

PATTAMUNDAI COLLEGE
Pattamundai, Kendrapara - 754215
NAAC ACCREDITED B+
CALENDAR
2019-2020



ESTD. : 1970

Mr. Adhikari Laxminarayan Dash
PRINCIPAL

CHIEF EDITOR

Dr. Nilamani Lenka
Reader in Odia

SUB - EDITOR

Mr. Sarojakanta Nayak
Lect. in English

N.B. : The information given in the Calendar are subject to revision. In case of any dispute, the decision of the Principal is final.



STUDENT'S PERSONAL MEMORANDA

Name.....

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

Registration No.

Date of Birth.....

Admission Batch.....

Blood Group

Hostel Name

Father's Name.....

Mother's Name.....

Permanent Address : At.....

P.O.....Via.....

P.S.....Dist.....

State.....PIN.....

Present Address : At.....

P.O.....Via.....

P.S.....Dist.....

State.....PIN.....

Mobile Number

Parent's Mobile Number



Principal's Message

“Pattamundai College stands as a source of knowledge to its students and entrusts them with the responsibility to share what they have received with the society and the world at large. Since its inception in 1970, Pattamundai College has emphasized the need of curricular, co-curricular and extra-curricular activities for an all-inclusive development of the students. The multi-faceted activities planned and organized by them provide an enriching experience which would enable the students to reach new heights in their professional life. The college is going to celebrate its Golden Jubilee on 5th July 2020. I wish the success of this endeavour.

Adhikari Laxminarayan Dash
PRINCIPAL

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THE COLLEGE CREST



The College crest proudly placed a top embodies an abiding commitment to academic excellence coupled with uncompromising human values that truly makes a man. Teaching and learning are the twin gems of wisdom which are accomplished through books.

A Bidyarthi epitomizes this perfection by virtue of this wisdom. Bidya Para Devata i.e. "Learning is God" is a clarion call to action for every student placed here, for learning.

The symbols of *Plough and Corn* stands for perseverance and resultant effects, the *Lotus* bestows grace, beauty and prosperity and the *Burning Lamp* inspires to reach out to the deprived- lot and enlighten them with knowledge.



VISION OF THE COLLEGE

- ❑ To make higher education qualitative and value-based for socio-economic transformation of the nation.
- ❑ To instill a sense of discipline and morality among the student community for making the students socially responsible citizens.



MISSION OF THE COLLEGE

- ➡ To provide qualitative education to all the students of all the sections of the society with a view to cultivate in them social, moral, economic and spiritual values and enable them to earn their livelihood.
- ➡ To make the institution excellent and exemplary at the University level.
- ➡ To provide literary, scientific, professional and technical education to the aspiring rural youths at a minimum cost.
- ➡ To be recognized as an institution with proven capacity to provide quality education in Science Commerce and Humanities.
- ➡ To meet the changing needs of the society.
- ➡ To introduce self-financing courses in multi-disciplinary areas.
- ➡ To adopt continuous measures to improve the quality of the programmes undertaken by the college administration.
- ➡ To provide need-based and career oriented courses to the students.



HISTORICITY OF THE COLLEGE

Pattamundai College which is situated in the vicinity of Pattamundai town and is accredited by the NAAC as B+ Grade college, is one of the leading educational institutions in the district of Kendrapara in Odisha. The college imparts education in +2 and +3 Arts, Science and Commerce. The college was born in the wake of a protest against non-existence of a college to impart higher education to the students in and around Pattamundai in the late sixties. Some intellectuals, zealous of their rights for higher education led a movement and a plan of action gathered pace soon. Pattamundai Student's Association consisting of the students pursuing higher studies in different colleges across the state mooted the idea in a meeting and a proposal was adopted to this effect unanimously. They fought through rough terrains to concretise such an imposing & noble cause. Driven by a passionate intensity, they strove to reach the desired goal. As a maiden step, a managing committee was formed to elect the office-bearers in order to put a positive spin in the regard. Sri Prahallad Mallick, the then Deputy Minister of Irrigation and Power, Govt. of Odisha, was elected as the President and Sri Brundaban Tripathy, the Chairman of Pattamundai Panchayat Samiti was elected as the Secretary and Dr. Padmanav Tripathy as Vice-President. All other rules and regulations were laid out to expedite the process. The committee swung into fund raising enterprise by motivating and impressing upon the people. Public donations and

subscriptions began flowing slowly and steadily which made the shaky beginning a stable one soon. In the year 1967 about fifteen acres of land were acquired for this dreamt institution. The foundation stone was laid by the President on the 1st June, 1967. The existing committee was refurbished in the year 1968 and Dr. Padmanav Tripathy was elevated to the office of the Secretary and Sri Biswanath Mishra, the President to put the rest of things into effects. The College started operating from the 5th July, 1970. To memorize the day, it is annually observed as the Foundation Day of the College.



GOVT. CONCURRENCE AND AFFILIATION

Utkal University had been pleased to grant concurrence and affiliation on the 5th June, 1970 which authenticated its functioning from the academic year 1970-71. Since then the college has been marching unimpeded for the last 50 years and not it has reached a phenomenal growth with 25-40 students, 44 lecturers and 45 non-teaching staff members and imposing infrastructure. Barely three years after, Govt. concurrence and University affiliation were availed for the opening of B.A. in 1973. Permission was granted for the opening of I.Com in 1978 and B.A. (Hons) in History with 16 seats in the same year too. Therefore Permission was granted for the opening of Hons in English, Odia, Sociology, Philosophy and Education and B.Com in 1989. Higher Secondary classes in Arts, Science and Commerce were opened from the session 1983-84. Govt. concurrence and

University affiliation was granted for opening of B.Sc in 1989-90. In 1990-91 affiliation was received for opening of philosophy and Commerce Hons with 48 seats each. The mounting demand for Pol.Sc and Odia Hons led to the increase of seats from 16 to 32 in each in 1991-92. In 1994-95 affiliation and Govt. concurrence was granted for 32 seats in Sociology Hons, 16 seats each for Mathematics and Chemistry Hons. A significant stride took place in the history of the College as University affiliation was obtained for Hons teaching in Education, Botany, Zoology and Physics with 16 seats each in 1997-98. In the year 2010-11 Commerce Dept. has made a break through by increasing its seats from 96 to 128. Opening of BBA (Self Financing Course) has added another feather in its cap. Opening of Electronics with 32 seats at +2 level, e-Admission at +2 and +3 level, increase of Accounting Hons. seats from 32 to 48 in +3 Commerce are some of the other significant achievements.

U.G.C. Grant

The College has started receiving grants from University Grants Commission from 6th to 12th Plan period. During the last five years its infrastructure had developed magnificently. A Gents' Hostel with capacity of 40 seats was built with the fund provided by the State Govt. A Women's Hostel for an accommodation of 70 students was built with UGC assistance during the financial year 2002-03. UGC has been pleased to sanction Rs. 70 Lakhs for the accommodation of girls students in another hostel in its 11th Plan period and one out door stadium funded by UGC is

now under construction. Two staff quarters have been constructed with UGC funding. Remedial classes are going on with the financial assistance extended by UGC. A career Counselling Cell has been formed which would motivate students to build up their career. A UGC network resource centre has also been opened under UGC norms for the upgradation of infrastructure and academic and administrative management. recently on OBC Hostel with the capacity of 100 seats has been constructed by the Central Govt. assistance.

The NAAC peer team of UGC in its august visit to this college took stock of its infrastructure and other academic performances and granted a glorious B+ Grade certificate in favour of the college in the session 2005-2006. Now, the college is preparing for the second NAAC reaccrediation.

CENTRAL LIBRARY

A library is an integral part of a College where learning is communicated through books. For this vital approach to learning for teachers as well as students the college has constructed a large Jubilee Building of about 5000 sft for the library named Central Library. Appropriate to its name it forms a centre-stage of academic pursuit. A large reading room is dedicated to students and it started functioning from 2002-03. Another reading room for teachers came up in 2004-05 to facilitate their preparatory and research work.

The library contains nearly books in the general section on all subjects. Besides the general section, it is in possession of books in the Book Bank, books in preference section including leading journals, magazines for advanced learning for students, teachers as well as researchers.

SEMINAR LIBRARY : The college has 14 departments and each department has a Seminar Library of its own.

INFRASTRUCTURE

The College is in possession of many valuable infrastructure that wear a formidable look. It provides housing to three teachers in its staff quarters and teachers' barracks. Water supply system expands over its entire campus. The College has a guest house, a Principal's quarter, a Co-operative Store, a massive play ground, a Post Office, a Canteen, an N.S.S. Training Centre, an NCC training centre and and three attractive gardens on the campus.

Amidst wide concern for global pollution and deforestation, the College took up a massive afforestation programme in the campus way back in 1992-93 in collaboration with the Soil Conservation Department. It has become a schedule, since that then afforestation drive is undertaken on important occasions. In the year 2011-12 nearly 200 trees including 100 Australian teak had been planted. Nearly 400 trees have grown into a luxuriant growth which forms a pattern of shady and bright scenery as the sun shines brilliantly overhead and the College nestles

under it. The shifting of pendal to College field during the session 2011-12 facilitates the administration to conduct cultural and other functions spreading over a year without causing hindrance to administrative and academic discipline. In this year too UGC has sanctioned grants for composite football and cricket field, a standard size concrete Basket Ball Court, a Tennis Court, a morrum volley ball court, an outdoor stadium and class rooms under capacity building which are vigorously taken up by the College administration to complete. The college reached a milestone in 2011-12 as SC/ST Dept. Govt. of India has been pleased to sanction a massive amount for construction of an OBC hostel which in the mean-while has been completed. Pattamundai College is one of the twin Colleges receiving such grants in Odisha.

MEMORIALS :

A statue of Utkalmani Gopabandhu Das one of the greatest architects of Modern Odisha was fondly placed in front of the College on 12.2.79 by Dr. Radhanath Rath under the auspicious occasion of the College Union Annual function. Then came up two more statues in 2002 one is of Dr. Padmanav Tripathy and the other is of Brundaban Tripathy to perpetuate their memory and their rich contribution to this College.

A statue of Mahatma Gandhi and a display board inscribing his best loved prayers have been installed inside

the garden and the expenditure was incurred by the staff members of the College. It was unveiled by Sj. Alekh Kumar Jena, Honble Ex- M.L.A. Rajnagar and Sj. Sanatan Behura a retired Governor awardee teacher.

FUTURE BECKONING

As the College enters its 50th year, it has emerged as a major premier educational institution in the district rendering a significant service to the student community. Its high academic discipline and commitment to academic excellence contribute to its becoming an educational hub. It has become a centerpiece for all good students.



