

# CALENDAR

2021-2022



**Dr. Anjani Kumari Shukla**

M.A., M.Phil, Ph.D.

Principal, Govt. Women's College, Puri

Editorial Board

Sri Netrananda Dash, Asst. Prof. of English

Sri Nihar Ranjan Mishra, Jr. Lecturer in Sanskrit

GOVT. WOMEN'S COLLEGE, PURI

&

GOVT. WOMEN'S HIGHER SECONDARY SCHOOL  
PURI

Printed and Published under the authority of  
**Dr. Anjani Kumari Shukla**, M.A., M.Phil, Ph.D.  
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*The items of information given in the  
Calendar are subject to revision and in case of any  
dispute the decision of the Principal is final.*

Printed at :  
H.P. Computers  
Clark Road, Puri-1

## PERSONAL MEMORANDA

Name \_\_\_\_\_

Class \_\_\_\_\_ Section \_\_\_\_\_ Roll No. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Blood Group and RH typing \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Subject Combination \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Identification Mark \_\_\_\_\_

University/Council Regd. No. \_\_\_\_\_

Date of Joining at the College \_\_\_\_\_

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## **OUR COLLEGE**

A few honourable women, all from respectable background, shared a dream in early 1960s. Their dream was simple : to set up a college in Puri town exclusively for women. Some of them even went to the extent of selling potatoes on the streets as part of a fund-raising campaign to materialise their dream. Smt. Pratima Mishra, Smt. Kuntala Kumari Acharya luminous names both-spearheaded the campaign for a women's college. In a conservative society and culture they faced criticism but were dedicated to achieve their goal. Their dream college was born in 1961 under private college management in Mahavirprasad Dharmasala on rental basis. The significant factor is, a college was born for women. The concept of "empowerment" was not in currency then, but these women knew what they were doing. The college started off with only six students and five lecturers under the head of a renowned professor Kishor Mohan Dwivedi. It was only a matter of time for the Government of Odisha to take notice and confer upon the College the status of its being a Govt. College in 1965. Honours programmes started in 1970. and Govt. Women's Junior college was established in 2001 with Arts stream only. Science & commerce streams in +2 started in 2013-14 session.

The College was functioning in a rented building for a long a time before it was shifted to its new building. After a long wait, the college moved to its own campus only in 2002, that is, after 42 years ! It is now runing on a 3.5 acres campus, surrounded all around by trees and greenery with facilities adequate to its academic requirement. The new building was inaugurated by Hon'ble Chief Minister Sri Naveen Patnaik on 10.12.2002. Moving to a new location marked a literal second birth for the college. There is, since then, an air of hope and aspiration that the college will now live up to its mission- of empowering women, providing quality teaching, involving students and staff in community activities, incorporating computer and information technology into various programmes, and, above all, inculcating in women a sense of gender equality, equal opportunity, and self-reliance.

Students of this college have a wide range of options in co-curricular and extracurricular activities like NCC, NSS, Red Cross, Ranger, Self-Defence, Nature Club, Debating Society, Computer Centre, Internet, etc.

There is a grievance redressal mechanism in the college to take up student issues. An academic plan is circulated among the members of the staff at the beginning of every academic session so as to enable them to manage their workload and responsibility. Monthly review meeting takes stock of progress.

### GOVERNING BODY

Govt. Notification No. 18823/HE Dt. 24.08.15

- |      |   |  |
|------|---|--|
| 1.   | Sri Maheswar Mohanty<br>Former Minister, Revenue and<br>Disaster Management,<br>Govt. of Odisha | President                                  |
| 2.   | Principal   | Vice President<br>& Secretary (Ex. Offico) |
| 3&4. | Two Seniormost Teachers<br>of the College   | Member                                     |
| 5.   | Dr. Subash Chandra Jena<br>Ex-Principal   | Member                                     |
| 6.   | Dr. (Smt.) Tulasi Ojha<br>Ex-Principal  | Member                                     |
| 7.   | Smt. Pratima Mishra<br>Eminent Social Activist & Alumna<br>(1st admission batch)                | Member                                     |
| 8.   | Dr. Bamdev Mohanty<br>Retd. C.D.M.O.  | Member                                     |
| 9.   | Sri Gatanath Mishra<br>Supdt. Engineer (Retd.)  | Member                                     |
| 10.  | Sri Pratap Nayak,<br>Eminent Advocate, Puri   | Member                                     |

**SUCCESSION LISTS OF PRINCIPAL**

1. Sri Kishore Mohan Dwivedi ..... 1961 to 1966
2. Smt. Santi Devi ..... 1966 to 1969 (May)
3. Smt. Sobha Ray ..... 1969 (May) to 1970 (July)
4. Smt. Uma Mishra ..... 1970 (May) to 1971 (April)
5. Smt. Renu Ghose ..... 1971 (Sept.) to 1973 (July)
6. Smt. Urmila Das ..... 1973 (July) to 1978 (Feb)
7. Smt. Nilima Mishra ..... 1978 (Feb) to 1985 (Dec)
8. Smt. Alka Ray ..... 1985 (Dec.) to 1988 (May)
9. Sri Raghunath Panda ..... 9.5.1988 to 1.8.1990
10. Sri C.S.P. Mohapatra ..... 1.8.1990 to 12.8.1991
11. Dr. (Maj) Kumudini Barai ..... 1.11.1991 to 6.8.1992
12. Dr. (Smt.) Swarnamala Das ..... 7.8.1992 to 31.10.1996
13. Sri Mayadhara Samantaray ..... 24.12.1996 to 31.5.1998
14. Dr. Subas Chandra Jena (I/C) ..... 01.06.1998 to 18.06.2000
15. Dr. Subas Chandra jena ..... 19.06.2000 to 31.03.2002
16. Dr. Laxmipriya Acharya (I/C) ..... 01.04.2002 to 10.3.2004
17. Dr. Sarat Ch. Mohapatra (I/C) ..... 10.3.2002 to 31.3.2005
18. Dr. Laxmipriya Acharya (I/C) ..... 01.04.2005 to 28.2.2006
19. Dr. Tulsi Ojha (I/C) ..... 01.03.2006 to 31.3.2008
20. Dr. Rama Ch. Mishra (I/C) ..... 01.9.2008 to 12.12.2008
21. Dr. Manindranath Dutta ..... 12.12.2008 to 31.5.2009
22. Dr. Rama Chandra Mishra (I/C) ..... 1.6.2009 to 11.11.2009
23. Shree Lingaraj Mishra (I/C) ..... 11.11.2009 to 18.7.2012
24. Dr. Jayakrushna Mahapatra ..... 18.7.2012 to 28.02.2013
25. Miss Jayashree Panda (I/C) ..... 28.02.2013 to 30.01.2014
26. Dr. Sanjukta Mohapatra ..... 30.01.2014 to 15.10.2014
27. Miss Jayashree Panda (I/C) ..... 15.10.2014 to 26.02.2015
28. Dr. Susama Mohanty ..... 26.02.2015 to 30.06.2016
29. Dr. Sabita Mishra (I/C) ..... 30.06.2016 to 26.08.2016
30. Dr. Jogamaya Pani ..... 26.08.2016 to 31.01.2018
31. Dr. Sabita Mishra (I/C) ..... 31.01.2018 to 30.04.2018
32. Dr. Niharika Dash (I/C) ..... 30.04.2018 to 25.05.2018
33. Dr. Anjani Kumari Shukla (I/C) ..... 25.05.2018 & Continuing



**MEMBERS OF STAFF - OES Officers**  
**Teaching Staff [Group-A & B (Gazetted)]**

Principal : OES (SAG) Reader Grade (Vacant)

**Department of Economics-03**

- 1 - Dr. Anjani Kumari Shukla, M.A. M.Phil, Ph.D.  
Associate Professor of Economics and  
Principal I/C, Govt. Women's College & Govt.  
Women's Higher Secondary School, Mob.- 9437001570
- 2 - Dr. Pradeepta Ku. Behera, M.A. LLB, Ph.D.  
Asst. Prof. (Stage-III), Mob.- 9937548997
- 3 - Vacant
- \* - Lt. Manjulata Mahali, M.A., Jr. Lecturer  
Mob.- 8763179958

**Department of English-03**

- 1 - Sri Purna Chandra Sethy, M.A.,  
Asst. Prof. (Stage-III), Mob.- 9437615953
- 2 - Sri Netrananda Dash, M.A., M.Phil,  
Asst. Prof. (Stage-II), Mob.- 8280096694
- 3 - Mrs. Sucheta Himadri Tanaya, M.A., M.Phil,  
Lecturer (Adhoc)
- \* - Sri Padma Charan Pradhan, M.A., L.L.B.  
Asst. Prof. (Stage-II), Mob. - 8895845807

**Department of History-02**

- 1 - Dr. Jyotilaxmi Dei, M.A., M.Phil., Ph.D.,  
Asst. Prof. (Stage-III), Mob.- 9437629660
- 2 - Vacant
- \* - Dr. Sangeeta Mishra, M.A., M.Phil., Ph.D.,  
Jr. Lecturer (Adhoc), Mob.- 9437798877

**Department of Philosophy-01**

- 1 - Vacant
- \* - Miss Manasi Baskey, M.A., Jr. Lecturer  
Mob. - 9861010764

**Department of Odia-03**

- 1 - Vacant      2 - Vacant      3 - Vacant
- \* - Sri Pramod Kumar Sarangi, M.A., M.Phil.,  
Lecturer (SS), Mob. - 9777865109

**Department of Psychology-02**

- 1 - Vacant      2 - Vacant  
 \* - Sri Chakradhara Naik, M.A., M.Phil., Jr. Lecturer  
 Mob.- 9437361262

**Department of Sanskrit-01**

- 1 - Dr. Rakesh Kumar Mishra, Asst. Prof. (Stage-I)  
 M.A., Ph.D., Mob.- 9336824098  
 \* - Sri Nihar Ranjan Mishra, M.A., B.Ed., Jr. Lecturer  
 Mob.- 9040445529

**Department of Home Science**

- 1 - Dr. Nibedita Mishra, Professor,  
 M.A., B.Ed., M.Phil., Ph.D., Mob. : 9438675665

**Department of Political Science**

- 1 - Vacant

**Department of Mathematics**

- \* - Sri Abhisek Satapathy, M.A., B.Ed., M.Phil.,  
 Lecturer (SS), Mob. : 9337440988

- \* Lecturers Transferred from G.W.H.S. School, Puri to  
 Govt. Womens College, Puri vide H.E., letter No. 8414  
 Dt. 25.02.2022.

**GOVT. WOMEN'S HIGHER SECONDARY SCHOOL, PURI****Teaching Staff**

<b><u>Department of English-01</u></b>	Vacant
<b><u>Department of Economics-01</u></b>	Vacant
<b><u>Department of History-01</u></b>	Vacant
<b><u>Department of Philosophy-01</u></b>	Vacant
<b><u>Department of Maths-01</u></b>	Vacant
<b><u>Department of Odia-01</u></b>	Vacant
<b><u>Department of Pol. Science</u></b>	NIL (Post not yet created)
<b><u>Department of Psychology-01</u></b>	Vacant
<b><u>Department of Sanskrit-01</u></b>	Vacant
<b><u>Department of Home Science-01</u></b>	NIL (Post not yet created)

**SCIENCE STREAM - STAFF (+3 & +2)**

- Department of Botany** NIL (Post not yet created)  
**Department of Chemistry** NIL (Post not yet created)  
**Department of Physics** NIL (Post not yet created)  
**Department of Zoology (+3)** NIL (Post not yet created)  
 Dept. of IT, Vacant, Dept. of Bio-Tech, Post not yet created

**COMMERCE STREAM (+3 & +2)**

- Department of Commerce** NIL (Post not yet created)

**OFFICE STAFF**

<b><u>Sl.</u></b>	<b><u>Post</u></b>	<b><u>Name</u></b>	<b><u>Mobile No.</u></b>
1.	Section Officer	Vacant	
2.	Sr. Assistant	Vacant	
3.	Sr. Assistant	Vacant	
4.	Asst. Librarian	Vacant	
5.	Jr. Librarian	Vacant	
6.	P.E.T.	Vacant	
7.	Sr. Assistant	Sri Ranjit Mohanty	9861188603
8.	Jr. Assistant	Sri Sangram Keshari Sethi	8596812639
9.	Jr. Assistant	Sri Gyana Prakash Mishra	9040221213
10.	Jr. Assistant	Vacant	
11.	Lab. Asst.-cum-Store Keeper in Psy.	- Vacant	
12.	Lab. Attd. in Psy.	- Vacant	
13.	Lab. Attd. in Psy.	Sri Gyanendra Prasad Das	9861137247
14.	Lib. Attend.	- Vacant	
15.	Library Attendant	- Vacant	
16.	Library Watch Man	- Vacant	
17.	Peon	Sri Bhagirathi Biswal	9778133656
18.	Peon	Smt. Tillotama Pattanaik	8908235520
19.	Peon	Vacant	
20.	Peon	Vacant	
21.	Peon	Vacant	
22.	College Watchman	Sri Biswanath Pradhan	9776154041

23. Matron Vacant  
 24. Sweeper Vacant  
 25. Hostel Watchman Vacant

**SAMS LAB**

D.E.O. Sri Amitav Mishra 8093108030

XXXXX

**ACADEMIC ASPECTS**

The Govt. Womens College, Puri, which imparts degree curriculum is affiliated to the RDW University and the Govt. Women's Higher Secondary School is affiliated to the Council of Higher Secondary Education, Odisha. At the degree level, the sanctioned strength is 256 in Arts, 128 in Science, 128 in Commerce, 32 in Bio-technology (Self Financing) and 32 in IT (Self Financing), whereas at the Higher Secondary level, the sanctioned strength is 256 in Arts, 64 in Science and 128 in Commerce.

At the Degree level, the College has Honours facilities in Economics, English, Odia, Sanskrit, Home Science, Philosophy, Psychology, History, Political Science, Physics, Chemistry, Mathematics, Botany, Zoology, Biotechnology and IT.

A student has the privilege of offering other MIL included in the University curriculum without attending classes.

The detailed course structures of both Degree and Higher Secondary classes have been appended here under so as to make a student's choice and selection of subjects easier.

