

RAYAGADA AUTONOMOUS COLLEGE, RAYAGADA



College Calendar : 2018 - 19

ରାୟଗଡ଼ ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ
ରାୟଗଡ଼ ସ୍ୱାସିତ ୧୯୬୬
RAYAGADA AUTONOMOUS COLLEGE
ESTD 1966



THE CREST
(College Emblem)



The Crest of the College with the wheel of Konark at the centre symbolizes the unique culture and heritage of Odisha. The three segments stand for the remoteness and backwardness of the region and the industrial houses indicate growth. Finally the book and the lamp symbolize learning and wisdom.

The Motto

TRUTH

PURITY

BEAUTY

SIGNIFICANCE OF THE CALENDAR

Ignorance is weakness and knowledge is power

Every student of the college is expected to go through this calendar carefully. It contains valuable information. Often mistakes are committed and inconveniences faced due to ignorance of rules.

But ignorance of rules cannot be accepted as a valid excuse for mistakes. Hence every student should make it a point to read the calendar carefully.

All these rules, however, are subject to change by the Principal for the smooth working of the college and are not to be challenged in the court of law.

Principal's decision with regard to anything not covered in the calendar or with regard to any dispute arising out of the interpretation of any clause or clauses therein is final, subject to the rules of Berhampur University/Council of Higher Secondary Education, Odisha and the Department of Higher Education, Government of Odisha.

Personal Memorandum

Name: _____

Class: _____ Roll No. _____

Subjects _____

Residential Address _____

PIN: _____

Telephone No. _____ Mobile No. _____

Blood Group _____ Vehicle No. _____

S.B. Account No. _____

Other information _____

Published under the authority of
PRINCIPAL
RAYAGADA AUTONOMOUS COLLEGE,
RAYAGADA

PRINCIPAL

Prof. Surjya Narayana Tripathy

Edited by:

Smt K.P. Sahani, Reader in English

Smt V.R. Ratnasree, Reader in Political Science

Sri Udaya Naik, Lecturer in English

Sri M.Srinibash Achary, Lecturer in English

INDEX

SI No.	SUBJECT	Page
1.	Brief History of the College.....	06
2.	Governing Body.....	07
3.	Succession list of Principals	08
4.	Academic Milestones	09
5.	Courses offered in the College.....	11
6.	General rules of the College	19
	a) E-Admission	20
	b) Examination.....	26
	c) General Rules of discipline.....	29
	d) Anti-ragging Measures	30
	e) Proctorial system.....	31
	f) Attendance	31
	g) Scholarship & Stipend	32
	h) Railway concession	32
	i) Self-defense for girls	32
7.	College Library	33
8.	College Hostel	34
9.	STUDENTS' ASSOCIATIONS	35
	a) Election to the offices	36
	b) Students' Union	39
	c) Cultural Association	39
	d) Dramatic Association	42
	e) Athletic Association	43
	f) Students' Common Room	43
	g) Students' Aid fund	43
	h) Science Society	44
	i) Literary Association.....	44
	j) Commerce Association	44
10.	Expenditure of funds of associations	45
11.	Youth Red Cross (Y.R.C.)	46
12.	National Cadet Corps (N.C.C.)	47
13.	National Service Scheme (N.S.S.)	47
14.	Old Students Association	48
15.	Co-operative Society Ltd. (RAYCOS)	49
16.	College Staff Council	49
17.	Members of the Staff	50
	i. Faculty Members	50
	ii. Library Staff	52
	iii. Office staff	51
18.	Co-curricular Activities	52
19.	Holiday list of 2018-19	59

BRIEF HISTORY OF THE COLLEGE

The long cherished desire for a college at Rayagada was realized with its formal inauguration by Sadasiba Mishra, the then Vice-Chancellor, Utkal University, on 4.7.1966

The proposal for a college at Rayagada was on the cards for over a long period of time which gained momentum in 1965. As a sequel, the decision to start the college with Science and Arts was taken in the 'Citizens' Meeting on 10-10-1964. An adhoc college Committee was constituted with the membership of some local citizens. The Proposal received active Support from the three Industrial Establishments at Rayagada, the J.S.Co. Ltd., Straw Products Ltd., (J.K.Paper Mills) and IMFA Ltd., Therubali.

In the General Body meeting on 30-6-1965 a fifty- one- member 'Executive Council' was elected representing cross sections of the local people. Late Sadasiba Tripathy, The then Chief Minister, Orissa, Late T.Sangana, the then Minister, T & R.W. and Excise, Government of Orissa were co-opted as the Honorary Presidents of the Council. The other dignitaries who have been taken into the folds of the executive council as Vice-Presidents are as follows:

- i) Dr.D. Subba Rao, the then plant manager, J.S.Co., Ltd.
- ii) Late P.K. Nanda, the then Works Manager,(Straw Products Ltd.)
- iii) Sri A.P. Kapoor, the then Works Secretary (Straw Products Ltd)
- iv) Dr.B.D. Panda, Managing Director, IMFA Ltd.
- v) Late Ramaseshayya, the then Minister of Health, Govt. of Orissa
- vi) Sri R.C.Ulaka, the then M.P., Koraput
- vii) Sri Kamayya, the then M.L.A.

A Managing Committee was formed with the following members :

- i) President : Sub-Collector, Rayagada
- ii) Secretary : Sri G.K. Padhy, Advocate
- iii) Jt. Secretary: Sri N.K. Das, Advocate
- iv) Treasurer : Sri K.A. Kumundan, Advocate
- v) Member : Sri M. Kamayya
- vi) Member : Sri K.N. Kumundan
- vii) Member : Sri V.K. Rao, Advocate
- viii) Member: Sri N. Devi Prasad
- Member: Sri K.C. Boxipatra

The College was affiliated to the Utkal University till the inception of the Berhampur University in 1967 vide Statute 227. Consequently a care taker Governing Body was formed with the members from the above Managing Committee with two members from the teaching staff and the Principal, as ex-officio members. A fifteen member Governing Body headed by Sri N.Debi Prasad and Sri R.C.Boxipatra as President and Secretary respectively took over the management after the expiry of the tenure of the previous management committee. In the General Body meeting of the College Committee on 11-4-1976 the Bye-Laws of the college were amended. The Sub-Collector, Rayagada and the Principal were made ex-officio President and secretary respectively.

The +2 Wing of the college is affiliated to the Council of Higher Secondary Education, Odisha.

CONFERMENT OF AUTONOMOUS STATUS

The College has been the favorite for academic pursuits of the students, the bulk of which consists the stakeholders from the backward communities in the district and in the neighboring Gajapati, Ganjam, Kandhamal and Kalahandi districts. It has increased its student intake capacity by manifold to facilitate their greater enrolment and to get their cherished yearnings realized.

The year 2007 has been a land mark in the history of the college. The year saw the college attaining autonomous status conferred upon it by the University Grants Commission. The Department of Higher Education, Government of Odisha and Berhampur University were pleased to approve the attainment of autonomy. Autonomy has proved to be a major tool to bridging the gap between resources and academic accomplishments of the college. The college has successfully completed the five year tenure of autonomy and got extension for another term.

The college has since crossed yet another milestone by being accredited at Grade 'B' by the **National Assessment and Accreditation Council (NAAC) in 2006**. The accreditation among other things, has smoothened the mobilization of fund for utilization in the capacity building of the college. The college has successfully reaccredited to NAAC at Grade 'B' in 2015.

The College has been a venue to a host of state sponsored examinations being conducted by different examining bodies and chosen as a Centre for the establishment of a language laboratory under the patronage of the Government of Odisha.

GOVERNING BODY OF THE AUTONOMOUS COLLEGE

1. Sri Sudhakar Sabar, A.D.M., Rayagada (Ex-Officio)	President
2. Prof. Surjya Narayana Tripathy (Ex-Officio)	Principal-cum-Secretary
3. Janab M.A.Sattar, Asst. Registrar, Co-operative	Member
4. Sri Amiya Kumar Swain, Social Activist	Member
5. Smt. Surmita Padhy, Social Activist	Member
6. Sri Santunu Mohapatra, G.M, J.K.Corp Ltd.	Member (Industrialist)
7. Sri Pramod Parichha, Reader in Physics	Teachers' Representative
8. Sri Simanchala Palo, Reader in History	Teachers' Representative
9. Dr. Niranjan Prasad Buxipatro, Reader(Retired) & Vice-Chairman Municipality	Educationist
10. Dr.M.Arumugm, Prof. Deptt. Of Zoology, University of Madras	UGC Nominee
11. Director, Higher Education, Odisha	Govt. Nominee
12. Dr. Jayram Pradhan Prof. PG Deptt. Of Computer Science, B.U	University Nominee

GOVERNING BODY OF THE JUNIOR COLLEGE

1. Sri Lal Bihari Himirika(Nominated by Government)	President
2. Prof. Surjya Narayan Tripathy, Principal (Ex-Officio)	Secretary
3. Sri P.K.Porichha, Reader in Physics (Teaching Staff Representative)	Member
4. Smt. N.Mohanty(Teaching Staff Representative-W)	Member
5. Sri N.N.Sahu(Non-teaching Staff representative)	Member
6. Smt. V. Gouri Jayanti, Chair person, Rayagada Municipality	Member
7. Nominee of M.P.	Member

8. Nominee of Director, HE, Odisha	Member
9. Nominee of Chairman, CHSE, Odisha	Member
10. Dr. N.P.Boxipatra(Educationist)	Member
11. Sri Jayaram Jena	Member(S.C)
12. Mohammed Abdul Sattar	Member(M.C.)
13. Smt. Manjushri Mukherjee	Member(Women)
14. Smt. Surmita Padhy	Member(Women)

SUCCESSION LIST OF PRINCIPALS

1. Sri P.K. Mishra, M.A. I/c.	04-07-1966
2. Sri R.S. Rama Ch. Rao, M.A. L.T.	08-09-1966
3. Sri P.K. Mishra, M.A. I/c.	16-05-1970
4. Sri R.N. Patnaik, M.A.	01-07-1971
5. Sri N. Nayak, M.A. B.Ed.	01-06-1972
6. Sri Narayan Prasad Panda, M.A., I/c.	08-03-1975
7. Sri R.N. Patnaik, M.A. I/C	08-07-1975
8. Sri P.K. Mishra, M.A. I/c.	11-03-1976
9. Sri G.K. Padhi, M.Sc. (O.E.S. – I)	10.05.1976
10. Sri P.K. Mishra, M.A. I/c.	01-12-1977
11. Sri G.Partha Sarathi, M.Sc. (O.E.S.-I)	21-04-1978
12. Sri P.K. Mishra M.A., I/c.	11-12-1980
13. Cpt. M.N. Nayak, M.Sc. (O.E.S. – I)	20-12-1980
14. Sri Biswanath Mishra, M.Sc. (O.E.S.-I)	11-10-1982
15. Sri P.K. Mishra, M.A., I/c.	25-10-1987
16. Sri P.G. Sastry M.Sc. (O.E.S. – I)	16-11-1987
17. Dr.B.N. Murty, M.Sc. Ph.D.	12-12-1989
18. Sri Y.V. Mohan Rao, M.A. I/c.	19-02-1990
19. Sri P.C. Das, M.A., O.E.S.-I	05.07.1990
20. Sri Y.V. Mohan Rao, M.A. I/c	26.07.1990
21. Sri K.B. Mohanty, M.Sc. (O.E.S. – I)	15-10-1990
22. Dr.G.V. Suryanarayana, M.S. Ph.D.	09-09-1991
23. Sri P.K. Mishra, M.A. I/c.	13-06-1995
24. Sri P. Bhaskar Rao, M.Sc.	18-08-1998
25. Major G.C. Padhi, M.A. M.Phil. I/c.	16-04-1999
26. Sri R.C. Das, M.Com., LLB. I/c.	19-11-1999
27. Sri P.K. Mishra, M.A.	20-10-2001
28. Dr.R.C. Pattnaik, M.Sc. I/c.	01-05-2002
29. Sri K.M. Subudhi, M.Com. LLB.	13-08-2002
30. Sri D.S. Pillai	10-09-2003
31. Sri N. Sasmal I/c.	01-04-2006
32. Sri N. Sasmal	19-06-2006
33. Dr.K.S. Panigrahi I/c.	10-05-2008
34. Sri N. Sasmal	01-10-2008
35. Sri A.K. Kar I/c.	01-01-2009

36.	Sri A.K. Kar	25-06-2009
37.	Sri Bharat Rath I/c.	10-11-2009
38.	Sri A.K. Kar	11-02-2010
39.	Sri Bharat Rath I/C	01-11-2010
40.	Sri S.K. Tripathy I/c.	01-06-2012
41.	Dr.P.C. Mishra I/c.	01-01-2013
42.	Sri S.K. Tripathy I/c.	07-02-2013
43.	Dr. P.C.Mishra	01.11.2014
44.	Dr.K.C.Mishra I/c	01.11.2015
45.	Dr.K.S.Raju I/c	01.09.2017
46.	Prof. Surjya Narayana Tripathy	01-05-2018(Continuing)

Academic Milestones

<u>Sessions</u>	<u>Courses Opened</u>	
1966-67	Pre-University	Arts
1967-68	-do-	Commerce
1968-69	1 st Yr. Degree	Arts
	-do-	Commerce
1969-70	2 nd year degree	Arts
1971-72	-do-	Commerce
1971-72	Pre-University	Science
1971-72	Honours in Economics	
1972-73	1 st yr. Degree	Science
1974-75	Honours in Political Science	
	B.Sc. with C.B.Z	
1976-77	B.Sc. with P.C.M.	
1977-78	Honours in English	
	Honours in History	
1978-79	Honours in Commerce	
	Honours in Oriya	
1979-80	Honours in Chemistry	
1981-82	Honours in Physics	
1982-83	Honours in Botany	
1984-85	Honours in Zoology	
1990-91	Honours in Mathematics	
2006-07	Conferment of Autonomy	
	NAAC – Accreditation	
2013-14	Extension of Autonomy	
2015-16	NAAC – Reaccreditation	

2018-19	Honours in Geography	(In Self-financing mode)
	Honours in Journalism and Mass Communication	(")
	Honours in IRPM	(")
	Honours in Sociology	(")
	Honours in Education	(")
	Honours in Information and Technology	(")
2018-19	PG in English	(In Self-financing mode)
	PG in Economics	(")
	PG in History	(")
	PG in Political Science	(")
	PG in Lifescience	(")
	PG in Chemistry	(")
	PG in Physics	(")
	PG in Mathematics	(")

In addition to the above the **IGNOU study center** offers studies in Diploma, Degree, Post Graduation and Certificate courses on the campus since 2005.

The **Odisha State Open University (OSOU)** also extends courses in a variety of subjects since 2016.

+2 COURSES OFFERED IN THE COLLEGE
(+2 COURSES) CHSE ANNUAL EXAMINATION 2018

Affiliated to the Council of Higher Secondary Education, Odisha

(+2 ARTS)

Compulsory Subjects:

1. English
2. MIL (Odia/Telugu/Hindi/Alt.English)

Each compulsory subject carries 100 marks.

Elective Subjects:

A student shall have to offer any four elective subjects out of the following.

