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Estd-1976

UPENDRANATHCOLLEGE

&

UPENDRA NATH HIGHER
SECONDARY SCHOOL

Nalagaja,Mayurbhanj

CALENDAR

2023-2024

Producedto.....

PERSONALMEMORANDA
(FORSTUDENTS)

Name:

Class :

RollNo.:

PermanentAddress :

PresentAddress:

MobileNo.:

YearofentrytotheCollege:

University/CHSE Regd.No. :

Height :

Weight :

BloodGroup :

ABCId :

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DECLARATION

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(Rule-8)

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the publication

Declaration

I Smt.Kabita Monjari Dandapat hereby declare that the particulars given above are true to the best of my knowledge and belief.

sd/-
Smt. K.M. Dandapat
Nalagaja , Mayurbhanj
Signature of the Publisher

CALENDAR-2023-24

Published under the authority of
the Principal U.N.College,Nalagaja

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 and binding

Principal
Smt.Kabita Monjari Dandapat M.Sc,MPhil,
Chemistry

Editor
Dr.Chandra Shekhar Jena
Lect.in Political Science

Co-Editor
Smt.Deepali Hansdah,
Lect.in English

U.N.COLLEGE,NALAGAJA
Mayurbhanj

Message

Rules & Regulations are indispensable for discipline which lead to perfection. The College Calendar, an embodiment of academic norms will help the students, staff in developing a sense of understanding for maintaining academic culture & upholding the integrity for its educational enrichment.

I hope everybody involved in teaching-learning process will take the opportunity to follow and observe its directives with dignity & confidence.

Kabita Monjari Dandapat
Principal
U.N. College
Nalagaja, Mayurbhanj



THE CREST

The College Crest embraces mainly Art, Culture & Socio-economic conditions of Adivasi people of Mayurbhanj as well as of the locality.

The Crest contains a bottle-necked gourd in its middle which is a musical instrument of tribals.

The arch-shaped upper boundary of the crest is crossed by a peacock feather pen on its right, an arrow on its left and they are tied in a knot at the top. The arrow and feather pen symbolise valour and an era of learning respectively.

The spread-out tail of the peacock covering the major portion of the crest depicts the flora and fauna of the area.

The open book at the bottom stands for dissemination of Knowledge, power and strength.

Deptt.ofChemistry

1.	Mrs.K.M.Dandpat	M.Sc.,M.Phil	Reader
2.	Dr.DeveshShankarHota	M.Sc.,Ph.D.	Reader
3.	Mr.G.P.Mohanty	B.Sc.	Demonstrator
4.	Mrs.AlakaNayak	B.Sc.	Demonstrator
5.	Mr.M.K.Sahu		Lab.Attn.
6.	Vacant		StoreKeeper

Deptt.ofPhysics

1.	Mr.R.K.Rout	M.Sc.,M.Phil	Reader
2.	Mr.BibhupadaPriyanshGhosh	M.Sc.	Guestfaculty
3.	SriPratapChandraBehera	M.Sc.	Demonstrator
4.	Mr.U.K.Mohanty		Lab.Attn.

Athletics

1.	Vacant	P.E.T.	
----	--------	--------	--

LibraryStaff

1.	Vacant	Jr.Librarian	
2.	Vacant	Jr.Librarian	
3.	Mr.G.C.Mohanta	LibraryAttn.	

MinisterialStaff

THEU.N.COLLEGE-ANOVERVIEW

With a noble hope of removing the ignorance and blindness of education among tribal poor the founding stone of the U.N.College, Nalagaja was laid down by the generous donor late Upendra Nath Giri of Village Nalagaja and with active initiation and leadership of late Sushanta Kumar Dutta, Head Pandit Noonchati U.P. School, Nalagaja. Subsequently it was inaugurated by Mr. Chaitanya Prasad Majhi state minister of Forestry, Fisheries and Animal Husbandary the then Central Minister on July 13, 1976 was the presence of Kuanria Majhi. In commemoration of founder's surge for education & sacrifice, the college is named after him i.e. Upendra Nath College.

The location of the college amidst the greener vision in and out with rural background, the statue of the founder facing to the front as guardian really enriches the true spirit of learning and love for education & sacrifice.

The college is situated in Rasagobindpur Panchayat Samiti of Mayurbhanj district which is very close to the boarder area of West Bengal. The main road by the side of the college connects Baripada and Jaleswar. The College is at a distance of 40 kms. from Baripada & 25 kms. from Jaleswar. It is also at a distance of 20 kms. from Raibania where renowned historic Raibania fort is situated. It is also adjacent to a vast aerodrome field built and used by Britishers during WW-II, the reminiscent of which speaks volume of the past.

