



CALENDAR

2019-20



Sri Sri Bayababa College
Mahakalpara, Kendrapara

CALENDAR



2019 - 2020

Sri Sri Bayababa College

Mahakalpara, Kendrapara

Pin - 754224

Tel. No - 956727 - 271308

E-mail ID - ssb_college@yahoo.co.in



MESSAGE

It is a great pleasure to note that the college is bringing out Calendar for the accademic year 2019-20. This Calendar is a compendiaums of informations in regard to the academic status of the college. It is a Collective set of rules, instructions, advice for all bonafied students of the college for guidance and counselling. I am sure this handbook will be found useful for students.

I compliment the Editorial board with all my hearts for its timely publication.

Srinivasa Nagesh Prasad

Principal

S.S.B. College, Mahakalpara



PREFACE

Few Words.....

The college calendar is an essential guide for the bonafide students of the college. They are advised to go through it for a better and comprehensive idea of the college.

Ignorance of any item given in the calendar can't be cited as an excuse for its violation or non-observance.

It is not admitted as an Act, since the instructions incorporated herein are subject to change, for which it can not be put into any legal interpretation and can n't be challenged in the court of law.

The Principal is conferred as the sole authority of its interpretation and ammendment for the greater interest of the institution. In case of any dispute the decision of the principal is final and binding.

Students are, therefore, advised to read it thoroughly and carefully and conduct their activities in the college with dignity and confidence.

Editor



PERSONAL MEMORANDA OF THE STUDENTS

Name

Class.....

Roll No.....Section.....

Date of birth :(in figure)

Height Weight..... Blood group.....

Period of Studentship

ADDRESS :-

a. Permanent

.....

.....

b. Present/Correspondence

.....

..... Contact No :

Signature



CONTENTS

Chapter	Subject	Page
1	The College Crest	7
2	S.S.B. College : A Brief History	8
3	College At A Glance	12
4	Goal, Mission and Objectives	13
5	Governing body of the College	16
6	Succession list of Principals	17
7	Members on the Staff	18
8	Course Structure	22
9	Admission Procedure	28
10	Rules of Examinations	30
11	College Library	35
12	Scholarship & Financial Assistance	39
13	The Students Union	44
14	Code of Conduct for the Election.	
	The Students Union & Cultural Association	70
15.	University Rules	81
16.	CHSE (O) Rules	86
17	Co-curricular Activities	89
18.	+3 Fee Structure	97
19.	+2 Fee Structure	100
20.	The List of Holiday	103





2019

January						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
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27	28	29	30	31		

February						
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April						
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August						
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2020

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August						
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September						
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October						
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November						
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December						
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30	31					



Chapter - I

THE COLLEGE CREST



The splendid crest of the college is a sacred embodiment of seven evocative traditional and modern aspects of noble life.

The oftquoted vedic mantra "Namō Bhagabate Vasudebaya" inscribed on the top of the crest invokes God for wellbeing of the students, staffmembers and wellwishers of the institution, sri sri Bayababa college, Mahakalpara, Kendrapara.

The "Temple" identifies the college as a temple of learning.

The most essential material of teaching and learning the "Book with Lighted Lamp" is the emblem of dissemination of wisdom through devotion to study and enlightenment.

The "Wheel" stands for dynamic progress of rapid industrialisation, science and technology, space research etc.

The important measure of simple living is to live with youthful vigour energy and independent life The plough" signifies the agricultural sufficiency.

The full bloomed "Lotus" spreads the message of prosperity, purity, peace and beauty to the outside world.

The sailing "Boat" on the high sea symbolises development of maritime culture, trade and commerce.

In toto, the crest epitomises the aim of our temple of higher learning that is accelerating the process of modernisation in the era of globalisation with an eye on the glorious past, dynamic present and prosperous future of human race.



Chapter - II

**SRI SRI BAYA BABA COLLEGE,
Mahakalpara.**

**Its History in brief.
Dissiminating Knowledge.**

Education beyond all other devices of human origin is the great equalizer of the conditions of men—the balance wheel of the social machinery. It is an admirable thing, a deliberate and systematic influence exerted by the educated upon less educated or uneducated through instruction, discipline guidance and lessons. The Intellectual, aesthetic, rational and theoretical aspects of human behavior are cast upon this mould. It is an individual as well as social need. It is with this ideology that this educational institution came into being and honestly pursues to disseminate knowledge to various marginalised sections and give them a lift.

What is in a name ?

An etymological analysis of the "Mahakalpara" reveals that it is the supreme abode of Lord Shiva (Mahakal+Para) Mahakal carries the meaning of Lord shiva and para imports the meaning 'hamlet' . This place gives out the divine aroma-peace and serenity.

Mahakalpara, in its geo-political location, is a Block Headquarter under the coastal district of Kendrapara. It is 25kms



away from the District Headquarter and 125kms away from the state capital Bhubaneswer. It has demographic strength of 1,65,281 Population. Mahakalpara enjoys the status of an Assembly Constituency. The blue water of the Bay-of-Bengal kisses its beautiful land because of topographical advantage. The Dept. Defence has installed a Naval base which assumes military significance.

unrotted and neglected.

Mahakalpara has long been known as the most politically sensitive nerve centre of Odisha. Regrettably, it had not received the attention of Department of Higher Education, Odisha for a pretty long years. It was known to be an alien land bereft of the facilities. It had been an un-ending battle to pass through rough terrains to reach kendrapara and other towns connecting to it. It was no less a night mare experience for the aspiring and marginalized young sters to receive higher education. With the onset of monsoon in 1978, the long dream came true.

The great social and political activists of the area, cross section of educated persons from different walks of life rose to the occasion, filled in the gap and established the college.

Every institution has a glorious past of its own. Sri Sri Bayababa College has too a distinguished and long series of events at its back. According to M.K. Gandhiji "The soul of India lies in the Village". The establishment of a higher learning centre in this area carries this meaning in tone and tenor.

One eminent educationalist namely Bishnu Prasad Bahalia, in the company of a bunch of promising and enterprising



social activists like Brajendra Kumar Jena, Nrusingha Charan Routray, Krushna Chandra Biswal convened a meeting of the local gentry. Resolution Passed to that effect.

A few days later, the foundation stone was laid by Sri Nalinikanta Mohanty, the then Incumbent member of the Legislative Assembly of Odisha, Rajnagar Constituency, on the auspicious day of the 7th August 1978 in the place which had been consecrated by the holy presence of the great seer Namacharya Sri Sri Bayababa. Spiritual blessings of Baba made it a catalytic force for the steady growth of college in a few years. As the place was frequented by the great seer the members deemed it fit to name the college after the great saint Bayababa.

Statue of Baba Unveiled

The then Gajapati Maharaja of Puri Late. Sri Sri Dibya Singh Dev unveiled the holy statue of Namacharya Bayababa way back in the year 1988 at the centre of the college & the space offered to the great seer is separately barricaded by stone wall around.

Affiliation and Concurrence.

The College was initially affiliated to Utkal University for opening of the old pattern intermediate course in Arts in the year 1980. Since then it enjoyed the status of the degree college. Subsequently, science and commerce faculties were introduced. At present, the College imparts instruction in all Honours subjects in Arts, Science and Commerce Streams.



Higher secondary courses as well as vocational courses run in the same campus. The College was Affiliated to UGC in 2f and 12 (B) Act in the year 1991 and continued to receive grants since then.

The Prime Mission of Higher Education in this Institution is to educate, enlighten and literate rural youths and bring them to the national main stream of development and self-sufficiency. The College has successfully built and shaped the career of some gifted and worthy Alumni.

University Grants Commission

The College has already been Accredited B Grade in the second cycle in 2016 by the NAAC Peer Team and nurtures a fond hope to scale dizzy height in the coming years.

Library

The College library is an Integral part of our College, where learning is communicated through books, newspapers, journals, magazines. A separate reading room for students is attached to it. It now contains nearly 13098 books in the general section on all subjects.

Infrastructure

The College is in possession of many Valuable Infrastructure like separate two storied Arts Block, Science Block, one storied vocational Block, a separate administrative building, half finished Gymnasium building and another Arts building is in progress.



COLLEGE AT A GLANCE

1. Name : Sri Sri Bayababa College
Mahakalpara, Kendrapara, Odisha, 754224
2. Contact detail -
 - Land Phone - 0671-271270
 - Cell Phone - 9437177270
 - Fax - 0671
 - Website -
 - E-mail Id - ssbc mkp @ g.mail.com.
3. Establishment -
 - Date - 7th August 19 Seventy Eight.
 - Founder - Namacharya Yogi Sri Sri Bayababa
- 4.a) Recognition
 - (Government) - 31.12.1980
 - b) Affiliation(CHSE,Odisha) 1984-85
Utkal University - 1981-82
5. UGC Status under Rule 12B & 2f -
6. Geographical existence of the college (Location)
 - a) Distance from N.H.-5 (Chandikhol -Paradeep) 6 k.ms
 - b) Adjacent to Jamboo-Marshaghai Road ½ k.ms.
 - c) Distnace from District H.Q., Kendrapara - 30k.m.s





GOAL, MISSION & OBJECTIVES

The primary objective of education is to dispel the darkness of ignorance from the minds of the uneducated and get them enlightened. It is rightly stated in the Veda that only knowledge can liberate. Education is the medium that transfers knowledge. Knowledge is the act of knowing, discovering and exploring the depth of the mystery of the vast universe around us. Education generates knowledge and knowledge liberates man. It liberates man from the shackles of ignorance, poverty, disease, exploitation, prejudice, superstition, intolerance, jealousy, religious fundamentalism, barbarism, casteism, class consciousness, war, apartheid and other antihuman feelings and social evils. The process of acquisition of knowledge is education. Man gets his education through an institution known as formal education and the education outside institution is known as informal education. Formal education is meant for awarding degree and certificate on specific area of knowledge but informal education does not have the same mission. The scope of formal education is vast & profound.

Formal education is given at three levels. Primary, secondary and College. College education is subsumed in the third category. The goal of this college is to prepare a youth for meeting the challenges indifferent walks of life. It helps him to achieve all development, intellectual, physical, moral, spiritual and social. It promotes his skills, competence, sharpness of thought, outlook, vision and instill confidence. He learns the essence of work-culture and commitment to duty.

This college intends to build intellectually sharp, physically energetic, morally righteous, spiritually rich, culturally advanced, socially progressive, politically astute and economically self sufficient young men and women who will steer the economically backward state of Odisha to economic progress and prosperity.



MISSION OF THE COLLEGE

Sri Sri Bayababa College nourishes the following mission.

- i) To provide Higher education to economically disadvantaged young boys and girls of the remote rural areas.
- ii) To provide education at a reasonable cost.
- iii) To impart value-based education.
- iv) To inspire them to scale new heights.
- v) To inculcate in them the spirit of sacrifice and patriotism.
- vi) To create in them the dignity of labour.
- vii) To generate civic awareness and responsibilities
- viii) To make them disciplined and law abiding.
- ix) To profess loyalty to constitution of the country.
- x) To disseminate knowledge among the uneducated class.
- xi) To help remove illiteracy, poverty and disease.
- xii) To create concern and sense of pity for the downtrodden.
- xiii) To generate the feeling of universal brother hood and accept the concept of universe as a family.
- xiv) To fight to maintain communal harmony and peaceful co-existence.
- xv) To remove gender inequality, eliminate casteism and apartheid.
- xvi) To preserve the spirit of democracy.
- xvii) To generate employment for the young men and women.
- xviii) To restore the lost cultural heritage and maintain the glorious Odishan custom, tradition and mores.



- xix) To eliminate religious fanaticism and the corrupt and moribund social practices.
- xx) To build a healthy and prosperous society through promising and enterprising young men and women.
- xxi) To make the earth a safe sacred habitat for the flora and fauna.
- xxii) To dispel the nagging panic of the possibility of a nuclear holocaust.

ACHIEVEMENTS

a) In a span of 40 years since its inception Sri Sri Bayababa College has produced a good number of scholars like journalists commissioners professors and so many in different capacities ranging from the state to national level.

b) The degree results of this college for so many academic years are note worthy as the tally ranks top in comparison to other nearby institutions.

c) NSS units of the college have extended a great number of social services to the people of the locality for years together.

d) Eye camps, Blood donation camp, literary programme and other programmes of public awareness about of dangerous diseases, welfare activities & new inventions of Government of Odisha and India are milestones on the way of achievements of S.S.B. College, Mahakalpara, Kendrapara.



GOVERNING BODY OF THE COLLEGE

Sri Sri Bayababa College Mahakalpara with introduction of SAMS-based admission, has been divided into two institutions under one recognition namely S.S.B., Junior College and S.S.B. Degree College and one Governing Body has been constituted taking eminent educationists, social workers, Statesmen & administrators of the locality under the presidentship of the local M.L.A.

1. President : Sj. Atanu Sabyasachi Nayak.
Honorable, MLA, Mahakalpara.
2. Secretary : Dr. Sudhansu Sekhar Dwibedy. (Principal)
3. President Nominee - Sj. Bhagirathi Malla
4. - Smt. Kabita Malik
5. - Sj. Amarendra Samal
6. - Smt. Suravi Jena
7. - Smt. Naliniprava Choudhury
8. 1st staff representative -
Sr. Most (Teaching) - Smt. Kanaklata Dash
9. 2nd staff representative - Smt. Jyostnamayee Rout.
Sr. Most (Teaching) women
10. Non - Teaching staff - 01 - Sj. Biswaranjan Rath, Sr. Clerk
11. The Nominee of local M.P - Sj. Sarojkanta Sahoo.
12. Local M.L.A - Member
13. The chairman Panchyat Samiti, Mahakalpara - Member
14. V.C. Nominee - Smt. Sarojini Sethy
15. D.H.E (O) Nominee - Smt. Swaranaprava Pal.