INCUMBENCY OF PRINCIPALS

1. **Mr. Brundaban Dhal.** (Offg) from 1.6.70 to 31.7.70
2. **Mr. Kanhai Charan Swain,** from 1.8.70 to 26.01.78
3. **Dr. Naba Kishore Mohapatra,** from 27.01.78 to 24.07.78
4. **Mr. Brundaban Dhal.** (Offg) from 25.07.78 to 05.10.78
5. **Dr. Syed Massiullah,** from 06.10.78 to 09.10.82
6. **Mr. K. Srinivasan,** from 10.10.82 to 11.12.88
7. **Mr. Md. Manjoor Ali,** from 12.12.88 to 24.07.93
8. **Mr. Chintamani Nayak,** from 25.07.93 to 13.08.93
9. **Mr. Purna Chandra Kanungo,** from 14.08.93 to 07.09.93
10. **Mr. Anirudha Roul,** from 08.09.93 to 07.01.99
11. **Mr. Raghunatha Mishra,** from 08.01.99 to 15.01.99
12. **Mr. Maj. Sreenath Sahoo,** from 16.01.99 to 26.07.99
13. **Mr. Madhab Chandra Jena,** from 27.07.99 to 31.03.2002
14. **Mr. Duryodhan Parida,** from 01.04.02 to 12.10.04
15. **Mr. Duryodhan Nayak,** from 12.10.04 to 02.09.2009
16. **Mr. Kailash Chandra Patra,** from 02.09.2009 to 31.8.2011
17. **Dr. Syed Mahmood Ali,** from 31.08.11 to 31.7.12
18. **Mr. Ramesh Chandra Jena,** from 31.7.12 to 31.8.15
19. **Mr. Bijay Kumar Swain** From 31.8.15 to 31.03.2016
20. **Mr. Debabrata Pradhan** From 31.03.16
21. **Mr. Ramesh Chandra Shoo** - from 28.02.17 to 28.02.19
22. **Mr. Adhikari Laxminarayan Dash** - 28.02.2019 (Continuing)



MEMBERS ON THE STAFF

TEACHING STAFF OF THE COLLEGE

PRINCIPAL

Mr. Adhikari Laxminarayan Dash

ENGLISH :

1. **Dr. Sarat Chandra Das** M.A. M.Phil., Ph.D Lecturer (Group-A)
2. **Sri Amiya Kumar Das** M.A., Lecturer (Group-A)
3. **Dr. Manas Kumar Nayak** M.A., Ph.D, Lecturer
4. **Sri Sarojakanta Nayak** M.A. M.Phil, Lecturer

ODIA :

1. **Dr. Nilamani Lenka** M.A., Ph.D, D.Litt, Reader
2. **Mrs. Premalata Rout,** M.A., M.Phil, Ph.D., Reader
3. **Sri Pramod Kumar Swain,** M.A., Lecturer (Group-A)
4. **Mrs Laxmipriya Patra,** M.A., M.Phil, Lecturer

POLITICAL SCIENCE :

1. **Miss Nibedita Pradhan** M.A., M. Phil, Lecturer
2. **Miss Simangini Das** M.A., Lecturer
3. **Miss Tejeswinee Das** M.A., Lecturer
4. **Sri Ranjan Kumar Behera,** M.A., Lecturer

HISTORY :

1. **Dr. Pramod Kumar Samal**, M. A. Ph.D, Reader
2. **Sri Rabindra Kumar Panda**, M.A., B.Ed, Lecturer (Group-A)
3. **Sri Ranjan Kumar Behura**, M.A., Lecturer

ECONOMICS :

1. **Sri Pradyumna Pradhan**, M.A., M.Phil, Lecturer
2. **Sri Subhasis Mishra**, M.A., Lecturer
3. **Sri Sanjay Kumar Pradhan**, M.A., Lecturer

SOCIOLOGY :

1. **Capt. Manoj Parida**, M.A. M. Phil, Lecturer (Group-A)
2. **Sri Ranjit Keshari Senapati**, M.A. M. Phil Lecturer (Group-A)

EDUCATION :

1. **Dr. Rajalaxmi Mohanty**, M.A.,M. Phil,Ph.D Lect. (Group-A)
2. **Smt. Nibedita Nayak**, M.A., Lecturer
3. **Smt. Neerupama Swain**, M.A.(Eco), M.Phil, M.Ed, Lecturer

PHILOSOPHY :

1. **Sri Srimanta Kumar Jena**, M.A., Lecturer
2. **Miss R.N. M. Parida**, M.A. M.Phil, Lecturer

COMMERCE :

1. **Sri Adhikari Laxminarayan Dash**, M.Com, M.Phil.
2. **Sri Sanjib Kumar Dash**, M. Com, M.Phil, Lecturer (Group-A)
3. **Sri Souendra Prasad Choudhury**, M. Com.Lect. (Group-A)
4. **Sri. Ranjan Kumar Behera**, M. Com., Lecturer
5. **Sri Jitendra Malik**, M.com., Lecturer

CHEMISTRY :

1. **Dr. Ajaya Kumar Dash**, M.Sc., Ph.D, Reader
2. **Dr. Dushasan Parida**, M. Sc., M.Phil, Ph.D, Reader
3. **Sri Ranjan Kumar Gahan**, M.Sc. Lecturer

PHYSICS :

1. **Dr. Ramesh Kumar Sahoo**, M.Sc., Ph. D.Lecturer (Group-A)
2. **Sri Baikuntha Charan Roul**, M.Sc.Lecturer (Group-A)
3. **Sri Tarakanta Moharana**, M. Sc., Lecturer

MATHEMATICS :

1. **Sri Arabinda Pandab**, M.Sc., Lecturer
2. **Dr. Nirmala Kumar Sahoo**, M. A, M.Phil, Ph.D, Lecturer

BOTANY :

1. **Dr. Miss Anjali Kumari Dash**, M.Sc., M.Phil, Ph.D, Lecturer (Group-A)
2. **Mrs. Suchismita Biswal**, M.Sc. Lecturer

ZOOLOGY :

1. **Sri Dillip Kumar Bhuyan** , M.Sc, Lecturer
2. **Mrs. Sarojini Mishra**, M.Sc, M.Ed., Lecturer

ENVIRONMENTAL STUDIES

1. **Miss Smitarani Sutar**, M.sc, Lecturer

VOCATIONAL:

1. **Sri. Jagannath Behera** M.Com, Jr. Lect.

DEMONSTRATORS : (Laboratory)

1. **Sri Ajaya Kumar Moharana**, B.Sc. (Physics)
2. **Sri Biswonath Dash**, B.Sc. (Chemistry)
3. **Sri Gokul Chandra Das**, B.Sc., B.Ed. (Chemistry)
4. **Sri Ganeswar Das**, B.Sc. (Zoology)
5. **Sri Abhimanyu Mohanty**, M.Sc. B.Ed.(Botany)
6. **Sri Satyabrata Biswal**, M.Sc. (Physics)

P.E.T.

1. **Sri Smruti Ranjan Samantray**, B.Com, M.P.Ed



NON-TEACHING STAFF

OFFICE :

- | | |
|-----------------------------------|-------------------------------|
| 1. Head Clerk | Vacant |
| 2. Mr. Abinash Parida | Accountant I/C |
| 3. Mr. Pramod Kumar Parida | Junior Clerk |
| 4. Smt. Laxmipriya Behera | Cashier- I/C |
| 5. Mr. Soumya Ranjan Barik | Junior Clerk |
| 6. Smt. Gitanjali Das | Junior Clerk, Vocational |
| 7. Mahendra Kumar Dash | Account Section |
| 8. Mr. Chittaranjan Pani | Staff Common Room (Attendant) |
| 9. Mr. Niranjan Behera | Principal's orderly |
| 10. Mr. Manjula Kumar Jena | Peon |
| 11. Mr. Ganesh Bahadur | Watchman |
| 12. Mr. Ashok Kumar Patra | Peon |
| 13. Mr. Ramakanta Malik | Gardener-cum-Peon |
| 14. Smt. Rasmita Das | Lady Attendant (G.C) |
| 15. Mr. Rajendra Gochhayat | Sweeper |
| 16. Mr. Papu Gochhayat | Sweeper |

D.E.O

1. **Mr. Sridhar Prasad Biswal** DEO (+2)
2. **Mr. Jyana Ranjan Nayak** DEO (+3)



LIBRARY STAFF

1. **Mrs. Lipika Priyadarshini Padhy** Librarian
2. **Mr. Biswojit Bhadra** Asst. Librarian
3. **Smt. Sumitra Rout** Book Binder-cum-Daftari
4. **Mr Yashobanta Dash** Peon
5. **Ashok Kumar Dash** Peon

LABORATORY ATTENDANT

1. **Mr. Pandu Jena** Lab.Attendant in Chemistry
2. **Mr. Baburam Barik** Lab.Attendant in Chemistry
3. **Mr. Nanda Kishore Lenka** Lab. Attendant in Botany
4. **Mr. Sanatan Behera** Lab. Attendant in Zoology
5. **Mr. Chandramani Jena** Lab. Attendant in Physics
6. **Mr. Siba Prasad Mohanty** Lab. Attendant in Zoology
7. **Mr. Ramakrishna Nayak** Lab. Attendant in Botany

SECURITY

1. **Mr. Amalendu Sekhar Ray**
2. **Mr. Pradip Kumar Sethy**



CONSTITUTION OF EXTRA-CURRICULAR COUNCIL

ACADEMIC SESSION 2019-20

PORTFOLIOS	NAME & DESIGNATION
1) Staff Council: Secretary :	
Joint Secretary:	Capt. M. Parida, Lecturer in Soc (Gr-A)
2) Administrative Bursar :	Dr. P.K. Samal, Reader in History
3) Academic Bursar :	Dr. N. Lenka, Reader in Odia
4) Accounts Bursar :	Dr. R.K. Sahoo, (Both for General & UGC) Lecturer in Physics (Gr-A)
5) +2 Admission Committee :	Dr. N. Lenka, Reader in Odia & the team as notified earlier
6) +3 Admission Committee :	Dr. R.K. Sahoo, Lecturer in Phy. & the team as notified earlier
7) Time Table Committee :	Prof. A. Pandab, Lecturer in Math. Dr. N.K. Sahoo, Lecturer in Math.

- Asso. Vice-President(s) : Prof. S. Biswal,
Lecturer in Botany
- 15) Day Scholars' Association
Vice-President : Prof. P. Pradhan,
Lecturer in Economics
- Asso. Vice-President(s) : Prof. RN M. Parida,
Lecturer in Philosophy
- 16) Library Committee : Dr. A.K. Dash,
Reader in Chemistry
Dr. S.C. Das,
Lecturer in English (Gr-A)
Dr. (Miss) A.K. Dash,
Lecturer in Botany (Gr-A)
Prof. M.K. Nayak,
Lecturer in English
Prof. J. Malik,
Lecturer in Commerce
- 17) College Calendar
Chief Editor : Dr. N. Lenka,
Reader in Odia
Sub-Editor : Prof. S.K. Nayak,
Lecturer in English
- 18) College Magazine
Chief Editor : Dr. P. Rout,
Reader in Odia
Sub-Editor : Dr. M.K. Nayak,
Lecturer in English
Prof. S. Biswal,
Lecturer in Botany

- Prof. S. Mishra,
Lecturer in Economics
- 19) Science Magazine
Chief Editor : Dr. A.K. Dash,
Reader in Chemistry
Sub-Editor : Dr. (Miss) A.K. Dash,
Lecturer in Botany (Gr-A)
Prof. R.K. Gahan,
Lecturer in Chemistry
- 20) UGC, IQAC & NAAC
Committee : Dr. D. Parida
(Co-ordinator),
Reader in Chemistry
Dr. R.K. Sahoo,
Lecturer in Physics (Gr-A)
Prof. R.K. Senapati,
Lecturer in Sociology (Gr-A)
Prof. J. Malik,
Lecturer in Commerce
- 21) Prof. I/C of Career Counselling : Capt. M. Parida,
Lecturer in Sociology (Gr-A)
- 22) Prof. I/C of Remedial Class: Prof. S.K. Dash,
Lecturer in Commerce (Gr-A) Dr. R.L. Mohanty,
Lecturer in Education (Gr-A)
- 23) Legal Cell : Prof. R.K. Senapati,
Lecturer in Sociology (Gr-A)
Dr. R.K. Sahoo,
Lecturer in Physics (Gr-A)

- 24) RTI Cell PIO : Prof. A. Pandab,
Lecturer in Mathematics
- 25) Budget Committee : Prof. A.K. Das,
Lecturer in English
Sri P.K. Parida,
Establishment Section
- 26) Construction Committee : Dr. N. Lenka,
Reader in Odia
Dr. R.K. Sahoo,
Lecturer in Physics (Gr-A)
Prof. S.K. Dash,
Lecturer in Commerce (Gr-A)
- 27) Purchase Committee : Prof. R.K. Senapati,
Lecturer in Sociology (Gr-A)
Prof. S.K. Dash,
Lecturer in Commerce (Gr-A)
Dr. S.C. Das,
Lecturer in English (Gr-A)
Prof. P.K. Swain,
Lecturer in Odia (Gr-A)
Prof. R.K. Behura,
Lecturer in History
- 28) Environment, Garden & Orchard
Development Committee : Dr. D. Parida,
Reader in Chemistry
Prof. B.C. Roul,
Lecturer in Physics (Gr-A)
Prof. A. Pandab,
Lecturer in Mathematics

- 28) Environment, Garden & Orchard
Development Committee : Prof. J. Malik,
Lecturer in Commerce
- 29) Botanical Garden : Prof. R.K. Senapati,
Lecturer in Sociology (Gr-A)
Prof. R.K. Panda,
Lecturer in History
Prof. B.C. Roul,
Lecturer in Physics (Gr-A)
Prof. P.K. Swain,
Lecturer in Odia (Gr-A)
- 30) SC & ST Affairs Committee: Dr. A.K. Dash,
Lecturer in Botany (Gr-A)
Prof. S. Biswal,
Lecturer in Botany
Sri A. Mohanty,
Demonstrator in Botany
- 31) Odia Sahitya Samaj
Vice-President : Dr. S.C. Das,
Lecturer in English (Gr-A)
Asso. Vice-President(s) : Prof. S.P. Choudhury,
Lecturer in Commerce (Gr-A)
Prof. S. Mishra,
Lecturer in Zoology
- 32) HOD, Odia : HOD, Odia
Staff members of the Odia Dept.

