

ACADEMIC CALENDAR FOR THE SESSION 2020-21

CALENDAR 2020-21

Admission:

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

Time Table :

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

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

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

Lesson Plan & Progress Register:

- i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the teacher meant for theory portion. Separate progress register shall be maintained for each laboratory to record the progress of practical courses.
- ii. Progress of theory portion of the syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register" as communicated to you earlier vide letter No. 19389/

HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the concern HOD on the last working day of every week and by the Principal on last working day of every month.

Students' Attendance:

- Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- The common practice of maintaining students' attendance should be followed.

A format for the same is given below :

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

- For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc. Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard, all the previous orders are hereby superseded (vide Letter No. 13559/HE/DT 5th July 2019).

v. Parent-Teachers meeting should be organized as per the datelines.

Mid Semester Examination / End Semester University Exam and Question Bank :

- University question /answer script patterns should be followed in Mid Semester Examinations conducted by colleges. The programme for Mid semester examinations must be notified specifying the units /portions from which questions are to be sought at least 15 days prior to such exam.
- The valued answer scripts mid Sem. Examination should be preserved till 6 months from the date of publication of result of concern Semester by the University or as directed by the university.
- Subject wise question bank for +3 and P.G. classes may be made available to students. Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- Necessary steps be taken for safe custody of question papers / answer scripts of University Exams.

Conducting Departmental Seminars :

- Seminars on honors subjects may be conducted at the end of every week/month. It must be reflected in the Department Time Table.
- The participation of the concern students in the seminar is mandatory and records regarding this must be maintained.

Library, Laboratory and Common Infrastructure Facilities:

- Every college should have adequate library facilities with sufficient text books, reference books and journals.

- The separate laboratories for +3 and PG classes of practical subjects should be well equipped with required furniture, water and LPG supply, equipment and chemicals as per CBCS syllabus along with fire safety arrangement.
- Library books, furniture, equipment and chemicals shall be preferably purchased in the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund and state govt. funds) be maintained by concern department/Library with articles in alphabetical order.

v. Language laboratories set up in different colleges must be fully utilized. The maintenance of Language Laboratories will be like other laboratories. vi. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.

iv. The college campus should have wall boundary.

v. Every college should have its office, library and laboratories equipped with at least one computer, printer each with internet facility.

vi. Every college should have its own website updated with information regarding infrastructure, staff details, laboratory & library facilities, courses, syllabi, exam result quotations & tenders, other notices and feedback of students/guardians etc.

vii. Cyber Security Audit of the website must be completed by 31st August, 2019. It should be disabled friendly (Kindly refer: Letter No. 13024/HE/28.06.19).

viii. The status of the buildings should be supervised and certified by an engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings/structures.

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

- All ministerial staff of the college shall be assigned specific works / section to deal with.
- Applications from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant. As e-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, and Universities etc. should be verified everyday and downloaded from the concern websites.
- The activity of each section shall be displayed for the information of students' and guardians.
- Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.

Financial and Service Matters:

- All purchase for the college / departments should be done with due procedure as per GFR Rule-2005 and Odisha F.D circular No.4939/13.02.2012, preferably in the beginning of the academic session under the supervision of the purchase committee.

- ii. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.
- iii. Cash Book & DCR should be maintained properly.
- iv. Collection of different fees from students should be preferably through e-transaction/ demand draft/ bank challan in case of manual collection of cash. The daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided. Under unavoidable circumstances the cash in hand should be kept in the college locker with separate triplicate keys with the Principal, Accounts Bursar and Accountant.
- v. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.
- vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.
- vii. Salary of Block grant employees/guest faculties etc of govt. & non govt. Colleges, whose salary bills are not paid through Treasury shall be paid only through account transfer mode.
- ix. Service books in duplicate & CCR of the employees shall be maintained and updated every year.
- x. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- x. No unauthorized fees/ fines shall be collected from the students, without approval of the Govt. or the concern governing body. Non. govt. colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.
- xi. Subject combinations as per university rules and suitability/availability in the college shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects following the principle of economy.
- xii. For passing any bill for payment, the sign. of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the concern Dept. etc. as the case may be shall be mandatory.
- xiii. No additional remuneration/salary advance/personal advance shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC or University exam. etc. or as directed by the govt.
- xiv. All Aided Non Govt. colleges including 488 & 662 categories are brought under CAPA (College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.

