

# COLLEGE CALENDAR 2010 - 2011



**Principal**  
**PROF. RABI NARAYAN RAY**

**INDIRA GANDHI WOMEN'S COLLEGE**  
Shelter Chhak, Cuttack - 753002

**Published under the authority of :**

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Principal, Indira Gandhi Women's College,

Shelter Chhak, Cuttack - 753002

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**Editorial Board :**

1. Dr. Madhavi Shodangi, Lect. in English
2. Prof. Sabita Pujari, Lect. in History

The facts and figures given in this college calendar are subject to revision and in case of any dispute, the decision of the Principal shall be final.

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## PERSONAL MEMORANDA

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Name .....

Class .....

Roll No. ....

Present Address .....

.....

.....

Tel. No. ....

Date and Year of Admission in the College .....

Utkal University / C.H.S.E Reg. No. ....

Two Wheeler No. ....

Height ..... Weight .....

Blood Group ..... Other details .....

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## **FOREWORD**

*I feel immense pleasure in extending warm welcom to my students, colleagues, members of governing body and in soliciting their cooperation and good will for making the session 2010-11 a glorious land mark in the history of this college.*

*Let the Justice and Truth Prevail.*

*Prof. Rabi Narayan Ray  
Principal  
Indira Gandhi Women's College  
Cuttack*

## **THE COLLEGE IN RETROSPECT**

No doubt, it is but a stupendous and herculean task to confine the entire history of the Indira Gandhi Women's College, our alمامater, in a tight nutshell. However, our sincere endeavour will never go in vain, like the accomplishment of the devout initiatives of the founder, the founding members, the planners and the architects of the college, in actualising the gigantic task of establishing and bringing up this much needed premiere womens institution in the culture rich millenium city of Cuttack the citadel of Orissa art, culture and education. The College is congenially located on the western fringes of Cuttack City, right on the entry point to Shelter Square which is well connected by regular town bus and auto rickshaw services. It is the admirable foresight and planning of the sole founder of the college, Sj. Asirbad Behera, the then Secretary of the Governing Body and presently its President who deserves the highest plaudits for having chosen this location for the convenience of the girl students. More words are but too meagre to express the blood and sweat with which this gracious and sagacious soul has worked for the establishment and growth of the institution. A host of other dedicated persons from various walks of life joined hands with him in his earnest endeavour among whom the names of Sj. Janaki Ballav Pattanayak, the then Chief Minister of Orissa, his wife Smt. Jayanti Pattanayak who functioned as the President of the College Governing Body for 7 years, Smt. Bina Devi, Sj. Bansidhar Jethi, Sj. Pathani Pattanayak, Sj. Srikanta Panda, Sj. Sadananda Rout and many others are note worthy.

The college initially named as "Cuttack City Women's College" began functioning with only fifty-two students in Intermediate Arts in the premises of Mansinghpata Municipal High School. Following the demise of Smt. Indira Gandhi, the late Prime Minister of India and one of the greatest epoch-making woman leaders of the world, the college Governing Body most appropriately decided to name the college as Indira Gandhi Women's College.

From the date of its inception till today the college has gone through many ups and downs but yet, has emerged as one of the fore running women's educational institutions in the city. The untiring efforts of S.J. Asirbad Behera and the dedicated services of Late Basanti Mohapatra the first Principal of the college who served for a marathon span of sixteen years had set the ball rolling and we celebrated the 'Silver Jubilee' year of the College in September, 2005.

The college grew its wings under the aegis of the Teachers Training College which had also been established here earlier by S.J. Asirbad Behera. For a short period of time the college functioned at Sanatnalini Girls High School after having shifted from the premises of Mansinghpata Municipal High School. Subsequently in 1986 the college started functioning in 'its' own building at Shelter Square.

Classes in +2 Arts started in the College in 1983 with due Concurrence of the State Government and affiliation from the council of Higher Secondary Education. Four years later in 1987, the college received recognition of the government and

affiliation of the Utkal University to impart teaching in +3 Arts courses in all the subjects being taught at +2 stage except psychology. Subsequently, in 1991 the college was accorded permission to admit students into honours course in Education and shortly later, in 1993, permission was granted by the Higher Education department of the Government of Orissa to open honours classes in History, Political Science, Home Science and Oriya. Later in 2003 permission was granted to open honours class in one more subject i.e. Economics. Realising the need for science education, the management decided to introduce the +2 Science Course in the college in 1993. The institution with a sparse strength of fifty two students has grown considerably in a decade and a half, with an average of 1000 to 1500 students on its rolls every year, over the past ten years. The strength of the staff of the college has also grown commensurately. The college presently functions with a staff strength of 40 teaching 32 non-teaching members.

The curriculum vitae of each member of the teaching staff and their academic proficiency speaks for itself of the caliber of teaching imparted in the institution. Almost 21 teachers in the college have either attained higher research qualifications in the form of Ph. D or M.Phil degrees or are actively engaged in the same. Eleven members of staff are in the UGC payfold. As far as academic and extra curricular activities are concerned students of this college have excelled at the state, national and international levels. Facilities for extra curricular and co-curricular activities in the form of N.S.S., N.C.C., Computer

training and application programmes sports, arts and cultural programmes etc have been extended for the innate development of the potentials in the students and to widen the horizon and their outlook and actions.

Despite of the fact that the college has had to wobble through rough waters on account of dire financial constraints, it has learnt to live through such difficult times with dignity and determination, hopes and prospects of a brighter future have opened up with the extension of financial assistance from the University Grants Commission under 2 (f) and 12 (b) which has come into effect from its ensuing 10th plan schedule. This has already begun to facilitate a series of developmental activities in the college. This being a quantum leap for the college within a short span of a year or so, certainly speaks of what is to come in the years ahead with the onset of the 11th plan allocations. Another event of significance is the opening of the Girls N.C.C. wing in 2004-2005 with fifty cadets.

Surging ahead with greater hopes and determination we are earnestly confident that each new year will be a leap forward for the institution in the fulfilment of all its hopes and aspirations. Having seen more difficult times, we now nourish greater confidence in our own potentials, The college has been accredited with B grade print by National Assesment and Accreditation council.

**GOALS**

- To further the cause of education and upliftment of women in the state.
- To provide all possible avenues that would instill in the minds of the students to strive for high standard of academic excellence.

**OBJECTIVES**

- To provide education to women in and around the state.
- To promote education to enable the students to meet the class anges of new era.
- To in culante in the students the spirit of discipline, dedication and a sound moral conduct in all their thoughts and action.
- To promote among the students a sense of equality, social justice, secularism, national integration and encourage them to be catalyst transformations.

**THE MOTTO**

***Sa Bidya Ja Bimuktaya***

*which means*

***“Information is knowledge and knowledge is the power”***

- This is reflected in the college crest comprising one symbol i.e. an open book which stands for tireless striving for knowledge. Through knowledge comes enlightenment and this leads to salvation.

**THE MISSION**

- To impart education in best possible form and to bring out the best in the students for all round personality development as well as for academic excellence leading to a prosperous career.
- Spread of education and dissemination of knowledge to the denied and underprivileged sections of women in the society.
- Imbibing scientific temperament, organisational abilities and human values in the upliftment of women.
- Create consciousness regarding constitutional rights and empowerment of women to bring them to the national mainstream.

**PRESENT GOVERNING BODY MEMBERS**

**President Governing Body - ADM, Cuttack**

**INCUMBENCY LIST OF PRINCIPALS OF THE COLLEGE**

1. Prof. Basanti Mohapatra - 01.01.1980 to 22.11.1996
2. Dr. Purna Ch. Kanungo - 23.11.1996 to 30.06.2001  
(Principal-cum-Secretary)
3. Prof. Sujata Rout - 01.07.2001 to 05.07.2001
4. Dr. Sisir Kr. Kanungo - 06.07.2001 to 31.10.2005
5. Prof. Rabindra Nath Ray - 31.10.2005 to 29.11.2005
6. Dr. Chittaranjan Mohanty - 29.11.2005 to 26.06.2008
7. Prof. Ajit Pattnaik - 26.06.2008 to 31.05.2010
8. Prof. R. N. Ray - 31.05.2010 continuing

**THE PRINCIPAL, LECTURERS AND NON-TEACHING EMPLOYEES**

**Principal**

Prof. R. N. Ray

**Deptt. of English**

Dr. Rita Das  
Dr. Madhavi Shodangi  
Dr. Rachita Mohapatra  
Dr. Ruchira Basu

**Deptt. of Oriya**

Dr. Sanjukta Panda  
Dr. Vagyalaxmi Das  
Prof. Gopal Ch. Biswal  
Dr. Baijayanti Mishra

**Deptt. of History**

Dr. Jayshree Ray  
Prof. Sarita Patra  
Prof. Jayashree Banerjee  
Prof. Sabita Pujari

**Deptt. of Education**

Dr. Manorama Pattnaik  
Ms. Niharika Routaray  
Dr. Avarani Nanda  
Smt. Gourimani Senapathy  
Ms. Manorama Nanda, Demon.

**Deptt. of Political Science**

Dr. Mita Devata  
Dr. Bandita Dash  
Smt. Haripriya Behera

**Deptt. of Home Science**

Ms. Sujata Rout  
Dr. Sangita Dash  
Dr. Roma Bose  
Smt. Sasmita Sutar

**Deptt. of Philosophy**

Dr. Anup Roy  
Ms. Upasana Mohanty

**Deptt. of Psychology**

Smt. Sephali Mohapatra  
Smt. Pravati Jena

**Deptt. of Economics**

Ms. Samita Ray  
Mrs. Rajlaxmi Behera

**Deptt. of Sanskrit**

Dr. Manmohan Acharya  
Smt. Anita Patri

**Deptt. of Chemistry**

Smt. Sandhya Sayantini Mohanty

**Deptt. of Physics**

Smt. Ninima Mohanty

**Deptt. of Zoology**

Smt. Nandita Moharana

**Deptt. of Botany**

Smt. Shantilata Pattanayak

**Deptt. of Mathematics**

Smt. Kasturi Ray

**Deptt. of Physics**

Sri Ajit Ku. Singh, Demonstrator

**Deptt. of Biology**

Smt. Mala Sahoo, Demonstrator

**Deptt. of Home Sc.**

Smt. Pranati Dash, Demonstrator

**Deptt. of Psychology**

Smt. Ipsita Dhalasamant, Demonstrator

**List of Non-Teaching Staff**

Smt. Pravati Mishra, Librarian  
 Ms. Jyotananarani Prusty, Asst. Librarian  
 Smt. Kalyani Ghose, Tail. Instructor  
 Smt. Pramodini Singh, Head Clerk  
 Sri Gopal Ch. Tripahty, Accountant  
 Smt. Bharati Mohapatra, Jr. Clerk  
 Smt. Sujata Nayak, Jr. Clerk  
 Smt. Shantilata Swain, Jr. Clerk  
 Smt. Alaka Das, Lib. Attendant  
 Ms. Snigdha Sarkar, Attendant-in-Home Sc.  
 Sri Ananta Ku. Behera, Attendant-in-Psychology  
 Sri Rajkishore Padhi, Attendant-in-Chemistry  
 Sri Subash Ch. Majhi, Attendant-in-Physics  
 Sri Ramakanta Behera, Attendant-in-Biology  
 Sri Shyama Sundar Sahu, Peon  
 Smt. Reena Bhaumik, Peon  
 Smt. Lilumani Jena, Peon  
 Sri Sudarsan Swain, Peon  
 Smt. Chhabirani Roy, Peon  
 Sri Ranjan Kr. Sahoo, Peon  
 Sri Sadananda Behera, Watchman  
 Ms. Urbasi Rout, Peon  
 Smt. Tulsi Dei, Sweeper

**List of Demonstrator and P.E.T.**

Smt. Pranati Dash, Demon-in-Home Science  
 Smt. Ipsita Dhal Samant, Demonstrator-in-Psychology  
 Smt. Mala Sahoo, Demonstrator-in-Biology  
 Shri Ajit Ku. Singh, Demonstrator-in-Physics  
 Shri Ramesh Ch. Hati, Demonstrator-in-Chemistry  
 Smt. Lilenarani Pradhan, P.E.T.

**OUR COLLEGE**

Indira Gandhi Women's College, a leading institution of higher education in Humanities at both +2 & degree (Pass & Hons.) level and in Science at +2 level, got established in the year 1980, on the south-western fringe of the Silver City Cuttack, has been consistently diffusing Women's education and Culture in an ideal setting.

The college is recognised by the Govt. of Orissa and affiliated to the CHSE, Orissa and to the Utkal University, Bhubaneswar. It has been accredited to "National Assessment and Accreditation Council (NAAC), with "B" grade. The college has been striving towards perfection with a dedicated band of highly qualified teachers. The college is conveniently located a few yards off from Markat Nagar (C.D.A.) ring road, having been well connected with City Town bus and Auto-rickshaw service routes. It provides facilities to students such as :

- 1) A good well stuffed computerised library.
- 2) Reading room facilities.
- 3) Pure and cold drinking water
- 4) Red Cross and Health Camps
- 5) Employment Guidelines
- 6) Grievance cell
- 7) a well maintained Hostel for accommodation of 50 lady inmates
- 8) Xerox facility
- 9) Internet Service.

**FACULTIES AND SUBJECTS OFFERED****+2 ARTS / SCIENCE STREAM**

(According to New Regulations Communicated vide CHSE Order No. 4154 / Dtd. 01.05.2006.)

The Council has decided to introduce certain changes in the +2 Course structure and scheme of studies from the academic session 2006-07 with due concurrence of the Govt. of Orissa in the Deptt. of Higher Education, vide their Order No. 14321 / III HE - CHSE - 10/06, Dt. 27.04.06.

**Course Structure :**

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

The examination at the end of the First Year shall be of 700 marks (including 100 marks for Environmental Education) and the examination at the end of the Second Year shall be for 600 marks. Marks secured in the examination to be conducted at the end of the First Year shall be considered for promotion of students to the Second Year Class.

Besides English and MIL, Environmental Education (EE) shall be a Compulsory Subject. But Environmental Education will be taught only in the First Year and examination for Environmental Education will be conducted by the College at the end of the First Year.