Within a very short span of time it developed into a full fledged Degree College and one of the leading Govt. Added college in the district of Mayurbhanj. It has been affiliated by C.H.S.E., Odisha, BBSR and North Odisha University MSCB University Baripada. The College is also accredited by NAAC Vide Letter No. NAA/CASA/EC46-96/2009, Dt. 11.03.09, and re-accredited to 'B' Grade in December 2016.

The College with all its promises provides facilities of teaching to Arts, Science, Commerce in Higher Secondary. In +3 Arts, there is opportunity of teaching in honours, like Eng.-32, Pol.sc.-40, Education - 32, Odia- 40, Eco-32, Sanskrit-08, Hist.-40, Philosophy-32 seats. In +3 Science there is honours teaching in Chemistry with 8 seats, Physics 16 seats, Mathematics - 8 seats, Botany, Zoology with 24 seats each.

Keeping the interest of students and local need in mind, the college has been able to maintain ladies gents hostel and PMS hostel for residence of the students. After permanent affiliation to UGC under 2(F) & 12(B) of UGC Acts, massive building has come up with the assistance of UGC during VIIth plan period. During VIIIth plan, a library building has been constructed of UGC assistance. In IXth plan of UGC, a separate laboratory building for chemistry and physics has been completed. In Xth plan a laboratory building for Botany & Zoology, a huge Examination hall has been completed. During XIth and XIIth plan periods, one Women's Hostel & Boys Hostel with well-equipped facilities has been completed. That apart Smart class rooms with modern ICT facilities has been provided for the students. One Boys' Hostel is also under construction. Besides this, the library and laboratories have been provided with more books and equipments respectively. Even a Gym khana with all modern equipments has been opened for the students on receipt of assistance from the Ministry of youth Affairs of Govt. of India. The college at present provides accommodation for lecture halls, staff common room, common rooms for boys & girls, Seminar hall for each Hons. subject, Library, Separate Laboratories, Reading rooms for staff & students, Hostel, Principal's Chamber, Administrative & Examination building, Store room, Gym-khana, Principal's Quarter, Health Unit, Alumni, N.S.S. room, Students Union room, beautiful auditorium and gardens in the space in the college campus. For Indoor & out-door game items, necessary facilities have been provided. The college has always been recognised as a nodal college by the C.H.S.E. & University. After a glorious academic march of 39 yrs, it has observed its Silver Jubilee in the year 2001-2002 with all spirit and enthusiasm. During the completion of 48 years of its history, the college takes the pride of producing so many scholars & eminent persons, Academicians, Doctors, Engineers, Advocates, Administrators, Social Workers of National & International repute.

In such a era of globalisation this institution with tribal background is trying to put its step ahead to face the socio-economic challenges in providing quality education expecting the co-operation & good wishes of all.

Deptt. of Home Science

- | | | | |
|----|-------------------|---------------------|----------|
| 1. | Dr. Smita Pradhan | M.A., M.Phil, Ph.D. | Lecturer |
| 2. | Vacant | | |

Deptt. of Commerce

- | | | | |
|----|----------------|---------------|----------|
| 1. | S. Smrutirekha | M.Com, M.Phil | Lecturer |
| 2. | Vacant | | |
| 3. | Vacant | | |

Deptt. of Math

- | | | | |
|----|---------------------|------------|----------|
| 1. | Mr. Dolagobinda Das | M.Sc., GRF | Lecturer |
| 2. | Vacant | | |

Deptt. of Zoology

- | | | | |
|----|------------------|----------------------|--------------|
| 1. | Dr. S. Rout | M.Sc., M.Phil, Ph.D. | Reader |
| 2. | Kiran Kumar Sahu | M.Sc., M.Phil, NET | Lecturer |
| 3. | Lt. D.K. Giri | M.Sc., L.L.B. | Demonstrator |
| 4. | D.K. Behera | | Lab. Attnd. |
| 5. | Vacant | | |

Deptt. of Botany

- | | | | |
|----|--------------------------|---------------|------------------------|
| 1. | Sri Deba Shankar Marandi | M.Sc., M.Phil | Lecturer |
| 2. | Miss Sandhyarani Tudu | M.Sc. | Lecturer-guest faculty |
| 3. | Mr. A.K. Patra | B.Sc. | Demonstrator |
| 4. | Mr. R.N. Patra | | Lab. Attnd. |
| 5. | A.K. Giri | | Gardener |

Deptt.ofPol.Science

- | | | | |
|----|----------------------|-------------------|----------|
| 1. | SriS.K.Patra | M.A. | Reader |
| 2. | Dr.ChandraSekharJena | M.A.,M.Phil,Ph.D. | Lecturer |
| 3. | SriSabyasachiA.Nayak | M.A.M.Phil | Lecturer |
| 4. | Vacant | | |