- 32) Commerce Society
 Vice-President : HOD, Commerce
 Asso. Vice-President(s) : Staff members of the
 Com. Dept.
- 33) Science Society : All the HODs of
 Physics, Chemistry,
 Botany, Zoology & Mathematics
- 34) Prof. I/C of Affiliation &
 Concurrence : Dr. P.K. Samal,
 Reader in History
 Dr. R.K. Sahoo,
 Lecturer in Physics (Gr-A)
 Prof. A. Pandab,
 Lecturer in Mathematics
- 35) Prof. I/C of
 Staff Common Room : Prof. R.K. Panda,
 Lecturer in History (Gr-A)
- 36) Prof. I/C
 of Boys' Common Room : Prof. J. Behera,
 Lecturer in Vocation Education
- 37) Prof. I/C of
 Girls' Common Room : Prof. L.P. Patra,
 Lecturer in Odia
- 38) Prof. I/C of Guest House : Prof. P.K. Swain,
 Lecturer in Odia (Gr-A)
- 39) Prof. I/C of Income Tax : Prof. J. Malik,
 Lecturer in Commerce

- 40) Prof. I/C of
 Electricity & Electronics : Prof. A. Pandab,
 Lecturer in Mathematics
 Prof. S. Mishra,
 Lecturer in Economics
- 41) Prof. I/C of Sanitation : Prof. R.K. Behura,
 Lecturer in History
- 42) Prof. I/C of SAMS : Prof. A. Pandab,
 Lecturer in Mathematics
 Prof. J. Malik,
 Lecturer in Commerce
- 43) Grievance &
 Sex Harassment Cell : Dr. A.K. Dash,
 Reader in Chemistry
 Dr. P. Rout,
 Reader in Odia
 Capt. M. Parida,
 Lecturer in Sociology (Gr-A)
 Dr. R.L. Mohanty,
 Lecturer in Education (Gr-A)
 Dr. N.K. Sahoo,
 Lecturer in Mathematics
 Prof. N. Nayak,
 Lecturer in Education
- 44) Anti-Ragging Cell : Dr. N. Lenka,
 Reader in Odia
 Dr. P. Rout,
 Reader in Odia
 Capt. M. Parida,

- Lecturer in Sociology (Gr-A)
 Prof. R.K. Panda,
 Lecturer in History (Gr-A)
 Dr. S.C. Das,
 Lecturer in English (Gr-A)
 Dr. (Miss) A.K. Dash,
 Lecturer in Botany (Gr-A)
 Prof. S.K. Dash,
 Lecturer in Commerce (Gr-A)
 Dr. R.L. Mohanty,
 Lecturer in Education (Gr-A)
- 45) Prof. I/C
 of Alumni Association : Prof. R.K. Senapati,
 Lecturer in Sociology (Gr-A)
 Prof. A.K. Das,
 Lecturer in English (Gr-A)
 Prof. P.K. Swain,
 Lecturer in Odia (Gr-A)
- 46) Prof. I/C
 of General Stock & Store : Prof. S.K. Dash,
 Lecturer in Commerce (Gr-A)
 Prof. S. Mishra,
 Lecturer in Zoology
 Prof. J. Behera,
 Lecturer in Vocation Education
- 47) Prof. I/C of College Ponds : Prof. B.C. Roul,
 Lecturer in Physics (Gr-A)
 Sri G.C. Dash,
 Demonstrator in Chemistry

- 48) Prof. I/C
 of Landed Properties : Dr. N. Lenka,
 Reader in Odia
 Prof. S.P. Choudhury,
 Lecturer in Commerce (Gr-A)
 Sri G.C. Dash,
 Demonstrator in Chemistry
- 49) Prof. I/C of Furniture : Prof. R.K. Panda,
 Lecturer in History (Gr-A)
 Prof. R.K. Gahan,
 Lecturer in Chemistry
 Prof. S.K. Jena,
 Lecturer in Philosophy
- 50) Self Defence
 Training for Girls : Dr. (Miss) A.K. Dash
 (Co-ordinator),
 Lecturer in Botany (Gr-A)
 Prof. N. Swain,
 Lecturer in Education
- 51) Prof. I/C of Red-Cross : Prof. S.K. Nayak,
 Lecturer in English
 Prof. N. Nayak,
 Lecturer in Education
- 52) Prof. I/C of NCC : Capt. M. Parida,
 Lecturer in Sociology (Gr-A)
- 53) Prof. I/C of
 +3 NSS Boys' Unit : Prof. P. Pradhan,
 Lecturer in Economics

- Girls' Unit : Prof. S. Mishra,
Lecturer in Zoology
- 54) Prof. I/C of +2 NSS
Boys' Unit : Prof. P.K. Swain,
Lecturer in Odia (Gr-A)
- Girls' Unit : Prof. N. Swain,
Lecturer in Education
- 55) Prof. I/C of Scouts & Guides
Boys' Unit : Prof. R.K. Behura,
Lecturer in History
- Girls' Unit : Prof. RN M. Parida,
Lecturer in Philosophy
- 56) Prof. I/C of
College Cafeteria : Prof. P.K. Swain,
Lecturer in Odia (Gr-A)
Prof. R.K. Gahan,
Lecturer in Chemistry
Prof. R.K. Behera,
Lecturer in Commerce
- 57) Prof. I/C
of Proctorial System : Dr. N. Lenka,
Reader in Odia
Prof. R.K. Behera,
Lecturer in Commerce
- 58) Seminar &
Research Committee : Dr. P.K. Samal,
Reader in History

- Dr. N. Lenka,
Reader in Odia
Dr. D. Parida,
Reader in Chemistry
Dr. R.K. Sahoo,
Lecturer in Physics (Gr-A)
Prof. S.K. Dash,
Lecturer in Commerce (Gr-A)
- 59) Hostel Committee : Dr. P. Rout,
Reader in Odia
Prof. R.K. Panda,
Lecturer in History (Gr-A)
Prof. B.C. Roul,
Lecturer in Physics (Gr-A)
Prof. L.P. Patra,
Lecturer in Odia
Supdt., Boys' Hostel
Supdt., Ladies Hostel
- 60) Boys' Hostel
Superintendent : Dr. P.K. Samal,
Reader in History
- Office Assistant : Sri B.N. Dash,
Demonstrator in Chemistry
- 61) Ladies Hostel
Superintendent : Dr. N.K. Sahoo,
Lecturer in Mathematics
- Dy. Superintendent : Prof. RN M. Parida,
Lecturer in Philosophy

Office Assistant : Sri A. Parida,
Jr. Clerk-cum-Typist

62) Media Cell
(Print & Electronic) : Dr. P.K. Samal,
Reader in History
Capt. M. Parida,
Lecturer in Sociology (Gr-A)
Prof. S.K. Nayak,
Lecturer in English

Principal
**Pattamundia College,
Pattamundai**

COURSE STRUCTURE

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

1) +2 Arts – 256 Seats

- (a) Compulsory Subjects : English, M.I.L. (O)
Environmental Education - 256
- b) Optional Subject : Political Science, History, Odia
Economics-256, Education-64
Logic - 96, Sociology-64

2) +2 Science - 128 Seats

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

3) +2 Commerce - 128 Seats

Electronics – 32

4) +2 Vocational

- a) Office Management - 24 Seats

DEGREE

+3 Arts - 256 Seats

- a) Compulsory Subjects : English - 256, M.I.L. (O) - 256
- b) Optional Subject : Political Science- 256
History-256, Odia- 256

Economics- 128, Philosophy- 64
 Education- 64, Sociology- 64
 Tourism & Travel Management-30

Honours Subjects : : English-16, Odia-40, History-32
 Economics-32, Sociology-40
 Political Science-40, Education-32
 Philosophy - 24

+3 Degree Commerce

General Seats -128
 Honours subject - Accountancy - 128

+3 Degree Science

Optional Subjects : PCM - 64, CBZ - 32
 Honours Subjects : Chemistry-24, Math-16
 Physics - 24, 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 practical. 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. (Odia)			
(One of the following)			
Odia / Hindi /Alt. English			
Sanskrit	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 M.I.L. 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

institution in which he is admitted is not affiliated in that subject.

II. Environmental Education (EE)

Note: The above subject will be assessed 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 order 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 on 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 / Mathematics |
| 3. Logic / Sociology | 4. Economics |
| 5. Education | 6. Odia |

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

Group-B

- | | |
|----------------|----------------|
| 3. Mathematics | 3. Biology |
| 4. Biology | 4. Mathematics |

C. Subjects of Examination for Commerce Stream

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

1. Accountancy
2. Business Studies & Management
3. Business Mathematics & Statistics

IV. Any one of the following groups

	1st Year	2nd Year
Group-I	Commercial Banking	& Insurance
Group-II	Fundamentals of Entrepreneurship	& Cost Accountancy
Group-III	Salesmanship	& Business Economics
Group-IV	Fundamentals of Company Accounts	& Fundamentals of Management Accounting



Regulation and Structure for Under Graduate Programme

**(B.A/ B.Com / B.Sc) Under Utkal University, Bhubaneswar
(As per CBCS System)**

(w.e.f. the session 2018-19)

ELIGIBILITY :

Higher Secondary (10+2), Senior Secondary or any other equivalent examination passed from any Board / Council established by the Govt. of India or any state Govt. or any other equivalent examination recognized by Central Board of Secondary Education / Council of Higher Secondary Education/ Dept. of Industry or any other Dept. of Govt. of Odisha or Utkal University. Those joining B.Sc. Programme must have passed the above examination under the faculty of Science/ Technology / Engineering / Pharmacy etc. There shall be no such restriction for joining B.A./ B. Com stream.

COURSE STRUCTURE :

The detailed Course structure is give below.

DURATION :

Three years of six semesters. Odd semester is from July to December (i.e. 1st, 3rd & 5th Semesters). The examination shall be held normally in the month of November/ December. Even semester is form January to June. (i.e. 2nd, 4th & 6th semesters). The examination shall be held normally in the month of April / May. However, the Final Semester shall be conducted in April and result shall be published within 60 days from the date of completion of the examination. A student would be required to complete the course within six academic years from the date of admission.

Compulsory Registration for 1st Semester :

- ◆ Registration for 1st Semester is compulsory. A candidate admitted to +3 Courses but not registered for 1st semester examination, his /her admission will be automatically cancelled.
- ◆ A candidate may take a blank semester : A blank semester has to be clubbed with next Odd or Even semester as the case may be i.e. 2nd, 4th and 5th.
- ◆ A student may clear backlog papers within 6 years and improvement, if any, has to be completed within 4 years starting from the year of admission batch.

