

# RAYAGADA AUTONOMOUS COLLEGE

RAYAGADA – 765001

## PROSPECTUS

For admissions into Post Graduate classes (Self financing)

(Choice Based Credit System)

Session: 2019 – 2020



Date of commencement of Receipt of Application forms – 04-06-2019

Last Date of submission of Application forms – 28-06-2019

Date of commencement of classes – 16-08-2019

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Contact Number(s) – 9438523715 (Chairperson P.G. Council)

06856 – 222130 (College Office)

7978707739

Web site – [www.rayagadacollege.edu.in](http://www.rayagadacollege.edu.in)

## **INTRODUCTION**

Rayagada Autonomous College, founded in the year 1966 by the local intelligentsia, has successfully completed fifty three years of its mission, imparting Higher Education to thousands of students. The college has emerged as a fully-fledged institution today, imparting honours level studies in thirteen subjects in Arts, Science and Commerce. The institution has raised its stature further, in successful attainment of autonomy and NAAC-Accreditation for two consecutive cycles. In the meantime, the Government of Odisha has selected the college for a huge financial assistance, under OHEPEE to render greater impetus to the academic pursuit and quality improvement. The institution has expanded itself into a gigantic academy of learning with a state-of-the-art infrastructure and huge enrolment with the permission of the Department of Higher Education, Government of Odisha, to launch Post Graduation studies in nine subjects and new undergraduate courses in six subjects the college is all set to meet and fulfill the hopes and aspirations of its founders and the people of this region.

The prospectus gives an overview of the procedures to be followed for admission into different post graduate courses offered by Rayagada Autonomous College Rayagada.

The following Postgraduate Courses (Self financing) under Choice Based Credit System (CBCS) mode are offered by the college as per the letter no. RDE.BAM-(HPC)-43/2017-1642 dated. 10/04/2018 of the Regional Director, Higher Education, Berhampur.

<b>STREAM</b>	<b>SUBJECTS</b>	<b>SANCTIONED STRENGTH</b>
ARTS	English	16
	Economics	16
	History	32
	Political Science	32
SCIENCE	Life Sciences	
	(a)Botany	12
	(b)Zoology	12
	Chemistry	24
	Physics	24
	Mathematics	08
COMMERCE	-	32

**IMPORTANT DATES TO NOTE:**

Date of commencement of receipt of application form:	4 <sup>th</sup> Jun 2019
Last date of receipt of application form:	28 <sup>th</sup> Jun 2019
Date of publication of list of applicants in the website:	1 <sup>st</sup> July 2019
Date of publication of 1 <sup>st</sup> merit list in website:	5 <sup>th</sup> July 2019
Date of admission of students from 1 <sup>st</sup> merit list:	15 <sup>th</sup> & 16 <sup>th</sup> July 2019
Date of publication of 2 <sup>nd</sup> merit list in website:	19 <sup>th</sup> July 2019
Date of admission of students from 2 <sup>nd</sup> merit list:	25 <sup>th</sup> July 2019
Date of publication of 3 <sup>rd</sup> merit list in website:	27 <sup>th</sup> July 2019
Date of admission of students from 3 <sup>rd</sup> merit list:	2 <sup>nd</sup> August 2019
Date of publication of waitlisted candidates:	5 <sup>th</sup> August 2019
Date of admission of waitlisted candidates:	9 <sup>th</sup> August 2019
*Date of seeking fresh application for vacant seats, if any:	10 <sup>th</sup> August 2019
Publication of the merit list among fresh applicant in the website:	12 <sup>th</sup> August 2019
Date of admission of fresh applicants:	14 <sup>th</sup> August 2019
#Induction meeting and starting of classes:	16 <sup>th</sup> August 2019

\* Candidates are required to handover the filled-in application form along with required documents and draft of Rs. 500/- directly to the concerned office assistant.

#It is mandatory for students to attend the induction meeting.

