

A BRIEF HISTORY OF THE COLLEGE

Endowed with the bounties of nature and a rich cultural heritage alongwith the past glories, Gopalpur-on-sea, has been able to inscribe a special place for itself, not only in the Orissa map but also in the Map of India. It would not be an exaggeration to say that it has also acquired the significance of being recognised as an international tourist place. While its scenic beauty has attracted many tourists from both in and outside the Country, its geographical conditions have also attracted many industrial giants to set up their ventures over here. But ironically enough, in spite of all these, the people of this region are backward, both economically and educationally.

Prior to 1982, there was no College in this region for higher education of the children of these backward people. Due to economic hardships they were unable to send their children to the nearby towns. So the youth of this region were virtually deprived of their right to get higher education. Realizing the gravity of this problem, some sensible elite of this region conceived the idea of establishing a College at Gopalpur. With the untiring and selfless efforts of the then local M.L.A., Late Sri Ghanasyam Behera, Sri M.Venkat Rao, the then Chairman of Gopalpur N.A.C., Late M.Rama Murty, Late Dr. K.C. Gantayat, Prof. J.K.Baral of Berhampur University and a host of other education conscious people of this region, the dream of establishing a College at Gopalpur was materialised in 1982. The present Gopalpur College, in its infant shape, came into existence on 6th Aug 1982.

As there was no building of its own, the College initially functioned in the premises of the P.M. High School, Gopalpur. Strange it may seem, but the College started only with the stream of Intermediate Arts (I.A) having only six students. Intermediate Commerce (I.Com) was added to the already existing Arts stream from July 1983. Due to lack of finance, the College could not deposit the requisite fees for getting the Govt. recognition & C.H.S.E. affiliation till 1985-86 academic session. During 1985 an amount of Rs. 1,00,000/- was collected in form of loan from some local people with the active initiation of Late Dr. K.C. Gantayat and the same was deposited towards the fees for recognition and affiliation.

Consequently the College got Govt. recognition and affiliation from the C.H.S.E. Orissa, for +2 Arts & +2 Commerce from the session 1986-87. In the mean time, on request from the then sitting M.L.A., and President of the G.B., Gopalpur College, Late Sri Ghanashyam Behera, the then Honorable Chief Minister of Orissa, Sri Janaki Ballav Patnaik transferred the possession of the unused Revenue Department Building of Gopalpur to the college for its functioning. The present College building with a little modification and expansion is the same building which we got from the Govt. of Orissa.

By then, there was a pressing demand from the local people for opening of Science Stream in the College. Keeping this in view, the Science Stream at the +2 level was inducted from the academic session 1989-90 and in the same year the stream got Govt. Concurrence & affiliation.

Further to give the students of this college an access to the Degree courses, +3 Arts was introduced from the session 1990-91. It got the Govt. Concurrence and affiliation from Berhampur University in the same year too. Finally +3 Degree Courses in Science was started from the session 1993-94. In the academic session 1990-91, the college got its permanent Govt. Concurrence and permanent affiliation from C.H.S.E. Orissa, for +2 Arts and +2 Commerce streams. To go a step further, the College initiated Honours courses in +3 Arts stream in History, Political Science & I.R.P.M. with 16 seats in each subject from the session 1997-98. The College was accorded permanent Government concurrence for +2 Science and +3 Arts and Science and got permanent affiliation from CHSE Orissa, and Berhampur University, respectively from the session 2002-2003.

The University Grants Commission has enlisted the college under section 2(F) and 12(B) of the U.G.C. Act 1956 w.e.f. 2004. Further the college has introduced Honours course in +3 Science Stream in Physics, Chemistry, Mathematics, Botany, zoology with 8 seats in the each subject from the session 2003-2004.

Now, in the e-commerce way of life, the college inducted +3 Commerce stream at the degree level and I.T. (Information Technology) in +2 Science and Arts stream. The College has been accorded permission from the Govt. of Orissa Department of Higher Education from the session 2009-2010. Further, Govt. has also accorded permanent recognition to the +3 Commerce stream from the session 2010-11.

Considering the growth of passout students from nearby High schools and keeping in view the demand of the locality, the college has increased its seats strength from 128 to 192 in +2 Arts stream from the session 2010-2011.

The honours seats in History, Pol.Sc, Economics, IRPM were enhanced to 40 and honours in English, Odia and Education was introduced with 32 seats in each from the academic session 2015-16. The honours seats in Physics, Chemistry was enhanced to 48 where as in Math, Botony, Zoology enhanced to 32 seats. The honours seats in +3 Commerce stream was increased from 128 to 192.

The College was included in the Khallikote Cluster University from the session 2015-16. Marine Science was introduced in +3 Science stream from 2017-18 session. The College follows the CBCS pattern of education from session 2015-16. Now the college has been full fledged with all the streams at +2 and +3 level.

The +2 Stream of the College came into the Grant-in- aid fold from the session 1994-95. The left-out cases of +2 stream & the +3 staff received Block Grant from the Govt. of Orissa from the session 2009-10 and Grant-in-aid from 2017 January.

It is heartening to state that the College, sailing through all its ups & downs, has reached the present stage. Now it is considered to be one of the Model Colleges of this region. This is undoubtedly an achievement for the College. Behind this achievement, there are many hands. The Management, the young & dynamic staff members and the Co-operation of the people of this region is instrumental for all-round development of this college.

Now, the College has not only grown in its structure, but also has grown in quality terms. The educational needs of its students are well looked after by the qualified and experienced faculty members, some of whom are conferred upon Ph.D & M.Phil degrees. Owing to this the strength of the students has gone up from mere 6 to around 1800 at present.

By now nearly thirty seven years has been elapsed amidst many ups and downs in the history of the college.

The College is putting its all out effort to bring this Temple of Education to the forefront by giving quality education to the youth of this region and also to develop their personality as a whole.

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COLLEGE RULES GENERAL RULES & DISCIPLINE

1. The students should attend their classes according to the Time Table and no student should remain outside the classroom in the college when his/her class is engaged.
2. Spitting on the walls, floors, blackboards, pillars or doors of the college is strictly prohibited.
3. The students are forbidden from loitering in the corridor when they have no class to attend. They may remain either in the Library or in the Common Room.
4. The students should use the Lavatories for the purpose of meeting the calls of nature.
5. Cycles must be padlocked and kept in the cycle stand provided.
6. The Students are warned not to handle articles which are not their own property.
7. Tampering with the electrical connections, lights, fans, gas, taps, water taps etc. of the college is strictly prohibited.
8. A student misbehaving in the classroom or in the College Campus or at any time of the college meeting or in the college grounds during matches or sports is liable to be punished with a fine or expulsion or both.
9. The students are forbidden to smoke cigarettees and take pans, wines or any other injurious articles inside the College Campus. Disobeying the rules is severly punishable with a fine or expulsion or both vide G.O.L. No. 12457 Dt. 25 April 1989 from Chief Secretary, Orissa.

10. Misbehavior of a college student outside the college premises shall also be regarded as breach of college discipline.
11. The students should have their identity cards in their possession during college hours and at the time of college functions and while appearing at examinations.
12. The students attending political meeting should so conduct themselves as not to bring them into undesirable prominence and they must not take active part in the proceedings.
13. The students should invariably attend in queue while waiting near the college counters for depositing their tuition fees or for any other purpose.
14. The students are advised to meet the principal only during the prescribed hours of interview. They should not ordinarily enter the office without prior permission.
15. No club or society be started or maintained in the college and no function should be organised without the approval of the Principal.
16. Concerted absence without leave for one day or more on the part of a student is a serious breach of the college discipline.
17. Students must abide by such hygienic principles and submit themselves to such anti-epidemic procedures as would be laid down by the principal.
18. Students found eve-teasing, passing comments to girl students or teachers will be expelled from the college. Students parking cycles on the corridors shall be penalised.
19. It is the duty of the students to see that their class room is maintained clean and the teaching table/chair is well set before the teacher enters the classroom.
20. Students should attend their classes and other activities of college alongwith examinations in college uniform/dress as directed by Govt. of Orissa Higher Education Department from the academic session 2005-2006, failing which they shall not be allowed to sit in both the class rooms and examination halls.

UNIFORM :

The students after taking admission in this college must abide by the Dress code. The Principal, staff and the students of this college have selected the following colours of the dress for the Boys and the Girls, respectively.

BOYS : Light Blue with small Check full shirt with dark grey pant.

GIRLS : Light Blue with small check top with dark grey bottom and chunni.

21. The students are strictly advised not to bring their cell phones to the classrooms and Examination halls. If at all they bring such phones to meet personal emergency, they must switch off the same while inside the classroom. Ringing of such phones in and around the classroom reported shall be penalised as breach of college discipline.

TEACHING STAFF

Sl. No.	Name	Designation	Contact No.
1	Sri Rama Kanta Choudhury	Reader in Commerce	7978513190
2	Dr Manoj Patnaik	Sr. Lecturer in Commerce	9861109218
3	Dr. Badhri Narayana Patra	Lecturer in Commerce	9438041621
4	Dr. Girish Chandra Behera	Sr. Lecturer in English	9438767773
5	Dr. Manas Ranjan Mishra	Lecturer in English	9090070336
6	Dr. Chittaranjan Pattnaik	Sr. Lecturer in Odia	9861015879
7	Smt Minati Panda	Sr. Lecturer in Odia	9437259295
8	Dr Rajendra Kumar Mahapatra	Lecturer in Odia	9938847092
9	Dr. Bipra Charan Mahankuda	Reader Lecturer in History	9938589403
10	Smt Chanchala Jena	Lecture in History	8658464182
11	Sri Ashutosh Sarangi	Reader in Education	9938399753
12	Smt. P. Rashmita Kumari Patra	Lecture in Education	9438605179
13	Dr.Ram Chandra Jena	Lecturer in Pol. Sc.	9437323151
14	Sri Biranchi Narayan Jagdev Ray	Lecturer in Pol. Sc.	9438287476
15	Dr Pitambar Bisoyi	Sr. Lecturer in IR & PM	9437616963
16	Sri Devi Prasad Padhi	Lecturer in IR & PM	9438406150
17	Sri P. Venkata Giridhar	Lecturer in Telugu	9040035214
18	Smt. S. Ruplaxmi	Lecturer in Economics	9776741895
19	Sri Laxmana Palo	Reader Lecturer in Chemistry	9861342900
20	Sri Hari Chandra Bisoyi	Lecturer in Chemistry	9861250764
21	Dr Ranjit Kumar Das	Reader Lecturer in Physics	9437616382
22	Dr. Kala Chand Dash	Lecturer in Physics	7008479466
23	Sri Manasa Ranjana Mahapatra	Sr. Lecturer in Botany	7978143505
24	Dr Pradeepta Kumar Patanaik	Lecturer in Botany	9437340324
25	Dr. Rama Prasad Panda	Reader in Zoology	9937776605

CALENDAR**2019-20**

26	Dr. Suchitra Behera	Lecturer in Zoology	9437438246
27	Sri Umakanta Sahu	Lecturer in Math	9776422568
28	Sri Santosh Kumar Behera	Lecturer in Math	7735557326
29	Smt. Sarita Kumari Patra	Lecturer in Math	8598027362
30	Sri Abinash Mishra	Lecturer in I.T.	9437722570
31	Sri G.Venket Upendra Raju	Demonstrator in Chemistry	8637254769
32	Sri G.Gajapati Rao	Demonstrator in Biology	9861939377
33	Sri E. Anand	Demonstrator in Physics	9938326544
34	Smt Samita Kumari Pattnaik	Demonstrator in Botany	7008774724