Deptt.ofEconomics

- | | | | |
|----|---------------------|----------|-------------------------|
| 1. | Smt.KajalmiruMarndi | M.A. | Lecturer |
| 2. | Mr.AmiyaKu.Das | M.A.,NET | Lecturer |
| 3. | Vacant | | |
| 4. | Vacant | | |
| 5. | Mr.RaghunathPatra | M.A. | Lecturer-(guestfaculty) |

Deptt.ofLogic&Philosophy

- | | | | |
|----|-----------------|-------------|-------------------------|
| 1. | Smt.S.Nayak | M.A. | Lecturer |
| 2. | Ms.PritiTigga | M.A.,M.Phil | Lecturer |
| 3. | Mr.AnantaMarndi | M.A. | Lecturer-(guestfaculty) |

Deptt.ofEducation

- | | | | |
|----|-----------------|-----------------------|----------|
| 1. | Smt.A.Mohanty | M.E.D | Lecturer |
| 2. | SriBalaramSingh | M.A.,NET | Lecturer |
| 3. | Dr.S.C.Mohanty | M.A.,M.Phil,Ph.D.,NET | Lecturer |

Deptt.ofSanskrit

- | | | | |
|----|----------------------|-----------------|-------------------------|
| 1. | Mr.BimalBoital | M.A,M.Phil.,NET | Lecturer |
| 2. | Mr.GopalChandraPathi | M.A. | Lecturer-(guestfaculty) |

SUCCESSIONLISTOFPRINCIPALS

- | | |
|--|------------------------|
| 1.Sj.UdaynathPuthal,M.A. | 02.08.76-10.11.87 |
| 2.Dr.GanapathJena,M.Sc,Ph.D., | 11.11.87-21.03.95 |
| 3.Dr.AnantaKu.Parida,M.A.,Ph.D., | 22.03.95-12.06.95(I/C) |
| 4.Dr.BudheswarPati,M.A.,Ph.D., | 13.06.95-10.08.97 |
| 5.Sj.SaratCh.Basa,M.Sc. | 11.08.97-28.02.03 |
| 6.Sj.JitaramDey,M.A.,M.Phil | 01.03.03-06.07.04(I/C) |
| 7.Sj.KamaleshKar,M.A. | 07.07.04-31.03.09 |
| 8.Sj.JitaramDey,M.A.,M.Phil | 01.04.09-31.08.12 |
| 9.Smt.BinapaniMohapatra,M.A.,B.Ed. | 01.09.12-31.05.14 |
| 10.Sj.SenapatiCh.Mohanta,M.A.,B.Ed. | 01.06.14-31.01.15 |
| 11.Dr.SurendranathRoul,M.A.,M.Phil,Ph.D. | 31.01.15-20.01.17 |
| 12.Sj.KishoreKumarPanigrahi,M.A. | 20.01.17-31.10.19 |
| 13.Dr.S.C.Rout | 31.10.19-29.02.20 |
| 14.Dr.N.R.Kalia,M.Sc,M.Tech,Ph.D. | 29.02.20-30.04.22 |
| 15.Mr.L.N.Mohanty,M.A.inEco | 30.04.22-31.03.24 |
| 16.Smt.KabitaMonjariDandpat,
M.ScinChemistry,M.Phil | 31.03.24 |

PROGRAMMES OF STUDY & SANCTIONED STRENGTH

1. **Higher Secondary Wing**
 i)+2Arts-256
 ii)+2Science-96
 iii)+2Commerce-32
2. **Degree Wing**
 i)+3Arts-256
 ii)+3Arts Honours (English-32, Economics-32, Education-32, History-40, Odia-40, Pol.Sc.-40, Philosophy-32, Sanskrit-08)
3. +3Science-64 (PCM-32, CBZ-32)
4. +3Science Honours (Chem-8, Phy-16, Math.-8, Bo.-16, Zool.-16)
5. Total Sanctioned Strength in the College. **2112**

Student Supportive Programme of Study:

- A. Spoken English
- B. Santali Language
- C. Yoga & Meditation

The Institution have taken care to introduce Student Supportive Programmes of study for the benefit of the Students of the Locality. The students interested in above programmes may take admission by applying to the Principal when notice for he same is published. A nominal fee will be collected for each programme to be noticed separately.