Chapter - VI

SUCCESSION LIST OF OUR PRINCIPALS

Sl.No.	Name	From	To	Remark
1.	Sri P.K. Mohapatra	07.08.78	09.12.81	I/C
2.	Sri B.P Bahalia	10.12.81	11.09.84	
3.	Sri P.K. Mohapatra	12.09.84	20.08.85	I/C
4.	Sri P.C. Routray	21.08.85	05.05.86	I/C
5.	Sri P.K. Mohapatra	06.05.86	04.07.90	I/C
6.	Sri R.M. Sahoo	05.07.90	16.06.95	
7.	Sri B.N Das	17.06.95	11.07.96	
8.	Sri S. Parida	12.07.96	31.07.96	I/C
9.	Sri B.C. Sahoo	01.08.96	05.07.98	
10.	Dr. M.S. Mishra	06.07.98	31.10.03	
11.	Sri S.K. Mohapatra	01.11.03	15.07.10	I/C
12.	Sri P. K. Mohanty	16.07.10	31.01.16	
13.	Sri S. C. Khatai	01.02.16	31.01.18	I/C
14.	Sri G. N. Sahoo	01.02.18	31.10.18	I/C
15.	Dr. S. S. Dwibedy	01.11.18	Continuing	I/C



MEMBERS ON THE STAFF
TEACHING STAFF OF THE COLLEGE
PRINCIPAL

Prof. Dr. Sudhansu Sekhar Dwibedy

Deptt of ODIA

1. Smt. J. Rout, Reader & HOD
2. Dr. S. Nayak, Lecturer
3. Miss. S. Pradhan, Lecturer

Deptt of ENGLISH

1. Sri L. Behera, Lecturer
2. Sri G. Parida, Lecturer

Deptt of POLITICAL SCIENCE

1. Sri U. K. Nayak, Lecturer & HOD
2. Smt. M. Pradhan, Lecturer
3. Dr. S. Behari, Lecturer
4. Smt. I. Sethy, Lecturer

Deptt of ECONOMICS

1. Sri B. Behera, Lecturer & H.O.D.
2. Sri F. Sahoo, Lecturer

Deptt of HISTORY

1. Sri S.K. Nanda, Lecturer & H.O.D.
2. Sri R. K. Sahoo, Lecturer

Deptt of SANSKRIT

1. Smt. S. Padhi, Lecturer & H.O.D.
2. Miss. J. Pradhan, Lecturer



Deptt of SOCIOLOGY

1. Smt. K. L. Dash, Lecturer & H.O.D.
2. Smt. P.L Sahoo, Lecturer
3. Smt. R. Gidhi, Lecturer

Deptt of EDUCATION

1. Sri. A. K. Mall, Lecturer

Deptt of STATISTICS

1. Sri. P. K. Swain, Lecturer

Deptt of COMMERCE

1. Sri. N. Patra, Lecturer & H.O.D.
2. Sri. S. Nayak, Lecturer

Deptt of PHYSICS

1. Smt. S. Dash, Reader & H.O.D.
2. Sri. B. C. Das, Lecturer
3. Sri. T. K. Sahoo, Lecturer
4. Sri. P. K. Jena, Demonstrator

Deptt of CHEMISTRY

1. Dr. S. K. Sahoo, Reader & HOD
2. Sri. P.K. Behera, Lecturer
3. Sri. T. Samal, Lecturer
4. Sri G. R. Basantaray, Lecturer
5. Sri S. K. Mohapatra, Demonstrator
6. Sri D. K. Das, Demonstrator

Deptt of MATHEMATICS

1. Sri. N. Nayak, Lecturer & HOD
2. Dr.A. Tripathy, Lecturer



Deptt of BOTANY

1. Sri R. C. Dash, Reader & HOD
2. Sri P. Sahoo, Lecturer
3. Sri K. C. Das, Demonstrator

Deptt of ZOOLOGY

1. Smt. L. Pal, Lecturer & HOD
2. Smt. D. Achoriya, Lecturer
3. Sri. A. K. Samal, Demonstrator

Deptt of ENV. SCIENCE

1. Sri. S. Mishra, Lecturer

Deptt of COMPUTER EDUCATION

1. Smt. J. P. Jena, Instructor

OFFICE STAFF

(Ministerial & Menial)

A) ESTABLISHMENT SECTION

1. Smt. P. L. Pradhan, Head Clerk
2. Sri. B. K. Rout, Clerk

B) ACCOUNT SECTION

1. P. C. Paikray, Accountant

C) LIBRARY STAFF

1. Sri. P. M. Choudhury, MA, LLB, Non-Graduate librarian
2. Sri. G. C. Biswal, Library Attendant
3. Sri. B. K. Rout, Library Watchman-Cum-Bearer
4. Sri. A. K. Swain, Library Watchman-Cum-Bearer



LABORATORY ATTENDANT

CHEMISTRY

1. Sri. B. K. Mohapatra, Lab. Attendant.
2. Sri. N.C. Ojha, Lab. Attendant.

Deptt of PHYSICS

1. Sri. B. C. Jena. Lab. Attendant.
2. Sri. B. C. Mall. Lab. Attendant.

Deptt of BOTANY

1. Sri. H. K. Behera, Lab Attendant.

Deptt of ZOOLOGY

1. Sri. J. Samal, Lab Attendant

MENIALS

1. Sri. P. Pradhan, Peon
2. Sri. D. Gochhayat, Peon
3. Smt. R. R. Jena - Lady Attendant
4. Sri. A. K. Barik - Principal Orderly
5. Sri. K. N. Panil - Duffary
6. Sri. M.C. Jena - Sweeper
7. Sri. N. K. Jena - Gardener
8. Sri. P. B. Thapa - Night Watchman





Course Structure Subjects Available & Combinations Allowed

The College is affiliated to the Council of Higher Secondary Education, Odisha & to the Utkal University, Vani Vihar, Bhubaneswar. It imparts education in Arts, Science & Commerce both at +2 & +3 stage with +2 vocational

1) +2 Arts - 256 Seats

- (a) Compulsory Subjects : English, M.I.L (O) - 256
Environmental Education - 256
- (b) Optional Subjects : Political Science, History, Odia
Economics, Sociology,
Sanskrit-256, Education - 128,
Statistics - 64

2) +2 Science - 128 Seats -

- a) Compulsory Subjects : English, M.I.L(O), Environmental
Education - 128 each
- b) Optional Subjects : Physics - 128, Chemistry - 128
Mathematics 128, Biology- 128
CBZ - 128, Statistics - 64

3) +2 Commerce - 64 Seats

- 4) +2 Vocational - 48 Seats : English, MIL (O), Accounting,
BMS, BCM, BI & CA - 64 each,
CPM - 24, Diaring - 24

DEGREE

+3 Arts - 256 Seats

- a) Compulsory Subjects : English - 256, M.I.L(O) - 256
- b) Honours Subjects : English - 16, Odia - 48,
History-32, Economics - 32.



Sociology - 56, Political
Science - 56, Sanskrit-16

+3 Degree Commerce

General Seats - 64

Commerce Honours

Subject - 64

Accounting - 40, Management-24

+3 Degree Science

Optional Subjects

: PCM - 48, CBZ - 32

Honours Subjects

: Chemistry - 16, Math - 16

Physics - 16, Botany - 16

Zoology - 16

Subjects of Higher Secondary Education :

- (1) Besides the compulsory subjects like (I) English, M.I.L and (II) Environmental Education a candidate shall offer any four elective subjects from any of the grouping under (III) A or B or C.
- (2) **Duration of course :** The Syllabi for 2 years course of each subject shall be divided into two parts, namely 1st year and 2nd year carrying 100 marks each. The College will conduct one examination at the end of the 1st year class of +2 course and the Council will conduct the examination at the end of the 2nd year class of +2 course. The result of a candidate will be determined only on the performance of the candidate in the Council examination to be held at the end of the 2nd year course.
- (3) **The Pass Criteria :** The pass criteria for the Examination shall be as follows :
 - (i) **Subjects with Practical :** 30% of the total mark shall be diverted for practical examination and the remaining 70% thereof, for theory. A candidate has to pass separately in theory and parctical. Pass marks in Biology shall be calculated taking



together the marks secured in both Botany and Zoology.
(adding the marks of Botany and Zoology)

(ii) **Pass marks** shall be 30% of the total marks in theory paper & 40% of the total marks in practical paper, in each subject with 35% of the total marks in the aggregate.

(4) **Course Structure and Subjects of Examination** : The course structure and subjects for the Higher Secondary Examination and the maximum marks in each subject shall be as follows.

Compulsory.

<u>Subject</u>	<u>Mark</u>	<u>1st year</u>	<u>2nd Year</u>
1. (i) English	200 (Two hundred)	100	100
(ii) M.I.L (One of the following) Odia / Hindi / Bengali Telugu / Urdu	200 (Two hundred)	100	100

Provided that the Council may in special circumstances permit, a candidate to offer alternative papers in English of a Higher standard that required in (i) above in lieu of MIL. paper, stating reasons.

Provided further that a candidate may be permitted to take up for the Higher Secondary Examination one of the subjects as M.I.L. under (ii) above without attendance at Lecture in the subject if the stitution in which he is admitted is not affiliated in that subject.

Environmental Education (EE)

Note : The above subject will be assesed at the college level for 100 marks (70 marks for theory and 30 marks for Project work) at the end of the 1st yr. of +2 course and the grades (A, B, C or D in roder of merit) are to be awarded by the college and the same shall be recorded in the body of the pass certificate



given by the Council subsequently. The grade secured in the Environmental Education (EE) will not affect the result of the candidate.

	MARKS	GRADE
Above	70%	Gr-A+
Above	60%	Gr-A
Above	50%	Gr-B
Above	35%	Gr-C
Below	35%	Gr-D

ELECTIVE

III. A. Subjects of Examination for Arts Stream

(Out of the following six groups of subjects, a student shall have to offer only four elective subjects each carrying a maximum of 200 marks. i.e. 100 marks for 1st year and 100 marks for 2nd year)

- | | |
|----------------------|---------------|
| 1. Political Science | 2. History |
| 3. Sociology | 4. Economics |
| 5. Education | 6. Odia |
| 7. Sanskrit | 8. Statistics |

B. Subjects of Examination for Science Stream

(Each elective subject carrying a maximum of 200 marks i.e. 100 marks for 1st year and 100 marks for 2nd year)

- | | |
|------------|--------------|
| 1. Physics | 2. Chemistry |
|------------|--------------|

(Either Group - 'A' or Group - 'B' for third and fourth Elective Subjects)

Group - A

3. Mathematics
4. Biology

Group - B

3. Biology
4. Mathematics

C. Subjects of Examination for Commerce Stream

(Each elective subject carrying a maximum of 200 marks i.e.)



COURSE STRUCTURE

Sri Sri Bayababa College, Mahakalpara, Kendrapara, the only Junior & Degree College in Mahakalpara Block, imparts education in both +2 (General & Vocational) Level and +3 Level in Arts, Science and Commerce.

1. +2. (General : Higher Secondary)

a) **Syllabus** : The syllabi for 2 years +2 course of each subject of either stream are divided into two parts. First year and second year. The college conducts first year examination and the council of Higher Secondary Education, Odisha conducts Annual +2 H.S. Examination at the end of 2nd year. The +2 result is determined on the performance of the council examination.

b) **Pass Criteria** : A subject with practical exam diverts 30% marks for practical & 70% for theory while all 100% marks is allotted for a subject having no practical portion. The pass mark in each subject separately is 70% in theory portion, 30% in practical and 35% in Aggregate.

c) **Subjects** : Students of +2 stream are to offer compulsory subjects- English, MIL/Alternative English. Environment Education and Yoga.

Besides, Arts students are to offer four elective subjects out of i) Economics. (ii) History, (iii) Political Science, iv) Sociology. (v) Odia/Sanskrit (vi) Education and (vii) Statistics.

Four elective subjects are to be selected by a Science student from among (i) Physics, (ii) Chemistry, (iii) Biology, (iv) Mathematics and (v) Statistics.

First three elective subjects of commerce faculty, Accounting, BSM (Business Studies & Management) and BMS (Business Mathematics & Statistics, are compulsory for all and Group-II



(that includes fundamentals of Entrepreneurship and cost Accounting) is the 4th Elective.

Only except Environment Education and Yoga, which are of 100 marks each are taught and examined in First year, the rest six (Compulsory & Elective) subjects cover two years in 2 papers each, first paper in first year and second paper in second year. First papers of each subject are examined in the college at the end of first year and second papers at the end of second year through CHSE following Unit/Montly Test, Group Discussion and Aspirant classes. The grades awarded in Env. Edn. & Yoga are added to the result of +2 H.S. Exam. without any effect on result.

- D. **Subject Codes** : E (English), O [MIL(O)], H [MIL (H)], T, U & B, AE (Alternative English), His (History) Pol. Sc (Political Science), Eco (Economics) OO (Elective Odia), OS (Elective Sanskrit), EDU (Education) Soc (Sociology) STAT (Statistics, ACT (Accounting), BSM, BMS, CAC, PHY (Physics), CHE (Chemistry), M (Mathematics) & BIO (Biology)

As per the latest instruction, basic computer Education is being taught to +2 students taking extra special classes.

2. **+2 (Vocational : Higher Education)** : Vocational Education is being imparted in +2 level in two streams Arts and Science.

COURSE STRUCTURE +3 STAGE

The Utkal University, Vani Vihar, Bhubaneswar, has introduced a new Choice Based Credit System (CBCS) syllabus or course structure comprising of six semesters for +3 Arts, Science and commerce streams, w.e.f. the Academic Year 2016-2017. The detailed syllabus is available in the college Library. The students are advised to go through it.



9. ADMISSION PROCEDURE

(A) +2 Stream (e-Admission) :

e-Admission for +2 wing (Arts, Commerce & Science) has been introduced in Sri Sri Bayababa College vide letter No. of the Commissioner-cum-Secretary to Govt. Higher Education Department, Odisha, Bhubaneswar, e-Admission aims at to use information technology to process applications for admission which would reduce time and improve efficiency for the college functionaries who have been doing it manually. It would also make the admission process economical, efficient, hassle free and transparent for the students and their parents. The students/parents have to apply on-line, take print of the computer copy of filled in application form and travel to only one of the colleges under e-Admission process to submit the application to get admission to any stream of any college of their choices under SAMS (Students Academic Management System). The application form is known as Common Application Form (CAF) for admission to any stream of any of the Junir College selected for e-Admission. It is also decided to have one common Prospectus (CP) for these colleges under SAMS.

Details regarding Documents to be submitted with application, selection proededure, Admission rules, Reservation. Weightage are available in Higher Education Website www.dheorissa.in downlodable formate to take print out.

(B) +3 Streame (e-Admission) :

e-Admission for +3 wing (Arts , Commerce & Science) has been introduced in S.S.B College vide letter No. dt of the Commissioner-cum Secretary to Govt. Higher Education Department, Odisha, Bhubaneswar, e-Admission aims at to use information technology to process applications for admission which would reduce time and improve efficiency for the college



functionaries who have been doing it manually. It would also make the admission process economical, efficient, hassle free and transparent for the students and their parents. The students/parents have to apply on-line, take print of the computer copy of filled application form and travel to only one of the colleges under e-Admission process to submit the application to get admission to any stream of any college of their choices under SAMS (Students' Academic Management System). The application form is known as Common Application Form (CAF) for admission to any stream of any of the Junior Colleges selected for e-Admission. It is also decided to have one Common Prospectus (CP) for these colleges under SAMS.

Details regarding Documents to be submitted with application, selection procedure, Admission rules, Reservation, Weightage are available in Higher Education Website : www.dheorissa.in downloadable format to take print out.





