wing NCC Cadets.



STUDENTS' ASSOCIATION

- A. The College Union
- B. The Dramatic Society
- C. The Athletic Club
- D. Student's Common Room
- E. Social Service Guild
- F. Day Scholar's Association
- G. Arts/Science/Commerce Societies

For an all-round development of the personality of the students and to inculcate in them the spirit of competitive and constructive participation in social process, the college provides opportunity for various activities along with studies. While admission to College automatically confers membership upon item of diverse associations / societies / clubs, students will be well-advised to utilise their membership without violating the constitution. All such extracurricular activities shall be supervised by the faculty members in coordination with executive bodies elected or nominated as per the respective constitution stated below.

COLLEGE UNION

- 1) The Union shall be called Dhenkanal (Auto) College Union, Dhenkanal.
- 2) Function - to perform all activities of Union.
- 3) Tenure - The tenure of office shall be for one academic year.
- 4) Membership - Every +3 Degree and P.G student of the College is a member of the Union and can participate in Union elections.
- 5) **Office Bearers** - The following shall be the office bearers of the Union.
 - (a) The President
 - (b) The Vice-President
 - (c) The Secretary
 - (d) The Assistant Secretary
 - (e) Class Representative from each class.

6) The Advisor and Associate Advisors.

- (a) There shall be an Advisor and some Associate Advisors nominated by the Principal from among the members of the staff, who will assist the Principal in all possible ways to conduct the College Union elections and meetings.
- (b) The Advisor shall be present at ordinary meetings of the Union. He will be assisted by the suggestions whenever he thinks it necessary, for the proper conduct of the meetings. The President may also refer to him any rule for interpretation and the decision of the Advisor in such matters, when so referred to shall be final.
- (c) The Advisor may, at any time during the meeting at the request of the President, explain the scope and effect of the motion of amendment.
- (d) In the absence of the Advisor one of the Associate Advisors will discharge, all the functions of the Advisor.
- (e) The Advisor may preside over meetings whenever he is specially requested by the President to do so.
- (f) All applications in connection with the College Union affairs shall go to the Principal through the Advisor, College Union.
- (g) All proposals for expenditure and all vouchers of the College Union fund shall be submitted to the Principal after proper scrutiny and being countersigned by the Advisor.

7) The President :

Any student member of the Union is eligible to stand for the President of the Union. The President shall preside over all ordinary meetings of the Union at which he is present. He shall be responsible for maintaining order and interpreting the rules. His ruling shall be considered final except where he requests the Advisor to give a ruling in which case the ruling of the Advisor shall be binding.

8. The Vice-President -

In the absence of the President, the Vice President shall assume all his rights and discharge all the duties. Only students of 1st & 2nd year degree and PG Part-1 classes are eligible to contest for the Office.

9. The Secretary -

- (a) The Secretary shall arrange the debates and notify all meetings of Union with approval of the Executive Body.
- (b) The Secretary shall maintain the Accounts of the Union and record the proceedings.

10) The Assistant Secretary -

The Assistant Secretary shall assist the Secretary in the discharge of his duties and in his absence perform all his functions. For the post of Assistant Secretary only 1st yr / 2nd yr Degree and P.G (Part-I) students are eligible to contest.

11) Class Representatives -

Every class is entitled to send one representative to the Executive Body of the Union.

12) Executive Body of the Union -

The Executive Body of the Union shall consist of (a) President, (b) Vice- President, (c) Secretary, (d) Assistant Secretary, (e) Class Representatives, (f) Two representatives to be elected by the women students from among themselves.

13) Method of Election :

- (a) Election of the Student Union and other student societies / Associations are held as per time table fixed by the Department of Higher Education, Govt. of Odisha.
- (b) As per the direction of Hon'ble Supreme Court, the Department of Higher Education, Govt. of Odisha formulated and issued new guideline in August 2007 for election in college and instructed the college to strictly follow the same right from the issue of Notice for election to the Oath taking ceremony.