**SANCTIONED STRENGTH OF SEATS**

+2 Arts (Total No. of Seats - 256)

Compulsory Subject : 256 seats in each subject

1. English
2. M.I.L. (Odia / Hindi / Alternative English / Urdu / Sanskrit)
3. Environmental Education (for 1st year only)
4. Yoga
5. Basic Computer Education

Elective Subjects and Sanctioned strength of each subject

1.	History -----	256
2.	Economics -----	256
3.	Political Science -----	64
4.	Odia -----	256
5.	Mathematics -----	64
6.	Psychology -----	64
7.	Sanskrit -----	208
8.	Logic -----	256
9.	Home Science -----	32
10.	IT (Self Financing) -----	32
11.	Sociology -----	32
12.	Anthropology -----	32
13.	Geography -----	32
14.	Education -----	32
15.	Statistics -----	32
16.	Fashion Technology -----	32
17.	Paramedical and Health care -----	32
18.	Tourism & Travel management -----	32

**+2 Science (Total No. of Seats - 64)**

Compulsory Subject : 64 seats in each subject

1. English
2. M.I.L. (Odia / Hindi / Alternative English / Urdu / Sanskrit)
3. Environmental Education (for 1st year only)
4. Yoga
5. Basic Computer Education

Elective Subjects and Sanctioned strength of each subject

1.	Physics -----	64
2.	Chemistry -----	64
3.	Mathematics -----	64
4.	Biology -----	32
5.	IT (Self Financing) -----	32
6.	Paramedical and Health care ---	16
7.	Horticulture -----	16

**+2 Commerce (Total No. of Seats - 128)**

Compulsory Subjects are same as in Arts / Science stream and sanctioned seats for each subject is 128.

Elective Subjects : 128 seats in each subject

1. BSM ----- 128
2. BMS ----- 128
3. ACT ----- 128
4. BI (in 1st yr.) / CAL (in 2nd yr.) -- 128
5. IT (self financing) ----- 32

**+3 Arts (Total No. of Seats - 256)**

Compulsory Subject for Hon's (Arts)

1. AECC-I - MIL - Semester-I
2. AECC-II - EVS - Semester-II
3. SEC-I - Communicative English - Semester-III
4. SEC-II - Financial Literacy & Banking / Modern office management / Fashion technology - Semester-IV
5. Ethics and Values.

Honours Subjects and Sanctioned seats

1. English ----- 16
2. Economics ----- 32
3. Odia ----- 48
4. Sanskrit ----- 48
5. History ----- 16
6. Psychology ----- 32
7. Philosophy ----- 16
8. Political Science ----- 32
9. Home Science ----- 16

Elective Subjects :-

- i) +3 (Ist) Yr. - G.E.-P-I  
Arts. G.E.-P-II Psychology / Economics /  
History / Home Science
- ii) +3 (IIInd) Yr. - G.E.-P-I  
Arts. G.E.-P-II Odia / Sanskrit / Philosophy  
/ Political Science

**+3 SCIENCE (Total No. of Seats - 128)****Physical Science Seats :**

Honours Physics -----	32
Honours Chemistry -----	32
Honours Mathematics -----	32

**Biological Science Seats :**

Honours Zoology -----	16
Honours Botany -----	16

**Self-Financing Courses :**

Information Technology -----	32
Biotechnology -----	32

**+3 COMMERCE (Total No. of Seats - 128)****+3 Commerce seats :**

Honours Commerce -----	128
------------------------	-----

**COURSE STRUCTURE OF + 2 ARTS**

(To be conducted by the College)

**First Year****Compulsory Subject :**

<u>Subject</u>	<u>Marks</u>
English	100
MIL (Odia/Alt. Eng/Hindi/Sanskrit)	100
Environmental Education (Theory)	70
Project	30
Yoga (Theory)	50
Basic Computer Education	70

The marks secured by a student in Environmental Education, Yoga and Basic Computer Education shall be converted into corresponding grade and communicated to the Council.

**Elective Subjects Arts :**

**Subject :** Economics, Home Science, History, Information Technology, Logic, Mathematics, Odia, Geography, Sociology, Statistics, Anthropology, Education, Psychology, Pol. Science, Sanskrit

**Vocational Subjects :-**

- i) Paramedical & Health Care
- ii) Tourism & Travel Management
- iii) Fashion Technology

1. A student must opt for four elective subjects.
2. Each elective subject carries 100 marks.
3. The following combinations of elective subjects are not allowed.
  - (a) History, Mathematics
  - (b) Sanskrit, Odia
  - (c) Home Science & Mathematics
  - (d) Anthropology / Sociology / Statistics
  - (e) Mathematics, Political Science
  - (f) Logic, Geography
  - (g) Education, Psychology / Geography
  - (h) IT / Home Science / Statistics
  - (i) Political Science / Sociology

**COURSE STRUCTURE OF +2 ARTS**

(To be conducted by the CHSE)

**Second Year**

Compulsory Subject : Subject	Marks
English	100
MIL (Odia/Alt. Eng/Hindi/Sans.)	100
Basic Computer Education	30
Yoga (Theory)	50

The marks secured by a student in Environmental Education, Yoga and Basic Computer Education shall be converted into corresponding grade and communicated to the Council.

1. As in first year, the student shall continue with the same elective subjects.
2. Each elective subject carries 100 marks.



**ELECTIVE SUBJECT FOR +2 SCIENCE STREAM**

Out of the following four groups of elective subjects, a student may opt. any four subjects carrying a maximum of 200 marks i.e. 100 marks for 1<sup>st</sup> year and 100 marks for 2<sup>nd</sup> year.

- |  |           |
|--|-----------|
| 1. Physics - 1 <sup>st</sup> Elective (Compulsory) | 100 marks |
| 2. Chemistry 2 <sup>nd</sup> Elective (Compulsory) | 100 marks |
| 3. Mathematics (Compulsory)                        | 100 marks |

Any one of the following can be opted as 4th elective -

- |  |           |
|--|-----------|
| 1. Biology                                     | 100 marks |
| 2. Information Technology                      | 100 marks |
| 3. P.H.C. (only for 1 <sup>st</sup> Yr.)       |           |
| 4. Horticulture (only for 1 <sup>st</sup> Yr.) |           |

**+2 COMMERCE STREAM**

(Each elective subject carries 200 marks (100 marks for 1st year and 100 marks for 2nd year)

**Elective Subjects**

- |   |           |
|---|-----------|
| 1. Accounting                                       | 100 marks |
| 2. Business Studies & Management                    | 100 marks |
| 3. Business Mathematics & Statistics                | 100 marks |
| 4. Banking (only for 1 <sup>st</sup> Yr.)           |           |
| 5. Office Management (only for 1 <sup>st</sup> Yr.) |           |

Out of the following seven elective subjects a student can offer any one group as 4th Elective subject.

<u>No. of Group</u>	<u>1st year course</u>	<u>2nd year course</u>
Group-I	Commercial Banking	Insurance
Group-II	Fundamental of Entrepreneurship	Cost Accounting
Group-III	Salesmanship	Business Economics
Group-IV	Fundamental of Company Accounts	Fundamental of Management A/C

Group-V	Commercial Geography	Rural Development
Group-VI	Computer Application-I	Comp. Application-II
Group-VII	Information Technology-I	Information Tech.-II

### COURSE STRUCTURE OF +3 DEGREE ARTS

- \* Core courses = 14 papers of 6 Credit each : 100 marks each (5 units in each course)
- \* Ability Enhancement Compulsory Course (AECC) = 2 papers of 2 credit each : 50 marks each (English Communication / MIL / Environmental Science)
- \* Skill Enhancement Courses (SEC) = 2 papers of 2 credit each : 50 marks each
- \* Discipline Specific Elective (DSE) = 3 papers of 6 credit each : 100 marks each (5 units in each course) And Project Report of 6 Credit : 100 Marks (Project 75 + Viva 25)
- \* Generic Electives (GE) = 4 papers of 6 credit each : 100 marks each (5 units in each course)

Sem-I : 2 Core Courses, 1 AECC, 1 GE = 4 papers = 350 marks

Sem-II : 2 Core Courses, 1 AECC, 1 GE = 4 papers = 350 marks

Sem-III : 3 Core Courses, 1 SEC, 1 GE = 5 papers = 450 marks

Sem-IV : 3 Core Courses, 1 SEC, 1 GE = 5 papers = 450 marks

Sem-V : 2 Core Courses, 2 DSE = 4 papers = 400 marks

Sem-VI : 2 Core Courses, 1 DSE, Project Report=4 papers= 400 marks

From 2021-22 Admission batch, a paper named as "Ethics and Values" = 25 marks in each semester is included in the degree course.

- \* For paper with Practical Component : Theory - 75 (Mid Sem-15 + End Sem-60); Practical-25 (End Sem). There will be no mid sem exam for Practical paper as that will be impossible to handle.
- \* For paper with no Practical : 100 marks paper = 20 (Mid sem) + 80 (End Sem); 50 marks paper = 10 (Mid Sem) + 40 (End Sem)

**Subjects with Practicals :**

- \* Each of the 14 core courses, 4 discipline specific elective courses And 4 Generic Elective papers will have minimum 40 Theory classes (Lectures) of 1 hour duration and minimum 20 Practical classes (normally practical classes at Hons level are of 2 hours duration each).

**Subjects without Practicals :**

- \* Each of the 14 core courses, 4 discipline specific elective courses and 4 Generic Elective papers (100 marks each) will have minimum 50 Theory classes (Lectures) of 1 hour duration and minimum 10 tutorial classes. Ability enhancement (compulsory) and 2 Ability enhancement (Skill based) papers will have minimum 20 classes (Lectures) each of 1 hour duration.

**Outline of Choice Based Credit System :**

1. **Core Course** : A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course** : Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study or which provides an extended scope or which enables an exposure to some other discipline / subject / domain or nurtures the candidate's proficiency / skill is called an Elective Course.
  - 2.1 **Discipline Specific Elective (DSE) Course** : Elective courses may be offered by the main discipline / subject of study is referred to as Discipline Specific Elective. The University / Institute may also offer discipline related. Elective courses of interdisciplinary nature (to be offered by main discipline / subject of study).
  - 2.2 **Dissertation / Project** : An elective course designed to acquire special / advanced knowledge, such as supplement study / support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher / faculty member is called dissertation / project.

2.3 **Generic Elective (GE) Course** : An elective course chosen generally from an unrelated discipline / subject, with an intention to seek exposure is called a Generic Elective.

P.S. : A core course offered in a discipline / subject may be treated as an elective by other discipline / subject and vice versa and such electives may also be referred to as Generic Elective.

3. **Ability Enhancement Courses (AEC)** : The Ability Enhancement (AE) Courses may be of two kinds : Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English / MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and / or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 **Ability Enhancement Compulsory Courses (AECC)** : Environmental Science, English Communication / MIL Communication.

3.2 **Skill Enhancement Courses (SEC)** : These courses may be chosen from a pool of courses designed to provide value-based and / or skill-based knowledge.

\* **Introducing Research Component in Under-Graduate Courses**

**Project work / Dissertation** is considered as a special course involving application of knowledge in solving / analyzing / exploring a real life situation / difficult problem. A Project / Dissertation work would be of 6 credits. A Project / Dissertation work may be given in lieu of a discipline specific elective paper.

From 2021-22, 6th semester students, those who secure 60% and above in previous semesters are eligible for project work others will study DSE-4 as in alternative.

**Outlines of Choice Based Credit System revised Course  
Structure of Three year Degree Course Arts / Science /  
Commerce (Pass & Hons) effective from the  
Academic Session 2019-20**

**Core Course (14 papers) for Bachelors degree in a particular discipline :** The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

**Discipline Specific Elective (DSE) Course (4 Papers) :** Elective courses offered under the main discipline / subject of study is referred to as Discipline Specific Elective.

**Dissertation / Project \* :** An elective course designed to acquire special/advanced knowledge, such as supplement study / support study to a project work. A candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

**Generic Elective (GE) Course (4 papers) :** An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. Colleges can offer two papers in two subjects as GE or four papers in one subject.

**Ability Enhancement Compulsory Courses (AECC) :**

Paper-I : Environmental Science.

Paper-II : MIL Communication (English / Odiya / Hindi / Urdu)

**Skill Enhancement Courses (SEC) :** These courses may be chosen from a pool of courses designed to provide skill-based knowledge. The main purpose of these courses is to provide students life-skills so as to increase their employability.

An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline,

2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC), 4 papers from a list of Discipline Specific Elective and 4 papers from one discipline or 2 papers each in two disciplines other than his / her core discipline.

**COURSE STRUCTURE :** The detailed Course Structure of +3 (Arts, Science, Commerce) for Pass & Hons. Course are given below :

### ARTS (Hons)

14 Core Papers each of 6 Credit and 100 marks  
 2 AECC Papers each of 4 Credit and 100 marks  
 2 SEC Papers each of 4 Credit and 100 marks  
 4 DSE Papers each of 6 Credit and 100 marks  
 4 GE Papers each of 6 Credit and 100 marks  
 Ethics and Values (EV) = 25 marks per semester.

#### SEMESTER-I

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	1	6	60	100
2	CORE	2	6	60	100
3	GE	I/A1	6	60	100
4	AECC-I	EVS	4	40	100
5	AECC	EV-I	4	40	25
<b>Total</b>					425

#### SEMESTER-II

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	3	6	60	100
2	CORE	4	6	60	100
3	GE	II/A2	6	60	100
4	AECC-II	MIL (Odia/A.E/ Hindi/Urdu)	4	40	100
5	AECC	EV-II	4	40	25
<b>Total</b>					425

**SEMESTER-III**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	5	6	60	100
2	CORE	6	6	60	100
3	CORE	7	6	60	100
4	GE	III/B1	6	60	100
5	SEC-I	<i>Communicative Eng.</i>	4	40	100
6	AECC	EV-III	4	40	25
<b>Total</b>					525

**SEMESTER-IV**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	8	6	60	100
2	CORE	9	6	60	100
3	CORE	10	6	60	100
4	GE	IV/B2	6	60	100
5	SEC	II	4	40	100
6	AECC	EV-IV	4	40	25
<b>Total</b>					525

**SEMESTER-V**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	11	6	60	100
2	CORE	12	6	60	100
3	DSE	1	6	60	100
4	DSE	2	6	60	100
5	AECC	EV-V	4	40	25
<b>Total</b>					425

**SEMESTER-VI**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	13	6	60	100
2	CORE	14	6	60	100
3	DSE	3	6	60	100
4	DSE	4	6	60	100
5	AECC	EV-VI	4	40	25
<b>Total</b>					425
<b>Grand Total</b>					<b>2750</b>

*DSE-IV may be the project basing upon the eligibility or paper alternative to Project (Project : 60 + seminar cum Viva = 40)*

\* AECC - Ability Enhancement Compulsory Course

\* SEC - (Skill Enhancement Course)

*A student can opt any one subject for SEC-II from the pool of SEC subjects mentioned in the syllabus.*

\* DSE - Discipline Specific Elective

\* GE - Generic Elective (Hons. students has to opt either two Generic Elective Subjects A & B containing 2 Papers each or one GE subject containing 4 papers from available subjects other than Core (Hons.) Subject.

\* An Arts (Hons.) Student can Opt. maximum of two Practical Subjects.

### SCIENCE (Hons)

14 Core Papers each of 6 Credit and 100 marks

2 AECC Papers each of 4 Credit and 100 marks

2 SEC Papers each of 4 Credit and 100 marks

4 DSE Papers each of 6 Credit and 100 marks

4 GE Papers each of 6 Credit and 100 marks

Ethics & Values (EV) = 25 marks per semester.