1. Political Science
2. History/Mathematics
3. Economics
4. Information Technology
5. Odia/Telugu/Hindi

Note: Information Technology is a self financing course with 16 seats to be allotted on the basis of merit.

Each elective subject carries 100 marks.

(+2 SCIENCE)

Compulsory Subjects:

1. English
2. MIL (Odia/Telugu/Hindi/Alt.English)

Each compulsory subject carries 100 marks.

Elective Subjects:

1. Physics
2. Chemistry

A student shall have to offer any two elective subjects out of the following, in addition to physics and chemistry:

1. Mathematics
2. Biology
3. IT/BT

Each elective subject carries 100 marks.

There are 64 and 16 Self- financing seats in IT & BT respectively allotted on merit basis.

(+2 COMMERCE)

Compulsory Subjects:

1. English – 100 marks in 1st yr. and 100 marks in 2nd yr.
2. MIL (Odia) or Telugu or Hindi or Alt. Eng – 100 marks in 1st yr. and 100 marks in 2nd yr.
3. Environmental Education (1st yr. only-100 marks)

Elective Subjects

A student has to offer 4 elective subjects. Each elective subject carries 200 marks – 100 marks in 1st yr. and 100 marks in 2nd year.

1. Accounting
2. Business Studies and Management
3. Business Mathematics and Statistics

For the 4th elective, a student shall have to offer any one of the following groups.

1st year		2nd year
Group – 1 Salesmanship	and	Business Economics
Group –II Information Tech.I	and	Information Tech. II

Note: A 16 seated Information Technology self-financing subject is offered on the basis of merit.

Important

(For Arts, Science and Commerce Students)

Performance of the students in Environmental Education will be assessed at the College level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year of +2

courses and the grades (A,B,C,D in order of merit) shall be recorded in the body of the Certificate given by the CHSE. The grade secured in the Env. Education will not affect the result of the candidate in any way.

Students who have taken admission into +2 courses (1st yr – Arts, Science and Commerce) in 2017 will appear the Council Examination at the end of 2nd year. The examination will consist of 600 marks. The final result will be solely based on the performance in the 2nd year.

+3 Science Stream

This college imparts three year Degree courses (CBCS Pattern) in Biological Science with Botany & Zoology Core Course (Honours) and in Physical Science with Chemistry, Mathematics & Physics Core Course (Honours). A candidate has to choose one Core Course among the mentioned subjects which carries 1400 marks & 400 marks in Discipline Specific Elective Courses (DSEC) same as Core Course. In addition to the core course, he/she has to choose Two Generic Elective Course comprising 400 marks, A Biological Science Students can choose Chemistry or N.C.C as a Generic Elective Course besides one subject from biological science other than core course and a Physical Science students can choose from physical science as a Generic Elective Course other than their core course. The AECC Course is compulsory course 50 marks compulsory for Indian Language Papers like Odia, Hindi, Telugu & English another 50 marks compulsory for Environmental Studies. There are two papers of Skill Enhancement course each carrying 50 marks, one from their discipline specific, another is Communicative English compulsory for all.

Apart from these courses, the college has introduced one more **new degree course** with **Information and Technology (IT)** from 2018-19 academic session in CBCS pattern in Self-financing mode.

COURSES OFFERED

Core Courses :	Biological Science :	1. Botany	2. Zoology
	Physical Science :	1. Chemistry	2. Mathematics
		3. Physics	4. Information & Technology
DSEC :	Biological Science :	1. Botany	2. Zoology
	Physical Science :	1. Chemistry	2. Mathematics
		3. Physics	
G.E. :	For Biological Science – Chemistry and N.C.C		
	For Physical Science - Mathematics, Physics and NCC		
AECC :	Modern Indian Language (Odia/ Hindi/Telugu or Alternative English)		
	Environmental Studies as a Compulsory Subject.		
SEC :	3 rd Semester – Communicative English as a Compulsory Subject		
	4 th Semester - Same as Core Course		

CBCS SYLLABUS FOR SCIENCE

Semester	Subject	Paper	Credits	Marks Distribution (Paper wise)			
				Assessm ent	Term End Exam		Total
					Theory	Practical	
	Core Course (Honours)						
1 st Semester	Core Course	I & II	6 Credits each Paper	15	60	25	100 marks each
2 nd Semester	Core Course	III & IV	6 Credits each Paper	15	60	25	100 marks each
3 rd Semester	Core Course	V,VI & VII	6 Credits each Paper	15	60	25	100 marks each
4 th Semester	Core Course	VIII,IX & X	6 Credits each Paper	15	60	25	100 marks each
5 th Semester	Core Course	XI & XII	6 Credits each Paper	15	60	25	100 marks each
6 th Semester	Core Course	XIII & XIV	6 Credits each Paper	15	60	25	100 marks each
Ability Enhancement Compulsory Course (AECC)							
1 st Semester	A.E.C.C Odia/Hindi/Telugu/ Alt. English	I	2 Credits	10	40	-	50
2 nd Semester	A.E.C.C Environmental Studies	II	2 Credits	10	40	-	50
Skill Enhancement Course (SEC)							
3 rd Semester	S.E.C Communicative English	I	2 Credits	10	40	-	50
4 th Semester	S.E.C Same as their Core Course	II	2 Credits	10	40	-	50
Generic Elective Course (G.E)							
1 st Semester	G.E.	I	6 Credits	15	60	25	100
2 nd Semester	G.E.	II	6 Credits	15	60	25	100
3 rd Semester	G.E	III	6 Credits	15	60	25	100

4 th Semester	G.E	IV	6 Credits	15	60	25	100
Discipline Specific Elective Course (DSEC)							
5 th Semester	D.S.E.C	I & II	6 Credits each Paper	15	60	25	100 marks each
6 th Semester	D.S.E.C	III & IV	6 Credits each Paper	15	60	25	100 marks each

+3 Arts Stream

The college imparts three year Degree course in CBCS pattern in Arts with History, Economics, Political Science, English, Hindi, Telugu and Odia. A candidate has to choose one Core course among the mentioned subjects which carrying 1400 marks and 400 marks in Discipline Specific course same as core course, in addition to the core course he/she has to choose two Generic Elective Courses comprising 400 marks , one subject from Group 'A'(Pol. Sc, Odia, Hindi, Telugu and N.C.C), and one from Group 'B'(Economics, English and History) other than their core course. The AECC Course is compulsory course 50 marks compulsory for Indian Language Papers like Odia, Hindi, Telugu & English another 50 marks compulsory for Environmental Studies. There two papers of Skill Enhancement course each paper for 50 marks, one from their discipline specific, another is Communicative English compulsory for all.

Apart from these courses, the college has introduced five new degree courses in CBCS pattern from 2018-19 session with Education, Geography, IRPM, Journalism and Mass Communication, and Sociology in Self-financing mode.

COURSES OFFERED

CORE COURSE :

1. Economics 2. English 3. Hindi 4. History 5. Odia 6. Political Science
7. Telugu 8. Geography 9. Education 10. Sociology 11. IRPM
12. Journalism and Mass Communication

DSEC : 1.Economics 2. English 3. Hindi 4. History 5. Odia
6. Political Science 7. Telugu

GENERIC ELECTIVE :

- Group 'A' – 1. Political Science 2. Odia 3. Hindi 4. Telugu 5. NCC
Group 'B' - 2. Economics 2. History 3. English

SEC :

1. Communicative English
2. Same as Core Course

AECC :

1. Modern Indian Language (Odia/Hindi/Telugu/Alternative English)
2. Environmental Studies

CBCS SYLLABUS FOR ARTS

Semester	Subject	Paper	Credits	Marks Distribution		
				Assessm ent	TEE	Total
	Core Course (Honours)					
1 st Semester	Core Course	I & II	6 Credits each Paper	20	80	100 marks each
2 nd Semester	Core Course	III & IV	6 Credits each Paper	20	80	100 marks each
3 rd Semester	Core Course	V, VI & VII	6 Credits each Paper	20	80	100 marks each
4 th Semester	Core Course	VIII, IX & X	6 Credits each Paper	20	80	100 marks each
5 th Semester	Core Course	XI & XII	6 Credits each Paper	20	80	100 marks each
6 th Semester	Core Course	XIII & XIV	6 Credits each Paper	20	80	100 marks each
Ability Enhancement Compulsory Course (AECC)						
1 st Semester	A.E.C.C Odia/Hindi/Telugu/ Alt. English	I	2 Credits	10	40	50
2 nd Semester	A.E.C.C Environmental Studies	II	2 Credits	10	40	50
Skill Enhancement Course (SEC)						
3 rd Semester	S.E.C English Compulsory	I	2 Credits	10	40	50
4 th Semester	S.E.C As their Core Course	II	2 Credits	10	40	50
Generic Elective Course (G.E)						
1 st Semester	G.E.	I	6 Credits	20	80	100
2 nd Semester	G.E.	II	6 Credits	20	80	100
3 rd Semester	G.E	III	6 Credits	20	80	100

4 th Semester	G.E	IV	6 Credits	20	80	100
Discipline Specific Elective Course (DSEC)						
5 th Semester	D.S.E.C	I & II	6 Credits each Paper	20	80	100 marks each
6 th Semester	D.S.E.C	III & IV	6 Credits each Paper	20	80	100 marks each

+3 Commerce Stream

The college imparts three year Degree course in CBCS pattern in Commerce with Accounting as only core courses. The core courses comprises of 1400 marks. The candidate has to choose four Discipline Specific subjects comprising 400 marks from the list of subjects in group 'A' and group 'B'. The candidate can choose Economics or N.C.C as their Generic Elective subjects in 1st and 2nd Semester. The candidate has to take Business Statistics as Generic Elective course two in 2nd semester and Economics is a compulsory Generic Elective course

For all the students in 3rd Semester. The AECC Course is compulsory course 50 marks compulsory for Indian Language Papers like Odia, Hindi, Telugu & English another 50 marks compulsory for Environmental Studies. There are two papers of Skill Enhancement course each paper for 50 marks, one from their discipline specific, another is Communicative English compulsory for all.

COURSE OFFERED

Core Course:

1. Financial Accounting
2. Business Law
3. Business Organisation and Management
4. Corporate Studies
5. Business Mathematics
6. Income-Tax Law and Practice
7. Human Resource Management
8. Indirect Tax
9. Cost and Management Accounting
10. Computer Application in Business
11. Corporate Accounting
12. Principles of Marketing
13. Auditing and Corporate Governance
14. Fundamentals of Financial management

DSEC :

1. Financial Institutions and Service
2. Financial Statement Analysis and Reporting
3. Corporate Tax Planning
4. Business Research Methods and Project Work

G.E. :

1. Micro Economics /NCC
2. Indian Economics/NCC
3. Business Statistics
4. Macro Economics

SEC :

1. Communicative English
2. Entrepreneurship

AECC :

1. Modern Indian Language (Odia, Hindi, Telugu, Alternative English)
2. Environmental Studies

CBCS SYLLABUS FOR COMMERCE

Semester	Subject	Paper	Credits	Marks Distribution		
				Assess ment	TEE	Total
	Core Course (Honours)					
1 st Semester	Core Course	I & II	6 Credits each Paper	20	80	100 marks each
2 nd Semester	Core Course	III & IV	6 Credits each Paper	20	80	100 marks each
3 rd Semester	Core Course	V, VI & VII	6 Credits each Paper	20	80	100 marks each
4 th Semester	Core Course	VIII, IX & X	6 Credits each Paper	20	80	100 marks each
5 th Semester	Core Course	XI & XII	6 Credits each Paper	20	80	100 marks each
6 th Semester	Core Course	XIII & XIV	6 Credits each Paper	20	80	100 marks each

	Ability Enhancement Compulsory Course (AECC)					
1 st Semester	A.E.C.C Odia/Hindi/Telugu/ Alt. English	I	2 Credits	10	40	50
2 nd Semester	A.E.C.C Environmental Studies	II	2 Credits	10	40	50
Skill Enhancement Course (SEC)						
3 rd Semester	S.E.C Communicative English	I	2 Credits	10	40	50
4 th Semester	S.E.C Entrepreneurship	II	2 Credits	10	40	50
Generic Elective Course (G.E)						
1 st Semester	G.E.	I	6 Credits	20	80	100
2 nd Semester	G.E.	II	6 Credits	20	80	100
3 rd Semester	G.E	III	6 Credits	20	80	100
4 th Semester	G.E	IV	6 Credits	20	80	100
Discipline Specific Elective Course (DSEC)						
5 th Semester	D.S.E.C	I & II	6 Credits each Paper	20	80	100 marks each
6 th Semester	D.S.E.C	III & IV	6 Credits each Paper	20	80	100 marks each

POST GRADUATE COURSES

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 from 2018-19 session.

ARTS	SUBJECTS	SANCTIONED STRENGTH
i.	English	16
ii.	Economics	16
iii.	History	32
iv.	Political Science	32

SCIENCE	SUBJECTS	SANCTIONED STRENGTH
i.	Life Science - 24	
	(a) Botany	12
	(b) Zoology	12
ii.	Chemistry	24
iii.	Physics	24
iv.	Mathematics	08

COMMERCE	-	32
----------	---	----

- a) 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.
- b) 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.
- c) Each semester in ARTS, SCIENCE and COMMERCE shall have the maximum marks of 500.
- d) Each semester Examination in ARTS, SCIENCE and COMMERCE shall consist of 5 papers carrying 100 marks each.
- e) 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.
- g) The admission fee is kept at Rs. 15,000/- for MA/M.Com and Rs. 18,000/- for Science courses per annum.
- h) PG council is formed with a Chairman (a senior member), Controller of Examination, Prof. in-charge of Autonomy and HODs of PG Departments. The council is meant to take care of the successful implementation and running of PG Courses.
- i) The admission into different PG courses is purely on mark basis. There is an admission committee to look after the admission of students to different courses.

For more information please log on to the college website- (www.rayaqadacollege.edu.in)

GENERAL RULES OF THE COLLEGE

ADMISSION

Admission into +2 1st year and +3 1st year classes is done through SAMS.

1. What is SAMS?

Admission into +2 1st year (Arts/Science/Commerce) and +3 1st year (Arts/Science/Commerce) is done through a system called SAMS. SAMS stands for Students Academic Management System. In this system, students are admitted on-line into +2 and +3 1st year classes of Arts, Commerce and Science streams. This admission process, which is carried out through internet and computers is called as e- Admission. Besides e-Admission, SAMS also maintains the academic and financial records of each student admitted into different colleges.

This initiative was started during the academic session 2009-10 in 60 Junior College. Rayagada Junior College was among them. This was expanded to 169 Junior Colleges (+2) and 53 degree College (+3) which also includes Rayagada Autonomous College during the session 2010-11 and to all Junior Colleges (including +2 Self Financed Colleges) and 162 degree Colleges (+3) during the session 2011-12. Then in the next session (2012-13) all Junior and Degree/Autonomous Colleges (including Self Financed Colleges) of the state came to the SAMS fold. And in the ongoing session 2013-14 also all Junior & Degree/Autonomous Colleges (including Self Financed Colleges) of the state have been brought under the fold of SAMS by the government.