NON-TEACHING STAFF

35	Sri T Kumar Swamy	Jr.Clerk-Cum-Typist in lieu of Sr.Clerk	9861393699
36	Sri M Kameswar Rao	Asst. Librarian	7205138711
37	Sri B.Raja Rao	Asst. Librarian	8249114810
38	Sri Dhananjaya Behera	Jr. Clerk	9438326332
39	Sri Anil Kumar Jadav	Jr. Clerk	9776520406
40	Sri G.Ganesh	DEO	7789893709
41	Sri Bhaskar Sahu	Library Attendant	9040121680
42	Sri Rajendra Narayana Gantayata	Laboratory Attendant in Physics	9040418838
43	Sri Sarat Chandra Sahu	Laboratory Attendant in Chemistry	9777381321
44	Sri A Prasad	Laboratory Attendant in Biology	9938105233
45	Sri A.Bramachari Dora	Laboratory Attendant in Zoology	7978046186
46	Smt. M.Usha	Laboratory Attendant in Botany	8917491806
47	Sri J Naidu	Peon	9668567119
48	Sri Chandramani Behera	Peon	9776291886
49	Sri Rohit Kohana	Peon-Cum-Sweeper	9090607519
50	Sri Narasingha Behera	Peon	8018876735
51	Smt B Laxmi	Ladies common room attendant	9938125372
52	Sri Pitabash Behera	Sweeper-Cum-Peon	9776776858

GUEST FACULTY

Sl. No.	Name	Designation	Contact No.
1	Miss Sagarika Pattnaik	Lecturer in History	8763144654
2	Miss Sasmita Jena	Lecturer in Economics	9337271131
3	Miss Supriya Pattnaik	Lecturer in IRPM	7873292981
4	Miss Ritanjali Swain	Lecturer in Marine Science	7377480557
5	Miss Priyadarsini Panigrahi	Lecturer in Botany	9439403083
6	Miss Pragyasini Dash	Lecturer in Education	9348566837
7	Miss Puja Sahu	Lecturer in Marine Science	9853061993
8	Dr. Aratlarana Panigrahy	Lecturer in English	
9.	Dr. Ranjita Behera	Lecturer in Pol.Sc.	

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ABOUT COURSES OFFERED

The college is affiliated to the Council of Higher Secondary Education (CHSE) Orissa for Higher Secondary of +2 courses and Degree Course (+3 Course). The college is included under Khallikote Cluster University from the session 2015-2016. The teaching facilities in the following subjects are available.

HIGHER SECONDARY COURSE (+2)

1. SCIENCE (256 SEATS)

a) **Compulsory Subjects** : English, MIL (Oriya/Telegu / Hindi/Alt. English) Environmental Education (EE) Yoga, English & M.I.L. carrying a maximum of 200 marks, out of which 100 marks will be taught in 1st year and another 100 marks in the 2nd year. However, Environmental Education (EE) carries 100 marks to be taught only in the 1st year.

b) **Elective Subjects** :

(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
3. Mathematics

4. Biology
5. Information Technology (IT) 64 seats (Self Finance)

Each subject shall have two papers carrying 100 marks each of which 70 in Theory and 30 in practical except Maths.

2. ARTS (384 Seats)

a) **Compulsory Subjects** : English, MIL (Oriya/Telegu / Hindi/Alt. English) Environmental Education (EE) Yoga, English & M.I.L. carrying a maximum of 200 marks, out of which 100 marks will be taught in 1st year and another 100 marks in the 2nd year. However, Environmental Education (EE) carries only 100 marks to be taught only in the 1st year.

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

1. Political Science - 384
2. History / Mathematics - 384
3. Economics - 256
4. IR & PM - 192
5. Educaiton - 192
6. Oriya - 256
7. Information Technology (IT) 64 seats (Self Finance)

c) A student in Arts stream is to take four elective subjects as per the grouping mentioned in the College admission prospectus.

d) History and Mathematics cannot be offered together.

e) Economics and IRPM cannot be offered together.

3. COMMERCE (192 seats)

a) **COMPULSORY SUBJECTS** : English, MIL (Oriya/Telugu), English & M.I.L. carry a maximum of 200 marks, out of which 100 marks will be taught in 1st year and another 100 marks in 2nd year. However, Environmental Education (EE) carries only 100 marks to be taught only in the 1st year.

b) **ELECTIVE SUBJECTS** : (Each elective subject carrying a maximum of 200 marks i.e. 100 marks for 1st year & 100 marks for 2nd year).

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

4. Fundamentals of Company Accounts & Fundamentals of Management Accounting.

OR

Salesmanship & Business Economics.

ENVIRONMENTAL EDUCATION (EE) (FOR ALL STREAMS)

The Examination for Environmental Education will be held for 100 marks (70 marks for theory & 30 marks for project work) at the end of 1st year. The qualifying students will be awarded grades A, B, C or D in order of merit.

Marks	Grade
Above 70%	A+
Above 60%	A
Above 50%	B
Above 35%	C
Below 35%	D

THREE YEAR DEGREE COURSES (+3)

+3 ARTS Honours No. of seats - 256

- 1) History - 40
- 2) Political Science - 40
- 3) IRPM - 40
- 4) Education - 40
- 5) Economics - 32
- 6) Odia - 32
- 7) English - 32

+3 SCIENCE Honours No. of seats - 192

- 1) Chemistry - 48
- 2) Physics - 48
- 3) Mathematics - 32
- 4) Botony - 24
- 5) Zoology - 24
- 6) Marine Science - 16
 - a) Marine Biology - 8
 - b) Oceanography - 8

+3 COMMERCE Honours No. of seats - 192

- 1) Accountancy - 128
- 2) Management - 64

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GOVERNMENT OF ODISHA
Higher Education Department

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]

1. Common Academic Calendar : 2019-20

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2018-19	18.06.2019
ii.	Commencement of Classes +3 2 nd year +3 3 rd year P.G. 2 nd year +3 1 st year P.G. 1 st year	18.06.2019 - do - - do - 08.08.2019 01.08.2019
iii.	Parent-Teachers Meet +3 1 st year +3 2 nd year +3 3 rd year	07.09.2019 14.09.2019 21.09.2019
iv.	College Student's Union Election	Election to student's Union & other societies will be held on the day for all colleges and universities in a single date to be fixed by the Govt.
v.	Puja Vacation	03.10.2019 to 13.10.2019
vi.	Mid Semester Examination Odd Semesters (1 st , 3 rd , 5 th) Even Semesters (2 nd , 4 th , 6 th) End Semester Examination Odd Semesters (1 st , 3 rd , 5 th) Even Semesters (2 nd , 4 th , 6 th)	Last week of September- 2019 1 st week of February - 2020 1 st week of December - 2019 By last week of April - 2020

vii.	X-Mass Holiday	25 th December 2019
viii.	Annual Sports/Cultural Week to conduct all competitions & functions	02.01.2020 to 15.01.2020
ix.	Filling up of forms for University Exam	+3/PG - As notified by Concern University / Autonomous College
x.	Alumni Meet	1 st week of January 2020
xi.	Publication of Result : +3/PG 1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th Sem Exam.	Within 45 days from last theory exam. of concern Semester exam. subject to publication of last Sem. Exam. in 2 nd week of May 2020
xii.	Total No. of Holidays	72 days, excluding Sundays
xiii.	Total No. of Reserve Holidays	Maximum 2 days
xiv.	Total No. of Teaching Days	Minimum 180 days
xv.	Summer Vacation	9 th May 2020 to 16 th June 2020

(N.B :- The above time line may be modified by the Government as and when required)

2. Admission :

- (i) All admission into degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
- (ii) College profile must be uploaded in the e-space before the admission process starts.
- (iii) As per Govt. Letter No.27546 dt. 14.09.2009 and letter No. 6383 dt. 11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies / hearing impaired & dumb / orthopedically handicapped with disability more than 75%.
- (iv) As per Govt. letter no. 19609/HE/Dt 28.07.2017, PWD candidates will avail 5% reservation for admission in all higher education Institutions of Odisha guided by Persons with Disabilities (RPWD) Act 2016.
- (v) Green passage: Govt. of Odisha in Higher Education Department is implementing the Green passage scheme from the academic session 2016-17. Under this scheme, a child who is without biological or adoptive parents and the child is residing in child care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs. 1.00 lakh will be exempted from all types of fees including application fees, admission/re-admission fees, tuition fees, examination fees, hostel admission fees, laboratory fees, college development fees etc. (Govt. letter no. : Resolution No. 23836/HE/Dt. 29.10.2015 & 19226/HE/Dt. 14.07.2016)

3. Time Table :

Time table shall be prepared by each college as per the following guidelines :

Sl. No.	Subject	
i	Duration of one period of Theory (general) class	45 Min
ii	Duration of one period of practical class	3 x 45 Min (3 periods)
iii	No. of students in a section	128
iv	No. of Students in a Practical group in +3 Class	16

- v. One teacher shall be allotted maximum 30 periods per week.
- vi. All teachers shall be assigned classes on every working day of a week. Similarly each student must have theory classes on every working day of a week.
- vii. Names of teachers should be reflected in the time table against respective classes allotted and the time table must be uploaded in e-space for information of the Govt./DHE/RDEs.
- viii. The classes must be held only in the respective rooms as per time scheduled in the time table.

4. Lesson Plan & Progress Register:

- i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the teacher meant for theory portion. Separate progress register shall be maintained for each laboratory to record the progress of practical courses.
- ii. Progress of theory portion of the syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register" as communicated to you earlier vide letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the concern HOD on the last working day of every week and by the Principal on last working day of every month.

5. Students' Attendance:

- i. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- ii. The common practice of maintaining students' attendance should be followed. A format for the same is given below :

Roll no.	Name	18.06.19	19.06.19	20.06.19	21.06.19
BA17001	P. Samal	1	2	3	4
BA17002	G. Murmu	1	X	2	X
BA17003	K. Panda	1	2	X	3
Full Signature of Teacher with date					

- iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
 - iv. College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc. Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard, all the previous orders are hereby superseded! vide Letter No. 13559/HE/Dt 5th July 2019).
 - v. Parent-Teachers meeting should be organized as per the datelines.
- 6. Mid Semester Examination / End Semester University Exam and Question Bank :**
- i. University question /answer script patterns should be followed in Mid Semester Examinations conducted by colleges. The programme for Mid semester examinations must be notified specifying the units/portions from which questions are to be sought, at least 15 days prior to such exam.
 - ii. The valued answer scripts mid Sem. Examination should be preserved till 6 months from the date of publication of result of concern Semester by the University or as directed by the university
 - iii. Subject wise question bank for +3 and P.G. classes may be made available to students. Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
 - iv. Necessary steps be taken for safe custody of question papers / answer scripts of University Exams.
- 7. Conducting Departmental Seminars :**
- i. Seminars on honors subjects may be conducted at the end of every week/month. It must be reflected in the Department Time Table.
 - ii. The participation of the concern students in the seminar is mandatory and records regarding this must be maintained.

8. Library, Laboratory and Common Infrastructure Facilities:

- i. Every college should have adequate library facilities with sufficient text books, reference books and journals.
- ii. The separate laboratories for +3 and PG classes of practical subjects should be well equipped with required furniture, water and LPG supply, equipment and chemicals as per CBCS syllabus along with fire safety arrangement.
- iv. Library books, furniture, equipment and chemicals shall be preferably purchased in the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund and state govt, funds) be maintained by concern department/Library with articles in alphabetical order.
- v. Language laboratories set up in different colleges must be fully utilized. The maintenance of Language Laboratories will be like other laboratories.
- vi. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
- vi. The college campus should have wall boundary.
- vii. Every college should have its office , library and laboratories equipped with at least one computer, printer each with internet facility.
- viii. Every college should have its own website updated with information regarding infrastructure, staff details, laboratory & library facilities , courses, syllabi, exam, result, quotations & tenders, other notices and feedback of students/guardians etc.
- ix. Cyber Security Audit of the website must be completed by 31st August, 2019. It should be disabled friendly (Kindly refer: Letter NO. 13024/HE/28.06.19)
- x. The status of the buildings should be supervised and certified by an engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings/structures.