### SEMESTER-I

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	1	6	60	100
2	CORE	2	6	60	100
3	GE	I/A <sub>1</sub>	6	60	100
4	AECC-I	EVS	4	40	100
5	AECC	EV-I	4	40	25
<b>Total</b>					425



**SEMESTER-II**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	3	6	60	100
2	CORE	4	6	60	100
3	GE	II/A <sub>2</sub>	6	60	100
4	AECC-II	MIL (Odia/A.E/ Hindi/Urdu)	4	40	100
5	AECC	EV-II	4	40	25
<b>Total</b>					425

**SEMESTER-III**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	5	6	60	100
2	CORE	6	6	60	100
3	CORE	7	6	60	100
4	GE	III/B <sub>1</sub>	6	60	100
5	SEC-I	<i>Communicative English</i>	4	40	100
6	AECC	EV-III	4	40	25
<b>Total</b>					525

**SEMESTER-IV**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	8	6	60	100
2	CORE	9	6	60	100
3	CORE	10	6	60	100
4	GE	IV/B <sub>2</sub>	6	60	100
5	SEC	<i>English-II</i>	4	40	100
6	AECC	EV-IV	4	40	25
<b>Total</b>					525

**SEMESTER-V**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	11	6	60	100
2	CORE	12	6	60	100
3	DSE	1	6	60	100
4	DSE	2	6	60	100
5	AECC	EV-V	4	40	25
<b>Total</b>					425

**SEMESTER-VI**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	13	6	60	100
2	CORE	14	6	60	100
3	DSE	3	6	60	100
4	DSE	4 (Project)	6	60	100
5	AECC	EV-VI	4	40	25
<b>Total</b>					425
<b>Grand Total</b>					<b>2750</b>

*DSE-IV may be the project basing upon the eligibility or paper alternative to Project (Project : 60 + seminar cum Viva = 40)*

\* AECC - Ability Enhancement Compulsory Course

\* SEC - (Skill Enhancement Course)

*A student can opt any one subject for SEC-II from the pool of SEC subjects mentioned in the syllabus.*

\* DSE - Discipline Specific Elective

\* GE - Generic Elective (Hons. students has to opt either two Generic Elective Subjects A & B containing 2 Papers each or one GE subject containing 4 papers from available subjects other than Core (Hons.) Subject.

**COMMERCE (Hons)**

14 Core Papers each of 6 Credit and 100 marks

2 AECC Papers each of 4 Credit and 100 marks

2 SEC Papers each of 4 Credit and 100 marks

4 DSE Papers each of 6 Credit and 100 marks

4 GE Papers each of 6 Credit and 100 marks

Ethics &amp; Values (EV) = 25 marks per semester.

**SEMESTER-I**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	1	6	60	100
2	CORE	2	6	60	100
3	GE-I/A <sub>1</sub>	Micro <i>Economics/NCC</i>	6	60	100
4	AECC-I	EVS	4	40	100
5	AECC	EV-I	4	40	25
<b>Total</b>					425

**SEMESTER-II**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	3	6	60	100
2	CORE	4	6	60	100
3	GE-II/A <sub>2</sub>	Micro <i>Economics/NCC</i>	6	60	100
4	AECC-II	Business Communication	4	40	100
5	AECC	EV-II	4	40	25
<b>Total</b>					425

**SEMESTER-III**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	5	6	60	100
2	CORE	6	6	60	100
3	CORE	7	6	60	100
4	GE-III/B <sub>1</sub>	<i>Business Statistics/NCC</i>	6	60	100
5	SEC-I	<i>e-Commerce</i>	4	40	100
6	AECC	EV-III	4	40	25
<b>Total</b>					525

**SEMESTER-IV**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	8	6	60	100
2	CORE	9	6	60	100
3	CORE	10	6	60	100
4	GE-IV/B <sub>2</sub>	<i>Principles of Marketing/NCC</i>	6	60	100
5	SEC-II	<i>Entrepreneurship development and business ethics.</i>	4	40	100
6	AECC	EV-IV	4	40	25
<b>Total</b>					525

**SEMESTER-V**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	11	6	60	100
2	CORE	12	6	60	100
3	DSE	1	6	60	100
4	DSE	2	6	60	100
5	AECC	EV-V	4	40	25
<b>Total</b>					425

**SEMESTER-VI**

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	Marks
1	CORE	13	6	60	100
2	CORE	14	6	60	100
3	DSE	3	6	60	100
4	DSE	4 ( <i>Project</i> )	6	60	100
5	AECC	EV-VI	4	40	25
<b>Total</b>					425
<b>Grand Total</b>					<b>2750</b>

*DSE-IV may be the project basing upon the eligibility or paper alternative to Project (Project : 60 + seminar cum Viva = 40)*

\* AECC - Ability Enhancement Compulsory Course

\* SEC - (Skill Enhancement Course)

*A student can opt any one subject for SEC-II from the pool of SEC subjects mentioned in the syllabus.*

\* DSE - Discipline Specific Elective

\* GE - Generic Elective (Hons. students has to opt either two Generic Elective Subjects A & B containing 2 Papers each or one GE subject containing 4 papers from available subjects other than Core (Hons.) Subject.

## COLLEGE ADMISSION

Students shall take admission through e-admission precess and shall submit their application online. Students Academic Management System (SAMS) has generated Common Application Form (CAF) and Common Prospectus (CP) which can be downloaded from internet ([www.dheodisha.gov.in](http://www.dheodisha.gov.in)) after the publication of HSC result of BSE, Odisha / AHS Exam. of CHSE, Odisha within the stipulated time as decided by the govt. For any guidance applicants can consult the members of the Help-Desk.

## COLLEGE EXAMINATIONS

1. For students of 1<sup>st</sup> year H.S. class there shall be an Annual Examination at the end of the academic session to determine the promotion of the students to the next higher classes. Besides, there shall be three Quarter-end Examinations in the mid of the session to determine their progress.
2. The students of second year H.S., shall also have to appear three Quarter-end Examinations as will be notified by the Principal.
3. Every student is required to take all these examinations in order to earn her progress certificate. A student who remains absents herself from college in Annual / Test Examinations will be fined at the rate of Rs.2.00 (two) per paper, subject to maximum of Rs.10.00 (ten) and is liable to be disqualified for University or CHSE examination, as the case may be. However, exemption from such fines can be allowed by the Principal on a written application submitted to the Principal through the proctor along with supporting evidences.
4. Consideration for sending up the students for the University / CHSE Examination and promotion to the next higher class will be done on the basis of their performance in the above examinations.
5. Students are required to appear at the College Examinations strictly according to rules. Students involved in malpractice or securing zero in the concerned paper shall be penalised. Suitable action shall also be taken against the student resorting to malpractice in the Examination Hall.

## **PUBLIC EXAMINATIONS**

1. Ramadevi Women's University will hold a total of six semesters at the degree level, i.e. Sem.-I & Sem.-II - during the First Yr., Sem.-III & Sem.-IV during the Second Yr., Sem.-V & Sem.-VI during the Third Yr. There shall be no second examination for the disqualified students in these examinations. Such students may appear in the subjects they have failed in the next public back paper examination as per the instruction of the University.
2. (1) The Council of Higher Secondary Education, Odisha, Bhubaneswar conducts the Annual Examination at the end of second year of H.S. Course.

(II) **PASS MARKS** : Pass marks for various examinations are as follows : a) (i) 30% in each subject in which no practical examination is held. (ii) 30% in theory papers & 40% in practical papers in subjects in which there are practical examinations.

b) 35% in the aggregate.

## **(III) RULES FOR APPEARING INSTANT EXAMINATION**

If a candidate passes in aggregate but fails in one subject, she may appear instant examinations in the concerned subject only.

## **COLLEGE RULES**

1. The academic session of the college begins from the month of June and ends in the month of May.
2. The college office functions from 10:00 am. to 5:00 pm. daily excluding Sundays and holidays, unless otherwise notified in advance.
3. Admission to all the classes of the college is conducted in accordance with the rules stated in the prospectus prepared and circulated by the Directorate of Higher Education, Odisha, Bhubaneswar.
4. Students should take their seats before the teacher enters a class room. They should be punctual and should not ordinarily leave their seats during lecture hours.
5. As soon as the tutorial/proctorial groups are formed and notified, it is the duty of a student to find out the particular

group she has been assigned to. If any student is not included in any of the groups, she must bring it to the notice of the College office forthwith.

6. Students of the College must abide by such orders which may be enforced by the Principal from time to time to maintain discipline, otherwise they will be punished by fine, expulsion or rustication.
7. Spitting on the walls, floors, pillars, doors of the College and disfiguring the College building are strictly prohibited.
8. During leisure hours students should stay in their Common Room and should not loiter in the corridors.
9. The day scholars are not expected to go out during leisure hours. No visitors are allowed to meet the day scholars in the college.
10. Every student should on every working day look at the College notice board so as to get necessary information regarding all the office orders, decisions and instructions given from time to time.
11. Students should come to the college with dress code and valid Identity Card.
12. No club or society shall be started or maintained in the College without the approval of the Principal.
13. No student is allowed to use cell phone except in emergency.

## REGISTRATION

Every student of the College is *ipso facto* a registered student. On first admission into the College or on first admission into the College after migration from another University, a student pays prescribed fee for registration of her name. When the name of a student is struck off from the rolls of the College for default in payment of the prescribed College dues or for any other reason, readmission is sought thereafter, she must pay re-entry fee of Rs. 1/- only.

## RECOGNITION

Those who seek admission to the College after passing the High School Certificate or Higher Secondary Examinations of the Board of Secondary Education, Odisha or CHSE, Odisha shall pay an additional fee for recognition as prescribed by Council/University.

## ATTENDANCE AT LECTURES, TUTORIALS

Each year a student is to attend in each subject a minimum of 75% of lectures calculated separately for theory and practicals in order to be eligible for promotion to the next class or for being sent up for the public examination. The authorities may, however, condone the deficiency of attendance to the extent of 15% only in exceptional cases. There is no law to help a student in case her percentage of attendance falls below the irreducible minimum of 60% during an academic year. Students are advised to bear this in mind, and not to absent themselves, otherwise they are liable to be detained irrespective of their performance in the examination. The appropriate authorities may also grant condonation to an extent of 5% in cases of those who are deputed by the Government or the College for any purpose.

## ENTRY OF NAMES IN REGISTERS

Students have to attend (a) general lectures (b) practical classes. They are advised to ascertain the practical group assigned to them. The name of every student is entered in the registers for general lectures and in concerned practical registers. It is the duty of the student to find out if her name has been entered in the appropriate registers. In case she finds that her name has not been entered in the concerned register, she should bring the fact at once to the notice of the Principal in writing. The Principal will not entertain any complaint at a later stage regarding falling short of attendance due to the fact that her name has not been entered in the appropriate registers in time.

## PROCTORIAL SYSTEM

The Proctorial system has been introduced in the College for developing intimate relationship between the students and teachers, for timely guidance and advice in academic and other matters. Under this system a batch of sixteen to twenty four students are entrusted to a teacher whom the students meet on dates and at places previously fixed and put forth their difficulties. For performance, attendance in the classes and other matters in respect of every student is sent to the guardian twice a session. Necessary guidelines regarding the duties and functions of the proctor are produced below for reference :-



- a) Every student will be placed under the charge of a proctor who shall always be a member of the teaching staff.
- b) The student shall meet the proctor at least once or as many times as necessary and discuss with him/her difficulties and problems.
- c) The student shall furnish required information to the proctor for the maintenance of the proctorial record.
- d) No student shall ordinarily leave headquarters without informing the proctor.
- e) No student can ordinarily meet the Principal on official business without obtaining permission from the proctor, nor can any application be submitted without the recommendation of the proctor.
- f) Any adverse report against a student by the proctor will be seriously viewed and dealt with accordingly.
- g) The monthly tuition fees and other fees of a student will be accepted only after submission of the monthly proctorial record by the proctor.
- h) No help from any source or no form of assistance will be given to a student unless recommended by the proctor.
- i) The promotion in the college examinations and the issue of the final conduct and transfer certificates from the College will also be based on the proctorial record of a student during the period of her study in the college.

## COLLEGE LIBRARY RULES

### A. General Information :

The College library contains 26414 General Library books and 5366 UGC books to be used by the members of the staff and students of the college. Other persons specially permitted by the principal are entitled to use the library.

### B. General Rules :

- 1. The library remains open from 10.30 am. to 4.30 pm. on all working days.
- 2. The library remains closed on Sundays and authorised holidays.

3. The last period of every day is set apart for office work of library. During that period no books are issued or returned.
4. Arrangements are made to keep the library open during the long vacations.
5. Every borrower is supposed to know the rules governing the library as furnished below and supposed to have agreed to abide by them. Ignorance of these rules will be no excuse for the breach of anyone of them.

**C. Rules of the Library :**

1. Each borrower must examine the condition of the book before it is received by her. In case of mutilation discovered later the borrower will be held responsible and will be fined an amount triple the cost of the book.
2. When the date for return of a book falls on a public holiday it should be returned to the library on the next working day.
3. Books in possession of a borrower should be returned to the library before the college closes for vacation, on or before the date notified for the purpose.
4. Anybody in possession of the library book shall return it to the library whenever she receives a requisition notice to that effect from the librarian.
5. Books taken out of the library must be returned to the librarian and to nobody else.
6. No marking shall be made in the library books nor pictures or pages be removed or torn or otherwise disfigured. In the extreme cases the borrower shall be asked to replace the books damaged by her and also will have to pay a fine imposed by the Principal.
7. A borrower against whom any dues or any other charge is outstanding, shall not be allowed to borrow books from the library.
8. No books should be taken out of the library without the knowledge of the librarian and until it has been properly entered in the issue register and entry attested by the borrower.
9. All those who happen to be inside the library are expected to maintain strict silence.
10. (a) The librarian is entitled to see that silence is strictly maintained and to report any wilful breach of the rule.

- b) Members of the teaching staff are also expected to use their influence to promote the observation of this rule whenever they are in the library and to report to the Principal cases of deliberate disobedience and misbehaviour. All kinds of talking, except what is absolutely necessary for the transaction of library, is forbidden inside the library.
11. None but the members of the teaching staff may go beyond the library counter. Persons who might get special permission from the Principal may also work inside the library.
  12. The following is the list showing the maximum number of books that may be issued to various classes of borrowers.
 

Members of the teaching staff	10 each
Office Staff	3 each
+2 1st Yr. and 2nd Yr. students	1 each
+3 1st Yr. 2nd Yr. and 3rd Yr. students	2 each
All Honours students	3 each
  13. A book once issued to a borrower may be re-issued to her only when the book is not in demand. Books should be returned to the librarian for necessary entries in the register.
  14. Books of reference, maps, current issue of periodicals, courses of studies and question papers shall not be issued for use at home without the special permission of the Principal.
  15. The borrowers will have to return the books within a specific period as mentioned below :
 

Member of the teaching staff	30 days
Office Staff	15 days
Students	15 days
Magazines issued to members of the teaching staff	15 days
  16. Any book lost, damaged or defaced by a borrower must be replaced by her. If a book is one of set or series and the volume cannot be obtained singly, the whole set of series must be replaced at the borrower's cost. If the book is rare or irreplaceable, the borrower has to pay an amount up to ten times the catalogue price of the book.