ATTENDANCE :

A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately. Condonation in exceptional cases may be granted by the Principal to the extent of 15% on production of medical certificate.

The Examination Committee may grant further condonation of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter-University or Inter-state competitions in Games and Sports or attending different recognized National camps. Under no circumstances, the condonation shall be beyond 25%.

WEIGHTAGE DISTRIBUTION (PERCENTAGE) FOR EVALUTION:

The Choice Based Credit System (CBCS) examination shall be of semester patter. Each semester examination shall consist of a **Mid-Semester (Internal) Examination and End Semester Examination**. Mid Semester examination shall be conducted onlyl for theory papers. End Semester Examination in theory papers carrying full marks above 50 (e.g., 60, 75, 80 etc) shall be

of 3 hours duration and practical shall be of 3 hours (**for full marks carrying 30**). On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

MID SEMESTER EXAMINATION :

Mid Semester Examination will be of 01 hour duration for 20 marks. There shall be no pass mark in Mid Semester examination.

The papers of Mid Semester Examination will be valued by the teachers or any external faculty teaching that paper in the department / college.

A student who fails to appear in a mid Semester Examination will be allowed to take the same examination with next batch of students only ONCE. However, **it will be treated as a back examination**. This rule is not applicable to the students appearing for Mid Semester component of V & VI Semester (UG). However, the candidates intending and eligible to appear in such examination shall have to apply to the principal in plain paper showing sufficient reasons thereof. If the Principal is satisfied, then he will be allowed to appear in the same examination.

There is no provision of improvement examination for Mid Semester Examination in any paper of any Semester.

The Mid Semester Examination will be conducted at the end of Sept./ Feb. for Odd and Even Semester Examination respectively.

The College has to submit positively the Mid-Term marks by end of October/ March to the Controller of Examinations for Odd & Even Semester respectively.

The College Authority will preserve the Answer Script of the Mid-Term examination for one year from the date of examination for future reference.

MARK DISTRIBUTION :

A. Subjects without Practical

Mid Term	Term End	Total
20	80	100

B. Subjects with Practical

Mid Term	Term End		Total
	A-Theory 50	B-Practical 30 {{20+10(Record)}}	100

C. (DSE -4) for Hons Students (6th Semester)

Project 80 + Viva 20

DSE Papers for Hons students may or may not have the Practical component as proposed by the respective Board of Studies. If there is no practical, Tutorial classes are allotted. The Project paper will be evaluated both by External and Internal Examiners. Remuneration to the Examiner (External / Internal) is Rs. 20/- per each Project.

Project fee of Rs. 50/- shall be collected from each Hons. student at the time of Re-admission to +3 IIIrd Year at the college level and the collected amount will be deposited in the examination account of the college. Evaluation of project shall be completed before the commencement of the 6th Semester Examination.

GRADE SYSTEM IN EACH PAPER (Mid+ End Sem. Exam) in Semester :

GRADING SYSTEM :

GRADE		Marks Secured from	100
Outstanding	O	90-100	10
Excellent	A+	80-89	9
Very Good	A	70-79	8
Good	B+	60-69	7
Above average	B*	50-59	6
Fair	C	45-49	5
Pass	D	33-44	4
Failed	F	Below 33	0

N.B.: A candidate has to secure 33% or above to pass in each of the papers.

The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.

The candidate securing 'C' Grade and above in Core/Honours papers in aggregate will be awarded Honours.

The candidate securing 'B' Grade and above in aggregate will be awarded Honours with Distinction (for pass/regular course).

Any candidate filling the forms for appearing in back papers / improvement shall not be awarded Distinction.

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

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

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

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

CREDIT INDEX - \sum CREDIT POINT

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

SEMESTER GRADE POINT AVERAGE

(SGPA) = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for each Semester.

CUMULATIVE GRADE POINT AVERAGE (SGPA)

= $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for all previous Semesters upto the 6th Semester.

A student in order to retain honours has to secure Grade 'C' student above in Core papers. Further, in order to obtain distinction student has to secure 50% of marks in all the subjects taken together (excluding core) in 1st appearance. A candidate passing under hard case rule (2% grace mark) shall not be eligible to obtain distinction.

In addition to the Grade points, marks /percentage would also be awarded and shall also be reflected in the Mark Sheet.

The details of grading system shall be printed on the backside of University Mark Sheet.

REPEAT EXAMINATION :

A Students has to clear back papers(i.e. in the paper/papers one has failed i.e. have secured grade F or below 33% mark) by appearing at subsequent semester examinations within six years from the year/ session of admission.

A student may appear improvement in any number of core paper (Honours) in the immediate subsequent examination if the candidate has obtained a grade in the paper concerned. The higher marks shall be retained. The candidate securing grade, below 'C' (i.e. below 45%) in the core (Hons) paper will be declared as Pass without honours.

HARD CASE RULE

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

0.5 (point five percent) grace mark can be given for award of 'B' Grade (SGPA 7) in each semester provided grace mark under 11.1 has not been awarded. This will not affect the distinction of the candidates.

There will be no revaluation processes of the answer scripts.

EXAMINATION QUESTION PATTERN (SUGGESTIVE)

The duration of end semester examination as reflected in Sl.No.6 above.

For subject without having practical, full marks are 100 per paper out of which 20 marks are allotted for Mid-Semester Examination (Internal) and 80 marks for End-Semester Examination.

The question papers shall be divided into two parts such as Group-A and Group -B.

Group-A will carry 10 short questions of two parts such as Group-A and Group-B.

Group-A will carry 10 short questions of two marks each. The answer should be within two sentences.

There shall be 5 long type questions in Group-B with one alternative each. All have to be attempted and all questions shall be of equal value (5×12 marks).

For subject with practical, full marks are 100 per paper out of which 20 marks is allotted for Mid-Semester Examination, 50 is for End-Semester Examination and 30 is for Practical.

The question papers shall be divided into two parts such as Group-A and Group-B.

Group- A will have 10 short questions of one mark each. The answer should be within two sentences.

There shall be 5 long type questions with one alternative each. All questions have to be attempted for subjects having practical. The questions shall be of equal value (5×8 marks). Practicals will carry 30 marks out of which 10 will be for records.

Model answers for long questions should be between 700-1000 words.

Each Dept. shall have a designated Teacher-in-Charge of examination to be decided by the Principal.



ADMISSION PROCEDURE

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

e-Admission for +2 wing (Arts, Commerce & Science) has been introduced in Pattamundai College vide letterNo.34485(224) dt.12.12.2009 of the Commissioner-cum-Secretary to Govt.Higher Education Department,Odisha, Bhubaneswar. e-Admission aims 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.

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

e-Admission for +3 wing (Arts, Commerce & Science) has been introduced in Pattamundai College vide letterNo.6626

dt.22.02.2011 of the Commissioner-cum-Secretary to Govt.Higher Education Department,Odisha,Bhubaneswar. e-Admission aims 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.



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.100/- 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.70/-for registration & recognition fees, Rs.70/- 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 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 basing on 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 for 600 marks (including 100 marks for Environmental Education) and the examination at the end of 2nd year shall be for 600 marks. Marks secured in the examination to be 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 & First, Second and Third year of +3 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 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, Orissa 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.



SCHOLARSHIP & OTHER FINANCIAL AIDS

Submission of applications, sanction and payment are made through online.

FREE STUDENTSHIP :

1. 12% of the total strength of students excluding girls and SC/ST of the College are granted free studentship every year.
2. Substantial aid is given to deserving students from the Social Service Guild for purchase of the books, dress and other educational materials.
3. Medical assistance is also provided to poor students in exceptional circumstances.
4. Free studentship and financial aid mentioned above are sanctioned by the Principal on the advice and recommendation of a Committee constituted for the purpose taking into consideration merit, poverty and conduct of students.
5. The financial aid granted may be reduced or withdrawn at any time, if the conduct and progress of recipient is found unsatisfactory.



RULES OF THE COLLEGE

1. Undertaking :

Before a student is admitted to the college, he/she or his/ her guardian if he / she is below 18 years of age, has to sign an undertaking in proper form to the effect that the student will abide by the rules of the college.

2. Address :

Every student must register his / her address in the college office. Any subsequent change in his/ her address must be intimated to the office in writing immediately.

3. Identity Card :

Every student has to possess an identity card issued by the college by paying requisite fees with three passport size photographs at the time of admission. If a student loses his Identity Card another duplicate Identity Card will be issued to him on application and payment of Rs.100.00 and the student also will have to give a photograph for this purpose.

4. Leave :

All students who wish to obtain leave of absence from the college must apply for it before they actually absent themselves. In special cases such as illness or on urgent journey where it is not possible to obtain leave in advance, an application for grant of leave may be sent by post or messenger.

5. Discipline :

- a) Spitting in the walls, floors, pillars, or doors of the college is strictly prohibited.

- b) Students shall not loiter on the verandahs when they have no classes to attend. They should not disturb other classes.
- c) Students are warned against handling bicycles or other vehicles which are not their own.
- d) Misconduct of students at football or hockey or other matches will be regarded as a breach of discipline.
- e) Students shall not leave the class room unless it is absolutely necessary.
- f) Students should stand in a queue while waiting for payment of their tuition fees or fee for any other purpose at the office counters.
- g) Students are warned against tampering with the light and fan switches.
- h) Scribbling on the college walls, pasting placards and other papers or otherwise disfiguring college walls or paths are strictly prohibited.
- i) Students are advised to meet the Principal only after obtaining his permission.
- j) Students should not ordinarily enter into the college office.
- k) No club or society should be started or maintained in the college and no function should be organized without the prior approval of the Principal.

6. College Examination Rules :

- 1. Students of the college are required to clear up all their dues in the different section before commencement of Test / Annual Examination.
- 2. Students are not allowed to change their subject / subjects without the permission of the Principal. They are allowed to write the Test / Annual Examination only in the subjects with which they are admitted into the college.

- 3. Students are required to get a minimum average mark (as decided by the Staff Council) in the Annual Examination for promotion to the next higher class. However, a Special Examination may be conducted if Staff Council so desires for the candidates securing below that mark in the subject / subjects for which they are to appear an Examination (as decided by the Staff Council), this examination is compulsory for candidates.
- 4. A fine as fixed by the Staff Council is to be collected for absence in one subject.
- 5. Students absent in all subjects in any of the Examinations are to pay for required fees as fixed by the Staff Council. However, these examination rules are subject to change as it is decided by the Staff Council every year.
- 6. Students seeking College Leaving Certificate shall be issued it three days after receiving his/her application.



**PATTAMUNDAI DEGREE COLLEGE, PATTAMUNDAI
COMMON MINIMUM STANDARD (CMS)
GUIDELINES – 2019-20**

The following guidelines shall be strictly followed by all Govt./ Non Govt. (Aided/Block Grant) / Autonomous Colleges of the State.

SL. No.	Subject	Time Line
1.	Reopening of College after Summer Vacation	18.06.2019
2.	Commencement of Classes	
	+3, 2nd Year	18.06.2019
	+3, 3rd Year	18.06.2019
	+3, 1st Year	08.08.2019
3.	Parent-Teachers Meet	
	+3 1st Year	07.09.2019
	+3 2nd Year	14.09.2019
	+3 3rd Year	21.09.2019
4.	Puja Vacation	03.10.2019 13.10.2019
5.	Mid Semester Examination	
	Odd Semesters (1st,3rd, 5th)	Last Week of September-2019
	Even Semester (2nd, 4th, 6th)	1st week of February 2020
	End Semester Examination	
	Odd semesters (1st, 3rd, 5th)	Ist week of December-2019

	Even Semester (2nd, 4th, 6th)	By last week of April-2020
6.	X-Mass Holiday	25th December-2019
7.	Annual Sports / cultural Week to conduct all competitions & functions	02.01.2020 to 15.01.2020
8.	Filling up of forms for University Exam	+3/PG- As notified by Concern University / Autonomous College
9.	Alumni Meet	Ist week of January-2020
10.	Publication of Result +3 /1st,2nd, 3rd, 4th, 5th, 6th	Winthin 45 days from last theory exam. of sem Exam. concern Semester exam. Subject to publication of last sem. Exam. in 2nd week of May 2020

**Principal
Pattamundai College**

COLLEGE LIBRARY

1. The library is in the direct charge of the Librarian subject to supervision by the Prof. in charge. The Principal is the final authority.
2. No books should be taken out of the library without the knowledge of the Librarian.
3. The library is meant for the staff and students of Pattamundai College.
4. Rare books, maps, University question papers, other University documents, Books of reference, current issues of periodicals, Course of Studies shall not normally be issued for use outside the library.
5. Students will have to produce the library card while borrowing and returning books.
6. The maximum number of books that may be issued to various categories of borrowers and the period for which the books may be retained are given below.