Restriction on selection of optional (henceforth called as **Elective**) subjects will be the main feature in the new course structure. There shall be no extra optional subject. Instead each student has to offer **Four Elective Subjects** as detailed in Page - 5.

**Subject Options :**

Besides the Compulsory Subjects like (I) English, MIL and (II) Environmental Education, a candidate shall offer any **FOUR** elective subjects from any of the grouping under (IV) **A or B**.

**Duration of Courses :**

The Syllabi for 2 years course of each subject shall be divided into **two** parts, namely, First Year and Second year carrying 100 marks each. The College shall conduct one examination at the end of the 1st year class of +2 Course and the Council will conduct the examination at the end of the 2nd Year class of +2 Course. The result of a candidate shall be determined only on the performance of the candidate in the Council Examination to be held at the end of the Second Year Class.

**The Pass Criteria :**

The pass criteria for the examination shall be as follows :

(i) **Subjects with practical** : 30% of the total marks shall be diverted for practical examinations and the remaining 70% thereof, for theory. A candidate has to pass separately in theory and practical. Pass marks in Biology shall be calculated taking together the marks secured in both Botany and Zoology (adding the marks of Botany and Zoology).

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

The course structure and subjects for the Higher Secondary Examination and maximum marks in each subject shall be as follows :-

**COMPULSORY FOR BOTH ARTS & SCIENCE**

<u>Subject</u>	<u>Marks</u>	<u>1st Year</u>	<u>2nd Year</u>
I. (i) English	200 (Two hundred)	100	100
(ii) MIL			
(One of the following)			
Oriya/Hindi/Bengali/Sanskrit			
Telugu/Urdu	200 (Two hundred)	100	100

**N.B.:** Provided that the Council may in special circumstances, permit a candidate to offer alternative papers in English of a higher standard than required in (ii) above in lieu of MIL, stating reasons.

Provided further that a candidate may be permitted to take up for the Higher Secondary Examination one of the subjects as MIL under (ii) above without attendance at lecture in the subject if the institution in which she is admitted is not affiliated in that subject.

**II. Environmental Education (EE) :**

**Note :** The above subjects will be assessed at the College level for 100 marks (70 marks for Theory and 30 marks for Project Work) at the end of the 1st year +2 Course and Grades (A, B, C or D in order of merit) are to be awarded by the College and the same shall be recorded in the body of the Pass Certificate given by the Council subsequently. The grade secured in the Environmental Education (EE) examination shall not affect the result of the candidate.

<u>Marks</u>	<u>Grades</u>
above 70%	A+
above 60%	A
above 50%	B
above 35%	C
below 35%	D

III. Yoga Class will be compulsory for both +2 1st Yr. (Sc. & Arts.) and +2 2nd Yr. (Sc. & Arts) students. No marks for yoga will be added to the aggregate. Students will be awarded with grades only.

**Electives for +2 Arts Stream (256 Seats)**

**IV. (A) Subjects of Examination for +2 Arts Stream :**

(Out of the following Seven Groups of subjects a student shall have to offer Four Elective subjects each carrying a maximum of 200 marks i.e. 100 marks for 1st year and 100 for 2nd year)

1. Political Science
2. History
3. Logic
4. Economics
5. Home Science
6. Education / Psychology / Indian Music.
7. Oriya / Sanskrit / Hindi / Bengali / Persian / Urdu / Telugu.
8. Information Technology.

**Electives for +2 Science Stream (128 Seats)**

**IV (B). Subjects of Examination for +2 Science Stream**

A student can opt for any one of the following Electives.

1. Physics, Chemistry, Biology, Mathematics.
2. Physics, Chemistry, Mathematics, Biology.
3. Physics, Chemistry, Mathematics, Information Tech.
4. Physics, Chemistry, Biology, Information Tech.

**+3 ARTS STREAM**

(Sanctioned Strength - 256 Seats)

**GENERAL SUBJECTS**

History, Political Science, Economics, Education, Oriya, Sanskrit, Philosophy, Home Science, Psychology.

The candidates are not allowed to Opt. Oriya and Sanskrit together. The candidates are not allowed to take Education and Home Science together.

A first year student of +3 Arts may Opt. for any one of the following elective subjects as Elective A :

- a) Indian Polity                      b) Philosophy  
c) Psychology                         d) Sanskrit

A third year student of +3 Arts may Opt. for any one of the following elective subjects as Elective B :

- a) Indian Economy b) Education  
c) Home Science d) Landmark in Indian History

**HONOURS**

History, Political Science, Education, Home Science with 32 seats and Economics, Oriya, English, Sanskrit with 16 seats and Philosophy with 8 seats.

Separate applications shall be invited for admission into honours subjects soon after the admission.

A student opting for a Honours subject shall have to Opt. for same subject as general subject at the time of admission.

**NOTE :**

- (i) Honours Students will have to choose two. Elective subjects each carrying 200 marks (without practical component) from among the above subjects. One for +3 Ist Year and another for +3 Final Year classes.
- (ii) Pass Students will also choose two elective subjects one in +3 Ist Year and +3 IInd Year and another in +3 Final Year Class.
- (iii) A student choosing a subject as Honours or Pass can not opt. for the same or related subjects as elective subject.
- (iv) Each elective subject shall consist two papers each carrying 100 marks.
- (v) A pass student shall offer one pass subject carrying 400 marks in addition to compulsory and elective papers.
- (vi) A student choosing one Elective subject in the +3 Is Year class can not opt. for the same elective subject in the +3 Final Year class.
- (vii) A candidate in Honours shall offer a honours subject carrying 800 marks besides compulsory subjects and elective subjects.

**TABLE (I)**

**B.A. (Pass) :**

1st year	Marks	2nd year	Marks	Final year	Marks
English - P-I	100	English-P-II	100	Indian Society and culture (ISC)	100
M.I.L. (O) Alt. E	100	M.I.L. (O) Alt. E	100	Environmental Studies	50
Pass-P-I	100	Pass-P-III	100	Population Staudies	50
Pass-P-II	100	Pass-P-IV	100	Elective B-I	100
Elective-A-I	100	Elective-A-2	100	Elective B-II	100
<b>TOTAL MARKS</b>	<b>500</b>		<b>500</b>		<b>400</b>

**TABLE (II)**

**B.A. (Hons) :**

1st year	Marks	2nd year	Marks	Final year	Marks
English - P-I	100	English-P-II	100	Indian Society and culture (ISC)	100
M.I.L. (O) Alt. E	100	M.I.L. (O) Alt. E	100	Environmental Studies	50
Elective-A-I	100	Honours-P-3	100	Population Studies	50
Elective-A-II	100	Honours-P-4	100	Honours-P-7	100
				Honours-P-8	100
Honours-P-I	100	Honours-P-5	100	Elective-B-I	100
Honours-P-II	100	Honours-P-6	100	Elective-B-2	100
<b>TOTAL MARKS</b>	<b>600</b>		<b>600</b>		<b>600</b>

**HOSTEL ACCOMODATION**

A 54 seated hostel is available for the accomodation of students. Students opting for hostel accomodation can be provided with this facility on the basis of merit. Hostel fee will be notified later. However a student after being selected for hostel accomodation can take admission on payment of Rs. 200.00

**PLACEMENT**

The college has introduced Global Skills Enhancement curriculum under "Project Genesis" for the students in collaboration with DDCE Utkal University and Infosys Technology and Govt. of Orissa to Orient the students in Language enhancement and Analytical skill to face the interview for their placement conduct by BPOs in the college. The college will invite different BPO companies like Infosys, IBM, Wipro, WWS, ExL Services, OECIS, HP, EDS, Gen Pact and others to initiate their campus placement drive. The students of +3 IIIrd year Arts of the college only will be allowed for campus placement drive. A course on language Enhancement and Analytical Skill through "Project Genesis" will commence from July of each year. This course is open to all the

students of the college to develop their language and Analytical Skill on payment of Rs. 1200/- annually for the purpose of facing any kind of interviews conducted by BPO's for their employment. But the students of +3 IIIrd year Arts of a particular year can only sit for the interview for placement. 5 students from the college have been selected by Gen Pact (GE Capital Previously) for placement / employment in the year 2007-08.

**ADMISSION ELIGIBILITY**

The candidates who have passed H.S.C. examination of the Board of Secondary Education, Orissa or any other equivalent examination are eligible to apply for admission into +2 courses and the students passing +2 Arts, Science, Commerce from C.H.S.E. or any other equivalent examination are eligible to apply for admission to +3 1st Year Degree Arts.

**HOW TO APPLY**

Admission forms and prospectus for +2 1st Year Arts, Science, and +3 1st Year Arts can be had from the College Office on any working day between 10.30 a.m. to 2.00 p.m. on payment of Rs. 100/- in person at the college counter or on payment of Rs. 130/- in the shape of Bank Draft drawn in favour of Principal, Indira Gandhi Women's College, Cuttack, if required by Post.

Admission forms properly filled in should reach the Principal within 15 days of the publication of results of qualifying examination or as per the notice of the Principal. However, the last date of the receipt of application forms of students coming from other states may be extended at the discretion of the college authorities subject to limitations under the C.H.S.E., Orissa / Utkal University regulations and availability of seats.

**Candidates are advised to apply in separate forms for separate streams.**

**LIST OF DOCUMENTS TO BE ATTACHED WITH ADMISSION FORM**

1. Admission forms duly filled in
2. Cash receipt in support of purchase of admission form
3. Attested photocopy of SLC / CLC
4. Attested photocopy of Mark-Sheet and Conduct Certificate of qualifying examination. In case of compartmental candidates copies of Mark-Sheet of both the examinations.
5. Attested photocopy of Caste Certificate issued by Tahasildar of respective locality. (For SC/ST only)
6. Any other certificate in support of claiming weightage.
7. A self-addressed envelope of 9" x 4" size  
Postage Stamp of Rs. 5/-
8. Postage Stamp of Rs. 6/- to be affixed on the specified space of Intimation Card.
9. A recent Passport Size photograph of the applicant attested on the front to be pasted on the form at specific space.
10. Three self addressed post cards.

**Admission form incomplete in any respect will be summarily rejected.**

The candidates should submit the duly filled in application forms in the college office on or before the prescribed last date. This may also be sent by Regd. post to the Principal, Indira Gandhi Women's College, Shelter Chhak, Cuttack - 753 002, a week before the last date. The College will not be responsible for any postal delay / missing.

**PROCEDURE OF SELECTION**

**CALCULATION OF MARKS**

Selection for admission into various classes will be made strictly

on merit basis and calculation of marks shall be made as per the following :

- (a) The basic parameter of calculation of marks in respect of +2 stream is the total mark secured by a candidate in H.S.C. Examination of Board of Secondary Education, Orissa, excluding extra optional, if any.
- (b) The percentage of mark secured by a candidate who has passed CBSE / ICSE Examination in all obligatory subjects taken together should be taken into account for drawing up the merit list, i.e. the aggregate mark should be appropriately converted.
- (c) For compartmental candidates average of the two marks in the subjects in which the candidate has failed is to be calculated in determining the aggregate.

**RESERVATION**

1% of seats is reserved for the children of Ex-Servicemen. 8% of the seats for SC and 12% of seats for ST candidates as per the provisions of the Government. However, these reserved seats shall not be interchangeable between SC and ST and any reserved seats remaining vacant in either category may be filled up on the basis of the general merit list subject to the approval of Chairman, Admission Committee.

**WEIGHTAGE**

1. NCC Cadets / NSS volunteers those who have represented the country at the International level shall be given straight admission.
2. 5% of mark is given as weightage to Physically / Orthopaedically handicapped candidates subject to the production of medical certificate not below the rank of Chief District Medical Officer. However, the total number of seats to be filled up under the category should be limited to 2% of seats in each stream.

3. 2% of the marks for the NCC cadets holding 'A' Certificate (for +2 Classes).
4. 3% of the marks for the NCC cadets holding 'B' Certificate.
5. 5% of the marks for the NCC cadets holding 'C' Certificate.
6. 10% of the marks for representing president's scout and guide (for +2 classes) subject to 10% of total seats in a stream.
7. 5% of the marks for representing University / State / School / Sainik School in All India Level Sport / NCC / NSS in National level.
8. 5% of the marks for women candidates applying for subjects not available in the other local Women's College.
9. Weightage shall be given to the students of this college for admission into +3 degree classes subject to the approval of admission committee.

*A candidate claiming weightage in more than one categories will get weightage in that category having the highest weightage benefits. Weightage, wherever admissible, will only be available for purpose of admission and shall not be taken into account for the allotment of subjects / optional, admission in any particular Honours subjects or any other academic selection.*

The weightage is strictly as per the provisions of the Government. However, the weightage is subject to change as per the notification issued by the Government from time to time.

**LIST OF DOCUMENTS IN ORIGINAL TO BE SUBMITTED AT THE TIME OF ADMISSION**

1. Intimation Letter.
2. School Leaving Certificate / College Leaving Certificate.
3. Conduct Certificate.
4. Marksheet of the qualifying examination.
5. Caste Certificate issued by Tahasildar of respective locality.
6. Original Certificate in support of claiming weightage.

7. Three passport size photographs.
8. Migration Certificate (in case of CBSE, ICSE passing candidates)

**IMPORTANT NOTE**

1. No request for extension of admission date will be entertained.
2. Candidates belonging to SC / ST, Burma Repatriate, Ex-Serviceman or seeking weightage in any extra curricular activities should mention the same on the top of the application form in Block letters.
3. Candidates desirous of availing weightage in marks either in games and sports or any other extra curricular activity approved by Government must have achieved the distinction within two years prior to the year of admission.
4. For availing admission under the reservation of seats for an ex-serviceman, a certificate to that effect has to be issued by the Rajya Sainik Board.
5. The participation certificates in games and sports in National / State Level for taking advantage of weightage in marks at the time of admission must be counter signed by the Director of Sports.
6. Intimation letter will be sent by post, under Certificate of Posting. The candidate must attach a self addressed envelop of size 9" x 4" for the purpose. The college is not responsible for any postal delay / delivery. Candidates are therefore advised to see either the College Notice Board or enquire in the office at regular interval.
7. Attested photocopy of each document enclosed with the application form should be signed by the candidate with the words "Submitted by me".
8. In case of forged documents being detected, the Principal reserves the right to forward full particulars of such candidates with their records to the State Crime Branch, Orissa for scrutiny.