17. In case where the price of the lost book cannot be ascertained, the borrower has to pay compensation of any amount fixed by the Principal.

#### D. SPECIAL RULES FOR THE STUDENTS

1. (a) All students are required to produce their Identity Card for checking before being allowed entry into the library.  
(b) No student should enter the library room without the permission of the librarian.
2. No one should enter the library with personal books.
3. Library books should be returned within 15 days failing which a fine as decided by the competent authority per day per book will be realised from the students in whose name the book has been issued.
4. Reference books, magazines and question papers should not be taken home. A fine as fixed by the authority per day will be realised from the student who takes the same home.
5. If a student loses her library card another card will be issued on application and on payment of one rupee.
6. No student will be allowed to keep the library books during summer vacation.
7. Dog-earing the pages of books, marking or writing therein with ink or pencil, tearing or taking out its page or otherwise damaging it constitute an injury to book. Any such injury to a book is a serious offence. Unless the borrower points out this injury at the time of borrowing the book she shall be required to replace the book or to pay ten times the cost of the book with fine.

*Due to lack of grants the Text book lending Library and the Book Bank have been closed since 1990.*

FEES AND SUBSCRIPTIONS

	<u>+3 Arts</u>								
	<u>+2 Arts</u>		<u>+2 Science</u>		<u>+2 Com.</u>		<u>+3</u>	<u>+3</u>	<u>+3</u>
	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>3rd Yr.</u>
1. Admission Fee	8	-	9	-	8	-	10	-	-
2. Medical Treatment	1	-	1	-	1	-	1	-	-
1. Lib. Dev. Fee	30	30	30	30	30	30	30	30	30
2. College Union	20	20	20	20	20	20	20	20	20
3. Students Common Room	10	10	10	10	10	10	10	10	10
4. College Calendar	20	20	20	20	20	20	20	20	20
5. College Magazine	50	50	50	50	50	50	50	50	50
6. Seminar Fee	-	-	-	-	-	-	300	-	-
7. S.S.G.	2	2	2	2	2	2	2	2	2
8. S.A.F.	2	2	2	2	2	2	2	2	2
9. College Exam.	150	150	150	50	50	50	105	105	105
10. Dramatic Society	20	20	20	20	20	20	20	20	20
11. Abstract of Attend.	2	2	2	2	2	2	2	2	2
12. Identity Card	40	-	40	-	40	-	40	-	-
13. Red-Cross	20	20	20	20	20	10	10	10	10
14. Proctorial Charges	5	5	5	5	5	5	5	5	5
15. Teachers Welfare	1	1	1	1	1	1	1	1	1
16. Students Safety Ins.	10	10	10	10	10	10	10	10	10
17. Athletic Society	20	20	20	20	20	20	20	20	20
18. Time Table & Lesson Plan	10	10	10	10	10	10	10	10	10
19. N.C.C. Activities	5	5	5	5	5	5	5	5	5
20. D.S.A.	5	5	5	5	5	5	5	5	5
21. Medical Fee	3	3	3	3	3	3	3	3	3
22. Scout & Guide	12	12	12	12	12	12	12	12	12
23. O.S.S.	5	5	5	5	5	5	5	5	5
24. Mark Fee	15	15	15	15	15	15	15	15	15
25. Medical Treatment	1	1	1	1	1	1	1	1	1
26. Cycle Shed	100	100	100	100	100	100	100	100	100
27. Security Fees	100	100	100	100	100	100	100	100	100
28. Armed Force Flag Day	5	5	5	5	5	5	5	5	5

## Calendar

Govt. Women's College, Puri

29. Syllabus Fee	5	-	5	-	5	-	-	-	-
30. C.D.F.	250	250	250	250	250	250	250	250	250
31. Registration Fee	50	-	50	-	50	-	60	-	-
32. Recognition Fee	50	-	50	-	50	-	10	-	-
33. Sports Fees	100	-	100	-	100	-	100	100	100
34. S.A.F.	10	-	10	-	10	-	-	-	-
35. Academic Fee	45	-	45	-	45	-	-	-	-
36. S.S.F. (N.S.S.)	20	-	20	-	20	-	20	20	20
37. C.D.C.	-	-	-	-	-	-	10	10	10
38. Cultural Fee	20	-	20	-	20	-	-	-	-
39. Hub Fee	150	-	150	-	150	-	-	-	-
40. e-facility	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>1372</b>	<b>893</b>	<b>1393</b>	<b>993</b>	<b>1372</b>	<b>893</b>	<b>1474</b>	<b>1053</b>	<b>1053</b>

+3 1st Yr. Sc. Fees as applicable to +3 1st Yr. Arts Students Rs. 1474/- + Lab. Fees Rs. 60/- + Comp. Dev. Fees Rs. 500/-

Total Fees to be paid Rs. 2034/-

+3 1st Yr. Commerce Students Fees as applicable to +3 1st Yr. Arts Students

Total Fees to be paid Rs. 1474/-

+3 2nd Yr. Science and Commerce Readmission Fees Rs. 1053/- + Lab. Fees Rs. 60/- + Computer Development Fees Rs. 500/-

Total Fees to be paid Rs. 1613/-

**Optional Fees for select students :**

Hostel Rent Rs. 60/- Per year

Lab. Fees Rs. 10/-

Migration Fees Rs. 20/- (+2)

Migration Fees Rs. 100/- (+3)

- 1) Self Financing Lab. Fees Rs. 100/-
- 2) Self Financing Comp. Dev. Fee Rs. 600/-
- 3) Self IT admission Fees Rs. 20,000/- Per Year
- 4) Self Biotech admission Fees Rs. 25,000/- Per Year

**FEES AND SUBSCRIPTIONS****A. GOVT. DUES :**

1	Admission fee (for first entrants only)		
	Higher Secondary classes	Rs.	8.00
	Degree Classes		
	(i) Pass		
	(ii) Hons	Rs.	10.00
2.	Tuition fee	Women students are exempted	
3.	Medical Examinatin fee (for 1st yr. students)	Rs.	1.00
4.	N.C.C. Activity	Rs.	5.00
5.	Hostel Admission fee	Rs.	5.00
6.	Hostel Seat Rent (Monthly)	Rs.	5.00

**B. COLLEGE DUES (ANNUAL) :**

1.	Abstract of Attendance fee	Rs.	2.00
2.	College Calendar fee	Rs.	20.00
3.	College Examination fee	Rs.	150.00
4.	College Magazine fee	Rs.	50.00
5.	Cycle shed fee	Rs.	100.00
6.	Seminar Fee for only +3 First Yr.	Rs.	300.00
7.	Identity Card fee	Rs.	40.00
8.	Lab Deposit fee		
	(for students having practical subjects)	Rs.	10.00
9.	Lib. Deposit fee	Rs.	30.00
10.	Medical Treatment fee	Rs.	1.00
11.	Medical fee	Rs.	3.00
12.	Proctorial fee	Rs.	5.00
13.	Ranger fee	Rs.	12.00
14.	Red Cross fee	Rs.	10.00
15.	Student's Safety Insurance fee : Beginning		
	midterm	Rs.	10.00
16.	Mark fee	Rs.	15.00
17.	Teachers Welfare fund fee	Rs.	1.00
18.	Time Table and Lesson plan fee	Rs.	10.00
19.	Arm Force flag-day	Rs.	5.00
20.	Security Fee	Rs.	100.00

**C. COLLEGE SOCIETIES SUBSCRIPTIONS (ANNUAL)**

1. Athletic Society	Rs. 20.00
2. Cultural Association/College Union	Rs. 20.00
3. Day Scholars' Association	Rs. 5.00
4. Dramatic Society	Rs. 20.00
5. Odiya Sahitya Sansad	Rs. 5.00
6. Social Service Guild	Rs. 2.00
7. Student's Aid Fund	Rs. 2.00
8. Student's Common Room	Rs. 10.00
9. C.D.F.	Rs. 250.00

**D. COUNCIL / UNIVERSITY DUES :**

	<u>Council</u>	<u>University</u>
1. Academic fee	Rs. 45.00	.....
2. Recognition fee (for new-entrants)	Rs. 50.00	Rs. 10.00
3. Registration fee (for new-entrants)		
For B.S.E. (O)/CHSE (O) students	Rs. 70.00	Rs. 60.00
For other students	Rs. 70.00	Rs. 60.00
4. Sports & Literarcy fee	Rs.100.00	Rs. 50.00
5. Students' Aid Fund (for new students)	Rs. 10.00	....
6. Syllabus (for 1st year students)	Rs. 5.00	....
7. C.D.C.	....	Rs. 10.00
8. S.S.F. (each year)	Rs. 12.00	Rs. 12.00
9. CHSE Exam. Management Hub fees	Rs. 150.00	....
10. Cultural Fee	Rs. 20.00	....

**E. COUNCIL / UNIVERSITY EXAMINATION FEES :**

1. Council Exam. Fees	Rs. 520.00
2. University Exam. fees	
i) Hons	Rs. 480.00
ii) Pass	Rs. 470.00



## e-SCHOLARSHIP AND FINANCIAL AIDS

### A. GOVERNMENT SCHEMES :

1. Post Matric Scholarships are awarded to the students of Scheduled Caste and Scheduled Tribes, OBC, SEBC and minor communities. The students should apply in the prescribed forms online.
2. Scholarship for the deaf, blind and orthopaedically handicapped students : Such students are required to apply in the prescribed form which can be downloaded from internet.
3. Junior and Senior College Merit Scholarships are awarded to the poor and meritorious students on the basis of marks. The application in the prescribed form is to be submitted to the D.H.E., Odisha, Bhubaneswar.
4. Junior and Senior Merit-cum-poverty Scholarships are awarded to the poor and meritorious students through e-scholarship system.
5. Scholarships and aids to the children of freedom fighters :- Deserving students must apply in the prescribed application form.
6. Educational concession to the children and dependents of Service personnel and Ex-Servicemen to be applied for in the prescribed form.
7. (a) National Scholarship of Government of India is awarded annually to the deserving students who are selected by the Government.  
(b) National Loan Scholarship of Government of India is awarded annually to the students securing first division.

### B. COLLEGE SCHEMES :

1. S.S.G. Social Service Guild (S.S.G.)  
Financial Assistance is granted to the deserving students from this fund.
2. Aid ! : financial assistance is given to the poor students from Students Aid Fund to meet their tuition fee and examination fees or to purchase books.  
Students should apply to the Principal for aid from these funds.

### SHIELDS, CUPS AND PRIZES

The following shields, cups and prizes are open to the students of Govt. Women's Jr. College and Govt. Women's College.

1. Cup for all rounder in College.
2. College shield for best performance in Drama.
3. Winner and Runner prizes for Chess.
4. Winner and Runner prizes for Carrom - Single and Double.
5. Winner and Runner prizes for Badminton - Single & Double.
6. Best volunteer prizes in NSS and Red Cross.
7. Prizes for best athlete.
8. Prizes and cups for extra-curricular activities.
9. Best volunteer in Ranger activities.
10. Prizes and cups for winners in different activities of Odia Sahitya Sansad.

### DRESS CODE

The dress code of +3 students is as follows :-

KURTI	-	Chequered of red black and white cheque
SALWAR	-	White
DUPATTA	-	White

The Dress Code for +2 students is as follows :-

KURTI	-	Maroon red
SALWAR	-	Light Pink
DUPATTA	-	Light Pink.

### GRIEVANCE CELL

A grievance cell has been working in the College campus for redressing the grievances of the students. The cell remains open on Wednesday every week from 3 PM to 4 PM. Students are advised to meet the Professor in-charge, grievance cell and put forth their grievances.

## **COLLEGE HOSTEL**

1. The old College hostel was renamed as “Banirupa Women’s Hostel on the Teachers Day, the 5th Sept. 2005.
2. A new girls’ hostel of G.W.C., Puri was also inaugurated in 2019, having the capacity of 300 beds for the student boarders.
3. Students seeking admission to the hostel are to apply in the proper form duly filled in and signed by them and their natural guardians to the Principal of the College along with their application for admission into the College.
4. Each legal guardian or each local guardian of boarders is requested to submit three specimen signatures and 2 copies of photograph either to the Superintendent or to the Matron of the hostel on the date of admission of their wards.
5. The boarders are under the direct control of the Principal who is the ex-officio warden not only during the College hours but also beyond the College hours during the College academic session.
6. For leave or absence from the hostel, written permission in all cases are to be obtained 24 hours in advance, either from the Principal or from the Superintendent as the later directs. It will not be granted unless a written request is made by the parent or the guardian.
7. Boarders can leave or return to the hostel only with their parents or registered local guardian.
8. In case a boarder overstays her leave, she has to produce satisfactory written explanation from her parent or guardians, so as to be excused by the Superintendent, failing which she may be punished at the discretion of the Principal.
9. If a boarder attends classes by staying outside instead of staying in the hostel, continuously for one week, she will forfeit her hostel seat.
10. In order to leave the hostel a boarder has to
  - (a) Submit her guardian’s application,
  - (b) Obtain previous permission of the Superintendent,
  - (c) Pay all outstanding dues of the hostel.

11. The hostel remains closed during Puja holidays and summer vacation. Boarders are to submit applications of their guardians at least 4 days before such holidays begin.
12. The following practices are forbidden in the hostel :
  - (a) Entry of any unauthorised person into the hostel;
  - (b) Bringing to the hostel such reading materials which are not in the approved list of the Government;
  - (c) Singing or playing instruments during hours not specified by the Superintendent;
  - (d) Organising meeting without the approval of the Superintendent.
13. Boarding is regulated by certain rules:
  - (a) Boarders should take their meals during the appointed hours in the dining space only.
  - (b) Boarders should take care of the furniture supplied to them so as not to cause any damage.
14. Parents, local guardians and persons whose name are recommended in the admission forms by the parents are entitled to visit the boarders during the visiting hours. Parents staying outside are permitted to visit their wards on any day at any time from 8A.M. to 6 P.M. Visitors can meet the boarders from 5 P.M. to 6 P.M. On Sundays the time is fixed from 8 A.M. to 11 A.M and from 2 P.M. to 5 P.M. Boarders can talk with their visitors for not more than 15 minutes. Boarders cannot meet their relations during College hours. In exceptional cases guardians can see their wards with the permission of the Principal and the Superintendent.
15. Elderly and responsible persons staying at Puri with family should preferably, be chosen as local guardians.
16. There should, if possible, be a common room in the hostel. The hostel common room rules should be framed by the superintendent.
17. The hours fixed for study are 7 A.M to 9A.M., 6.30P.M. to 9.30P.M and 10 P.M. to 11 P.M. If a boarder wants, she may study beyond this time and or holidays with permission.
18. Boarders should in all cases obtain the permission of the Principal through the Superintendent before joining or taking part in any association outside the college.