9. Time schedule for work of ministerial (Clerical Grade) staff:

- i. All ministerial staff of the college shall be assigned specific works / section to deal with.
- ii. Applications from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc/letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant.

As e-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, and Universities etc. should be verified everyday and downloaded from the concern websites.

- iii. The activity of each section shall be displayed for the information of students' and guardians.

- iv. Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.
- 10. Financial and Service Matters:**
- i. All purchase for the college / departments should be done with due procedure as per GFR Rule-2005 and Odisha F.D circular No.4939/13.02.2012, preferably in the beginning of the academic session under the supervision of the purchase committee .
11. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.
- iii. Cash Book & DCR should be maintained properly.
- iv. Collection of different fees from students should be preferably through e-transaction/demand draft/ bank challan .In case of manual collection of cash ,the daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided. Under unavoidable circumstances the cash in hand should be kept in the college locker with separate triplicate keys with the Principal, Accounts Bursar and Accountant.
- v. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.
- vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.
- viii. Salary of Block grant employees/guest faculties etc of govt.& non govt. Colleges,whose salary bills are not paid through Treasury shall be paid only through account transfer mode.
- ix. Service books in duplicate & CCR of the employees shall be maintained and updated every year.
- x. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- x. No unauthorized fees/fines shall be collected from the students, without approval of the Govt, or the concern governing body .Non. govt, colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.
- xi. Subject combinations as per university rules and suitability/availability in the college shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects following the principle of economy .

- xii. For passing any bill for payment, the sign, of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the concern Dept. etc. as the case may be shall be mandatory.
- xiii. No additional remuneration/salary advance/personal advance shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC or University exam. etc. or as directed by the govt.
- xiv. All Aided Non Govt, colleges including 488 & 662 categories are brought under CAPA (College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.

11. Co-curricular and Extra Curricular Activities:

- i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
- ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self-defense Programme for girls students should be organized as per Govt, notification.
- iii. All records related to above shall be properly maintained.
- iv. All the teaching staff of the college, shall be assigned co-curricular and extracurricular duties in different teams headed by senior most of the team and others as members on rotation basis. The hostel supt. shall not continue for more than two academic years consecutively as per Govt, letter no. 9903/Dt. 04.03.2008 .
- v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
- vi. All teachers posted in Government and Aided non-Government colleges of the State (irrespective of their actual designation), including the Principal, shall perform duty for at least 7 hours on every working day. (This stipulation, however, shall not be applicable to Guest Faculties as they are paid remuneration as per number of classes they teach). In addition to normal teaching related works, teachers are required to devote time for library, research, taking extra classes for late entrants, taking corrective classes for needy students, monitoring students attendance, assisting the college authority in teaching and non-teaching assignments, etc. Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard are hereby superseded (vide Letter No. 13559/HE/Dt 5th July 2019).

- vii. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell, Internal Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extracurricular activities.
- viii. Special attention should be given for discipline and security of hostel and college campus of women's college. CC camera must be installed in college/ hostel gates to monitor the activities of unwanted persons.
- ix. Activities affecting security and privacy of students in hostel and college campus of women's college shall be strictly prohibited.

12. Proctorial system:

Proctorial system must be strengthened. Each teacher must be assigned a group of students and he will act as friend, philosopher and guide of these students. He will keep the record of attendance and also academic achievement of his group. He will also remain in touch with the parents/guardians of the students.

13. Preservation of Records and Assets

- i. A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
- ii. The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt, aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
- iii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
- iv. Annual stock verification of office/Library/ practical departments should be conducted at the end of the session and the updated stock registers must be signed by the Principal.
- v. Irreparable damaged articles like furniture/electronic items etc.if any should be disposed off through public auction.

14. Updation of data through on-line PIMS formats

- i. As per Govt. Letter No. 23733 dt. 26.09.2012 & 7109/HE/23.03.19, data should be updated regularly in respect of teaching and non teaching staff, infrastructure position of the college and fulfillment of CMS
- ii. All colleges should regularly update the on-line PIMS formats of the college.

15. Private Tuition and working Hour:

- i. No teacher can engage him/herself in private tuition/coaching or insist/ compel the students for the same. No Non- teaching staff also can run pvt. Coaching/Tuition institution or insist/ compel the students for the same.

- ii. The concern Principal shall take an undertaking from every teacher/Non-Teaching staff to this effect in the beginning of the academic session.
 - iii. The violation of the above instructions should be reported to the Govt./DHE/RDE immediately.
 - iv. Common staff attendance/Biometric attendance for all Teaching/Non-Teaching staff should be maintained and placed near the Principal's chamber to put their signature/biometric attendance to ensure the presence of such staff in the college, even there is no class/specific administrative work. The scan copy of the attendance/Biometric attendance report must be sent to the concern RDE through e-mail, at the end of every week.
 - v. All letters should be submitted through e-mail/Regd post/Speed post and no teaching/non teaching staff should be deputed to HE dept /DHE/RDE etc for submission of such letters/documents ,unless it is asked to do so by special messenger and especially teachers should not be deputed for this .
- 16. UGC/RUSA/STATE GOVT. Grant and NAAC Accreditation**
- i. Every Govt, or non-govt. aided degree college should try to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be utilized properly with due procedure and utilization certificate should be issued in time under intimation to the Govt.
 - ii. It has been made mandatory by the UGC for every degree college to obtain NAAC accreditation. Steps should be taken by the govt, and non govt, degree colleges for NAAC accreditation and subsequent reaccreditation.
 - iii. The utilization certificate in respect of Grant received from Higher education department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture et./ RUSA grant etc must be submitted immediately; otherwise the next allotment to the college will be stopped. UC along with unspent amt. if any against grant received from the state govt, during 2018-19 or prior to it for the development of laboratory /library etc must be submitted within one week from the date of issue of this order positively, if not submitted earlier.
17. Always visit the e-Despatch, website of Higher Education Department(www.dheodisha.gov.in) UGC website (www.URC.ac.in), NAAC website (www.naac.gov.in) and the website of concern University for day to day updating the information.

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ACADEMIC CALENDAR FOR THE SESSION 2019-20

A. FIRST YEAR CLASSES

Sl. No.	WORK DESCRIPTION	SCHEDULE
1	Commencement of classes	As per Govt. order
2	Disposal of Application for permission of combined attendance inter college transfer	As per Govt. order
3	Deposit of Room fees	1. From Dt. 10.9.19 to 25.9.19 without fine 2. From Dt. 26.9.19 to 30.9.19 with a fine of Rs. 50/ per student. 3. From Dt. 1.10.19 to 4.10.19 with a fine of Rs. 250/ per student.
4	Verification of documentation for issue of Registration number.	By 1st week of February 2020
5	Compliance of objections.	As per date line given by the Council
6	Issue of Registration Card (online)	After verification and compliance of objection

B. SECOND YEAR CLASSES

1	Commencement of classes	As per Govt. order
2	Disposal of Application for the inter college transfer	As per the the date fixed by the Govt.
3	Form fill-up Ex-Regular form (online)	From Dt. 16.9.19 to 30.9.19
4	Submission of Ex-Regular form fill-up documents in the council.	From Dt. 01.10.19 to 17.10.19
5	Form fill-up Regular students (online)	From Dt. 18.10.19 to 02.11.19
6	Submission of Regular form fill-up documents on Council.	From Dt. 04.11.19 to 12.11.19
7	Notification of Examination Programme of Annual Higher Secondary Examination - 2020	By Dt. 16.12.19
8	Issue of Admit Card of Annual Higher Secondary Exams - 2020 (online)	By Dt. 25.11.19
9	Uploading the list of Examiner for Practical Exams - 2020 in CHSE Website	By 1st week of January 2020

10	Conduct of Practical Exams. A.H.S. Examination - 2020	From Dt. 15.01.2020 to 25.01.2020
11	Submission of practical marks foils/scripts in the council	By 10th February 2020
12	Commencement of A.H.S. Exam 2020 (Theory)	1st week of March 2020
13	Publication of Results of A.H.S. Exam.- 2020	By 30.05.2020
14	Form fill-up for Instant H.S.Exam. 2020	By 10.06.2020
15	Conduct of Instant H.S.Exam. 2020	By 15.07.2020 to 18.07.2020

C. MISCELLANEOUS

1	Reporting regarding various college level Sports & Games Competitions, Athletic Meet, Cultural and Literary Meet Organized by Institutions shall reach the Secretary, CHSE(O), BBSR-13	Shall be notified latter.
2	Finalization of Teacher's Gradation list	By 2nd week of December 2019
3	Conduct of different Sports/Games by the Council	During August to December 2019.
4	Conduct of Annual Athletic Meet.	2nd week of October 2019
5	Conduct of Essay/poem Competitions in English & Odia	1st week of November 2019
6	Conduct of Chairman's Cup Debate Competitions in English, Odia & Hindi	2nd week November 2019
7	Conduct of Annual Cultural and Literary Meet of the Council.	2nd week December 2019

N.B:- 1. Above mentioned date are subject to change.

2. If the last date fixed happens to be a holiday, the said date shall be shifted to the next working day.

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COURSE STRUCTURE

The Indian Higher Education Institute have been moving from the conventional annual examination system to semester system. Currently many of the institutions have already introduced the choice based credit system. The semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach in which the students can take the course of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning, it is desirable that the HEIs move to CBCS and implement the grading system.

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses, The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examination, the UGC has formulated the guidelines to be followed.

The Curriculum for undergraduate courses under choice based credit system is as follows.

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COURSE STRUCTURE FOR UG ARTS UNDER CBCS

SEM	Core Course (14) A	AECC (2) Compulsory B	AECC (2) Skill Based C	DSE (4) D	GE (4) E	Credits	Marks
I S	CORE - 1 CORE - 2	EVS			GE - 1	20	400
II S	CORE - 3 CORE - 4	MIL (O/H/T/E)			GE - 2	20	400
III S	CORE - 5 CORE - 6 CORE - 7		SEC - I Communicative English and writing skill (Comp.)		GE - 3	26	500
IV S	CORE - 8 CORE - 9 CORE - 10		Logical Thinking & Quantitative Aptitude		GE - 4	26	500
V S	CORE - 11 CORE - 12			DES - 1 DES - 2		24	400
VI S	CORE - 13 CORE - 14			DES - 3 DES - 4		24	400
TOTAL	84 Credits/ 1400 Marks	04 credits 100 Marks	04 credits 100 Marks	24 credits 400 Marks	24 credits 400 Marks	140	2600

- A. Core Course = Hons 14 papers
 B. AECC (Ability Enhancement Compulsory Course) = MIL (O/H/T/E) & EVS
 C. SEC - 1 : to be taught by English Department and SEC - II will be Logical Thinking and Quantitative Aptitude
 D. DSE - 1/4 = Spl. Hons Papers in III rd Year

Honours Wise Generic Elective Options

Sl. No.	Honours	1st Year (1st & 2nd Sem)	2nd Year (3rd & 4th Sem)
1	History	Odia	ILS / IP / IE
2	Educator	Ind. Hist./Odia	ILS / IP / IE
3	English	Ind. Hist./Odia	ILS / IP / IE
4	Odia	Ind. History	ILS / IP / IE
5	Pol. Science	Ind. Hist./ Odia	ILS / IE
6	IR & PM	Ind. Hist./ Odia	IP / IE
7.	Economics	Ind. Hist./ Odia	ILS / IP