**CALENDAR 2010 - 2011**

9. In no case the total weightage of marks will exceed 10% of the total seats in a particular stream for various extra curricular activities.
10. In case of any dispute regarding interpretation of any rule, the decision of the Principal is final and binding.
11. Students, parents / guardians are requested not to contact anybody except the members of admission advisory cell.
12. The admission to the college is purely provisional and may be cancelled in case any irregularity is detected at any stage. No admission can be claimed as a matter of right.

**CALENDAR 2010 - 2011**

**ADMISSION FEES FOR THE SESSION - 2009-2010**

<b><u>Head of Accounts</u></b>	<b><u>+2 Stream</u></b>		<b><u>+3 Stream</u></b>	
	<u>Arts</u>	<u>Science</u>	<u>Arts</u>	<u>Arts</u>
1. Admission Fee	8.00	8.00	8.00	8.00
2. S. S. G. Fee	10.00	10.00	10.00	10.00
3. Electric Charge	50.00	50.00	50.00	50.00
4. Common Room Fee	20.00	20.00	20.00	20.00
5. Library Development Fee	75.00	75.00	75.00	75.00
6. Identity-Cum-Library Card	20.00	20.00	20.00	20.00
7. Magazine Fee	60.00	60.00	60.00	60.00
8. C.H.S.E. / U.U. Sports & Literary	50.00	50.00	50.00	50.00
9. Students Recognition Fee	20.00	20.00	---	---
10. Academic Fee	30.00	30.00	---	---
11. Students Aid Fund	5.00	5.00	5.00	5.00
12. Y. R. C.	10.00	10.00	10.00	10.00
13. Athletic Fee	40.00	40.00	40.00	40.00
14. College Calendar	30.00	30.00	30.00	30.00
15. Proctorial Fee	15.00	15.00	20.00	20.00
16. Fee for Abstract of Attendance	20.00	20.00	20.00	20.00
17. Medical Fee	10.00	10.00	10.00	10.00
18. College Union Fee / Cultural Fee	40.00	40.00	40.00	40.00
19. C. H. S. E. / University Syllabus	15.00	15.00	20.00	20.00
20. Seminar Fee (for +3 Hons student)	---	---	100.00	100.00
21. DSA Fee	20.00	20.00	20.00	20.00
22. Lab. Development Fee	100.00	150.00	100.00	100.00
23. Dev. Fee	1200.00	1700.00	1300.00	1300.00
24. Maint. of Management Staff	400.00	700.00	600.00	600.00
25. Cycle Stand Fee	15.00	15.00	17.00	17.00
26. Time Table Fee	12.00	12.00	15.00	15.00
27. College Examination Fee	60.00	60.00	60.00	60.00
28. Students Insurance Fee	5.00	5.00	5.00	5.00
29. Students Registration Fee	30.00	30.00	70.00	70.00
30. N.C.C. Fee	20.00	20.00	20.00	20.00
31. C.D.C. Fee	---	---	5.00	5.00
32. Employees welfare fund	10.00	10.00	10.00	10.00
33. NAAC Accreditation Fee/ IQAC Fee	---	---	60.00	60.00
<b>Total</b>	<b>2400.00</b>	<b>3250.00</b>	<b>2870.00</b>	<b>2870.00</b>

**OTHERS**

1.	C.L.C. (2 days)	50.00
	Urgent C.L.C. (1 hours)	100.00
2.	Duplicate C.L.C.	250.00
3.	Duplicate Indentity Card	30.00
4.	Hons Admission & Seminar	200.00
5.	Cost of Admission form	100.00
6.	Information Technology (IT)	1500.00 (per year)
	as per CHSE norms.	
7.	Course on interview skill develoment for placement (open for All the students) opting for the course	1200.00
8.	Hostel Admission fee	200.00

**EXAMINATION**

**A- College Examinations :**

Besides periodic class tests, there shall be First Terminal and Annual Examinational for the First Year +2 studens and Half yearly, Pre-Test and Test Examinations for students of second year +2 (Arts and Science) and all three years of degree classes, every year.

- i) Every student is required to appear at all these examinations during a session for consideration of her promotion to the next higher class or for appearing the CHSE/University Examination as the case may be.
- ii) A student who is found in possession of incriminating material or copying or taking recourse to any unfair methods in the examinations shall be refused promotion which she might have otherwise earned or penalised in any other manner which is deemed proper.

**B- Annual H.S. Examination conducted by CHSE, Orissa Examinations Act and Regulations, 1982 (Extracts)**

**1 - Eligibility :**

Students registered under the Council are eligible to appear at the Annual Examination in Arts/Science streams. For purpose of such examinations as a regular course of study, a candidate should satisfy the council that -

- i) He/She has completed not less than two Academic sessions after passing the High School Examination conducted by the Boad of Secondary Examination,

Orissa a some other examination recognised by the CHSE as equivalent there to in one or more affiliated institutions recognised by the Council for the purpose of such examination.

- ii) He/She has completed one Academic year (after passing qualifying examination) in a similar course conducted by the CBSE, ISC or Board of any other states of India and has been promoted to the second year class on the basis of the examination conducted by the institution in the first year.
- iii) A candidate can take the Higher Secondary Examination in Arts privately only on production of proficiency certificate from the Head of an institution.
- iv) One examination in second year i.e. Annual Examination followed shortly by an instant Examination.
- v) Requisite attendance as specified under separate head 'Attendance' (see column E on relevant subject) is a mandatory requirement for sitting in the examination.
- vi) For Higher Secondary Examination 30% in Theory 40% in practical are the pass marks. However mark of aggregate 35% is necessary for passing.
- vii) Minimum aggregate required for 1st Division is 60% and above, 2nd Division is 50% to 59% and for 3rd Division is 35% to 49%.

### **C - +3, Three Year Degree Examination**

*(Extracts of the Utkal University Regulation for Bachelor of Arts, Science and commerce Examinations 2002 - 2003 onwards)*

The Three Year Degree Course leading to Bachelor's

Degree in Arts/Science/Commerce of Utkal University shall be spread over a period of three Academic years. A candidate for BA/BSc/B.Com shall be required to pass the following examinations.

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

### **1. -Eligibility :**

- (i) Any registered student of the University may be admitted into the First Examination if he/She has completed in one or more Colleges admitted for the purpose of such examination in the subjects in which he/she offers a regular course of study for not less than one academic year after passing the Higher Secondary Examination conducted by the CHSE, Orissa or any other examination recognised by CHSE, Orissa and Utkal University as equivalent thereto, provided he is not otherwise ineligible to appear the said examination.
- ii) Any registered student of the University may be admitted to the Second Examination for Bachelors Degree in Arts/ Science/Commerce if he/She has cleared the first examination and the Final Degree Examination for the Bachelor's Degree in Arts/Science/Commerce if he has cleared the Second Examination in the concerned stream or has appeared the said examination and has thereafter completed a regular course of study for not less than one academic year in the second / Final year course in one or more colleges admitted for the purpose of such examination in the subjects which he/she offers, provided that he/she is not otherwise ineligible for appearing the said examination.

- iii) Filling up of forms for the examination in each year is mandatory. If a student does not fill up the form for the examination in the relevant year (1st University or 2nd University examination) she will neither be promoted to next higher class nor shall she be allowed to take the year back examination.

Studentship of such students shall cease at the end of the academic year.

**2.Pass marks and classification of successful candidates :**

- (a) Aggregate mark for passing the degree examination shall be the sum total of the aggregate of First, Second and Final Examination taken together.
- (b) Pass - A minimum of 30% in each subject in the case of subjects without practicals and 30% marks in each theory paper and 40% in each practical paper in the case of subjects with practical components and a minimum of 36% of marks in aggregate.
- (c) Pass without Honours : A minimum of 30% in each subject and a minimum of 36% in aggregate in subjects other than Honours and less than 45% but not less than 36% in Honours subjects.
- (d) Pass without Honours and with Distinction :  
a minimum of 30% in each subject and minimum of 36% in aggregate in subjects other than Honours and a minimum of 50% in aggregate for Pass and Honours subjects combined.
- (e) Second Class Honours :  
A minimum of 30% in each subject and a minimum of 36% in aggregate in subjects other than Honours and a minimum of 45% marks or more but less than 60% in Honours subjects.

- (f) Second Class Honours with Distinction :  
In addition to second class Honours a minimum of 50% marks secured in subjects other than Honours in first appearance.
- (g) First Class Honours :  
A minimum 30% in each subject and minimum of 36% in aggregate in subjects other than Honours and a minimum of 60% or more in Honours.
- (h) First Class Honours with Distinction :  
In addition to First Class Honours a minimum of 50% marks in aggregate in subjects other than Honours in first appearance.

**RULES FOR BACK PAPER APPEARANCE**

- (1) A candidate failing to secure a minimum of 30% in pass subject or a minimum of 40% in each practical paper either in 1st Year, 2nd Year and Final Year Examination may be allowed to appear in those subjects in not more than two chances (examinations) immediately following the examination for which she was first registered to clear the back paper(s).
- (2) A candidate who has obtained only a Second Class (Hons.) or passed without Honours can reappear at any Examination for the Honours paper of her choice to improve his/her results within two subsequent chances.
- (3) If a candidate fails to secure the pass marks in the aggregate she may reappear in one or more subjects (papers) of her choice from either the First, Second or Final Examination to make up the deficiency. This chance shall be available to a candidate in maximum of two subsequent chances (examinations) only following the final examination in which he/she was first registered within 5 years of first registration to first degree examination.

**D - Registration :**

Every student of the College is ipsofacto a registered student of CHSE on admission into the +2 course or the Utkal University on admission to the +3, Three years Bachelors Degree course in Arts on payment of the stipulated registration fees charged by the CHSE or the University as the case may be. Such fee is to be paid to the College at the time of admission along with other admission fees.

This registration is essential for permission to sit for the CHSE/University Examination and the registration receipt issued by the Council/University is required to be produced at the time of filling up application forms for admission to the Annual H. S. / each University Examination.

**E- Attendance at General, Tutorial and Practical Classes :**

Each year a student is required to attend in each subject a minimum of 75 percent of lectures in theory, practicals and tutorials calculated separately in order to be eligible for promotion to the next higher class or for being sent up for the council/University Examination.

- i) Deficiency in attendance to the extent of 15 percent in exceptional cases may be condoned.
- ii) The Syndicate/Controller, CHSE may grant further condonation of shortage of attendance to the extent of 10 percent in respect of candidates who represented the University/Council or state on deputation for any inter-University or National Camp competition games or sports to be recorded in writing.

- iii) A candidate may be permitted to take up one of the MIL subjects without the requirement of attendance at lectures, if a college in which he or she is admitted is not affiliated in that subject.

There is no law to help a student in case his/her percentage of attendance falls below the irreducible minimum of 60% during an academic year, in the event of which they will not be allowed to sit in the Council/University examinations under any circumstances irrespective of however good their past performance in the class may have been.

**F - Malpractice in Examinations :**

Malpractice in Examinations is a Cognizable offence. A student involved in any such act, apart from being debarred from the examination may have to face criminal proceedings amounting to imprisonment and fines. Those abating such acts are also liable to such prosecution.

**ORISSA ACT 2 (EXTRACT) 1988**  
**THE ORISSA CONDUCT OF EXAMINATIONS**  
**ACT, 1988**

An Act to provide for Penal Action for adoption of unfair means at certain Examinations held in the State and other matters connected therewith.

Be it enacted by the Legislature of the State of Orissa in the Thirty Ninth year of the Republic of India as follows :

1. The Act may be called the Orissa Conduct of Examination Act, 1988.
2. In this Act, unless the context otherwise requires :
  - a) "Recognised Examination" means an Examination specified in the schedule and includes, evaluation, tabulation, publication of result and all other matter connected therewith.
  - b) "Unfair Means" in relation to any recognised examination means taking or giving or attempting to take or give any help, other than one permissible, if any, under the rules applicable there to, from any material, written, recorded or printed or relayed or from any person, in any form whatsoever.

***Prohibition of use of unfair means at examination :***

- 3(a) No person shall adot or take recourse to unfair means at any recognised examination.
- (b) No person shall aid, abate or conspire in the use of unfair means to any recognised examination.

***Restriction on copies of question paper and offer of information :***

4. No person, who is not lawfully authorised or permitted by virtue of his duties to do so, shall before the time fixed for distribution of copies of question papers to examinees at a recognised examination.
  - (a) procure, attempt to procure or possess such question paper or a posterior or a copy thereof, or
  - (b) impart or offer to impart information which he knows or has reason to believe is related or is derived from or has a bearing upon such question paper.

***Prevention of Leakage by persons entrusted with examination work.***

5. No person who is entrusted with any work connected with a recognised examination shall except in the discharge of his duties directly or indirectly divulge or cause to be divulged or known to any other person any information or part there of which he has come in possession in the discharge of his duties.

***Restriction on fake papers.***

6. No person shall procure, possess, distribute or otherwise publish or cause to be published any question paper as being the one or purporting to be the one that is to be given or likely to be given at an ensuing recognised examination.

***Prohibition of loitering etc, near examination centre etc.:***

- 7.(a) No person, save in the discharge of his duties shall during the hours when a recognised examination centre or where any evaluation or tabulation work relating to a recognised examination is done, and

- (b) Two hours preceding the commencement of such examination, evaluation or tabulation work on any date on which such examination is conducted or evaluation or tabulation work is done.

Commit or cause to be committed any of the following acts within the premises where in the recognised Examination is held or at any place where Evaluation or Tabulation work is done or at any public or private place within a distance of one hundred meters of such premises or the place of Evaluation or Tabulation work namely.

- i) Loitering :
- ii) Distribution or otherwise publishing any paper or other matters relating to such examination ; or
- iii) Indulging in such other activity as is likely to be prejudicial to the conduct of such Examination or is likely to affect the secrecy thereof :

Providing that nothing contained in this section shall apply in respect of bonafied activities of Examinees, appearing at the Examination which is conducted at such Examination Centre.