19. The Superintendent will be responsible for the maintenance of order and discipline and has the power to punish any boarder for the breach of discipline. All cases of gross misconduct shall be reported to the Principal.
20. a) The following will be considered as breach of discipline :
  - (1) Absence from the hostel without leave,
  - (2) Participation in agitational unlawful activities,
  - (3) Continuous negligence in study,
  - (4) Want of cleanliness and tidiness in the room,
  - (5) Writing on or in any other way disfiguring the walls, doors or windows of the building,
  - (6) Spitting in the room and verandahs and throwing torn paper and leaves on the verandahs.
  - (7) Holding of any special meeting in hostel without prior permission of the Superintendent.

(b) A boarder may be removed from the hostel on the report of Superintendent on grounds of misconduct of any description.
21. In cases of communicable diseases, the hostel authority may expel a boarder from hostel if she refuses to be isolated.
22. The local guardians are generally allowed to take wards out of the hostel on permission of the Superintendent once in a month. Application should reach the Superintendent at least one day before.
23. All letters and communication etc. are to be sent or received through the Superintendent.
24. Boarders are not allowed to post their own letters.
25. There will be roll call in the evening after the prayer. At 11P.M. the lights will be switched off. Complete silence will be observed in the hostel after the roll call.
26. **Mess Dues :**
  - (1) During the first week of every month fees will be collected. The boarders failing to clear their dues will be fined Re.1.00 per day.
  - (2) Each boarder will have either to take at least 2/3rd (two third) of maximum number of meals prepared for a boarder during the month.
  - (3) The following fees will be collected for the hostel. :

**(A) Annual fees :**

(to be collected at the time of admission into hostel) :

(i) Common room fee	Rs. 10.00
(ii) Electric Repairing and office Maintenance fee	Rs. 20.00
(iii) Furniture improvement fee	Rs. 20.00
(iv) Hostel Anniversary fee	Rs. 15.00
(v) Hostel Caution money (refundable)	Rs. 200.00
(vi) Hostel improvement fee	Rs. 20.00
(vii) Magazine fee	Rs. 30.00
(viii) Medical Charges	Rs. 20.00
(ix) Miscellaneous fee	Rs. 4.00
(x) Puja subscription	Rs. 20.00
(xi) Social Service Guild fee	Rs. 2.00
(xii) Utensil charges	Rs. 20.00

**(B) Monthly dues :**

(i) Electrical & Water Charges	Rs. 100.00
(ii) Establishment Charges	Rs. 200.00
(iii) Food Charges	Rs. 1700.00
(iv) Telephone Charges	Rs. 20.00

**NOTE :**

- (1) Hostel Caution Money after deduction of Rs.10.00 (Rupees ten only), will be returned when the boarder leaves the hostel.
- (2) Electricity & water charges, establishment charges and food charges may vary from time to time depending on actual bills.

**COLLEGE ELECTION**

1. In pursuance of Government orders, Higher Secondary students and Degree students of the college shall have separate students' associations and societies. H.S. students elect their representatives & office bearers for functioning of their associations. So also degree students shall elect representatives and office bearers of their union and societies.
2. Election of representatives and office bearers of various students societies / Union / Associations of the College as provided in respective constitutions is held each year after normal admission to all classes is over and after a direction

- to this effect by the Government is received. Election to the +2 cultural association and other societies will not be held as notified by the Govt.
3. The candidates contesting for different posts cannot put hordings, posters and pamphlets nor write the names of candidates on the walls of the College buildings. College authority shall affix the hordings and the cost shall be borne from the funds of students' societies.
  4. Every regular student of the College whose name is on the College rolls on the day of nomination is eligible to contest in the election. However, a student who does not have 75% attendance in the classes cannot contest for any post. A student convicted by any court of law cannot contest in the election.
  5. If any contesting candidate indulges in violent activities to intimidate students to vote for her, she would be disqualified and her candidature shall stand cancelled.
  6. Nomination to such election duly filled in should reach the Principal within the stipulated date and time.
  7. A student can seek election for one office only.
  8. The nominations shall be declared valid after proper scrutiny by the Principal. Withdrawals may be made in writing within a time period as specified in the election notification. After withdrawal, the final list of contesting candidates shall be notified.
  9. Every regular student of the College whose name is on the College rolls on the day of election is eligible to vote.
  10. All elections shall be by secret ballot.
  11. Election shall be conducted and votes recorded and attested in such a manner as the Principal shall determine.
  12. Candidates getting the largest number of votes shall be declared elected. In case of tie of votes between any two or more candidates the election of the successful candidates shall be determined by lottery.
  13. The Principal will be the final authority in all matters connected with election of the office-bearers and class representatives. He/she may issue necessary instruction and prescribe the procedure for smooth conduct of the election.

**IMPORTANT RULES FOR COLLEGE ELECTIONS/  
ELIGIBILITY CRITERIA FOR CANDIDATES**

- i) Undergraduate students between the age of 17 and 22 years may contest elections.
- ii) The candidate should in no event have any academic arrears in the year of contesting the election.
- iii) The candidate should have attained the minimum percentage of attendance as prescribed by the University or 75% attendance whichever is higher.
- iv) The candidates shall have one opportunity to contest for the post of office bearer and two opportunities to contest for the post of an executive member.
- v) The candidate shall not have a previous criminal record, that is, she should not have been tried and/or convicted for any criminal offence or misdemeanor. The candidates shall also not have been subject to any disciplinary action by the University authorities.
- vi) The candidates must be regular, full time students of the college and should not be a distance / proximate education student.

**CLARIFICATION ON THE ABOVE RULES BY THE GOVT.**

1. Office Bearers : Office bearers may mean to those posts for which the students of entire college participate in electoral process. Executive members may mean Class representatives.
2. Academic Arrear : A candidate who has failed in one or more subjects and has not cleared the same as on the date of filing nomination may not be eligible to contest election.
3. One opportunity to contest election : Orders of Hon'ble Supreme Court may have prospective effect.
4. Nomination or direct election : Principals may take view depending on situations. But it must be done as an interim Measure.
5. Age of candidate : The age may be counted as on the date of filing nomination.
6. Appointment of observers : The observers may be appointed from among Administrative Bursar / Accounts Bursar / Officer in charge of N.C.C. of the college.
7. 75% Attendance : This may mean average attendance of 75% taking all subjects into consideration.
8. College Uniform : A student has to be in the uniform (wherever prescribed) on the day of poll.



## **UNION AND SOCIETIES FOR THE STUDENTS OF GOVT. WOMEN'S COLLEGE, PURI.**

### **I. STUDENTS' UNION**

1. All the students of Degree classes of the College form a Union. The name of the Union shall be College Union of Government Women's College, Puri.
2. The Union shall remain the sole tribune of students' opinion inside the College.
3. The function of the Union must be of a highly constructive nature so as to maintain and promote the academic habits of the students of the College.
4. If the Union indulges in any activity which is derogatory, Principal is at liberty to dismantle the Union so as to enforce academic atmosphere of the College.
5. **Function :**
  - (a) To organise discussions and debates of cultural and academic nature on subjects of local, national and international interests.
  - (b) To invite eminent persons to address the Union.
  - (c) To hold the Annual Day Function of the College Union on the same day along with the Annual Function of the Dramatic Society.
  - (d) To represent to the authorities the views of the members on all matters of interest to them.
  - (e) To discharge such other functions as the Principal may prescribe or as the Executive Committee shall decide with the prior permission of the Principal.
6. **Membership :**

Every student of degree classes of the College shall be a member of the Union. No one whose name is not on the rolls of the College can be a member of the Union.
7. **The Role of the Principal :**

The Principal of the College shall be the ex-officio head of the Union and every thing done or proposed to be done by the Union shall be subject to his/her approval. He/She shall, in particular, have the following rights and functions :

  - (a) To conduct the Annual Election and other elections.

- (b) To approve the union budget when passed by the Union Executive Committee.
  - (c) To verify the accounts of the Union and to certify their accuracy.
  - (d) To carry on all correspondence with the invitees either on the request of the Executive Committee or on his/her own.
8. **The Adviser and Associate Adviser :**
- (a) There shall be an Adviser and an Associate Adviser appointed by the Principal from among the members of the teaching staff.
  - (b) The Adviser and the Associate Adviser will be present at the meeting of the Executive Committee and at the ordinary meetings of the Union. They will help the President of such meetings with useful suggestions for proper conduct of the meeting.
  - (c) The President may refer to the Adviser any rule of interpretation and the decision of the Adviser, when so referred to, shall be final.
  - (d) 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.
  - (e) In the absence of the Adviser and the Associate Adviser the Principal shall depute some other member of the teaching staff to discharge the functions of the Adviser.
  - (f) The Adviser or Associate Adviser will not preside over the meeting of the Union unless the president requests him/her to do so in writing.
9. **Fee :**
- (a) Every student of the College shall pay an annual subscription at the beginning of each academic year.
  - (b) The Executive Committee shall be competent to raise more money from the students as subscription with prior permission of the Principal, but payment shall be optional.
  - (c) All the money of the Union shall be collected by the College office and kept in the Treasury. The Principal shall be the-drawing officer.

- (d) The Principal shall draw such money as the Secretary requests in writing from time to time to spend for specified purpose in accordance with the budget already passed and such withdrawal must be recommended by the Adviser of the College Union.
- (e) It shall be the duty of the Secretary to obtain vouchers and to keep all accounts.
- (f) Relevant vouchers of the expenditure must be submitted by the Secretaries of the Union and other Associations/ Societies to the Adviser Vice-President within 21 days from the date of drawing money for meeting the expenses of the functions.
- (g) Fresh withdrawal will not be allowed unless the accounts and necessary vouchers of the previous withdrawal are submitted to the Principal countersigned by the Adviser.

**10. The Office Bearers :**

- (a) The following shall be the office-bearers of the College Union :
 

i) President	ii) Vice-President
iii) Secretary	iv) Assistant Secretary

These Office Bearers shall be elected by all members of the Union. Any member of the Union can seek election to the office of the President or Secretary. Only members belonging to 1st year and IInd year classes can seek election to the office of the Vice-President or Assistant Secretary.

- (b) The office Bearers shall be individually responsible to the General Body and shall have the following functions :

**A. THE PRESIDENT :**

- (i) The president shall preside over the Executive Committee meetings, all ordinary General Body meetings and functions held under the auspices of the Union.
- (ii) She shall be responsible for maintaining order and interpreting the rules.
- (iii) Her rulings shall be final except where she requests the Adviser to give a ruling in which case the ruling of the Adviser shall be considered final.
- (iv) She may be required to discharge such other functions as are assigned to her by the Principal.



- (i) voluntarily resign in writing, addressing their letters to the Principal,
- (ii) are removed by motion passed by a two third majority of the members present and voting expressing lack of confidence in her at an extraordinary meeting called for the purpose.
- (b) Office bearers shall be deemed to have vacated their offices after their Test examination is over. If the President and Secretary vacate their offices on the above ground, the Vice-President and Assistant Secretary shall succeed them respectively as President and Secretary.
- (c) Any office falling vacant except as mentioned in (b) above will be filled up by holding by-election. The procedure for the by-election shall be the same as for annual election. However, under abnormal situation the vacant post may be filled up by nominating a student by the Principal.

**13. Functions and Meetings of the Executive Committee :**

- (a) The Executive Committee shall have the following functions :
  - (i) To draw up the programme of the Union activities for the session,
  - (ii) To prepare and adopt the Union budget,
  - (iii) To approve the expenditure incurred by the Secretary.
  - (iv) To pass the minutes of the previous meetings,
  - (v) To discuss and decide on such other matters as are brought forward by at least 100 members of the Union by a written and duly signed memorandum addressed to the Principal.
  - (vi) To discuss on such other matters as may be referred to by the Principal.
- (b)(i) An ordinary meeting of the Executive Committee shall be called by the Secretary in consultation with the Adviser in writing giving at least 48 hours notice to the members specifying the date, time, venue and agenda of the meeting.
- (ii) A meeting of Executive Committee shall be presided over by the President or in her absence by the Vice-President

or in the absence of both by any member of the Committee elected by it on the spot, the election being conducted by the Adviser.

- (iii) No meeting of the Executive Committee can be conducted without at least half the members being present.
- (iv) The minutes of the meeting shall be forwarded by the Secretary to the Principal through the Adviser who shall certify their accuracy.
- (v) The Executive Committee can carry on its function notwithstanding the fact that there are some vacancies.

**14. General Body Meetings :**

- (a) Ordinary meeting : All ordinary General Body meetings will be presided over by the President and can be convened by the Secretary with prior approval of the Principal giving one week notice in advance.
- (b) An extraordinary General Body Meeting of the Union may be convened by the Principal.
  - (i) at his/her discretion, or
  - (ii) at the requisition addressed to the Principal and signed by not less than 100 members of the Union.
- (c) The Principal or his/her nominee shall preside over any extraordinary meeting.

**15. Amendment to the Constitution :**

- (1) The Principal has the right to amend the Constitution for the interest of the Union.
- (2) (a) The Constitution can be amended in an ordinary extraordinary General Body meeting.
  - (b) A notice to amend the constitution should be given at least fifteen days before the meeting of the General Body.
  - (c) A motion to amend the constitution should receive the prior approval of the Principal and shall be deemed to have been adopted if it is passed by a three fourth majority of the members present and voting. The quorum of the meeting shall be the one third of the members of the Union.

(d) The amendments to the constitution, so passed, shall come into effect from such date as the Principal may decide.

16. In all matters relating to the Union the decision of the Principal shall be final.

## II. DRAMATIC SOCIETY

1. There shall be a Dramatic Society in the name of "Dramatic Society, Government Women's College, Puri."
2. All the student of the College shall be members of the Society.
3. Every student of the College shall have to pay to the Society Rs. 20.00 in the College office as subscription per year at the beginning of each year.
4. The Society shall be managed by a Committee consisting of the following members :
  - (a) President : Principal (ex-officio)
  - (b) Vice-President (s) : one or more members of the staff nominated by the Principal.
  - (c) Secretary : To be elected from among students.
  - (d) Assistant Secretary : To be elected from the 1st year/ 2nd year class by all members.
  - (e) One class representative from each class : elected from among themselves.
5. The Committee shall perform the following duties :
  - (a) To prepare the budget for the session,
  - (b) To decide with the approval of the Principal which drama is to be staged,
  - (c) To stage drama, arrange variety entertainments from time to time,
  - (d) To select students from the College to participate in the drama. The selection shall be approved by the Principal.
6. The Secretary shall keep the minutes of the Society. The Asst. Secretary shall assist her and will perform the duties of the Secretary in her absence.
7. The Principal can ask any office bearer to resign on grounds of misconduct, indiscipline and inefficiency. She can nominate another office bearer in her place till the next election.

8. The office bearers shall hold office till they are sent up for the University Examination or till the end of the academic session whichever is applicable.
9. The Annual Function of the Dramatic Society will be held on the same day along with the Annual Function of the College Union.
10. In all matters the decision of the Principal shall be final.