The New Guidelines are as follows:

- (i) There will be complete disassociation of students election and students representation from Political parties.
- (ii) During the period of election no person who is not a student on the rolls of the college shall be permitted to take part in the election process in any capacity.
- (iii) Under graduate students between ages of 17 and 22 and post graduate students with maximum age limit of 24-25 year may contest elections.
- (iv) The candidates should on no event have any academic arrears in the year of contesting the election.

- (v) The candidate should have attained the minimum percentage of attendance as prescribed by the University or 75% attendance whichever is higher.
- (vi) The candidate shall have one opportunity to contest for the post of Office bearer and two opportunities to contest for the post of an executive member.
- (vii) The candidate should not have any previous criminal record and he should not have been subject to any disciplinary action by the University authorities.
- (viii) The candidate should be a regular full time student of the College.
- (ix) The maximum permitted expenditure per candidate shall be Rs.5000/-
- (x) Each candidate, shall within two weeks of the declaration of result submit complete and certified (to be certified by the Candidate) account to the College Authorities. The college should publish such accounts within 2 days of submission of accounts through a suitable medium, so that any member of the student body may freely examine the same.
- (xi) The election of the candidate shall be nullified in the event of any excessive expenditure.
- (xii) No student shall indulge in any activity which may aggravate existing difference or create mutual hatred or cause tension between different castes communities and religion or between any group(s) of students.
- (xiii) Criticism of other candidates when made, shall be confined to their policies and programmes of past records and work. Candidates shall refrain from criticism of all aspects to provide life, not connected as the public activities of other candidates.
- (xiv) There shall be no appeal to caste or communal feelings for securing votes. Places of worship within or without the campus shall not be used for election propaganda.
- (xv) All candidate shall be prohibited from indulging in activities which are considered to be "Corrupt Practice" and offences, such as bringing of voters. Intimidation of voter, impersonation of voter, canvassing or the use of propaganda within 100 meters of polling station, holding public meeting during the period of 24 hours ending with the hour fixed for the close of the polls and the transport and conveyance of voters to and from the polling station.

- (xvi) No candidate shall be permitted to make use of printed posters, printed pamphlets on any other printed materials for the purpose of canvassing. Candidates may only utilize hand made posters within the expenditure limit.
- (xvii) No candidate shall be permitted to carry out procession or public meetings or in any way canvass or propaganda outside the college campus.
- (xviii) No candidate or his/her supporters shall cause destruction to any property of the college for any purpose what soever.
- (xix) On the day of polling the candidate should co-operate with the officers on election duty to ensure peaceful and orderly polling.
- (c) Class representatives shall be elected by the General Body of the class concerned. If any class fails to elect its representative, the Principal shall nominate one from that class.
- (d) Every member of the Union has the right to vote in every election of the Union.
- (e) No member shall cast more than one vote for each office to be filled.
- (f) The entire election shall be conducted and votes recorded and attested in such manner as the Principal shall determine and his decision shall be final in all matters.
- (g) Candidate obtaining the largest number of votes shall be declared elected.
- (h) In case of equality of votes between two or more candidates the election of the successful candidates shall be determined by lot.

15) Vacancies of Officers -

- (a) The office bearers shall hold office for one academic session in which they are elected / Nominated unless.
 - (i) They cease to be students of the College.
 - (ii) They voluntarily resign, in writing addressed to the Principal.
- (b) An office bearer, who fails in the proper discharge of duties, can be removed by a vote of no confidence passed by 2/3rd or the members of Union present at extraordinary meeting called for the purpose.
- (c) Office bearers (who are University Examinees) in the final year (3rd year Degree and 6th Year) shall be deemed to have vacated their Office at the end of their, Test Examination, or after the completion of their official leacturers which ever is earlier. If the President and the Secretary vacate their Office on the above ground

the Vice-President and Assistant Secretary shall succeed them as the Acting President and the Acting Secretary respectively.