**Penalty :**

- 9. Whoever contravenes any of the provisions of section 3 to 8 shall, on conviction, be punished with imprisonment for a term which may extend to three months or with fine which may extend to three thousand rupees but shall not be less than five hundred rupees or with both.

**Investigation etc :**

- 10. 1) An offence under this Act shall not be investigated by an Officer below the rank of a Sub-Inspector of Police.
- 2) All offences under this Act shall be cognizable and non-bailable.

**GENERAL INFORMATION :  
RULES AND CODE OF CONDUCT**

**1.General :**

- i) The college office and library works from 10 AM to 4 PM on all working days unless otherwise notified.
- ii) Specified counters are provided for students. None should enter into office without permission.
- iii) Any complaint regarding official lapses should be brought to the notice of the Principal. In no case the behaviour of the students and others towards the office staff should be impolite and discourteous.
- iv) Normally, for matters relating to issue of College Leaving Certificate, Conduct Certificate, Identity card etc. students are required to contact the Administrative Bursar, for matters connected to fees and fines the Accounts Bursar and for matters relating to extra-curricular activities they are required to contact the concerned Adviser or Vice-President.
- v) Normally, barring exigent requirement, CLC etc. are issued on the succeeding day of application. Students are required to bring their Identity cards when they come to office for any official work.
- vi) Students spitting, writing on or disfiguring the college walls and furnitures or damaging College property in any form or other may be fined or expelled from the college.
- vii) Consequent upon promulgation of the dress code by the Government, it is mandatory that students present themselves in the college, at all times, neatly and modestly dressed in their uniform.
- viii) Students are strictly discouraged from approaching any teacher in the college for private tuitions. Remedial and intensive classes to substitute such needs of the students will be conducted shortly.
- ix) Students are cautioned in their own interest not to abstain from classes to attend coaching classes.

- x) Students are expected to confine themselves to the college campus during class hours and cautioned against loitering in the streets or shops or interacting with outsiders.
- xi) Visitors, especially male visitors, are requested not to walk into the corridor but to report their presence to the principal and the purpose of their visit.
- xii) Students are cautioned against consuming unhygienic food from road side vendors.
- xiii) During leisure hours students are to keep out of the corridors and to maintain complete silence when they enter the corridor for any reason, during progress of classes.
- xiv) Students are to maintain complete silence while in the classroom or library reading room.
- xvi) Report of progress and conduct of a student shall be sent to their parents at regular intervals.

## 2. Admissions :

- i) Admission into the College is not a matter of right. The Principal has a right to refuse admission to a candidate without assigning any reasons thereof. However transparency in the admission process shall be maintained.
- ii) Admissions into different classes begins after publication of the concerned results of the Board / Council / University or till the available seats are filled up, whichever is earlier.

## 3. Academic session :

The Academic session of the College is from July to May and is divided into two terms i.e. July to end of December and from 1st January to May.

## COLLEGE LIBRARY

The library and reading room of the college shall remain open for the use of students from 10 AM to 2 PM.

### Rules common to all borrowers :

- i) No books shall be taken out of the library without the knowledge of the Librarian and until it has been properly entered in the issue register and the entry acknowledged by the borrowers.
- ii) Each borrower must examine the condition of the books before they are issued.
- iii) All library books issued to the borrowers shall be returned to the library before the college closes for summer vacation.
- iv) Anybody in possession of a library book shall return it to the library whenever requisitioned.
- v) No marginal notes, undertaking or notes shall be made on the library books. No pictures or pages should be removed, torn or otherwise disfigured. In every such case the borrower shall be asked to replace the book damaged by him/her with fine.
- vi) Although ordinarily there will be no restriction on the use of books in the library, the Principal has the right to stop the issue of certain books to all or some intending borrowers.
- vii) A borrower against whom any overdue or other charge is outstanding may not be allowed to borrow books from the library.

- viii) If any borrower keeps library books in his possession for more than the time allowed for the purpose, no more books will be issued to him/her until the book concerned is returned to the library. In extreme case privilege of using the library may be denied to such persons.
- ix) All those who enter the Library / Reading Room are expected to maintain silence while they are inside.
- x) Spitting, smoking, sleeping or gossiping inside the library or resting ones legs on library furnitures is strictly forbidden.
- xi) Reference Books (Granthabali, Dictionaries, Encyclopedia, Courses of Study and other rare books) shall not be issued outside the library.
- xii) Members of the teaching staff/students are allowed to take books relating to their subjects only, after signing the issue register.
- xiii) The time allowed to borrowers is 15 days in the case of students and one month in the case of members of staff.
- xiv) Any book lost, damaged or defaced by a borrower will be replaced by him/her
- xv) If the price of a lost book cannot be ascertained he/she should pay double the amount of the old price of the book or an amount fixed by the Principal.
- xvi) The following is a list showing the maximum number of books that may be issued to the various classes of borrowers.
  - a) Members of teaching staff - 10 books
  - b) Demonstrator & Librarian - 05 books

- c) PET, ministerial staff and  
Class IV employees - 03 books
  - d) Honours students - 02 books
  - e) Degree student - 02 books
  - f) +2 students - 01 book
  - xvii) Two copies of the same book shall not be issued to one person.
  - xviii) No one should enter the Library Hall with personal books or other belongings without the permission of the librarian.
  - xix) The last period of every working day is set apart for office work and book accounting of the library and during that period no book (s) is/are issued or returned.
  - xx) If necessary a teaching staff may be allowed to take book(s) other than his own subject only for a limited period of 15 days.
  - xxi) The day to day work of the library is managed by the librarian and his/her staff under the supervision of the Professor-in-charge. For any problem the students are advised to meet the librarian or the Prof.-in-charge. However, the principal is the final authority in all matters relating to all sections of the library.
- 2. Special Rules for students :**
- i) Identity-cum-library card testifies to the holders status as a bonafide student of I.G. Womens College and thereby an eligible user of the College library.
  - ii) The ID cumlibrary card is not transferable. Students can retain the books for 15 days only.

- iii) A fine of Rs.0.50 paise per every additional day will be charged on each book borrowed by the defaulting borrower after the due date of return.
- iv) When the date of return falls on an authorised holiday it can be returned to the library on the next working day without levy of fine.
- v) The Identity-cum-library card is valid for one session only and has to be subsequently returned in the beginning of the next session.
- vi) In case of the loss of the card a duplicate may be issued on production of the receipt after payment of the prescribed fees at the college counter with one passport size photograph.
- vii) The card must be kept in person always and has to be produced at the time of taking library books, stipend, scholarship, examination, admit card or for voting in the college elections etc. for verification.
- viii) The ID cum library card must be surrendered at the time of taking clearance for TC.
- ix) This card can only be used by the student to whom it is issued and should invariably be carried while on journey.

### **PROCTORIAL SYSTEM**

A proctorial System is introduced as decided by the staff council of the college. All the students of the college are divided into different groups. Each group will be headed by a Senior faculty who is called a proctor. The proctors are required to maintain a record card containing particulars of the students under their guidance. It aims at ensuring academic as well as personal rapport between the students and the teachers.

#### **General Rules**

- a. Every student of the college is placed in group under a proctor.
- b. Each group consists of 32 students.
- c. The student should meet the proctor at least once in a fortnight or at anytime she feels necessary.
- d. A student should know the rules of the college through her proctor and should abide by them during her stay in the college.
- e. A student can redress her academic, personal and financial grievances through her proctor.
- f. A proctor is generally required to maintain cooperation between the authority and the parents of the students under her guidance through regular visits in order to maintain discipline so as to secure the interest of the students and institute.
- g. It is the duty of the proctor to report the principal on any serious misconduct irregularity in attendance, absence at the internal examination etc.

## COLLEGE MAGAZINE

The College publishes an Annual Magazine named 'Priyadarshini' which aims at blossoming the budding genius of the students regarding their literary fashions and yearnings. The special Jubilee issue of the magazine was released by the Governor at the Jubilee Inaugural held on November 19,2005.

The Editorial Board of the College magazine consists of Principal, as Editor in Chief and lecturteres selected by the Principal as Editors and student representatives from both +2 and +3 streams.

However the publication of the magazine may be deferred for want of sufficient numbers of good articles.

## THE COLLEGE STUDENTS UNION AND OTHER ASSOCIATIONS

### **AIMS AND OBJECTIVES : -**

The College Union and other Students Associations and Societies are purely Academic in nature. Their purpose is to organise seminars / competitions in order to bring out the best in sports, drama and literary activities from amongst the students. Activities of the associations are strictly confined to the bonafide members and no outside agency is permitted to put up any entertainment programme / variety show / melody programme under any circumstances. The students are to be oriented in democratic representation and decision making.

The Constitution of Indira Gandhi Womens College Students Union (+ 3 stream)

The name of the Union shall be Indira Gandhi Womens College Students Union.

### **PREAMBLE :**

1. We the Students of Indira Gandhi Womens College solemnly reslove to constitute a union :
  - (i) To act as the sole organ of students' opinion inside the Indira Gandhi Womens College;
  - (ii) To foster, encourage and co-operate in Academic life and the unity and co-operation among the members of the Union;

- (iii) To work for the betterment of material and cultural life and to uphold moral values of the student community.
- (iv) To promote Educational Social and Cultural interest of students and to do such other things as are conducive to the fulfilment of the above objectives : ON THIS NINETEENTH DAY OF SEPTEMBER NINETEEN HUNDRED AND NINETY ONE. WE DO HEREBY ADOPT; ENACT AND GIVE UN TO OURSELVES THIS CONSTITUTION.

**2. Functions :**

The functions of the union shall ordinarily be as follows: -

- (i) To organise discussions and debates of cultural and Academic nature on subjects of local, national and international interest.
- (ii) To invite eminent persons to address the union and to take part in the debates and discussions with the due permission of the principal.
- (iii) To discharge such other functions as the Principal may prescribe or as the Executive Committee may decide with previous permission of the Principal.

**3. Members :**

- (i) Every student of the +3 stream of the college shall be a member of the union and shall have the right of voting and contesting elections, subject to provision in Act. 10(b).
- (ii) Membership shall not be open to one whose name is not on the rolls of the Indira Gandhi Womens College and none but the members shall have right to vote and to contest for all office of the Union.

- (iii) The meetings of the Union shall be open to all members of the teaching staff, who, if they so desire, can take part in the proceedings of the meetings but they shall have no right to vote.

**4. The Principal :**

Everything done or proposed to be done by the Union shall be subject to the approval of the Principal. He shall in particular, have the following rights and functions :

- (i) To conduct the Annual Elections and other elections.
- (ii) To approve the Union Budget when passed by the Union Executive Committee.
- (iii) To get the accounts of the Union audited by the Audit Committee and to clarify their accuracy.
- (iv) To take such steps as he deems necessary to meet the objections, if any, raised by the Audit Committee.
- (v) To carry on all correspondence with the invitees either on the request of the Executive Committee or on his accord.
- (vi) He may debar any student from contesting, if he feels that her behaviour and conduct is detrimental and is likely to cause harm to the college.
- (vii) An office bearer of the Students Union or any other Society will continue at the pleasure of the Principal.

**5. Advisor :**

- (i) There shall be an Advisor and two or more Associate Advisers appointed by the Principal from among the members of the teaching staff. when an Associate adviser Acts as Adviser he will discharge all the functions of the Adviser :

- (ii) The Adviser and the Associate Adviser(s) shall be present at the meetings of the Executive Committee and at the ordinary meeting of the Union. They will help the President in such meetings with useful suggestions for proper conduct of the meetings.
- (iii) The President may refer to the Adviser any rule for interpretation and the decision of the Adviser, when so referred to, shall be final and binding.
- (iv) the Adviser may at any time during a meeting at the request of the President, explain the scope and effect of a motion or amendment.
- (v) In the absence of the Advisor and the Associate Advisers the Principal shall depute some other member of the college staff to discharge the functions of the Adviser.

**6. Executive committee :**

- (i) The activities of the union shall be conducted by the Executive Committee consisting of the following elected office bearers from among the members of the Union.
  - a) The President
  - b) The Vice-President
  - c) The Secretary
  - d) The Asstant Secretary
  - e) Class Representative - One from each year of the +3 Class.
    - +3 1st Arts - 1
    - +3 2nd Arts - 1
    - +3 3rd Arts - 1

- (ii) The Executive Committee and the office-bearers shall discharge such functions as are assigned to them by the constitution.

**7. Vacancies :**

- (a) The office bearers shall hold office for the entire session unless they :
  - i) Cease to be bonafide students of the College.
  - ii) Voluntarily resign in writing to the Principal.
- (b) The President and the Secretary of the Union shall hand over the charges of their offices to the Vice-President and Asst. Secretary, respectively, immediately after their Test-examination as per University Regulations. The Vice-President and Asst-Secretary after taking over the charges will discharge all the functions of the President and Secretary respectively and will continue to hold office till Annual General Meeting after the next election. However the President and the Secretary shall function on the dias of the Annual meeting, if it is held after their Text-Examination results are published.
- (c) A member of the Executive Committee shall cease to hold office if he remains absent from three consecutive meetings of the Executive Committee without any written intimations, addressed to the Principal.

**8. Functions of the Executive Committee :**

- i) The Executive Committee shall have the following functions :
  - a) To draw up the programme of the union activities for the session.

- b) To prepare and adopt the Union Budget.
- c) To approve the expenditure incurred by the Secretary.
- d) To pass the minutes of the previous meetings.
- e) To discuss and decide such other matters as are brought forward by the Secretary with the previous permission of the Principal or by at least one third of the members of the Union by a written memorandum duly signed and attested by the Adviser addressed to the Principal.
- e) To discuss and decide such other matters as may be referred to by the Principal.
- ii) a) An ordinary meeting of the Executive Committee shall be called for by the Secretary in consultation with the Adviser in writing, giving at least 48 hours notice to the members specifying the date, time, place and agenda of the meeting.
- b) An extra-ordinary meeting of the Executive Committee can be convened at any time by the President at the request of the Secretary.
- c) A meeting of the Executive Committee shall be presided over by the President or in his absence by Vice-President or in the absence of both by any member of the committee elected by them on the spot, the election being conducted by the Adviser with at least 50% of the members sitting and voting.
- d) The required quoram for a meeting is 1/3 rd of the existing members.
- e) No meeting of the Executive committee shall be conducted without the implicit presence of the Adviser.