### III. ATHLETIC SOCIETY

1. The Executive Committee of Athletic Society shall consist of
  - (a) President-Principal (Ex-officio)
  - (b) Vice-president (s) - (to be nominated by the Principal from among the staff).
  - (c) Secretary - (to be elected by all the degree students. The Secretary can be a student of any class.),
  - (d) Assistant Secretary (to be elected by the students. The Assistant Secretary shall be a student of First Year / Second Year class.),
  - (e) The Captains of Badminton, Volly Ball, Basket Ball and such other organized out-door games as might exist in the College.
  - (f) One class representative from each class (to be elected from among themselves)
2.
  - (a) The Captains and Vice-Captains of respective teams will be selected by the Principal in consultation with the Vice-President, P.T.I. and the Secretary, from among the players of the respective games.
  - (b) The Secretary and Assistant Secretary cannot be the Captain for any group of game, while holding office. If any student is selected as both Secretary and Captain, she will have to resign from one of the two offices.
3. The office bearers shall hold office till they are sent up for the University Examination or till the end of the academic session, whichever is applicable.
4. If the conduct of secretary / Assistant Secretary is found to be unsatisfactory she-might be asked by the Principal to resign and another Secretary nominated by the Principal will carry on till the end of the session.



5. The Principal has the right to make any new rule if he/she thinks it necessary for the interest of the Society. --
6. The Principal can ask any office bearer to resign on grounds of misconduct, indiscipline and inefficiency. He/She can nominate another office bearer in her place till the end of the session.

#### IV. DAY SCHOLAR'S ASSOCIATION

1. All the day scholars of the College shall be the members of the Association and shall pay a fixed subscription annually.
2. The object of the Association is to take up such activities as will foster a spirit of fellowship and co-operation among all the day scholars of the college.
3. There shall be a Censor of the Day Scholars' Association appointed by the Principal from among the members of the staff.
4. The Censor of the Day Scholars' Association shall be the Ex-officio President and shall preside over all the meetings of the association except the Annual Meeting. He/She may appoint a deputy from among the members of the staff to take his/her place as President, if he/she is unable to attend any meeting. The Principal or his/her nominee will preside over annual general body meeting of the Association.
5. (a) There shall be a Secretary elected from among the students of the College. There shall be an Assistant Secretary elected from among the students of the First Year. 2nd year Class. One class representative is to be elected from each class from among themselves.  
(b) The Secretary with the approval of the Censor or the Principal shall organise all the functions of the Association. In the absence of the Secretary, the Assistant Secretary will do the work of the Secretary.
6. There shall be an Executive Committee consisting of  
(a) the Censor (b) the Secretary,  
(c) The Assistant Secretary and (d) the class representatives.
7. The fund of the Association shall be under the control of the Principal. All expenditure incurred by the Association shall be subject to his/her approval.

8. Meeting of the Association shall be open to all members of the staff of the College as visitors.
9. The Principal shall be the final authority in the matters relating to the Association.

### V. STUDENTS' COMMON ROOM

**Function :** To provide facilities for making the best use of leisure hours of students with provisions of news papers, periodicals and indoor games.

**Office Bearers :** There shall be a Students' Common Room Committee with following office bearers.

1. **Vice-President :** To be nominated by the Principal from among the members of the staff.
2. **Secretary :** To be elected from among the students of all classes.
3. **Asst. Secretary :** To be elected from among the students of First year / Second year class.
4. **Class Representatives :** To be elected from each class from among, themselves.

### VI. SOCIAL SERVICE GUILD

In order to help poor, needy and deserving students, the College has a Social Guild named Social Service Guild, Government Womens' College, Puri which gives them financial assistance for prosecution of their studies. The lecturer-in-charge nominated by the Principal will provide the necessary guidance. In this Committee, a senior member of the teaching staff is the Convenor and others assist him/her.

1. All the students of the College shall be members of the Social Service Guild.
2. Every student of the College shall have to pay at the beginning of each year a sum of Rs.2/- (Rupees Two) in the college office as subscription.
3. The Social Service Guild of the College shall be managed by a committee consisting of the following members :  
(a) President - Principal (ex-officio);

- (b) Vice-President (s) - To be nominated by the Principal from among the members of the teaching staff;
  - (c) Secretary - To be elected from among the students of the College.
  - (d) Assistant Secretary - To be elected from among the students of first year / second year class;
  - (e) Class Representative - There shall be one class representative from each class.
4. The Committee should perform the following duties :
- (a) To render social service during natural and national calamities,
  - (b) To organise Blood, Eye and Kidney donation camps.
5. Three fourth of the fund collected annually shall be spent in providing financial assistance to the needy and deserving students of the college.

### VII. ODIA SAHITYA SANSAD

1. There shall be an “Odia Sahitya Sansad” to encourage literary activities of the students of the College.
2. Each bonafied student shall be a member of the Sansad and will pay Rs.5.00 as annual subscription.
3. There shall be an Executive Body comprising of the President, Vice-President, Associate Vice-President, Secretary, Jt. Secretary and Class Representatives.
4. The Principal shall act as Ex-officio President, H.OD, Odia as Vice-President, other members of staff of Odia Department as Associate Vice-Presidents.
5. Secretary shall be elected from among the +3 IIIrd year students of the College, A representative from each class (1st year, 2nd year) from among the students shall act as class representative.
6. The Principal shall be the final authority in the matters relating to the Sansad.

**ASSOCIATIONS & SOCIETIES FOR  
THE STUDENTS OF  
GOVT. WOMEN'S HIGHER SECONDARY SCHOOL, PURI.**

(A) CULTURAL ASSOCIATION

1. All the students of the Higher Secondary School form a Cultural Association. The name of the Association shall be Cultural Association, Government Women's Higher Secondary School.
2. The Principal of Government Women's Higher Secondary School, Puri shall be the Ex-officio President of the Cultural Association.
3. The function of Cultural Association must be of a highly constructive nature so as to maintain and promote the academic habits of the college.
4. **FUNCTIONS :**  
The function of the Cultural Association shall ordinarily be as follows :
  - (a) To organise discussions and debates of cultural and academic nature on subjects of local, national and international interest.
  - (b) To invite eminent persons to address the Cultural Association.
  - (c) To discharge such other functions as the Principal may prescribe or as the Executive Committee shall decide with the prior permission of the Principal.
5. **MEMBERSHIP :**  
Every student of the Higher Secondary School shall be a member of the Cultural Association. No one, whose name is not on the rolls of the College, can be a member of the Cultural Association.
6. **THE ROLE OF THE PRINCIPAL :**  
The Principal of Higher Secondary School shall be the ex-officio President of the Cultural Association and everything done or proposed to be done by it shall be subject to his/her

approval. He/She in particular, has the following rights and functions :

- (a) To conduct the annual election and other elections,
- (b) To approve the budget of the Cultural Association when passed by the Executive Committee of the Cultural Association,
- (c) To verify accounts of the Cultural Association, and to certify their accuracy,
- (d) To carry on all correspondence with invitees either on the request of the Executive Committee or on his/her own decision.

**7. THE VICE-PRESIDENT :**

- (a) There shall be a Vice-President appointed by the Principal from among the members of the teaching staff. The Principal, if he/she so desires, may appoint an Associate Vice-President to assist the Vice-President in discharging his/her functions and to act as Vice-President in his/her absence.
- (b) The Vice-President shall be present at the meeting of the Cultural Association. He/She will help the Secretary in such meeting with useful suggestions for proper conduct of meeting.
- (c) The Secretary may refer to him/her any rule for interpretation and the decision of Vice-President, when so referred to, shall be final.
- (d) The Vice-President may at any time during a meeting, on the request of the Secretary, explain the scope and effect of motion or amendment.
- (e) The Vice-President, and in his/her absence the Associate Vice-President, shall preside over the meeting of the Cultural Association.

**8. FEE AND AUDIT :**

- (a) Every student of the Higher Secondary School shall pay an annual subscription at the beginning of each academic year.
- (b) All the money of the Cultural Association shall be collected by the College Office and kept in the Treasury. The Principal shall be the drawing officer.

(c) The Principal shall draw such money as the Secretary may request in writing from time to time to spend for a specified purpose in accordance with the budget already passed and such withdrawal must be recommended by the Vice-President of the Cultural Association.

(d) It shall be the duty of the Secretary to obtain vouchers and to keep all accounts.

(e) Relevant vouchers of the expenditure must be submitted by the Secretary to the Vice-President, within 21 days from the date of drawing money for meeting the expenses of the function.

(f) Fresh withdrawal will not be allowed unless accounts and necessary vouchers of the previous withdrawal are submitted to the Principal countersigned by the Vice-President.

**9. THE OFFICE BEARERS :**

(a) The following shall be office-bearers of the Cultural Association.

(i) The Secretary (ii) The Assistant Secretary

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

***A. The Secretary***

(i) The Secretary shall be Executive officer of the Cultural Association.

(ii) She shall select topics for discussion at all ordinary meetings in consultation with the Vice-President and she shall make all the arrangements for such meetings.

(iii) She shall spend the money of the Cultural Association in accordance with the budget previously passed and it shall be the duty of the Secretary to maintain proper accounts and keep vouchers. In all expenses of the Cultural Association, the Vice-President should be consulted.

***B. The Assistant Secretary***

(i) The Assistant Secretary shall assist the Secretary in the discharge of her duties and

(ii) in her absence perform all her functions.

**10. EXECUTIVE COMMITTEE :**

The activities of the Cultural Association shall be conducted

by the Executive Committee consisting of the following elected from among the students of the H.S. classes.

(i) The Secretary.

(ii) The Assistant Secretary : She must be a student of First year Class.

(iii) Class Representatives : One elected from each section of each class.

(iv) Vice-President and Associate Vice-President nominated by the Principal.

**11. VACANCIES :**

(a) The office-bearer shall hold office for the entire academic session unless they

(i) cease to be members of the Cultural Association.

(ii) voluntarily resign in writing addressing their letters to the Principal.

(iii) are removed by a motion passed by two-third majority of the members present and voting expressing lack of confidence in them in an extraordinary meeting called for the purpose.

(b) Office-bearers shall be deemed to have vacated their office after their Test Examination is over.

(c) Any office falling vacant except as mentioned in (b) above will be filled in by nomination by the Principal.

**12. FUNCTION AND MEETING OF THE EXECUTIVE COMMITTEE :**

(a) The Executive Committee shall have the following functions:

(i) To draw up the programme of the activities of the Cultural Association for the session,

(ii) To prepare and adopt the budget of the Cultural Association,

(iii) To approve the expenditure incurred by the Secretary,

(iv) To pass the minutes of the previous meetings,

(v) To discuss on such other matters, as may be referred to by the Principal.

(b) (i) An ordinary meeting of the Executive Committee shall be called by the Secretary in consultation with the Vice-President in writing giving at least 48 hours notice to the members specifying the date, time, venue and agenda of the meeting.

(ii) An extraordinary meeting of the Executive Committee can be convened at any time by the Principal.

(iii) A meeting of Executive Committee shall be presided over by the Vice-President or in his/her absence, by the Associate Vice-President.

(iv) No meeting of the Executive Committee can be conducted without the presence of at least half of its members.

(v) The minutes of the meeting shall be forwarded by the Secretary to the Principal through the Vice-President who shall certify their accuracy.

(vi) The Executive Committee can carry on its functions notwithstanding the fact that there are some vacancies.

### 13. MEETINGS :

(a) Ordinary Meetings : All ordinary general body meetings will be normally presided by the Vice-President.

(b) Extraordinary Meetings :

(a) Extraordinary General Body Meeting of the Cultural Association may be convened.

(i) at the Principal's discretion.

(ii) at the request of the Vice-President.

(b) The Principal or the Vice-President shall preside over the extra-ordinary meetings.

### 14. AMENDMENT TO THE CONSTITUTION :

(1) The Principal has the right to amend the constitution for the interest of the Association.

(2) (a) The constitution can be amended in an Annual General Body Meeting or an extra-ordinary General Body Meeting of the Cultural Association.

(b) A notice to amend the constitution should be given at least fifteen days before the meeting of the General Body.



- (c) A motion to amend the constitution should receive prior approval of the Principal and shall be deemed to have been adopted if it is passed after voting by a majority of three-fourth members present. The quorum of the meeting shall be one-third of the members of the Cultural Association.
  - (d) The amendment of the constitution, so passed shall come into effect from such date as the Principal may decide.
15. In all matters of the Association, the decision of the Principal shall be final.

**(B) ATHLETIC SOCIETY**

1. The name of the Athletic Society shall be Athletic Society, Government Women's Higher Secondary School, Puri.
2. The Athletic Society shall consist of all the members of staff and the students of H.S.School with Principal as its ex-officio President.
3. An annual subscription shall be collected from each student member at the beginning of the session.
4. The Athletic Society shall have an Executive Committee which shall consist of :-
  - (i) The Principal as ex-officio President.
  - (ii) A Secretary and an Asst. Secretary to be elected by the student at the Annual Election. The Assistant Secretary shall be a student of the 1st year class.
  - (iii) One elected representative from each section of each class.
  - (iv) The Captains and Vice-Captains nominated by the Principal from among the players and athletes of Junior College in consultation with Vice-President, P.E.T. and the Secretary.
6. Functions of the Secretary :
  - (a) She will be the convenor of all general and subcommittee meetings;
  - (b) She will prepare the Annual Report;
  - (c) She will conduct all correspondence assigned to her by the Vice-President.

**(C) DRAMATIC SOCIETY**

1. The name of the Society will be Dramatic Society, Government Women's Higher Secondary School, Puri.
2. (a) All the students of Government Women's Higher Secondary School, Puri will be the members of the Society.  
(b) The Principal, Govt. Women's Higher Secondary School, Puri shall be the ex-officio President of the Dramatic Society.  
(c) Members of the staff of the college are the ex-officio members of society.
3. The Executive Body of the Dramatic Society shall consist of
  - (a) **PRESIDENT** - Principal (ex-officio);
  - (b) **VICE PRESIDENT** - A member of the teaching staff to be nominated by the Principal;
  - (c) **ASSOCIATE VICE-PRESIDENT** - A member of the teaching staff to be nominated by the Principal;
  - (d) **SECRETARY** - To be elected by all members from among the students of the H.S.School;
  - (e) **ASSISTANT SECRETARY** - To be elected by all members from among the students of the 1st year class;
  - (f) One representative from each section of each class.
4. The term of the office bearers is one academic session or till she is sent up for CHSE Examination whichever is applicable.
5. The quorum for an ordinary meeting of the Executive Body is three.
6. In order to promote the dramatic art and talent among the students of the H.S.School the Society will organise-
  - (a) Interclass drama competitions.
  - (b) Music competitions among the students of the H.S. School,
  - (c) Any such other function as is necessary relating to drama and music.
7. All the functions of the Dramatic Society shall be managed by the Executive Committee with the approval of the Principal.
8. The Secretary is to prepare the budget and get it passed for the session. She is responsible for the maintenance of the accounts of the society and minutes of the meeting.