STAFF POSITION

Sl.No.	Name	Qualification	Designation
1.	Smt. Kabita Monjari Dandapat	M.Sc., M.Phil	Principal
Dept. of English			
1.	Sri Ananta Murmu	M.A.	Lecturer
2.	Mrs. Deepali Hansdah	M.A. NET	Lecturer
3.	Sukumar Mohanty	M.A. M. Phil, NET	Lecturer
4.	Auroprasad Parida	M.A. M. Phil, NET	Lecturer
5.	Vacant		
Dept. of Odia			
1.	Sri Abanee Kanta Giri	M.A., M. Phil, Ph.D	Lecturer
2.	Sri Umesh Kumar Jena	M.A., M. Phil, NET	Lecturer
3.	Sri Kanda Naik	M.A., M. Phil	Lecturer
4.	Sri Mukesh Meher	M.A., NET	Lecturer
5.	Vacant		
Dept. of History			
1.	Sri Pradeepku. Badnayak	M.A.	Lecturer
2.	Sri Subrat Ku. Biswal	M.A., M. Phil	Lecturer
3.	Vacant		
4.	Vacant		
5.	Miss Dolly Dhal	M.A	Lecturer-(guest faculty)

(v) Use of crackers, bombs & fire forencoureging violent activi-ties inside the campus is strictly prohibited.

(vi) Students are required to keep their bicycle and tow wheel-ers in the bicycle stand under proper lock & key to avoid theft.

18. CommunicationwithGuardians

(i) Theguardianof students areexpectedtomeet thePrincipal,theHostel Superintendent during anacademic session to know about the progress of their wards and their undersirable activities.

(ii) Parent-Teacher meetings are convened during an academic yearoras&whennecessaryforseekingCo-operation&suggestionfor educational improvement and solution of any major problem of students.

(iii) Long absence from the College, irregular attendance in the class, Exam, performance of the students are intimated to the guard-ians.

LIBRARYRULES

TheCollege Librarycontains17,000titles arrangedinsectionsand sub-sections. The members of the staff, studentsof theCollege,and other persons specially permitted by the Principal may use the Library.

GeneralInformation

1. The Library remains open normally during college hours unless otherwisenotified.Thebusinesshourforissuingbooksis10.30a,m,to 3 p.m.

2. (a) The Library remains closed on Sunday an authorised holidays.

(b)The last period of every working day is set apart for office workoftheLibraryanddduringthatperiodbooksarenotissued

1.	Vacant	Headclerk	
2.	DillipKu.Senapati	Sr. Clerk	
3.	Vacant	Sr. Clerk	
4.	ShivaShankarMohanta	Jr. Clerk.	
5.	Vacant		Jr.Clerk
6.	Vacant		Jr.Clerk
7.	Vacant		Jr.Clerk
8.	Vacant		Jr.Clerk
9.	JyostnaGhose		Jr.Asst.
10.	ShibaniGhose		Jr.Asst.
11.	BudhadevJena		Principal orderly
12.	MandakiniMarandi		Peon
13.	SalkhoMurmu		Peon
14.	MrutunjayBehera		PeonNight
15.	SrustidharBehera		watchman
16.	SriB.Ch.Behera		Sweeper
17.	SriBalaramPradhan		D.E.O.(parttime)

COLLEGE RULES

1. The Academic Session-

The Academic Session of the College starts in June and ends in May every year.

2. Admission Procedure-

a) Admission to Higher Secondary and Degree Courses soon after the publication of Board/Council/University examination results and continues as per rule / instructions provided by the Council/University/DHE, BBSR or Govt. of Odisha.

b) The admission into +2 Arts, Science, Commerce & +3 Arts, Science, Commerce will be done through e-admission under students Academic Management System (SAMS) of Govt. of Odisha.

All the rules and instructions of SAMS are to be followed strictly.

c) **Application form**-online application.

Readmission -Students promoted to the 2nd year of Higher Secondary Classes / 2nd year and 3rd year of the Degree courses need not apply for admission to the college. But they are required to take readmission within the period determined by the college authority / Council / University.

(iii) The candidates who have lost their C.L.C. or marksheets are required to lodge FIR in the Police Station & obtain affidavit from the court & submit the same along with requisite fee for receiving duplicate certificates.

(iv) A student taking T.C./C.L.C. shall surrender his/her Identity Card in the college office.

Fees Structure for different Certificates.

(i) C.L.C./T.C.	Rs.200/-
(ii) Duplicate C.L.C./T.C.	Rs.500/-
(iii) Duplicate Identity or Lib. Card	Rs.50/-
(iv) Continuity Certificate	Rs.50/-

16. Notices:

(i) It is the duty of every student to go through the notice board every day, because all office orders, decisions and information are displayed on the College Notice Board. Ignorance of student due to negligence will not be accepted as an excuse.

(ii) Disfiguring/Tempering or removing of notice from the notice board is a serious offence and breach of College discipline. Affixing private notices without the permission of the Principal is not allowed.

17. Use of College Premises & Property

(i) Spitting, disfiguring the walls, doors, floors, pillars and furniture are treated as an offence. In case of damage to the college property, the cost of the damaged articles along with fine as decided by the Principal shall be realised.