COURSE STRUCTURE FOR UG SCIENCE UNDER CBCS

SEM	Core Course (14) A	AECC (2) Compulsory B	AECC (2) Skill Based C	DSE (4) D	GE (4) E	Credits	Marks
I S	CORE - 1 CORE - 2	MIL (O/HT/E)			GE - 1	20	400
II S	CORE - 3 CORE - 4	EVS			GE - 2	20	400
III S	CORE - 5 CORE - 6 CORE - 7		SEC - I Communicative English and writing skill (Comp.)		GE - 3	26	500
IV S	CORE - 8 CORE - 9 CORE - 10		SEC - II Logical Thinking Quantitative aptitude		GE - 4	26	500
V S	CORE - 11 CORE - 12			DES - 1 DES - 2		24	400
VI S	CORE - 13 CORE - 14			DES - 3 DES - 4		24	400
TOTAL	84 Credits/ 1400 Marks	04 credits 100 Marks	04 credits 100 Marks	24 credits 400 Marks	24 credits 400 Marks	140	2600

- A. Core Course = Hons 14 papers
 B. AECC (Ability Enhancement Compulsory Course) = MIL (O/H/T/E) & EVS
 C. SEC - 1 : to be taught by English Department and SEC - II will be Adv.Biotech/Adv.Chem./ Applied Phys/Modern Math and not same as Core Subject
 D. DSE - 1 to 4 = Spl. Hons Papers
 E. G.E - I & II - Botony - Chemistry, Zoology Core - Botony, Phycics - Chemistry
 Math - Physics/Chemistry, Chemistry - Physics, Marine Sc - Chemistry
 G.E - III & IV- Math - Chemistry, Physics - Math, Chemistry - Zoology
 Botony - Zoology, Zoology - Chemistry, Mar. Sc. - Zoology

COURSE STRUCTURE FOR UG COMMERCE UNDER CBCS

SEM	Core Course (14) A	AECC (2) Compulsory B	AECC (2) Skill Based C	DSE (4) D	GE (4) E	Credits	Marks
I S	CORE - 1 CORE - 2	EVS			GE - 1 Minor - 1	20	400
II S	CORE - 3 CORE - 4	MIL (O/H/T/E)			GE - 2 Minor - 2	20	400
III S	CORE - 5 CORE - 6 CORE - 7		SEC - I Communicative English and writing skill (Comp.)		GE - 3 Minor - 1	26	500
IV S	CORE - 8 CORE - 9 CORE - 10		Logical Thinking & Mathematical Aptitude		GE - 4 Minor - 2	26	500
V S	CORE - 11 CORE - 12			DES - 1 DES - 2		24	400
VI S	CORE - 13 CORE - 14			DES - 3 DES - 4		24	400
TOTAL	84 Credits/ 1400 Marks	04 credits 100 Marks	04 credits 100 Marks	24 credits 400 Marks	24 credits 400 Marks	140	2600

- A. Core Course = Hons 14 papers
 B. AECC (Ability Enhancement Compulsory Course) = MIL (O/H/T/E) & EVS
 C. SEC - I : to be taught by English Department and SEC - II Logical Thinking quantitative Aptitude.
 D. DSE - 1 to 4 = Spl. Hons Papers
 E. G.E. - I & II - Micro Economics & Macro Economics.
 G.E. - III & IV - Business Statistics & Principles of Marketing

ADMISSION PROCEDURE

- 1.a) An eligible applicant have to apply On-Line through www.dheorissa.in (by filling up required personal and academic information, choices of different colleges and streams in order of preference and others), take printouts of the computer generated application form (College Copy & Applicant Copy) and travel to the nearest SAMS Resource Centre (Annexure-1) to submit hte application Admission aims at successful use of information Technology to make the admission process simple, economical, fast and transparent. This process is accomplished by the use of Computers and Internet. The CAF has been so designed that, an applicant can apply to any of the 1353 Junior Colleges of the State in one form. An applicant has to fill it up ON-LINE by logging into the website of Higher Education Department, Government of Odisha ww.dheorissa.in. An applicant can exercise up to six choices of ocllege & stream in order of preferences where one would like to study.
- b) Admission into different +3 classes begins soon after the publication of results of concerned board/council/university examination as per the programme fixed by the department of the Higher Education, Government of Odisha from time to time by OKCL.

PROCEDURE FOR HONOURS SELECTION :

- i. Selection of Honours is made as per the preference given by the students in the admission on-line form through SAMS.
- ii. Selection of Honours Subjects is purely on merit.
- iii. There is no provision of seat reservation for Honours off line selection.

LAST DATE OF ADMISSION

Admission is permissible upto the following period after the date of reopening of the college following summer vacation or the date of publication of the results of the qualifying examination of the Board of Secondary Education, Orissa or Council of Higher Secondary Education, Orissa which ever is later.

Admission after the Annual Examination result	without fine	with late fine
i. Higher Secondary (+2)	4 weeks	2 weeks more
ii. Degree (+3)	4 weeks	2 weeks more
SUPPLEMENTARY ADMISSION :		
i. Higher Secondary (+2)	3 weeks	10 days.
ii. Degree (+3)	2 weeks after the publication of (+2) instant result	1 week with a fine of Rs. 100/-

IMPORTANT :

- i. Admission cannot be claimed as a matter of right.
- ii. The decision of the Principal is binding and final.

- iii. Merit and conduct shall be the most important factors for admission.
- iv. Late applicants shall have no claim for admission.
- v. Students passing out of Boards, other than BSE (O), CHSE (O), CBSE, ICSE are required to submit equivalent M.C genuine certificate at the time of admission failing which their claim for admission will be forfeited.

CHANGE OF SUBJECT :

Under exceptional cases the Principal may allow a student for change of subject only within the admission period provided the seats are available.

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IDENTITY CARD

- 1. After the admission process is over each student will be provided an Identity Card with the signature and seal of the principal-indication his/her name, Roll Number, subject and class in which he/she admitted.
- 2. Students are advised to carry their valid Identity cards with them and produce as and when required. One can be refused entry if fails to produce the same.
- 3. Duplicate Identity Card may be issued on payment of requisite fees, as fixed by the college authority from time to time on an application to the Principal attached with a recent passport size photograph and the deposit receipt. The card is subject to renewal at the beginning of each session.
- 4. If it is not reasonable, principal reserves the right evidence in support of his/her request for a duplicate Identity card.

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FEES & SUBSCRIPTIONS

OFFICE OF THE PRINCIPAL, GOPALPUR COLLEGE, GOPALPUR-ON-SEA, (GM)

+3 1st Year Admission Fees 2019-20

This is regarding admission ,subscriptions and Development Fees for taking Fresh Admission into +2.1st.Year Arts, Science & Commerce for the session :2019-20

Sl.No	Head	Arts	Commerce	Science	Remark
01	Tuition cum General Improvement Fees@Rs.40/- for Arts & Commerce Rs.50/- for Science for 12 months i.e June to May-2016.	480/-	480/-	600/-	
02	Admission fees equal to One month's fee	40/-	40/-	50/-	
03	CHSE Regd Fees (Other Board Rs.70/-)	50/-	50/-	50/-	

04	CHSE Sports & Literary	50/-	50/-	50/-
05	CHSE Academic Fee	45/-	45/-	45/-
06	CHSE Recognition Fee	50/-	50/-	50/-
07	CHSE Syllabus Fee	05/-	05/-	05/-
08	Y.R.C.Fee	10/-	10/-	10/-
09	CHSE Medical AID	10/-	10/-	10/-
10	N.C.C	05/-	05/-	05/-
11	Student Safety Insurance	50/-	50/-	50/-
12	Flag Day Fee	05/-	05/-	05/-
13	Bharat Scout & Guide	12/-	12/-	12/-
14	College Examination Fee	150/-	150/-	150/-
15	Library Improvement Fee	50/-	50/-	50/-
16	Library Caution Money	10/-	10/-	10/-
17	Laboratory Improvement Fee			200/-
18	Laboratory Caution Money			20/-
19	Identity Card	50/-	50/-	50/-
20	College Calendar & Magazine Fee	100/-	100/-	100/-
21	Games & Sports Athletic in College	40/-	40/-	40/-
22	Annual Function (Cultural)	40/-	40/-	40/-
23	Puja Fee	20/-	20/-	20/-
24	Students Common room Fee	25/-	25/-	25/-
25	Teachers Welfare Fee	05/-	05/-	05/-
26	College Election Fee	10/-	10/-	10/-
27	Progress Report Fee	10/-	10/-	10/-
28	College Building Maintenance fee	200/-	200/-	200/-
29	Social Service Fee	05/-	05/-	05/-
30	Misc Fee	07/-	07/-	07/-
31	N.S.S	10/-	10/-	10/-
32	EMH Fee	150/-	150/-	150/-
33	CHSE Cultural Fee (New Adding)	20/-	20/-	20/-
34	College Development Fee	1000/-	1000/-	1000/-
Total		2714/-	2714/-	3064/-

INCLUDING 12 MONTHS TUITION CUM GENERAL IMPROVEMENT FEES

This regarding the admission fee and subscription and development fees for taking fresh Admission into +3 1st Year Arts, Science & Commerce for the session 2019-20. Fees payment at the time of admission.

Sl. No.	Heads of Collection	Arts	Science	Commerce
1	Tution Fees	120.00	132.00	120.00
2	University Reg. Fees/Rec.Fee	200.00	200.00	200.00
3	Course of Study	30.00	30.00	30.00
4	Day Scholars Association (Puja)	20.00	20.00	20.00
5	Cycle Stand	40.00	40.00	40.00
6	Identity Card Fees	50.00	50.00	50.00
7	Medical Fees	10.00	10.00	10.00
8	S.S.G. (Social Service Guide)	10.00	10.00	10.00
9	Abstract of Attendance	5.00	5.00	5.00
10	Practical Fees	5.00	5.00	5.00
11	College Calendar	30.00	30.00	30.00
12	Laboratory Fee	0.00	60.00	0.00
13	University Cultural	50.00	50.00	50.00
14	University Sports Fee	150.00	150.00	150.00
15	Youth Red Cross	10.00	10.00	10.00
16	Scouting Fee	15.00	15.00	15.00
17	College Games Fees	40.00	40.00	40.00
18	Annual Athl Meet	15.00	15.00	15.00
19	Faculty Society	10.00	10.00	10.00
20	Student Aid Fund	10.00	10.00	10.00
21	Library Fees	25.00	25.00	25.00
22	Reading Room	15.00	15.00	15.00
23	Dramatic Society	30.00	30.00	30.00
24	Magazine Fees	50.00	50.00	50.00
25	Union Fees	100.00	100.00	100.00
26	Election Fee	20.00	20.00	20.00
27	Literary Association	15.00	15.00	15.00
28	Time Table & Lesson Plan	10.00	10.00	10.00
29	Teacher's Welfare Fund	5.00	5.00	5.00
30	Science /Commerce Society	0.00	15.00	10.00
31	Maintenance	50.00	50.00	50.00
32	Common Room	10.00	10.00	10.00
33	S.S.I.S. (Students Safety Insurance Scheme)	50.00	50.00	50.00
34	Annual Day Conference/Celebration	10.00	10.00	10.00
35	University Foundation Day	50.00	50.00	50.00
36	Internal Assessment Fees	100.00	100.00	100.00

37	NCC	5.00	5.00	5.00
38	N.S.S. (University 05+ College 10)	15.00	15.00	15.00
39	Toilet Maintenance	50.00	50.00	50.00
40	Wi Fi Charges	50.00	50.00	50.00
41	Seminar	100.00	100.00	100.00
	Total Student Fees	1580.00	1667.00	1590.00
	Donation Fee	4000.00	4500.00	4000.00
	Total Fees	5580.00	6167.00	5590.00
	SC/ST/W	5460.00	6035.00	5470.00

Other Board pass out student should pay Rs. 201/- extra to existing fee.

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ATTENDANCE

A student should have 75% of attendance in the general lectures and practical classes in order to be eligible to be sent up for final Examination. Cases below 75% attendance will not ordinarily be considered and would be detained.