- f) The budget will come into force only after the approval of the Principal.
- g) The minutes of the meetings shall be maintained by the Secretary in writing and a copy of the same shall be forwarded by the Secretary to the Principal through the Adviser who shall certify to their accuracy to the best of his knowledge.
- h) The minutes must ordinarily be submitted to the Adviser within two days of such meeting.
- (iii) The Executive Committee can carry on its function not with-standing the fact that there are some vacancies. provided the office of the Secretary and the Asst. Secretary simultaneously falling vacant. The Principal shall nominate a member of the Executive Committee to act as Secretary adhoc.

**9. Function of office bearer :**

The following office bearers shall be individually responsible to the General Body and shall discharge the following functions :

**i) The President :**

Any student of the +3 3rd year stream can be a candidate for the post of president.

- a) To preside over the meetings of the Executive Committee and to take part in deliberations.
- b) To preside over all the ordinary meetings of the union.
- c) To discharge such other functions as are assigned to him by the Principal.

- d) She shall be responsible for maintaining order and interpreting the rules except where she requests the Adviser for interpretation of the constitution or where at least 1/3rd of the members present submit a written note of dissent to the Adviser. The Advisers interpretations in such cases shall be binding on the members of the union.
- e) She shall ascertain through any means as may be adopted by the Executive Committee that all draws and expenditure are made within the Frame-work and provisions of the budget.

**ii) Vice -President :-**

She must be a student of +3 2nd year classes.

- a) To discharge all Functions of the President in her absence.
- b) And to discharge such other functions as may be assigned by the Executive Committee or by the Principal from time to time consistent with the provisions of the constitution.

**(iii) The Secretary :**

Any student of +3 can be a candidate for the post of Secretary. The Secretary shall be Executive Officer of the Union and shall have the following functions:

- a) To select topics / agenda for discussion at the ordinary meetings in consultation with the Adviser and the President and to make all other arrangements for such meeting.
- b) To convene meetings of the Executive Committee to maintain the minutes of the meeting and to execute decision of the committee.

- c) To remain in-charge of the Union office, its property and records.
- d) To spend the money of Union in accordance with the budget previously passed and to maintain proper accounts and keep vouchers and the secretary shall apply to the Adviser from time to time with the counter-signature of the President for grant of funds and all grants received shall be jointly acknowledged by the President and the Secretary of the Students Union.
- e) To discharge all other functions as assigned to her by the constitution or by the Executive Committee or by the Principal.
- f) All bills, vouchers and account statements should necessarily be counter-signed by the President, Students Union before being submitted to the Adviser.

**iv) Assistant General Secretary :**

- a) To assist the Secretary generally in the discharge of her functions and to discharge the function of the secretary in her absence.
- b) To discharge such other functions as may be assigned to her by the Secretary.

**10. Elections :**

- i) Elections shall be held for all the offices at the beginning of every Academic year at such time and such manner as the principal may decide preferably before the Puja Vacation provided that normal conditions prevail.
- ii) Every student of the college whose name is on the college rolls on the day of election, except non-collegiate casual students, is eligible to vote in the election. The elections

shall be conducted by the Chief Election Officer appointed by the Principal in accordance with the existing rules of election published in a separate notification.

- iii) All elections shall be conducted by secret ballot.
- iv) Candidates getting the largest number of votes shall be elected. In case of a tie it will be decided by the toss of a coin in the presence of Principal the Adviser and the concerned candidates.
- v) A candidate can only apply for recounting within a period of one hour of the publication of result to the Principal in case of complaint with specific reason. Principal may give order for recounting if the margin of difference of votes between successful candidate and the nearest contestant is five votes. She should mention the booth or booths for the above purpose with a non-refundable amount of Rs.100/- (this may be changed from time to time).
- vi) Candidates and their bonafied representatives may be present at the time when papers of nomination are scrutinised.
- vii) Rules regarding the scrutiny of the nomination shall be determined by the Principal or his nominee and such rule shall be notified to the students twenty four hours prior to the commencement of filling of nominations.
- viii) Nominations will be allowed to be withdrawn within twenty four hours of the publication of valid list of nominations.
- ix) One member cannot contest for more than one post of the College Union or any other college society at a time.
- x) The oath taking of the newly elected office bearers shall be conducted ordinarily within 7 days of the publication of election result. The oath shall be administered by the

Adviser or nominee of the Principal. However, the Principal reserves the right to hold the oath taking in a date convenient to him.

- xi) In all matters including election disputes or other irregularities an appeal shall be made to the Principal and his decision shall be final.

#### 11. Finance & Audit :

- i) The Principal shall appoint an Audit Committee consisting of three members of the College staff to audit the accounts of the Union. It shall be the duty of the audit committee to point out the irregularities to the Principal who shall place the audit report before the Annual General Meeting of the Union.
- ii) It shall be the duty of the Secretary to obtain vouchers and to keep all accounts checked by the Audit Committee by showing all the relevant records to the committee.
- iii) It shall be lawful for the Principal, at any time to refuse to advance any more money to the Secretary under Act II(d) until the secretary produces the Principal proper accounts duly approved by the Executive Committee of all previous advances to the Secretary. Principal will give advance to the Adviser, College Union on requisition. The Adviser in turn will spend money through the Secretary College Union or +2 Cultural Society.

#### 12. Amendment of the Constitution :

- i) The constitution can be amended by the Annual General meeting or the Ordinary General Meeting called for the purpose.

- ii) Notice to amend the constitution should be given at least six days before meeting of the General Body.
- iii) A motion to amend the constitution may come from (a) Principal (b) a resolution passed to that effect by the Executive Committee (c) written requisition by majority of members and shall be deemed to have been adopted if it is passed by a majority of two thirds of members present and voting. The quoram for the meeting shall be one third of the members of the Union.
- iv) The amendment to the constitution so passed, shall come into effect from such date as the Principal may decide.

**The +2 Cultural Society :**

- 1. The Union of +2 students of the College is named as "Indira Gandhi Womens College +2 Cultural Society". The rules and provisions as applicable to Indira Gandhi Womens College Students Union are also applicable to +2 Cultural Society.
- 2. Executive committee for +2 Cultural Society.
  - i) Secretary
  - ii) Assistant Secretary
  - iii) Class Representatives of +2 stream, one from each faculty.
    - a) +2 1st year Science - 1
    - b) +2 1st Year Arts - 1
    - c) +2 2nd year Arts - 1
    - d) +2 2nd year Science - 1

**DRAMATIC SOCIETY**

- 1. There shall be a Dramatic Society for the college called "Indira Gandhi Womens College Dramatic Society".
  - 2. All the students of the College shall be members of the society and shall have the right of voting and contesting elections as per the provisions in the General constitution for students Union / +2 Cultural Society.
  - 3. **Executive Body :**
    - i) President : - The Principal of the college shall be the ex-officio President of the Dramatic Society.
    - ii) Vice President : - Vice President nominated by the Principal from among the members of the staff.
    - iii) Secretary and Asst. Secretary to be elected by all the students of the Degree classes for which any student of said classes can contest.
    - iv) One class representative from each class and faculty to be elected/nominated by the Principal.
  - 4. **Meetings, Powers of the Society :**

The powers of the society and holding of meetings & other activities are the same, as in the General Constitution applicable in the case of the Students Union/+2 Cultural Society.
  - 5. **Tenure :**

The tenure of the society is for one session only.
- DAY SCHOLARS' ASSOCIATION**
- 1. There shall be a Day scholar's Association called "Indira

Gandhi Womens College Day Scholars' Association."

2. The aim of the Association is to develop a spirit of fellowship and co-operation among the Day Scholars and to organise Debates and the annual Ganesh and Saraswati Puja and other competitions among the day scholars.
3. The members of the Association shall consist of the Day Scholars' and the Principal as the President (Ex-Officio)
4. Executive Committee : - There shall be an Executive Committee for Day Scholars' Association.
  - a) Principal - Ex-Officio President
  - b) Vice-President (Nominated by the Principal)
  - c) Secretary and Asst- Secretary to be elected from among the Day Scholars of degree classes.
  - d) One representative from each class and each faculty to be elected / nominated by the Principal.
5. Election Rules : The election for the post of Secretary and Asst. Secretary shall be held by Secret ballot directly by the day scholars at the time of College Students Union/ +2 Cultural Society Elections.
6. **Tenure of Office :**
  - a) The Tenure of office shall be for one session only.
  - b) The membership of the society shall cease soon after the Test/College Annual Examination.
  - c) The Vice-President shall carry on the work of the society after the ceasure of the tenure of the Association.

**ATHELETIC ASSOCIATION**

1. The name of the Association is "Indira Gandhi Womens College Athletic Association".
2. The aim of the Association is to promote athletic activities among the students and to organise an Annual Athletic Meet every year.
3. The membership of the Athletic Association shall consist of the members of the staff and students of +2 and +3 classes with Principal as Ex-Officio President.
4. Executive Committee : The Executive Committee of the Athletic Association shall be called "The Indira Gandhi Womens College Athletic Council."

**The members of the council are :**

- a) The President - Principal (Ex-Officio)
- b) The Vice-President - A member of a teaching staff nominated by the principal.

**+3 stream :**

- c) The Secretary and Asst. Secretary to be elected from among the students of the +3 classes of the college. A student from any of the +3 classes can contest for the said posts.

**+2 Stream :**

- d) The Secretary and the Asst Secretary to be elected from among the students of the +2 class is any student of +2 class can contest for the said posts.

- e) Seven Representatives one each from  
+2 (I) Arts, +2 (II) Arts  
+2 (I) Science +2 (II) Science  
+3 (I) Arts +3 (II) Arts +3(III) Arts.

f) The 'Physical Education' Teacher of the College.

**5. Election Rules :**

- a) The election for the post of Secretary and Asst. Secretary of +2 and +3 stream of the college shall be held by secret ballot directly by the students at the time of College Union/ +2 Cultural Society election among students of respective streams.
- b) The Vice-President and the P.E.T. will choose the captain and vice-captain for organising outdoor games provided in the college.

**6. Tenure of office :**

- a) The tenure of Athletic Council shall be for one session only.
- b) The membership of Secretary and Asst. Secretary and representatives of the council shall cease soon after the Test / College Annual Examination.
- c) The Vice-President and the P.E.T. shall carry on the work of the council till the next election.

**7. Function of the council :**

- a) The council will prepare and pass budget.

- b) The Council will prepare and remain in charge of accounts, purchase of sports materials and act as superintendent of the games.
- c) The Secretary +3 and Secretary +2 stream will convene all the meetings, organise college Games, Annual Athletic meet, Prepare Annual Report in respect of their own streams with due approval of the Vice-President. They will act according to the instruction of the Vice-President and will conduct all correspondence assigned to them by the Vice-President. The Asst. Secretary will assist and carry out these functions in the absence of the Secretary.
- d) The P.E.T. will organise all indoor and outdoor games, keep an account of the sports goods, maintain all records in connection with the games and do all such otherwork in connection will sports as assigned by the Vice President.

**THE SCIENCE ASSOCIATION  
INDIRA GANDHI WOMENS COLLEGE,  
CUTTACK**

**CONSTITUTION :**

**1. Title of the Association :**

The name of the Association shall be "The Science Association of Indira Gandhi Womens College, Cuttack."

**2. Eligibility for the membership :**

The students belonging to the Science stream of the College shall be its members and pay Rs. 20/- (Rupees

Twenty only) per annum as membership fee at the time of admission / re-admission.

### 3. Aims and Objectives :

The aims and objectives of the Association shall be :

- i) To Organise Meetings and Science Exhibitions
- ii) To organise science based competitions.
- iii) To take up such other science based activities as will be proposed by the Executive Body of the Association.

### 4. Executive Body :

The Executive Body of the Association shall consist of :

- i) President - Principal I.G. Womens College, Cuttack
- ii) Vice-President - one of the lecturer of science stream shall be nominated by the principal as Vice-President of the Association.
- iii) Associate Vice-President- One of the lecturer of Science stream shall be nominated by the Principal as Associate Vice-President of the Association.
- iv) Secretary - A Student from among the second year +2 Science classes shall be elected as the Secretary of the Association.
- v) Assistant Secretary - A student from among the First year students of +2 Science classes shall be elected as Assistant Secretary of the Association.
- vi) There shall be two class Representatives, one from each science class.

### 5. Election Rules :

- i) The Secretary, Assistant Secretary and class Representative of the Association shall be elected by its members.
- ii) In case of any vacancy the Principal (President of the Association) can nominate a member for the post.

### 6. Tenure of Office Bearers :

- i) The tenure of office bearers shall be for one session only.
- ii) The membership of the Secretary Asst. Secretary and class representative of the Executive Body shall cease soon after the Test/Annual Examination of the College.

However, elected Secretary and Assistant Secretary will sit on the dias in the Annual Function of the Association.

### 7. Function of the Executive Body and its members :

- i) The Executive Body shall prepare and pass budget for the association.
- ii) The Vice-President shall remain in charge of accounts and supervise all activities of the Association.
- iii) The Secretary will convene all the meetings, organise quiz competitions, symposia, seminars and other science activities with due approval of the Vice-President. He will act according to the instructions of the Vice-President and will conduct all correspondence assigned to him by the vice-President.
- iv) The Assistant Secretary will assist the secretary in all the activities and carryout the functions of the secretary in absence of the secretary.

## THE HOME SCIENCE ASSOCIATION

### Department of Home Science

#### INDIRA GANDHI WOMENS COLEGE, CUTTACK

##### Memorandum and Articles of the Association

#### 1. Name :

The name of the Association shall be "THE HOME SCIENCE ASSOCIATION" Department of Home Science, Indira Gandhi Womens College, Cuttack.