16) College Union Fund -

- (a) Each member of the College Union shall pay an annual subscription of Rs.9.00 only. The payment will be compulsory and be made along with the College dues at the beginning of the every academic year.
- (b) The Union fund shall usually be utilised for :
 - (i) Inviting persons to address the College Union.
 - (ii) Any other item which may be approved by the Executive Body of the Union.
- (c) All bills for payment and vouchers shall be submitted to Adviser for scrutiny.
- (d) The fund will be maintained as College Union Fund and the accounts will be operated by the Principal & withdrawal will be made by him when requisitioned by the Advisor on the request of the Secretary.
- (e) All receipts of the Expenditure of the advance taken from the Union Fund will be submitted immediately to the Principal after proper scrutiny by the Advisor, otherwise the Principal may not grant advance of money for further expenditure.

17) Annual Meeting -

At the end of every session there shall be an annual meeting of the Union. The date of the meeting shall be fixed by the Principal. In this meeting the report of the Union shall be read by the Secretary and Prizes shall be distributed to the successful competitors.

18) Ordinary Meetings -

- (a) Ordinary meetings of the Union shall be arranged by the Secretary in consultation with the Principal and Advisor.
- (b) Such meeting shall be convened once in a week or fortnight usually in the evening.

19) Extra Ordinary Meeting -

An extraordinary meeting of the Union may be convened.

- (a) At the Principal's discretion.
- (b) On a written requisition addressed to the Principal & signed by not less than two thirds of members of the Unon.

20) Meeting of the Executive Committee -

The meeting of the Executive body shall be called by the Secy. in consultation with the Advisor & President. The Principal or his nominee will preside over such meeting.

21) Quoram -

The Quorum of the meeting of the executive shall be two thirds of the executive Body. Meeting adjourned for want of quorum shall not need a quorum at its next meeting provided three days notice is given to members.

22) Notice -

The Secretary shall issue notice two days before each ordinary meeting containing the following particulars.

- (a) Date & place of the meeting.
- (b) Subject for discussion
- (c) Name of the first four speakers in order of preference.

23) Invitation of Non-member for debate or address -

The Secretary may request the Principal to invite person who are not members of the College to take part in discussion or to address the Union.

24) The Principal is the final authority in all matters relating to the College Union.

THE DRAMATIC SOCIETY

- 1) There shall be a Dramatic Society of the College called the Dhenkanal Autonomous College Dramatic Society.
- 2) All +3 & PG students of the College shall be members of the Society.
- 3) Every +3 & PG student of the College shall pay to the society's account in the college office annual subscription as fixed by the Principal every year with the first installment of College fees for the session.
- 4) The affairs of the society shall be managed by an Executive Committee consisting of the following members.
 - (a) President - Principal (Ex-Officio)
 - (b) Vice-President a member of the teaching staff to be nominated by the Principal.
 - (c) A Secretary and Asst. Secretary to be elected by all the students of the College from among themselves. For the Post of Asst. Secretary only 1st Year and 2nd Year of Degree and P.G. (Part-1) students are eligible to contest.

- (d) One representative from each +3 and P.G. Class.
 - (e) A special representative to be elected by the women students from among themselves.
 - (f) The Principal may nominate a student when a post is found vacant after the election.
- 5) Election of member of the Executive Committee shall be held every year on a date to be fixed by the Principal
- 6) The Executive Committee shall perform the following duties.
- (a) To prepare & pass the annual budget.
 - (b) To recommend the name of the play to be staged, and the date of the dramatic performance.
 - (c) To stage drama, variety programme & drama competitions.
 - (d) To have the expenditure in connection with the drama of variety performance audited.
- 7) All decisions arrived at shall be subject to the approval of the Principal.
- 8) Neither the Secretary nor the Assistant Secretary shall be given roles in the plays to be staged. They shall keep the minutes of all meetings & maintain the accounts of expenditure under the direction of the Vice President.

TENURE

- 9) An office bearer of the Dramatic Society shall hold his/her office for one academic session in which he/she is elected or nominated unless he/she.
- (a) Resigns by writing a letter to the Principal.
 - (b) Ceases to be a student or the College.
 - (c) Automatically relinquishes his/her Office after the completion of his/her official lecturer or text examination whichever is earlier. (for Final Examinees of University).
 - (d) Is removed from Office.
 - (i) By the Principal or
 - (ii) By a vote of no confidence, passed by not less than 2/3 of the members of the Executive Body called for this purpose & certified in meeting of the General body of the members when he/she fails to discharge his/her duties properly.