2. Objectives

The objectives of SAMS are to :

- ✓ Ensure single window for admission through e-Admission process
- ✓ Make the admission process economical
- ✓ To make the entire admission process transparent, thereby reducing the anxiety of applicants/parents regarding selection
- ✓ Reduce the work load of colleges by developing several modules of administration using the database of admission process and thereby improve service to the students.

3. Components of SAMS

There are two components of SAMS: e-Admission & E-Administration;

3.1 e-Admission

e-Admission aims at successful use of Information Technology to make the admission process simple, economical, fast and transparent. The process is accomplished by the use of Computers and Internet.

3.2 e-Administration

e-Administration uses the admission database for issue of College Identity Cards & Library Cards, record of fees collected from the students, allocation of subjects and sections, Preparation of Long Roll Register and Return of Matriculates, Maintenance of students attendance, Tabulation of college level examination marks, issue of College Leaving Certificate etc. This would improve efficiency, save precious time of college authorities and ensure dissemination of correct information and service to all its stake holders.

3.3 Colleges under SAMS 2013-14

On the successful completion of e-Admission process during the session 2009-10, 2010-11, 2011-12 and 2012-13; it has been decided to implement the same in all Junior Colleges and Degree Colleges including Self Financing (Junior & Degree) Colleges during this academic session of 2013-14. The list of Junior Colleges, available streams and subjects are published in the official website of Higher Education Department (www.dheorissa.in).

4. Features of SAMS

4.1 Common Prospectus (CP)

Common Prospectus is a booklet, which outlines the details of e-Admission process, relevant information of different Junior Colleges and other procedures. The CP is available in the official website of the Department of Higher Education, Government of Odisha www.dheoriss.in in downloadable format to take printouts.

- A. The first part of CP will have features of e-Admission like 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 of last 2- years for various streams. Hostel Seat Availability. Total fees required for admission, etc. The second part of the CP is available in the website under “College Profile” link.
- C. No printed copy of the CP would be available for the current academic session 2013-14. Only its English version would be available in the website www.dheorissa.in. Applicants may download it from the internet and print the same for their use.

4.2 Common Application Form (CAF)

The CAF has been so designed that, an applicant can apply to any of the 1353 Junior Colleges of 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 exercise up to six choices of college & stream in order of preferences where one would like to study.

Furthermore, if an applicant passed from a high school that is coming under Board of Secondary Education (BSE), Odisha in the Annual High School Certificate (HSC) Examination 2013 only, then he/she needs to input his/her Examination Roll Number at the right place after selecting “Name of the Board” and “Year of passing” and wait till the marks are shown to him/her on the CAF. Again if he/she agrees with the shown marks, then he/she has to confirm it by clicking on ‘YES’ button or else on ‘NO’ button just to allow self to enter the actual marks t **point # 9.a.** of the CAF. However, other information like Parents’ names, Correspondence and Permanent Address, Reservation and Weightage details etc. are to be entered in the appropriate box of the on line form.

N.B: Applicants being passed from other than Annual HSC Examination 2013 shall not avail the above facility. They have to fill in all necessary fields of their own.

From the past experience, it is seen that about 40 to 50% of applicants who get selected for admission to their first option college/stream had given only one option in last two years. This

shows that cut-off marks of last three years are very crucial to take decision in choosing your options of streams and college.

4.3 On-Line Application

As mentioned earlier, an applicant has to fill the relevant information in the CAF on computer screen and submit it on-line. Mere applying on-line CAF in the Internet will not be sufficient for e-Admission. Then he/she has to take print out of “**College Copy**” and “**Applicant Copy**” of the filled in CAF. The applicant and his/her parents or guardian must put their signatures at the appropriate places of the college copy. Then the applicant shall deposit both the copies of CAF and relevant documents and fees at the nearest SAMS Resource Center. The receiving official at the SRC shall verify the documents and return the “Applicant Copy” to the applicant with a “**Money Receipt-Cum-Index Number**” written on it.

4.4 Selection Process

After the applicants submit their college copies, those shall be validated at the **SAMS Resource Center** by team of validators. Once the validation is complete, the software shall process all applications and finalize the 1st selection list for each of the colleges as per the merit and choice of the applicants. The selection list shall be published on the pre-determined date.

The selection list and the intimation letters for selected applicants shall be made available in the website. Besides, an applicant can download and print his/her intimation letter directly from the website after receiving a notification on his/her mobile number (if provided in the CAF, and take admission at the particular college on the date mentioned there in.

Based, upon the 1st selection admission data, the 2nd selection list shall be generated on-line. A selected applicant can get the intimation letter directly from the website, as mentioned earlier. After the 2nd selection admission is over, selection list of SC/ST Extension Seat Admission shall be generated. This list shall be generated only for those colleges, for which there are substantial number of SC/ST applicants, who fail to secure admission elsewhere.

The next phase of admission shall be Balance Seat Admission (for the residual seats and popularly known as **Spot Admission**). Merit lists for each Junior College, shall be posted on the website www.dheorissa.in. No. of applicants in these lists for each college shall be limited to a maximum of 5 times the number of seats remained vacant after the second selection admission.

4.5 Intimation Procedure

Intimation will be sent to the selected applicants in different modes outlined in the following table during various phases of Admission.

Sl No.	Mode of Intimation	First Selection	Second Selection	SC/ST Extension Seat	Balance Seat(Spot)Admission
1.	SMS	✓	✓	✓	X
2.	e-Mail	✓	✓	✓	X
3.	Website	✓	✓	✓	X
4.	College notice	✓	✓	✓	✓

	Board				
5.	Toll Free (155335)Sanjog Helpline	✓	✓	✓	X

4.6 Admission/Slide-Up

For these four phases of admission **(a) First Selection Admission (b) Second Selection Admission (c) SC/ST Extension Seat Admission (d) Balance Seat (Spot) Admission** (for residual seats); the merit lists in respect of each Junior College shall be provided by the SAMS Steering Committee in the e-Space of respective colleges. The SRC should download these lists immediately, take printouts and notify them in the respective college notice boards.

The selected applicants have to take admission directly at the Destination College/SAMS Resource Center on scheduled date and time mentioned in the intimation letter. Junior Colleges, which don't have internet facilities, have been tagged to nearby SAMS Resource Centers. Those colleges can update their admission details at the SRC. Self Financing Junior Colleges shall not be tagged to any SRCs. They will set up their own SAMS Lab and do the admission and update the relevant information in the e-Space. **However, these Self Financing Junior Colleges shall not receive or validate the CAFs.**

The selected applicants have to take admission directly at the Destination College on the scheduled date and time mentioned in the intimation letter.

Students who take admission against lower option in the 1st selection and want to continue in that college, have to give an undertaking in a form (Annexure-7), so that their cases shall not be considered for sliding up during the 2nd selection. If they do not do so at the time of admission, it may be possible that their names would be slide up to their higher options and removed from the 1st selection college. In that case, it would become compulsory for them to take admission against their higher option Junior College/Stream. They cannot remain in the 1st selection Junior College which is their lower option if they did not give undertaking as per Annexure – 7.

4.6(A) An applicant can exercise for a maximum of **SIX** options in a CAF. If an applicant submits more than one CAF at SRC, then any one of the CAFs will be rejected automatically. Only the Computer (Net) generated CAF with Barcode shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

Students who take admission against lower option in the 1st selection and want to continue in that college, have to give an undertaking in a form (Annexure-7), so that their cases shall not be considered for sliding up during the 2nd selection. If they do not do so at the time of admission, it may be possible that their names would be slide up to their higher options and removed from the 1st selection college.

The normal admission will be closed in five stages (i) First Selection Admission (ii) Second Selection (iii) SC/ST Extension Admission (iv) Balance Seat (Spot) Admission (for residual seats) (v) Admission after Supplementary/Instant results Publication.

RAGGING IN ANY FORM IS AN OFFENCE AND IS PUNISHABLE UNDER LAW.

4.7 Predetermined Dates

SAMS operates through pre fixed dates for all its activities. It helps in creating awareness and transparency & timely completion of activities. These dates have been finalized keeping in view publication of High School Certificate Examination conducted by BSE (Odisha), CBSE (New Delhi) & ICSE (New Delhi).

4.8 Changes for 2018-19 vis-à-vis 2017-18 Session

Following changes have been introduced for 2013-14 session after deliberation in the SAMS Steering Committee and Government Approval.

- The passed outs of BSE, Odisha need not enter their marks. They have to enter their examination roll numbers. Once the roll number is entered their marks will be reflected on the Screen. They have to verify the correctness and if they find any discrepancy in the automatically entered marks, they can manually make necessary correction.
- Applicants after confirming their applications through online CAF **cannot edit/modify** the same. If they intend to do so, then they are suggested to apply another fresh application following the same procedure.
- There will be 2nd selection for the academic session 2013-14.

4.9. Expansion of SAMS

e-Admission has been made compulsory in all Junior Colleges including Self Financing (Junior) Colleges in the State from the Academic Session 2011-12. Council of Higher Secondary Education, Odisha will accept the Return of Matriculates (RoM) only through SAMS e-Admission data base.

N.B: The colleges coming under ST & SC Development Department, Public Sector Undertaking, Railway Authority will do their Admission through off-line mode. However, they have to follow the e-Admission dateline and the procedures along with other rules & regulations of e-Admission. After completion of admissions they will update the admission data in the e-Space as per the date & time fixed. After updating the admission data the on-line RoM will be generated for CHSE, Odisha. The list of these offline colleges is given at Annexure-11.

5.0. Fee Structure of Application

The Applicant can choose maximum of 10 options through out Odisha and the required fee is fixed that is Rs 300/- for general Category and Rs 200/- for Reserved category of Applicants.

5.1. Application by Outside State Applicants (OSA)

Outside State Applicants (OSA) can send the CAF by post to any one SAMS Resource Center along with the required option fees in the shape of **Bank Draft** only in favour the Principal of the concerned SRC (College). The duly filled in CAF should reach the college on or before “Last date of submission of online applied CAF at any of 477 SAMS Resource Centers (SRC)”. CAF without the Bank Draft shall not be entertained.

5.1. Procedure to deal with transfer cases

If a candidate who has taken admission on basis of 1st selection gets selected for his/her higher choices in SC/ST Extension Seat Selection, two situations may arise:

- (a) Applicant's Destination College in SC/ST Extension Seat Selection is different from the 1st selection colleges.
- (b) The stream is changed at the same destination college.

For Situation (a) the applicant shall take admission at the SC/ST Extension seat selection destination college on payment of the entire admission fees of this college and surrendering the CLC from the 1st selection destination college.

For situation (b) for change of stream in the SC/ST extension selection (due to up gradation), there would be no need for the applicant to approach the college for any endorsement. This would be done at the college level subsequently.

5.2. Reservation-

Schedule Caste (SC) & Schedule Tribe(ST)

SC 8% of the sanctioned strength shall be reserved for SC applications.

ST-12% of the sanctioned strength shall be reserved for ST applicants

The reserved seats are not interchangeable between SC & ST.

SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.

Additional seats for SC/ST students to the extent of 8% for SC & ST 10% for ST will be provided under the following conditions.

(a) Seat normally reserved for that category of students, i.e. SC or ST has been fully utilized.

(b) Even after reserved seats have been fully utilized, student of either or both the categories who have secured 40% or more (Arts & Commerce) or 50% or more (for Science) in the qualifying examination have failed to secure admission to Arts/Commerce or Science stream respectively [G.O.No.36979 Dt.23/9/2004 of department of Higher Education]

However any modification made by the Government in the reservation policy will be followed during admission.

Reserved seats lying vacant after 1st selection and SC/ST extension seat selection admission shall ordinarily be de-reserved.

Physically Handicapped [PH] Orthopedically Handicapped [OH] 3% of sanctioned seats shall be reserved for PH/OH students (Extent of handicap not below 40%).

Ex-Serviceman [ESM] 1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband of Ex-Serviceman.

Serving Defense Personal (SDP) 1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband of serving defense personnel. (G.O, No. 55588/HE, Dt.16.10.2000)

Children of Martyrs [CoM] 2% of sanctioned seats shall be reserved for the children of Martyrs.

Odia Living in Neighboring States (OLNS). Admission on merit from odia students living in neighboring states shall be reserved up to 5% (1% for any particular state) of the sanctioned strength. For the purpose of admission, an applicant will be considered as OLNS, if She/he has passed the HSC examination or equivalent examination from any school situated in the neighboring state of(Odisha, Andhra Pradesh, Chhattisgarh, Jharkhand, Bihar & West Bengal)

N.B- The applicants applying under this category must have opted odia as a subject (either as MIL or as Language) in the CAF to be in status of OLNS.

5.3 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 cut-off mark is reduced in subsequent selections.

N.C.C.

Applicants holding A certificate shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the HSC or Equivalent examination.

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 additional 5% of marks over and above the aggregate marks secured at the HSC or Equivalent examination.

Scouts & Guides

Scout and Guides possessing and producing the original certificate signed by the President of India shall be given Weightage of additional 10% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

Scout and Guides possessing and producing the original certificate signed by the Governor of the State shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

Sports and Games

- Applicants who have represented the country at international level shall be given direct admission.
- Applicants who have represented the state at national level shall be given Weightage of additional 10% of marks over and above the aggregate marks at the HSC/Equivalent examination.
- Applicants who have represented the school at the inter-state School Sports Meet level shall be given Weightage of additional 5% of marks over and above the aggregate mark secured at the HSC/Equivalent examination.

Admission of candidate from Outside State Applicants (OSA)

The number of students admitted from outside Odisha to any class shall not exceed five percent (**5%**) of the total number of sanctioned seat of the class, subject to a maximum of one percent (**1%**) of the total seat for the candidates of a given State/Union Territory of India.

For the purpose of admission, an applicant will be deemed to be from outside the State of Odisha if he/she has passed the H.S.C./Equivalent examination from any school situated outside State of Odisha.

N.B: Only merit, but no reservation will be considered for other state applicants.

5.4. Certificates & Documents

An applicant has to submit the self attested photo copies of the following documents/certificates with the College Copy of the Common Application Form (CAF). Respective Original ones have to be presented before the Admission Committee at the time of Admission for verification. The Authority may retain some of the Certificates in Original during admission as described earlier.

10th Board Mark sheet and Pass Certificates in original

School Leaving & Conduct certificates from the educational Institution last attended.

Schedule Tribe/Schedule Caste certificates from revenue officer not below rank of Tahasildar/Additional Tahasildar. **For ST applicant, his/her father's caste certificate may be taken into consideration.** Land passbook authenticated by the Tahasildar/Additional Tahasildar may also be taken as a proof of caste in absence of caste certificate.

(No caste certificate other than revenue officer not below the rank of Tahasildar/Additional Tahasildar shall be considered.)

PH/OH certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar)

Ex Service Man certificate from Zilla Sainik Board.

Service Defence Personnel-SDP (Army/Navy/Air Force) certificate from the commanding officer of the unit.

Children of Martyrs (CoM) certificate from the District Collector.

NCC certificate from the competent Authority.

Migration certificate for the applicants passing from other Boards other than BSE, Odisha.

Permanent Resident/Nativity certificate (for OLNS candidates)

Sports Certificate from the appropriate authority & counter signed by Director of Sports, Odisha.