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THE COLLEGE EXAMINATION

1. There shall be at least two college Examinations for each student of +2/+3 stream before appearing for Annual Examination. The dates of Examinations shall be notified by the principal much ahead of the scheduled programme. All examinations are compulsory. In considering the promotion to the next higher class or allowing the students to sit for CHSE / University Examination (for +2, 2nd year and all +3 students) the marks secured in both the College Examinations shall be considered. The students securing fail marks shall be penalised by the staff Council while considering their results.
2. The Staff - Council frames conditions for promotion and sending up of students to the next higher classes and the University / H.S.Examinations from time to time.
3. Violation of Examination rules shall be seriously viewed.
4. All examinations are compulsory and the students remaining absent there without prior permission of the Principal shall be penalised. The students avoiding these examinations shall not be promoted to sit for the Council / University Examination.
5. Application for leave of absence due to illness must be accompanied with a Medical Certificate from a registered medical practitioner duly attested by the parent or guardian.
6. Any case of mal-practice at any college examination shall be viewed seriously and the candidate involved in mal-practice shall be penalised with a fine or cancellation of the said examination as decided by the Staff Council.

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CHSE, KHALLIKOTE UNIVERSITY EXAMINATIONS

The dates of H.S. Examinations are decided by the Council of Higher Secondary Education and ordinary such examinations are to commence in the first week of March every year.

The dates of University Examinations have been fixed under the status of Khallikote University. The +3 Students have to appear Two Semesters End Examination, every year.

1. +3 First Year Examination: (under Khallikote University)

From this academic session (2015-16) after adoption of CBCS Course Pattern, the semester pattern of examination has been introduced.

- i) There shall be two semesters End Examination in a year.
- ii) Each theory paper without practical 100 marks, the End Semester exam carries 80 marks the End Semester exam carries Theory 60 marks and Practical 25 marks.
- iii) Students shall appear one Internal Assessment Test (Mid-Semester) in each subject in each Semester. The Test carries 20% weightage of the total marks in Theory.
- iv) The question pattern in all theory papers shall be of unit pattern and providing two questions (alternative to each other) from each unit of the paper as prescribed in the course of studies.

2. Back Paper Clearance :

Notwithstanding the generality of the provisions of Regulation 3 supra, student shall not be debarred from taking admission into and pursuing the course of study for the second & final examinations, on the ground of his not obtaining the pass marks in any or all subjects of the first/second examination but registration at the said examination is a precondition and prerequisite for being eligible to take admission into the IInd & IIIrd year. However, a candidate securing less than 30% of marks in any paper of general course of failing to retain the same in aggregate in the first, second and final examination is allowed to clear the back paper(s) on payment of the prescribed fees. Further, a candidate who has passed in all the subjects, but has failed to secure the pass marks in the aggregate, may be allowed to appear in any subject/ paper of his/her choice in the immediate next examination on payment of the prescribed fees. The higher marks, if any, secured by the aforementioned categories of candidates shall be taken into account for ascertaining his/her result. If, whoever, such a candidate fails to pass in such back paper examination, the marks, secured by him/her in all the subjects of the first, second or final examination, shall appear freshly in all the subjects.

A candidate who is allowed under Regulation 3 supra to appear at the examination and who clears the back paper subjects has to secure 30% in the aggregate as prescribed

in Regulation 2 infra. If the candidate does not secure the pass marks after such chances he / she has to appear again in all the subjects of the examinations.

3. Migration of Students :

Any candidate who has been registered as such in any other University of the state will be permitted to migrate to this University and to register either for the first examination, second examination or for the final examination of the University. In such a case, the marks obtained by him/her in the first / second examination of the other University will be taken as the marks obtained for the purpose in determining his / her results. However, the privilege of back paper clearance shall not be allowed to such a candidate in respect of the examination of the other University.

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THE COLLEGE LIBRARY AND RULES

1. The name of the Library is Gopalpur College Library.
2. The Library shall ordinarily remain open from 10.00 A.M. to 4.30 P.M. on all working days and remain closed on all Sundays and declared holidays.
3. Every book added to the Library, whether by purchase or otherwise shall be entered by the Librarian or the person in-charge of Library in a catalogue under its proper head.
4. Only the staff, students and other persons with the special permission of the Principal can use the Library.
5. Persons having unsound mind and insanity, even if otherwise qualified to enter the Library, will not be allowed to enter into its premises.
6. The Library premises shall only be used for reading books or periodicals. Strict silence shall be maintained in the premises of the Library. Without prior permission of the authority the members of the staff cannot bring their friends inside the Library. Only the members of teaching staff shall have access to the shelves of the Library.
7. Spitting, Smoking and sleeping inside the Library are strictly prohibited.
8. Any wilful breach of silence or rules should at once be reported to the Professor-in-charge of Library by the Librarian or the Library Staff.
9. The books can only be borrowed on working days.
10. Before the books are issued, the borrower must examine the condition of the books. For damaging later, the borrower shall be held responsible. Any person damaging or losing a book shall have to pay three times its cost or replace it with a similar volume. If the particular book belongs to any set or series and if it is not available single, the borrower

will be required to pay the value of the full set at the above rate. In case of rare books the Principal may charge any amount at his discretion.

11. No books can be moved from one place to another without the permission of the Librarian or the person in-charge of the Library.
12. No marginal or other forms of defacement shall be made in the Library books.
13. A borrower against whom any charge is outstanding shall not be allowed to borrow books from the Library.
14. All the books belonging to the Library and in possession of the borrower should be returned to the Library before the college closes for Summer Vacation or on or before the date notified for the purpose.
15. If the periodical issued is lost, the borrower has to replace the copy.
16. The Principal has the right to stop issue of certain books to any one or all, though ordinarily there will be no restriction on the use of books of the Library.
17. The student borrowers can keep the books of the Library with them only for 15 days. The books kept overtime will meet a fine of Re. 1/- (One Rupee) per week per book.
18. Rare books, books of reference, course of studies, question papers etc., should not be issued to anybody without the permission of the Principal.
19. The maximum number of books to different categories of borrower are as follows.

a)	Members of Teaching Staff	10 Nos.
b)	Office Asst. Librarian, PET	
	Lab Assistant & other Class III Staff	03 Nos.
c)	Student of +2 Class	04 Nos.
d)	Student of Degree (Hons)	06 Nos.
20. The time allowed to the members of the Teaching Staff to keep books with them is one month.
21. The members of the teaching staff who want to borrow the text books belonging to other disciplines should obtain prior approval of the Principal
22. A person who uses the Library is expected to know the above rules. Ignorance of the Library rules will not be accepted as excuse for breach of any rule.
23. In case of damage or loss of a book, the borrower member shall be required to replace the book or to pay the replacement cost@ three times the present cost of the book.
24. A student shall produce his Identity card whenever demanded in the Library.

25. A physical verification of the Library books shall ordinarily be made once in a year preferably in the month of April-May.
26. In all matters of the Library, the Principal is the final authority.
27. A person who uses the Library is expected to be conversant with the Library rules and abides by them- ignorance of Library rules has no excuse for the breach of any rules.
28. In case of transfer of the employees or students, the documents like L.P.C., T.C., Mark sheet should not be issued unless a clearance certificate is received from the Librarian.
29. In case of retirement, financial benefits like sanction of final withdrawal of G.P.F. Pension papers shall be held up unless the clearance certificate is received from the Librarian.

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CONSTITUTION OF THE STUDENTS' UNION AND CULTURAL ASSOCIATION

(ELECTION TO +3 STUDENTS UNION AND +2 CULTURAL ASSOCIATION AS
PER THE LINGDO COMMISSION AND NOTIFICATION OF DEPT. OF HIGHER
EDUCATION, GOVT. OF ODISHA)

I. STUDENTS' UNION

1. Every bonafied Degree student is a member of the Students' Union and is eligible to vote.
It is the main organ of the students Degree classes.
2. Its functions are to promote unity, integrity and discipline among the students and to organise discussion on socio, cultural/national issues and to invite eminent persons with the approval of the Principal to address the Union.
3. All the functions must be over as per the guidelines of DHE Odisha.

THE EXECUTIVE BODY

There shall be an Executive Body of the Union consisting of the President, Vice-President, Secretary, Asst. Secretary and one Class Representative from each class duly elected and Advisor/Associate Advisor from among the Teaching Staff who will hold office for one academic year only. Its functions are to draw up programmes of the activities and prepare the Annual budget of the Union. No meeting of the Executive body can be conducted without the Advisor or in the absence the Associate Advisor. Five members of the Executive Body shall constitute the quorum.

THE ADVISORY BOARD

There shall be an Advisory Board consisting of Advisor, Associate Advisor nominated by

the Principal, who shall advise and assist the Students' Union on any matters. In case of dispute, the decision of the Principal is final.

THE PRESIDENT

Any student of Degree Class is eligible to contest for the post of President. The President shall preside over the meetings and is responsible to maintain discipline.

THE VICE PRESIDENT

Any student of Degree Class is eligible to contest for the post of Vice-President. He/She will assist the President on all matters and discharge the duties of the President in his absence.

THE SECRETARY

Any student of Degree Class can contest for the post of Secretary. He/She will work in mutual co-ordination with the President in calling meetings and records and preserve the minutes of the meetings.

THE ASSISTANT SECRETARY

Any student of 1st year Degree class may contest for the post of Assistant Secretary. He/She will assist the Secretary on all matters and discharge the duties of the Secretary in his absence.

ELECTION

1. The Election for the office bearers of Students' Union/Cultural Association and other different Associations of the College will be held as detailed below:
+3 Students only
 - i) Students' Union
 - ii) Athletic Association
2. Any student whose name has been struck off from the roll of the College shall cease to be a member of the Union/ Association and he shall not be eligible for participating in the activities of the Union/Association.
3. Election shall be held to the different offices on such date as may be fixed by the Principal provided that normal conditions prevail for holding such election.
4. Any canvassing in connection with election is not allowed before the declaration of the final list of the contestants on the day of Election. If it is violated, it will be seriously viewed.
5. **The procedure of Election -**
 - A) Nomination to the elections of office bearers duly proposed and seconded should reach the Principal within the prescribed date. The scrutiny of the applications shall be mad on

the next working day and a notice will be given to that effect and for withdrawal, if any. One cannot contest more than one post.

STUDENTS' UNION

- i) President ii) Vice-President
- iii) Secretary iv) Asst. Secretary
- v) One Representative from each class
- vi) Girls Representative

ATHLETIC ASSOCIATION

- i) Secretary
- ii) Asst. Secretary
- a) No one is eligible to contest for more than one post. Anyone applying for more than one post unless he/she withdraws from other posts, one shall be declared disqualified for all posts.
- b) Election will take place on the 7th day of nomination.
- c) The Polling will be held in Secret Ballot.
- d) Each member of the Association / Union has the right to cast only one vote for each post.
- e) Candidates securing maximum number of votes shall be declared elected to their respective posts. In case of equality of votes between the contestants, decision will be made by lot.
- f) No one is eligible to contest or participate in college election unless he/she has 75% of attendance of available classes in his/her subject as per rules of DHE, Odisha.

RECOUNTING PROCEDURE

- i) After the counting is over & before the Notification of the result if any candidate wants recounting of his/her votes, he should apply on the spot to the Principal by payment of a non-refundable amount of Rs. 10/- only.
- ii) The candidate should mention sufficient reasons in the application for such claim.
- iii) On the close scrutiny of the complaint by the Election Committee and the judges and their recommendation the Principal may allow for such recounting, Provided that the candidate deposits an additional amount will be refunded, if the applicant wins after recounting otherwise, he/she shall forfeit the deposit.
- iv) Recounting shall not be allowed if the difference is more than 5 (five) votes.
- v) During the counting only the contestants and other agents of the said post shall be allowed to be present.