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- 10) The quorum for an ordinary meeting of the executive committee will be five.
- 11) The Principal reserves the rules mentioned above. If a member wants to alter or amend any of the rules the alteration or amendment must be passed by a 3/4 majority of the members of Executive Committee in a meeting specially called for the purpose. Such alteration or amendment is subject to the approval of the Principal.
- 12) The Vice-President shall be the custodian of all permanent properties of the Society if any.
- 13) The properties of the Society shall not be lent to outside organisations or individuals. When however a sister association of the College desires to borrow any materials it may do. So with the permission of the Principal. The Secretary of the borrowing association should get the loan application endorsed by the respective Professor-in-charge and should submit it to the Principal through the Vice-President of Dramatic Society.
- 14) The Principal is the final authority in all matters relating to the society.

THE ATHLETIC CLUB

- 1) The name of this club shall be Dhenkanal Autonomous College Athletic Club.
- 2) Every +3 & PG student is a member of the club and is eligible to participate in the election. All the members of the staff are members of this club.
- 3) **President-Principal(Ex-Officio)**
 - (a) Vice-President- Member of the Teaching Staff.
 - (b) Associate Vice-President - Nominated by the Principal
 - (c) P.E.T.
 - (d) Secretary
 - (e) Assistant Secretary
 - (f) Class Representative-one from each class for all the faculties taken separately.
 - (g) One Women's representative.
 - (h) Captains of all organised outdoor games existing in the College.
- 4) **Election.**
 - (a) The Secretary, Assistant Secretary & Class Representative shall be elected in the beginning of each Academic session in the manner determined by the Principal.

- (b) Only the students of the 1st and 2nd year of degree and PG (Part-1) classes can contest for the post of Assistant Secretary.
 - (c) The Principal shall nominate Captains and Vice-Captains from amongst the playing members of the game concerned.
 - (d) One women representative to be nominated by the Principal.
- 5) **Tenure of Office :**
One Academic Year
- 6) **Work of the Executive of the Club:**
- (a) To consider the budget prepared by a sub-committee consisting of the Vice-President, Secretary and Captains. The Vice-President of the previous year, if available, may be invited to attend.
 - (b) General management of the club.
 - (c) Promotion of games & athletics among students.
- 7) **Duty of the Secretary :**
- (a) He will be the, convenor of the meeting of the Athletic Club.
 - (b) He will prepare the annual report
 - (c) He will draft all correspondence assigned to him by the Vice-President.
 - (d) He will do such other works as assigned to him by the Vice-President.
- 8) **Duty of the P.E.T. :**
- (a) To copy all the invoice in the stock book.
 - (b) To keep an account of the sports goods.
 - (c) To look after the play grounds.
 - (d) To look after the compulsory games and drill if any.
 - (e) To do such other works on connection with sports as Vice President may assign.

STUDENTS' COMMON ROOM

- 1) The day-to-day affairs of Students' Common Room will be managed by an Executive Committee consisting of the following :
- (a) President - Principal (Ex-Officio), (b) Vice-President & Associate Vice- Presidents (of whom one should be a lady member of the teaching staff) to be nominated by the Principal, (c) A Secretary and an Assistant Secretary of whom the Assistant

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Secretary must belong to 1st year or 2nd year class of +3 stream or 1st year of PG class. They shall be elected by all students according to rules that govern students' union election. (d) One representative from each of the +3 classes (Arts, Science & Commerce) to be elected by the Students of the same class)

- 2) The committee will prepare the budget, organise indoor games and literary competitions among the students.
- 3) The Vice-President will remain in charge of purchase of Indoor-game articles & will supervise other expenditures incurred by the Secretary.
- 4) 10% of the fund is kept reserved for College Development Fund. (Each student is to pay Rs.6.00 as Common Room Fee)
- 5) The Assistant Secretary will assume all rights and duties of the Secretary if the latter ceases to function or is removed from his office as per rules.
- 6) The decision of the Principal is final in all matters relating to Students' Common Room.