Borrowers	No. of Books	Period Allowed
a) Members on the teaching staff	20	One academic Session
b) Ministerial staff	03	15 days
c) Students		
i) +2 Arts, Com. Sc.	01	15 days
ii) B.A., B.Com., B.Sc.	02	15 days
iii) Hons.	03	15 days
d) Class IV employees	01	15 days

7. Since text books are short always in supply in relation to demand, borrowers are advised to make notes and return the books within 15 days so that can be used by others.
8. While borrowing books, students should check the books for missing pages and mutilation before leaving the library counter. Any such defects should immediately be brought to the notice of the Asst. Librarian at the counter and his signature taken on the book. If such defects are detected at the time of returning the books, the borrower shall be held responsible.
9. A fine of 10 paise will levied on the borrowers per day per book for delay in return of book beyond the prescribed date.
10. Any book lost, damaged or defaced by borrower must be replaced by him. If a book is one of a set or series and volume, the whole set or series or volume must be replaced at the borrower's cost. Should the books not be replaced the borrower must pay an amount double the cost of the book or as fixed by the Principal.
11. In those cases when the price of lost books can not be ascertained the borrower should pay as compensation as the amount fixed by the Principal.
12. The library premises should not be used for any purpose other than reading or consulting books and periodicals of the library.
13. Spitting, smoking, playing, gossiping and sleeping inside the library are strictly forbidden.
14. Perfect silence should be maintained inside and around the library and in reading room.
15. For any other matter not provided above, the decision of the Principal shall be final and binding.

16. No borrower will be allowed to keep the library book with him/her during the Summer Vacation.

BOOK BANK :

1. There is a book bank in the General Library. It caters to the need of poor and deserving students. Books are normally issued for one academic session.
2. The borrowers shall have to pay one fifth of the price of the book before the book is issued to him.
3. The borrowers will be held responsible for any damage or distortion of the book, in case the book is lost he may either be asked to replace the book or pay the price of the book with or without penalty as the authorities deem fit.
4. The book bank will be in direct charge of the Librarian subject to the supervision of the Prof. in charge. The Principal is the final authority.

READING ROOM :

There is a Reading Room for the students with required News papers & Periodicals.

1. Daily newspapers & magazines shall remain in the custody of the peon who will issue them to the students inside the Reading Room on production of identify card.
2. Students will have to produce their Identity Card to get admission to the Reading Room.
3. Magazines and papers shall not be taken outside the Reading Room.
4. Strict silence shall be maintained inside the Reading Room. Breach of this rule shall entitle punishment as deemed fit by the Principal.
5. Being limited seats at Reading Room the students should not occupy the seats to liege or to chat among themselves.

6. Old issues of papers and magazines shall not ordinarily be issued.
7. No other things except text books and library books are allowed to the Reading Room.
8. Spitting, playing, sleeping, talking and smoking are strictly prohibited in the Reading Room.
9. Loss or defacing or erasing of magazines or journals will be seriously treated. A fine of minimum rupees two or the cost of magazine or periodical will be imposed on the borrower.
10. For any other matter not provided above, the decision of the Principal shall be final.

LIBRARY - CARD :

1. In case of loss of Library card the students are required to report to the Librarian / HC at once. Duplicate library card can be supplied on payment of Rs 50/-.
2. Each student must register in the college office the address at which he /she lives. Any change in the address must be intimated to the office in writing.



COLLEGE SEMINAR

Each department will conduct at least two seminars per year. Rs 300/- will be collected from each Hons student annually. 50% of the total funds collected will be spent towards the conduct of 2 nos. extramural departmental seminar and the rest will be spent for purchase of seminar books.

The Seminar and Research Committee of the College has decided to conduct one state level seminar by each department this year from July to December.



STUDENTS' UNION AND ASSOCIATION

Students' Union : Its Constitution :

There shall be a Student Union for all the Degree Classes known as the Students' Union of Pattamundai College. It fosters unity, understanding, fellow feeling among all the students of degree classes.

Functions of the Students' Union :

The Functions of the Students' Union shall be to :

- (i) organise Academic discussion, debates and lectures on subjects of general and cultural interest.
- (ii) invite eminent persons to address the Union.
- (iii) organise cultural programmes.

- (iv) organise cultural and recreational programmes such as Drama, Sports etc.
- (v) organise social service project.
- (vi) take up other activities as are entrusted to the Union by the authorities.

Membership of the Students' Union :

Every bonafide student of the degree classes' is a member of the Students' Union and Association. He / She is eligible for election to any of its offices if she / he secures 75% of attendance. No student whose name is not on the rolls of the college can be a member of the Students' Union.

The Funds of the Students' Union :

The funds of the Students' Union shall be constituted by releasing annual membership fee for the Students' Union. The executive body of the Students' Union in consultation with the Advisor shall prepare a programme of activities for the whole year and make allocation of funds for the same and submit them to the Principal for his approval. Out of the total funds collected atleast 10% shall be allocated towards academic discussion, debate, essays & other competitions and out of the balance amount 55% & 45% shall be allocated towards inaugural and closing functions respectively. The funds of the Students' Union shall be controlled by the Principal.

The Executive Body and its Duties :

The following shall form the Executive Body of the Students' Union.

- (a) The President
- (b) The Vice-President
- (c) The General Secretary
- (d) The Asst. General Secretary

The Executive Body shall manage all the affairs of the Students'

Union and the proceedings of the meetings shall be submitted to the Principal through the Advisor for his approval. The quorum for the meeting of the Executive Body shall be 4 members of whom at least

- a) The President or the Vice-President.
- b) The General Secretary or the Asst. General Secretary shall be present.

The Executive Body shall co-ordinate the different activities of the Students' Union and shall review the programme from time to time at its meetings.

The Advisor :

There shall be an Advisor appointed by the Principal from among the members of the teaching staff. The Advisor shall be present at the meeting of the Executive Body and at the ordinary meetings of the Students' Union. He will assist by helpful suggestion whenever necessary in the proper conduct of the meetings. The President may refer to him any rule for interpretation. The Advisor may at any time during a meeting at the request of the President explain the scope and effect of motion or amendments. In the absence of the Advisor the Associate Advisor shall discharge all functions of the Advisor.

The President :

Any student of the Degree classes can contest the office of the President. He will preside over the ordinary meetings of the students.

OFFICES FOR DEGREE STUDENTS :

- i) The Students' Union
- ii) D.S.A.
- iii) Dramatic Association
- iv) Athletic Association
- v) Social Service Association
- vi) Cultural Association

- vii) Odia Sahitya Samaj
- viii) Commerce Society
- ix) Science Society

The Election of Student's Union and other student societies / Associations shall be held in accordance with notification and guidelines of Govt. The candidate obtaining largest number of votes shall be declared elected. For further information regarding elections, election brochures may be consulted.

Rules Governing of the College Students' Union and Associations Elections.

Once in the beginning of each session, elections shall be held for different offices of the Students' Union and other Associations (Both +2 and +3 Streams) as per the Govt. Notification.

NOMINATIONS

1. Nomination forms will be available in Room No. 8 in case of +3 Streams and Room No. 20 in case of +2 Streams. Each Nomination form will cost Rs.5/- only.
2. Filing of Nomination will be held on _____ from 9 a.m. to 12 noon.
3. Students on Role of the College during the session with proper Dress Code of the College are eligible to contest in the election and propose and second the candidate on production of valid Identity cards.
4. A candidate can file his nomination on production of attendance certificate / clearance certificate. Further he/she is to sign an undertaking to the effect that "No Criminal Case is pending against him/her on the day of filing nomination".

5. The Nomination forms will be scrutinised on _____ at 1 p.m. to 3 p.m. by the concerned officers in the presence of candidates and their proposers and seconders in Room No. _____ and Room No. _____
6. A student cannot contest more than one office. A student can propose or second only one candidate for the same office.
7. The proposer or seconder cannot contest for the office for which he/she is proposing or seconding.

CONTESTANTS : +3 STREAMS

1. Any student of +3 Degree classes (Arts/Science/Commerce) can contest for the post of President, General Secretary and Secretaries of different Associations.
2. Any student of 1st year or 2nd year +3 Arts, Science and Commerce classes can contest the post of Vice-President, Asst. General Secretary and Asst. Secretary of D.S.A.

CONTESTANTS : +2 STREAMS

1. Any student of +2 Classes (Arts/Science/Commerce) can contest the post of Secretary of different Associations.
2. Any student of +2 1st year Classes (Arts/Sc./Com.) can contest the post of Asst. Secretary. D.S.A.

ELECTION

1. Polling for different offices will start as per the time schedule fixed by the Govt./Principal from time to time. The candidates or their nominees are advised to check-up empty Ballot Boxes 15 minutes before the start of Polling and be present. After the polling is over the Ballot Boxes will be sealed in their presence.

2. On the day of Election before the commencement of polling there will be a long bell inviting the presiding and polling officers to go to their respective Booths and make preparation for polling.
3. On the same day, there will be another long bell indicating the beginning of the polling. Before 10 minutes from the closing of poll, there will be a warning bell and all the students who have not cast their votes by this time are advised to enter into their respective Polling Booths and cast their votes. 10 minutes after the warning bell there will be the final bell indicating the closure of the polling.
4. Voters are advised to indicate their choice of candidate in the Ballot paper using an arrow cross mark rubber seal in the column provided for the purpose. The arrow cross mark rubber seal should not cross the upper and lower line. In case it crosses either of the lines or both the lines, the vote will be considered as invalid.

COUNTING

Counting of votes will take place either inside the Polling Booth or there will be a Central counting as decided by the Principal and Advisory Board. Ballot boxes will be opened for counting in the presence of candidates or their nominees who will be provided with Admission cards. After the counting is over, again the Ballot Boxes will be sealed in the presence of candidates or their nominees present in the counting. The candidate obtaining the highest number of votes shall be declared elected.

RECOUNTING

The complaint regarding counting of votes will be entertained within 24 hours after publication of final results. Recounting only will be taken up when the margin of difference is 5(five) or less than 5(five) votes.

In case of an equality of votes between any two or more candidates the election of successful candidate shall be determined by LOT.

GENERAL RULES

1. A student convicted in any court of law cannot contest the election.
2. The students contesting for different posts cannot display hoarding and posters. College authority shall affix at conspicuous places indicating the names of the candidates and posts for which they are contesting. The expenditure for the purpose shall be born out of the College Union Fund.
3. Election results shall be published by the College Authority. Posters containing the names of the elected candidates shall be affixed at the conspicuous places of the College.
4. A student who does not have atleast 75% attendance in the lass cannot contest for any post. 75% attendance of a candidate will be determined by computing their attendance in all subjects taken together.
5. If any contesting candidate indulges in violent activities to intimidate any students to vote for his/her, he/she be disqualified and his/her candidature shall stand cancelled.
6. If the Election to the College Union is not held as per the schedule on the date already notified due to the protest or trouble created by the students, no further election will be held in the College for the current academic session.
7. For all kinds of indiscipline either by any contestant or by his her supporters, the contestant concerned will be held responsible And he will be liable for punishment. Candidates or their supporters disfiguring College walls will be punished as deemed fit by the Principal.