9. In the absence of the Secretary, the Assistant Secretary or a nominee of the Principal from the Executive Committee will discharge the functions of the secretary.
10. In all matters such as constitution (amendment/interpretation) election (election/nomination) and accounts etc. the decision of the Principal shall be final.

**(D) SOCIAL SERVICE GUILD**

1. There shall be a Social Service Guild for the students of Government Women's Higher Secondary School, Puri.
2. The function of the S.S.G shall be to render financial assistance to the poor and meritorious students of the H.S.School and to render service to the society by arranging camps in different backward areas and in fairs and festivals.
3. A representative to the S.S.G. is to be elected from among the students of the H.S.School at the Annual Election and she shall act in consultation with the Financial Aid Committee of the College.

**(E) DAY SCHOLARS' ASSOCIATION**

1. All Day Scholars of the Higher Secondary School shall be members of the Association and shall pay a fixed subscription annually.
2. The objective of the Association is to take up activities as well as foster a spirit of fellowship and cooperation among all students of the H.S.School.
3. There shall be an Executive Committee consisting of
  - (a) The Censor nominated by the Principal from among staff members,
  - (b) The Secretary - elected by all members,
  - (c) The Assistant Secretary - elected from 1st year class by all members,
  - (d) Class Representatives - one elected from each section of each class from themselves.
4. The Secretary with approval of the Censor and the Principal shall organise all functions of the Association. In the absence of the Secretary, the Assistant Secretary shall do all the works of the Secretary.

5. The term of each office bearer shall be till the end of the session or till she is sent up for CHSE examination, whichever is earlier.
6. The funds of the Association shall be under the control of the Principal. Expenditure can be incurred after the same is recommended by the Censor and approved by the Principal.
7. Meeting of the Association shall be open to all members of the staff of the college as visitors.
8. The Principal shall be the final authority in the matters relating to the Association.

### (F) STUDENTS' COMMON ROOM

**Function :** To provide facilities for making the best use of leisure hours of students, with provisions for news papers, periodicals and indoor games.

**Office Bearers :** There shall be a Students' Common Room Committee with following officer bearers :

1. Lecturer (s) in charge : To be nominated by the Principal from among the members of the staff.
2. Secretary : To be elected from among the students of the Junior College.
3. Assistant Secretary : To be elected from among the students of first year class.
4. Class Representatives : To be elected from each section of each class from among themselves.

### (G) ODIA SAHITYA SANSAD

1. There shall be an 'Odia Sahitya Sansad' to encourage literary activities of the students of the Higher Secondary School.
2. Each bonafide student shall be a member of the Sansad and will pay Rs.5.00 as annual subscription.
3. There shall be an Executive Body comprising of the President, Vice-President, Associate Vice-President, Secretary, Jt. Secretary and Class Representatives.
4. The Principal shall act as Ex-officio President, H.O.D. Odia as Vice-President, other members of staff of Odia Dept. as Associate Vice-Presidents.

5. A Jt. Secretary from among the students of +2 classes and one Class Representative for each class from among the students shall be elected.
6. The Principal shall be the final authority in the matters of the Sansad.

## **VOLUNTEER SCHEME**

### **NATIONAL SERVICE SCHEME**

The National Service Scheme has been introduced in this College to promote national consciousness and to inculcate a sense of social responsibility, discipline and dignity of labour in the students.

#### **Specific Objective :**

The specific objectives of the N.S.S. are to arouse the student's social consciousness and provide her with opportunities-

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

#### **Enrolment strength and selection :**

The College has sanctioned for two N.S.S. units each consisting of 50 volunteers. Selection for enrolment is made at the beginning of the session. Priority is given to experience in social work, skill in any field of activities and a keen sense of service.

#### **Function :**

(a) **NORMAL** : A volunteer is expected to put in 240 hours of work at the minimum during a session. Her activities are connected collectively or individually as designed and entrusted by the Programme Officer during Sunday or other holidays. Attendance to the recruitment enables the volunteer to obtain a certificate from the University. Activities covered under normal are one day camps and are confined to adopted village.

(b) **SPECIAL** : In addition to normal camps, each N.S.S. unit is required to organise one Special Camp of 10 days duration in a session with prior sanction of the Utkal University.

(c) **PROGRAMME OFFICER** : Each unit has a Programme Officer chosen by the R.D. University from among the members of the staff on recommendation of the Principal to aid and guide the activities of the volunteers. +2 N.S.S. unit is controlled by CHSE, Bhubaneswar.

(d) **FUNDS** : R.D. University sanctions funds to meet the expense of the volunteers in conducting programmes at +3 level.

(e) **MONITORING** : Govt. of India (through Asst. Programme Adviser, stationed at Bhubaneswar), Govt. Orissa (through Deputy Secretary in the Dept. of Higher Education) and R.D. University (through Programme Co-ordinator) are the agents who monitor the programmes and fund of N.S.S.

***Activities of N.S.S.***

**(i) Non-Formal Education and Recreation :**

(1) Initiating Literacy Programmes and organising Literacy Centres. (2) Eradication of Social evils like drinking, caste feeling, dowry etc.

**(ii) Better Environment :**

(1) Planning for better environment; (2) disposal of garbages, composting, sanitation work etc.; (3) Hospital service, nursing and cleaning etc.; (4) Construction and repair of roads and drains.

**(iii) Tree Plantation :**

Planting, Preservation and upkeep of trees.

**(iv) Family and child care :**

(1) Family Welfare; (2) nutrition and child care; (3) Mass immunisation; (4) Organising Blood Donation Camps; (5) Organising Cataract operation Camps; (6) Organising Dental Extraction Camps; (7) Help to Children's Home, Orphanages and Balashramas.

**(v) Other Programmes :**

(1) Preservation and beautification of campus, monument etc.; (2) Digging of tanks, ponds and wells etc; (3) Relief work during festivals and meals; (4) Organising mass awareness camps.

Other information regarding N.S.S. can be had from N.S.S. Programme Officer.

### YOUTH RED CROSS SOCIETY

Youth Red Cross Society has been formed in this College for the purpose of inculcating in the youth of the country the ideals of peace and the practice of service especially in relation to the cause of one's own health and that of others. The Youth should cultivate a spirit of friendly helpfulness towards the children and youth of other countries.

The aims of Youth Red Cross Society - (1) Promotion of health; (2) Service to the sick and suffering; (3) Development of international friendliness.

Membership to Youth Red Cross is open to girls of all classes who desire to participate in its various activities.

### NATIONAL CADET CORPS

#### *AIM OF NATIONAL CADET CORPS:*

(a) To develop character, comradeship, the ideal of service and capacity for leadership in young men and women.

(b) To provide service training to young men and women so as to stimulate interest on the defence of the country.

#### *ENROLMENT:*

A student is normally enrolled for 3 years in N.C.C. subject to further extension of one year. Enrolment in senior division is generally completed by 31st August each year in prescribed form. Each cadet will be allotted a regimental number issued by the unit from time to time. As per G-221/NCC/Sept. 2015, 50 students are hereby allotted to Govt. Women's College, Puri, for raising of senior wing girls platoon during the current financial year 2015-16. Each cadet is required to subscribe Rs.10.00 per annum to the N.C.C. fund and the G.I.S.

#### *TRAINING:*

The success of any unit depends on how best it fulfils the aims and objectives of N.C.C. training for girl cadets. This is only possible through strong will and planned progressive training. The main emphasis is laid on the development of personality on improving turnout behaviour, self-reliance, development of the spirit of service in the nation and teaching of those subjects which are useful during national emergency. To qualify the cadets for various certificate

examinations B and C (S.W.), the total number of training periods allotted for SW is 120 periods a year for 3 years and each period of 40 minutes duration. The cadets are given basic military training in small arms and parades.

Training is usually imparted for senior wing from August to January. Slight variation may take place due to completion of admission. Training hours will be conducted on the basis of 3 periods (each of 40 minutes duration) a week which will spread over 2/3 days in a week.

### *ATTENDANCE:*

Progress in training is only possible if the cadet regularly attends the classes. They must have a minimum 75% of attendance so as to qualify themselves for certain privileges. Cadets regularly attending classes will be selected to attend (a) Annual training camps and Republic Day Contingent Camp; (b) All India Summer Training camp/Advanced Leadership Course/Mountaineering course special camps outside the state and (c) will be eligible to appear at certificate 'B' and 'C' examinations.

The promotion of the cadets to next higher rank will be mainly considered on the ground of attendance along with all other conditions of eligibility. Putting on uniforms during parade hours and punctuality are to be strictly enforced.

### *EXAMINATION:*

Certificate Examinations will be conducted twice in a year for SW for girl cadets i.e. during the annual trg. camp and in the month of Feb. each year.

### *CAMP:*

The following types of camps are organised each year. (a) Annual Trg. Camp during June, (b) All India summer Trg. camps outside Orissa for senior division, (c) Advanced Leadership course, (d) National Integration Camp (e) Mountaineering course during April, June, Sept./October at Darjeeling, Manali and Uttar Kasl'ibr S.W. Cadets can attend anyone of the above stated camps according to their preferences.



***DISCHARGE :***

A cadet may be discharged under the following conditions:  
 (a) On completion of 3 years service in S.W., (b) on disciplinary/ medical grounds on her services being no longer required (c) on transfer to a non-N.C.C. college.

***ADVANTAGES :***

It develops character, comradeship. Students with N.C.C. qualification are always given preference over other students in many competitive examinations. N.C.C. cadets in the 1st and 2nd year of training are eligible to appear at 'B' and 'C' certificate examinations respectively at the end of the session provided they have attended at least 75% of parades. A graduate with 'C' certificate if selected by the Service Selection Board for permanent regular commission in the Army, gets relaxation for three months in the duration of her training. Candidates for Orissa Police service are given preference if they have passed B and C certificate examinations in the N.C.C.

Other information regarding N.C.C. can be had from the N.C.C. Officer of the College.

**RANGER TEAM**

In pursuance of instruction of Govt. of Odisha in their Higher Education Department letter No.X-HE/SG1/9644918HE, dated 26.5.96, rangering is introduced in the College from the session 1998-99. Ranger Team is a college level girls' unit of Bharata Scouts and guides.

***Aim :*** The object of Rangering is to enable young women to develop themselves as happy, healthy and useful citizens and to give each member of the team a chance of making a successful career for herself.

***Membership :*** The Maximum permissible strength of the team is 24. Any student of the College who is a bonafied citizen of India and is in age group of 16-25 can be a member of Ranger Team.

***Uniform :*** Plain non-transparent white salwar & kamiz, deep skyblue dupatta, black leather closed shoes, white socks, brown leather belt

and a scarf as prescribed by Bharat Scouts & Guide Rules are to be purchased by themselves.

*Fund* : Every student pays Rs.12.00 per annum as Ranger fee at the time of paying session charge.

### SELF DEFENCE

The self defence training program for the girl students has been introduced in our college during the academic session 2014-15. The program has been incorporated in Odisha State Youth Policy 2013. The program is free for all the students. The objective of the program is to enable the students to ensure their own safety and security by being capable and prepared to protect the self.

The duration of the training program is 12 days and trained students are recognized through certificates.

## PUBLICATIONS

### A) COLLEGE MAGAZINE :

Government Women's College, Puri and Govt. Women's Higher Secondary School, Puri have a common magazine named "THE SWARNA SHANKHA" which is published once a year. The Magazine is intended for the encouragement and enlargement of the original literary creativity of students, also to provide them with learned articles from members of teaching staff. There shall be an Editor and Associate Editors for the Magazine, appointed by the Principal from among the members of the teaching staff of both the institution.

### B) COLLEGE CALENDAR :

The official record of both the colleges is called the college calendar. It contains various information about the College and is published under the authority of the Principal, Government Women's College, Puri. There shall be an Editor and an Associate Editor for calendar appointed by the Principal Govt. Women's College, Puri from among the members of the teaching staff. It is meant for the guidance of all. It is published in the beginning of each year. Any doubt regarding any information in the calendar may be referred to the Principal for clarification.

**CO & EXTRA CURRICULAR DUTIES**

OFFICE OF THE PRINCIPAL GOVT. WOMEN'S COLLEGE, PURI  
No. 771 / Dt. 18.08.2021

**OFFICE ORDER**

The following members of the Teaching staff are assigned Co. & Extra-curricular duties for the academic session 2021-22 as follows (not on the basis of seniority). This will effect from the date of issue of this order.

Secretary, Staff Council (RTI Cell) 1st Appellate Authority Public Information Officer (PIO)	: Mr. P. C. Sethy, English : Dr. Nibedita Mishra, Home-Sc. : Dr. Pradeepta Kumar Behera, Economics
PCI, Economic Equality opportunity Cell	: Sri Purna Chandra Sethy English
Associate PIC	: Sri Nihar Ranjan Mishra Sanskrit
Administrative Bursar Associate Administrative Bursar	: Dr. Nibedita Mishra, Home-Sc. : Sri Padma Charan Pradhan English
Accounts Bursar Associate Accounts Bursar Academic Bursar (+3) Associate Academic Bursar (+2) Associate College Magazine Editor Associate Editor	: Sri P. C. Pradhan, English : Sri Pramod Ku. Sarangi, Odia : Dr. Miss. Jyotilaxmi Dei, History : Dr. R. K. Mishra, Sanskrit : Sri Pramod Ku. Sarangi, Odia : Sri N. R. Mishra, Sanskrit : Sri Netrananda Dash (English) : Sri Pramod Ku. Sarangi, Odia : Sri N. R. Mishra, Sanskrit
College Calendar Editor	: Sri Netrananda Dash (English) (+3 wing)
Associate Editor Prof.-in-charge, Library Associates	: Sri N. R. Mishra, Sanskrit : Sri Netrananda Dash (English) : Sri Pramod Ku. Sarangi, Odia : Sucheta Himadree Tanaya English

Calendar

Govt. Women's College, Puri

Prof.-in-charge, Examinations (+3) Associate	: Dr. Nibedita Mishra, Home-Sc. : Dr. Miss Jyotilaxmi Dei, Hist. : Dr. Pradeepta Kumar Behera Economics
Prof.-in-charge, Examinations (+2) Associate PIC Teacher-in-Charge, UGC	: Sri Nihar Ranjan Mishra, Sans : Dr. Sangeeta Mishra, History : Sri Netrananda Dash, English : Sri Purna Chandra Sethy, Eng.
Teacher-in-Charge, IQAC / NAAC	: Sri Netrananda Dash, English : Dr. Pradeepta Kumar Behera, Economics : Sucheta Himadree Tanaya English
Teacher-in-Charge, PIMS/HRMS Teacher-in-Charge, Language Lab Associate Co-ordinator, Self-financing	: Sri Padma Charan Pradhan, Eng. : Sri Netrananda Dash, English : : Sri Padma Charan Pradhan English : Sri Abhisek Satapathy Mathematics
Basic Comp. & IT (+2) In-Charge, Student Information Bureau (+3)	: Sri Abhisek Satapathy, Math. : : Dr. Nibedita Mishra, Home-Sc. : Sri Purna Chandra Sethy, Eng.
Career Counselling Placement Advisor Co-ordinator Associate Teacher-in-Charge, Security Advisor, Students Union Associate Advisors	: Dr. R. K. Mishra, Sanskrit : Sri Netrananda Dash, English : : Sri Chakradhara Naik, Psy : Dr. Nibedita Mishra, Home-Sc. : Sri Purna Chandra Sethy, Eng. : Dr. Miss Jyotilaxmi Dei, History : Dr. P. K. Behera, Economics : Dr. R. K. Mishra, Sanskrit
Vice President, Dramatic Society Associate Vice Presidents	: Dr. Pradeepta Ku. Behera, Eco. : Sucheta Himadree Tanaya English
+2 Cultural Associations Associate	: Sri P. C. Pradhan, Eng : Dr. Sangeeta Mishra, History : Miss Manjulata Mahali, Eco. : Miss Manasi Baskey, Logic
Vice President, Athletic Society (+3)	: Dr. Pradeepta Ku. Behera, Eco.