THE SOCIAL SERVICE GUILD.

- 1) **Aims & Objectives :**
 - (a) To help people in distress, (b) To organise social welfare activities, (c) To recommend help to the needy and deserving students of the college.
- 2) **Finance :**
 - (a) Each student of the College contributes an annual subscription of Rs.2.00 towards the Guild Fund
 - (b) High officials and well-to-do public men may occasionally be approached to make donations to the fund.
- 3) **Management :**
 - (a) The Principal as the ex-Officio President controls the fund of the Guild & accounts of receipt & disbursements are maintained in his Office.
 - (b) There is an Executive Committee consisting of the following :-
 - (i) President - Principal (ex-officio), (ii) Vice-President nominated by the Principal from among the members of the teaching staff, (iii) two members of teaching staff nominated by the Principal, (iv) A Secretary and an Asst. Secretary elected

by the students of the college & one class representative each of the Arts, Science & Commerce sections of students. The election shall be conducted and vote recorded and counted as per detailed provisions.

4) Duties of the Secretary :

- (a) To convene the executive committee meeting of the Guild in consultation with the Vice-President.
- (b) To record the proceedings of the meeting.
- (c) To organise volunteers from among the students.
- (d) To prepare and submit an annual report about the working of the Guild.

5) Duties of Asst. Secretary :

The Assistant Secretary will help the Secretary and function as Secretary in his absence.

6) The duties of the Executive Committee :

- (a) To recommend to the Principal of the College every year the names of the poor & deserving students who would receive lump sum aid from the fund.
- (b) To carry out worthwhile social work as approved by the Principal.

Note- Elected members of the Executive Committee shall not ordinarily be applicants for Aid from SSG fund.

DAY SCHOLARS' ASSOCIATION

- 1) All day Scholars of the college are members of this Association and will participate in the election. Hostellers are not allowed to become members of this association.
- 2) Rules governing students' union election, vacancies in office and removal of office bearers shall be applicable to this Association.
- 3) The following Executive Committee will manage the affairs of the Association - (i) President - Principal (ex-officio), (ii) Vice-President & Associate Vice-Presidents to be nominated by the Principal, (iii) A Secretary & an Asst. Secretary to be elected by day scholars from among themselves of whom the Asst. Secretary must be a student of 1st & 2nd year class or 1st year PG class, (iv) One class representative from each class (Arts, Science & Commerce) to be elected by the day scholars of that class.

- 4) The Executive Committee will draw up the budget estimate for the session and submit it to Principal for his approval.
- 5) 10% of the fund of the Association is kept reserved for College Development Fund. Each day scholar pays a fee of Rs.2/- towards the fund of the Day Scholars' Association.
- 6) All requisitions for money shall be routed through the Vice-President. All vouchers shall be submitted through him. The Vice-President will also control all expenditures of the Association.
- 7) The Assistant Secretary shall function as Secretary if the latter ceases to function or is removed from his Office as per rules.
- 8) The decision of the Principal shall be final in all matters relating to the Association.

ARTS / SCIENCE / COMMERCE SOCIETIES

- 1) There shall be three faculty societies namely the Arts Society, The Science Society & the Commerce Society.
- 2) The students of respective faculties are its members who elect a Secretary and an Asst. Secretary from among the Honours students of the respective faculties. One class representative of each class of the faculty is also elected to the society. The proposer and seconder for Secretary and Assistant Secretary must belong to the faculty concerned and those for class representatives must belong to the class concerned.
- 3) The elected members of the Society shall conduct the function of the society under the guidance and supervision of Vice-President nominated by the Principal.
- 4) The Assistant Secretary will assume all rights and discharge all duties of the Secretary if the latter ceases to function or is removed from his Office as per rules.
- 5) Election rules are the same as those governing the Students Union Election.



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COLLEGE CALENDAR
2023-24



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COLLEGE PHOTO

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