- vi) In case of tie, it shall be decided on lottery.
- vii) The decision of the Principal pertaining to the matter of the election is final

5. RULES

- i) In case of No-confidence motion brought against any elected office bearer, the complaint should be submitted to the Principal with at least 50% of the total strength or roll who in response will call for an extraordinary meeting of the General Body with a week days interval. Then the confidence motion should be passed by at least 2/3rd of the members present in the General Body meeting.
- ii) Any office falling vacant may be filled up by coopted members.
- iii) Any extraordinary meeting may be convened at the discretion of the Principal or on the request of the President on a written requisition signed by not less than 1/3rd of the members.
- iv) Notice of the amendment for motion must be put in the Notice Board one day before the General Body meeting. Such amendment will come into force only when it is passed by at least 2/3rd of the members present.
- v) Any member disobeying the rules is liable to be withdrawn from the meeting & severely dealt with.
- vi) The Principal shall be the final authority in all matters of the Union/Association.
- vii) All invitations to persons whether as guest/speaker or as audience, must be done after due consultation with the Advisor or Vice-President & approval of the Principal.
- viii) All major decisions involving financial commitments must be decided in the Association meeting under the Chairmanship of Vice-President/Advisor.

6. TENURE

Student office bearers of different Associations including the Students' Union shall cease to hold the office from the date when they fill up the forms for 2nd/4th/6th Semester University Examination.

7. PROCEDURE OF ACCOUNTS FOR THE OFFICE BEARERS

- i) Soon after the oath taken by the office bearers, the Executive Body of the Union Association should submit their estimated Budget for the year within 30 days.
- ii) All advance should be settled up within 15 days from the date of receipt of advances.
- iii) Advance will be given through their respective Vice-President/Advisor, who in return should countersign all vouchers.
- iv) At least ten percent of the total collection of the Union/Association during a year shall be kept in Reserve Fund to meet unforeseen expenditure.

- v) At the end of the Financial year the unspent amount shall accrue to the development account of the Principal for development work of the College.
- vi) Expenditure on Pan, Cigarette etc. and other intoxicants are not permissible. However, tea, coffee/soft drinks may be served. The total expenditure on such refreshments on different occasions should not exceed 20% of the budget amount.
- vii) For journeys in connection with any Association / Union the T.A./D.A. will be met from their respective funds as admissible by Govt.
- viii) Stock Register should be maintained by the respective Secretaries and to be countersigned by the V.P./Advisor in respect of purchase of non-consumable articles. The minute book, the Stock Register along with other materials should be submitted at the end of Academic Session filling up of forms for the examination, whichever is earlier.
- ix) If any matter not covered under the above rules, the decision of the Principal is final and binding.

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COLLEGE MAGAZINE

The college Magazine TARANGA is an annual publication with the purpose to encourage and develop the creative as well as original literary talent of the students and staff. Usually the magazine shall be distributed among the students during the second week of August each session. Fee for the magazine is as mentioned in the prospectus. Students have to furnish a declaration that the article presented is not copied from any other published article by any other writer earlier. The articles will be edited by a Board of Editors headed by a Chief Editor nominated by the Principal.

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SCHOLARSHIP, STIPENDS AND AIDS

1. Post Metric Scholarships are awarded every year by the Ministry of Education, Government of India, to the 1st Division or otherwise every meritorious student passing the H.S.C. or its equivalent examination.
2. The Government of Orissa awards some Junior College Scholarship and a good number of other scholarships on the basis of merit-cum-poverty for Post Matric studies.
3. Students belonging to scheduled castes, schedule tribes, denotified, nomadic, semi-nomadic tribe and lower income group are awarded scholarship by the Government of India. The

- lower income group students (who have secured at least 50% marks in aggregate and whose parent's annual income does not exceed Rs. 2000/-) are eligible to apply.
4. Children of Ex-service personnel and Defence personnel are also entitled to get stipend for post Matric studies.
 5. National Loan Scholarship is awarded by the Government of India to the meritorious and deserving students.
 6. The Government of India awards some scholarships to the children of Primary School Teachers for Post Metric studies.
 7. Other scholarships, loans, stipends etc. as may be available are notified from time to time on the college notice boards.

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UGC PROGRAMMES

This college is affiliated to U.G.C. under section 2(f) and 12(B) funded by U.G.C. (University Grants Commission) from the academic session 2008-09. The following programmes have been started for the academic betterment, competence building of SC/ST, OBC, Minority, Women, Physically Disabled, Poor and other needy students to prepare themselves for various career building and employment.

1. Remedial coaching programme for SC/ST, OBC, PH, Minority & Poor students.
2. Coaching classes for Entry-into-Service for SC/ST, OBC, PH, Minority & Poor students.
3. Financial Aid to the SC/ST, OBC, PH, Minority & Poor students.

Each of the said three is having its separate and specific procedure, aims, objectives and functions. Each branch is headed by a staff member. Interactive system of education evaluation of students and teachers is the purpose. Work culture is to be persistently pursued by all sections with the internet system.

IQAC :

As noted above under the UGC Cell several programmes are in operation from the registration of the college under UGC Act of 1956. IQAC i.e., Internal Quality Assurance Cell is functioning from 29.09.2014. It functions under a committee taking staff members, educationists and other learned officers of the locality. It has 11 members, a Co-ordinator and the Principal of the College as its Chairman. Its objective is to create awareness among staff and students about the use of technology in various activities like administration, finance, examination and research, and to improve the quality of network would help the College to have an access to multimedia material in teaching and learning at places of eminence in the country and abroad.

REMEDIAL COACHING CENTRE :

Students with differing mindsets, mental abilities are also habituated to remain inside the traditional orbit of social economic change taking place. Students of the weaker sections of the society remain within the stagnant psychological framework, perpetuating with inferior complexity. Thus staying outside the mainstream of national development. Hence, special care need to be taken to improve the academic performance of SC/ST/OBC, Minorities and students with differential abilities. Faculties of the college, faculties from other colleges are invited at regular intervals outside the normal routine of the college to impart instructions on remunerative basis. Incentives to the studnets are also given in terms of references and books, journals. The Remedial Coaching Centre works under a Co-ordinator appointed by the Principal.

The UGC Cell gives scholarships sanctioned by the UGC to deserving students on thier application and selection. Disbursement of scholarships is notified on receipt of amounts from the authorities concerned.

NETWORK RESOURCE CENTRE :

UGC-Network Resource Centre is functioning in the college to create awareness among staff and students about the use of computers in various activites like administration, finance, examination and research. In addition to information and communication network, Students and Staff are advised to make use of the same to get all-round knowledge on the use of computers.

EQUAL OORTUNITY CENTRE :

The college has an Equal oppurtunity cell to ensure equality and equal oppurtunity to the community at large in the college and bring about social inclusion to the disadvantaged group such as SCs, STs, Women, OBC (non-creamy layer), Minorities and Physically challenged persons.

FUNCTIONS :

1. To create a socially congenial atmosphere for academic interaction and for growth of healthy inter-personal relation among students coming from various background and at the same time to eliminatae the perception of discrimination.
2. To prepare barrier free formalities/procedures for admission/registration of students belonging to the disadvantaged groups of society.
3. To establish co-ordination with Govt. and other agencies/organisation to mobilise academic and financial resources to provide assistance to the dis-advantaged groups. To sensitize the college on the problems of SCs/STs and other dis-advantaged and marginalized goups. To adopt measures to ensure due share of utilisation by SC/ST in admission, recruitments (Teaching and Non Teaching Posts) to improve their performances.

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NATIONAL SERVICE SCHEME

The National Service Scheme has been introduced in this College from the session 1985 at present there are two units of N.S.S. All the students of the college are eligible to join as N.S.S. volunteers. C.H.S.E Orissa is pleased to open its NSS wing from 2013-14 for +2 stream. Objective of N.S.S.

The overall object of N.S.S. is to enrich the academic experience of the students. This can be realised by providing the students with different opportunities like.

- a) To understand the realities of social life through direct experience.
- b) To realise the responsibilities towards the community.
- c) To develop a spirit of fellow-feeling and service to the needy.
- d) To inculcate in the students the value of citizenship and democratic leadership.
- e) To acquire skill, insight and understanding in working with people.
- f) To understand the value of constructive social action.
- g) To understand the dignity of labour.
- h) To inculcate in the students a sense of national unity & integrity.

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YOUTH RED CROSS

Youth Red Cross unit is functioning in the College as per the guidelines of the state Youth Red Cross, Orissa. There shall be a college level working committee of the Youth Red Cross comprising Principal as the chairman of the committee, YRC counsellor is the secretary and one member from the teaching staff and two student members from the YRC unit with one boy and one girl.

The Youth Red Cross unit is comprising 30 volunteers consisting of 18 boys and 12 girls from +2 and 03 streams. The volunteers are selected considering the interest, talent and commitment to the service of the society and the needy. The main activities of the YRC unit are the Blood grouping, donation, health and sanitation, to create awareness in prevention of HIV/AIDS under the Red Ribbon Club, Plantation, environment conservation, disaster preparedness and employment generation. The volunteers shall participate at the district, and state level training programmes and camps.

The YRC fund of the college shall be visited as per the budget approved by the Action plan and select the students for filling the vacancies in the unit after the admission of the students. The Annual reports of the YRC activities of the college shall be sent to YRC state Headquarters, Bhubaneswar and the district YRC coordinator, Ganjam, Chatrapur for information to prepare a district level action plan.

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SCOUT AND GUIDES

A Rover Scout Unit of Bharat Scouts and Guides has been introduced in Gopalpur College from the Session 2003-2004. Service is the objective of Rovers. It functions as a part of an international Organisation as per the rules of Scouting. The students having experience in scouting in school days with required certificate will be given preference to join the Rover Scout Unit. The Rovers can participate in State Camps, National Camps and International Camps if selected by Bharat Scouts and Guides, State Headquarters, Bhubaneswar.

The Scout "MOTTO" is "Be Prepared". This has to be achieved by being physically strong, mentally awake and morally straight and confident. All the Rovers should abide by the Scout Law.

Schemes for Advancement of a Rover :

An aspirant can be invested as a Rover on completing Sixteen years of age.

- 1) A Pravesh Rover is eligible to become a Praveen Rover.
- 2) A Praveen Rover is eligible to become a Nipun Rover and
- 3) A Nipun Rover is eligible to become a Rastrapati Rover.

But to qualify to each stage one has to work for at least one year and he must have completed 19 years of age to qualify for the Rastrapati Award.

The Director of Higher Education, Govt. of Orissa, Bhubaneswar in his letter No. 104/98/38090 dated 15.7.98 has issued instructions regarding the implementation of Rovering and at the college level. Each student has to pay Rs. 6/- (rupees six) at the time of admission and readmission per annum. Forty percent of the collected amount to be remitted to the state Head quarter and the remaining sixty percent for the college level activities including the travel expenses and remuneration of the teachers.

The Principal is the Ex-Officio President and two members of the Staff are nominated by him as a leader and an Assistant Leader who will act as the convenor and Asst. Convenor of the Crew Council. The Crew Council will function to manage the Unit by the General rules of the Rover Scouting as per the Guidelines of APRO. I & II published by the Bharat Scouts and Guides, National Head Quarters, New Delhi.

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THE STUDENTS' SAFETY INSURANCE SCHEME

The Director, Higher Education, Bhubaneswar in his letter No..... Dated.....with reference to Go. No. 5695 dated 26.2.93 of the Govt. of Orissa, has issued instruction regarding the implementation of compulsory Students' Safety Insurance Scheme, sponsored by the New India Assurance Company Ltd. for students pursuing studies in both degree and junior Colleges. This Scheme ensures insurance coverage for students against death, loss of limbs, permanent disablement, loss of toes, hearing, fingers, etc. during their studentship. The premium fixed at Rs. 2/- per annum. Certain major benefits for students under this scheme are as follows.