Scout & Guide certificate from the appropriate authority.

EXAMINATION

EXAMINATIONS FOR +2 CLASSES

1. There shall be half yearly and annual examination for first year students of +2 classes; Pretest and test examinations for the second year students of +2 classes at the end of the 2nd year, CHSE Odisha conducts the annual examination.
2. The examinations conducted by the college are compulsory and students shall be promoted/ sent up on basis of the results of half yearly and annual/ pre-test and test examinations.
3. Absence from examination due to illness may be permitted only on production of a medical certificate from a registered medical practitioner along with an application duly attested by the parent or guardian.
4. Indiscipline in the examination hall and involvement in malpractice will be viewed seriously.

EXAMINATIONS FOR +3 CLASSES

(RULES & REGULATIONS OF RAYAGADA AUTONOMOUS COLLEGE, RAYAGADA.)

- 1) Any student admitted into the Rayagada Autonomous college will be registered under Berhampur University and will be issued a registration slip bearing registration number.
- 2) There shall be Six internal assessment examinations and six semester examinations during Three Years Degree Course of BA, B.Com., B.Sc. classes.
- 3) In every year there shall be two internal assessment examinations and two semester examinations.
- 4) There shall be no practical examinations in 1st, 3rd and 5th semester examinations and practical examinations are conducted in 2nd, 4th and 6th semester examinations.
- 5) The total marks of the degree examinations shall be the sum total of the marks of all the six semester examinations including internal assessment are 1800. The result of the final degree examination will be determined in consideration of performances of the candidates in all the examinations taken together, i.e. from 1st semester to 6th semester.
- 6) In no case a candidate shall be allowed to appear at any examinations after 5 years of first registrations to 1st semester examinations.

EXAMINATIONS FOR PG CLASSES

- a) 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.
- b) 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.
- c) Each semester in ARTS, SCIENCE and COMMERCE shall have the maximum marks of 500.
- d) Each semester Examination in ARTS, SCIENCE and COMMERCE shall consist of 5 papers carrying 100 marks each.
- e) 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.

Regulation for promotion and division.

Credits: Each core paper is of 6 credits each, each AECC paper is of 2 credits, each SEC paper is of 2 credits, each GE paper is of 6 credits and each DSE paper is of 6 credits.

Grade point: It is a numerical weight allotted to each letter grade on a 10 point scale.

Full marks- 100	Full marks 50	Letter Grade		Grade Points
100 - 90	50-45	Outstanding	O	10
89 - 80	44-40	Excellent	E	9
79 - 70	39-35	Very Good	A	8
69-60	34-30	Good	B	7
59 – 45	29 – 23	Average	C	6
44 – 33	22- 17	Average	D	5
Below 33	Below 17	Fail/Absent	F	0

The performance of a student in a semester is expressed as Semester Grade Point Average.

Credit Point: It is the product of grade points secured in a paper of an examination and number of credit of that paper.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various papers registered in a semester and the total credit of all the papers of that semester. It shall be expressed up to two decimal place.

Cumulative grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semester. The CGPA is the ratio of total credit points secured by a student in different semesters and sum of the total credits of all the courses in all semesters. It is expressed up to two decimal places.

Classification of Successful Candidates

Pass without honors: A candidate securing minimum 33% of marks in each paper, 40% of marks in practical papers, 36% of marks in aggregate but fails to secure 45% of marks in Cores combined together shall be awarded degree with “Pass without Honors”.

Pass with Distinction without Honors: In addition to the minimum conditions laid down in the previous paper, if a candidate secures 50% of marks in Theory and Practical taken together in all the subjects then he/she shall be awarded a Degree “Pass with Distinction but Without Honors”.

Second Class Honors: The condition for award of this degree are-

- Minimum 33% in every theory papers
- Minimum 40% in every practical papers
- Minimum 36% in aggregate
- More than 45% but less 60% of marks in Core papers

Second Class Honors with Distinction: In addition to the above conditions laid in the above para, a candidate has to secure 50% of marks in aggregate in papers other than core papers.

First Class Honors: In addition to the condition laid down for pass criteria, a candidate has to secure 60% of mark in core papers taken together.

First class Honors with Distinction:

- Minimum 33% in every theory papers
- Minimum 40% in every Practical Paper
- Minimum 50% in aggregate other than core papers
- Minimum 60% in Honors paper taken together

N.B.:- 1. % mark = $\text{CGPA} \times 10$

2. Distinction will be awarded to candidate only if he/she clears all the papers of all the semesters in first appearance.

1. Back Paper system: If a candidate fails/absents in any one/more papers, he/she shall be allowed to clear the papers within next two consecutive semester examinations.
2. Cancellation of studentship – If a candidate fails to fill-up his/her forms in first semester examination his/her candidature shall be ceased.
3. If a candidate fails to fill up his/her forms in 2nd semester examination onwards he/she shall be allowed to fill-up his/her forms with one year gap i.e., with Junior semester students.

GENERAL RULES OF DISCIPLINE:

1. The students (above the age of 18) and the parent or the legal guardian of the students (below the age of 18) are to give an undertaking at the time of admission that they would abide by the rules of discipline of the college. In case there is any breach of rules of discipline by any student, he/she will be asked to take his/her college leaving certificate.
2. The students have to bring their respective identity cards when they come to the college. They have to produce their identity cards whenever/wherever they are asked to do so.
3. Outsiders are strictly prohibited to enter the college campus. Any body found moving on the college premises without any genuine purposes will be handed over to the law and order authorities, if the college authority so feels.
4. Every student is required to attend his/her classes regularly and punctuality. Continuous absence without permission is a serious breach of college discipline.
5. Students are required to take their seats before the teacher enters the class room. They should not ordinarily leave their seats when the class is going on.
6. A student coming late and seeking permission to enter the class-room, may be allowed to do so at the discretion of the teacher concerned.
7. In any circumstances teaching shall not be interrupted by any student in the class room.
8. The student should behave in the class room in a disciplined manner and be attentive to the teacher.
9. Students not connected with a class in progress should not assemble in front of the class room or make noise. They are strictly forbidden to loiter on the veranda and the corridors.
10. Students of the college cannot start or maintain any club, society or Association without permission from the college authorities.
11. No college player can play for any other team without seeking written permission from the Principal
12. No permission is required for college students other than office bearers to attend political meetings, but they should so conduct themselves as not to bring themselves into undesirable prominence and they must not take any active part in the proceedings. It is to be borne in mind, however, that the college exists for the purpose of education; politics in college should be dealt with in a scholarly way in the form of lectures and thoughtful addresses. The principal may, however, prohibit all students from attending a political meeting. (Article No.114 of the Orissa Education code)
13. Students should keep their bicycles/motor cycles in the cycle stand. They should not keep them in the verandah or under the portico or in front of the college office. This must be strictly adhered to. They are prohibited from loitering in the campus on Bikes/Cycles.
14. Students are required to go to the specified counters to get their work done. They should not enter the office for any purpose without permission.
15. Students are required to maintain discipline at the counters.

16. Students are not allowed to enter the Staff Common Room, In case a student has some work with a member of the staff, he/she is required to inform through the attendant of the Common Room.

17. Students should put their grievances in writing and put it in the complaint box kept near principal's room.

18. (a) Students should not normally enter the office of the principal. If they want to meet him on some urgent issue they should take his prior permission.

(b) Spitting on the walls, floors, pillars, doors and windows of the college is strictly prohibited.

(c) Students are warned not to handle bicycles or vehicles belonging to others

(d) Scribbling, pasting placards, posters and other papers and disfiguring college walls are strictly prohibited.

(e) If any student is found taking intoxicants like alcohol, gutukha, ganga or drugs, they shall be severely dealt with and if the situation so warrants they may be handed over to law and order authorities.

(f) If any student uses obscene language he/she shall severely be dealt with.

(g) Students should maintain perfect discipline in the reading room. They should not get involved in tearing or soiling the journals or the magazines or news papers. Students must not displace or damage the furniture or fittings of the college. Any damage to the college property shall be viewed seriously and the students concerned shall be penalized.

(h) The students should not stick any bills or notice on the walls, nor should he scribble on the walls, floors and surface of the college building.

19. Political activities of any student shall not be entertained. The Principal prohibits the students from attending any political meeting or indulging in any political activity.

20. There shall be a Discipline Committee appointed by Principal comprising some members of the staff to maintain discipline in the college.

Students are required to maintain perfect discipline in the class rooms and outside or any other function of the college. Misbehavior with the Principal, members of the teaching & Non-teaching staff, classmates or any girl student will be seriously viewed and severely dealt with. On any complaint of misbehavior the Principal may himself enquire into the allegation or may ask the discipline committee or constitute an enquiry committee to inquire into the allegation. Once the allegation is substantiated, the Discipline committee may suggest the Principal the penalties to be imposed. The staff Council may be consulted for final decision. However, the decision of Principal regarding punitive action against a student will be final.

Anti-ragging Measures

RAGGING IS A CRIMINAL OFFENCE. In pursuance of the direction of the Hon'ble Supreme Court of India and as per the regulation of U.G.C. to curb the menace of ragging in the Higher Education Institutions, the college has taken number of measures such as:

- a. Constitution of Anti-ragging Committee
- b. Constitution of Anti-ragging Squad
- c. Creating awareness among the students

The Anti-ragging Committee is constituted with the following members.

- i. Chairman: Prof. S. N. Tripathy, Principal
- ii. Nodal Officer: Capt. G.P.Tripathy, Reader in History
- iii. Civil Society: Dr. N.P.Buxipatro, Vice Chairman and Member G.B
- iv. Police Nominee: Sri Y. Jagannath Rao, OPS, DSP
- v. Local Media: Sri Naga Raju, EENADU
- vi. NGO: Sri A.K.Panigrahi, Challengers Youth Association
- vii. Faculty Members: Sri. P.C. Senapati, Reader in English
Smt. Nandita Mohanty, Reader in Odia
- viii. Non-Teaching Member: Sri. N.N. Sahu, Head Clerk
- ix. Parent Representative: Sri Santosh Kumar
Sri Debendra Mohanty
- x. Student Representative: Abhimanyu Naik, +3 3rd Year Arts (English)
Sri Ajaya Panigrahy, +3 3rd Year Sci.(Chemistry)
Ms. Ladi Geeta, +3 3rd Year Comm
Sri Khirod Kumar Nag, +3 3rd Year Comm
Sri Raj Kishore Singh, +3 1st Year Arts

In addition to the Anti-ragging Committee, an Anti-ragging squad is constituted consisting of members of faculty as per the list mentioned in the Co-curricular activity. These two committees take appropriate mechanism to prevent, curb and contain the menace of ragging.

Ragging constitutes one or more of any of the following acts.

- a. Any use of wrong words, teasing or handling with rudeness to a fresher.
- b. Any rowdy or indiscipline activity causing harm to the fresher.
- c. Asking the fresher to do any act which causes shame or embarrassment.
- d. To prevent, disrupt or disturb academic activity of a fresher.
- e. Exploiting the service of a fresher.
- f. Financial extortion of a fresher.
- g. Any physical or sexual abuse of a fresher.
- h. Any act that affect the mental health and self-confidence of a fresher.

PROCTORIAL SYSTEM

1. Every student will be assigned with a Proctorial group placed under the charge of a proctor who shall be a member of the teaching staff.
2. The student shall meet the proctor at least once a month or as many times as necessary to discuss difficulties and problems.
3. The student shall furnish all such information to the proctor as are required for the maintenance of the Proctorial record.
4. No student shall leave headquarters without informing the proctor.

- 5.No student can ordinarily meet the Principal on official business without permission from the proctor, nor can any application be submitted without the recommendation of the proctor.
- 6.The student shall always be available and readily meet the proctor as and when required and carry on such duties as the proctor may assign from time to time.

ATTENDANCE

1. A student is required to attend at least 75% of the general lectures and 75% of the practical classes to be eligible to appear at the College/CHSE/University examination.
2. Condonation of attendance between 60% and 75% may be granted in exceptional cases.
3. Further Condonation of the attendance to the extent of 5% may be granted by the syndicate, when the candidate represents the University or state as on deputation for specific purpose (to be recorded in writing).
4. Application for Condonation of attendance on medical grounds will not be considered for the period, if the name of the student has been struck off from the College rolls for any reason.

SCHOLARSHIPS AND STIPENDS

1. Deserving students may apply in the prescribed forms, available in the college office for different scholarships, such as National Scholarship, National Loan Scholarship, Junior merit scholarship, Senior merit scholarship, Poverty-cum-merit scholarship and scholarship for the children of school teachers.
2. Students belonging to Scheduled Caste and scheduled tribe communities may apply for post-matric-scholarship in the prescribed Proforma available in the office soon after admission.
3. Students studying Hindi as MIL/ Optional/ Pass/ Honours may apply for National Hindi Scholarship before the last date notified.
4. Students can get detailed information of various scholarships and stipends from the college office/website.

RAILWAY CONCESSION

1. Railway concession is issued to the bonafide students of this institution when he/she travels to and from institution to
 - a) His/her home where the parents reside during vacation
 - b) To an examination centre
 - c) Training centers/ Sports meets
2. The concession form is valid for fourteen days from the date of issue for outward journey and three months for the return journey.
3. One escort for a party of girl students of any age may be allowed to travel with the party at concessional rates.
4. Every application for Railway concession should be accompanied by a certificate from the proctor to the effect that the purpose of the journey is genuine.

Self-defense for Girls

As per the State Youth Policy, the Government of Odisha Vide the order number HE-COOD-MISC-)))/2013-28213 dated 16-11-13 has introduced Self Defense Training Programme

for College Girls from the academic session 2013-14. The following are the objective of the Programme.

- ✓ To empower Girl students
- ✓ To instill self-confidence
- ✓ To make them able to defend against physical abuses
- ✓ Self-defense training programme of Higher Education Department for Girl students plays a catalytic role in this context and hence needs to be planned meticulously and executed with great sensitivity.

This College is a Nodal Centre of this district to monitor the Self-defense programme of other nearby colleges.

A district level Committee for this purpose is constituted with District Collector, Superintendent of Police, CDMO, Principal (Convener) , District Programme Officer(NSS), Senior NCC Officers, Red Cross Counselor. Sri Arun Kumar Khadanga, Senior Lecturer in Physics is the District Co-coordinator who looks after the Self-defense programme of the district.

COLLEGE LIBRARY

GENERAL LIBRARY

1. The college library holds more than 30,000 text and reference books.
2. The library remains open on all working days from 9.30a.m to 4.30 pm.
3. The period after 3.30p.m, on every working day is set apart for office work of the library.
4. Only the staff and students of the college and persons with special permission of the principal may use the library.
5. No book should be taken out of the Library without the knowledge of the Librarian.
6. Borrower must examine the condition of the books while receiving otherwise in case of mutilation discovered later the presumption will be laid against the borrower.
7. Books borrowed from the library must be returned to the Librarian.
8. No writing or marking should be made in the library book and no pictures or pages be removed or otherwise disfigured. The borrower may be asked to pay thrice the cost price of the book if tampering with the book is noticed.
9. Persons inside the library or its neighborhood are expected to observe strict silence.
10. The library should not be used for any purpose other than reading or consulting books and periodicals of the library.
11. Any other articles such as personal books, bags and umbrellas should not be brought into the library.
12. Spitting, smoking, shouting and sleeping inside the library are strictly forbidden.
13. The following table shows the maximum number of books that may be issued to various categories of borrowers.

