



SRI KRUSHNA CHANDRA GAJAPATI COLLEGE (AUTONOMOUS)

PARLAKHEMUNDI-761200 (GAJAPATI) ODISHA

PROSPECTUS

For Admission into Post Graduate Classes 2017-18



Commencement of Receipt of Application Forms	01-06-2017
Last Date of Submission of Forms	20-06-2017
Date of Submission of Late Applications	21-06-2017 to 30-06-2017

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S.K.C.G. (Autonomous) COLLEGE

Paralakhemundi-761 200, Gajapati (Odisha)

PROSPECTUS-2017-18

FOR ADMISSION INTO POST GRADUATE COURSES

1. INTRODUCTION:

The century old and NAAC accredited Sri Krushna Chandra Gajapati College (established in 1896 and situated in the heart of Paralakhemundi town in Gajapati District) has educated many of the worthy Orissans who helped in the formation of the new Orissa province. This college has been declared as autonomous college from the session 2002-2003 and in harmony with its distinction as an autonomous college, this institution frames the syllabi and conducts examinations of its own in consonance with Berhampur University.

2. POST GRADUATE COURSES (Semester System):

Subjects with strength are as follows:

- (i) Commerce (16), (ii) Chemistry (16), (iii) Economics (16),
- (iv) Life Sciences (Plant Sc. (Botany) - 8, Animal Sc.(Zoology) -8 = 16
- (v) Mathematics (16), (vi) Odia (16)

3. ADMISSION INTO THE P.G. PART-I :

Admission into the P.G. Part-I classes shall be made purely on merit. The merit basis list of the applicants for admission shall be prepared basing on the Marks secured in the Degree Examination.

3.1 Eligibility:

(a) Admission for M.A.:

An Honours student who has secured minimum 45% of marks in the concerned Honours subject.

(b) Admission for M.Sc:

- (i) An Honours student who has secured minimum 45% of marks in the concerned Honours subject.
- (ii) For Life Sc. student must have Botany or Zoology Hons. For L.Sc. (PS) and L.Sc. (AS) respectively.

- c) **Admission to M.Com**
An Honours student who had secured a minimum of 45% in the concerned Honours subject.
- d) All candidates for admission in to P.G. Classes should submit an undertaking that he/she is not an employee of any type in any institution. Applicants for P.G. Course are only eligible to apply within four years of completion of their degree course.

4. **WEIGHTAGE:**

Candidates qualifying for admission on merit shall not be given any weight age. First 90% of the general category seats will be selected purely on merit basis. For the remaining 10% seats a separate merit list will be prepared by adding weight age in marks as admissible to candidates holding requisite authentic certificates.

4. a) **N.S.S.:**

- (i) NSS volunteers who have represented the country shall get direct admission.
- (ii) NSS volunteers who have received National Award will be given weightage of an additional 7% over and above the aggregate marks obtained by them in the qualifying examination.
- (iii) NSS volunteers who have received State Award will be given weightage of an additional 5% over and above the aggregate marks obtained by them in the qualifying examination.
- (iv) Best NSS volunteers at University level will be given weightage of an additional 3% over and above the aggregate marks obtained by them in the qualifying examination.

4.b) No weightage is given to reserved categories.

5. **RESERVATION OF SEATS:**

- 5.1 8% of the total number of sanctioned seats of a class are reserved for candidates belonging to S.C. category.
- 5.2 12% of the total number of sanctioned seats of a class are reserved for candidates belonging to S.T. category.
- 5.3 2% of seats shall be reserved for the children of martyrs and freedom fighters.
- 5.4 2% of the seats shall be kept reserved for the children of bonafide Burma Repatriates.
- 5.5 4% of the seats shall be kept reserved for the children/wife/husband of Government servants/Serving defence service personnel on transfer within the normal time of admission .i.e., six weeks after the reopening of the College or publication of the result of the qualifying examination whichever is later. Children of Government servants who have been transferred and who apply within 7 days before the last date of admission will be considered as cases on transfer within the normal time of admission. No seats shall be kept reserved for the children of the employees of public sector undertakings. This is applicable to those already admitted in a Govt. Servant's old station of posting.

- 5.6 1% of the seats shall be kept reserved for the children/wife/husband of Ex-Servicemen.
- 5.7 1% of the seats shall be kept reserved for the children/wife/husband of Serving Defence Personnel.
- 5.8 5% of the seats shall be kept reserved for admission of odia students living in the neighboring states, provided that the candidate produces a certificate (that he/she is an odia living in a neighboring state) from a revenue officer not below the rank of a Tahasildar, moreover they must have prosecuted their studies up to High School certificate examination in their respective states.
- 5.9 3% of total number of seats at the Under Graduate and Post Graduate level shall be kept reserved for disabled persons (minimum 40% disability to be certified by the CDMO/SDMO. Chief Medical Officer, Capital Hospital, Bhubaneswar).GO.No.34060/DT 23.7.1999 and DHE No.5705/20.12.2005.
- 5.10 After admitting students belonging to reserved categories the balance of reserved seats will be filled by the candidates of general category selected on merit from the merit list.

