



SRI KRUSHNA CHANDRA GAJAPATI COLLEGE (AUTONOMOUS)

PARLAKHEMUNDI-761200 (GAJAPATI) ODISHA

PROSPECTUS

For Admission into Post Graduate Classes 2019-20



Commencement of Receipt of Application Forms

01-06-2019

Last Date of Submission of Forms

20-06-2019

Contact Numbers

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College Office : 06815-223823



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

Paralakhemundi-761 200, Gajapati (Odisha)

PROSPECTUS-2019-20

FOR ADMISSION INTO POST GRADUATE COURSES

1. The College:

Sri Krushna Chandra Gajapati College (established in 1896 and situated in the heart of Paralakhemundi town in Gajapati District, Odisha) has not only contributed historically, in the formation of the then New Odisha Province but also has been imparting formal education since then, to generations across and outside Odisha State. NAAC accredited since 2004, this college has been conferred Autonomous Status by UGC since 2002. While having the autonomy in framing the syllabus and conduct of examinations of its own, this institution functions in consonance with Brahamapur University, Odisha.

2. POST GRADUATE COURSES (Semester System):

Subjects with seat strength are as follows:

- i) Commerce (16) (ii) Chemistry (16) (iii) Economics (16) (iv) Life Sciences 16 (Plant Sciences/Botany – 8 and Animal Sciences/Zoology -8)
- (v) Mathematics (16) (vi) Odia (16)

3. GENERAL RULES FOR ADMISSION INTO THE P.G. PART-I :

Admissions into the P.G. Part-I classes are purely on basis of merit. The merit lists are prepared on the basis of marks secured by the applicants in the qualifying Degree Examinations.

3.1 Eligibility:

- I) An applicant with minimum 45% of marks in the concerned Core Course/Honours subject in the respective Degree Examinations (BA/B Com/B Sc) is eligible.
 - a) For PG Life Sciences, applicants with minimum 45 % of marks in Botany or Zoology Core Course/Hons are eligible and for Plant Sciences (PS) and Animal sciences (AS) streams respectively.
 - b) For PG Odia, applicants with minimum 45% of marks in the concerned Core Course/Honours/Pass/GE in Odia only are eligible. (Candidates only with Odia as a subject in M.I.L/AECC are not eligible).

II) Every candidate for admission in to P.G. Classes should submit an undertaking to the effect that he/she is not pursuing any other course simultaneously or an employee of any type in any institution.

4. WEIGHTAGE:

Merit list will be prepared by adding weightage 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 with National Awards will be given weightage of an additional 7% over and above the aggregate marks obtained by them in the qualifying examination.
- (iii) NSS volunteers with State Awards will be given weightage of an additional 5% over and above the aggregate marks obtained 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 in the qualifying examination.

4.b) Weightage is not considered for candidates selected purely under reserved categories in order to avoid double advantage.

5. RESERVATION OF SEATS:

- 5.1** 16.25% of the total number of sanctioned seats of a class are reserved for candidates belonging to S.C. category.
- 5.2** 22.5% 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 are reserved for the children/wife/husband of Government servants/Serving Defense Personnel on Transfer within the normal time of admission .i.e., six weeks after the reopening of the College/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 who are already admitted into a college of a Govt. Servant's old station of posting.

5.6 5% 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).

5.10 After admitting students belonging to reserved categories the balance of reserved seats if any may be filled by the candidates of the common merit list, within due date of admissions.

6. **HOW TO APPLY:**

6.1 Forms and Prospectus:

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

6.2 **Submission of Forms:**

(a) Duly filled-in application forms should reach the Principal, S.K.C.G. Autonomous College, Paralakhemundi-761200, latest by the date mentioned in 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.

6.3 **Procedure of filling in the forms:**

(a) The forms should be filled in legibly, in applicants' own handwriting with appropriate responses for all columns/boxes. No columns/box should be left blank. 'NA' should be written against a column/box wherever applicable.

(b) Candidates wishing to avail reserved seats for Scheduled Caste, Scheduled Tribes, Govt. Servant on Transfer, Persons with Disabilities, Burma Repatriates, Ex-Serviceman, Defence Personnel, Children of Martyrs should mention the abbreviated form of the category/categories as applicable to him/her and should be underlined in red ink on the middle top of the application form.

(c) All names and addresses should be written in capital letters and all signatures should be full name signatures (Not in Capital letters).

ABBREVIATED TERMS

SC = Scheduled Caste

GOST = Government Servant on Transfer

ESM= Ex Service Man

NSS= National Service Scheme

RR=Rovers and Rangers

ST = Scheduled Tribes

PWD= Persons with Disabilities

NCC= National Cadet Corps

BR= Burma Repatriate

SG= Sports and Games

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.

6.4 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) Attested/self certified copy of Aadhar Card
- (h) A bank draft of Rs. 200/- (Rupees TWO hundred only) in favour of Principal, SKCG Autonomous College, Paralakhemundi drawn on any nationalized bank.

ALL ORIGINAL CERTIFICATES/DOCUMENTS AS MENTIONED IN CLAUSE 6.5 ABOVE MUST BE PRODUCED FOR VERIFICATION AT THE TIME OF ADMISSION. THERE IS NO PROVISION FOR POSTAL ADMISSION.

6.5 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 may be referred if necessary to appropriate law enforcement authority for verification.
- (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 any suppression of facts/ submission of incorrect information or forging of documents is/are discovered t any point of time. If any of the offence are detected before or during admission process criminal proceedings may be initiated against the candidate concerned.
- (f) No student shall be admitted without submission of CLC & Conduct Certificate in Original, from the institution last studied.

7.1 Documents to be submitted at the time of admission for verification:

- i) Intimation Letter. (Printout)
- ii) Mark Sheet of HSC/equivalent examination in original.
- iii) Mark Sheet of HS/equivalent Examination & Degree (All Semesters}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 Odisha must be countersigned by proper inspecting authority.
- vii) 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.
- xiv) Adhaar Card (if have) in original.

- 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

7.3 Principles for Admission in to M.A./M.Sc./M.Com. Course

- 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) No Pass/Elective subject students 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 and fees structures 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.

9. **ADMISSION INTO HOSTEL:**

- (a) Both the Girls' and Boy students admitted into the college can avail hostel seats on basis of merit in any of the Lady's' & Gents' Hostels of the college respectively on payment of required fees. The student has to deposit the hostel fees along with the other admission fees on the day of 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.

10. **ATTENDANCE**

- 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 condone 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.

10. **EXAMINATION**

- i. **Internal Assessment/Mid-Sem:** There shall be continuous and comprehensive evaluation of students through Mid Sem/Internal Assessment Examinations. Every student must appear the Mid Sem/Internal Assessment Examinations during a Session/Semester to be eligible to fill in the form for the End Semester Examinations.
 - ii. **End Semester Examination:** There shall be End Semester Examination at the end of every semester after due filling of 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 End Semester Examinations and the Mid Sem/Internal Assessment Examinations. The final result shall be declared at the end of the Second Year.
11. **RE-ADMISSION:** The detained students seeking fresh admission in the same class shall have to submit fresh applications and shall be considered for admission along with fresh candidates.
12. **CHANGES IN RULES:** The rules/information given herein are subject to change at any time as per Govt. instructions.
13. 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.
14. Parents of the students should attend the meetings of “Guardian-Teachers meet” to be organized by the college as and when notified.

PRINCIPAL