**(1) APPLICANTS ARE REQUIRED TO TAKE NOTE OF THE FOLLOWING INFORMATION:**

- The college shall introduce choice based credit system, in the design and implementation of course curriculum, in keeping with the Practice followed by the affiliating Berhampur University.
- The maximum marks for the Postgraduate course in ARTS, SCIENCE and COMMERCE shall be 2000 spreading over four semesters in a span of two years.
- Each semester in ARTS, SCIENCE and COMMERCE shall have the maximum marks of 500.
- Each semester Examination in ARTS, SCIENCE and COMMERCE shall consist of 5 papers carrying 100 marks each.
- Out of the 100 marks allotted to each paper for examination there shall be one mid semester Examination carrying 20 marks and the rest 80 marks shall be for the End

Semester Examination (Term End Examination). (Internal Assessment 20 marks + Term End Examination 80 marks).

- f) There shall not be any Mid Semester Examination for practical / project paper.

**(2) ATTENTION IS REQUESTED TO THE FOLLOWING ELIGIBILITY CRITERIA FROM THE PROSPECTIVE APPLICANTS:**

- a) An applicant must have secured a minimum of 40% of marks in aggregate and in the concerned subjects in which he / she intends to find a seat. The applicants having Honors in the subject for which he /she is seeking admission shall be given preference.
- b) Separate application complete in all respect needs to be furnished in case the applicant wishes to apply for a seat in either of the two branches of life Science i. e. Botany and Zoology. However admission only in a subject shall be extended strictly based on merit.
- c) A B.Com pass student is also eligible to apply for Post graduation studies in Economics provided that he/she has secured a minimum 40% of marks in Economics in the under graduation and 40% of marks in aggregate.
- d) Applicants are required to submit separate application form complete in all respect for each individual subject.
- e) Applicants selected for admission shall submit an undertaking stating his/her non employment in any organization/institution either full time/part time. Further he/she must conform himself/herself to the rules and regulations and all such other norms that the authorities might implement in the interest of the institution.
- f) Candidates completing their respective qualifying degree examinations within five years prior to the submission of application for a Post graduate course are only eligible for selection.

**(3) SUBMISSION OF APPLICATION:-**

- a) Prospective applicants are required to download the application form available in the college website ([rayagadacollege.edu.in](http://rayagadacollege.edu.in)) from 23-05-2019 along with the prospectus. They are required to familiarize themselves with the norms governing submission of application, selection and admission and fill in the form.
- b) Duly filled in application with necessary enclosure of documents along with a bank draft for Rs.500/- (Rupees Five Hundred) only, (Non-refundable) drawn in favour of the Principal, Rayagada Autonomous College, Rayagada remitted towards the cost price of prospects, application form and processing fee, should reach the office of the Principal, Rayagada Autonomous College latest by 5.00pm on 28-06-2019 by Registered Post/registered courier only.
- c) The envelope containing the application form and such other things as detailed above in para 2 must be super scribed in bold letters the following.

**“APPLICATION FOR POSTGRADUATE COURSE (SELF FINANCING) IN \_\_\_\_\_”**

- d) The college cannot be held responsible for any postal delay or delay caused due to other reasons.

#### **(4) SELECTION PROCEDURE FOR ADMISSION**

Admission shall be extended to deserving applicants based purely on merit. A team of teachers shall oversee the whole gamut of formalities connected with the selection of applicants and their admission. The merit list shall be prepared taking into consideration his/her total marks out of 2400 (which includes honors marks secured) plus marks obtained in the honors subjects out of 1400. However the following weightage shall be taken into consideration during preparation of the list of applicants for admission.

- a) Direct Admission – for applicants representing the country at the International level games and sports events and youth services.
- b) 10 % weightage of marks over and above the aggregate marks obtained by the candidate for applicants representing the state at the national level games and sports event and youth services.
- c) 5 % & 7 % weightage of marks over and above the aggregate marks obtained by the candidate for applicants having B & C certificate in N.C.C. respectively.

**NB** – Applicants under this category are required to produce certificate from the Director of Sports and Youths Services, Government of Odisha stating his/her/their participation in the relevant games/sports/Youth services.

- d) 5 % weightage of marks over and above the aggregate marks obtained by the applicants for representing University at inter University games and sports events on production of certificate from competent authorities stating his/her/their participation last said games and sports events within the last three years from the year in which the admission is sought.

**NB** - The total number of seats to be filled under weightage categories shall not exceed 10% of the total seats for a class/postgraduate course.