RESTRICTION:

- 5.11 The total number of students admitted from outside the State of Orissa to any class shall not exceed 5% of the total number of sanctioned seats of the class excluding those admitted under clause 5.8 above. for the purpose of admission an applicant will be deemed to be from within the State of Orissa, if he/she has passed the qualifying examination from any of the school/colleges situated within the territory of the State of Orissa. If an applicant whose parents are permanent residents of the state of Orissa, has passed his/her qualifying examination from school/college not situated within the territory of the state of Orissa, he/she may be considered to be from within the state of Orissa, provided he/she produces a Domicile certificate from a local Revenue Officer not below the rank of a Tahasildar to the effect that his/her parents are permanent residents of that locality in the state of Orissa.

6. HOW TO APPLY:

6.1 Forms and Prospectus:

(a) Application form for admission into PG classes and prospectus can be download from the College Website i.e. www.skcgparala.ac.in

6.2 Separate applications should be submitted for different Subject

6.3 Submission of Forms:

- (a) Duly filled-in application forms should reach the Principal, S.K.C.G. Autonomous College, Paralakhemundi-761200, latest by date mentioned on the page 1 of the prospectus. (Either by hand or by registered/speed post/courier service).
- (b) The College shall not be held responsible for any kind of postal delay.
- (c) Applications incomplete in any respect or received after the last date shall be rejected.

6.4 Procedure of filling in the forms:

- (a) The forms should be filled in legibly in candidate's own handwriting with appropriate answers for all columns. No columns should be left blank. 'NA' should be written against a column which is not applicable to the applicant.
- (c) Candidates wishing to avail reserved seats for Scheduled Caste, Scheduled Tribes, Govt. Servant on Transfer, Physically Handicapped, Burma Repatriates, Ex-Serviceman, Odias Living in Neighboring States, Defence Personnel, Children of Martyrs should mention the abbreviated form of the category/categories as applicable to him/her and should be under lined in red ink on the middle top of the application form.

ABBREVIATED TERMS

SC = Scheduled Caste

ST = Scheduled Tribes

GOST = Government Servant on Transfer

PH= Physically Handicap

ESM= Ex Service Man

NCC= National Cadet Corps

NSS= National Service Scheme

BR= Burma Repatriate

RR=Rovers and Rangers

SG= Sports and Games

WS= (Women for subjects):women student not having the desired subject in the local women's College.

CMF= Children of martyrs/freedom fighters

HOSTEL ACCOMMODATION

- (a) Candidates (both Gents and Ladies) desirous of accommodation in the College hostels should write 'HOS' and should be underlined in red at the right hand top corner of the application form.
- (b) The college hostels provides accommodation to 135 boarders (Gents). The S.K.C.G. Boys' Hostel has the capacity of 110, P.M.N. Hostel accommodates 25 boarders respectively. The ladies hostel provides accommodation to 25 lady boarders. Lady boarders less than twenty five in number in no case will be allowed to run the hostel due to high establishment expenditure and administrative inconveniences.
- (c) All names and addresses should be written in capital letters and all signatures should be full name signatures.

6.5 Documents to be submitted along with Application form:

- (a) Application form duly filled in and signed by the candidate and also by his/her father/guardian.
- (b) Attested self certified Xerox copies of certificates and mark sheets of HSC/equivalent examination and HS/equivalent examination.
- (c) Attested self certified Xerox copies of mark sheets of all the Semester Examinations/yearly Exam and provision certificate of degree examination.
- (d) Attested self certified Xerox copies of relevant certificates in case of SC/ST/PH/BR/ESM Category.
- (e) Attested self certified Xerox copies of certificates in respect of NSS for weightage.
- (f) Permanent Resident Certificate if applicable (For Orissa students passing from outside the state).
- (g) A bank draft of Rs. 100/- (Rupees one hundred only) in favour of Principal, SKCG (A) College, Paralakhemundi drawn on any nationalized bank.

6.6 Caution:

- (a) The applicant must write "submitted by me" on the application form and on all other documents attached and put his/her full name signature with date, otherwise the application shall be rejected.
- (b) Certificates not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to crime branch or other appropriate authority for scrutiny.
- (c) Reservation and weightage shall not be considered without supporting documents.
- (d) No document shall be accepted after the submission of forms.

- (e) The selection/admission of a candidate shall be invalidated if suppression of facts/ submission of incorrect information or forging of documents. If any of the offence are detected before or during admission process criminal proceedings against the candidate concerned.
- (f) No student shall be admitted without submission of CLC from the institution last studied.