10. RULES OF EXAMINATIONS

A. UNIVERSITY REGISTRATION :

1. Every student of the College at the +3 stage is *ipso facto* a registered student of the Utkal University. On admission into the Degree class or on first admission into the college every student will have to pay a fee of Rs.150/- for Registration & Recognition of his or her name by the University when the name of a student is struck off from the rolls of the college for non-payment of the prescribed college dues or for any other reason, he or she has to pay a re-entry fee, equal to his one month's tuition fees.
2. Every student of this college at the +2 stage is *ipso facto* a registered student of the Council of Higher Secondary Education. He / She has to pay a sum of Rs.105/- for registration & recognition fees, Rs. 60/- annually for Sports & literary fees. Rs.45/- for Academic fees.
3. This registration is essential for permission to face CHSE or University Examination. The registration receipt is to be produced while filling in application forms for admission to the Council & University Examination.]

B. PROCTORIAL SYSTEM :

1. The Problem of discipline has proved to be a serious challenge in modern times. With the growth of population it has assumed grave proportions and has demanded serious consideration. Proctorial system is an attempt to discipline students through personal contact with proctors.
2. The Students are advised to be in close touch with their proctors in matters regarding financial assistance, scholarship & academic progress.

**C. ATTENDANCE :**

All students are advised to attend general, tutorial & practical classes regularly. Every student must secure 75% of attendance in general, tutorial or practical classes. There is no law to help a student in case his percentage of attendance falls below 65% as the case may be during an academic year. Appropriate action will be taken against those students who fail to obtain the minimum requisite percentage of attendance in general, tutorial / practical classes i.e. 60% or 65%.

D. MALPRACTICE :

As per the decision of the Staff Council each student adopting malpractice in the College Examination shall pay the fine positively.

E. COUNCIL / UNIVERSITY EXAMINATION :

The Council of Higher Secondary Education holds Examination in the 2nd year of +2 stage. The University also holds their examinations every year for +3 students. The University & CHSE do not hold Supplementary Examinations.

F. COLLEGE EXAMINATION :

According to the new course structure there shall be one examination to be conducted by the Jr. College / Higher Secondary School at the end of 1st year basing on the curriculum meant for that year and on examination at the end of 2nd year to be conducted by the Council basing on the curriculum meant for that year alone. Pass certificates will be awarded to successful candidates on the basis of the performance in the Council examination to be held at the end of 2nd year only.

The examination at the end of 1st year shall be of 700 marks (including 100 marks for Environmental Education) and the



examination at the end of 2nd year shall be of 600 marks. Marks secured in the examination conducted at the end of the 1st year shall be considered for promotion of students to the 2nd year class.

Besides English and MIL, Environmental Education (EE) shall also be a compulsory subject. But Environmental Education will be taught only in the 1st year and examination for Environmental Education will be conducted by the college at the end of the 1st year.

Restriction on selection of optional (henceforth called as elective) subjects will be the main feature in the new course structure. There shall be no extra optional subject. Instead each student has to offer four elective subjects. There will be First Terminal & Annual Examination during the first year of +2 Arts / Science / Commerce classes. Pre-Test and Test shall be conducted during the second year of +2 Classes Besides the above examination every alternative tutorial class shall be devoted to written exercises for continuous and effective assessment of students.

Besides English and MIL, Environmental Education (EE) shall also be a compulsory subject. But Environmental Education will be taught only in the 1st year and examination for Environmental Education will be conducted by the college at the end of the 1st year.

Restriction on selection of optional (henceforth called as elective) subjects will be the main feature in the new course structure. There shall be no extra optional subject. Instead each student has to offer four elective subjects. There will be First Terminal & Annual Examination during the first year of +2 Arts / Science / Commerce classes. Pre-Test and Test shall be conducted during the second year of +2 Classes Besides the above examination every alternative



tutorial class shall be devoted to written exercises for continuous and effective assessment of students.

Examination are compulsory. If a student absents himself from the examination he may not be promoted or sent up as the case may be. Unfair means and misconduct of any type in the examination hall shall be seriously viewed. A student found in possession of incriminating materials or copying may be fined under intimation to the parents concerned. He may not be promoted or sent up for the Council / University Examinations.

G. HIGHER SECONDARY EXAMINATION :

The Council of Higher Secondary Education, Odisha conducts annually one examination such as Annual Examination for the +2 Arts / Science / Commerce streams.

Pass Marks.

- a) 30% of marks in each subject, 40% in theory & practical separately.
- b) 35% marks in aggregate
- c) First Division - 360 Marks
- d) Second Division - 300 Marks
- e) Third Division - 210 Marks

H. UNIVERSITY EXAMINATION :

Mode of Examination and Duration of Papers :

1. The Examination in Arts / Science / Commerce shall be conducted by means of written papers.
2. There shall be a practical examination in all subjects in which it is prescribed in syllabus.
3. The duration of examination for each theory paper carrying 50



marks shall be two hours and for each theory paper carrying 75 to 100 marks, it shall be 3 hours. The course contents of the papers "Shall be designed accordingly by respective Board of Studies".

4. The laboratory notebook of the fieldwork of each candidate who offers a subject in which there is practical examination shall be inspected by the Examiner who shall take those into consideration which determines the results of the practical examination. Each experiment in every notebook shall contain the date of the experiment, signature of the student and the initial of the teacher with date under whom the experiment was performed.
5. The question paper of the University Examination in Arts / Science / Commerce shall contain alternative questions on the courses of study prescribed for the preceding year where such courses of study have since been altered or amended.

□ □ □



COLLEGE LIBRARY

Library is a repository of knowledge , wisdom and information. A young and unruly mind is tamed into obedience in its bracing and stimulating ambience. In the company of books and journals the young minds find a rare opportunity to shape their character & destiny.

Our library has started functioning from August 1978 and over the years its collection has developed into large number of Books on various subjects like criticism & reference. A separate journal section has been added to it. A reading room to facilitate the students to have access to study rare books, at their leisure during the college hours has also been annexed to it.

Library Rules :

01. No books, Journals, Periodicals, News Papers, syllabus and other reading materials shall be taken out of the library without the knowledge of the Librarian.
02. Books, Journals, Periodicals etc. will be issued to the borrower only on production of library card.
03. In case of +2 students, library books will be issued twice a month on the notified dates. In case of +3 students, library books will be issued twice in a month.
04. If any date of issue falls on Sundays and holidays the day following such Sundays and holidays shall be treated as date of issue.
05. Books issued to the borrower must be examined by him/her before their entry in to the issue register. Mutilation and disfigures of pages of library books found after issue will cause fixing of responsibility upon the borrower.
06. Books should be refunded within the stipulated period given to the borrower.
07. Neither any note nor shall any picture be drawn in the library



- book. Removal of pages of the library book in any manner to the borrower.
08. In case of loss of library books or otherwise, If replacement is not possible, three times the cost of the books shall be realised from the borrower. Book be replaced as far as practicable.
 09. Over- due charge shall be realised from the borrower in case of unauthorised holding of library books over and above the stipulated period
 10. Non clearance of over due charges and over due books will cause cessation of issue of further books to the borrower until he or she clears the over-due charges and return the over-due books.
 11. Re-issue of library books to a particular borrower can be made if the said book is not required by others.
 12. Duplicate library card will be issued to particular borrower if he/she brings the authenticity of loss to the notice of the librarian and deposit requisite fee in the college counter.
 13. The library premises should not be used for any other purposes except reading, or consulting the books and periodicals.
 14. Silence inside the library and reading room is a must. Violation of it will cease membership of the borrower.
 15. Spitting, smoking, sleeping inside the library and putting one's legs on the furniture are strictly prohibited.
 16. The following list shows the maximum number of book that may be issued to various types of readers.
 - a) Teaching Staff (Prof. Reader, Lect.) 20 books (both text & Ref. on concerned subjects)
 - b) Demonstrators & Librarian 10 books (text & ref. on concerned subjects)
 - c) Ministerial Staff- 5 books (general books)
 - d) Menial Staff - 2 books
 - e) +2 students - 1 book (for once)



- f) +3 Pass students - 3 books (for once)
- g) +3 Hon's students- 5 books (for once) (3 books from Library & 2 books from Department Seminar Library)
- h) Menial Staff- 3 books
17. Dictionaries, maps, Calendar, Syllabus, Questions (both CHSE & University), Rare books, Reference books, Multi Volume Books shall not be issued out of the library. Students are required to consult those books inside the library only.
18. Members of the teaching and non-teaching staff may take books from the library on signing the loan register.
19. The time allowed to retain the library books must be strictly adhered to by the students and staff.
20. A fine of Rs. 1 rupees per day per book shall be collected from the borrower with holding the library books unauthorisedly after the stipulated period up to a maximum of one months time. Suitable actions will be taken after expiry of one months time. Application for reduction or cancellation of fine will not be entertained.
21. Submission of library card and list of books in order of preference is a must on the part of a borrower at the time of borrow. The issue in-charge may demand identity card at the time of issue, if necessary.
22. Over night issue of library books and other reading materials can be made available to the students and members of the staff after obtaining prior permission from the principal.
23. Library follows close access for the students and open access for the members of the staff without their personal belongings.
24. Library clearance is a must in cases of transfer of a borrower from one college to another and appearing at the CHSE & University examinations respectively.
25. The rules noted above are subject to change at the discretion of the principal and can not be challenged in any court of law.



RULES OF THE READING ROOM

01. The reading room shall remain opened from 10A.M. to 3 P.M. on all the working days.
02. Books, Magazines, News papers and other reading materials will be issued to the students in the reading room on production of their own identity/Library cards only.
03. Issued books, magazines news papers should be immediately returned to the issue assistant in the reading room after consultation.
04. A fine of Rs. 5/- (Rupees five) only will be collected from the studnets taking away books, magazines, news papers, unauthorisedly from the reading room.
05. Additional fine of Rs. 1/- (Rupees one) only per day shall be collected from the students for taking away, and keeping books, magazines, news papers with them unauthorisedly from the reading room for the entire period of their unauthorised holding.
06. A student will be debarred from use of the reading room and his/her library card will be seized if he/she is found to be disturbing others in the reading room.
07. Text and reference books on prescribed syllabi will be available in the reading room for consultation.
08. Silence is a must in the reading room. Breach of it will cause punishment.
09. Separate sitting arrangement for boys and girls students has been made available in the reading room. Students should follow it strictly.
10. Problems if any found in the day to day functioning of the reading room should' immediately be brought to the notice of the librarian.
11. In case of any policy decision as regards to the reading room the consent of the Princial is final.





SHOLARSHIPS, STIPENDS & OTHER FINANCIAL ASSISTANCE

Financial and other aids are available to the students from the Government and college source for encouraging and promoting higher education among needy and deserving students. Such aids are noted below for information of the students.

1. NATIONAL SCHOLARSHIP :

The scheme is sponsored by the Government of India & administered by the Director of Higher Education, Odisha. Scholarships are awarded on the basis of results of the Annual H.S.C. of H.S.E examination every year to the top scoring candidates having 60% or above marks. The value of scholarship is R. 50/- per month.

The scholarships are renewed from year to year subject to achievement of good standard (i.e. 50% marks) in the Examination.

2. NATIONAL SCHOLARSHIP TO CHILDREN OF PRIMARY & SECONDARY SCHOOL TEACHERS.

The scheme is sponsored by the Government of India and administered by the Director of Higher Education, Odisha. This scholarship is awarded to the children of school teachers securing 60% or above marks in the Annual H.S.C of H.S.E., Examination in order of merit.

3. NATIONAL LOAN SCHOLARSHIPS:

The scheme is sponsored by the Govt. of Higher Education, Odisha application for this scholarship can be made by the students of 1st year, 2nd year, 3rd year classes who have passed the last final examination with at least 70% marks in aggregate and the income of whose parents, including their own, does



not exceed Rs. 6,000/- per annum. Candidates in full time employment are not eligible for this scholarship. The value of the scholarship is Rs. 6,000/- per year for Under-Graduate Courses. This scholarship is reviewed from year to year till the completion of the course subject to satisfactory progress and conduct of the student.

4. SENIOR COLLEGE MERIT SCHOLARSHIP :

These are awarded on the basis of the result of C.H.S.E., examination for a period of two years at the rate of Rs. 50/- each per month. These scholarships are open to students of Arts, Science, Commerce classes and are awarded in consideration of merit alone.

5. JUNIOR COLLEGE MERIT SCHOLARSHIP :

These are awarded on the basis of the results of High School Certificate Examination for a period of two years at the rate of Rs. 40/- per month. These are awarded on merit alone. These are distributed districtwise, Government of Odisha awards a number of Scholarships for girls, etc. Besides, the Government of India awards, Government of India Merit Scholarship etc.

6. POST-MATRIC SCHOLARSHIP TO THE SCHEDULED CASTE AND THE SCHEDULED TRIBES FOR STUDIES :

- a) **Object :** The object of the scheme is to provide financial assistance to the scheduled Caste and the Scheduled Tribe students, studying at Post-Matriculation or Post-Secondary stage so as to enable them to complete their education.
- b) **Scope :** These Scholarships are valid for studies in India only and are awarded by the Government of the state, Union Territory, to which the applicant actually belongs i.e. permanently settled.

**7. STIPEND FOR PHYSICALLY HANDICAPPED STUDENTS:**

Stipends under the scheme are awarded to the blind, deaf, orthopaedically handicapped students. Application in the prescribed form obtainable from the office of the Director of Higher Education, Odisha are to be submitted by the appointed date. Students under this category are eligible to apply for the stipend.

8. EDUCATIONAL CONCESSION TO THE CHILDREN OF EX-SERVICE PERSONEL :

The concession is meant only for the children and dependants of ex-service personnel, who are permanent residents of Odisha. Book grant of Rs. 40/- per annum at the 1st year and 2nd year stage and Rs. 50/- per annum at 3rd and 4th year stage are given. No tuition fees are exempted from Post-Matric or Post-Graduate stage. The eligible students desirous of availing the grant should apply in the prescribed form together with necessary certificates from the District Magistrate concerned.

9. EDUCATIONAL CONCESSION TO CHILDREN OF ARMY APERSONNEL :

The concession is meant for the children and dependants of all service personnel belonging to O.M.P., Territorial Army, Navy, Air Force and Army. The following types of concessions are given under the scheme.

Exemption From :

- i) Payment of Tuition Fees
- ii) Payment of Hostel Charges and
- iii) Adm|ssion and Transfer Fees.

In case any Jawan or Officer is killed or disabled in action, the children and dependants of such person will receive the



education and boarding till the completion of their education. The above concessions are given from Primary to Post Graduate stage, both inside and outside the State, subject to availability of funds.

10. SCHOLARSHIP TO STUDENTS OF NON-HINDI SPEAKING STATE FOR POST-MATRIC STUDIES IN HINDI:

The main object of the scheme is to encourage the study of Hindi in Non- Hindi speaking States and to make available to the Government of these States suitable persons for teaching and other posts, where knowledge of Hindi is essential.