(ii) Scribbling, pasting placards, posters or otherwise disfiguring college walls or boards are strictly prohibited.

(iii) They must not tamper with the electrical, water & laboratory fittings or mishandle bicycle or other articles which do not belong to them.

(iv) Use of mike or sound system inside the college campus without the permission of the Principal is not allowed.

(ii) Any sort of fine will be realized with the tuition fee. Exemption of fine is not a matter of right. However, Principal reserves the right to use his discretion in matters of finer relaxation.

(iii) No student can collect any type of subscription from other student without the permission of the Principal.

(iv) Students must have to clear up their entire college dues up to the end of academic session before he/she is allowed to fill up the application form for the Council/University Exam.

(v) Declaration of class promotion results of a student will be withheld in case of non-payment of college dues.

14. Mode of submitting Application, Grievances and Representations.

(i) All grievances or representations should be brought to the notice of the Principal in the form of written application through proper channel. However, students may meet the Principal with their grievances for personal hearing.

(ii) Students may submit their grievances to "Grievance Redressal Cell" of the college for necessary action.

(iii) Girl student may put forth any problem or issues before the "Women Development Council" of the college for consideration & needful action.

(iv) Students having any business in the college office must transact through counters.

15. Issue of Certificates and Marksheetwork, Duplicate Identity Card-cum-Library Card.

(i) C.L.C.T.C. Conduct Certificate and marksheetwork and all other certificates will be issued if the student has applied in prescribed proforma before three days with requisite fees deposited in the college office.

(ii) Certificates of clearance from different sections in the prescribed form shall be submitted along with the Application Form.

3. Commencement of Classes:

(i) The dates of commencement of lectures for the classes of different streams are notified by the Principal as per the time schedule given by SAMS Project of Govt.

(ii) The copy of the time-table for the current academic session is circulated among the students and also published in the notice board.

4. Lectures, Tutorials, practicals & proctorials:

(i) Students are required to attend their classes regularly and punctually. It is the duty of a student to find out the practical group to which he/she has been assigned and attend the practical classes of the concerned subject regularly.

(ii) Students should take their seats before the teachers enter the class-room and should not ordinarily leave their seats during the course of lecture. Late comers should enter the class with due permission.

(iii) Every student must behave in the class room in a polished and disciplined manner. Students having no classes should not assemble, loiter or make noise in front of the class room. No student or any group of students have the right to disrupt the lecturer in any manner, and this will be treated as gross violation of the college rules.

(iv) Girl students should be behaved properly and they should be allowed to occupy seats in the front rows of seats provided separately for them.

(v) Proctorial System:

Proctorial System has been introduced in the college for developing ideal relationship between the students & teachers for timely guidance and advice in academic & other matters. A member of teaching staff remains in charge of a group of 24 students. The students shall meet the proctor as per the routine schedule and

put forth their difficulties for necessary advice. Each Teacher is expected to be vigilant and take care of students under his guidance and record their day-to-day activities in the college like attendance, performance in the exam, conduct with staff & fellow-students, discipline and participation in different curricular activities and guide them accordingly. If necessary he may intimate the parents through proper channel.

- (ii) When a match is to be played away Nalagaja, the members of team and other student who wish to accompany the team must obtain leave of absence from the Principal, Boarders of the hostel must apply to the Suptd. for permission to stay away.

10. Literary Activities:

Literary activities such as symposia, debates, essay writing, G.K. competitions etc. are organised in different times to develop the literary talents of students.

Articles written by students are published in the magazine 'UPPENDRA JYOTI' and wall magazine Successful competitors represent the college in inter-college competitions both in Higher Secondary & University Level Certificates of merit and prizes are awarded to successful participants.

11. Cultural Activities:

Every year Cultural Functions are observed in the month of Dec/Jan. Students take part in the National events such as the Republic Day, the Independence Day, the College Foundation Day, Death Anniversary of the college founder, birth days of eminent personalities and other important days which are observed every year.

Cultural activities and competitions such as Song, Dance, Music, Mono-action, Dialogue and Caricature are organised by the associations constituted for the purpose.

12. Discipline:

- (i) Disciplined students are always praised & loved by all.
- (ii) The activities and behaviour of a student towards junior, senior and fellow students must be highly cordial. Any sort of behaviour and activities of a student if hampers the dignity of the college, staff and students, shall be viewed seriously, the authority may decide to expel him/her from the college.
- (iii) Students at all places particularly in the college playfields, Exam hall or while attending meetings/seminar or participating in co-curricular activities should conduct themselves with a sense of decorum.
- (iv) No outsider should be invited to deliver speech/lectures without the prior consent of the Principal.
- (v) No meeting or non-academic group discussion by the students shall be arranged without the written permission of the Principal.
- (vi) Concerted absence without leave is a serious breach of college discipline.
- (vii) All students must come to the college with proper dress.
- (viii) A student of the college must lead a disciplined life and also abide by the hygienic principle of the college.
- (ix) If a student is found to have indulged in ragging, strict action will be taken against that student.