Sl. No.	Category of Employee	No. of books to be issued	Time Permitted
1.	Members of the teaching staff	20	01 month
2.	Ministerial Staff Demonstrators Librarian/P.E.T	03	01 month
3.	Core Students	03	15 days
4.	Others	01	15 days

14. A book once issued to a borrower may be re-issued to him only when nobody wants to take that book. Books to be issued should be presented to the librarian for necessary entries in the register before they are issued.
15. Books for reference, text books, current issue of periodical, courses of studies shall not be issued out of the library without the special permission of the principal.
16. Members of the staff may borrow books from the library signing on a Loan Register, students are to borrow books on production of Library cards issued to them.
17. Any book lost, damaged or defaced and, if a book is out of a set or of series and the volumes cannot be obtained singly, the reader/borrower must pay an amount up to a maximum of triple the catalogue price of the book.
18. In case the price of lost books could not ascertained, the borrower should pay compensation of an amount fixed by the Principal
19. A borrower is supposed to have read the library rules and abide by them.

SPECIAL RULES FOR THE STUDENTS

The student borrowers are subject to all the rules mentioned below.

1. No student should enter into the library room without the permission of the librarian
2. No one should enter into the library room with personal books.
3. Perfect silence should be maintained inside the library.

COLLEGE HOSTEL

1. 200 seated men's Hostels for SC/ST students are provided by the college and 100 seated women's hostel for SC/ST students is Sponsored by UGC which is likely to start from the next session.
2. Students, who desire to reside in the Hostel, will have to mention their intention clearly in the application form under the appropriate head without mentioning the name of any hostel. No student can claim as a matter of right, to stay in a particular hostel or a particular room or seat.
3. The selection for admission to hostel is made strictly on merit and good conduct after admission into the college
4. Students staying in the hostel will be under the direct control of the Principal.
5. Seats to be allotted in the rooms will be determined by the Superintendent.
6. Hostel furniture duly numbered shall be issued to the boarders and the boarders shall be held responsible for any damage. In case of damage to electric installations the boarders shall be held responsible collectively.

6. The roll call and attendance will be taken daily at the end of evening prayer at 5.50p.m. in the dining hall by the Assistant Superintendent. All the boarders should be present at the roll call and prayer class.
7. The hours fixed for study are: (i) 6.30 a.m. to 7.30 a.m. & (ii) 6.30 p.m. to 9.30 p.m.
8. No boarder shall ordinarily be allowed to leave his room during study hours.
9. No boarder shall go out of Hostel campus without the permission of the Superintendent.
10. All boarders should be in the hostel from 6.00p.m. till 6.00 a.m. Absence from the hostel during these hours without permission of the Superintendent is strictly prohibited and will be treated as an act of indiscipline.
11. **VISITING HOURS**
 - a) Monday to Saturday 4.00 P.M. to 5.45 P.M.
 - b) Sunday 8.00 A.M. to 5.30 P.M.
12. Parents of boarders are allowed to visit their wards on any day with due permission from the superintendent.
13. No boarder will be allowed to leave the hostel without a letter of authority and request from the parents or local guardian.
14. Boarders cannot stay in the hostel during any vacation except in special circumstances like examinations.
15. The hostels remain closed during the Pooja and the summer vacation
16. A boarder shall inform the superintendent in writing before he leaves the hostel at the time of vacations.
17. No boarder shall leave the hostel permanently unless he obtained the permission of the principal. An application for the purpose shall be made through the superintendent of the hostel who will ascertain that all dues in the hostel have been paid and that no damage is caused to the hostel while forwarding the application with a clearance certificate. The application shall be made by the parents or local guardian.
18. All letters and communications to and from boarder will pass through the superintendent.
19. Absence from the hostel continuously for one month will lead to forfeiture of the seat in the hostel.
20. The internal management of the hostel rests with the Superintendent.
21. Boarders should in all cases, obtain the permission of the Principal through the Superintendent before joining or taking part in any association or meeting outside the college.
22. Any proposal by the students whether for convening meetings or circulating notices for raising subscription must receive the previous sanction of the Superintendent.
23. The Superintendent has the power of censoring all reading matter brought into the hostel. The introduction of objectionable reading matter into the hostel will be regarded as a breach of discipline.
24. The Superintendent will be responsible for the maintenance of order and discipline and has power to punish any boarder for breach or discipline. All cases of gross misconduct shall be reported to the Principal.
25. The following will be considered as breach of discipline.
 - (i) Absence from the hostel without leave.
 - (ii) Continued neglect of the study
 - (iii) Spitting around the rooms and veranda and throwing torn papers and leaves or the

verandas.

- (iv) Want of cleanliness and tidiness in the room.
- (v) Absence from the hostel in the evening without prior permission of the Superintendent.
- (vi) Writing on or disfiguring the walls, doors or windows of the building.
- (vii) Holding of any special meeting in the hostel without the prior approval of the Superintendent.
- (viii) Bringing in guest to rooms without obtaining clearance from the Superintendent.
- (ix) Keeping of pets, transistor, cameras, valuable ornaments and other electric or burning appliances.
- (x) Consuming or using any intoxicants like alcohol, gutkha, drugs, ganga etc. in the hostel.
- (xi) Misbehaving with the hostel authorities, principal and the staff or the college.

EXPULSION FROM HOSTEL.

- I) Boarders may be expelled from the hostel on the report of the Superintendent regarding disobedience of hostel rules.
- II) In case of communicable disease, the hostel authorities may expel the student from the hostel, if he refuses to be isolated.

STUDENTS ASSOCIATIONS AND SOCIETIES **(Meant only for the +3 Students)**

The college has the following Associations and Societies which provide scope for Cultural activities of the students under the Supervision of the members of the staff. The principal is the final authority over all the Associations and has the power to amend or suspend an Association at his discretion.

- (a) The College Union
- (b) Dramatic Association
- (c) Athletic Association
- (d) Science Society
- (e) Arts Association
- (f) Commerce Association
- (g) Students (Boys & Girls) common room.
- (h) Students Aid Fund.

All these associations and organizations function under the General Administrative and financial control of the Principal and in all matters relating to them the decision of the principal shall be final. Any vacancies existing in any of the associations shall be filled up by the principal by nomination.

ELECTION OF OFFICE BEARERS OF STUDENTS UNION AND OTHER ASSOCIATIONS

The annual election shall take place to different posts of the Student's Union and other associations on dates notified by the Principal, in pursuance of the schedule brought out every year by the Department of Higher Education. No students with less than 75% of attendance and in whose name criminal cases are pending can contest election.

ELIGIBILITY TO CONTEST IN STUDENTS' UNION ELECTIONS: FOR +3 CLASSES

The eligibility to contest is mentioned against each post. A student who does not have 75% attendance in the class cannot contest for any post. Further eligibility criteria are subject to the recommendation of the Department of Higher Education, Government of Odisha.

STUDENTS' UNION

- | | |
|--------------------------|--|
| A. President | : Any student of the +3 3 rd yr. classes |
| B. Vice-President | : Any student of +3 1 st yr. or 2 nd yr. classes |
| C. Secretary | : Any student of +3 classes |
| D. Joint Secretary | : Any student of +3 1 st yr. classes |
| E. Class representatives | : One from each class |

DRAMATIC ASSOCIATION

- | | |
|-------------------------|------------------------------------|
| A. Secretary | : Any student of +3 classes |
| B. Joint Secretary | : Any student of +3 classes |
| C. Class representative | : One from each class of +3 stream |

CULTURAL ASSOCIATION

- | | |
|-------------------------|------------------------------------|
| A. Secretary | : Any student of +3 classes |
| B. Joint Secretary | : Any student of +3 classes |
| C. Class Representative | : One from each class of +3 stream |

ATHLETIC ASSOCIATION

- | | |
|-------------------------|------------------------------------|
| A. Secretary | : Any student of +3 classes |
| B. Joint Secretary | : Any student of +3 classes |
| C. Class representative | : One from each class of +3 stream |

STUDENTS' AID FUND (SAF)

- | | |
|-------------------------|------------------------------------|
| A. Secretary | : Any student of +3 classes |
| B. Joint Secretary | : Any student of +3 classes |
| C. Class representative | : One from each class of +3 stream |

BOYS' COMMON ROOM

- | | |
|-------------------------|---|
| A. Secretary | : Any boy student of +3 classes |
| B. Joint Secretary | : Any boy student of +3 classes |
| C. Class representative | : Any boy student from each class of +3 streams |

GIRLS' COMMON ROOM

- | | |
|--------------------------|---|
| A. Secretary | : Any girl student of +3 classes |
| B. Joint Secretary | : Any girl student of +3 classes |
| C. Class representatives | : One girl student from each class of +3 stream |

LITERARY ASSOCIATION

- | | |
|-------------------------|---|
| A. Secretary | : Any +3 3 rd yr. student of Arts (to be elected by Arts Stream only) |
| B. Joint Secretary | : Any student of +3 Classes |
| C. Class representative | : One student from each class of +3 Arts |

SCIENCE SOCIETY

- | | |
|----------------------------|--|
| A. Secretary
elected by | : Any +3 3 rd yr. student of Science (to be Science Stream only) |
| B. Joint Secretary | : Any girl student of +3 classes |

C. Class representative	: One student from each class of +3 Science
<u>COMMERCE ASSOCIATION</u>	
A. Secretary	: Any +3 3 rd yr. student of Commerce(to be elected by Commerce Stream only)
B. Joint Secretary	: Any student of +3 Commerce Classes
C. Class representative	: One student from each class of +3 Commerce

The following guidelines shall be strictly followed during the period of Election right from issue of notice to oath taking ceremony as prescribed by Hon'ble Supreme Court of India.

- i) There will be complete disassociation of students' election and student 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.

ELIGIBILITY CRITERIA FOR CANDIDATES.

- I) Undergraduate students between the ages of 15 to 22.
- II) The candidate should in no event have any academic arrears in the year of contesting the election.
- III) The candidate should have attained the minimum percentage of attendance as prescribed by the University or 75% attendance whichever is higher.
- IV) 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.
- V) The candidate shall not have a previous Criminal record, that is to say he should not have been tried and or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
- VI) The candidate must be a regular, full time student of the college and should not be a distance/ proximate education student.

ELECTION-RELATED EXPENDITURE AND FINANCIAL ACCOUNTABILITY

- I) The maximum permitted expenditure per candidate shall be Rs.5,000/-
- II) Each candidate shall, within two weeks of the declaration of the result, submit complete and certified (to be certified by the candidate) accounts to the college authorities. The college shall publish such accounts within two days of submission of accounts, through a suitable medium so that any member of the student body may freely examine the same.
- III) The election of the candidate will be nullified in the event of any non-compliance in the event of any excessive expenditure.
- IV) With the view to prevent the inflow of funds of political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

CODE OF CONDUCT FOR CANDIDATES AND ELECTION ADMINISTRATORS

- I) No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions or linguistic or between two group(s) of students.

- II) Criticism of other candidates, when made, shall be confined to their policies and programmes, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates. Criticism of other candidates or their supporters based on unverified allegations or distortion shall be avoided.
- III) 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.
- IV) All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "Corrupt Practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling station, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from the polling station.
- V) No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed materials for the purpose of canvassing. Candidates may only utilize hand-made posters are procured within the expenditure limit set out herein above.
- VI) Candidate may only utilize hand-made posters at certain places in the campus which shall be notified in advance by the election commission.
- VII) No candidate shall be permitted to carryout processions, or public meetings or in any way canvass or distribute propaganda outside the college campus.
- VIII) No candidate shall, nor shall his/her supporters, deface or cause any destructions to any property of the college campus for any purpose whatsoever, without the prior written permission of the college authorities. All candidates shall be held jointly and severally liable for any destruction/ defacing of any college property.
- IX) During the election period the candidates may hold processions and or public meetings provided that such procession and or public meeting do not in any manner, disturb the classes and other academic and co-curricular activities of the college further, such procession and or public meeting may not be held without the prior written permission of the college authority.
- X) The use of loud speakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- XI) On the day of polling student organization and candidates shall –
 - (a) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.
 - (b) Not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day.
 - (c) Not hand out any propaganda on the polling day.
- xii) Excepting the voters no one without a valid pass/letters of authority from the election commission or from the college authorities shall enter the polling booths.
- xiii) The election commission/college authorities shall appoint impartial observers. In the case of deemed Universities and Self-financed Institutions, Government servants may be appointed as observers. If the candidates have any specific complaints or problems regarding the conduct of the elections they may bring the same to the notice of the observer(s). Observers shall also be appointed to oversee the process of nomination of

students in institutions that are following the nominations model of student representation.

- xiv) All candidates shall be jointly responsible for ensuring the clearing up of the polling area within 48 hours of the conclusion of polling.
- xv) Any contravention of any of the above recommendation may make the candidate liable to be stripped of his candidature, or his elected post. As the case may be. The election commission/college authorities may also take appropriate disciplinary action against such a violator.
- xvi) In addition to the above mentioned code of conduct certain provisions of the Indian Penal Code 1860 (Section 153-A) and Chapter-IX-A "Offences Relating to Election") may also be applicable to students' elections.

Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.

- xvii) The Grievance cell may dismiss a complaint if
 - (a) The complaint was not filed within the time frame prescribed in Recommendation (iv) above;
 - (b) The complaint fails to state a cause of action for which relief may be granted.
 - (c) The complaint has not and/or likely will not suffer injury or damage.

"WHAT I STAND FOR" MEETING

Candidates are strictly instructed to observe time limit (3-minutes) while speaking in the meeting and must leave the Dias when the bell rings. No candidate is allowed to speak against his contestants directly or indirectly which may create feeling of enmity. Candidates cannot make any unpleasant remark against the institution, Principal, Teaching or non-teaching staff of the college. They must refrain themselves from any remark which may trigger off violence or group clash. Any candidate violating the above norms shall be severely dealt with and disciplinary action will be taken against him/her.

STUDENTS' UNION

Functions of the Union:

The function of Students' Union shall be :-

- (a) To organize discussion on general, cultural, academic, national and international problems.
 - (b) To organize debates.
 - (c) To invite eminent person to address the student.
 - (d) To take up such other activities as are proposed by the union and approved by the Principal.
 - (e) To conduct social and extra-curricular activities.
- A) MEMBERSHIP OF THE UNION :
- l) All bonafide regular students of +3 stream shall be the members of the union and shall have the right to vote and contest in election for the offices subject to provision for different portfolios.

- II) Any student whose name is struck off from the rolls of the college shall cease to be a member of the Union.

Members of the Staff

The meetings of the Union shall be opened to all members of the staff who if they desire can take part in the proceedings of the meeting.

Executive Committee:

There shall be an Executive Committee of the Students' Union consisting of the following :

- a) The President
- b) The Vice-President
- c) The Secretary
- d) The Joint Secretary
- e) A Class representative to be elected from each class, Arts, Science and Commerce separately.