1. Death	Rs. 100,000/-
2. Loss of two limbs	Rs. 10,000/-
3. Loss of one limb	Rs. 5,000/-
4. Premanent or partial disablement	Rs. 10,000/-

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SEMINAR

All departments imparting teaching at the Honours level have seminars of their own to foster academic interest among the students in their respective subjects through the reading of papers in seminars, participation in discussions, arranging symposia etc. The Head of the Department will nominate a secretary from among the students of the final year of the degree courses (Honours) and an assistant secretary from among the students of the 1st or 2nd year of degree courses (Honours).

The Principal shall be the president of each of these seminars. He shall appoint the respective Heads of the Departments as Vice-Presidents of each of these seminars.

All the papers presented in seminars shall be preserved by the respective heads of the Departments. The seminar paper shall be published in the college magazine or in booklet form. it would help the students to develop their academic outlook.

Each department should utilize the seminar fund as per budget in at least in organizing departments State/National Seminar in a session.

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PROCTORIAL SYSTEM

Proctorial System is meant to strengthen the teacher-student relationship and to make the teacher and student come closer in solving their personal problems and also the problems of the institution. It enforces more discipline, more involvement and heart to heart contact with the students. An effective working of this system will make a student feel that he is an essential part of the institution and an important member of a large family.

There shall be a College Proctorial Committee, the members of which are nominated by the Principal for a session. The system will operate as per the following guidelines.

1. Every student will be placed under the charge of a proctor who shall be a member of the teaching staff.
2. The notification of Proctorial groups should be prepared within a month of the students' admission.
3. The student shall furnish such information to the Proctor as is required for the maintenance of the Proctorial records.
4. The student shall always be available and readily meet the Proctor as and when required to do so and carry on such work as may be assigned from time to time. This implies that no student shall leave the headquarter without informing the Proctor.
5. Any adverse report against a student by the Proctor will be deemed as gross misconduct by the student and dealt with accordingly.
6. No help in any service or any form of assistance shall be given to the students without the Proctor's recommendations.
7. For promotion to the next higher class, the opinion of the proctor concerned shall be taken into consideration.
8. Marks in respect of terminal, Pre-Test and Test obtained by the student and attendance during each term are to be entered in the cards by the Proctor. He should see that these cards are despatched to the parents for information and necessary action at their level.
9. No application from any student shall be entertained unless it is duly forwarded by the Proctor concerned.

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COMMITTEES

The College is having the following committees to look after various affairs and functioning of the college.

I) UGC COMMITTEE :

Powers : The UGC committee shall decide all the matters related to UGC.

Functions :

- ◆ Prepare plans for different proposals of the UGC and submit the same for approval.
- ◆ Looks after the utilisation of UGC grants received from time to time
- ◆ Invites and confirms quotations from the prospective suppliers as per the norms of UGC.

II) EXAMINATION COMMITTEE :

Powers : It conducts college examinations such as Monthly Test, Half Yearly, Annual, Pre-Test and Test Examinations. This Committee shall also arrange the examinations conducted by Berhampur University and C.H.S.E., Odisha, Bhubaneswar.

Functions :

- ◆ Fixes the dates of college examination.
- ◆ Takes responsibility of printing of Question Papers.
- ◆ Makes necessary arrangements for the smooth conduct of all examinations.
- ◆ Take card of the tabulation work through the tabulator appointed by the Principal.
- ◆ Places requisite information before the staff council for consideration of promotions and results of Test/Annual Examinations.

III) ADMISSION COMMITTEE :

Powers : In accordance with rules and regulations framed by the Government, from time to time selects students for admission into different classes through SAMS.

Functions :

- ◆ The prospectus filled Application Forms used for admission are drafted by the Committee.
- ◆ To receive the duly filled in application forms through on-line under SAMS.
- ◆ Offers counseling for choice of Elective AECC/SEC/GE subjects at the time of admission.

IV) CONSTRUCTION COMMITTEE :

Powers : It undertakes and supervises construction and repairs of college buildings.

Functions :

- ◆ Prepares the plan and estimate with the help of an engineer approved by the Governing Body.

- ◆ Invites tender for execution of the work according to the Government procedure. In case the work is done by job work the needed materials are purchased by the committee by lowest quotation basis.
- ◆ After completion work the measurement is done by the approved engineer and the committee, certifies the payment on his recommendation.

V) PURCHASE COMMITTEE :

Powers : It looks into different purchases made by different sections, science departments and sports articles etc.

Functions :

- ◆ All the indents from the office and different departments are placed before its committee for approval.
- ◆ Invites and confirms quotations from the prospective supplier as per the norms of Government.

VI) LIBRARY COMMITTEE :

Powers : It decides for any purchase for the library, suggests for the improvement of the library to the authority.

Functions :

- ◆ All the purchases, requisitions received from various departments are placed before committee for approval.
- ◆ Suggests the principal to appoint a team for the physical verification of library at appropriate time of the session.
- ◆ Suggests the Principal to write off the damaged / mutilated books present in the library.
- ◆ Improvement and automation of the library shall be supervised by the committee.

VII) DISCIPLINE COMMITTEE :

Powers : To Assist Principal maintain discipline inside the college campus framing rules.

Functions :

- ◆ To make the students aware of the rules and regulations framed by the college in accordance with DHE norms for maintaining discipline.

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CO-CURRICULAR ASSIGNMENT FOR THE SESSION 2019-20

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|--|------------------------|
| 1. Chairman, Staff Council | : Principal |
| 2. Secretary, Staff Council | : Sri Laxmana Palo |
| 3. Asst. Secy. Staff Council | : Sri Uma Kanta Sahu |
| 4. Administrative Bursar | : Dr. Pitamber Bisoyi |
| 5. Accounts Bursar (+2) | : Dr. Manoj Patnaik |
| 6. Accounts Bursar (+3) | : Sri U. K. Sahu |
| 7. Academic Bursar | : Sri A. Sarangi |
| 8. Advisor Students Union (+3) | : Dr. R. Ch. Jena |
| Associates Members | : Sri D. P. Padhee |
| | : Dr. M. R. Mishra |
| | : Smt. Chanchala Jena |
| 9. Advisor, Cultural Association (+2) | : Dr. C. R. Patnaik |
| Associate Members | : Sri H. Ch. Behera |
| | : Sri S. K. Behera |
| 10. Vice-President, Athletic Association | : Dr. G. Ch. Behera |
| Associate Members | : Smt. M. Panda |
| | : Dr. B. N. Patra |
| | : Sri A. Mishra |
| | : Sri B. N. J. Ray |
| | : Sri S. K. Behera |
| | : PET |
| 11. Incharge of Library | : Smt. Minati Panda |
| | : Sri S. K. Behera |
| | : Smt. S. Ruplaxmi |
| 12. Incharge of College Time Table | : Sri U. K. Sahu |
| | : Sri S. K. Behera |
| 13. SAMS In-Charge (+2) | : Sri M. R. Mahapatra |
| Admission-(Convenor) | : Dr. B. Ch. Mahankuda |
| Associates Members | : Smt. M. Panda |
| Admission +2 Arts | : Sri D. P. Padhee |
| | : Sri B. N. J. Ray |
| | : Smt. Chanchala Jena |

For Admission to +2 Science	: Dr. K. Ch. Das
	: Sri S. K. Behera
	: Smt. Samita Patnaik
	: Sri G. G. Rao
For Admission to +2 Commerce	: Dr. Manoj Patnaik
	: Sri P. V. Giridhar
SAMS In-Charge (+3)	: Dr. M. R. Mishra
Convenor Admission	: Dr. P. Bisoyi
Associate Members for Admission to +3 Arts	: Dr. C. R. Patnaik
	: Sri A. Sarangi
	: Sri B. N. J. Ray
	: Smt. S. Ruplaxmi
	: Smt. P. Rashmita Kumari Patra
+3 Science	: Dr. R. K. Das
	: Sri H. Ch. Bisoyi
	: Sri U. K. Sahu
	: Sri G. V. U. Raju
	: Sri E. Anand
+3 Commerce	: Dr. B. N. Patra
	: Dr. G. Ch. Behera
	: Sri B. Raja Rao
14. +2 Form Fill Up & Rom	: Dr. R. K. Mahaptra
+2 Arts	: Sri D. P. Padhee
	: Sri B. N. J. Ray
	: Smt. P. Rashmita Ku. Patra
+2 Science	: Dr. K. Ch. Das
	: Sri H. Ch. Bisoyi
	: Sri G. V. U. Raju
	: Sri G. G. Rao
+2 Commerce	: Dr. M. Patnaik
	: Dr. B. N. Patra
15. +3 Subject Counselling, From-Fillup & ROM	
+3 Arts	: Sri A. Sarangi
	: Smt. M. Panda

	: Smt. P. Rashmita Ku. Patra
+3 Science	: Dr. P. K. Patnaik
	: Sri U. K. Sahu
	: Smt. Samita Patnaik
	: Sri G. G. Rao
+3 Commerce	: Dr. M. Patnaik
	: Dr. B. N. Patra
16. G.I.A. Salary	: Dr. M. Patnaik
	: Dr. P. K. Pattnaik
	: Sri A. K. Yadav
	: Sri A. Prasad
17. Treasury Work	: Dr. G. Ch. Behera
	: Sri A. Prasad
18. Management Salary	: Dr. B. N. Patra
	: Sri A. Mishra
	: Sri A. K. Yadav
19. Preparation of Students Attendance Register	
+2 & +3 Arts	: Sri Bhaskar Sahu
	: Sri A. K. Yadav
+2 & +3 Science	: Sri Sarat Ch. Sahu
	: Sri B. Raja Rao
+2 & +3 Commerce	: Sri D. Behera
	: Sri R. N. Gantayat
20. Service Books Preparation	: Sri L. Palo
	: Dr. M. Patnaik
	: Dr. M. R. Mishra
	: Sri H. Ch. Bisoyi
	: Sri T. K. Swamy
21. In-Charge YRC	: Sri R. Ch. Jena
22. SC/ST/PH/ (PMS)	: Sri G. Ch. Behera
	: Sri D. Behera
23. College Budget Preparation	: Dr. P. Bisoyi
	: Dr. M. Patnaik
	: Sri U. K. Sahu

- : Dr. K. Ch. Dash
 : Dr. P. K. Patnaik
24. U.G.C Planning & Management Committee
- Convenor : Dr. P. K. Patnaik
 Members : Dr. B. Ch. Mahankuda
 : Dr. P. Bisoyi
 : Dr. R. K. Das
 : Sri L. Palo
 : Sri T. K. Swamy
25. College Calendar : Sri A. Sarangi
 : Dr. M. R. Mishra
 : Sri E. Anand
26. College Magazine & Wall Magazine : Dr. C. R. Patnaik
 : Dr. G. Ch. Behera
 : Sri P. V. Giridhar
 : Sri B. N. J. Ray
27. Verification of TC/C.C
- For +2 : Sri P. V. Giridhar
 : Sri G. G. Rao
 For +3 : Sri D. P. Padhee
 : Sri E. Anand
28. N.S.S. P.O's & C.H.S.E. Unit : Dr. G. Ch. Behera
29. Repairs & Maintenance : Dr. R. Ch. Jena
 : Sri D. P. Padhee
 : Dr. P. K. Patnaik
 : Sri T. K. Swamy
 : Sri G. G. Rao
30. College Campus Beautification : NSS PO's
31. College & Internal Examination : Dr. C. R. Patnaik
 : Smt. M. Panda
 : Sri M. R. Mahapatra
 : Smt. Sarita Patra
 : Dr. B. N. Patra