13. Payment of Fees and Fines:

- (i) Fees are required to be paid in the college office by **2 PM** on the day fixed/ notified for collection. Otherwise a fine of Rs. 1/- shall be paid along with tuition fee on the last working day of the month, the name of the student concerned will be struck off from the roll and admission will involve an additional payment equivalent to one month's tuition fee along with Rs. 1/- as enrolment fee.

Provided that the Council may in special circumstances permit a candidate to offer alternative papers in English of Higher Standard then required in (i) above in lieu of MIL paper, stating reasons:

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

Environmental Education (EE)

Notes : The above subject will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year of +2 course and the grade (A B C or D in order of merit) are to be awarded by the college and the same shall be recorded in the body of pass certificate given by the Council subsequently. The grades secured in the Environmental Education (EE) and Basic Computer Education (BCE) will not affect result of the candidate.

Marks	Grade	Marks	Grade
above 70%	Gr. : A+	above 35%	Gr.: C
above 60%	Gr. : A	below 35%	Gr.: D
above 50%	Gr. : B		

ELECTIVE

A. Subjects of Examination for Arts Stream.

(out of the following six groups of subject, a student shall have to offer only four elective subjects each carrying a maximum of 200 marks i.e. 100 marks for 1st year and 100 marks for 2nd year)

- | | |
|---------------------------|-------------------|
| 1. Political Science | 2. History |
| 2. Logic | 4. Economics |
| 5. Education/Home Science | 6. Oriya/Sanskrit |

nor is the return of books acknowledged.

3. A person even if otherwise qualified for admission will not be allowed in the Library premises, if he or she is not of sound mind or is not clean in person or dress.

Rules common to all borrowers of books:

1. No book should be taken out of the Library without the knowledge of the Librarian and until it has been properly entered in the Loan Register and the entry attested by the borrower.
2. Each borrower must examine the condition of the books before they are issued otherwise in the case of mutilation discovered later the presumption will be against the borrower.
3. Books should be returned within the period allowed to borrower.
4. When the date of the return of book falls on an authorised holiday it should be returned to the Library on the day of the College opens after the holiday.
5. All books belonging to the Library and in possession of borrowers, should be returned to the Library before the College is closed for the long vacation or before the date notified for the purpose.
6. A borrower having a Library book in his possession should return it to the Library as soon as he receives requisition notice from the Librarian.
7. Books taken out of the Library must be returned to the Librarian and to nobody else.
8. No marginal or other notes or markings shall be made in the Library books nor shall any picture or page be removed or torn or otherwise disfigured. Students damaging any book in any manner will be penalised.
9. The Librarian will report to the Principal the names of persons responsible for improper use of the Library books.

10. Although restrictions are not ordinarily placed on the issue of books of the Library, the Principal has the right to stop the issue of certain books to all or some intending borrowers.

11. A borrower, against whom any fee or charge is outstanding, shall not be allowed to borrow books from the Library.

12. If any borrower keeps a Library book in his or her possession for more than the time allowed for the purpose, no more books will be issued to him or her until the book concerned is restored to the Library. In extreme cases the privilege of using the Library may be denied to such persons.

13. All those who may happen to be inside the Library or in its nearby places are expected to observe strict silence.

The Librarian is empowered to see that the rule of silence is strictly observed and to report about wilful breach of the rule.

14. Professors are expected to use their influence to promote the observance of the rule whenever they are in the Library and to bring to the notice of the Principal the cases of deliberate, disobedience and misbehaviour. Taking except what is absolutely necessary for the transaction of Library business is forbidden inside the Library.

The Library should not be used for any purpose other than reading or consulting books and periodicals in its possession.

15. Articles not connected with the study of books should not be brought into the Library.

16. Spitting, smoking, sleeping inside the Library and putting one's legs on the Library furniture are strictly forbidden.

17. Cases of incivility either on the part of intending borrowers or on the part of the part of the library staff or of any unauthorised person who might happen to be inside the Library should at once be reported to the Principal.

18. An unauthorised person who tries to force his way into the Library may be turned out of the Library by the Library staff.

be no extra optional subject. Instead each student has to offer four elective subjects as detailed below.

Subjects of Higher Secondary Education:

1. Besides the compulsory subjects like (i) English, MIL and (ii) Environmental Education, (iii) Computer Education, a candidate shall offer any four elective from any of the grouping under (iii) A or B or C.