Functions of the Executive Committee

The function of the Executive Committee shall be :

- a) To draw the programme of the Union activities for the season.
- b) To adopt the Union budget for the session, and
- c) To undertake such other activities as are consistent with the objective of the Union in accordance with the Constitution.
- d) An ordinary meeting of the executive committee may be called by the Secretary in consultation with the Adviser. Notice of such a meeting with date, time, place and agenda shall be given to members at least 48 hours prior to the meeting.
- e) An extra-ordinary meeting of the executive committee can be convened by the President in the absence of the Secretary with the consent of the Principal.
- f) An extra-ordinary meeting of the Executive Committee can be convened at any time by the Principal.
- g) A meeting of the Executive Committee shall be presided over by the President or in his/her absence by the vice-President or in absence of both by any member of Executive Committee elected at the meeting, such election being conducted by the Adviser.
- h) No meeting of the Executive committee can be conducted without Quorum.
- i) The minutes of the meeting shall be maintained by the Secretary and a copy thereof shall be submitted to the Principal through the Adviser within two days for approval.
- j) The Executive body of the union shall discuss the budget at annual meeting of the committee and decide from time to time about all other matters concerning the activities of the union.
- k) The secretary shall maintain the account and draw money as per the budget approved by executive committee. The application to draw the money shall be recommended by adviser. The secretary & in his absence the joint Secretary shall submit account of expenditure to the executive committee for approval & finally has to be approved by the Principal.

THE ADVISER

- (a) There shall be an Adviser and some associate advisers nominated by the Principal from among the members of the teaching staff.
- (b) The Adviser and Associate Adviser shall be present at the Executive body meetings of the Union. They will extend their helpful suggestions, whenever necessary for the proper conduct of the meeting.
- (c) The President may refer to the Adviser any rule for interpretation and the decision of the Adviser when so referred to, shall be final.
- (d) The Adviser and Associate Advisers may at any time, during a meeting at the request of the President explain the scope and effect of a motion or amendment.
- (e) The Adviser may, if he is unable to be present at a meeting request the senior most associate adviser to take his place. He shall discharge all the functions of the Adviser.

THE PRESIDENT

Any student of the +3 final year shall be eligible to contest for the President-ship of the Union. The President shall preside over all ordinary meetings of the Union for which he is available and over extra ordinary Meetings subject to provision contained in Rule 24. He shall be responsible for maintaining order. His ruling shall be final subject to rule 6(b).

THE VICE-PRESIDENT

Any student of the 1st year or 2nd yr If +3 class is eligible to contest for the post of Vice-President of the Students' Union. In the absence of the President, the Vice-President, shall assume all his/her rights and discharge all his/her duties.

THE SECRETARY

Any student of the +3 classes can contest for the post of Secretary of the Students' Union.

The Secretary shall arrange debates give notice for all ordinary meetings and record the minutes of all meetings. He shall keep the accounts of the Union. He will be responsible for submitting the vouchers and account.

THE JOINT SECRETARY

Any student of the +3 first year classes is eligible to contest for election to the Jt. Secretaryship of the Union. The Jt. Secretary shall assist the Secretary and in his absence perform all his functions.

MEETING

- 1. All meetings will be usually presided over by the President. At least two days notice shall be given before every ordinary meeting.
- 2. An extra ordinary meeting of the Union may be convened
 - a) At the Principal's discretion.
 - b) At the request of President.
 - c) On the written requisition addressed to the Principal and signed by not less than two third members of the Union.
- 3. The Principal or his nominee shall preside over any extra ordinary meeting. When this is deemed necessary by the Principal.

PROCEDURE OF THE MEETING

- a) In the absence of both President and Vice-President from an ordinary meeting. The members present will elect a Chairman from among themselves and the adviser will be on the chair until the election is over. The Chairman shall assume all the rights and shall discharge all the duties of the President during the meeting.
- b) At the commencement of each ordinary meeting, the secretary shall read out the report of the previous meeting which is to be approved by the members present.
- c) Every speech shall be relevant to the subject of debate or the amendment proposed.
- d) The President may call any member to order, if a member disregards any order or ruling of the President or the adviser. The President may forthwith ask the members to withdraw from the meeting and report his/her name to the Principal. If necessary, the President may dissolve the meeting.

AMENDMENT OF THE CONSTITUTION

- a) Amendment to any of these rules shall be considered in the Annual meeting of the Union.
- b) Amendment to any of the provisions of the constitution may be brought by any member of Union.
- c) No amendment will be in order which is not duly seconded and of which a week's clear notice has not been received.
- d) An amendment to become effective must be passed by a majority of two-thirds of the members present at the Annual Meeting and must receive the approval of the Principal.

COLLEGE UNION FUNDS

- a) All members of the College Union shall pay a member ship fee of Rs,20/- per annum which will be collected by the college at the time of admission.
- b) The funds of the Union shall be controlled by the Principal.
- c) The secretary shall whenever necessary draw the money by submitting a requisition to the Principal through the adviser.
- d) The funds should be audited every year by any member of the staff appointed by the Principal.
- e) A statement of the accounts duly audited shall be placed by the secretary before general body/ extra ordinary meeting of the Union for comments at the close of the academic session.

THE DRAMATIC ASSOCIATION

The aim of the Dramatic Society is to encourage the artistic talents of the students. To organize annual drama and music competition in the college and also to organize charity shows and different cultural functions of the college each student shall pay the annual membership fee of Rs.10/- at the time of admission to the college.

For all matters there shall be a committee consisting of the following:-

- a) President- Principal (ex-officio)
- b) One member of teaching staff nominated by Principal as Vice-President.
- c) A few members of the teaching staff nominated by principal as associate Vice-Presidents.
- d) Secretary and Jt. Secretary to be elected by the students of the college.
- e) One representative from each class to be elected by the student.

Functions/duties & responsibilities

- I) Prepare the budget for the session.
- II) Decide on the drama to be staged and fix the date of performance.
The decision shall be subject to the Principal's approval.
The Secretary shall convene the meetings and keep a record of the proceedings of the meetings and accounts of the society.
The Secretary or the joint secretary can be removed from his/her office if he/she fails to discharge his/her duties properly.
The principal may amend or abrogate any or all of these rules at his discretion.

THE ATHLETIC ASSOCIATION

The aim of the association is to promote the spirit of games and sports among the students and to prepare them for the games and sports.

Each student of the college shall contribute an annual subscription of Rs.30/- at the time of admission.

For management of all matters connected with the association there shall be an executive which consists of the following functionaries/officebearers.

- a) President Principal (ex-officio)
- b) Vice President One member of the teaching staff nominated by the Principal.
- c) Asso.Vice-President A few members of the teaching staff nominated by the Principal.
- d) Member Physical Education teacher
- e) Secretary A student representative elected by the college students
- f) Asst.Secretary One student representative
- g) One representative from each class shall be elected from among the students.

THE EXECUTIVE COMMITTEE SHALL PERFORM THE FOLLOWING DUTIES.

- a) Preparation of the budget for the session.
- b) Organisation of the Annual Athletic Meet of the college.
- c) Selection of the students to represent the college for the Annual Athletic Meet of the council and the Inter-College Athletic Meet and other Inter-College tournaments conducted by the Berhampur University.

The Secretary and Joint Secretary can be removed from their respective office by the Principal , if they fail to discharge their duties properly.

No decision of the association shall be deemed to be final till it is approved by the Principal.

STUDENTS' COMMON ROOM

The college provides two common rooms for the Boys and Girls students of the college for healthy recreation and mutual contact among the students. There is provision for indoor games for each common room. News- papers and journals in odia, Telugu, and English are also supplied to the common rooms for the use of the students. Two peons are posted at the common rooms to attend to the small needs of the students. The Principal nominates two members from among the staff to remain in charge of the common rooms. Two students' secretaries and two assistant secretaries (Boys & Girls) are elected from among the students every year.

STUDENTS' AID FUND

The aim of the SAF is to render financial assistance to poor and meritorious student to meet their tuition fees, examination fees etc.

Each student of the college has to contribute an annual subscription of Rs.10/- towards the SAF at the time of admission.

The Principal as ex-officio, President, controls the fund of the SAF.

The executive body consists of following members

- I) President- Principal (ex-officio)
- II) Vice-President- Nominated by the Principal from among the members of the staff.
- III) A few members of teaching staff nominated by the Principal as associate Vice-Presidents.

Secretary and Joint Secretary to be elected by the students of the college.

THE SCIENCE SOCIETY

Each science student shall have to pay Rs.10/- as annual member of the society at the time of admission.

The science association consists of all the members of the staff of science departments and students of +3 and +2 Science classes.

The Executive Committee of this association shall consist of the following:

- 1. President Principal (ex-officio)
- 2. Vice-president nominated by the Principal from among the members of teaching staff.
- 3. Associate vice-presidents nominated by the principal from among the members of teaching staff.
- 4. Secretary- Shall be elected from +3 3rd yr. Science students.
- 5. The representative to be elected from each of the +3 science classes.

LITERARY ASSOCIATION

The Literary Association is constituted with the following members. All the Arts students and staff of the arts departments shall be members of the arts association.

Each arts student shall have to pay Rs.10/- (Rupees Ten) as annual membership fee of the association at the time of admission. The funds of the association will be under the control of the Principal.

There shall be an executive body consisting of the following-

- a) President- Principal (ex-officio)
 - b) Vice-President- A member of the teaching staff of Arts faculty nominated by the Principal.
 - c) Principal may at his discretion nominate one more associate Vice-president to assist the vice-president of the association.
 - d) Secretary and Jt. Secretary to be elected from among the Arts students only.
 - e) The secretary shall be from +3 3rd yr. Arts and Jt. secretary shall be elected from Arts class only.
 - f) One representative, to be elected from each of the Arts classes.
- All election of the associations shall be held annually along with the students' union election.

COMMERCE ASSOCIATION

The Commerce Association is constituted with the following members. All the commerce students and staff of the commerce department shall be the members of the commerce association.

Each commerce student shall have to pay Rs.10/- (Rupees ten) as annual membership fee of the association at the time of admission. The funds of the association will be under the control of the Principal.

There shall be an Executive Body consisting of the following

- a) President- Principal (ex-officio)
- b) Vice-President- A member of the teaching staff of commerce department nominated by the Principal.
- c) Principal may at his discretion nominate one more associate Vice-president to assist the vice-president of the association.
- d) Secretary and Jt. Secretary to be elected from among the commerce students only.
- e) The secretary shall be from +3 3rd yr. commerce and Jt. secretary shall be elected from
- f) One representative to be elected from each of the commerce classes.

All election of the associations shall be held annually along with the students' union elections.

EXPENDITURE OF FUNDS OF STUDENTS' ASSOCIATION

1. A subsidiary register shall be maintained by the principal's office for each of the Students' Associations in the college where in shall be shown the collections and expenditure for that association.
2. The funds collected for any association shall only be used for expenditure relating to that association and no other purpose unless the principal, in consultation with the concerned staff and executive committee, feels that a part or whole of it can be diverted and used for common good or for the benefit of the college.
3. Once in the beginning of the session the Executive Committee of each association will meet and prepare the detailed budget for the whole year or meeting the probable expenditure for the different purpose and where the executive Committee is not in existence the principal in consultation with the concerned staff shall prepare the budget.
4. All advance payments should be settled within 15 days from the date of the receipt of the payment.
5. No second advance payment should ordinarily be given when one advance is outstanding provided however that in exceptional circumstances for good and sufficient reasons, the principal may at his discretion relax the application of this rule on the recommendation of the adviser or vice-president of the concerned association.
6. An amount of not less than 5% of the collections during a year shall be kept as reserve fund to meet unforeseen expenditure, if any.
7. The total expenditure on refreshments to be arranged at different times throughout the year on different occasions should not exceed 10% of the total collections of the year.
8. No expenditure should be incurred for the purpose of pan, cigarette and other intoxicants. However, tea, coffee and soft drinks may be served.
9. A single bill stating expenditure exceeding Rs.500/- shall be affixed by a revenue stamp worth Re.1/-

10. TA & DA not exceeding 10% of the total collection of the association shall be paid as per the provisions to students' representatives from the funds of different association wherever they are deputed for specific purpose by the Principal.
 - (i) Journey by Bus/train through shortest route be only permitted and payment be limited to the actual class.
 - (ii) DA be paid @Rs.30/- per day and for this purpose the time from commencement of journey be taken into account and the period computed as under. Expenses exceeding this will be paid.
 - (a) For 24 hrs. 1 day
 - (b) Between 6 & 12 hrs. ½ day
 - (c) Less than 6 hrs. No DA
11. Stock registers should be maintained in respect of articles of durable nature purchase from the fund of different associations and such stock registers should be maintained by concerned vice-presidents and kept in college office.
12. On any matter not covered by the aforesaid rules, the Principal shall be competent to take such decision as he deems fit.

THE YOUTH RED CROSS (YRC)

As a wing of the Indian Youth Red Cross Society,(Odisha State Branch) the Youth Red Cross was started in the college in 1993.

The YRC aims to train Zealous Youths in the fundamental principles of the Red Cross, so that, they may remain unperturbed, unwavering, unfaltering and develop in themselves elements of quietude and sacrifice when disasters strike humanity.

The YRC Endeavours to

- i) Promote the spirit of sacrifice and service among the youth.
- ii) Promote health, hygienic and sanitary conditions.
- iii) Motivate youths to foster friendship and fraternity.
- iv) Promote leadership qualities.
- v) To inculcate the spirits of, self reliance and the dignity of labour among youths.

The YRC seeks to propagate the fundamental principles of:-

- a) Humanity
- b) Impartiality
- c) Neutrality
- d) Independence
- e) Voluntary service
- f) Unity
- g) Universality
- h) Sensitization on population control.
- i) Organisation of camps on blood grouping and blood donation.

Students of the college, irrespective of their classes are eligible for membership in the Youth Red Cross provided, they volunteer themselves for participation in the philanthropic services of the Red Cross Society.

PROGRAMMES UNDERTAKEN BY THE YRC

- 1) Impart Training in first Aid
- 2) Arrange lectures on Health Awareness and Education.
- 3) Organize Health Awareness Camps on.
 - a) Eye ailments
 - b) Mass Immunization
 - c) Prevention Drives on AIDS
 - d) Anti-epidemic measures
 - e) Childcare
 - f) Birth Control and Population Control measures
- 4) Blood donation/ Blood Sampling Camps
- 5) Demonstrations on fire fighting skills
- 6) Organize Disaster Service Camps during the time of natural or man-made disasters.
- 7) Welfare measures for aged, old sick and injured.
- 8) Programmes in plantation and afforestation.
- 9) Promote pen-friends.
- 10) Foster sense of National Integration.
- 11) Organize Cultural Programmes in the College.

The YRC renders support services in the Welfare measures taken up by the district administration.

The YRC unit of the college is headed by Prof. M. Srinibash Achary, Lecturer in English.

THE NATIONAL CADETS CORPS-(NCC)

The NCC Army wing (Boys) with strength of 75 cadets was instituted in the college in the year 1972. The army wing (girls) was commissioned in 2011 to achieve the following aims & objectives.