11. WITHDRAWAL OF SCHOLARSHIPS :

Scholarships may be withdrawn at any time, if the progress or conduct of the scholar is unsatisfactory. Authorities to withdraw a scholarship, are the Director in case of College scholarship, in the case of Scholarships paid by District Boards. The authority will be exercised by the board acting on the recommendation of the District Inspector (Article 705 of the Odisha Education Code.)



BUS & RAILWAY CONCESSION

Certificate for railway concession tickets are issued to bonafide students of the college for journey for the following purposes only

- a) going home during vacation.
- b) Going to attend interview for education purpose and
- c) study tour (group concession only)

Students may apply to the college office. On the recommendation of the Higher Committee, the Government have been pleased to decide that 50% concession of the bus fair to the college student in the buses run by O.S.R.T.C and O.R.T. should be given for their to and fro journey on the occasion mentioned below.

1. Whole going to and returning from the Educational institution, and the places of permanent residence during Summer Vacation and Puja Vacation and
2. For to and fro journey on excursion and on specified extra curricular activities on the certificate of the head of the institution concerned.





STUDENTS' ASSOCIATIONS & SOCIETIES

THE STUDENTS' UNION

1. Functions of the Union :

There shall be a Student union for all the Degree classes known as the Students' union of the Bayababa College. Its functions are detailed as follows :

- a) To organise discussions on the general, cultural, academic, national and international problems.
- b) To organise debates.
- c) To invite eminent persons to address the Union.
- d) To celebrate the Independence Day, Gandhi Jayanti and other similar occasions in consultation with the Principal, and
- e) To take up such other activities as are proposed by the Union and approved by the Principal.

2. Membership of the Union :

Every student whose name is on the rolls of the Degree Classes of the college is a member of the Union and is eligible for election to any of its offices subject to Articles 8 and 10 and recommendations made in the Govt. circulars issued every year.

3. Members of the Staff :

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

4. The Executive Committee :

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

- | | |
|---------------------|---------------------------|
| i) The President. | ii) The Vice - President. |
| iii) The Secretary. | iv) The Asst. Secretary |



v) Three student representatives to be elected. One each from 1st year to 3rd year Degree classes.

5. Cultural Association :

There shall be a Cultural Association for +2 Students consisting of,

- i) The Secretary, to be elected from +2 streams.
- ii) The Asst. Secretary, to be elected from 1st year class of +2 streams.
- iii) Two Class Representatives, to be elected one from 1st year and 2nd year of +2 streams. (+2 streams means three faculties; Science, Arts & Commerce.)

6. Function of the Executive Committee :

- a) The functions of the Executive Committee shall be :-
 - i) To draw up the programme of union activities for the session.
 - ii) To adopt the union budget for the session, and
 - iii) To under-take such other activities as are consistent with the objective of union in accordance with the constitution.
- b) i) An ordinary meeting of the Executive Committee may be called by the Secretary in consultation with Adviser. Notice of such meeting with date, time, place and agenda shall be given to members at least 24 hours prior to the meeting.
- ii) An extraordinary meeting of the Executive Committee can be convened at any time by the Principal.
- iii) A meeting of the executive committee shall be presided over by the President or in his absence by the Vice-President or in the absence of both by any member of the committee elected at the meeting. Such an election is to be conducted by the Adviser.
- iv) No meeting of the Executive Committee can be conducted without the Adviser.
- v) Fifty percent of the members of the Executive Committee shall constitute the quorum.



- i) The minutes of the meeting shall be maintained by the Secretary and the copy thereof shall be communicated by the Secretary to the Principal through the Adviser within two days.

The Adviser :

There shall be Advisers appointed by the Principal from among the members of the staff, one for Students' Union and one for Cultural Association. The Principal may, if he thinks necessary, appoint Associate Advisers to assist the Advisers in discharging their duties. They shall act as the Advisers during the absence of the Advisers.

The Advisers shall be present at the meeting of the Executive Committee and at the ordinary meeting of the union. He will assist the members for the proper conduct of the meeting. The President may refer to him any rule for interpretation and the decision of the Adviser when so referred to, shall be final. The Adviser may at any time during a meeting at the request of the President explain the scope and effect of a motion or amendment.

The adviser may, if he is unable to be present at a meeting, request one associate adviser to take his place and such a member shall discharge all the function of the adviser.

Subject to the provision in Rule 26 explains that neither the adviser nor his Deputy will preside over a meeting of the union unless specially requested to do so by the President.

The President :

Any member of the Union is eligible to Contest for the office of the President of the Union. The President shall preside over all ordinary meeting of the Union at which he is present and over extraordinary meetings subject to the provision contained in Rule 40. He shall be responsible for maintaining order and interpreting the rules. His ruling shall be considered final except where he requests the Adviser to give a ruling in



which case the ruling of the Adviser shall be considered final.

9. The Vice President :

The Vice-President must be a member of the Union belonging to the 1st year or 2nd year of +3 Degree class. In the absence of the President, the Vice-President shall assume all his rights and discharge all his duties.

10. The Secretary :

Any member of the Union can stand for the Secretaryship of the Union.

- a) The Secretary shall arrange debates, give notice of the ordinary meetings and record the minutes of all meetings whether annual, ordinary or extraordinary.
- b) The Secretary shall select the subject for debate in consultation with the President and the Adviser.

11. The Assistant Secretary :

The Assistant Secretary must be a member of Union belonging to 1st year or 2nd year of +3 Degree classes. The Assistant Secretary shall assist the Secretary in the discharge of his duties and in his absence, perform all his functions.

12. Elections :

Once in the beginning of each session on such date as the Govt. of Odisha may fix elections shall be held for the different offices of the Student Union, provided that normal conditions prevail.

- a). Nominations to each elections duly proposed and seconded shall reach the Principal in writing on the fixed date
- b) Every member of the union has the right to vote in every election.
- c) No member shall give more than one vote for each office to be filled.
- d) Elections shall be conducted and votes recorded in such a manner as per the instruction of the Govt. of Odisha.



- e) The candidate obtaining the largest number of votes shall be declared elected.
- f) In case of an equality of votes between any two or more candidates the election of the successful candidate shall be determined by lot.
- g) The office bearers of the College Union shall assume their responsibility after they take an oath in the following form.
"Ihaving been elected as.....of the Bayababa College Union do hereby solemnly affirm that I shall discharge my duties earnestly and sincerely in accordance with the provisions of the constitution. I further affirm that my activities shall by no means, be detrimental to the interest and welfare of the institution."
- h) The oath shall be administered by the Principal or his nominee on the date fixed for the purpose.
- i) Subject to the provisions of rules 17 and 18 below the office-bearers shall hold office till the end of the academic year. Further an office bearer shall be relieved under the following circumstances -
 - I) Cease to be members of the College Union.
 - II) Voluntarily resign in writing addressed to the Principal.
- j) An office-bearer who fails in the proper discharge of his duties can be removed by a vote of no confidence passed by three fourths of the members of the Students' Union present at an extraordinary meeting called for the purpose.
- k) If the President and the Secretary vacate their offices the Vice-President and the Assistant Secretary shall succeed them respectively as the Acting President and Acting Secretary.
- l) After the election the Annual Meeting of the Union shall be held as per the advice of the Advisor and Principal.



13. Ordinary Meeting :

Ordinary meeting of the Union shall be arranged by the Secretary in consultation with the President and with the approval of the Adviser.

14. Notice :

The Secretary shall cause a notice to be issued two days before each ordinary meeting containing the following particulars.

- i) Date of meeting.
- ii) Place of the meeting
- iii) Subject for debate and speakers in order.
- iv) Agenda of the Meeting.

15. Amendments to motions :

- a) Notices of amendments must be put into the box reserved for that purpose by twelve noon on the day preceding the day of the meeting.
- b) No amendment will be in order which in effect directly negates the original motion for the debate or consistent with motion.

16. Procedure at the Meeting :

- a) In the absence of both the President and Vice-President form an ordinary meeting members present will elect a Chairman from among themselves. The Adviser or his Associate shall take the chair until the election is over. The Chairman shall assume all the rights and discharge all the duties of the President during the meeting.
- b) At the commencement of each ordinary meeting the Secretary shall read the minutes of the last ordinary meeting and the subsequent meeting of the Union, if any. The minutes on being approved by the members present shall be signed by the President.
- c) Every speech shall be relevant to the subject of debate or the amendment proposed. No personal reflection shall be made in the course of the meeting.



- d) No member other than the mover of a motion shall speak more than once in the course of the debate. At the conclusion of the debate the mover may, at his option reply to the debate.
- e) The mover and the second speaker (Opposer) may speak for eight minutes each. The other speaker shall speak for not more than five minutes each. This time can be reduced by the President of a meeting if he finds the number of speakers to be too many to be adjusted.
- f) The President may if he so desires, take part in the debate.

17. Discussion of Amendments :

- a) Not more than one amendment to the motion under discussion may be brought forward in the course of an ordinary meeting.
- b) The President of an ordinary meeting shall decide at the meeting which one of the amendments received in accordance with rule 15(a) shall form the subject - matter of the debate.
- c) An amendment to a motion shall be discussed only after the first four speakers on that motion speak.
- d) No amendment shall be valid which is not duly seconded at the meeting.
- e) When an amendment is proposed and seconded members may at their opinion speak either on the amendment or on the original motion.

18. Vote on Debates :

- a) At the conclusion of the debate as soon as the mover of the original motion has exercised or formally waived his right of reply, the amendment, if any, shall first be put to vote. If the amendment is carried the motion is amended.
- b) All questions of the debate shall be determined by a majority of the votes of the members present.
- c) If the votes are equally divided, the President shall decide the question by lot.

**19. Points of Order :**

The Adviser, his deputy or any member, may call the President's attention a point of order while a member is speaking but no speech shall be made on such a point of order.

20. Discipline :

a) The President may call any member to order. If a member disobeys or disregards any order of ruling of the President or the Adviser or his Deputy, the President may forthwith ask the members to withdraw from the meeting and may report his name to the Principal. If necessary the President may dissolve the meeting.

b) In any case not provided for by those rules, the Adviser or his Deputy shall give ruling as to the procedure on the principles already laid down and his ruling shall be final.

21. Extraordinary Meetings :

An extraordinary meeting of the Union may be convened :-

a) At the Principal's discretion.

b) On the written requisition addressed to the Principal and signed by not less than one hundred members of the Union, or.

c) On the request of the President.

The Principal or any person nominated by him shall preside over the extraordinary meeting, when this is deemed necessary by the Principal.

22. Amendments to Rules :

i) a) Amendments to any of these rules shall be considered at the Annual Meeting of the Union.

b) No amendment will be in order which is not duly recorded and of which a week's clear notice has not been received.

c) An amendment before it becomes effective must be passed by a majority of three fourth of the members present at the Annual Meeting and must receive the approval of the Principal.



- i) The present constitution shall be interpreted whenever necessary, by the Adviser and such interpretation shall be final and shall not be called into question or discussed at any meeting of the Union.
- iii) No amendment to any of these rules will be given effect to before the next session, i.e., If an amendment is passed in 2013-2014 it will be given effect to in 2014-2015.
- iv) The Principal shall be the final authority in all matters relating to the Union.

THE DRAMATIC SOCIETY

1. There is one Dramatic Society for the College called the SSB College Dramatic Society.
2. All the students of the college shall be members of this society.
3. Every student of the college shall pay to the Society's accounts in the college office a subscription as determined from time to time per year at the time that he pays his first instalment of college fees for the session.
4. The Principal of the college shall be the ex-officio President of the Dramatic Society.
5. The affairs of the Society shall be managed by committee of management consisting of the following members.
 - i) The President (Principal ex - officio)
 - ii) Three teachers of the college to be nominated by the President. One of three members shall be nominated by the President as the Vice-President of the Society.
 - iii) A secretary to be elected by all the students of the college from among themselves.
 - iv) There shall be an Assistant Secretary to be elected from among the students belonging to the 1st yr. or 2nd yr. of +3 Degree class.
 - v) Not more than two students' representatives shall be elected from the 1st year and 2nd year of +3 Degree classes.



6. At the beginning of each session, elections shall be held to the different offices on such a date and in such a manner as the Govt. of Odisha decides
7. After the elections are over, there shall be a meeting of all the members of Dramatic society. At this meeting the accounts of the previous year shall be received from the outgoing Secretary and the newly elected office - bearers shall assume office after they take an oath in the form determined by the Principal. The Principal or his nominee shall preside over this meeting.
8. The Committee of Management shall perform the following duties.
 - a) Decide which drama shall be staged during the year and when. This decision shall be subject to the approval of the Principal.
 - b) Prepare and pass the budget for the year.
 - c) Have the expenditure in connection with the drama audited within fifteen working days after the starting of the drama.
 - d) Sanction expenditure out of the Reserved fund for the purchase of property of the upkeep, repair or replacement of articles already purchased for the Dramatic Society.
 - e) Meet from time to time to decide all other matters connected with the society
9. Neither the Secretary nor the Assistant Secretary shall ordinarily be given an actor's part in the drama to be staged. One of the two shall keep the minutes of the Society and the other shall be in charge of the accounts. Either or both of them may be removed from office if they fail to discharge their duties properly :-
 - i) By Principal or,
 - ii) By a vote of no confidence passed by not less than two thirds of the members of the Committee or management or a meeting of the Committee specially called for the purpose and ratified by meeting of the general body of members called for the purpose.



10. 50% of the members shall constitute the quorum for an ordinary meeting of the Committee of the management.
- 11.a) The Principal reserves to himself the right to alter, amend or abrogate any of the rules mentioned above. He may request the members of the teaching staff to move amendment to the rules if a member wants to alter or amend any of the rules. The alteration amendment must be passed by a majority of the members present in the annual meeting. The same applies to amendments moved by the members of the teaching staff. Such alteration or amendment is subject to the approval of the Principal.
- b) The present Constitution shall be interpreted whenever necessary, by the Vice-President or in his absence his Deputy and such interpretation shall be final and not be called into question or discussed at any meeting of the College Dramatic Society.
- c) The Annual Meeting of the Dramatic Society shall be open to all members of the college staff as visitors.
12. No amendment to any of these rules will be given effect to before the next session; i.e., if an amendment is passed in 2013-2014, it will be given effect in 2014-2015.
13. The election procedure and the powers of the office bearers of +2 stream with a separate dramatic association remain the same as the +3 Degree stream.

THE DAY SCHOLARS' ASSOCIATION

1. All the Day Scholars of the college shall be the members of the Association and shall pay a subscription as determined from time to time annually.
2. The object of the Association is take up such activities as will foster a spirit to fellowship and co-operation among all the Day Scholars of the college.