#### 2. Objectives :

The objectives of the Association are as follows :

- a) To establish Home Science as a study of science of Human Health and Hygeine and to explore in the broadest sense of its wide application in the field of social livings and human endeavours.
- b) To enhance the conginitive styles of functioning of students through organisation of seminars, symposia, debates, extra mural lectures, discussions, conferences and celebration of some events.
- c) To identify students having better aptitude and creativity in the area and to assist them for further advancement.
- d) To invite visiting Professors and Research scholars in the field for tutorial teaching and other platforms of discussions.
- e) To povide counselling and guidance to the students of the faculty for multiple career choices and specialisation in the subject.

- f) To undertake studytours, visit to laboratories of Home Science Institutions, workshops and Hospitals for case studies and field Instructions.
- g) To undertake curricular activities and faculty extension programmes.
- h) To run and maintain library of its own in the subject and other related areas.

#### 3. Membership :

The family of the Association shall consist of the following members :

- a) Principal (Ex-Officio)
- b) Students of Indira Gandhi Womens College offering Home Science at Honours stage or with Home Science Pass.
- c) Teachers and Demonstrators teaching the subject in the Home science Department.
- d) Laboratory bearers and other employed in the Department of Home Science.

#### MANAGING COMMITTEE -

The Managing Committee of the Association shall consist of nine members as follows :

- a) The Principal as Chairman (Ex-Officio)
- b) Vice-Chairman the Senior most lecturer in the Department.
- c) The Student Secretary shall be nominated from 3rd year +3 stream (Hons)
- d) Eight Representatives shall be nominated from each classes year wise (+2 and +3 stream in pass and Hons)

**5. Tenure of Managing Committee (M.C.) :**

- a) The tenure of the M.C. shall be one session only.
- b) The membership of Student Secretary and Assistant Student Secretary, Class Representatives shall cease soon after the Test/College Annual Examination.
- c) The Vice-Chairman shall carryout the work of the Association till the next selection.

**6. Function of the Managing Committee :**

The functioning of the Managing Committee shall be as follows :

- a) The Chairman shall preside over all the ceremonial functions of the Association.
- b) The Vice-Chairman shall remain in charge of Accounts, purchase of all materials and equipments for the association and act as the superintendent in all activities and shall guide and control the activities of the Association in general.
- c) The Student Secretary shall maintain the proceedings of the Association and shall read the repot of the proceedings of a meeting in the next meeting. The Student Secretary shall prepare the annual report and shall place it before the Managing Committee for its approval. Further, she will convene the Meetings, Workshops, Seminars, Debates, Discussions, symposia and other activities. The Secretary shall maintain the accounts of all expenditure of the Association and shall place their accounts before Managing Committee for its approval. The Secretary shall propose a vote of thanks at the closure of all meetings and functions.

- d) The Assistant Student Secretary shall assist the Student Secretary in case Secretary remains absent or vacates his office.
- e) The Class Representatives shall take part in all managing Committee meetings and shall echo the opinions of the classes they represent.

**7. Financial Resource :**

The Association shall be financed by the subscription of an amount of Rs.10/- (Rupees ten only) from its student members to be collected annually at the time of admission and partly by the voluntary subscriptions from other members.

**THE EDUCATION SOCIETY**

1. There shall be an Education Society for the College called, "Indira Gandhi Womens College Education Society"
2. The aim of the society is to promote the knowledge of educational problems and issues among the students through organising seminars and symposia etc. and to celebrate the Annual Day.
3. The membership of the society shall consist of the members of the staff and the students of the Department of Education with Principal as Ex-Officio President.
4. Executive Committee : - The Executive Committee of the Society shall be called, Indira Gandhi Womens College Education Society. The members are
  - a) The President - Principal (Ex-Officio)
  - b) Vice - President : The Seniormost member of teaching staff nominated by the Principal.

- c) Secretary to be nominated from +3 (Hons) students. Asst. Secretary to be nominated from +2 students by the President.
- d) One representative from each class to be nominated by the Principal on the recommendation of the Vice-President.

**5. Tenure of Office :**

- a) The tenure of Education Society shall be for one session only.
- b) The membership of Secretary, Asst. Secretary and Representatives of the society shall cease soon after the Test/College Annual Examination.
- c) The Vice-President shall carry on the work of the Society till the next Election.

**6. Function of the Society :**

- a) The Society will prepare and pass the Budget.
- b) The Vice-President shall remain in charge of Account, purchase of all materials for the society and act as superintendent of all activities.

Secretary will act according to the instructions of the Vice-President and will conduct all correspondence assigned to her by the Vice-President. The Asst. Secretary will assist and carryout these functions in the absence of the Secretary.

**7. Meetings, Powers of the Society :**

The powers of the society and holding of meetings as per the general constitution applicable in the case of the Students Union.

**THE ORIYA SAHITYA SAMAJ**

1. The College shall have a literary society named. "The Oriya Sahitya Samaj" The membership shall be open to all the students offering Oriya as Compulsory subject and to the members of the Teaching Staff of the Department of Oriya.

**2. The aims and objectives of the Samaj shall be :**

- a) To organise meetings, symposia and discussions on literary subjects.
- b) To invite renowned literary figures to address the members on literary topics.

3. The Principal shall be the Ex-Officio President and the seniormost teacher in Oriya shall be the Ex-Officio Vice-President.

4. The affairs of the Samaj shall be managed by an Executive Committee consisting of the following :

- i) President
- ii) Vice- President
- iii) Secretary (to be nominated from higher class from among the +3 (Hons/Pass students))
- iv) Asst. Secretary (to be nominated from +2 higher class students)
- v) One class Representative from each class (to be nominated)
- vi) Other teachers of the Department.

The aforesaid nominations shall be made by the Vice President and be approved by the President.

5. The Vice President shall preside over all meetings except the Annual Function in which the President shall preside. The Secretary shall maintain the accounts, arrange meetings and record the minutes of the meetings. The Asst. Secretary shall assist the Secretary at every step and shall assume all the responsibilities in the absence of the Secretary.

## THE POLITICAL SCIENCE ASSOCIATION

### 1.The name :

The name of the associations shall be "The Political Science Association", Department of Political Science, Indira Gandhi Womens College, Cuttack.

### 2.Membership :

All bonafide students of +3 Degree, Honours course in Political Science shall constitute the members of the General Body of the Association.

### 3.Aims and Objectives :

- a) To popularise Political Science as a science of civic society and civic human behaviour thereby contributing to the consciousness of citizens and to the enrichment of their democratic values.
- b) To enhance the intellectual awareness of students about the political scenario of the nation and of the world at large, as well as, the current developments in the study and research in Political Science through seminars, symposium, group discussions and direct interactions with political organisations and institutions.

- c) To identify students having better aptitude and creativity in the field and to render feasible assistance to them for further advancement.
- d) To invite resource persons and specialists in the field for extension lectures and other platforms of discussion.
- e) To provide counselling and guidance to the students of the faculty for multiple career choices and higher studies / specialisation in the subject.
- f) To undertake study tours to institutions and organizations of political significance to gather informations about their modus operandi, problems and prospects.
- g) To undertake co-curricular activities and other faculty extension programmes.
- h) To run and maintain a library of its own in the subject and other related areas.

### 4. The executive Committee :

The Executive Committee shall consist of the following members :

- i) President — Principal (Ex-Officio)
- ii) Vice - President — The Head of the Department / Senior most faculty member.
- iii) Student Secretary — To be nominated by the President on the advise of the Vice-President from among the students of Final Year +3 Degree, Hons.
- iv) Asst. Secretary — To be nominated by the President on the advise of the Vice-President from among the students of Second year +3 Degree Hons.

- v) Treasurer — To be nominated by the President on the advise of the Vice-President from among the students of First year +3 Degree Hons class.
- vi) Class Representatives — Three Class Representatives to be nominated, one each from each year of the +3 Degree classes by the President, on the advise of the Vice President.

**5. Tenure :**

- a) The tenure of the executive committee shall be one academic session only.
- b) The membership of the Student Secretary, Asst. Secretary. Treasurer and Class Representative shall cease soon after the College Test/College Annual Examinations.
- c) The Asst. Secretry shall carry on the work of the Student Secretary till the next selections.

**6. Functions :**

- i) The president (Principal) shall preside over all the ceremonial functions of the Association.
- ii) The Vice -President shall remain in charge of accounts, puchase of all materials and equipment for the Association. He shall act as the superintendent in all activities and shall guide and control the activities of the Association in general. He shall summon and prorogue the executive meetings of the Association with due approval of the President. He shall preside over the

meetings of the Association in the absence of the President.

- iii) The Student Secretary shall maintain the proceedings of the Association and shall read the report of the proceedings of a meeting in the next meeting. She shall prepare the Annual Report and shall place it before the executive committee for its approval. Further, she shall also convene the meetings, workshops, seminars, debates, discussions, symposium and other activities. The Secretary shall maintain the accounts of all expenditures of the association and shall place the accounts before the EC for its approval. She shall propose a vote of thanks at the closure of all meetings and functions.
- iv) The Assistant Secretary shall assist the Student Secretary and act as Secretary as and when she remains absent or vacates office.
- v) The Class Representatives shall take part in all Executive Committee meetings and shall echo the opinions of the classes they represent.

**THE HISTORY SOCIETY**

The Society shall be named as “The History Society of Indira Gandhi Womens College. The membership shall be open to all students of History Honours classes and the members of the teaching staff of the Department of History.

**1.The aims and objectives the soceity shall be :**

- a) To popularise the study of History in the right academic in their choice of careers/higher studies in advanced

spirit and provide a forum of developing the understanding of students of the culture and heritage of great civilisations so as to enrich their knowledge and aptitude to adopt and contribute to the building up of a healthy human society.

- b) To organise meetings, seminars, symposia and discussions on topics of historical significance.
  - c) To conduct extension lecture and faculty extension programmes on advanced historical studies in collaboration with other institutions or persons of academic eminence, actively engaged in the field.
  - d) To provide impetus to meritorious students by way of awards and citations to excel in their performance and pursuit for greater academic excellence.
  - e) To provide guidance and counselling to meritorious students in their search for higher studies and research in History.
- 2. The affairs of the society shall be managed by an Executive Committee consisting of the following :**
- i) President, Principal (ex-officio)
  - ii) Vice President, Head of the Deptt. (ex-officio)
  - iii) Secretary (to be nominated from the +3 Final Degree Hons class)
  - iv) Asst. Secretary (to be nominated from the +3 second year Hons Class)
  - v) Three class representatives (one each from each Hons class to be nominated)
  - vi) Other teachers of the Deptt.

(Nomination of all student office bearers shall be done by the President in consultation with the Vice-President)

3. The Vice-President shall preside over all meetings except the Inaugural and Valedictory functions in which the President shall preside. The Secretary shall maintain the accounts, arrange meetings and record the minutes of the meetings. The Asst. Secretary shall assist the Secretary in all activities and shall assume all responsibilities in the absence of the Secretary.

## THE ECONOMICS ASSOCIATION

The Association shall be named as “ The Economics Association” of Indira Gandhi Womens College. The membership of the association shall consist of all the students of Economics Honours classes and the members of teaching staff of the Faculty of Economics.

### 1. The Association shall purport to :

- a) Popularise Economics as a prolific academic discipline with great contemporary relevance to human sustenance and well being, and to enrich the knowledge of the students as regards the appropriate conservation and management of material resources of society.
- b) Provide the appropriate forum for organising meetings, seminars, discussions and debates on the subject.
- c) Conduct extension programmes through eminent academicians and economists for the advancement and updating of course content and knowledge of students.
- d) Encourage and assist meritorious students for greater academic excellence and provide appropriate guidance

economics or relevant courses.

2. The affairs of the Association shall be managed and regulated by a duly constituted executive committee to be formed prior to the inaugural session of the Association every year.

**The Executive Committee shall consist of**

- i) The President, Principal (ex-officio)
- ii) The Vice-President, Head of the Deptt. (ex-officio)
- iii) The Secretary, (to be nominated from the +3 Final Degree Hons class)
- iv) The Joint Secretary, (to be nominated from the +3, Second year Hons Class)
- v) The Asst. Secretary, (to be nominated from the +3, First year Hons class)
- vi) Other teachers of the Department.

(Nominations of student office bearers shall be done by the President on the recommendation of the Vice President)

3. The Vice-President shall preside over all meetings except the Inaugural and valedictory sessions in which the President shall preside. The Secretary shall maintain the accounts, arrange meetings and record the resolutions of the meetings. The Joint Secretary and Asst. Secretary shall assist the Secretary in all matters. The Joint Secretary shall assume all charges of the Secretary in her absence.

**N. S. S.**

There are two units of National Service Scheme (N.S.S.) in this college. Out of them one is +3 Degree Unit and the other one is +2 unit. Each of them consists of (50) volunteers. The goal of N.S.S. is to attain personality development of volunteers through community service. The enrolment of volunteers is made in the month of August / September and the (desirous) students have to apply in the prescribed proforma for final selection of volunteership. Normal hourly camps are organised in holidays off of time on working days and special camps of ten days are organised during the vacations. Several kinds of developmental activities are taken up in the streets, villages and slums outside the campus comprising of educational, Health and Sanitation and environmental issues.

**PROFORMA**

1. Name of the Student -  
(In Block letter)  
Class -            Sec.-            Roll No.-
2. Fathers' / Guardians Name -
3. Permanent Address-
4. Present Address
5. Experience in social service -
6. Area of interest -

**DECLARATION**

1.I..... promise I will honestly and faithfully serve my country and abide by the rules and regulations of the N.S.S. and that I will to the best of my ability, attend all camps and courses which will be required to attend by my programme officer.

2. I promise to work as a volunteer under N. S. S. for a minimum period of 2 years.

Date : Singature in full of the applicant.

I solemnly declare that neither I have nor shall I have in future any objection to my daughter joining the N.S.S. as a volunteer for a minimum period of 2 years. Further I declare that I shall have no objection if she attends any camps or courses under the order of competent authority.

Date : Signature of Father /  
Guardian of the applicant.

## THE NATIONAL CADET CORPS (N.C.C.)

A girls unit of NCC was ceremonially inaugurated in the College in August 2004. This unit functions under the aegis of the I (O) Girls Bn NCC, Orissa. This wing has been sanctioned with a cadet strength of 50 students. Fifty students of the college have been selected and inducted in this unit. A trained member of teaching staff is appointed as officer-in-charge to supervise and conduct the practices, programmes and rehearsals of the NCC squad.