- a) To develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure, sportsmanship and ideals of selfless service among the youth of the country.
- b) To create a human resource of organized, trained and motivated youth, to provide leadership in all walks of life and always be available for the service of the nation.
- c) To provide a suitable environment to motivate the youth to take up a career in the armed forces.

The army wing (boys) is being commanded by Capt. Girija Prasad Tripathy while Lt . Archana Patnaik commands the Army wing (Girls) in the College.

The training period for the cadets in the NCC spans over three years, in order to be eligible for 'B' certificate examination, cadets are required to attend the mandatory ATC/CATC in the second year of their being in NCC. The Cadets shall attend a similar camp in the third year of their services which renders them eligible for 'C' certificate examination.

NCC CADETS ARE ENTITLED TO THE FOLLOWING BENEFITS:-

- I) 10 % and 15% of additional weightage of marks over and above the marks secured in aggregate in last examination for higher studies of successful completion of "B & C" certificate examination respectively.
- II) In specific cases successful cadets of 'C' certificate examination are directly accessed to interviews for jobs with exemption from written qualifying tests.
- III) Weightage vide provisions are extended to the certificate holders in the job avenues of Government and Private sectors.

- IV) A host of scholarship facilities are provided to meritorious cadets' securing 65% in & 55% of marks in Science and Arts at higher secondary level of study.
- V) Cadets rendering distinguished services at the national level are entitled to incentives including conferment of the Governor's Gold Medal and Chief Minister's Gold Medal with cash prize of Rs.7600/- & 5500/- respectively.
- VI) Cadets need to imbibe the spirit of service by being a part of the promotional and social programmes and remain physically fit with active participation in the rigorous schedule of physical training taken up by the NCC.

NATIONAL SERVICE SCHEME (NSS)

The NSS has been introduced in this College since 1972 to promote national consciousness and to inculcate a sense of social responsibility, discipline and dignity of labour among the students.

Specific Objectives:

The specific objectives of NSS are:

- (i) To arouse the students' social consciousness and provide opportunities.
- (ii) To work with and among the people
- (iii) To engage in non-violent and constructive social activities
- (iv) To enhance the knowledge of self and the community through a confrontation with reality.
- (v) To put scholarship to practical use in mitigating at least some of the social problems and
- (vi) To gain skills in the exercise of democratic leadership.

There are three NSS units in the college and each unit consists of fifty students volunteers for a period of at least two years. Each volunteer has to choose one of the following groups.

1. Social Service and village development
2. Adult literacy Drive
3. Village survey and Campus project.

There will be one special camp for all the above groups. Attendance in week-end camps and annual camps (75% attendance minimum) is obligatory. Certificates are issued to deserving volunteers.

SPECIAL CAMPING PROGRAMME:

1. Special camping programmes are organized by the NSS preferably during long and short vacations in the rural community or adopted villages near the college or slums assigned to the college.
2. The camp provides opportunity to the students to work with and among the people in order to fulfill their felt needs through co-operative effort.
3. It helps the student youth to react in a live situation in a society and develop a positive attitude to make contributions for the betterment of fellow human beings.

4. The interactions between the College and the adopted village, the society and the University increase the social consciousness and the social responsibility of the student volunteers and fill them with a sense of participation in national development.

Project to be undertaken by our college:

1. Construction of homes for homeless in slum area
2. Planning for better environment and economic development
3. Plantation and preservation of trees in college campus and adopted villages
4. Planning for child and child education in slum areas and adopted villages.
5. Planning for health related programmes like eye operation camps, blood donation camps and First Aid in slum areas and adopted villages.
6. Campaign against social evils and superstitions.
7. Legal aid to poor.

Code of conduct for NSS Volunteers- A volunteer should work under the guidance of Programme Officer and Group Leader

1. He/she must abide by all the rules and discipline.
2. He/she must respect the other man's point of view and make him/her self worthy of the confidence of the community he is working for.
3. His/her dress, diet and disposition should be as simple as possible during his work as a volunteer.
4. It is a part of his/her duty to promote the NSS objective, practice an example in order to inspire trust and co-ordination of the local people.
5. For solution of a problem he/she should use non-violent and peaceful means.

OLD STUDENTS' ASSOCIATION

1. The association shall be called the old students' association, Rayagada College, Rayagada.
2. The subjects of the association shall be
 - a) To provide opportunities of social Inter-course and promote friendly relations between the old students and the present students and members of the college.
 - b) To enable the old students of the college to take an active and healthy interest in the welfare of their alma meter and in the educational and cultural development of the area.
3. Membership of the association shall be open to: all past students of the college.
4. All members shall be required to pay an admission fee of Rs.2/- and an annual membership fee of Rs.10/- or a life membership fee of Rs.100/-.
5. The management of the association shall rest on an executive committee consisting of:
 - a) President- Principal (ex-officio)
 - b) Two Vice-president among the members (excepting the college staff)
 - c) Secretary
 - d) Joint Secretary
 - e) Treasurer

f) 9 members

The secretary should be a member of the college staff who happens to be an old student of the college.

The secretary shall be nominated by the president and the other members shall be elected by the general body.

THE RAYAGADA COLLEGE CO-OPERATIVE SOCIETY LTD. (RAYCOS)

A Co-operative store has been functioning since 1976, it is registered under the Orissa Co-operative Societies Act. The store is also popularly known as RAYCOS.

The stores have been started with the following objects.

1. Encouragement of self-help and thrift.
2. The purchase of books, stationery and other articles required by the student.
3. Dissemination of knowledge on co-operative principles.
4. Performance of such other things as may be necessary for the furtherance of the above objects.

All student members or the staffs are eligible to be its members. A member is required to subscribe Rs.11-00 towards share capital and registration. The share capital from the students is collected at the time of the admission into the college.

The store is managed by a member of the Board of Directors. The directors shall be elected by the members of the store for tenure of 04 years as per the procedure prescribed by Co-operative societies Act.

COLLEGE STAFF COUNCIL

Every member of teaching staff is ipso facto a member of the staff of Council. The main objective of the council is to advise the Principal in regard to the internal affairs of the college (B.U. Statute 172). The Principal is the ex-officio Chairman of the Staff council and the Secretary is nominated by the principal from among the members of the staff. The Secretary arranges all the meetings of the Council in consultation with the Principal and records their proceedings.

MEMBERS OF THE STAFF

Prof. Surjya Narayana Tripathy, MA

PRINCIPAL

Department of English

- | | | |
|----|------------------------------------|-----------------|
| 1. | Sri P.C. Senapati, M.A. | Reader & H.O.D. |
| 2. | Smt. K.P. Sahani M.A., M.Phil. | Reader |
| 3. | Sri Udaya Naik, M.A, M.Phil | Lecturer |
| 4. | Sri M. Srinibash Achary, M.A, B.ED | Lecturer |

Department of Odia

- | | | |
|----|---------------------------|----------------|
| 1. | Smt. Nandita Mohanty, M.A | Reader & H.O.D |
| 2. | Smt. Rajalaxmi Devi, M.A | Lecturer |

Department of Telugu

- | | | |
|----|----------------------------|------------------|
| 1. | Smt. T.Jyoti, M.A.(Telugu) | Lecturer & H.O.D |
|----|----------------------------|------------------|

Department of Hindi

- | | | |
|----|---------------------------------|-------------------|
| 1. | Dr.Bhagawan Biswal, M.A. ,Ph.D. | Lecturer & H.O.D. |
| 2. | Lt. Archana Pattnaik, M.A. | Lecturer |

Department of History

- | | | |
|----|------------------------------------|-----------------|
| 1. | Sri Simanchalo Palo, M.A., M.Phil. | Reader & H.O.D. |
| 2. | Capt. Girija Prasad Tripathy, M.A. | Reader |

Department of Political Science

- | | | |
|----|---------------------------------|-----------------|
| 1. | Smt. V.R.Ratnasri, M.A. | Reader & H.O.D. |
| 2. | Sri Niti Minyaka, M.A. | Lecturer |
| 3. | Dr.Manasi Mahanty, Mphil, Ph.D. | Lecturer |

Department of Economics

- | | | |
|----|--|-----------------|
| 1. | Sri Jagannath Patnaik, M.A., BJMC | Reader & H.O.D. |
| 2. | Dr. Bobilata Shroff, M.A., M.Phil, Ph.D | Senior Lecturer |
| 3. | Sri Y.V. Sai Madhav, M.A. | Lecturer |
| 4. | Sri Manoj Kumar Patnaik, M.A., B.Ed, M.Phil. | Lecturer |
| 5. | Sri Jitu Hikaka, M.A | Lecturer |
| 6. | Sri Tubal Kumar Benya, M.A, M.phil | Lecturer |

Department of Mathematics

- | | | |
|----|---|-------------------|
| 1. | Smt. K.Bharati Achary, M.Sc, B.Ed, M.Phil | Lecturer & H.O.D. |
| 2. | Sri Bhabesh Mohanty, M.Sc | Lecturer |
| 3. | Sri Prasanta Kumar Sahoo, M.Sc | Lecturer |

Department of Physics

- | | | |
|----|--|-----------------|
| 1. | Sri Pramod Kumar Porichha, M.Sc, M.Phil. | Reader & H.O.D. |
| 2. | Sri Kartik Chandra Mishra, M.Sc, M.Phil. | Reader |
| 3. | Sri Arun Kumar Khadanga, M.Sc | Senior Lecturer |
| 4. | Sri P.Gireesh Patnaik, M.Sc | Lecturer |
| 5. | Sri Ashok Kumar Sahu, M.Sc | Lecturer |
| 6. | Sri Ramesh Chandra Huika, M.Sc | Lecturer |

- | | | |
|----|---------------------------|---------------|
| 7. | Miss Himalaya Sabar,M.Sc | Lecturer |
| 8. | Smt Subhasini Panda, B.SC | Lab. Assitant |

Department of Chemistry

- | | | |
|----|-----------------------------------|--------------------------|
| 1. | Dr.Arun Kumar Mishra,M.Sc.,Ph.D. | Senior Lecturer & H.O.D. |
| 2. | Sri A.Srinivas,M.Sc. | Lecturer |
| 3. | Sri K.Sashi,M.Sc. | Lecturer |
| 4. | Smt Bhubaneswari Patro, M.Sc | Lecturer |
| 5. | Dr.P.K.Samantroy, M.Sc, Ph.D | Lecturer |
| 6. | Dr. Asish Kumar Sahoo, M.Sc, Ph.D | Lecturer |

Department of Botany

- | | | |
|----|--|----------------|
| 1. | Dr.Prasanna Kumar Gantayet,M.Sc.,M.Phil,Ph.D, D.Sc | Reader & H.O.D |
| 2. | Sri Nayudu Mohan, M.sc | Lecturer |
| 3. | Sri Siba Prasad Pidika, M.sc | Lecturer |
| 4. | Smt Priyadarshini Bal, M.sc | Lecturer |
| 5. | Sri Rajesh Kumar Behera, B.Sc | Demonstrator |
| 6. | Sri M.R.Toika, B.sc | Demonstrator |

Department of Zoology

- | | | |
|----|-------------------------------|----------------|
| 1. | Dr.R.K. Pandit, M.Sc.,Ph.D | Reader& H.O.D. |
| 2. | Ms. Pooja Patnaik, M.sc | Lecturer |
| 3. | Smt. Urmila Mishra,M.Sc.,B.Ed | Demonstrator |

Department of Commerce

- | | | |
|----|-----------------------------------|-------------------|
| 1. | Sri Subrata Kumar Pradhana, M.Com | Lecturer & H.O.D. |
| 2. | Ms. Liza Rani Satapathy, M.Com | Lecturer |
| 3. | Ms Keshab Kumari Jani,M.Com | Lecturer |

Department of I.T.

- | | | |
|----|--------------------------|----------|
| 1. | Sri Sangram Kesari Nayak | Lecturer |
|----|--------------------------|----------|

MINISTERIAL STAFF

- | | | |
|-----|--------------------------------|------------|
| 1. | Sri B.M.Patnaik.M.A | Cashier |
| 3. | Sri N.N.Sahu,B.A. | Head Clerk |
| 4. | Sri R.Srinivas,B.A. | Jr. Clerk |
| 5. | Sri D.P.Padhi,B.A. | Jr. Clerk |
| 6. | Sri Sumanta Kumar Behera, B.A. | Jr. Clerk |
| 7. | Ms.S.Usha,B.A. | Jr. Clerk |
| 8. | Sri R.K.Panigrahi, B.A, MBA | Jr. Clerk |
| 9. | Sri Jitendra Kumar Das, B.Com | Jr. Clerk |
| 10. | Sri Santosh Kumar Wadada, B.A | Jr. Clerk |

- | | | |
|-----|-----------------------------------|-----------|
| 11. | Sri Ananta Kumar Choudhary, B.com | Jr. Clerk |
| 12. | Sri Prasanta Kumar Bisoyi, B.Com | Jr. Clerk |

LIBRARY STAFF

- | | | |
|----|------------------------------------|-----------------|
| 1. | Sri D.G.P.Patnaik,B.Com.,B.L.I.Sc. | Gr. Librarian |
| 2. | Smt Madhusmita Panigrahi | Asst. Librarian |

DATA ENTRY OPERATOR

- | | | |
|----|--------------------------------|----------------------|
| 1. | Ms.Anuradha Mishra, M.Com. | DEO |
| 2. | Smt Subhasree Tripathy, M.Com. | Junior-Clerk-cum-DEO |

LAB.ATTENDENTS

1. Sri Debendra Mohanty
2. Sri Nirakar Behera
3. Sri V. Janardhan

BEARERS

1. Sri J.Rambabu
2. Sri Santosh Kumar
3. Sri Bhima Raju Panda
4. Sri V.Satyanarayana
5. Sri Palakaraju Patro
6. Sri R.K.Mishra
7. Sri J.Gouri Shankar
8. Smt.S.Simachalam
9. Smt.S.Mahapatra
10. Sri Rohidas Kuldip
11. Sri Satyanarayana Machakhand
12. Sri. Madhu Bidika
13. Sri Raghunath Behera
14. Sri Prakash Mandangi (**Gardener**)
15. Sri Biprabara Nayak
16. Sri Surya Naryana Samala
17. Sri Surendra Palaka
18. Sri Santosh Kumar Bagh
19. Sri P.Srinu
20. Sri Huika Trinath
21. Sri Huika Murali

EXTRA CURRICULAR ACTIVITIES FOR THE SESSION 2018-19.