3. There shall be a Censor of the Day Scholars' Association appointed by the Principal from among the members of the staff.
4. The Censor of the Day Scholars' Association shall preside over all the meetings of the Association except the Annual Meeting. He may appoint a Deputy from among the members of the staff to take his place as the President. The Principal or his nominee will preside over the Annual General Meetings of the Association.
5. a) There shall be a Secretary elected from the members. There shall be an Asst. Secretary elected from among the students belonging to the 1st yr. or 2nd yr. of +3 Degree class on such date and in such manner as the Principal determines.
b) After the elections are over there shall be a meeting of all the members of D. S. A. At this meeting the Annual Report and audited account of the previous year shall be placed by the outgoing Secretary and the newly elected office-bearers shall assume office after they take an oath in the form prescribed by the Principal. The Principal or his nominee shall preside over this meeting.
c) The Secretary with the approval of the President shall organise all the functions of the Association and shall be in charge of the minutes and correspondence of the Association. In the absence of the Secretary, Asst. Secretary will do the work of the Secretary.
6. There shall be an Executive Committee consisting of :-
 - a) The Censor, The Secretary, The Asst. Secy. and
 - b) One student member from among the Day Scholars' in each of the classes elected in such manner as the Principal shall determine.
7. The Principal may at his discretion nominate 1 or 2 student members to the Executive Committee to make up any



- deficiency in representation.
8. The funds of the Association shall be under the control of the Principal. All expenditure incurred by the Association shall be subject to his approval.
 9. Meetings of the Association shall be open to all members of the Colleges staff as visitors. They can participate in the proceedings of the Annual Meeting of D. S. A. and can move amendments to the rules there.
 10. The principal shall be the final authority in all matters relating to the Association.
 11. If a member wants to alter or amend any of the rules, the alteration or amendment must be passed by a majority of the members present in the Annual Meeting. The same applies to amendments moved by members of the teaching staff. Such alteration or amendment is subject to the Principal's approval.
 12. The present Constitution shall be interpreted if necessary by the Censor or in his absence his Deputy and such interpretation shall not be final and shall not be called into question or discussed, at any meeting of the Day Scholars' Association.
 13. No amendments to any of these rules will be given effect to before next session i.e.. If an amendment is passed in 2013-2014, it will be given effect to in 2014-2015.
 14. The election procedure and the powers of the office bearers of +2 stream with a separate D.S.A. remain the same as the +3 Degree stream.

THE SOCIAL SERVICE GUILD

1. Aims and Objectives :

The aim and object of the Guild is to render Social Service of any description, e.g.

- i) To open and encourage night schools in the town.
- ii) To grant stipends to needy and deserving students of the college.



- iii) To form a volunteer corps in the town for rendering help to the sick, destitute and flood stricken people.
- iv) To arrange lectures by eminent persons for the benefit of the student community.
- v) To educate people in rural areas regarding the prevention of Cholera, Smallpox, Malaria and such other epidemics.

2. Finance :

- i) Each Student to the college contributes annually a subscription of Rs 5/- towards the Guild Fund.
- ii) Members of the college staff make voluntary annual contributions.
- iii) High officials and well-to-do public men are occasionally approached to make donations to the fund.
- iv) The beneficiaries of the Guild Fund are expected to return the money they receive after they are settled in life and they sign an undertaking to that effect.

3. Working :

- i) The Principal as ex - officio President, controls the fund of the guild.
- ii) There is an Executive Committee consisting of the following :
 - a) President - Principal (ex - officio)
 - b) One Vice-President to be nominated by the Principal from among the members of the staff. He shall also act as the Convenor of the students committee of the guild.
 - c) Two ordinary members, shall be from the members of the teaching staff .
 - d) A Secretary to be elected from among the students of +3 classes.
 - e) An Assistant Secretary to be elected from 1st yr. or 2nd yr. class of +3 Degree course. The number of members to be elected from each class shall be determined by the Principal roughly on the basis of its strength.



- iii) All elections shall be held on such a date and in such manner as the Principal may determine. Students and members of the staff are eligible to vote.
After the elections are over there shall be a meeting of the members of the S. S. G. At this meeting the Annual Report and the Audited Accounts of the previous year shall be placed by the outgoing Secretary and the newly elected office bearers shall assume office after they take an oath in the form prescribed by the Principal. The Principal or his nominee shall preside over this meeting.
- iv) The election procedure and the powers of the office bearers of +2 stream S.S.G. remain the same as the +3 Degree stream.
- v) The duties of Secretary are as follows :
- To prepare and submit at the Annual General Meeting the Annual Report of the working of the guild along with the accounts of the previous year.
 - To convene General and Executive committee Meetings of the Social Service Guild.
 - To record the proceedings of all meetings.
 - To invite applications from the students of the college soon after the Annual General Meeting for financial help.
 - To organise student volunteers to raise funds for improving the financial position of the guild.
 - To work throughout with a view to realising the aims and objectives of the guild as laid down in rule 1 above, and.
 - In the absence of the Secretary the Assistant Secretary shall discharge the duties of the Secretary.
4. Poor and deserving students of the college receive help for a period of nine months during a session, ordinarily from August to April of next year.
- The Guild has a student aid committee consisting of the following :-



- a) The Vice-President - Convenor.
 - b) Two ordinary members mentioned in 3 (ii) (c) above.
 - ii) The Students' Aid Committee of S. S. G. recommends to the Executive Committee the award of both recurring and non-recurring grants to the poor and deserving students of the college.
5. i) Temporary loans may be granted to poor students by the President.
 - ii) Non - recurring grants can be made by the Principal at his discretion to poor and needy persons from the S. S. G. Discretionary Fund. The amount of such grants shall not exceed ten percent of the contributions collected in the year in which such grants are made.
6. If a member wants to alter or amend any of the rules, the alteration or amendments must be passed by a majority of the members present in the Annual Meeting. Such alteration or amendment is subject to Principal's approval. Members of the staff can take part in the proceedings of the Annual Meetings and can move amendments to the rules.
 - a) The present constitution shall be interpreted whenever necessary by the Vice-President or in this absence his Deputy and such interpretation at any meeting of the Social Service Guild.
 - b) The Principal shall be the final authority in all matters relating to the Guild.

THE ATHLETIC COUNCIL

1. The Council shall consist of all the members of the staff and students with the Principal as ex - officio President.
2. **Executive Committee :**
The Executive Committee of the Kendrapara College Athletic Council shall consist of :-



- a) The Principal - President (ex - officio).
- b) Two to four members of the teaching staff nominated by the Principal, one of whom shall be nominated as Vice - President.
- c) The Physical Education Teacher.
- d) A Secretary to be elected by all the students of the college from the ideal players among themselves.
- e) An Assistant Secretary to be elected by all students from among the ideal players belonging to the 1st year or 2nd year of +3 Degree course.
- f) Two class representatives from each of the classes of +3 Degree Course.
- g) Two women students to be elected by women students of the College.
- h) Captains of football, hockey, Volleyball and such other organised outdoor games as might exist in the college.
- i) One or two more students nominated by the Principal, If he thinks that in the interest of the Athletic Council this nomination is necessary.

Note : In the absence of any Captain, the Vice-Captain, can attend the Executive Committee meeting of the Council in his place and shall enjoy all the privileges of the Captain for the time being.

3. Election Rules :

All election will be held by secret ballot or as the Principal directs.

- a) The Secretary, Asst. Secretary and all class representatives shall be elected at such time and in such manner as the Principal may determine. Only ideal players are eligible for election as Secretary, Assistant Secretary and Class Representatives. Class Representative can be elected only by the members of the class which they represent. Where



possible the Captain of any particular branch of the Athletic Council will be elected from among these students who have usually played in the "A" team of the college in that particular branch. The same applies also to the Vice-Captain.

- b) The Principal, his nominee from the teaching staff, the Physical Training Instructor, Secretary, Assistant Secretary and the Physical representatives will elect Captains and Vice-Captains not necessarily from among themselves for Football, Hockey, Cricket, Volleyball and such other organised outdoor games as may exist.
 - c) The Secretary or the Assistant secretary cannot be the Captain for any game. If a student is elected both Secretary and Captain, he shall resign from one of the two offices.
 - d) The Executive Committee of the Athletic Council will elect Captains, Vice-Captains in case there are vacancies owing to one or more of them leaving the college during the session.
- 4. Tenure of Office :**
- a) The tenure of office of the Executive Committee shall be for one session only.
 - b) The Vice-President and the Secretary in the previous session shall carry on the work of the following session till the election takes place.
 - c) If the Secretary vacates his office, the Assistant Secretary shall succeed him as the Acting Secretary.
 - d) The Football Captain elected in the previous session shall continue to be the Captain till the next election if he joins the college in the following session.
 - e) If the Football Captain elected in the previous session does not join the college in the following session the Vice-Captain elected in the previous session shall serve as Captain in the following session till the elections are held.



- f) If Football Captain and Vice -Captain elected in the previous session do not join the college in the beginning of the session the Vice-President shall nominate the Captain till the next elections are held if he finds that the work cannot be managed without a Captain.
- g) If the work of the elected Secretary or Assistant Secretary is found to be unsatisfactory, he can be removed by a vote of no confidence passed by 3/4 of the members of the Council present at an extraordinary meeting called for this purpose on the written requisition addressed to the Principal and signed by not less than one hundred members of the council.
- h) If a captain absents himself from the field continuously for fifteen days without sufficient reason, he will ipso facto cease to be the Captain.
- i) The Office of the Secretary and Asst. Secretary falling vacant in spite of these arrangement will be filled by holding by-election.
- j) The outgoing Secretary will hand over the charge of his office to the newly elected Secretary as possible after the new Secretary is elected.
- k) The election procedure and the powers of the office-bearers of +2 stream Athletic council remain the same as the +3 Degree stream.

5. Annual General Meeting :

There shall be an Annual General Meeting of the Council the date of which will be fixed by the Principal. At the meeting the Secretary will read his Annual Report and a statement of Account for the academic year under review will be presented by the Vice-President. Amendments to the rules, if any, will be passed by a majority at votes. Resolutions of amendments will be forwarded to the Principal for his consideration. At this



meeting the newly elected office-bearers shall assume office after they take the oath in the form prescribed by the Principal. The Principal or his nominee shall preside over the Annual General Meeting.

6. Work of the Executive Committee of the Council :

- a) To consider the budget prepared by a Sub-Committee consisting of Vice-President, the members of the staff in charge of different games, the Physical Training Instructor, the Secretary, the Asst. Secretary and the Captain. The Vice-President of the previous year, if available, may be invited to attend.
- b) General Management of the Council.
- c) Promotion of Games and Athletics among students.
- d) Add consideration of reports of the Blue Sub-Committee for the award of college blues.

7. Limitations on the power of the Executive Committee of the Council :

The Principal can veto any resolution passed by the Executive Committee of the Council. He can make a new rule or amend old one, if he thinks that in the interest of the council the new should be made or the old one amended.

8. Work of the Vice-President :

- a) He will be in-charge of the accounts and all correspondence, including the ordering of goods.
- b) He will be the General Superintendent of Games.
- c) He will appoint a Sub-Committee every year for each of the games Football, Hockey, Cricket, Volley Ball and Athletics to recommend names for the award of college Blues. He will also appoint a Sub-Committee every two years to recommend names for the award of All Round Cup. He himself will be the Chairman of this Committee. Each Sub-Committee will



consist of the member of the staff-in-charge, the Physical Training Instructor and the Captain of the Game, both ex-officio members of the staff, two students members, the Secretary and Assistant Secretary of the Athletic Council. The Secretary will act as the Convenor of the Sub-Committee.

9. Work of the Secretary :

1. He will be the Convenor of all General and Sub-Committee Meetings.
2. He will prepare the Annual Report.
3. He will conduct all correspondence assigned to him by the Vice-President.
4. He will organise the college game with the assistance of the Captains and Vice-Captains.

10. Work of Captains :

- a) They will select games for friendly and competitive catches.
- b) They will be in charge of grounds set apart for the games in their charge.
- c) And with the Secretary, they will be responsible for the organisation of the college games.

11. Neither the Secretary nor the Captain should arrange any match unless they have obtained the approval of the Vice-President.

12. The work of the Physical Education Teacher :

- a) To copy all the invoices in the stock books.
- b) To Keep an account of the sports goods.
- c) To look after the playgrounds.
- d) To look after the programme of Physical Education and Gymnasium.
- e) To maintain records in connection with compulsory games.
- f) To do such other work in connection with sports and games as the Vice-President assigns to him.



10. Rules of the award of College Blue and All Round Cup :
 - (a) The award of College Blue at the Blue Committee stage involving what is termed upon for recommending names for the award when a name or names are recommended by the Blue Committee and are being considered by the Executive Committee of the Athletic Council unanimity need not be obtained. If at least three Duffies of the members of the Executive Committee of the Council are in favour of the award the award shall be awarded.
 - (b) The award may be awarded to a person
 - (i) who stands first in any one of the recognised Athletic events in the Annual College Sports Meet
 - (ii) who outstanding performance in the Inter-College or Inter-University or State Athletic Meet.
 - (c) All Round Cup may be awarded to an Athletic or a sportsman who has played on the college in three major games. If Athletic in one of the three items he must stand first in one of the recognised athletic events.
11. The Principal shall be the final authority in all matters relating to the club.
12. The present constitution shall be interpreted whenever necessary by the Vice-President or in his absence his Deputy and such interpretation shall be final and shall not be called into question or discussed at any meeting of the Athletic Council.
13. No amendment to any of these Rules will be given effect to before the next session i.e., if an amendment is passed in 2001-2002 it will be given effect to in 2002-2003.



THE BOYS COMMON ROOM

The boys common room shall be managed by two members of the teaching staff to be nominated by the Principal. Any male student of the college belonging to +3 classes can contest the office of the Secretary and any male student of the 1st year or 2nd year of +3 classes can contest the office of the Asst. Secretary. The Assistant Secretary is to assist the Secretary.

The Election shall be held on such a date and in such a manner as the Principal may think fit.

STUDENT REPRESENTATIVE FOR THE COLLEGE MAGAZINE 'SUPARNA'

The Board of Editors for the College magazine 'Suparna' will be nominated by the Principal. One student each from +2 stream and +3 stream will be elected as students' representatives to assist the Board of Editors.

These representatives will assist the Board of Editors in collection of articles, photographs and information regarding various cultural activities of the students.

Publication of the College Magazine will be the sole responsibility of the Principal and the Board of Editors.

OTHER ASSOCIATIONS AND SOCIETIES

NATIONAL SERVICE SCHEME (N.S.S)

The S.S.B. College boasts of National Service Scheme. It aims at promoting participation of young men in Community services, National Integration, Community living, Eradication of illiteracy, improvement of hygienic condition, First Aid, appreciating the dignity of labour and combining the Physical work with intellectual pursuit working for the nation building activities, organisation of debates and Group discussions, improvement of games and sports, propagation of family planning, afforestation & tree plantation, small



saving, preservation of monuments, organisation of entertainment programmes, carrying out socio-economic surveys about different aspects of rural life, combating calamities like famine, flood, drought and earthquake and last but not the least, mobilising available resources for the development of the community as a whole.