Associate Vice Presidents	: Sucheta Himadree Tanaya English
Vice President, Athletic Society (+2)	: Sri Pramod Ku. Sarangi, Odia
Associate Vice Presidents	: Sri Chakradhara Naik, Psy.
Vice President, Students Common Room	: Sucheta Himadree Tanaya English
Vice President, DSA	: Miss Manjulata Mahali, Economics : Dr. Sangeeta Mishra, History
Vice President, Odia Sahitya Sansad	: Sri Pramod Ku. Sarangi, Odia
PIC, Time Table	: Dr. R. K. Mishra, Sanskrit
Associate	: Sri Abhisek Satapathy, Math.
PIC, Abstract of Attendance	: Miss Manjulata Mahali, Economics
PIC, Lesson Plan & Proctorial	: Dr. Miss Jyotilaxmi Dei, History : Sri Pramod Ku. Sarangi, Odia
Suptd. Women's Hostel	: Miss Manasi Baskey Logic & Philosophy
Associate	: Miss Manjulata Mahali, Eco : Dr. Sangeeta Mishra, History
Officer in Special Duty	: Dr. R. K. Mishra, Sanskrit : Sri Pramod Ku. Sarangi, Odia : Sri Nihar Ranjan Mishra, Sanskrit
Officer-in-Charge, NCC (+3 & +2)	: Miss Manjulata Mahali, Economics
Programme Officer NSS (+3)	: Dr. Pradeepta Kumar Behera, Eco. : Sucheta Himadree Tanaya English : Dr. R. K. Mishra, Sanskrit
Programme Officer NSS (+2)	: Sri Nihar Ranjan Mishra, Sanskrit
Associate	: Sri Pramod Ku. Sarangi, Odia
Officer-in-Charge, Red Cross (+3)	: Sri Netrananda Dash, English
Officer-in-Charge, Red Cross (+2)	: Dr. Sangeeta Mishra, History : Miss Manjulata Mahali, Economics
Ranger Team Leader	: Miss Manasi Baskey, Logic & Phil.
PIC, SSG/SAF	: Miss Manasi Baskey, Logic & Phil.
SAMS & Admission In-Charge (+3)	: Sri Purna Chandra Sethy, English
SAMS & Admission In-Charge (+2)	: Sri Padma Charan Pradhan, Eng.
Tabulators (+3)	: Dr. Pradeepta Kumar Behera Economics : Sucheta Himadree Tanaya English

Calendar

Govt. Women's College, Puri

Tabulators (+2)	: Lt. Manjulata Mahali, Economics : Miss Manasi Baskey, Logic & Phil.
P-in-C, Scholarships Associate	: Dr. Pradeepta Kumar Behera, Eco : Sucheta Himadree Tanaya English (+3 wing) : Dr. Sangeeta Mishra, History (+2 wing)
P-in-C, Stocks & Store (Dead Stock & consumable)	: Dr. Sangeeta Mishra, History
P-in-C, Indent	: Sri Padma Charan Pradhan, Eng.
Internal Audit Bureau	: Admn., Accounts, Academic Bursars, P-in-C, UGC & Library
College Dev. Committee Convenor	: Administrative Bursar & Asso. Administrative Bursar
Members	: Accounts, Academic Bursars, P.I.C. of U.G.C., All HODs
College Security Committee	: Adm. & Accounts Bursar & Sri P. C. Sethy, English Dr. J. L. Dei, History Dr. P. K. Behera, Economics
Purchase Committee Convenor	: Accounts Bursar & Associate Accounts Bursar
Members	: Admn. Bursar, Acct. Bursars, PIC UGC, PIC Exam., PIC Lib.
Residential Committee Convenor	: Hostel Superintendent.
Members	: Admn. Bursar, Acct. Bursars, Aca. Bursar, Both (+2 & +3) Advisor Students' Union
Science Society Vice-President (+3 & +2)	: Dr. Nibedita Mishra, Home Sc. : Sri Abhisek Satapathy, Math.
Commerce Society Vice-President (+3 & +2)	: Dr. Miss Jyotilaxmi Dei, History : Miss Manjulata Mahali, Economics
P.I.C. Cycle Shed	: Dr. Smt. Nibedita Mishra, Home-Sc. : Dr. Sangeeta Mishra, History
IDP Co-ordinator	: Dr. R. K. Mishra, Sanskrit
Members	: Dr. Nibedita Mishra, Home-Sc. : Sri Padma Charan Pradhan, Eng. : Sri Netrananda Dash, English

**Women's Empowerment Committee**

- : Dr. Smt. Nibedita Mishra, Home-Sc.
- : S. H. Tanaya, English
- : Miss Manjulata Mahali, Economics
- : Miss Manasi Baskey, Logic & Phi.
- : Dr. Sangeeta Mishra, History

**Maintenance Committee**

- A) College Building : Admn.-Bursar, Acct.-Bursar
- C) Botanical Garden : Dr. Nibedita Mishra, Home-Sc.
- : Dr. Smt. Sangeeta Mishra, History
- D) Computers : Sri Abhisek Satapathy, Maths.
- E) Furniture : Sri Padma Charan Pradhan, Eng.
- F) Self Defence : Sri P. K. Sarangi, Odia
- Associate : Sri Chakra Dhara Naik, Psy
- : Miss Manasi Baskey, Logic
- RUSA Co-ordinator : Dr. R. K. Mishra, Sanskrit
- Associate : Dr. Nibedita Mishra, Home-Sc.
- : Sri Purna Chandra Sethy, English
- : Sri Padma Charan Pradhan, Eng.
- : Dr. Miss Jyotilaxmi Dei, History

**Anti-ragging Committee & Student Grievance Cell**

- Chairman : Principal
- Convener : Dr. Nibedita Mishra, Home-Sc.
- Member : Dr. Miss Jyotilaxmi Dei, History
- : Dr. Pradeepta Ku. Behera, Eco.
- : Dr. R. K. Mishra, Sanskrit

- Sexual Harassment Cell (+3 Level) : **Principal** : Chair Person
- : Dr. Nibedita Mishra, Home-Sc.
- : Dr. Miss Jyotilaxmi Dei, History

- Senior Most Member** : Sri Purna Chandra Sethy, English
- : Dr. Pradeepta Ku. Behera, Eco.

- Members** : Sri Netrananda Dash, English
- +2Level : Dr. Nibedita Mishra, Home-Sc.
- : Dr. Miss Jyotilaxmi Dei, History
- : Sri Padma Charan Pradhan, Eng.
- : Miss Manjulata Mahali, Economics
- (Supt. Ladies Hostel) : Miss Manasi Baskey, Logic

- Teacher-in-charge Guest Faculty
- +3 Commerce : Dr. Miss Jyotilaxmi Dei, History
- +3 Science Zoology : Dr. Nibedita Mishra, Home-Sc.

Calendar

Govt. Women's College, Puri

+3 Science Physics	: Sri Purna Chandra Sethy, English
+3 Science Chemistry	: S. H. Tanaya, English
+3 Science Botany	: Sri Netrananda Dash, English
+3 Arts (Psy. & Phil.) & +2	: Sri Chakra Dhara Naik, Psy.
+3 Arts (Pol. Sc.) & +2	: Dr. Pradeepta Ku. Behera, Economics
+3 & +2 (Odia)	: Sri Pramod Ku. Sarangi, Odia
+3 Sanskrit	: Dr. R. K. Mishra, Sanskrit
+2 Science	: Sri Abhisek Satapathy, Maths.
+2 Commerce	: Miss Manjulata Mahali, Economics
+2 Arts (English)	: Sri Padma Charan Pradhan, Eng.
+2 Arts (Edu, Geo, HSC, Stat, Sco)	: Sri Nihar Ranjan Mishra, Sanskrit
Secretary, Staff Club	: Dr. Pradeepta Ku. Behera Economics
PIC, AISHE	: Sri Netrananda Dash, English
PIC, Virtual Class/Smart Class Room	: Dr. Nibedita Mishra, Home-Sc. : Sri Pramod Ku. Sarangi, Odia : Sri Chakra Dhara Naik, Psy.



( Dr. Anjani Kumari Shukla)  
Principal  
Govt. Women's College, Puri

Memo No. 772/ Dt. 18.08.2021

Copy forwarded to Director Higher Education, Odisha, Bhubaneswar for information.

Sd/-

**Principal**

Govt. Women's College, Puri

Memo No.773/ Dt. 18.08.2021

Copy to Staff Common Room Guard File / Persons concerned / Head Clerk / All sections/ Guard File for information and necessary action.

Sd/-

**Principal**

Govt. Women's College, Puri



APPENDIX - A  
**Important Notice for the Student**

1. The students of the College are advised to carry their valid identity cards with them and produce their cards when demanded.
2. (a) The students are advised to contact the counter for various kinds of official transaction. They should not ordinarily enter the college office.  
(b) The students may approach the information counter for information about admission, examination, scholarship etc.  
(c) The students may also meet the Principal and other officers working on his/her behalf. Written recommendations from the Proctors should be obtained for the purpose.
3. (a) Spitting on the walls, floor, pillars or doors of the College is strictly prohibited.  
(b) Scribbling, pasting placards, posters and other papers or otherwise disfiguring the college walls or paths are strictly prohibited.
4. The students are advised to attend classes regularly and secure required percentage of attendance. If a student secures attendance less than the irreducible minimum she will be detained.
5. The Test Examination for +2 IInd Year and +3 IInd Year and IIIrd Year students and the First Terminal and Annual Examination for +2 1st year classes are compulsory. The students with poor result and/or absenting themselves from these examinations are liable to be detained. Students cannot have their scholarships renewed in the next higher class, unless they appear at the Annual Examination and secure at least 50% of mark in the same examination.
6. The students are advised to pay college dues and hostel dues regularly as per the notice issued from time to time.

**APPENDIX - B****Regulation For the Bachelor of Arts Examination  
(Three year degree course)****SELECTION OF HONS. SUBJECT(S) :**

Honours subjects shall be allotted by the Govt. of Odisha, Deptt. of Higher Education strictly on the basis of merit at the +3 level.

**ATTENDANCE :**

A candidate shall be required to attend 75% of the lectures, tutorials and practical classes, taken separately, in each subject during each academic year and condonation in exceptional cases may be granted by the college to the extent of 15%.

The syndicate may grant further condonation of shortage in attendance to the extent of 10% in respect of candidates who represented the University or State on deputation for any inter University or National Camp competition games or sports, to be recorded in writing.

A candidate may be permitted to take up one of the M.I.L. as specified under clauses 14.3 of these regulation without the requirement of attendance at lectures if a College in which he or she is admitted is not affiliated in that subject.

**DROPPING OF HONOURS COURSE :**

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

**APPENDIX - C****IMPORTANT TELEPHONE NUMBERS**

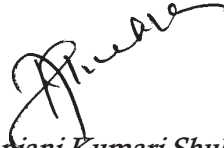
Jagannath Temple .....	223727
Temple Office .....	223002
Collector, Puri .....	222034
Res. ....	222033, 223939
Supdt. of Police .....	225400
D.E.O. ....	222178
D.I.C. ....	223394
P.K.D.A. ....	222635
Tourist Information .....	223464

A.D.M. (Dev.) .....	223242
A.D.M. (Gen.) .....	222061
A.D.M. (Rev.) .....	223525
A.D.M. (Term) .....	223441
Lodging House Fund .....	223282
Election Officer .....	223260
Emergency Officer .....	223237
D.P.R.O., Puri .....	223205
Circuit House .....	222036
S.D.O. (Sadar) .....	222059
Tahasildar, Puri .....	223240
Treasury Officer .....	223281
Vigilance Office .....	223485
Addl. SP .....	222038
Sea Beach PS .....	222025
Town PS .....	222039
Kumbharapada P.S. ....	222014
CDMO, Puri .....	222124
ADMO, Puri .....	222630
Head Post Office .....	222051
Reservation & Enquiry, S.E. Rly, Puri .....	222056
I.T.I., Puri .....	224112
S.C.S. College .....	222055
S.C.S. Junior College .....	223447
S.M.S. College, Puri .....	223328
Education Directorate P.B.X., BBSR .....	2401417
Controller of Examination .....	2581907
Utkal University, Vanivihar, P.B.X. ....	2580729
Secretary, Higher Education .....	2400202
Police Control Room .....	100
Fire Station .....	101
Ambulance .....	108
Railway Station .....	226717
Puri Municipality .....	222122
CESU .....	223521
P.H.D. ....	222064
Principal Secretary-cum-Commissioner, H.E., BBSR .....	2394275
Director - Higher Education .....	2393529, 2323191
Regional Director, BBSR .....	2533284
Chairman, Council .....	0674-2300903
Controller of Exam., CHSE .....	0674-2300905
Controller of Exam. Utkal University .....	0674-2300907

**DECLARATION**  
[Form-IV Rule - 8]

1. Title & Magazine : Calendar 2021-22
2. Place of Publication : Govt. Women's College, Puri  
2021-2022
3. Period of Publication : Annual (2021-2022)
4. Printer's Name : H.P. COMPUTERS  
Clark Road, Puri
5. Publisher's Name : Dr. Anjani Kumari Shukla  
Principal  
Govt. Women's College, Puri
6. Editor's Name : Netrananda Dash  
Asst. Prof. of English (+3)  
: Sri Nihar Ranjan Mishra  
Jr. Lecturer in Sanskrit
7. Name and Address of individual who won the magazine and partners share holders : Govt. Women's College, Puri  
holding more than one percent of the total Capital

I, Dr. Anjani Kumari Shukla hereby declare that the particulars given above are true to the best of my knowledge and belief.



(Dr. Anjani Kumari Shukla)

Principal

Govt. Women's College, Puri

Govt. Women's Higher Secondary School, Puri