2. **Duration of Course** : The syllabus for 2 years course of each subject shall be divided into two parts, namely 1st year and 2nd year carrying 100 marks each. The college will conduct one examination at the end of the 1st year class of +2 Course and the Council will conduct the examination at the end of the 2nd year class of +2 Course. The result of a candidate will be determined only on the performance of the candidate in the council examination to be held at the end of the 2nd year course.

3. **The Pass Criteria** : The pass criteria for the Examination shall be as follows.

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

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

4. **Course structure and subjects of Examination** : The course and subjects for the Higher Secondary Examination and the maximum marks in each subject shall be as follows:

Compulsory

Subject	Marks	1st Year	2nd Year
(i) English	200	100	100
(ii) MIL(O)	200	100	100

COURSES OF STUDIES

The college is affiliated to C.H.S.E. Odisha, BBSR and CBSE University, Baripada, Mayurbhanj, It provides teaching facilities in the following courses introduced by the Council/ University.

Higher Secondary Courses

Revised Course W.e.f. 2016-17

Subjects of Study

According to the new revised courses the structure shall be of one examination to be conducted by the Jr. College/Higher Secondary School at the end of 1st Year basing on the curriculum meant for that year and one examination at the end of 2nd year to be conducted by the Council basing on the curriculum meant for the year alone. Pass certificates will be awarded to successful candidates on the basis of the performance in the Council Examination to be held at the end of 2nd year only.

The examination at the end of 1st year shall be for 800 marks (including Environmental Education) & Yoga and the examination at the end of 2nd year shall be for 600 marks. Marks secured in the examination to be conducted at the end of the 1st year shall be considered for promotion of students to the 2nd Year class.

Besides English and MIL, Environmental Education (EE) and Basic Computer Education (BCE) shall also be a compulsory subject. But Environmental Education will be taught only in the 1st year and examination for environmental Education will be conducted by the college at the end of the 1st year.

Basic Computer Education (BCE) will be taught in 1st year and 2nd year both in theory and practical.

Restriction on selection of optional (henceforth called as elective) subjects will remain feature in the new course structure. There shall

19. None but the members of the teaching staff and ministerial staff may go beyond the Library counter. Persons with special permission from the Principal may work inside the Library.

20. The following is a list, showing the maximum numbers of books that may be issued to the various classes of borrowers.

Member of the teaching staff	10 each
Ministerial staff	2 each
Demonstrators	2 each
Librarians	2 each
The College Medical Officer	2 each
The College Physical Training Instructor	2 each
Persons specially permitted by the Principal/ according to the order of the Principal	2 each
Students of +2 & +3 classes	2 each
Students of Hons. Classes	3 each

21. A book once issued to a borrower may be reissued to him only when nobody else wants to take the book. Books before being reissued should be presented before the Librarian for necessary entries in the register.

22. Books of reference, maps, text books, University Calendars, current issues of periodicals, courses of study and rare books shall not be issued for use at home without the special permission of the Principal.

23. Members of the teaching staff, the ministerial staff and the college Medical Officer may take books from the Library on signing a loan register or a loan slip. Students must take out books on cards which will be given to them after they are admitted to the College.

24. The time allowed to borrowers, barring the members of the teaching staff and those specially permitted by the Principal, is 14 days subject to Clause 5 under the heading "Rules common to all borrowers of books."

25. Any book lost, damaged or defaced by a borrower must be replaced by him. If the book is one of a set or 2 series and the book is

one of a set or series and the volume cannot be obtained single, the borrower must pay five times the cost of the book.

26. In those cases in which the price of the lost book cannot be ascertained, he should pay as compensation an amount fixed by the Principal.
27. A person who takes a book from the Library is supposed to abide by the Library rules. Ignorance of the Library rules will be no excuse for the breach of any rule.
28. Members of the staff (teaching and nonteaching) are requested not to handle books in the racks or in the Almira has without permission of the Librarian or the issue register. They can however, refer to it in need be, in the presence of the Librarian and/or Assistant Librarian.
29. Members of staff (teaching and nonteaching) are not allowed to borrow books beyond their quota.
30. Library books are not transferable.
31. Rare books/ Library copy books (*reserved copy*) cannot be issued to staff and students.
32. Prescribed textbooks shall be issued only to those who are teaching the concerned subject and not to other members of the staff and students.
33. No members of the staff and students will be allowed to keep Library books with him/her during the Summer vacation. All the books should be returned before the Annual Stock verification. Books will be issued after the stock verification to the members of the staff.

Rules common to all borrowers of books:

1. The student borrowers are subject to all the rules in the heading. "Rules common to all borrowers of books."
2. Students can borrow for a maximum period of 14 days from the

Library. In case of those students who do not return the Library books within the time allowed a fine of Rs. 1.00 per book will be charged on each day of delay up to a maximum period of 6 days.