N.S.S. ACTIVITIES

S.S.B. College is selected as a Central Unit for N.S.S. activities. There are two N.S.S. Units. 1 boy's unit and 1 girl's unit in this College, headed by N.S.S. Programme Officers. There are 150 boys and girls volunteers in this College. N.S.S. volunteers are active in maintaining discipline inside the College and also outside. N.S.S. Units are taking different programmes such as Mass Education, Blood Donations, Plantations, Social awareness against social evils and National Integration in adopted villages. Enrolment in N.S.S. is open to all students except NCC cadets.

YOUTH RED CROSS

Students desirous of enrolling themselves in the Junior Red Cross Unit will have to deposit an enrolment fee of Rs. 5/- at the time of admission. It is open to all students.

THE COMMERCE ASSOCIATION

1. Name :

There shall be a Commerce Association in which all the students of Commerce Faculty of the College will be the members. The name of the association will be "Commerce Association".

2. Objectives :

The objectives of the association are as follows.

- a) To promote a spirit of fellowship, good will and co-operation among the members.
- b) to organise cultural meetings, debates and different literary competitions among the students.



- c) To conduct market surveys.
- d) To help the members in their study.
- e) To enlighten members in practical field by opening Mini Variety Consumer's store.

3. **Executive Committee :**

There shall be an Executive Committee consisting of the following.

- i) Principal - President
 - ii) H.O.D. Commerce - Vice President
 - iii) All members of the Teaching staff - Hon. Members.
 - iv) **Secretary** - A Student of final B.Com. or 2nd year of +3 Commerce will be elected by the Executive Committee.
 - v) **Asst. Secretary** - A student of 1st year of +3 Commerce will be elected by the Executive Committee.
 - vi) **Members** - Two members will be elected from each Commerce classes. The election will be conducted by the H.O.D. Commerce on or before August.
4. All Secretarial work will be handled by the Secretary and Asst. Secretary will help him in discharging his duties.
5. The funds collected from each members annually will be kept under the direct control of the President. The amount of Annual subscription will be fixed by the President and will be incorporated both in Prospectus and in the College Calendar. 25% of the funds so collected will be spent on purchasing fixed assets. 12.5% of the fund will be spent for the purchase of Text-Books for the Commerce Book Bank.
6. In all matters the decision of the President is final.

THE SCIENCE SOCIETY

There shall be a Science Society in which all the members of staff and student of Science Departments of both +3 and +2 streams will be the members of the society.

**Executive Committee –**

There shall be an Executive Committee consisting of the following :

- i) Principal – President.
- ii) Four members of the teaching staff nominated by the Principal. One of whom shall be nominated as Vice-President and other Associate Vice-Presidents.
- iii) Secretaries (+3 classes & +2 classes)
- iv) Asst. Secretaries.
- v) One class representative from each class of +3 Degree and +2 streams are to be elected.
- vi) Two women students if necessary to be nominated by the Principal.

Any Science student of the +3 Science stream can be elected as Secretary of +3 Science Society and any student of the +2 Science stream can be elected as the Secretary of +2 Science Society. The Asst. Secretary of +3 Science Society can be elected from part I or part II of +3 science stream. The Asst. Secretary of +2 Science Society can be elected from 1st year class of +2 Science stream.

THE ODIA SAHITYA SANSAD

This College has a society called "The Odia Sahitya Samaj, S.S.B. College, Mahakalpara." All the bonafide students of +2 and +3 classes offering MIL (O) are its members. Its executive committee includes the Principal of the College as the Ex-officio President and the Head of the Dept. of Odia as the Vice-president. All the teachers of the Odia Department are its members. The secretary of this samaj is elected from among the students of +3 (III yr) Odia Hons. and the Asst. secretary is elected from among the students of the rest of Odia Hons. classes. Class representatives are elected are each from each class of +2 and +3 streams. A girl student may be nominated by the President in consultation with the Vice-President.



AIMS AND OBJECTIVES OF THE SAMAJ

- i) To organise symposium, speeches, debates and other literary competitions like Essay, Story, Songs and Poetry, etc. to help promote Odia language literature;
- ii) To invite persons of eminence in the field of literature to deliver extra-mural speeches;
- iii) To award annual prizes to successful winners;
- iv) To publish Souvenir in every academic year on the occasion of the Annual Function.
- v) To observe the Orissa Day i.e. on 1st April

Fund :

- i) Every member shall contribute a sum of rupees five only or any amount, fixed by the Principal from time to time.
- ii) Financial aid from different sources may be collected, if necessary with the permission of the President.



CODE OF CONDUCT FOR THE ELECTIONS TO THE STUDENT'S UNION & CULTURAL ASSOCIATION

The following guidelines shall be strictly followed during the period of Election, right from issue of notice to oath taking ceremony.

- (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 17 and 22 and



- post graduate students with the maximum age limit of 24-25 years contest elections.
- (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.

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 within 2 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 or in the event of any excessive expenditure.
- (iv) With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilising funds from any other sources than voluntary contributions from the student body.



CODE OF CONDUCT FOR CANDIDATES AND ELECTIONS 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 any 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, vanvassing 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 procured within the expenditure limit set out herein above.
- (vi) Candidates 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/public meeting may not be held without the prior written permission of the college authority.
- (x) The use of loudspeakers, 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.





**CLARIFICATION MADE BY
DEPARTMENT OF HIGHER EDUCATION,
GOVT. OF ODISHA
VIDE NOTIFICATION No. 38450(4)/HE,
DATED 03.10.2007
ON THE POINTS RAISED BY PRINCIPALS OF
DIFFERENT COLLEGES AND STUDENTS BODIES**

1. **Participation of +2 students in Election** : The minimum age for participation of Higher Secondary Students)+2 students) in election be treated as 15 years.
2. **Office Bearers** : Office bearers may mean to those posts for which the students of entrie College participate in electoral process. Executive members may mean class representatives.
3. **Academic Arrear** : A candidate who has failed in one or more subjects and has not cleared the same as on the date of his nomination may not be eligible to contest election.
4. **One Opportunity to Contest Election** : Orders of Hon'ble Supreme Court may have prospective effect.
5. **Nomination or direct Election** : Principals may take a view showing on situation. But it must be done as an Interim Measure.
6. **Age of Candidate** : The age may be counted as on the date of filing nomination.
7. **Appointment of Observers** : The observers may be appointed from among Administrative Bursar/ Account Bursar/Officer in Charge of N.C.C. of the College.
8. **75% Attendance** : This may mean average attencance of 75% taking all subjects int consideration.
9. **College Uniform** : A Student has to be in the uniform (wherever prescribed) on the day of poll.

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Chapter - XV

STUDENTS' AMENITIES

CANTEEN : The college canteen is open for the students and faculty members for snacks, tea, coffee, meals at a very reasonable price. The canteen remains open from 7 AM to 6 PM on all the working days.

GAMES & SPORTS FACILITIES : Facilities for indoor and outdoor games like Carum, Chess, Volley ball, Cricket, Football, Badminton, Basketball are provided to the students in the college. These games activities are supervised by the college PET.

HEALTH CENTRE : In order to provide Health Checking, First Aid and Blood Grouping facilities to the students a health centre is functioning in the college.

INFORMATION AND CAREER COUNSELLING CELL : Students information and career counselling cell is actively functioning in the college under the active guidance of the Prof. in charge of the cell. The cell provides important informations to the students relating to their career, higher studies, scholarships and other academic and non-academic matters.

PARKING PLACE : The college provides parking facilities for cycles, motor cycles, bikes for students and faculty members. The parking place is situated near the college entrance separately for the students and faculty members. It remains open from 7 AM to 5 PM daily on all the working days.



BUS & RAILWAY CONCESSION : Railway and Bus concession are issued to the bonafide students for their to and fro journey from the college and home, places of educational tour, picnic and other specified extra curricular activities on the certificate of the head of the institution.



EXTENSION SERVICES & ACTIVITIES

NATIONAL SERVICE SCHEME (N.S.S)

National Service Scheme aims at educating the youth for community development through social services like adult literacy drive, family welfare programme, medical aid camps, environmental pollution, awareness programme, appreciating activities, making socio-economic surveys on rural life. helping the distress during the natural calamities like cyclone, flood, famine, drought, fire and earthquake and to work for national integration and unity.

Two N.S.S. Units (One boys and one girl) of the college operate under the Utkal University and direct supervision of the Principal N.S.S. Officers appointed by the Principal from among the teaching staff and approved by the University are looking after the day to day functions of N.S.S.

1. The present strength of N.S.S. Units is 50 volunteers in each unit.
2. Selection of volunteers of the unit for attending special camps is made by the N.S.S. Officers.



3. Attendance in the camp for all the enrolled volunteers is compulsory.

YOUTH RED CROSS

Youth Red Cross of the college organises camps, seminars, study tours and other scouting activities. One senior member of the teaching staff is in charge of the YRC as counsellor. He/She will advise the YRC group to organise Red Cross activities. Interested students have to prepare their own scouting dress. Red Cross scarfs and badges will be provided by the college. The counsellor with the help of the YRC group may raise public donations for the development of the YRC. Detailed programme for YRC annual activities shall be chalked out by the counsellor with the approval of the principal.

ALUMNI ASSOCIATION

The chief group of old students of SSB College, is called "SSB College Alumna Association".

The objectives of the association shall be

- a) To extend cooperation for all round development of the institution.
- b) To promote friendly relation among the bonafide students.
- c) To provide opportunities for social and cultural interaction.

Membership : All the outgoing students of SSB College, Mahakalpada shall be eligible for membership of the Alumni Association after payment of membership fee as decided by the executive committee.



Executive Committee : The executive committee of the Alumni Association shall comprise (i) President (ii) Vice-president (iii) Secretary (iv) Asst. Secretary & (v) Treasurer.

Programmes :

The Alumna Association will organise meetings, functions at regular intervals and give timely suggestions for the betterment and smooth functioning of the college.

Women Harassment Prevention Cell :

The college has Women Harassment Prevention Cell constituting three senior Women Lecturers of the College. The cell is meant to deal with any complaint about women harassment in the college premises lodged by any women employee or girl student of the college.

Any complaint or grievance indicating the nature of harassment with evidence if any should be submitted to the Principal within 24 hours from the time of occurrence of the incident. The decision of the Principal in this regard is final & binding.

Anti Ragging Cell :

The college has an anti-ragging cell constituting five senior members including two Lady Lecturers of the College. When any report of physical or mental ragging to a student either in the college premises or in the College Hostel is brought to the notice of the Principal in writing the same would be placed before the anti-ragging cell for strong course of action as per



the guide lines laid down in the Supreme Court verdict dt. 10.12.2007.

Principal may nominate (if necessary) two students as members to the anti-ragging cell.

The Supreme Court Judgement dated 10.12.2007 on prevention of ragging in Educational Institutions is given below.

- i) If a student is found to have indulged in ragging strict action will be taken against the student.
- ii) If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain & if his explanation is not found satisfactory, the authority would expel him from the institution.

Career Counselling & Placement Cell:

To disseminate information regarding various career opportunities to the students of this college & also to provide employment opportunities, a career counselling & placement cell functions in the college under the guidance of two Profs. in-charge. The cell organises training programmes, symposiums seminars etc to enhance the analytical & Language skill of the students to enable them to complete in the present global context.





UNIVERSITY RULES

Attendance of Lectures :

1. A candidate shall be required to attend 75% of the lectures, tutorial and practical classes, taken separately, in each subject during each academic year and a condonation in exceptional cases may be granted by the college to the extent of 15%.
2. The Syndicate may grant further condonation of shortage in attendance to the extent of 10% in respect of candidates who represented the University or State on deputation for any inter-University or National camp competition, games or sports to be recorded in writing.
3. A candidate may be permitted to take up in the M.I.L. as specification under clauses 14.3. of these regulation without the requirement of attendance at lectures, if a college in which he or she is admitted is not affiliated in that subject.
4. The University considers applications for the condonation of shortage in attendance only in exceptional cases recommended by the Principal. Condonation can be allowed if the attendance is between 60 and 70%.
5. A candidate failing to pass the University Examination may appear at the same examination again as a non collegiate candidate, without further attendance at lectures in one or more subsequent candidate, without further attendance at lectures in one or more subsequent years, if he/she produces a certificate from the Principal of the college from which he/she last appeared stating that nothing is known to the Principal against his/her moral character. If he/ she offers any subject for which a practical examination is prescribed he / she should, also produce certificate to the effect that he / she has taken a further course of practical work at a college in such subject for at least one month before the commencement of the examination at which he / she is to appear.



REGISTRATION:

Every student of the college is a registered student of the Utkal University after getting admitted into +3 degree classes. Migration from other University requires payment for registration.

The registration is essential for permission to face the University Examination. Regulation for the Bachelor of Arts, Science and Commerce Examination (Starting from 2002-2003).

1.1. The Three Year Degree Course leading to the Bachelor's Degree in Arts / Science / Commerce of Utkal University shall be spread over a period of three academic year. A candidate for the Bachelor's degree in Arts / Science / Commerce shall be required to pass the following examinations :

- a) First University Examination
- b) Second University Examination
- c) Final University Examination

1.2. A candidate shall be eligible to appear the second and final University Examination only if he / she has registered for the first and second University examination respectively. However his / her results shall not be published, unless he / she has passed in the first and second University examination respectively.

1.3. A candidate for the Bachelor's Degree in Arts, Science and Commerce Examination shall be required to enroll himself / herself under these regulations as a student in one of the colleges affiliated to this University.

APPLICATION FOR ADMISSION TO EXAMINATION:

1. Candidates for admission to the First / Second Final Examination in Arts, Science or Commerce shall specify the subject / papers as the case may be in which he / she desires to be examined for the pass and honours examinations in the form of application prescribed for the purpose.

2. The application submitted by every candidate for admission to any examination other than the back subject (s) papers in Arts /



Science / Commerce shall contain a certificate of the candidate (s) (i) good conduct, (ii) diligent study (iii) having maintained the required percentage of attendance in each class or having obtained condonation for the shortage of attendance if it is within the admissible range, (iv) having satisfactorily passed the periodical and test examination conducted by the college concerned, duly signed by the principal or any teacher of the college authorized for the purpose by the Principal of the college. Failure to earn any of the above said certificates from the Principal of the college will disqualify the candidate for being admitted to the examination till he earns the same.

3. The fees payable for Registration / admission to any examination, under this regulation shall be as prescribed from time to time. If a candidate has paid full fees for all the subjects in any examination, but remained absent in all the subjects, he/she shall be required to pay the full prescribed fees if he / she appears at the same examination again in the subsequent year (s).

DROPPING OF HONOURS COURSE :

A candidate taking Honours Course initially in a subject may choose in writing to drop the Honours course and adopts the pass course in the same subject at the time of submitting his application for the first Examination or earlier and he / she then appears subsequent examination.

MIGRATION :

Any candidate who has been registered as such in any other University of the state will be permitted to migrate to this University to register either for the First, Second or the Final Examination of this University. In such case the marks obtained by his / her in the First or Second Examination, as the case may be, of the other University will be taken as the marks obtained by him / her for the result as per the provision of the Regulation Act and statute.