The cadets of the NCC are saught to be tuned upto live upto the achievment of the objectives of :

- 1) Inculcating in themselves the spirit of patriotism and self-sacrifice.
- 2) To render their unrelenting services in times of natural calamities or war when called upon to do so.
- 3) To foster in themselves the spirit of unity, integrity and dsicipline.
- 4) To uphold the dignity of the nation and its Constitution.

## YOUTH RED-CROSS

In 1993, the Indira Gandhi Womens College was privileged to have a Youth Red-cross wing. It is a students wing of the Indian Red-Cross Society. The Honourable Governor of Orissa is the Chairperson, the Secretary to the Governor is the Honorary Secretary and the Minister Higher Education Department is the working Chairperson of the Youth Red Cross Society of Orissa.

All the students of this College are the members of the society. Each contributes a yearly subscription of Rs.10/- towards the membership. The Principal of the college is the Ex-Officio President of the College Unit. Counsellors nominated by the Principal from the teaching staff guide the members of the society and streamline its activities.

**The Motto of Youth Red-cross is to “Create a balance in Society’-**

- i) Taking the college to the community.
- ii) Bringing the community to the college.

### **Aims and Objectives :**

- i) Promotion of Health
- ii) Service to the sick and suffering
- iii) Fostering of International Friendliness.

The above aims and objectives of Y.R.C. are being achieved through the motto like Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

## THE SOCIAL SERVICE GUILD

To instill a sense of social dedication among the students and turn their eyes towards all that society anticipates from them, the Social Service Guild (or SSG) has been constituted. The student forum of this organisation is facilitated by the election of a Secretary, Asst. Secretary and Class Representatives under the guidance and supervision of a Vice-President appointed from among the teachers of the college. The SSG creates motivation and awareness among students to live up to the social cause. Apart from this the guild also reaches out to the people at large to enhance their consciousness about a healthy social order and promptly responds to the call for rendering assistance to distressed and disaster-struck people when called upon to do so.

## **STIPENDS / SCHOLARSHIPS**

The stipends / Scholarships to the poor boys / SC / ST candidates athletes may be made available if it is sanctioned by the CHSE (O) or DHE (O) or by the Govt authority when there is an submission of application in the prescribed format available in the college office with in 31st July of every year.

## **WORK EXPERIENCE**

As per the instruction of the CHSE (O) each student has to participate in all the curricular activities conducted by the college round the year. The proctors are required to award grades i.e. A, B, C, D etc. to each student under his/her guidance. Unless a student participates in the activities she shall not be awarded and graded or she won't be allowed to fill up the forms for final council examination or her result of the final examination shall be kept with held.

**COLLEGE CANTEEN**

There is a college canteen to provide refreshment to the students and the teachers concessional rates.

**General Rules**

1. The canteen is located on the third floor of the college building.
2. Canteen opens from 9 a.m. to 4 p.m. on all working days of the college.
3. The students can get the facility of refreshment from the college canteen on payment at the time of using the same.
4. The students should behave properly with the caretaker of the canteen.
5. The caretaker of the canteen has the sole right of the transactions.

## **THE POOR STUDENTS ASSISTANCE FUND**

Financial assistance under this scheme for pursuing studies in the College through concessions and exemptions in fees to poor and needy students are provided by the college. Students whose parental income is below a certain unmanageable margin and therefore, does not permit her admission to or continuation of higher studies in the college, may apply for relief under this scheme to the Principal of the college, who in turn, shall in consultation with a committee of members of staff constituted for the purpose and due approval of the Governing Body allow such student(s) to avail of this privilege.

**GRIEVANCE REDRESSAL CELL**

There is a grievance redressal cell taking senior teachers of the college headed by a coordinator to look after various grievances of the students on academic and financial matters.

**General Rules**

1. All the students are free to lodge their grievances on any academic, administrative, financial matters in the drop box kept for the purpose.
2. The drop box will be opened once in a week by the coordinator of the grievance redressal cell.
3. The coordinator shall forward all the grievances to the Principal of the college for necessary action.
4. The Principal shall examine the grievances of the students and try to redress the grievances at his level as far as practicable or endorse the same to the Governing Body for final decision.
5. Any rejection of redressal shall be intimated to the students through the Notice Board.

**CAREER COUNSELLING AND PLACEMENT CELL**

There is a career counselling and Placement CELL taking senior faculties to establish linkages with National and State Level B.P.Os/Industries for provision of employment facilities for the students.

**General Rules**

1. The coordinator of this cell shall act as placement officer of the college.
2. The cell is entrusted with the responsibility for liaisoning with different B.P.Os for placement of students.
3. The cell shall organise workshops at frequent intervals to make the students aware of their rights and suggest appropriate career choices after the completion of the undergraduate courses.
4. The cell will keep a close touch with the various organisations, B.P.Os, IT centres etc for placement and career programmes of the students.
5. The cell will communicate the students on various placement opportunities and career oriented courses possible.

**SEMINARS**

A seminar society has been formed to conduct seminars in academic year on various disciplines. The coordinators will arrange seminars as per the suitability and notify it in advance. The students can submit papers and participate in the seminars.

**AIMS AND OBJECTS**

Each subject having honours level of teaching in degree level organise discussions, debates symposia for the advancement and diffusion of knowledge among the students.

There are seminars in the subject of History, Political Science, Economics, Oriya, Education and Home Science, English, Sanskrit, Philosophy for above purpose.

There is separate executive committees for each of seminars in each of the above subjects as follows.

- |                             |   |   |
|-----------------------------|---|---|
| 1. Principal                | - | President (Ex-Officio)  |
| 2. HOD of concerned subject | - | Vice President  |
| 3. Secretary                | - | A Students of +3 IInd year class having honours in the concerned subject to be nominated annually by the respective H.O.D.              |
| 4. Asst. Secretary          | - | A students of +3 1st year class having honours in concerned subject to be nominated annually by the respective heads of the department. |
| 5. Members                  | - | All the teachers and all bonafide honours students of the concerned department.   |

**STUDENTS' SAFETY INSURANCE**

A group insurance for the safety of the students is being done in each year on the contribution of a nominal collection of Rs. 10/- from each students.

**STANDING INSTRUCTIONS OF STAFF**

Guidelines for Heads of the Departments; Teachers, Officer-in-Charge of co-curricular Activities, Librarian. Demonstrators, PET. Head Clerk, Office Assistants of the college.

**1. ADMISSION**

It is the responsibility of the convenor of Admission Committee to convene the first meeting of the Admission Committee before June to distribute works among the members, professors, I/c of Admission in detail for the next session, ascertain about the latest provisions regarding the principles and reservations, maintenance of records, sale and submission of application forms for admissions etc. He has to see that due paraphernalia is maintained in regulating admission into the college. Paraphernalia includes (i) Advertisement Notice (ii) Checking of stock of forms and prospectus, (iii) Fixation of issue of index Card, intimation letter and admissions, vacancies' of seats must be notified by the Convenor from time to time and action be taken in consultation with the Principal to fill up the vacancies. The office assistant is to submit the note to Principal through the convenor regarding the last date for submission of applications by students from other colleges for admission into +2 second year, +3 second year classes. He has to see that notices for re-admission into +2 second year, +3 second year and third year classes are given along with the publication of the results of the Annual College /University Examinations and notice for change of subjects and streams be given on the last date of admission.

**2. OFFICERS-IN-CHARGE OF TIME TABLE**

It is their responsibility to see that Time Table for +2 and +3 second year and +3 third year classes be approved and notified before the closing of the college for Summer vacation. The Office Assistant is to see that Notice regarding commencement of classes be given on the reopening day of the college and Time Table for +2 and +3 first year classes be prepared before the final selection for admission. The programme has to be approved by the Principal in due time. When a new time table is circulated the H.C.Ds. are required to submit a copy of allotment of classes to the Principal before the commencement of classes.

**3. SUBMISSION OF MAINTENANCE OF REGISTERS OF CLASS ROOMS, COMMON ROOMS ETC.**

The establishment section is to report to the Principal before the Summer vacation in respect of class rooms, common rooms which will include information on black boards, desks, benches, teacher's tables and chair repair works in class rooms. The report about common rooms must indicate also about sewerage, lavatories, drinking water, furniture etc.

**4. DEPARTMENT PROGRESS REGISTERS :**

This is the most important record to be checked by the Principal and Inspected by the D.H.E. This register is to be maintained in the prescribed manner by each teacher since it will be a complete and authentic document. Each teacher shall be allotted one page for each paper to write about progress, wherein he/she has to fill in 4 columns like (i) Serial No. (ii) Date of lecture (iii) Item No. Covered (partly/covered) (iv) Subject

matter in one line. The fifth column i.e. remarks shall be if used by the Principal. Teachers should also mention the classes not taken and briefly the reasons for not taking the classes. These entries will be made after taking the classes every day. When this register is submitted to the Principal at the end of completion of lectures for each class, one consolidate certificate containing the signatures of all the teachers in the following manner has to be furnished along with it. "I have made entries in the Departmental Progress Register both in respect of classes taken (including extra classes) and classes not taken. The reason for not taking the classes has been indicated. Progress Register should also be maintained for Practical classes in each Laboratory and teachers are expected to make entries in the Progress Register about the Progress made.

**5. LESSON PLAN**

It is the duty of the H.O.D. to see that the lesson plan of the prescribed courses is prepared by him/her by any teacher of the Department and be duly recorded on the left side page allotted to each teacher for each paper. The lesson plan for each paper shall contain 3 columns (i) Item No. (ii) Topic (iii) No. of lectures required. Total No. of classes required shall be mentioned below the lesson plan which shall be signed by the teacher who will teach the topics. The H.O.D. is to sign/ countersign on it which will show that he/she has seen, verified and examined the same. The progress registers are to be submitted to the Principal on the last working day of every month. They can be produced as and when desired by the Principal. The H.O.Ds. are the custodians of these registers and they are personally responsible.

The Academic Bursar is to see that progress registers, syllabus correction slips regarding modifications in the courses of study are made available to the teachers in due time.

## 6. COMPLETION OF COURSES

The reports are to be sent to the D.H.E. once in September and another in January. Heads of the departments are to see that courses in +2 second year and +3 second and third year classes are completed before 1st December and courses in +2 and +3 first year classes are completed before 15th February.

## 7. COLLEGE CALENDAR

The Editor is to see that the draft copies with corrections of the college calendar approved by the Principal are made available to the printer by the 30th April every year & should be made available to the students immediately after reopening of the College.

## 8. COLLEGE MAGAZINE

The Chief Editor is to see that orders for printing are placed by the end of January at the latest and the magazine made available to the students by 31st March every year.

## 9. Library Work

The importance for maintaining the library in a condition of near perfection need not be emphasized. The Prof. I/C College library are supposed to visit the library at least every day (two or three times on some days). It is the joint responsibility of the Academic Bursar, Prof. I/C and librarian to see that the prescribed courses of study/Syllabus, correction slips or cyclostyled/Xerox copies for the +2 and +3 first year classes

are made available to the heads of the departments at least seven days prior to the commencement of these classes. Prof. I/C, College library is to initiate this work.

It is the special responsibility of the librarian to procure minimum copies of the Text Books (particularly in English, Mil, Oriya and those subjects where amendments, modifications are made every year) and to issue these books to the concerned teachers before the commencement of lecturers. It is the responsibility of Prof. I/C to advise the Principal for annual stock verification (physical) of the college library and seminar libraries and replacement of the books missing in due time.

## 10. AWARD OF FREE-STUDENTSHIP

Applications from the students shall be invited after the last date of admission. Interviews should be conducted and award be notified before the Puja vacation. While awarding free studentship (1) Poverty (ii) Merit (iii) Conduct (iv) Regular attendance in class (v) Participation and performance in Examinations shall be taken into consideration. The Assistant I/C is to consult the convenor of the Financial Aid Committee and proceed accordingly.

## 11. COLLEGE EXAMINATIONS

All professors in charge of Examination, all teachers, demonstrators, librarian. P.E. T. are required to acquaint themselves with the relevant rules as printed in the college calendar.

## 12. SUBMISSION OF VALUED ANSWER SCRIPTS AND MARKS OF COLLEGE EXAMINATION

The answer scripts of the college examinations are to

be received from the Examination Cell by the concerned examiners after the end of the sitting as per the approved allotment and the same alongwith the Mark Sheets shall be submitted to the Examination Section within the stipulated time. It is the responsibility of the H.O.D. to follow up the matter. The marks are to be entered serially in order of roll number and separate Mark Registers shall be maintained by the H.O.D.'s.

### 13. TABULATORS

They are to ensure that all marks are received from the Examination Section within seven days after the completion of the sitting concerned. The tabulation work should start immediately and for this the tabulator concerned has to contact the Principal and follow up the matters, that the result is published in time.

### 14. HIGHER SECONDARY AND UNIVERSITY' EXAMINATIONS

All teachers, demonstrators, librarians, P.E. T. are required to acquaint themselves with the relevant rules pertaining to the conduct of H.S Examination as provided in the instructions to Centre Superintendent the Orissa H.S. Education Act and Regulations, Admit Card, Cover page of Answer Book and the College calendar. Similarly they should read carefully Guidelines in the conduct of Examination and Evaluation Programme of +3 Degree Examination, Regulation of +3 Degree Course. Cover page of the Answer Book. Admit Card and the College Calendar concerning University Examination.

It is the responsibility of the Profession-in-charge of the Examination to take appropriate action to conduct the

examination in foundation and ancillary/applied courses at the end of the second year on behalf of the University,

### FOR PRE-DEGREE AND FINAL DEGREE EXAMINATION

It is the responsibility of the Office Assistant to prepare very carefully (i) three copies of Manual Nominal Roll (MNR) and send two copies to University in form No.2 by the 15th September, (ii) to verify the correctness in the Tentative Computer Nominal Roll (TCNR) duly initialled (iii) to prepare the statement of number of students subject wise, core wise and code wise and send three copies on the basis of TCNR in the form No.3 (T), (iv) to submit the final MNR in three copies to University, (v) to make necessary corrections in the Admit Cards and intimate the University in due time (vi) to forward applications regarding change of examinations centre separately to the Controller of Examinations (not alongwith the original application for admission i.e. Form No. 4), (vii) to keep the Principal informed regarding the Return and Registration of all students in the college and affiliation of subjects on temporary basis.