SL.NO.	DESIGNATION OF THE ASSIGNMENT	NAME OF THE STAFF MEMBERS.
01.	Secretary, Staff Council	Sri P.K. Porichha
02.	Administrative Bursar Academic Bursar Accounts Bursar Associate Accounts Bursar	Sri P.C. Senapati Capt. G.P. Tripathy Sri P.K. Porichha Sri Y. V. Sai Madhab Sri S.K. Pradhan
03.	Chairman, P.G. Council Academic Council- Chairman Members Teacher Representatives Experts from out side University Representatives (for two sessions i.e. 2017-18 & 2018-19)	Sri P.K. Porichha Principal (Ex-officio) All HODs Member Secretary: Sri P.K. Porichha Capt. G.P. Tripathy Sri K.C. Mishra Sri y.v. Sai Madhav Dr. P.K. Samantaroy Dr. D.P. Tripathy Dr. K.S. Raju Sri A.K. Panigrahi Sri Binayak Kar Dr. Gouri Sankar Lal, Prof.in.Com Sri S.K. Tripathy, Prof. in Physics Dr. A. Rath, Prof. in. Home Science
04.	Finance Committee Chairman G.B's. nominee (01) Teacher representative (for two session i.e. 2017-18 & 2018019)	Principal (Ex-officio) Janab M.A. Sattar (G.B. Nominee) Finance Officer of B.U. Sri P.K. Porichha(Accounts Bursar) Sri K.C. Mishra
05.	Examination Committee- Chairman Members Members from(AC) (for two academic sessions i.e. 2017-18 & 2018-19)	Principal (Ex-officio) Sri P.K. Porichha Sri P.C. Senapati Capt. G.P. Tripathy Sri Sri A.K. Khadaga Dr. P.K. Gantayat, Controller of Examinations. Dr. Bhagaban Biswal, Asst. Controller of Examinations. Sri M.K. Patnaik Asst. C.E.O.
06.	College Development Committee-	Principal (Ex-officio)

	a)Chairman b) Coordinator c) Members	1. Capt. G.P. Tripahy 2. Sri P.K. Porichha 3. Sri P.C. Senapati 4. Smt. N. Mohanty 5. Dr. R.K. Pandit 6. Dr. P.K. Gantayat 7. Sri K.C. Mishra 6. Sri Udaya Nayak 7. Sri Bhabesh Mohanty
07.	Library Committee- Executive Chairman Members Secretary(Librarian- ex-officio) Principal's nominee (for two sessions i.e. 2017-18 & 2018-19)	Sri Y.V. Sai Madhav Sri M.Srinibash Achary All HODs UGC In chage (Sri P.K. Porichha) Sri D.G.P. Patnaik Smt. M. Panigrhahi Asst. Lib.
08.	Prof. In charge of Reading Room (for two sessions (2018-19)	Sri Siba Prasad Pidika Ms. K.K. Jani Sri T.K. Benia
09.	Controller of Examinations Asst. Controller of Examinations	Dr. P.K. Gantayat Dr. Bhagaban Biswal Sri M.K. Patnaik
10.	Prof. In charge of Autonomy	Sri A.K. Khadanga
11.	Prof. In charge of Govt.(Jr.) Vocaional College	Sri S. Palo
12.	Prof. In charge of Examinations +3 Stream	Sri K. Sashi Sri A.K. Sahu Ms. K.B. Achary Dr. Ashis Kumar Sahu
13	Prof. In charge of Examinations +2 Stream	Sri P.G. Patnaik Ms. T. Jyoti Sri Jitu Hikoka Sri M. Toika
14	Prof. In charge of Admissions (+3 Stream)	Sri S. Palo Smt. K.B. Achary Sri Bhabesh Mohanty Sri Pradeep Samantaroy Ms. Liza Rani Satapathy Sri Prasant Sahu Ms. Himalaya Sabar Sri Ramesh Huika Ms. Manasi Mohanty Ms. Pooja Patnaik

15	Prof. In charge of Admissions +2 Stream	Sri Y.V. Sai Madhav Sri Manoj Ku. Patnaik Sri K. Sashi Smt. T. Jyoti Sri Udaya Nayak Sri Siba Pr. Pidika Ms. K.K. Jani Sri Jitu Hikoka Sri Niti Minayak Sri M. Toika Sri Rajesh Behera
16	Students Welfare Committee	Capt. G.P. Tripathy Smt. V. R. Ratnasri Dr. A.K. Mishra Sri A.K. Khadanga Ms. Liza Rani Satapathy
17	Issue of C.L.C., Study Certificate, and Conduct Certificate for +2 & +3 students	Sri P.K. Porichha Sri P.C. Senapati Smt. N. Mohanty
18	Issue of Duplicate Identity Cards, renewal of I. Card, Provisional Certificates, Admit Cards, Mark Sheets for +2 & +3 students	Sri P.K. Porichha Sri S. Palo Capt. G.P. Tripathy
19	Prof. In charge of Time Table	Sri A. Srinivas Sri Prasanta Kumar Sahu Sri S.K. Pradhan
20	Prof. In charge of UGC	Sri P.K. Porichha Sri Bhabesh Mohanty
21	Editorial Board for college Magazine	Ms. K.P. Sahani Smt. N. Mohanty Dr. B. Biswal Smt. R.L. Devi Smt. T. Jyoti Sri M. Srinibash Achary
22	College calendar	Smt. K.P. Sahani Smt. V. R. Ratnasri Sri Udaya Nayak Sri M. Srinibash Achary
23	Prof. In charge of Staff Common Room	Sri M. Srinibash Achary Sri R.K. Behera
24	Prof In charge of Women's cell	Smt. K. P. Sahani Smt. V. R. Ratnasri Smt. B.L. Shroff Smt. T. Jyoti Dr. Manasi Mahanty
25	Prof. In charge of Internal compliant Committee	Smt. K.P. Sahani(Presiding Officer)

		Dr. P.K. Gantayat Smt. R.L. Devi Smt. T. Jyoti Smt. B. Patro Ms. Himalaya Sabar
26	Prof. In charge of furniture & electrical	Sri A.K. Sahu Sri Nayudu Mohan
27	Prof. In charge of Buildings & Campus maintenance	Sri A. Srinivas Dr. Pradeep Kumar Samantaroy Sri T.K. Benia
28	Prof In charge of N.C.C.(Boys)	Capt. G.P. Tripathy
29	Prof In charge of N.C.C.(Girls)	Lt. (Ms). Archana Patnaik
30	Prof In charge of YRC	Sri M. Srinibash Achary
31	Prof In charge of N.S.S.	Sri A.K. Khadanga Ms. Liza Rani Satapathy Dr. Ashis Kumar Sahu
32	Prof. In charge of Garden	Sri Nayudu Mohan Sri Rajesh Ku. Behera
33	Prof In charge of Scholarship/Free student ship	Ms. Bharati Achary Sri Jitu Hikoka Sri Tubal Ku. Beniya Sri Niti Miniyaik
34	Prof. In charge of Discipline & Grievance Redressal Committee	Capt. G.P. Tripathy(Presiding Officer) Sri P.K. Porichha Sri P.C. Senapati Smt. V.R. Ratnasri Smt. B.L. Shroff Smt. R.L. Devi Dr. P.K. Samantaroy Smt. B. Patro Sri Udaya Nayak
35	Prof In charge of R.T.I. P.I.O. A P I O	Dr. A.K. Mishra Sri NaiduMohan Sri N.N. Sahu
36	Prof. In charge of RUSA	SriJagannath Patnaik Ms. L.R. Satapathy
37	Prof. In charge of AISHE	Dr.A.K. Mishra
38	IQAC In charge Chairman Co-ordinator	Principal Sri P.C. Senapati

39	Prof In charge of Students: Union Advisor Associate Advisors	Sri,K.C. Mishra Sri P.G. Patnaik Sri A.K. Sahu Smt. Bhubaneswari Patro Sri R.CH. Huika
40	Prof In charge of Athletic Association Vice President Associate Advisors Sports In-charge	Sri K.C. Mishra Sri K. Sashi Sri P.G. Patnaik Sri A.K. Sahu Sri Nayudu Mohan Dr. Pradeep Ku. Samantaroy Sri Niti Minayak Sri M. Toika
41	Prof In charge of Dramatic Association Vice President Associate vice Presidents	Dr. B. Biswal Smt. B. Patro Ms. Liza Rani Satapathy Smt. U. Mishrs
42	Prof In charge of SAF	Sri J. Patnaik Ms. K.K. Jani Sri Prasanta Ku. Sahu
43	Prof In charge of Tabulation Science Arts Commerce	Ms. Himalaya Sabar Ms. Pooja Patnaik Smt. T. Jyoti Ms. Archana Patnaik Ms. Lizarani Satapathy Ms. K.K. Jani
44	Prof In charge of Boys Common Room	Sri Y.V.Sai Madhav Sri P.K. Sahu Dr. A.K. Sahu Sri Siba Prasad Pidika
45	Prof In charge of Girls Common Room	Smt. R.L. Devi Smt. T. Jyoti Ms. K.K. Jani Ms. Priyadarshini Bal
46	Prof. In charge of Literary Association Vice President	Smt. K.P. Sahani Smt. T. Jyoti
47	Prof In charge of Science Association Vice President	Sri A.K. Khadanga Sri A. Srinivas Si Bhabesh Mohanty Sri Ramesh Kumar Huika
48	Prof In charge of Commerce Association - Vice President	Sri S.K. Pradhan Ms. Liza Rani Satapathy Ms. K.K. Jani
49	Members of Pooja Committee	Dr. B. Biswal

		Smt. R.L. Devi Ms. Pooja Patnaik Dr. Pradeep Ku. Samantaroy Sri Bhabesh Mohanty
50	Prof In charge of +3Cultural Association	Smt. K.P. Sahani Sri P.G. Patnaik Smt. B. Patro Smt. A. Patnaik Sri Nayudu Mohan
51	Prof In charge of Internet café/NMEICT/Wi-fi	Dr. P.K. Samantaroy Sri Bhabesh Mohanty Sri M.R. Toika
52	Prof In charge of Career Council & Assessment Cell	Sri K.C. Mishra Dr. Asish Kumar Sahoo
53	Prof In charge of Self Defence for college girls- Dist-Coordinator College I/c Members	Sri A.K. Khadang Ms. K.K. Jani Ms. Pooja Patnaik
54	Prof In charge of Language Lab	Sri Udaya Naik (Coordinator) Sri P.C. Senapati Member Smt. K.P. Sahani " Sri M. Srinibash Achary "
55	Hostel Superintendent (Nagabali) Dy. Superintendent	Sri Udaya Naik Sri T.K. Benia
56	Hostel Superintendent (P.M.G.) Dy.Superintendent	Sri Ramesh Chandra Huika Sri Sibaprasad Pidika
57	Hostel Advisory Board	Sri P.K. Porichha Sri P.C. Senapati Capt G.P.Tripathy Sri A.K. Khadanga
58	Prof. In charge Govt. Concurrence/University/Council Affiliation	Sri A.K. Khadanga Sri Nayudu Mohan
59	Prof. In charge of college website	Dr. P.K. Samantaroy Sri Bhabesh Mohanty Dr. Ashis Ku. Sahu
60	Prof In charge of RAYCOS Sales Manager	SRI K.C Mishra Dr. P.K. Gantayat Sri M. Toika
61	Automation maintenance & Dev. Committee	Sri P.K. Porichha Sri M. K. Patnaik Dr. P.K. Samantaroy Sri Bhabesh Mohanty
62	Research Dev. Committee	Dr. P.K. Gantayat Dr. Manasi Mahanty

63.	Prof In charge of IT	Dr. P.K. Samantaroy
64.	NAAC Preparatory Team	1. Sri P.K. Porichha 2. Sri P.C. Senapati 3. Capt. G.P. Tripathy 4. Dr. R.K. Pandit 5. Sri K.C. Mishra 6. Dr. P.K. Samantaroy 7. Sri Bhabesh Mohanty
65.	Prof In Charge of Income Tax	1. Sri Subrat Kumar Pradhan 2. Sri Nayudu Mohan
66.	Anti-ragging Squard	1. Prof. Jagannath Patnaik (Coordinator) 2. Smt. Nandita Mohanty 3. Sri. Kartik Ch. Mishra 4. Dr. R.K.Pandit 5. Smt. B.L.Shroff 6. Sri. Y.V. Sai Madhab 7. Sri. A. Srinivas 8. Sri. S. K.Pradhan 9. Sri Udaya Naik 10. Miss Lizarani Satapathy 11. Miss Himalaya Sabar 12. Dr. Ashish Ku Sahoo 13. Sri N. Mohan 14. Miss Pooja Pattnaik
67.	Prof. in Charge of Laptop Distribution	1. Sri K. C. Mishra 2. Sri Bhabesh Mohanty 3. Sri B. M. Pattanaik

LIST OF HOLIDAYS FOR THE CALENDAR YEAR 2018

SL.NO.	FESTIVALS	DATE	DAY	NO.OF DAYS
1	NEW YEAR DAY	1.1.2018	MONDAY	1
2	BHOGI	13-1-2018	SATURDAY	1
3	SREE PANCHAMI	22-1-2018	MONDAY	1
4	NETAJI JAYANTHI	23-1-2018	TUESDAY	1
5	REPUBLIC DAY	26-1-2018	FRIDAY	1
6	LUNAR ECLIPSE	31-1-2018	WED DAY	1
7	MAHA SIVA RATRI & THE DAY FOLLOWING	14-2-2018 15-2-2018	WEDDAY THURSDAY &	2
8	DOLO PURNIMA & HOLI	1.3.2018 2.3.2018	THURSDAY FRIDAY &	2
9	PANCHYATI RAJA DIVAS	5.3.2018	MONDAY	1
10	GOOD FRIDAY	30-3-2018	FRIDAY	1
11	MAHAVISUBHA SANKRANTHI	14.4.2018	SATURDAY	1
12	SUMMER VACATION	15.5.2018 TO 17.6.2018	THURSDAY -- SATURDAY	33
13	RATHA JATRA	14-7-2018	SATURDAY	1
14	LUNAR ECLIPSE	27-7-2018	FRIDAY	1
15	INDEPENDENCE DAY	15-8-2018	WEDDAY	1
16	ID-UL-JUHA	22-8-2018	WEDDAY	1
17	GANESH PUJA	13-9-2018	THURSDAY	1
18	NUA KHAI	14-9-2018	FRIDAY	1
19	GANDHIJAYANTI	2/10/2018	TUESDAY	1
20	MAHALAYA	8.10.2018	MONDAY	1
21	DASAHARA USTAV	16.10.2018 TO 24.10.2018	TUESDAY - WED DAY	8
22	DEEPAVALI & KALIPUJA	6.11.18	TUESDAY &	
		7.11.18	WEDDAY &	2
23	LAST MONDAY OF KARTIKA	19.11.18	MONDAY	1
24	PROPHET MOHD. BIRTHDAY	21.11.18	WED DAY	1
25	KARTIKA PURNIMA	23.11.18	FRIDAY	1
26	PRATHAMA ASTAMI	30.11.18	FRIDAY	1
27	LAST THURSDAY OF MARGASIRA	20-12-2018	THURSDAY	1
28	X-MAS DAY	25-12-2018	TUESDAY	1
			TOTAL	70
			SUNDAYS	52
			EXAM.DAYS	60
		TEACHING DAY		180
		PRINCIPAL'S DISCRETION		3

AS THE FOLLOWING FESTIVALS FALL ON SUNDAY, THEY ARE NOT SPECIFICALLY DECLARED HOLIDAYS.

1.MAKARA SANKRANTI	14-1-2018
2.SREE RAMA NAVAMI	25-3-2018
3.UTKAL DIVAS	1.4.2018
4.BAHUDA JATRA	22.7.2018
5.RAKSHA BANDHAN	26.8.2018
6.JANMASTAMI	2.9.2018