8. The maintenance of secrecy of voting is the responsibility of the voters. Students are advised not to campaign or disturb in front of and inside the Polling Booths.
9. The candidate or any bonafide student of this College duly authorised by the candidate can file nomination.
10. The candidate will give an undertaking at the time of filling nomination as given below.
“No criminal case is pending against the candidate on the date of filling nomination”.
11. No student will be allowed to take part in the Election to the Students’ Union without proper Dress Code of the College.
12. In all matters relating to the election _____ the decision of the Principal is not only final but also binding.
13. No hostel student can contest for the post of D.S.A.

In addition to the above General rules, the rules framed by the Govt. vide letter No. 26960/HE dt. 22.08.2008 are as under :

1. The minimum age for participation of Higher Secondary students (+2 students) in election be treated as 15 years.
2. A candidate who has failed in one or more subjects and has not cleared the same as on the date of filing Nomination may not be eligible to contest election.
3. The candidate must be a regular, full time student of the College and should not be a distance/proximate education student.
4. The maximum permitted expenditure per candidate shall be Rs.5,000/- (Rupees Five Thousand).
5. Each candidate shall, within 2 weeks of the declaration of result, submit complete and certified (to be certified by the candidate)

accounts to the College Authorities. The college shall publish such accounts within 2 days of submission of accounts through a suitable medium so that any member of the student body may freely examine the same.

- 6. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
- 7. With the view to prevent the in flow of funds from Political Parties into the student election process the candidate are specially barred from utilising funds from any other resources than voluntary contributions from the student body.
- 8. The candidate shall have one opportunity to contest for the post of Office bearer and two opportunity to contest for the post of an Executive member.

Duplicate/Original Identity Cards will not be issued on the day of Election. Renewal of Identity Cards will not be allowed on the day of Election. The above is to be changed time to time as per the Govt. order.

Principal
Pattamundai College



OATH TAKING

The office bearers elected in the elections shall assume their responsibility after taking the oath of office from the Principal or his nominee at the meeting called "The Oath Taking Ceremony". The oath is as follows :

"I.....having been elected as of Pattamundai College 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 or welfare of the institution.

Tenure of Office :

The elected office bearers shall hold office for a particular academic session i.e. June to May. The post of an elected Office bearer can be ceased if (a) His/Her name is struck off from the rolls of the College(b) He/She resigns voluntarily, making an application to the Principal and he/she is removed from his/her office by a vote of no-confidence motion brought about atleast by 30% of his/her voters at a general body meeting requisitioned for the purpose through a notice given at least 4 days before the general body meets.

Meetings :

Ordinary meetings of executive bodies shall be regularly held. As extra ordinary meeting of any executive body can be convened by the Principal at his own discretion or on the request of that particular executive body or on a written requisition addressed to the Principal by members of that particular executive body.

At the outset of each ordinary meeting, the Secretary concerned will read out the minutes of the previous meetings for the approval of the President in the case of the Students' Union and all the members present in case of Associations and Societies. Maintenance of discipline at such meetings is the responsibility of the Presiding Officer.

Amendments :

Amendments to any of the rules laid down in this calendar shall be considered at a special meeting of the Principal, members of the teaching staff and all the students concerned on such a date and at such a time as will be fixed by the Principal. An amendment before it becomes effective must be passed by a majority of 3/4th of members present and it must receive the approval of the Principal. The Principal may remove any member of any executive body from his office, if he is satisfied that such an action is called for in the interest of that particular executive body concerned or in the general interest of the college.

Rules Governing the functions of the Students' Union & Associations :

(Decided in a General body meeting of the teachers and the students and approved by the GB)

- i) There shall be two and only two functions of the students' Union such as "Inaugural and Closing".
- ii) There shall be a cultural week and during this week all function will be held in between the Inaugural and Closing function of the Students' Union in the following order.
 - a) Inaugural function of the Students' Union.
 - b) Annual Athletic Meet.
 - c) Odia Sahitya Samaj.
 - d) Cultural Association.
 - e) Science Society.

- f) Commerce Society.
- g) Dramatic Society.
- h) Closing function of the Students' Union.

iii) The students and office bearer will be duly informed about the schedules of the cultural week at least one month before the inaugural function of the students' union and association.

iv) As regards the guest for the function of the students' union one among them must be educationist of high repute. As regards to other associations , Guest to be invite must be an eminent person of the respective field.

v)The consent letter from the guest shall be submitted to the principal by the office bearers of the students' union as well as the other associations at least one week before the commencement of the programme.



ASSOCIATIONS

Functions of Officers Defined

Vice-President :

There shall be a Vice-President for each Association / Society. He will be assisted by two Associate Vice-President. They shall be nominated by the Principal from among the members of the teaching staff. The Vice-President together with Associate Vice-President, shall guide the Secretary / Asst. Secretary in all matters and keep a strict vigil over the Accounts and expenditure pertaining to this particular Association / Society. The Vice-President shall preside over all ordinary meetings of his / her Association / Society concerned.

Functions of elected Office bearers :

Secretary :

There shall be a Secretary for each Association / Society. He / She will be elected by the students concerned in cases of Association at the Degree level. The Secretary may belong to any year of the Degree classes. In cases of Association / Societies at +2 level, the Secretary may belong to any year of the +2 classes.

- i) The Secretary with the approval of the Vice-President shall organise all the functions of the Association and in the absence of the Secretary, the Asst. Secretary will do the work of the Secretary.
- ii) He will prepare the Annual Report.
- iii) He, in consultation with the Vice-President and Associate Vice-Presidents shall prepare the budget and get it approved by the Principal. He shall receive funds for executing his programmes.
- iv) The Secretary shall hold office until he / she fills in his / her forms for University / Council Examination. The Asst. Secretary shall assume office until the next election.
- v) The Secretary of any Association / Society shall cease to be so if
 - a) He / She is removed from office by the Principal in the larger interest of the institution.
 - b) His / Her name is struck off from the rolls of the college.
 - c) He / She resigns voluntarily.
 - d) He / She losses office by a vote of no confidence motion brought about by at least 30% of his / her voters at a general body meeting requisitioned for the purpose through a notice given 4 days before the general body meets.

I. Social Service Association : Its Constitution :

- i) There shall be two Social Associations. One for the Higher Secondary and the other for Degree students. But the Constitution

for both the Associations shall be identical. The aims of the Association are as follows :

- a) Opening of night schools at Pattamundai.
- b) Financial aid to needy and deserving students of the college.
- c) Forming a voluntary corps at Pattamundai for extending help to the flood affected people etc.
- d) Arranging lectures by eminent persons for the benefit of the student community at Pattamundai College.
- e) Educating people in rural areas around Pattamundai regarding how to prevent Cholera, and other epidemics.
- f) Efforts to spread literacy among the uneducated villagers in the neighbourhood of Pattamundai.
- ii) The Principal is the Ex-Officio President of the Association. He controls the funds of the Association.
- iii) There shall be an Executive body consisting of the following :
 - a) Vice-President to be nominated by the Principal from among the members of the teaching staff.
 - b) There shall be Secretary elected in the annual election by the students concerned.

2. The Day Scholars' Association : Its Constitution

- i) There shall be Day Scholars' Associations one for Degree classes and the other for Higher Secondary class students.
- ii) The object of the association is to take up such activities as will foster a spirit of fellowship and co-operation among all the Day Scholars of the college.
- iii) There shall be censer of the day scholars association to be nominated by the Principal from among the members of the teaching staff.
- iv) The Principal the Ex-Officio President shall preside over the meeting of the association. The Principal or his nominee will preside over

- the Annual General Meeting of the association.
- v) There shall be a Secretary elected from among the students concerned.
 - vi) There shall be an executive body consisting of
 - a) The President
 - b) The Secretary
 - c) The Asst. Secretary
 - vii) The fund of the association shall be under the control of the Principal. All expenditures incurred by the association shall be subject to approval.

3. Athletic Association :

There shall be two Athletic Associations one for Degree classes and the other for Higher Secondary Class students.

- i) The association shall consist of all members of the staff and students of the college.
- ii) The object of the association is to promote the case of games and sports among the students of the college.
- iii) The executive body of the Athletic Association consists of the following :
 - a) Vice-President.
 - b) Two Associate Vice Presidents
 - c) The Physical Education. Teacher.
 - d) Secretary to be elected by the students concerned.
 - e) Captains of all organised games as might exist in the college.

4. Cultural Association :

- i) There shall be 2 Cultural Associations one for Degree classes and other for Higher Secondary classes.
- ii) The Cultural Association aims at creating cultural and academic atmosphere in the college by arranging Debate, Essay Competition, Seminar, Song competition and Intellectual discussion.
- iii) The Executive body consists of

- a) The Vice-President
- b) Two Associate Vice-Presidents
- c) The Secretary.

While the Vice-President and the Associate Vice-Presidents are nominated by the Principal other office bearers shall be elected by the students concerned.

The topics of the Debate, Seminars, Symposia, Intellectual discussion and competition, will be decided by the Vice President or an Associate Vice-President working on his behalf.

The Association shall invite eminent persons to deliver lectures.

5. Dramatic Association :

There shall be two Dramatic Association, one for the Degree classes and the other for Higher Secondary Classes.

The Executive Body shall consist of the following :

- a) Vice President
- b) Two Associate Vice-Presidents
- c) The Secretary

The objective of the Association is to promote Dramatic activity in the college and stage plays on the college campus.

6. The Odia Sahitya Samaj :

There shall be two Odia Sahitya Samaj, one for Degree classes and the other for Higher Secondary class students.

The objective of the O.S.S. is to promote the cause of Odia literature. The head of the Dept. of Odia will be the Vice President of O.S.S. in addition to his normal duties.

There shall be :

- (a) The Secretary

Except the Vice-President all other office bearers are to be elected by the students concerned.

N.B. The O.S.S. for Higher Secondary classes function from the Session 1997-98 onwards.

7. The Science Society :

There shall be two Science Societies, one for Science students of degree classes and other for science students of Higher Secondary classes. One of the Senior Science Teacher shall be the Vice-President of the two Societies.

The objective of the Society shall be to promote the cause of Science and to popularize it by organizing Exhibitions, Debate, Essay Competitions. Seminars on Scientific topics.

The Executive Body consists of

- a) The Vice-President
- b) The Secretary to be nominated by the Principal.

8. Commerce Society :

There shall be two Commerce Societies' one for Degree classes and the other for Higher Secondary classes. The objective of the Society shall be to further the cause of commerce by holding Lectures, Debates, Essay Competitions and Seminars on Commerce subjects.

The Executive Body consists of :

- a) The Vice President (One of the Senior Commerce teachers of Commerce faculty who will be appointed by the Principal).
- b) The Secretary to be nominated by the Principal.

Extra - Mural Lectures :

There shall be a series of Extra-mural Lectures in every academic session. These lectures will be delivered by teachers on topics of common interest for extending the boundary of knowledge of teachers and students alike.



THE STUDENTS' INFORMATION BUREAU

The Students Information Bureau of Pattamundai College, Pattamundai, Kendrapada had its origin in 2001 to advise students seeking information regarding facilities available in foreign countries for higher study, practical training and about job opportunities.

The Bureau provides information to students regarding courses offered at various Indian Universities and information about Technical Education available in India and various competitive examinations that are held from time to time for recruitment to the services under the Govt.

One Reading Room facilities has been provided in the Library building where different journals, magazines, Competition Reviews, Year books, Employment News, bulletins published by different institutions and other guide books required for various competitive examinations are available for the students of the Pattamundai College.

The following activities are undertaken in the Students Information Bureau.

1. Career Counselling
2. Campus Recruitment
3. Programme for Personality Development
4. Information, relating to the availability of various scholarships, fellowships.
5. Organisation of National / International Seminars.
6. Co-ordination with the Directorate of Employment, Govt of Orissa through the District Employment Officer, Kendrapara for students placement.
7. Information about various job opportunities.