Entry of Names in Registers :

The name and roll number of every student are recorded in the register for general lectures and in the appropriate tutorial / practical registers. In case the student finds that his/her name is not entered in the appropriate register, he/she should bring the fact to the notice of the Principal at once in writing. The Principal will not entertain at a later stage any complaint that he / she has fallen short of the prescribed percentage of attendance because his / her name was not entered in the appropriate register in time.

DURATION OF PERIOD AND GROUPS :

For B.A / B.Sc./B.Com (Pass & Honours) each period shall be of maximum of 45 minutes duration. Each practical class may cover a minimum of 3 periods. Each tutorial / practical group will consist of a maximum of 16 students.

A general group class will have a maximum of 128 students.

PUBLICATIONS OF RESULTS :

1. The result of the three years B.A. / B.Sc. / B.Com. Degree Examination and the class to be awarded shall be determined on the basis of the combined result of First, Second and Final Examination taken together.
- 2.(a) As soon as possible preferably within 45 days after the completion of Final Examination (Theory Paper) the Syndicate shall publish a list of successful candidate based on the marks of First, Second and Final Examination taken together.
 - (b) There shall be separate list for candidates of Pass and Honours in each stream of Arts, Science and Commerce.
 - (c) The list of those candidates who pass the 1st class in the Honours courses of a particular subject shall be arranged in order of merit and the list of all other successful candidates of the Honours courses of that subject shall be arranged alphabetically and college wise. In case of successful Honours candidate obtaining Distinction it shall be mentioned against his / her name in the list.



- (d) Candidates who pass in their 1st appearance in the session will be placed above those who pass with back paper clearance in the merit list.
 - (e) The list of candidates who pass the pass courses shall be arranged college-wise according to the roll numbers. In case a candidate has obtained Distinction, it shall be mentioned against his / her name.
3. Each successful candidate at the final examination of the 3 years Degree Course shall receive a diploma in prescribed form signed by the Vice-Chancellor.

SPECIAL PROVISION FOR SUCCESSFUL CANDIDATES :

- 1.a) A candidate who has passed the 3 year degree Final B.A. / B.Sc./ B.Com (Pass) Examination under Utkal University securing a minimum of 45% marks in the aggregate can appear in Honours examination in only one of the pass subjects offered by him / her pass course subject to the provision of 5.3f provided that he / she has secured a minimum of 45% in aggregate in that pass paper.
- b) In Subjects where practical courses are offered a candidate shall undergo practical for a period of six months and submit a certificate at the time of submitting the final application form to that effect from the Principal / HOD of a college where such subject is taught upto honours level.
- c) A candidate improving his / her performance under this provision will be examined on the basis on the Syllabus prevailing at the time of his / her first registration to First Degree Examination.





19. CHSE (O) RULES

Attendance :

A candidate is required to attend 75% of the attendance prescribed by the institution of the lectures and tutorials or practical classes taken separately during the year and condonation may be granted only to the extent of 15% in exceptional cases. Provided that the Council may grant condonation of shortage in attendance to the extent of 5% when candidates represent the institution for specific purpose to be recorded in writing.

Lectures, Tutorials, Practicals for General Course :

1. Provision is made for four lectures per week in one subject and one tutorial or practical class. However in Biology provision shall be made for four lecture classes, two in Botany and two in Zoology per week.
2. A lecture or tutorial class shall be between 45 and 90 minutes duration.

Courses of Study :

3. A practical class shall be between 135 and 180 minutes of duration.
4. a) A practical / tutorial group will have a maximum student strength of 24 per teacher.
b) A practical class can be one or more groups depending upon the available Laboratory facilities.
c) Practical classes in Education shall be two per week per group.
d) A teacher in a college / Higher Secondary School shall take a maximum of 25 periods per week.



- e) For +2 Commerce course there should be four tutorial classes i.e. three for the compulsory subjects and one for optional subjects per group in place of seven tutorial classes.
- f) There should be one tutorial class in English at the +2 stage.

Duration of Examination :

Each written paper on every subject in Arts, Science or Commerce, where there is no provision for practical examination will be for three hours duration and shall carry 100 marks. In subjects where there is a provision for practical examination each written paper shall be of three hours duration and carry 75 marks and the practical examination of three hours duration shall carry 50 marks. In Biology there shall be one theory paper each in Botany and Zoology for three hours duration carrying 75 marks and in practical, there shall be one examination for each of Botany and Zoology for three hours duration carrying 25 marks each.

Pass Mark :

- i) The pass mark in written and practical shall be 30% and 40% of the maximum marks respectively in that subject or group of subjects. The pass mark in the aggregate shall be 35 percent.
- ii) If a candidate has passed in the compulsory and optional subjects and also in the aggregate the marks, if any, which he obtain in excess of he has passed in the compulsory and optional subjects and also minimum pass mark in the extra optional subject shall be added to his aggregate and the aggregate so obtained shall determine his division and his place in the pass list.



Special Rule for Pass :

- i) A candidate who has failed in one subject only not more than five marks in that subject shall be allowed to pass, if he has obtained 50 percent or more in the aggregate.
- ii) In order to determine the division in which a candidate who is allowed to pass under clause (i) shall be placed the number of mark by which he has in the subject shall be deducted from his aggregate and the division determined accordingly.
- iii) If a candidate passes in the aggregate and in all subject except the practical examination in one subject only, his deficiency in the practical paper shall be diminished by addition of one mark for every complete ten marks secured by him in the corresponding written papers in excess of minimum pass marks, subject to a maximum deficiency of seven marks and the number of marks by which he has failed in the practical examination shall be deducted from the mark obtained in theory so that the total mark secured in the subject remains unaltered.

Standard of I, II & III Division

Candidates obtaining not less than 60% of the total marks (aggregate) shall be placed in the first division, those who obtain less than 60% but 50% or above shall be placed in the second division, and all other successful candidates shall be placed in the third division.

Instant Examination :

From the academic session 1998-1999 the CHSE has provided for instant examination. An examinee who has secured at least 210 marks in total excluding 4th optional and has failed in a single subject is entitled to face the instant examination.





S.S.B.COLLEGE, MAHAKALPARA
Distribution of Co-Curricular Activities
Session 2019-20.

- | | |
|--|---|
| 1. Secretary Staff Council | : Smt K.L.Dash, H.O.D, Sociology |
| Joint Secretary | : Sri S.K.Nanda, Lect.in History. |
| 2. Panel of Advisors for college union | : Dr. S.K.Sahoo, Sr.Lect.in. Chem. |
| | : Sri U.K.Nayak, Lect.in Pol.Sc. |
| | : Sri S.K.Nanda, Lect.in Hist. |
| | : Sri B.Behera, Lect.in Economics |
| | : Sri S.K.Mchapatra, Demonstrator in Chem |
| 3. Accounts Bursar | : Dr. S.K.Sahoo, Sr.Lect.in. Chem. |
| 4. Public Information Officer | : Sri N.Nayak, Lect.in Mathematics |
| 5. Financial Advisory Committee | : Dr. S.K.Sahoo, Sr.Lect.in. Chem |
| | : Sri N.N.Patra, Lect.in Com. |
| | : Sri N.Nayak, Lect.in Math. |
| | : Sri U.K.Nayak, Lect.in Pol.Sc. |
| | : Sri B.C.Das, Lect.in Phy. |
| 6. Administrative Bursar | : Sri R.C.Dash, Reader in Botany |
| 7. Academic Bursar | : Smt. S.Dash, Reader .in. Phy |
| Associate | : Sri U.K.Nayak, Lect.in Pol.Sc |
| | : Dr S.Behari, Lect.in Pol.Sc. |
| 8. Vice-President, Athletic Society | : Sri N.N.Patra, Lect.in Com. |
| | : Sri A.K.Mall, Lect.in Education |
| | : Dr A.K.Tripathy, Lect.in Math. |
| | : Sri S.Nayak, Lect.in Odia |
| 9. Vice -President, Dramatic Society | : Sri S.K.Nanda, Lect.in. Hist. |
| | : Sri N.Nayak, Lect.in Math |
| | : Miss D.Acharya, Lect.in Zoology |
| | : Mrs R.Gidhi, Lect.in Sociology |
| 10. (a) Examinations +2 Stream | : Sri N.N.Patra, Lect. In Com.. |
| | : Sri P.K.Swain, Lect.in Stat. |



- (b) Examinations +3 Stream
11. Prof-in-Charge-UGC
12. Prof-in-Charge Furniture
Fittings, Repairing & Maintenance
13. Prof-in-Charge-Plantation,
Gardening
14. Prof-in-Charge Tabulation
(+2 & +3 Arts, Sc. & Com. All)
15. Prof.in Charge Time Table
16. Prof-in-Charge Boys Common Room
- : Smt M.Pradhan, Lect.in Pol.Sc.
: Sri S.K.Mohapatra, Demonstrator in Ore.
: Sri P.K.Jena, Demonstrator in Physics
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri P.K.Swain, Lect.in Stat.
: Dr S.Behari, Lect.in Pol.Sc.
: Sri P.K.Behera, Lect.in Chem
: Miss L.Pal, Lect.in Zoology
: Sri P.K.Jena, Demonstrator in Phy.
: Sri U.K.Nayak, Lect.in Pol.Sc..
: Sri B.C.Das, Lect.in Phy.
: Sri S.K.Mohapatra,
Demonstrator in Chemistry
: Sri N.N.Patra, Lect.in Com.
: Sri B.C.Das, Lect.in Physics
: Sri B.Behera, Lect.in Economics.
: Dr A.K.Tripathy, Lect.in Math.
: Sri R.C.Dash, H.O.D, Botany
: Sri N.Nayak, Lect.in Math.
: Sri D.K.Das, Demonstrator in Chem
: Sri H.K.Behera, Lab.Attendant
: Sri N.K.Jena, Gardener
: Sri D.Gochhayat, Peon
: Sri A.K.Mall, Lect.in. Edun.
: Smt.P.L.Sahoo, Lect.in Sociology
: Sri F.K.Sahoo, Lect.in Econ.
: Dr A.K.Tripathy, Lect.in Math.
: Sri D.K.Das, Demonstrator in Chem.
: Dr. S.K.Sahoo, Sr.Lect.in. Chem
: Sri N.N.Patra, Lect.in Com.
: Smt M.Pradhan, Lect.in Pol.Sc.
: Dr A.K.Tripathy, Lect.in Math.
: Sri A.K.Mall, Lect.in. Edun.
: Sri K.C.Das, Demon.in Bot.



17. Prof-in-Charge Girls Common Room : Smt. P.L.Sahoo, Lect.in. Soc
: Smt.R.Gidhi, Lect.in Sociology
: Dr S.Nayak, Lect.in Odia
18. Programme Officers, NSS (+2) : Sri.R.C.Dash, Reader in. Botany
(+3) Boys : Sri F.K.Sahoo, Lect.in Econ.
Girls : Smt. R.Gidhi, Lect.in Sociology
19. Purchase Committee : Sri R.C.Dash, Reader in Botany
: Smt.K.L.Dash, Lect.in Sociology
: Sri B.C.Das, Lect.in Phy.
: Sri N.K.Patra, Lect.in. Commerce
: Sri P.K.Swain, Lect.in Stat
: Smt P.L.Pradhan, Head Clerk
: Sri P.C.Paikaray, Accountant
20. College Construction Committee : Sri N.Nayak, Lect.in Math.
: Sri A.K.Mall, Lect.in Edun.
: Sri B.Behera, Lect.in Econ.
: Sri P.K.Swain, Lect.in Stat.
: Sri S.K.Nanda, Lect.in Hist.
: Sri B.C.Das, Lect.in Phy.
: Sri U.K.Nayak, Lect.in Pol. Sc.
: Sri P.K.Jena, Demonstrator in Phy.
: Smt P.L.Pradhan, Head Clerk
: Sri P.C.Paikaray, Accountant
21. Vice -President Science Society : Dr S.K.Sahoo, Sr.Lect.in Chem.
22. Vice President Commerce Society : Sri N.Patra, Lect.in. Com
23. Admission Committee
- +2 SAMS (Admn. In. Charge) : Sri N.N.Patra, Lect.in Com.
(Help Desk) : Dr S.K.Sahoo, Sr.Lect.in Chem.
(Validation Member) : Sri P.K.Swain, Lect.in. Stat,
: Smt P.L.Sahoo, Lect.in Socio.
: Sri S.K.Nanda, Lect.in. Hist.
- +3 SAMS (Admn. In. Charge) : Smt S.Dash, Reader in Phy.
(Help Desk) : Sri S.K.Nanda, Lect.in. Hist.
(Validation Member) : Sri A.K.Mall, Lect.in Edu.



24. Prof. In. Charge, D.S.A : Sri F.K.Sahoo, Lect.in Econ.
: Smt I.Sethy, Lect.in Pol.Sc.
: Sri P.K.Swain, Lect.in Stat
: Miss L.Pal, Lect.in Zool
25. Prof. in Charge, Legal matters : Dr S.K.Sahoo, Sr.Lect.in Chem.
Income Tax & Vat : Dr A.K.Tripathy, Lect.in Math
: Sri S.K.Mohapatra, Demonstrator in Che.
: Sri P.K.Jena, Demonstrator in Phy
26. Prof. in Charge College Magazine : Sri J.Rout, Reader in Odia
: Sri S.K.Nanda, Lect.in Hist.
: Smt M.Pradhan, Lect.in Pol.Sc.
: Sri B.Behera, Lect.in Econ..
27. Disciplinary Committee : All H.O.Ds.
28. Prof. in.Charge, Annual Budget & Financial advisory Committee
29. Prof. In.Charge SSG : Sri P.K.Swain, Lect.in. Stat.
: Sri F.K.Sahoo, Lect.in Econ.
30. Affiliation & Concurrence : Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri P.K.Swain. Lect.in.Stat.
: Sri B.Behera, Lect.in. Econ.
: Dr S.Behari, Lect.in Pol.Sc.
31. Scholarship : Sri N.Nayak, Lect.in. Math.
: Smt P.L.Sahoo, Lect.in Soc.
: Miss L.Pal, Lect.in Zool.
: Sri F.K.Sahoo, Lect.in Econ.
32. Red cross, : Sri N.Nayak, Lect.in. Math.
Scout & Guide : Sri A.K.Mall, Lect.in Edu.
33. Cultural Activities & Literary : Sri R.C.Dash, Reader in Bot.
activities Celebration : Sri S.K.Nanda, Lect.in. Hist
: Sri F.K.Sahoo, Lect.in Econ.
: Sri P.K.Behera, Lect.in Chem.
: Smt M.Pradhan, Lect.in Pol.Sc.
34. College Calendar : Dr S.Nayak, Lect.in Odia
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri A.K.Mall, Lect.in Edu.