#### **(5) RESERVATION CATEGORIES:-**

- a) 5 % of the sanctioned seats in a subject shall be reserved for PWD applicants with the extent of disability not below 40 %.
- b) 1 % of the sanctioned seats in a subject shall be reserved for self/children/wife/husband of Ex-serviceman, serving Defence personnel and the children of Martyrs.
- c) 16.25 % and 22.05 % of the sanctioned strength in a subject shall be reserved for applicants respectively of Scheduled Caste and Scheduled Tribe categories.
- d) Any other reservations as decided by the governing body of Rayagada Autonomous College.

No relaxation in the remittance/deposit of fee will be extended to applicants of any category/categories.

#### **(6) DOCUMENTS TO BE SUBMITTED:**

***During submission of application form:***

- a) Self attested copy of college leaving certificate.
- b) Self attested copies of mark lists of the first, second, Third year Bachelor Degree Examinations.  
The marksheet should have clear guideline for conversation of grade to marks.
- c) Self attested copy of the conduct certificate from the institution last attended.
- d) Photo copy of University Registration slip (for B.U. Students only).
- e) Self attested copy of Migration Certificate (for students of other Universities).
- f) Self attested copy of passport size color photograph, to be pasted on the front page of the application.
- g) Applicants seeking Reservation/weightage are required to submit self attested copies of relevant certificates in support of their claim.
- h) A demand draft for Rs.500/- drawn in a nationalized bank in favor of the **Principal, Rayagada Autonomous College, Rayagada.**

***During Admission:***

- a) Originals of all relevant Certificate as listed under heading 5 (submission of application form) must be produced at the time of admission.  
The college shall retain with it the following original certificates after admission.
- b) Conduct certificate in original form the institution last attached.
- c) Original college leaving certificate of the last attended institution (including the students of Rayagada Autonomous College, Rayagada).
- d) Migration certificate in original (for the applicants of other University).
- e) Three stamp sized color photographs.

**N.B** – Any misinformation detected during verification of original documents shall lead to cancellation of selection /admission and shall be treated as cognizable offence.

**(7) FEES STRUCTURE (ADMISSION):-**

Selected Applicants shall have to pay the following amount towards admission fee per annum:

- a) For Post graduate course in ARTS and COMMERCE: **Rs.15000/-**
- b) For Post graduate course in Science including Mathematics: **Rs.20000/-** ((Rs. 18000/- + Rs. 2000/- (lab fee)).

The admitted candidates have to deposit the fee in the IDBI, Rayagada counter through challan supplied to them.

**(8) EXAMINATION FEES FOR EACH SEMESTER:-**

- a) For Post graduate course in ARTS and COMMERCE Rs.1500/- (per semester, including back paper examinations irrespective of numbers of papers).

- b) For Post graduate course in Science including Mathematics Rs.1800/- (per semester including back paper examinations irrespective of number of papers.

**(9) COLLEGE UNIFORM:-**

In keeping with the instruction of the govt. dress codes (uniform) have been made mandatory for the student.

**(10) MISCELLANEOUS INSTRUCTIONS:-**

The application form for admission should be filled in by the applicant in his/her on handwriting legibly.

All columns of the form should be filled in appropriately.

Incomplete application may be rejected summarily. Symbols for the appropriate category should be mentioned at the top of the form.

**W** – For Women

**ST** – For Scheduled Tribe

**OB** – For students of other Boards/Universities.

**DP** – Defence Personnel

**FFM** – Freedom fighters & martyrs

**SC** – For Scheduled Caste

**PH** – For Physically challenged / handicapped.

**Ex. S** – For Ex-Service man

**OBC** – Other Backward Class

- a) Weightage/reservation categories should be mentioned in the appropriate box.
- b) The applicant must write all details about his/her address including pin & phone number in all relevant places on the form.
- c) The merit list shall be uploaded in the college website ([www.rayagadacollege.edu.in](http://www.rayagadacollege.edu.in)). No intimation letter shall be sent by post.
- d) The merit list shall be notified on the college notice board and also uploaded on the college website. The applicant must ensure to report himself/herself for admission right on time. No extension of time for admission shall be allowed.
- e) All claims for reservation/weightage must be supported by documents/certificates from appropriate authorities during the time of admission.
- f) Index number of application should be quoted in all communications regarding admission.
- g) No hostel facility, neither for Male nor Female, shall be provided.