7.1 Documents to be sent/submitted for admission:

- a) As admission is conducted by Postal submission. The selected candidates for admission into PG classes after receiving the intimations, shall have to send the following documents by registered/speed post so as to reach the Principal by the date mentioned in the intimation letter. On the top of the envelop they should clearly mention -
“ADMISSION INTO.....CLASS”. The college authorities will not be held responsible for any postal delay.

b) Documents to be submitted at the time of Admission :

- i) Intimation Letter. (Printout)
- ii) Mark Sheet of HSC/equivalent examination in original.
- iii) Mark Shet of HS/equivalent Examination & Degree examinations in original.
- iv) High School Certificate in original.
- v) Pass Certificate of HS/Equivalent Exam in Original.
- vi) Provisional Certificate of Degree Exam in Original.
- vii) College leaving certificate in original. This will be retained in the college and will be cancelled. TC/CLC from states outside Orissa must be countersigned by proper inspecting authority.
- viii) Conduct certificate in original from the head of Institution last attended.
- ix) Caste certificate in original.
- x) Certificate in support of claim for reservation/weightage in original.
- xi) Three copies of recent passport size photographs duly attested by a gazette officer (to be kept in the college)
- xii) A/C payee Bank Draft/Banker's Cheque for admission and other fees drawn on any nationalized Bank at Paralakhemundi, payable to the Principal, SKCG (Autonomous) College, for admission to PG classes.
- xiii) Blood Group certificate of the applicant from any competent authority.

- 7.2 a) Documents incomplete in any respect and/or not accompanied by bank draft will be Summarily rejected.
- b) Students who have passed the qualifying examinations from any Board/University other than Berhampur University admitted in this college are required to submit their migration certificates in original within three months from the date of their admission for registration under Berhampur University. Students passing from Board of intermediate Education Andhra Pradesh/Andhra University and Sri Jagannath Sanskrit University must submit a “Genuinely Certificate” from the concerned Board/University along with the migration certificate. Such applicants shall submit an undertaking to this effect in person to the Principal. Students not registered under Berhampur University will not be allowed to fill up their examination forms.

7.3 Principles for Admission in to M.A./M.Sc./M.Com. Course (Postal Admission for P.G. Classes Only)

- i) Admission in any subject will be made on the basis of merit. The merit list will be prepared as per clause 3 of the prospectus.
- ii) In case of equality of marks, ranking will be determined on the basis of marks secured in the concerned subject.
- iii) Honours students applying for admission in to P.G. 1st Semester in their Honours subjects shall only be considered. No Pass student can be admitted in to a P.G. course.
8. Admission process will be conducted on the basis of merit/weightage/reservation. The merit list will be displayed on-line (www.skcgparala.ac.in) much before the date of admission. The merit list will be treated as the intimation letter. A printout of this will be submitted along with all original documents/bankdrafts for admission fees. The fees structure will be displayed at the same time.

9. **ADMISSION INTO HOSTEL:**

- (a) Boy student after being admitted into the college can be provided seats in any of the two Hostels of the college on payment of required fees. The student has to deposit the hostel fees along with the admission fee on the day of Admission.
- (b) The Girl students desirous of taking admission in to hostel will be provided seats in the Girl Hostel, which will be activated if at least 25 girl students opt for the same.

10. **DECISION FOR ADMISSION:**

Admission to the College cannot be claimed as a matter of right. The decision for admission shall be made by the Principal if satisfied with the conduct of the applicant and information provided by him/her. Any old student of this college found guilty in respect of his conduct earlier will not be considered for admission.

11. **ATTENDENCE**

- i. **Minimum Requirement:** No student shall be allowed to sit for the Semester Examination unless he/she attends a minimum 75% of theory and practical classes taken separately in each subject in each academic year. To be eligible to contest the collage election the student must possess at least 75%of attendance in each subject separately by the date of filling nomination for election.
- ii. **Condonation:**
 - a) The Principal may condone the shortage of attendance to the extent of 15% in exceptional cases on production of Medical Certificate.
 - b) The Governing Body may grant condonation of shortage of attendance to the extent of 5% more in respect of a student who has represented the University or the State on deputation at a National/International competition or function during that period.

12. **EXAMINATION**

- i. **Internal Assessment:** There shall be continuous and comprehensive evaluation of students through internal Assessment Examinations. Every student should appear the internal Assessment Examinations during a session/Semester to be eligible to fill in the form for the Semester End Examination.
 - ii. **Semester Examination:** There shall be Semester End Examination at the end of every semester forms and paying fees for the purpose.
 - iii. **Final Result:** The final result of a student shall be computed on the basis of marks secured at the semester Examinations and the Internal Assessment Examinations. The final result shall be declared at the end of the Second Year.
13. **READMISSION:** The detained students may seek fresh admission in the same class but they shall have to make fresh applications and shall be considered for admission along with fresh candidates.
14. **CHANGES IN RULES:** The rules/information given herein are subject to change at any time as per Govt. instructions.
15. In case of dispute on any matter, the interpretation and decision of the Principal S.K.C.G.(Autonomous)College, Paralakhemundi shall be final and binding.
16. Parents of the students should attend the meetings of “Guardian-Teachers meet” to be organized by the collage as and when notified.

PRINCIPAL