35. Health Care : Sri A.K.Samal, Demonstrator in Zool.
: Sri.P.K.Swain, Lect.in. Statistics
: Sri S.K.Nanda, Lect.in. Hist.
: Sri N.Nayak, Lect.in. Math.
: Miss D.Acharya, Lect.in Zool.
: Mrs R.Gidhi, Lect.in Socio.
36. Students' Grievance Cell : Smt. S.Dash, Reader .in. Phy.
: Smt K.L.Dash, Lect.in Socio.
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri N.Nayak, Lect.in Math
: Sri A.K.Mall, Lect.in Edu
: Sri B.C.Das, Lect.in Phy
: Smt I.Sethy, Lect.in Pol.Sc
37. Computer & Web Site : Dr. S.K.Sahoo, Sr.Lect.in. Chem
: Sri P.K.Behera, Lect.in Chem
: Dr A.K.Tripathy, Lect.in Math.
38. Students' Attendance +2 & +3 Arts- : Sri U.K.Nayak, Lect.in. Pol.Sc
: Dr S.Nayak, Lect.in Odia
+2 & +3 Sc- : Miss L.Pal, Lect.in Zool.
: Dr A.K.Tripathy, Lect.in Math.
+2 & +3 Com.- : Sri N.Patra, Lect.in. Com
: Miss D.Acharya, Lect.in Zool.
39. RTI & U.D & Other Questions : Sri N.Nayak, Lect.in Math
: Sri S.K.Nanda, Lect.in. Hist.
40. Alumni : Sri N.Nayak, Lect.in Math
: Sri B.Behera, Lect.in. Econ
: Sri B.C.Das, Lect.in Phy.
41. Parent - Teacher Meet. : Sri R.C.Dash, Reader in Bot.
: Sri S.K.Nanda, Lect.in. Hist.
: Sri N.Nayak, Lect.in Math
: Sri A.K.Mall, Lect.in Edu
42. Seminar Activities & Group Discussion : Dr. S.K.Sahoo, Sr.Lect.in. Chem
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri B.C.Das, Lect.in. Phy.



43. Career Counseling
: Sri A.K.Mall, Lect.in. Education.
: Sri B.Behera, Lect.in. Econ.
: Smt M.Pradhan, Lect.in Pol.Sc.
: Mr R.Gidhi, Lect.in Socio.
: Dr. S.K.Sahoo, Sr Lect.in Chem (Co-Ordinator)
44. Value Based Education
: Sri B.Behera, Lect.in. Econ.
: Smt M.Pradhan, Lect.in Pol.Sc.
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri A.K.Mall, Lect.in. Education
: Smt M.Pradhan, Lect.in Pol.Sc.
: Sri P.K.Jena, Demo.in. Phy.
45. Research & Publication
: Dr. S.K.Sahoo, Sr. Lect.in. Chem
: Dr S.Nayak, Lect.in Odia
46. College Stock & Verification.
: Sri R.C.Dash, Reader in Bot.
: Sri B.C.Das, Lect.in. Physics
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Smt. K.L.Dash, Lect.in. Soc.
47. Prospectus Committee
: Sri B.C.Das, Lect.in. Physics
: Sri B.Behera, Lect.in. Econ.
: Sri S.K.Mohapatra, Demonstrator.
48. Anti- Ragging Cell
: Smt. K.L.Dash, Lect.in. Soc.
: Smt. S.Dash., Reader .in. Phy.
: Smt. P.L.Sahoo, Lect.in.Soc.
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri B.C.Das, Lect.in. Physics
: Miss L.Pal, Lect.in Zool
49. Women Harassment prevention Cell.
: Smt. J.Rout., Reader .in. Ory.
: Smt. S.Dash, Reader .in. Phy.
: Smt. K.L.Dash, Lect.in. Soc.
: Smt Abanti Behera (NGO)
50. Electrification & P.H.D.
: Sri N.N.Patra, Lect.in Com.
: Sri B.C.Das, Lect.in Phy
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Dr S.Behari, Lect.in Econ.



51. Estate : Sri A.K.Mall, Lect.in Edu.
: Sri N.Nayak, Lect.in Math
: Sri F.K.Sahoo, Lect.in Econ.
: Sri D.K.Das, Demo. In. Chem
52. Remedial Classes : Sri U.K.Nayak, Lect.in Pol.Sc.
: Dr S.Behari, Lect.in Econ.
: Sri P.K.Behera, Lect.in Chem.
53. Special guidance to Aspirants students : Smt. S.Dash, Reader .in. Physics
: Sri B.C.Das, Lect.in Phy.
: Smt. P.L.Sahoo, Lect.in.Soc.
: Miss L.Pal, Lect.in Zool.
54. Campus clearliness & Beautification : Sri R.C.Dash, Reader in Bot.
: Sri B.C.Das, Lect.in. Physics.
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri D.K. Das, Demo.in. Chem
: Sri P.M.Choudhury, Librarian
55. Extension Programmes Activity : N.S.S.P.Os
56. Career Placement Cell : Sri A.K.Mall, Lect.in Edu.
: Sri B.C. Das, Lect.in. Phy.
: Sri P.K.Jena, Demonstrator in Phy.
57. Student Research Initiative : Smt. S.Dash, Reader in. Phy.
: Sri N.Patra, Lect.in. Com
: Smt I.Sethy, Lect.in Pol.Sc.
: Sri S.K.Mohapatra, Demonstrator in Chem.
58. Students Advisory Bureau : Smt. S.Dash, Reader .in. Phy
: Sri U.K.Nayak, Lect.in Pol.Sc.
: Sri B.C.Das, Lect.in Phy
: Dr S.Behari, Lect.in Pol.Sc.
59. Celebration & Observation all Bayababa functions & College Foundation Day) : Sri N.N.Patra, Lect.in Com
: Sri F.K.Sahoo, Lect.in Econ
: Dr S.Behari, Lect.in Pol.Sc.
: Sri B.Behera, Lect.in Econ.
: Sri N.Nayak, Lect.in Math
: Sri D.K.Das, Demonstrator in Chem
: Sri P.M.Choudhury, Librarian

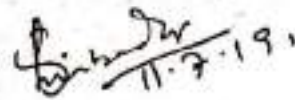


60. Prof.in charge Library &
Library Stock Verification

61. IQAC Co-Ordinator

Member

- : Smt S.Dash, Reader in Phy
- : Sri N.N.Patra, Lect.in Math
- : Sri B.Behera, Lect.in Econ.
- : Sri U.K.Nayak, Lect.in Pol.Sc. -
Curricular Aspects
- : Smt M.Pradhan, Lect.in Pol.Sc -
Teaching , Learning and Evolution
- : Dr S.Nayak, Lect.in Odia -
IQAC, Composition and Activities
- : Sri B.Behera, Lect.in Econ -Student
support and progression
- : Sri S.K.Nanda, Lect.in Hist -
Institutional values and Best
Practices
- : Sri B.C.Das, Lect.in Phy -
Infrastructure and learning
Resources
- : Sri P.K.Behera, Lect.in Chem -
Goverance, leadership
and Management
- : Dr S.Behari, Lect.in Pol.Sc -
Research , Innovations and
Extension


11.7.19

Principal,

S.S.B.College, Mahakalpara



FEE STRUCTURE

(+3 STREAM - 2018-19)

Sl. Heads of Fees	Arts		Science		Commerce	
	Boys	Girls	Boys	Girls	Boys	Girls
1. Admission Fees	09	09	10	10	09	09
2. Tuition Fee six months	60		66		60	
3. Improvement fee six months	300	300	300	300	300	300
4. College Athletic club fee	50	50	50	50	50	50
5. Sports & Literary Fee Univ	50	50	50	50	50	50
6. S.S.G.	10	10	10	10	10	10
7. Students Common Room	05	05	05	05	05	05
8. Music & Drama	25	25	25	25	25	25
9. D.S.A	10	10	10	10	10	10
10. Univ. Registration	150	150	150	150	150	150
11. Affiliation			100	100		
12. College Examination	50	50	50	50	50	50
13. College Union	60	60	60	60	60	60
14. Identity Card	40	40	40	40	40	40
15. Library Caution money	10	10	10	10	10	10



Sri Sri Baya Baba College, Mahakalpara

16. College Magazine	40	40	40	40	40	40
17. Library Card	10	10	10	10	10	10
18. Fees for Seminar	60	60	60	60	60	60
19. Junior Red Cross	20	20	20	20	20	20
20. Development contribution	1775	1775	2125	2125	1775	1775
21. General breakage	35	35	35	35	35	35
22. Laboratory caution money			50	50		
23. Library development	50	50	50	50	50	50
24. Furniture	50	50	50	50	50	50
25. Courses of Study	50	50	50	50	50	50
26. Scout & Guide	12	12	12	12	12	12
27. NCC	06	06	06	06	06	06
28. Insurance	05	05	05	05	05	05
29. Building Maintance	100	100	100	100	100	100
30. Electricity	130	130	130	130	130	130
31. Flag day	02	02	02	02	02	02
32. Literary Competition	10	10	10	10	10	10
33. College calendar	30	30	30	30	30	30
34. Student Aid Fund	20	20	20	20	20	20
35. CDC	10	10	10	10	10	10

CALENDAR : 2019-20

36. Sahitya Sansad	15	15	15	15	15	15
37. Bayababa Memorial fund	30	30	30	30	30	30
38. Celebration & Observation	10	10	10	10	10	10
39. Development Environment	10	10	10	10	10	10
40. Hons Admission	500	500	1000	1000	1000	1000
41. Science Society			15	15		
42. Commerce Society					15	15
43. Journal Newspaper	20	20	20	20	20	20
44. Alumni	10	10	10	10	10	10
45. St. John. Ambulance	10	10	10	10	10	10
46. Laboratory Development			100	100		
47. S. S. Fees	10	10	10	10	10	10
48. Form fill-up fees (1st sem)	550	550	550	550	550	550+5
Total	4329	4269	5451	5385	4844	4784

Project fees (6th Semester)- 50/-



FEE STRUCTURE

(+2 STREAM - 2018-19)

Sl. Heads of Fees	Existing Fees			Proposed Fees			Difference		
	Arts	Sc	Com	Arts	Sc	Com	Arts	Sc	Com
1. Admission (once)				08	09	08			
2. Tuition Fee two months				16	18	16			
3. Improvement fee two months				80	80	80			
4. College Athletic club fee				50	50	50			
5. Athletic Fee (C.H.S.E)				70	70	70			
6. S.S.G.				05	05	05			
7. Students Common Room				05	05	05			
8. Music & Drama				25	25	25			
9. D.S.A				10	10	10			
10. Council Registration for B.S.E				70	70	70			
11. Council Registration for Other Board				55	55	55			
12. Council Recognition Fee				50	50	50			
13. College Literary Competition				10	10	10			
14. Academic Fees				45	45	45			
15. College Examination				50	50	50			



16. Identity Card	40	40	40
17. Library Caution money	10	10	10
18. College Magazine	40	40	40
19. Students Cultural Activities	50	50	50
20. Library Card	10	10	10
21. Red Cross	20	20	20
22. Development contribution	1685	1985	1685
23. Laboratory caution money	50		
24. Library Development	50	50	50
25. Furniture	50	50	50
26. Courses of study	20	20	20
27. Scout & Guide	12	12	12
28. N.C.C.	06	06	06
29. Insurance	05	05	05
30. Building maintenance	100	100	100
31. SAMS Admission	15	15	15
32. Electricity	130	130	130
33. Flag Day	02	02	02
34. College Calendar	30	30	30
35. Students Aid Fund	10	10	10
36. Sahitya Sansad	05	05	05



Sri Sri Baya Baba College, Mahakalpara

37. Bayababa Memorial Fund	30	30	30
38. Celebration & Observation	10	10	10
39. Development of Environment	10	10	10
40. Science Society		15	
41. Commerce Society			15
42. Journal & News Paper	15	15	15
43. Syllabus Preparation Fees	05	05	05
44. St. Johns Ambulance	10	10	10
45. Laboratory Development	-	100	-
46. S. S. Fees	10	10	10
47. Exam. Mgt. Hub	150	150	150
Total	3024	3429	3039

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LIST OF HOLIDAYS -2019-20

Sl. No.	Occasion	Date of Closing	Days	No. of days closed
1.	New Years Day	01.01.2019	Tuesday	01
2.	Makar Sankranti	14.01.2019	Monday	01
3.	Netaji Jayanti / Vir Surendra Sai Jayanti	23.01.2019	Wednesday	01
4.	Republic Day	26.01.2019	Saturday	01
5.	Maha Sivaratri	04.03.2019	Monday	01
6.	Panchayati Raj Divas	05.03.2019	Tuesday	01
7.	Dola Purnima	21.03.2019	Thursday	01
8.	Holi	22.03.2019	Friday	01
9.	Utkal Divas	01.04.2019	Monday	01
10.	Shreeram Navami	13.04.2019	Saturday	01
11.	Good Friday	19.04.2019	Friday	01
12.	Summer Vacation	07.05.2019 to 17.06.2019	Tuesday to Monday(Excluding 7 Sunday)	36
13.	Shree Gundicha	04.07.2019	Thursday	01
14.	Bahuda Yatra	12.07.2019	Friday	01
15.	Id-ul-juha	12.08.2019	Monday	01
16.	Independence Day	15.08.2019	Thursday	01
17.	Janmasthanmi	23.08.2019	Friday	01
18.	Ganesh Puja	02.09.2019	Monday	01
19.	Nua Khai	03.09.2019	Tuesday	01
20.	Moharrum	09.09.2019	Monday	01
21.	Mahalaya	28.09.2019	Saturday	01
22.	Gandhi Jayanti/Sashtri Jayanti	02.10.2019	Wednesday	01
23.	Puja Vacation	03.10.2019 to 12.10.2019	Thursday to Saturday(Excluding 1 Sunday)	09
24.	Day following Bada Osha	11.11.2019	Monday	01
25.	Rasa Purnima	12.11.2019	Tuesday	01
26.	Prathamastami	20.11.2019	Wednesday	01
27.	Christmas	25.12.2019	Wednesday	01
28.	Local Holidays			02
Total number of Holidays				72 Days



DECLARATION

- Place of Publication : Sri Sri Bayababa College,
Mahakalpara, Kendrapara
- Period of Publication : Annual
- Name of the Printer
& Address : **Baladev Press**
Kendrapara
- Publisher / Owner : **Dr. S. S. Dwibedy**
Principal, S.S.B. College,
Mahakalpara.
- Editorial Board : *Umakanta Nayak*, H.O.D., Pol.Science
Amaya Kumar Mall, H.O.D., Education
Ajaya Kumar Samal, Demo. in Zoogoly

I Dr. Sudhansu Sekhar Dwibedy, hereby declare that the particulars given above are true to the best of my knowledge and belief.

Dr. S. S. Dwibedy

Principal
S.S.B. College
Mahakalpara.