Co-curricular and Extra Curricular Activities:

- i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
 - ii. Colleges having NCC/NSS/Rover & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self-defense Programme for girls students should be organized as per Govt. notification.
 - iii. All records related to above shall be properly maintained.
 - iv. All the teaching staff of the college, shall be assigned co-curricular and extracurricular duties in different teams headed by senior most of the team and others as members on rotation basis. The hostel supt. shall not continue for more than two academic years consecutively as per Govt. letter no. 9903/Dt. 04.03.2008.
 - v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
 - vi. All teachers posted in Government and Aided non-Government colleges of the State (irrespective of their actual designation), including the Principal, shall perform duty for at least 7 hours on every working day. (This stipulation, however, shall not be applicable to Guest Faculties as they are paid remuneration as per number of classes they teach). In addition to normal teaching related works, teachers are required to devote time for library, research, taking extra classes for late entrants, taking corrective classes for needy students, monitoring students attendance, assisting the college authority in teaching and non-teaching assignments, etc. Guidelines/ instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard are hereby superseded (vide Letter No. 13559/HE/Dt. 5th July 2019).
 - vii. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell, Internal Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extracurricular activities.
 - viii. Special attention should be given for discipline and security of hostel and college campus of women's college. CC camera must be installed in college/ hostel gates to monitor the activities of unwanted persons.
 - ix. Activities affecting security and privacy of students in hostel and college campus of women's college shall be strictly prohibited.
- Proctorial system:**
Proctorial system must be strengthened. Each teacher must be assigned a group of students and he will act as friend, philosopher and guide of these students. He will keep the record of attendance and also academic achievement of his group. He will also remain in touch with the parents/guardians of the students.

Preservation of Records and Assets

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

Update of data through on-line PIMS formats

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

Private Tuition and working Hour :

- i. No teacher can engage him/herself in private tuition/coaching or insist/ compel the students for the same. No Non-teaching staff also can run pvt. Coaching/Tuition institution or insist/ compel the students for the same.
- ii. The concern Principal shall take an undertaking from every teacher/Non-Teaching staff to this effect in the beginning of the academic session.
- iii. The violation of the above instructions should be reported to the Govt./DHE/RDE immediately.
- iv. Common staff attendance/Biometric attendance for all Teaching/Non-Teaching staff should be maintained and placed near the Principal's chamber to put their signature/biometric attendance to ensure the presence of such staff in the college, even there is no class/ specific administrative work. The scan copy of the attendance/ Biometric attendance report must be sent to the concern RDE through e-mail, at the end of every week.
- v. All letters should be submitted through e-mail/Regd post/Speed post and no teaching /non teaching staff should be deputed to HE dept /DHE/RDE etc for submission of such letters/ documents, unless it is asked to do so by special messenger and especially teachers should not be deputed for this.

UGC/RUSA/STATE GOVT. Grant and NAAC Accreditation

- i. Every Govt. or non-govt. aided degree college should try to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be

utilized properly with due procedure and utilization certificate should be issued in time under intimation to the Govt. .

- ii. It has been made mandatory by the UGC for every degree college to obtain NAAC accreditation. Steps should be taken by the govt. and non govt. degree colleges for NAAC accreditation and subsequent reaccreditation.
- iii. The utilization certificate in respect of Grant received from Higher education department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture et./RUSA grant etc must be submitted immediately, otherwise the next allotment to the college will be stopped. UC along with unspent amt. if any against grant received from the state govt. during 2018-19 or prior to it for the development of laboratory /library etc must be submitted within one week from the date of issue of this order positively, if not submitted earlier.

Always visit the e-Despatch, website of Higher Education Department(www.dheodisha.gov.in), UGC website (www.ugc.ac.in) NAAC website (www.naac.gov.in) and the website of concern University for day to day updating the information.

OCCASIONS TO BE OBSERVED IN THE COLLEGE

1. Republic Day	26.01.2021	Tuesday	01
2. College Commemoration Day	28.01.2021	Thursday	01
3. Shradha Divas of dr. P.K. Mohapatra	09.05.2021	Wednesday	01
4. College Foundation Day	19.07.2021	Monday	01
5. Dibya Singha Shradha Barshika	06.08.2021	Friday	01
6. Independence Day	15.08.2021	Sunday	01
7. Guru Divas	05.09.2021	Sunday	01
8. N.S.S. Day	24.09.2021	Friday	01
9. Pranath straddha	05.10.2021	Tuesday	01
10. Jayee Rajguru Jayanti	29.10.2021	Friday	01
11. Pranath Jayanti	16.11.2021	Tuesday	01
12. N.C.C. Day (Last Sunday of Nov., 2019)	24.11.2021	Wednesday	01