**11) Important and must read instructions:-**

- a) Admission into the college can't be claimed as a matter of right.
- b) The conduct of the applicant, an important part of his/her admission, should not be in any way detrimental to the interest of the college.

- c) Suppression of facts and/or submission of incorrect information by the applicant, if detected during admission or after, shall invite forfeiture of admission and may attract penal or legal action.
- d) Certificates submitted in support of academic qualification, weightage and reservation etc., shall be sent to appropriate authorities for verification, if necessary.
- e) Applicants taking admission in the college shall give an undertaking to the effect that he/she/they shall not resort to any type of ragging or acts of misbehavior inside or outside the premises of the college. And if found guilty, he/she/they shall be rusticated from the college and may also be prosecuted in accordance with the orders of the Hon'ble supreme court of India.
- f) The decision of the Principal is final and binding in all matters of dispute, if any, regarding interpretation of rules of admission.

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INDEX NO. \_\_\_\_\_

DATE OF RECEIPT. \_\_\_\_\_

**APPLICATION FORM FOR ADMISSION INTO  
POST GRADUATION COURSES (SELF FINANCING)  
RAYAGADA AUTONOMOUS COLLEGE, RAYAGADA  
ACADEMIC SESSION: 2019-2020**

<p><b>Paste Recent Passport size photograph duly self attested at the front</b></p>
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Application for admission into: \_\_\_\_\_  
(Mention the name of the course)

1. **Name of the applicant** (As written in 10<sup>th</sup> class certificate)

(IN BLOCK LETTERS): \_\_\_\_\_

2. (a) **SEX:** MALE/FEMALE

(b) **NATIONALITY:** \_\_\_\_\_

3. **Date of Birth:** Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

4. **Father/ Guardian's Name:** \_\_\_\_\_

5. **Mother's Name:** \_\_\_\_\_

6. (a) **Permanent Address (In Details):**

(b) **Present Address for Correspondence:** (IN BLOCK LETTERS AND IN DETAILS)

Email: \_\_\_\_\_ Mobile No: (1) \_\_\_\_\_

(2) \_\_\_\_\_

7. **Berhampur University Registration No.:** \_\_\_\_\_

(For students of Berhampur University)

8. **Mention if admission is claimed under reserved quota or weightage:** \_\_\_\_\_

9. (a) **Qualifying degree Examination:** \_\_\_\_\_

(b) **Specify the subject taken at the degree level indicating honors subject, if any:** \_\_\_\_\_

(c) Name of the University from which passed: \_\_\_\_\_

(d) Bank draft No, date and amount (Processing Fees): \_\_\_\_\_

#### 10. Educational Qualifications:

Sl no	Name of the examination	University/council/ board	Year	Division / distinction	Marks secured	Maximum marks
a	HSC or equivalent					
b	Intermediate / +2					
c	Degree exams (B.A/B.SC./B. COM.)					
d	Any other					

NOTE: Applicants are required to submit attested copies of mark sheets (Year Wise) and Certificates of all the examinations as mentioned in the columns.

#### Declaration/ Undertaking

I declare that the particulars furnished in this form are true to the best of my knowledge and belief and as per my certificates and valid official documents. I further declare that in case any of the above information is found to be incorrect at any time, I shall be liable to forfeit my seat and to such penal action as the college may deem appropriate.

I undertake to abide by the rules of the college and if at any time, instance of breach of these rules, indiscipline, disobedience or misconduct or involvement in ragging is found against me, my name shall be struck off from the rolls of the college.

I understand the various provisions and rules of eligibility and admission as mentioned in the prospectus and the application form and I undertake to abide by the decision taken by the college/ authorities in regard to my eligibility and admission.

**Date:**

**Full Signature of the Applicant**

#### Checklist of Enclosures

- Two recent passport Size self attested colored photographs
- Self attested copies of all mark sheets and certificates of all examinations, mentioned in prospectus.
- Attested copies of certificates in support of claims, if any, for a seat against the reserved quota.
- Declaration as specified in the prospectus.
- Self attested copy of Registration Receipt (for Berhampur University Applicants)
- Bank Draft in original for Rs 500/- drawn in favor of the Principal, Rayagada Autonomous College, Rayagada.

Note- Application, incomplete in any respect is liable to be rejected summarily.