National Service Scheme :

The NSS, introduced in the college in 1973 has 2 units, one for boys and one for girls. A new unit is opened in 2010 for boys of +2 stream.

The objectives of NSS include in promotion of social responsibility, to work with and among the people, welcome to non-violent and constructive social activities and attempt to find solution to social problems among students.

There shall be one annual camp for each unit. It shall be organised by NSS volunteers under the direct supervision of the programme officer. NCC cadets are not eligible to opt for NSS.

Planning Forum :

There is a planning forum at Pattamundai College for the benefit of the students particularly students of Economics. All the students and teachers belonging to the Economics Deptt. are its members.

The main aim of this forum is to give students an idea about the economic planning in India. The Executive Body of the forum consists of

- a) The Principal (Ex-officio President)
- b) The H.O.D. of Economics Dept or his nominee (Vice-President)
- c) Two Joint-Secretaries and
- d) A girl student.

The office bearers at (c) and (d) above are to be nominated by the Vice- President.

The planing forum aims at organising Meetings Seminars, Symposia, Educational trips, Socio-Economic survey and community welfare activity.

Youth Red Cross :

The Youth Red-Cross, introduced during 1976-77 at Pattamundai College aims at helping students and people in distress, improving the health of unhealthy people, accepting civil and human responsibility, maintaining peace inside and outside the college and undertaking social work.

The YRC consists of student volunteers and a member of the teaching staff who shall function as its Counsellor. The students willing to join are advised to apply for the purpose to the Counsellor on or before a date that is to be fixed by the later that is the Counsellor. The Counsellor shall convene a meeting of all those students who have enrolled themselves as members. At this meeting the office bearers such as Chairman, Vice-Chairman, Secretary shall be nominated. This meeting also plans out the activities of the whole academic session.

Consumers' Co-operative Store :

There is a College Consumers, Co-Operative Store on the campus of Pattamundai College. It caters to the various needs of the teachers and the students alike. All students must become members of the College Co-operative Store on their entry into the college by paying a sum of Rs.5.50 each. All members of staff are eligible for membership. The share money paid by the students on their admission cannot be refunded.

There shall be an executive committee to control the college Co-operative Store. It consists of the President, Secretary and members. The Executive Committee is guided by the bye-law of the Co-operative Deptt, Govt. of Orissa.

N.C.C. :

The N.C.C. introduced into the college during 1985-86. It has been functioning since then. The NCC unit has a capacity for 50 cadets. It is under I (0) B.N.N.C.C. Cuttack. It is open for all degree students of the college except NSS and YRC Volunteers.



HOSTELS & RULES

There is accommodation for 40 male students in the Boys' Hostel and for 75 students in the Women's Hostel.

A. Rules Governing Hostel :

Application for admission to the hostel filled in and signed by the candidate and by the father / guardian, will be submitted to the Principal in case of fresh candidates. The old boarders are equally to make an application afresh (application form to be had from Superintendent's office) to the Principal with Annual mark-sheet in the last week of May for consideration of their continuance in the hostel for the next academic session.

1. If seats remain vacant in a particular stream, they are to be filled in by students of other streams by the Superintendent.
2. The selection for admission to the Hostel is to be made by the admission committee consisting of Vice-Chairman, admission committee of the college, Superintendents, Dy. Superintendent on the basis of merit and good conduct in case of 1st year classes.
3. Admission to the hostel will be strictly provisional and will be valid for one academic session only.
4. The Principal may constitute a selection board consisting of the Chairman of the admission committee and 2/3 senior members of the teaching staff (to be nominated by the Principal) to which the old boarders will appear.
5. The selection of the old boarders will be determined in accordance with their performance of the last Annual examination and good conduct.

6. The selected candidates have to take their admission in the college first and on production of the college receipt in the hostel counter they will be admitted in the hostel.
7. The Superintendent will allot a seat in the room and no claim of allotment of the seat in any specific room will be entertained.
8. The boarder has to fill up one undertaking form duly signed by him and by his father /guardian / teacher to abide by the rules of the hostel during his stay.
9. The father / guardian / teacher of the boy / girl has to remain present at the time of his taking admission in the hostel.
10. The Superintendent will maintain an admission register of the boarders stating their bio-data and antecedents during their stay in the hostel. The Superintendent will inform the Principal, his parents, local guardian and the H.O.D. in case of the boarders misconduct.
11. Since the admission to the hostel is valid for one academic session, boarders are to vacate the hostel at the end of the academic session (by 31st May) with their belonging to enable the Superintendent for necessary annual repairs. The Superintendent will lock up all the rooms till fresh admission and allotment is over.
12. The Principal is the final authority in respect of admission of boarders in the hostel and reserves the right of changing any rules as he deems fit.

B. FURNITURE :

1. A room in the hostel will accommodate 4 students, each of the boarders will be issued with a cot, a table and a chair.

2. All the four boarders will enjoy a ceiling fan.
3. Boarders are expected to make good use of the furniture which is their individual responsibility.
4. Any willful damage of the hostel furniture by a boarder will make him liable for heavy penalties and also for general breakage, the boarders will be charged at the end of academic session.
5. The Superintendent is required to conduct an annual check up the stock of the hostel furniture and other articles and a report of the stock position has to be submitted to the Principal before closure of the college for Summer Vacation.
6. The Superintendent should also submit to the Principal a report on the work to be undertaken during Summer Vacation.
7. Boarders have to arrange their own electric bulbs and repairing of fan at their respective rooms.

C. STUDY HOURS :

1. The hours fixed for the study are 6.30 P.M. to 9.P.M.
2. No boarder will ordinarily be allowed to leave the room during study hours.
3. No boarder is expected to remain absent from the hostel (other than the class during study period) without the prior permission of the Superintendent. Frequent absence will be tantamount to breach of discipline.
4. No movement in the Varandah or entrance and exits is allowed during study hours.
5. Visiting hours :
From Monday to Saturday- 4 PM to 6 PM
Sunday- 1 PM to 6 PM

Visitors : Authorised visitors are allowed to enter the hostel during visiting hours. But the following exceptions may be allowed.

1. Relatives of the boarders with the permission of the Superintendent.
2. With the permission of the Supdt. friends of the boarders may be allowed to visit beyond the visiting hours.
3. Excursion parties, Athletic teams and college guests may also be allowed temporarily to have shelter in the hostel provided there is no difficulties for such accommodation.

D. COMMON ROOM :

The Hostel Common Room provides newspapers and indoor games to the boarders.

Opening Hours :

The common room remains open for the boarders during specified hours to be determined by the Superintendent.

The caretaker has to look after the cleanliness of the Common Room. He is also responsible for the Common Room articles such as TV, fan, table, chairs, tube light, dari and other furnitures.

Such articles cannot be removed without the permission of the Superintendent. Common Room and Cultural Fund cannot be spent for other than the purchase of

- a) Newspapers, periodicals and journals
- b) Indoor game articles

E. MESS ARRANGEMENTS :

1. The Mess affairs are managed by a Mess Committee.

2. The Mess Committee will decide the type of food to be served to the boarders.
3. The Mess Committee will ensure the general discipline and cleanliness of the dining hall.
4. All decisions taken by the Mess Committee are subject to the approval of the Superintendent.
5. Boarders have to clear their Mess dues of a particular month within the 10th of the next month failing which a fine of Rs.10/ will be charged.
6. Boarders are required to pay mess dues for January, February, March & April in advance in two equal installments by 5th & 15th of the next month. The amount payable shall be notified by the Superintendent in proper time.
7. All boarders are compelled to take meals in the hostel. If any boarder wants to take his meal outside, he has to pay the non-meal-charge to be determined by the Superintendent.
8. Boarders are to stop or arrange their meals with a special entry made by themselves in the register maintained by the Mess Manager.
9. Guest meal strictly prohibited unless and otherwise permitted by the Superintendent.

Meals will be served to the boarders during the following hours :

- a) Morning meals - From 9 a.m. to 11 a.m.
 - b) Evening meals - From 9 p.m. to 10 p.m.
1. If a boarder does not take his meal in the specified time, he forfeits his claim of that meal and he has to bear that meal charge.

2. Meals timings may be altered by the Superintendent according to necessity and convenience.
3. Boarders during meals time must maintain perfect silence inside and outside the Dining Hall. Any breach of discipline will make them liable for punishment.

F. ANNUAL FUNCTION AND OTHER ACTIVITIES :

The Superintendent will nominate a panel of Boarders on the basis of merit-cum-conduct to hold Annual Function and other activities subject to the approval of the Principal.

G. DISCIPLINE :

Observing discipline is the utmost significance on the part of the boarders for the best interest of the hostel.

- 1) Boarders in the hostel will be considered to be under the direct control and supervision of the Superintendent.
- 2) No boarder shall make himself absent from the hostel without the permission of the Superintendent.
- 3) No boarder is expected to create disturbance of any kind to other boarders specially during study hours.
- 4) Boarders will obtain prior permission of the Superintendent before joining or taking part in any meeting or association outside the college.
- 5) The Superintendent has the power of censoring all materials brought to the hostel.
- 6) The Superintendent is competent to nominate boarders for every floor who shall be in charge of discipline of the concerned floor and general cleanliness of the wards of the hostel.

- 7) The Superintendent will be responsible for the maintenance of order and discipline of the hostel and has power to punish boarders for breach of discipline.
- 8) All cases of gross and habitual misconduct of the Boarders will be reported to the Principal and the parents if situation demands.

H. BREACH OF DISCIPLINE :

The following shall be treated as the breach of discipline in the hostel.

1. Absence from the hostel without permission
 2. Continuous neglect of study. Singing, playing, playing of musical instrument, teasing, cat calling, spitting in the room and varandah.
 3. Holding of meetings without prior permission of the Superintendent.
 4. Use of drugs, intoxicants and tobacco
 5. Gambling in any form.
 6. Introduction of any person not authorized by the hostel authorities.
 7. Misconduct in the Dining Hall.
 8. Misconduct on any other kind prohibited by the Superintendent.
- Breach of discipline of any kind is liable for expulsion from the hostel. The Principal is the final authority to punish the boarders and impose penalties as he deems fit. He deserves right of interpretation of the hostel rules as the Chief Warden.

Special Rules for Women's Hostel :

1. No boarder of the Women's hostel is allowed to leave the hostel after 6 p.m. But in exceptional cases the boarder is permitted

- to go out with their parents or recognized guardian with the permission of the Superintendent.
2. The boarder is permitted to meet her parents or recognized guardians from 4 p.m. to 6 p.m. This rule should be strictly adhered to.
 3. The boarders may leave hostel on holidays and may go home obtaining the prior permission of the Superintendent. They have to submit an application which is duly signed by their parents or recognized guardians for temporary absence from the hostel.



UTKAL UNIVERSITY : ITS 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 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.



CHSE RULES

Attendance :

A candidate shall be 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. In every institution affiliated in a subject to the Higher Secondary Examination except the vocational courses, provision shall be 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.