### FOR +2 C.H.S. EXAMINATION

It is the responsibility of the Assistant in charge of the Examinations section to see to (i) reporting the Principal regarding affiliation of new subjects on temporary basis, (ii) despatch of the Return of Matriculation and Migration certifications to the Assistant Controllers of Exam, by name before the 28th Feb. every year, (iii) tallying of subjects in the form with the M.N.R.s (iv) the despatch of the C.N.Rs on the 5th day of commencement of examinations to Assistant

Controller of Exam, by name, (v) entry of Grades relating to the W.E.P. in the M.N.Rs. (vi) Preparation of the Question Papers Statement including the subjects of centre changed candidates.

#### 15. HOLDING OF ELECTIONS AND FUNCTIONS

It is the responsibility of the Officers in charge of the College Union and various Associations/Societies/Faculty Associations/N.S.S/Junior Red Cross Society to look into these matters, and assist the Principal in toto.

#### 16. STOCK REGISTERS

Stock registers shall be maintained by the Vice-President/Adviser in respect of articles of a durable nature purchased from the fund of different Association/Union.

#### 17. ANNUAL STOCKTAKING

It is the responsibility of Prof-in-charge of verification of stores and stock to initiate the process of annual stock taking by reporting to the Principal before March every year and get this work done with the help of separate sets of officers authorised by the principal to complete the verifications of the college and seminar libraries, furniture, electrical fittings, laboratories, records, files, documents in the college office etc. The Head Clerk should render necessary help to Prof-in-charge in this matter.

#### 18. ROSTER DUTY

- (a) Roster duty for vacation should be prepared by the Office in such a manner that (i) there will be no difficulty about issue of C.L.C/ Mark Sheets/Concession/Scholarships/Admit Cards and Admission forms. The class room furnitures are repaired and classrooms and college

corridors are cleaned at least a day before the college reopens.

- (b) Roster duty should be prepared by the Heads of Science departments in such a way that conduct of practical examinations, stocktaking of chemicals and apparatus in the Department and in each laboratory, repair work in each laboratory etc. can be done without any difficulty. The certificate of the heads of departments that the work of the demonstrators, assistants and bearers during the vacation has been satisfactory is necessary before the pay for the vacation period is released.
- (c) Leave taken during the vacation will be Casual Leave or Earned Leave.

#### 19. RECEIPT BOOKS

Receipt books shall be kept under lock and key in the personal custody of the Head Clerk or his authorised nominee.

#### 20. PARAPHERNALIA REGARDING FILES

- (a) No new file can be opened without the knowledge and approval of the Administrative Bursar, duly endorsed by the dealing assistant and enroute through the Head Clerk,
- (b) Every dealing assistant has to maintain a register to record the names of the files he is in charge, he will be held responsible for missing, loss, tampering and damage of the same.
- (c) All files, old or new are to be numbered by the Head Clerk who is to maintain a register for the purpose. He is to keep in record the name of the dealing assistant in

charge of a file. He is to see that proper paraphernalia are followed with regard to maintenance of files and registers.

- d. No stock, store (whether furniture or other article) file, register, official document shall be sent out of the college premises except on the written permission of the Principal and on due acknowledgment in writing of the person receiving it, whoever he/she may be.

#### 21. QUOTATIONS

The establishment section shall suggest the correct address of reputed firms/suppliers/printers along with the indent. After due approval by the Principal the letters regarding quotations shall always be despatched to the addresses by Registered post/courier/by hand with the terms and conditions. In order to avoid delay the Principal may depute any employee to obtain the sealed quotations from the addresses. Prof, in-charge is to look into this matter.

#### 22. DECISION

On any matter not covered by the aforesaid instructions the Principal shall be competent to take such decision as he deems fit.

#### List of Days to be observed in the College (2010)

- |    |  |               |
|----|--|---------------|
| 1. | Republic Day -   | January, 26   |
| 2. | Death Anniversary of Mahatma Gandhi/<br>Martyrs Day -          | January, 30   |
| 3. | Saraswati Puja -   | January, 20   |
| 4. | Independence Day -   | August, 15    |
| 5. | Ganesh Puja -  | September, 10 |
| 6. | Teachers Day -   | September, 05 |
| 7. | Birthday of Smt. Indira Gandhi<br>(National Integration Day) - | November 19   |
| 8. | Death Anniversary of Smt. Indira Gandhi -                      | October, 31   |

**ASSIGNMENT OF CO-CURRICULAR RESPONSIBILITIES FOR  
THE SESSION, 2010-11**

Sl.	<b><u>No. Assignment</u></b>	<b><u>Name of the Staff</u></b>
	1. Officer in-charge +2	Prof. Sujata Rout
	2. Accounts Bursar	Prof. Manorama Pattanaik
	3. Academic Bursar	Dr. Sanjukta Panda
	4. Secretary Staff Council	Dr. Jayashree Ray
	5. Cultural Activities	Dr. Baijayanti Mishra
		Prof. Nandita Moharana
	6. Student's Union Advisor	Dr. Rama Bose
	Associate Advisors	Dr. Rachita Mohapatra & Dr. Ruchira Basu
	7. +2 Cultural Assn. Vice-President	Prof. Gopal Charan Biswal
	Associates	Prof. Sephali Mohapatra Prof. Anita Patri
	8. Prof. in-charge Examinations	Dr. Rita Das Dr. Anup Ray Prof. Sasmita Sutar
	9. Admission Committee	Prof. Sujata Rout Dr. Mita Debta Prof. Gouramani Senapati Prof. Santilata Pattanaik Dr. Bandita Dash Dr. Sanjukta Panda
	10. Library Committee	Dr. Jayashree Ray Dr. Bandita Das Prof. Gopal Charan Biswal Dr. Avarani Nanda Prof. Santilata Pattanaik

11. Ath. Association - Vice-President	Prof. Niharika Routray Miss Manoraman Nanda Smt. Lilena Rani Pradhan
12. Time Table	Prof. Manorama Pattanaik Prof. Kasturi Ray
13. College Magazine Editorial Board	Dr. Sanjukta Panda Dr. Bandita Dash Dr. Manmohan Acharya Dr. Rachita Mohapatra Dr. Baijayanti Mishra
14. College Calander	Dr. Madhavi Shodangi Prof. Sabita Pujari
15. Vice-President D.S.A.	Dr. Vagyalaxmi Das
16. Programme Officer NSS (+3)	Dr. Rita Das Prof. Sarita Patra
17. Programme Officer NSS (+2)	Dr. Baijayanti Mishra
18. CTO NCC	Dr. Vagyalaxmi Das
19. Prof. in-charge Redcross	Dr. Sanjukta Panda Dr. Anup Ray
20. Prof. in-charge furniture, water supply, electricity, maintenance & repair of infrastructure.	Prof. Sarmistha ohapatra Dr. Anup Ray Prof. Gouramani Senapati
21. Budget and Purchase	Prof. Sujata Rout Prof. Manorama Pattanaik Dr. Rita Das Dr. Sanjukta Panda Dr. Anup Ray Dr. Roma Bose Smt. Shantilata Pattnaik

CALENDAR 2010 - 2011

22. Construction Committee	Prof. Sujata Rout Prof. Manorama Pattnaik Dr. Rita Das Dr. Rama Bose Dr. Anup Ray
23. Co-ordinator Career Counselling Cell & Prof. in-charge of Placement	Prof. Jayashree Ray Dr. Rita Das
24. Prof. in-charge Anti Ragging Cell	Prof. Jayashree Ray Dr. Rita Das Dr. Sanjukta Panda Prof. Sujata Rout Dr. Bandita Das Dr. Roma Bose
25. Hostel Superintendent	Prof. Sarita Patra
26. Public Information Officer (RTI) 1st appellate RTI	Dr. Bandita Dash Dr. Jayashree Ray
27. Filling of Forms +3 Stream	Prof. Sarita Patra Dr. Avarani Nanda Prof. Prabhati Jena Prof. Sasmita Sutar
28. Filling of Forms +2 Stream	Dr. Sangita Das Prof. Harapriya Behera Prof. Upasana Mohanty Prof. Sabita Pujari
29. Tabulation +3 Stream	Prof. Gopal Charan Biswal Prof. Niharika Routray Prof. Sasmita Ray Dr. Jayashree Banarjee
30. Tabulation +2 Stream	Prof. Anita Patri Prof. Nandita Moharana Prof. Kasturi Ray

CALENDAR 2010 - 2011

31. Advisory Committee	Prof. Sujata Rout Dr. Sanjukta Panda Dr. Jayashree Ray Dr. Rita Das Prof. Manorama Pattanaik Dr. Anup Ray Dr. Roma Bose Dr. Mita Debta
32. Discipline Committee	Dr. Sanjukta Panda Ms. Niharika Routray Smt. Sabita Pujari Smt. Jayashree Banerjee Ms. Manorama Nanda Smt. Ipsita Dhalasamanta Dr. Roma Bose Smt. Sephali Mohapatra Shri Gopal Ch. Biswal Dr. Baijayanti Mishra Smt. Shantilata Pattnaik Prof. Sujata Rout Dr. Rita Das Dr. Sasmita Sutar Prof. Anita Patri Prof. Manorama Pattanaik Dr. Madhavi Shodangi Dr. Vagyalaxmi Das Prof. Haripriya Behera Prof. Upasana Mohanty
Monday	
Tuesday	
Wednesday	
Thursday	

## CALENDAR 2010 - 2011

Friday	Prof. Sarmistha Mohapatra Dr. Sangita Dash Dr. Avarani Nanda Prof. Gourimani Senapati Prof. Prabhathi Jena Prof. Nandita Mohapatra
Saturday	Prof. Sarita Patra Prof. Ninima Mohanty Dr. Rachita Mohapatra Prof. Kasturi Ray

## CALENDAR 2010 - 2011

### **LIST OF HOLIDAYS FOR THE YEAR - 2010**

It is hereby declared that Indira Gandhi Women's College, Cuttack with remain closed on the following festive occasions listed below and Sundays of every month during the Calendar year 2010.

Sl. No.	Name of the Festival	Date on which it falls	Day of the Week	No. of days
1.	New Years day	01.01.2010	Friday	1
2.	Makar Sankranti	14.01.2010	Thursday	1
3.	Solar Eclipse	15.01.2010	Friday	1
4.	Basant Panchami	20.01.2010	Wednesday	1
5.	Netaji Jayanti/ Veer Surendra Sai Jayanti	23.01.2010	Saturday	1
6.	Republic Das	26.1.07	Fridya	1
7.	Mahashivaratri	12.02.2010	Friday	1
8.	Birthday Prophet Mohammed	27.02.2010	Saturday	1
9.	Holi	01.03.2010	Monday	1
10.	Shreeram Navami	24.03.2010	Wednesday	1
11.	Utkal Divas	01.04.2010	Thursday	1
12.	Good Friday	02.04.2010	Friday	1
13.	Mahavisub Sankranti / Dr. B. R. Ambedkar Jayanti	14.04.2010	Wednesday	1
14.	Summer Vacation	11.05.2010 to 19.06.2010	Tuesday to Saturday	33 days excepting Sundays
15.	Srigundicha	13.07.2010	Tuesday	1
16.	Rakhi Purnima	24.08.2010	Tuesday	1

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17.	Janmastami	01.09.2010	Wednesday	1
18.	Id-UI-Fitre	10.09.2010	Sunday	1
19.	Ganesh Puja	11.09.2010	Saturday	1
20.	Gandhi Jayanti/Shastri Jayanti	02.10.2010	Saturday	1
21.	Mahalaya	07.10.2010	Thursday	1
22.	Durgapuja & Kumar Purnima	13.10.2010 to 22.10.2010	Wednesday to Friday	9 days exce- pting Sunday
23.	Kalipuja & Diwali	05.11.2010	Friday	1
24.	Id-UI-Juha	17.11.2010	Wednesday	1
25.	Bada Osha	20.11.2010	Saturday	1
26.	Balijatra & Chhadkhai	22.11.2010	Monday	1
27.	Prathamastami	29.11.2010	Monday	1
28.	Manabasa	09.12.2010	Thursday	1
29.	Moharram	17.12.2010	Friday	1
30.	X-mas	25.12.2010	Saturday	1
	Public Holidays			70 days
	Sundays			52 days
	Reserve Holidays at the Discretion of the Principal			4 days
	<b>Total</b>			<b>126 days</b>

As Dolapurnima-28th February, Independence Day-15th August, Rasa Purnima-21st November, Nuakhai-12th September fall on Sundays of the month these festival have not been declared as Holidays.

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In addition the Public Holidays as notified separately the teaching and non-teaching staff of Indira Gandhi Women's College, Cuttack may avail holidays not exceeding one day during the calendar year 2010 on festive occasions as specified below irrespective of their religious denominations with written prior intimation to the Principal.

Sl. No.	<u>Name of the Festival</u>	Date on which <u>it falls</u>	Day of the <u>Week</u>
1.	Magha Saptami	22nd January	Friday
2.	Foundation Day Brahmo Samaj	25th January	Monday
3.	Day following Shivaratri	13th February	Saturday
4.	Easter Saturday	3rd April	Saturday
5.	Birthday of Utkal Gaurav Madhusudan Das	28th April	Wednesday
6.	Snana Purnima	26th June	Saturday
7.	Bahuda jatra	21st July	Wednesday
8.	Sab-e-Barat	27th July	Friday
9.	Jhulan Purnima	24th August	Tuesday
10.	Nanda Utsab	2nd September	Thursday
11.	Sab-e-Quadar	7th September	Tuesday
12.	Radha Astami	15th September	Wednesday
13.	Biswakarma Puja	17th September	Friday
14.	Anala Nabami	15th November	Monday
15.	Christmas Eve and Guru Govind Singh's Birthday	24th December	Friday