32. R.T.I : Sri L. Palo
: Dr. R. K. Das
: Sri T. K. Swamy
33. Purchase Committee
Convenor : Dr. B. Ch. Mahankuda
Member : Dr. P. Bisoyi
: Dr. M. Patnaik
: Sri L. Palo
: Dr. P. K. Patnaik
: Dr. R. K. Das
- 34.. Stock Verification (Office & Store) : Dr. K. Ch. Das
: Sri D. P. Padhee
: Sri G. V. U. Raju
35. Stock Verification (Science Labs.) : Sri M. R. Mahapatra
: Smt. Sarita Kumari Patra
: Sri H. Ch. Bisoyi
36. Annual Library Verification : Sri S. K. Behera
: Dr. Suchita Behera
: Sri P. V. Giridhar
: Sri E. Anand
37. RUSA Co-ordinator : Dr. P. Bisoyi
38. IQAC Co-ordinator : Dr. R. K. Das
39. NAAC Co-ordinator : Sri L. Palo
Associate Member : Dr. M. Patnaik
: Dr. K. Ch. Das
: Dr. P. K. Patnaik
: Dr. M. R. Mishra
: Sri S. K. Behera
40. Students Safety Insurance : Dr. B. N. Patra
: Sri G. G. Rao
41. In-Charge of Boys Common Room : Sri S. K. Behera
42. In-Charge of Girls Common Room : Smt Minati Panda

43. College Exam Marks Posting
+2 Arts & +3 Arts : Sri E. Anand
: Sri B. Raja Rao
+3 Science & +3 Science : Smt. Samita Patnaik
: Sri Sarat Ch. Sahu
+2 Commerce & +3 Commerce : Sri G. V. U. Raju
: Sri A.B.C. Dora
44. E.P.F. Correspondence : Dr. P. K. Patnaik
: Sri Abhinash Mishra
45. Student's Alumni Association : All HOD's
46. Anti Ragging Cell : Dr. R. Ch. Jena
: Sri D. P. Padhee
: Smt. Minati Panda
: Smt. Sarita Kumari Patra
: Sri G. G. Rao
47. Sexual Harassment & Women Empowerment Committee
Convenor : Smt. M. Panda
Members : Dr. Suchitra Behera
: Smt. Sarita Kumari Patra
: Smt. Ruplaxmi
: Smt. P. Rashmita Kumari Patra
: Smt. Chanchala Jena
48. National Day / Festival Observation : Dr. R. Ch. Jena
: Dr. P. K. Patnaik
: Sri S. K. Behera
: Sri G. G. Rao
49. Staff Welfare Committee
Convenor : Dr. B. Ch. Mahankuda
Members : Dr. P. Bisoyi
: Dr. P. K. Pttnaik
: Smt. M. Panda
50. Merit Scholarship : Sri S. K. Behera
: Dr. B. N. Patra
: Smt. Sarita Kumari Patra

51. Career Guidance Cell & Student's Placement Cell
Co-ordinator : Dr. M. R. Mishra
Asst. Co-ordinator : Sri D. P. Padhee
Members : Sri H. Ch. Bisoyi
: Sri S. K. Behera
: Dr. B. N. Patra
: Sri B. N. J. Ray
52. In-Charge of Pujas : Dr. R. Ch. Jena
: Dr. G. Ch. Behera
: Sri S. K. Behea
: Sri G. G. Rao
53. Income Tax Matters : Dr. R. K. Das
: Dr. M. Pattnaik
54. College Election Committee
Convenor : Dr. B. Ch. Mahankuda
Member : Sri A. Sarangi
: Dr. P. Bisoyi
: Dr. R. Ch. Jena
: Dr. P. K. Pattnaik
: Smt. M. Panda
: Sri T. K. Swamy
55. Self Defence Programme
Co-ordinator : Smt. M. Panda
Member : Dr. Suchita Behera
: Smt. S. Ruplaxmi
: Smt. P. Rashmita Kumari Patra
: Smt. Chanchala Jena
: Smt. Sarita Kumari Patra
56. Discipline Committee : All HOD'S
57. Parent Teacher's Meeting : Dr. R. Ch. Jena
: Dr. R. K. Mahapatra
: Sri A. Sarangi
: Sri S.K. Behera
: Sri E. Anand

58. Debate Club : Dr. G. Ch. Behera
: Dr. R. K. Mahapatra
59. Quiz Club : Dr. R. Ch. Jena
: Dr. M. R. Mishra
: Dr. S. K. Behera
: Sri B. N. J. Ray
60. College Development Council
Chairman : Principal
Members : All HODs
61. Campus Monitoring & Students' Uniform Checking
Co-ordinator : Sri A. Sarnagi
Asst. Co-ordinator : Dr. C. R. Pattnaik
Members : Sri V. Jogulu
: Sri S. Tapan Kumar
: Sri Madan Nayak
62. AISHE Nodal Officer : Dr. K. Ch. Das
Associate : Dr. R. K. Mahapatra
63. Feedback Committee : IQAC Co-ordinator
: All HODs
64. OIC of Annual Accounts Verification
(Internal Audit) : Dr. M. Patnaik
: Sri U.K Sahu
: Dr. R.K Das
: Dr. P.K Patnaik
: Sri S. Ch. Sahu
65. OIC of Proctorial System : Sri A. Sarangi (+2 Arts)
: Smt. M. Panda (+3 Arts)
: Sri H. Ch. Bisoyi (+2 Sc)
: Dr. K. Ch. Das (+3 Sc)
: Sri P.V. Giridhar (+2 Com)
: Dr. B.N Patra (+3 Com)
66. OIC of Verification of Students Attendance : Sri R.K Mahapatra (+2 & +3 Arts)
: Sri P.V. Giridhari (+2 & +3 Com)
: Smt. P. Rashmita Ku Patra (+2 & +3 Sc)
67. OIC of CAF Receiving

- | | | |
|-----------------------------------|-------|--|
| | (+2) | : Sri P.V. Giridhar
: Sri E. Anand
: Sri G.V.U. Raju
: Smt Samita Ku. Patnaik |
| | (+3) | : Sri D.P Padhi
: Sri G.G Rao
: Sri B.N.J Ray
: Smt Chanchala Jena |
| 68. OIC of Help Desk | (+2) | : Dr. R.K Mahapatra
: Sri H. Ch. Bisoyi
: Smt. P.Rashmita Ku Patra |
| | (+3) | : Dr. S. Behera Smt
: Smt. S. Rupalxmi
: Dr. B.N. Patra |
| 69. OIC of University Matters | (B.U) | : Dr. R.C. Jena
: Sri S.K. Behera |
| | (K.U) | : Sri L. Palo
: Sri A.K Yadav |
| 70. OIC of Pension & GIS | | : Sri Laxman Palo
: Dr. Ranjit Kumar Das
: Sri S.Ch. Sahu |
| 71. Coordinator, AISHA Associates | | : Dr. K. Ch Das
: Sri D.P Padhi
: Dr. S. Behera |
| 72. OIC of College Website | | : Dr. P.K Patnaik
: Sri A. Mishra |
| 73. OIC of Media Management | | : Dr. R.C. Jena |
| 74. OIC of PIMS | | : Sri M.R Mahapatra
: Dr. S. Behera |
| 75. OIC of HRMS | | : Sri A. Mishra
: Sri G. Ganesh |

- | | | |
|---|----------|------------------------------------|
| | | : Sri A. Prasad |
| 76. OIC of DHE/DHSE/CHSE Correspondence | | : Dr. Ranjit Kumar Das (DHE) |
| | | : Dr. P.K Patnaik (DHSE) |
| | | : Dr. M.R Mishra (CHSE) |
| 77. OIC of Local Fund Audit | | : +2 Accounts Bursar |
| | | : +3 Accounts Bursar |
| | | : Administrative Bursar |
| | | : UGC Coordinator |
| 78. PMU Meting | | |
| | Convener | : Dr. P. Bisoyi (RUSA Coordinator) |
| | Members | : Dr. B. Ch. Mahankuda |
| | | : Dr. R.P Panda |
| | | : Dr. R.K Das |
| | | : Sri L. Palo |
| | | : Dr. M. Patnaik |
| | | : Dr P.K Patnaik |
| 79. OIC of Special Duty in Principal's Office | | : Sri Sarat Chandra Sahu |

N.B. : In addition to the above charges, additional charges may also be given as required from time to time.

Principal-in-charge

Copy communicated to All Staff Members/President G.B/Office file for information.

LIST OF HOLIDAYS -2019

Sl. No.	Date	Day	Name of the Festival	No. of days
01.	01.01.2019	Tuesday	New Year Day	01
02.	14.01.2019	Monday	Makar Sankranti	01
03.	23.01.2019	Wednesday	Netaji Jayanti / Vir Surendra Sai jayanti	01
04.	26.01.2019	Saturday	Republic Day	01
05.	04.03.2019	Monday	Maha Siva Ratri	01
06.	05.03.2019	Tuesday	Panchayatraj Divas	01
07.	21.03.2019	Thursday	Dola Purnima	01
08.	22.03.2019	Friday	Holi	01
09.	01.04.2019	Monday	Utkal Divasa	01
10.	13.04.2019	Saturday	Sriram Navami	01
11.	19.04.2019	Friday	Good Friday	01
12.	07.05.2019 to 17.06.2019	Tuesday to Monday	Summer Vacation	36 days (Excluding 07 Sunday)
13.	04.07.2019	Thursday	Shree Gundicha	01
14.	12.07.2019	Friday	Bahuda Yatra	01
15.	12.08.2019	Monday	Id-UI-Juha	01
16.	15.08.2019	Thursday	Independence Day	01
17.	23.08.2019	Friday	Janmastami	01
18.	02.09.2019	Monday	Ganesh Puja	01
19.	03.09.2019	Tuesday	Nuakhai	01
20.	09.09.2019	Monday	Moharrum	01
21.	28.09.2019	Saturday	Mahalaya	01
22.	02.10.2019	Wednesday	Gandhi Jayanti / Sashtri Jayanti	01
23.	03.10.2019 to 12.10.2019	Thursday to Saturday	Puja Holidays	09 days (Excluding 01 Sunday)
24.	11.11.2019	Monday	Day Following Bada Osha	01
25.	12.11.2019	Tuesday	Rasha Purnima	01
26.	20.11.2019	Wednesday	Prathamasthami	01
27.	25.12.2019	Wednesday	X-max Holiday	01
28.			Local Holidays	02
Total number of Holidays				72

Sd/-
PRINCIPAL

N.B. : (If Lunar and Solar Eclipse falls during this year, that day will be declared as holiday)

PERSONAL MEMORANDA

Name :

Class :

Home Address :

.....

Telephone No. :Cell/Mobile No

Blood Group :

Vehicle Type :

Driving Licence No. :

S. B. Account No. :

Bank Branch

Other Informations :

.....

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College Working Hours :

10 AM to 5 PM

(on all working days)

THE COLLEGE CREST



ESTD. 1982

The Motto of the Emblem is

"SATYAMEVA JAYATE"

This signifies to lead me from falsehood to truth. Truth is always victorious in the advancement of learning and wisdom.

The floating vessel on the waves of the Bay of Bengal symbolises the Oriyan Culture that they had the prosperity through trade and commerce at the Gopalpur Port with a new era of industrialisation and advancement of transport and communication. The light House signifies the enlightenment and future prospective of the Gopalpur Beach in the tourist map of the nation.

The inflamed lamp and the opened book signify that the aim of the college is to spread higher education and eradicate the darkness of ignorance and illiteracy and enlighten all with knowledge, love for peace and desire for prosperity.

B B B

Published Under the authority of

PRINCIPAL
GOPALPUR COLLEGE GOPALPUR-ON-SEA
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Sri Ramakanta Choudhury

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Lecturer in English

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COLLEGE CALENDAR

2019-20



ESTD - 1982

OUR COLLEGE IS OUR PRIDE
Let us strive hard to make it
GROW, GLORIFIED AND SUCCESSFUL

GOPALPUR COLLEGE
Gopalpur-on-sea, Ganjam, ODISHA