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**PATTAMUNDAI DEGREE COLLEGE, PATTAMUNDAI
PROPOSED FEES STRUCTURE 2019-20
(ADMISSION / RE-ADMISSION)**

SL. No.	DESCRIPTION	Arts	Com.	Sci.
1.	College admission fees	9	9	11
2.	Tution fees (monthly 9/11*12)	108	108	132
3.	College Examination	100	100	100
4.	Abstract of attendance/ proctorial fees	5	5	5
5.	Medical fees	10	10	10
6.	Identity Card & Library Card	50	50	50
7.	SSA	10	10	10
8.	Library Caution Money	30	30	30
9.	Laboratory Caution Money (For each Laborotary 50* 4)	0	0	0
10.	Duplicate Identity Card	100	100	100
11.	Duplicate Library Card	50	50	50
12.	Colelge Magazine	50	50	50
13.	College Calendar	20	20	20
14.	Purchase of Journals	30	30	30
15.	Science Society	0	0	0
16.	Library Development Fee	100	100	100
17.	Redcross	10	10	10
18.	Time Table	10	10	10
19.	Associate Fee	10	10	10

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CALENDAR - 2019-20

20.	Contingency	50	50	50
21.	College Development Fee	1500	1500	1500
22.	College Development (Re-admission)	500	500	500
23.	Affiliation & Processing Fee	60	60	60
24.	Environment Dev.& Gardening Fee	20	20	20
25.	Sports Improvement Fee (Field Equipment) (monthly 10* 12)	72	72	72
26.	Building Development (monthly 20*12)	240	240	240
27.	Laboratory Development (monthly 20*12)	0	0	0
28.	Students' Union	60	60	60
29.	Athletic & Sports	30	30	30
30.	Cultural Fees	25	25	25
31.	DSA	10	10	10
32.	Drama	25	25	25
33.	Student Union & Association Election	20	20	20
34.	Fees for College Foundation Day	25	25	25
35.	Univ Sports Council Fees	50	50	50
36.	University SAF	10	10	10
37.	Univ. Regi. & Recog. Fee	70	70	70
38.	College Dev. Council	5	5	5
39.	Comemrce Society	0	50	0
40.	NCC Dev. / Army Fee	10	10	10
41.	Rover & Ranger Fees	12	12	12
42.	NSS Fees	10	10	10

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CALENDAR - 2019-20

43.	Change of Subject	50	50	50
44.	Insurance Fees	10	10	10
45.	Computer & Internet & Computers Wifi	150	150	150
46.	Faculty Improvement Programme	50	50	50
47.	Laboratory Coningency (25*4)	0	0	0
48.	Security Fees	100	100	100
49.	Seminar Fees (Hons Students)	300	300	300
50.	Maintenance of Cycle Stand	10	10	10
51.	Water Supply (monthly 5*12)	60	60	60
52.	Electricity (monthly 15*12)	180	180	180
53.	Furniture	50	50	50
54.	NAAC Processing Fees	200	200	200
55.	Golden Jubilee	100	100	100
TOTAL		4679	4729	5719

Principal
Pattamundai College

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**PATTAMUNDAI JUNIOR COLLEGE, PATTAMUNDAI
PROPOSED FEES STRUCTURE 2019-20
(ADMISSION / RE-ADMISSION)**

SL. No.	DESCRIPTION	Arts	Commerce	Science
1.	College admission fees	8	8	9
2.	Tution fees (monthly 8/9*12)	96	96	108
3.	College Examination	100	100	100
4.	Abstract of attendance/ proctorial fees	5	5	5
5.	Medical fees	10	10	10
6.	Identity Card & Library Card	50	50	50
7.	SSA	10	10	10
8.	Library Caution Money	30	30	30
9.	Laboratory Caution Money (For each Laborotary 50* 4)	0	0	0
10.	Dulicate Identity Card	100	100	100
11.	Duplicate Library Card	50	50	50
12.	Colelge Magazine	50	50	50
13.	College Calendar	20	20	20
14.	Purchase of Journals	30	30	30
15.	Science Society	0	0	0
16.	Library Development Fee	100	100	100
17.	Redcross	10	10	10
18.	Time Table	10	10	10
19.	Associate Fee	10	10	10
20.	Contigency	50	50	50
21.	College Development Fee (Admission)	1500	1500	1500

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22.	College Development (Re-admission)	500	500	500
23.	Affiliation & Processing Fess	50	50	50
24.	Environmeant Dev. & Gardening Fee	20	20	20
25.	Sports Improvement Fee (Field Equipment) (montly 10*12)	120	120	120
26.	Building Development (monthly 20*12)	240	240	240
27.	Laboratory Development (monthly 20*12)	0	0	0
28.	Athletic & Sports	30	30	30
29.	Cultural Fees	25	25	25
30.	DAS	10	10	10
31.	Drama	25	25	25
32.	Student Union & Association	20	20	20
33.	Subscription for OSS	15	15	15
34.	Regis. & Recognition	60	60	60
35.	Regd. & Recongnition for Students not belonging to BSE, Odisha	70	70	70
36.	Academic Fees	45	45	45
37.	Fees for College Foundation Day	25	25	25
38.	Sports Fees	70	70	70
39.	Fees for cultural & Literary Programmes	10	10	10
40.	CHSE Students Aid Funds	6	6	6
41.	Univ Sports Council Fees	0	0	0
42.	University SAF	0	0	0

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43.	Univ. Regi. & Recog. Fee	0	0	0
44.	College Dev. Council	0	0	0
45.	Commerce Society	0	50	0
46.	NCC Dev. / Army fee	10	10	10
47.	Rover & Ranger Fees	12	12	12
48.	NSS Fees	10	10	10
49.	Courses of Study	20	20	20
50.	Change of Subject	50	50	50
51.	Insurance Fees	10	10	10
52.	Computer & Internet & Computers Wifi	150	150	150
53.	Faculty Improvement Programme	50	50	50
54.	Laboratory Contingency (25*4)	0	0	100
55.	Security Fees	100	100	100
56.	Seminar Fees	0	0	0
57.	Maintenance of Cycle Stand	10	10	10
58.	Water Supply (monthly 5*12)	60	60	60
59.	Electricity (monthly 15*12)	180	180	180
60.	Furniture	50	50	50
61.	NAAC Processing Fees	200	200	200
62.	Golden Jubilee	100	100	100
	Total	4488	4538	5278

Mr. Adhikari Laxminarayan Dash
Principal
Pattamundai College, Pattamundai,
Kendrapara

FEES IN THE COLLEGE COUNTER

1.	Admission Fee	= Rs. 50.00	on Admission (Annually)
2.	Seat Rent Fee	= Rs.600.00	on Admission
3.	Rent of Furniture	= Rs. 250.00	Admission (Annually)
4.	Water Supply	= Rs. 250.00	Admission (Annually)
		= Rs.1150.00	

(Rupees One thousand one hundred fifty) Only

FEES IN THE COLLEGE HOSTEL COUNTER

1.	Hostel and Mess Cauton Money	= Rs. 300.00	(Annually)
2.	Mess Advance	= Rs.2000.00	(Refundable)
3.	Hostel Improvement & Maintenance	= Rs. 300.00	(Annually)
4.	General Furniture Breakage	= Rs. 100.00	(Annually)
5.	Game Fees	= Rs. 30.00	(Annually)
6.	Puja Subscription	= Rs. 50.00	(Annually)
7.	Electricity	= Rs. 100.00	(Monthly)
8.	Mess Establishment	= Rs. 400.00	(Monthly)
9.	Wall Magazine	= Rs. 20.00	(Annually)
10.	Annual Function	= Rs. 50.00	(Annually)

Principal
Pattamundai College

**DEPARTMENTAL TOPPERS OF
+3 STREAM (2016-19)
(DATA SUPPLIED BY THE EXAMINATION CELL)**

: SCIENCE :

BOTANY –	Namita Behera	+3 3rd Year Science
CHEMISTRY –	Nitu Parida	+3 3rd Year Science
MATHEMATICS –	Annapurna Biswal	+3 3rd Year Science
PHYSICS –	Subham Kumar Lenka	+3 3rd Year Science
ZOOLOGY	Prabir Kumar Sethi	+3 3rd Year Science

: ARTS :

ECONOMICS –	Rasmita Sarangi	+3 3rd Year Arts
EDUCATION	Madhulika Rout	+3 3rd Year Arts
ENGLISH	Prajnarani Dash	+3 3rd Year Arts
HISTORY	Manoranjan Sahoo	+3 3rd Year Arts
ODIA	Seema Gahan	+3 3rd Year Arts
PHILOSOPHY	Amrita Priyadarsini	+3 3rd Year Arts
POLITICAL Sci.	Aparajita Samal	+3 3rd Year Arts
SOCIOLOGY	Manasi Jena	+3 3rd Year Arts

: COMMERCE :

ACCOUNTING –	Debasis Panda	+3 3rd Year Comm.
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STREAM WISE TOPPER OF +2 (2017-19)

ARTS

SWARNAPRAVA NATH –	+2 2nd year Arts
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COMMERCE

BARSARANI PALAI –	+2 2nd year Commerce
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SCIENCE

SUBHAKANTA RATH –	+2 2nd year Science
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**PATTAMUNDAI DEGREE COLLEGE, PATTAMUNDAI
ACADEMIC CALENDAR
FOR THE SESSION 2019–20**

SL. No.	Activities	Time Schedule
1.	Re-opening of college after Summer Vacation-	18.06.2019
2.	Compilation of information's for publication of college Calendar	20.08.2019 to 15.09.2019
3.	UG 2nd & 4th Semester Exam.	26.06.2019 to 02.07.2019
4.	College Foundation Day	05.07.2019
5.	Re-admission & issue of academic time table to UG 3rd & 5th Semester students	
6.	Commencement of classes UG 3rd & 5th Semesters	18.06.2019
7.	Publication and distribution of College Calendar	20.09.2019
8.	Admission of +3 1st Year Students as per Govt. Notification	24.06.2019 to 11.08.2019
9.	Commencement of classes of +3 1st year students as per govt. notification	08.08.2019
10.	Despatch of syllabi to respective Department for issue to students	06.08.2019
11.	Commencement of Indian culture class/ Gita Gyana Yanga/Yoga/valuebased education (every Saturday)	16.08.2019

CALENDAR - 2019-20

12. Spoken English Class (3days in a week)	16.08.2019
13. State level seminar by all 14 department	10.07.2019 24.12.2019
14. Despatch of questions by respective HOD's for mid-semester assessment (1st, 3rd, & 5th semester) for courses covered up to 20.09.2019)	14.09.2019
15. Mid semester exam for (1st, 3rd, & 5th semester)	15.09.2019 30.09.2019
16. Inter College Tournament	19.09.2019 20.09.2019
17. Blood Donation Camp	07.12.2019 30.12.2019
18. Invitation articles from students and staff for publication in the college magazine	14.10.2019
19. Filling up form for UG 1st, 3rd, & 5th Semester exams.	As notified by the university
20. Semester examination 1st, 3rd, & 5th semester (tentative as per university notification)	02.12.2019 30.12.2019
21. Study tour cum workshop	02.12.2019 31.12.2019
22. Commencement of classes for 2nd, 4th and 6th Semester (as per university notification)	02.01.2020
23. Annual Sports/Essay/ Debate and Other Competitions / Cultural Week / Annual Function	02.01.2020 15.01.2020
24. Departmental Seminar	01.08.2019 30.08.2019
25. Teacher - Parents meet	07.09.2019 14.09.2019 & 21.09.2019
26. Alumni Meet	06.01.2019
27. IQAC Meeting (1st quarter)	31.10.2019

CALENDAR - 2019-20

28. IQAC Meeting (2nd quarter)	31.12.2019
29. IQAC Meeting (3rd quarter)	28.02.2020
30. IQAC Meeting (4th quarter)	30.04.2019
31. IQAC Seminar (1 st)	01.10.2019 31.12.2019
32. IQAC Seminar (2 nd)	01.01.2020 28.02.2020
33. Mid semsester exam for (2nd, 4th and 6th Semester)	01.02.2020 15.02.2020
34. Assignment of Students' Projects (DSE-IV) for 6th Semester	January -20
35. Seminar presentation by 6th semester students	Feb-2010 March 2020
36. Feedback of teachers from 6th Semester students	1st week of April-20
37. Teacher to submit self-appraisal form	April-20
38. Filling of forms for 6th semester (tentative)	17.01.2020 25.01.2020
39. Filling of forms for 2nd and 5th semester (tentative)	15.03.2020 30.03.2020
40. Semester examination for 6th semester	15.04.2020 30.04.2020
41. Semester examination for 2nd and 4th semester (as per university notification)	15.04.2020 05.05.2020

Total Working Days - 243 days

Total non-pedagogical days - 63 days

Total teaching day- 180 days

Principal
Pattamundai College

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.	Janmasthami	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	