There after for each day for each book a fine of Rs. 1.00 will be imposed till the book is refunded.

3. For use in the reading room, ordinarily one book at a time may be issued to every student on a call slip.
4. A student who wants to take books from the Library should fill in his Library Card properly and present it to the Librarian. He should also present the card to the Librarian. He should also present the card to the Librarian whenever he wants to return a book.
5. Ordinarily one student will be allowed to keep Library books with him during the Summer Vacation.
6. If a student loses his Library card a duplicate library card shall be issued to him on making an application to the Principal and on payment of a fine of Rs. 20.00 for the loss of the original library card.
7. Those students deliberately ignoring the library letter to return the long outstanding borrowed books the matter will be referred for legal action.
8. Library books are not transferable.
9. At the time of transaction, if the students make noise such as singing songs, clapping and beating tables in the students reading room, the transaction will be closed and the matter will be intimated to the authority for necessary action against the students.

Book Bank

A Book bank has been newly created in the library to extend facilities to the students to lend book/son merit basis with a deposit of fees @ 5% of the cost of book for one academic session. All rules of library are applicable to the student borrower of Book Bank.

First Class Hons-30% in each subject and 40% in aggregate in subject other than Hons and 60% or more in Hons.

First Class Hons with Distinction-First class Hons+50% mark in aggregate in subjects other than in first appearance.

Grade System-

Grading System has been introduced for the students admitted from the academic session 2016-17.

Grade	Grade Symbol	Marks Secured from 100	Grade Symbol
Outstanding	O	90-100	10
Excellent	A+	80-89	9
Very Good	A	70-79	8
Good	B+	60-69	7
Above Average	B	50-59	6
Fair	C	40-49	5
Pass	P	30-39	4
Fail	F	Below 30	0

B. Subjects of Examination for Science Stream

(Each elective subject carrying a maximum of 200 marks i.e. 100 marks for 1st year & 100 marks for 2nd year.)

1. Physics
2. Chemistry
3. Mathematics/Sanskrit
4. Biology/Sanskrit

C. Subjects of Examination for Commerce Stream

(Each elective subject carrying a maximum of 200 marks i.e. 100 marks for 1st year and 100 marks of 2nd year.)

1. Accountancy
2. Business Studies and Management
3. Business Mathematics & Statistics
4. ITV

DEGREE COURSE STRUCTURE:

Degree course in Arts, Science shall be spread over a period of three years. In each year there shall be a University Exam. Students are required to choose the stream/subject of their interest and follow the course pattern as designed by MSCB as reflected below.

CBCS MODEL COURSE FOR ARTS, SCIENCE, COMMERCE

Choice Based Credit System (CBCS) has been introduced by the MSCB University effect from the academic session 2020-21 Course structure shall be as follows.

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-
1. CBCSMODELCOURSE2021-22
 2. NEPhasbeenintroducedbyMSCUniversity and on our college from 2024-25

B.B.-(Studentcanavailtheconcernedinformation from Library) as well from respective department)

of study for not less than one academic year in third year course.

2. In order to clear on Exam (first, second, final) a candidateisrequiredtosecure36%marksintheory&40%marks in each practical paper.

3. AllothermattersrelatingtoExam.issubjecttotheregulation of the M.S.C.B.U.

4. The result of the 3 yrs. Degree Exam. & the classes to be awarded shall be determined on the basis of the combined results of 1st, 2nd & final Exam. taken together.

5. Thereisbackpapersystemforthestudentswhofailsto clear an exam in 1st appearance in such cases, students arerequired tocontactwith examsectionformoteclarification.

6. Class / Division & Distinction will be answered on the following basis :

Pass-30%insuchsubject&40%inaggrigate.

PasswithDistnction-30%ineachsub.&50%inaggre- gate.

PasswithHons-30% ineach sub.& 40%in aggregatein sub. other than Hons and less than 45% but not less than 36% in Hons. subject.

Second ClassHonswith Distinction -30% in each subject ad 40% in aggregate in subjects other than Hons. & 50% or more but less than 60% in Hons. Subject.

SecondClassHonswithDistinction-2ndclassHons. +50% marks secured in subjects other than Hons in first appearance.

v) **Eligibility to appear at the instant Exam**

After declaration of CHSE result, failed candidate securing aggregate marks can fill up forms within 15 days of the publication of result for instant examination which is conducted within one month and the result is published within a period of 45 days.

UNIVERSITY EXAMINATION

The University Examination for the three year Degree courses shall be conducted by MSCBU. There shall be two Semesters for the First year, 2nd Year and 3rd Year Degree students; one in the month of December and another in the month of June. All registered students of the University shall be eligible to enroll himself/herself for the University Examinations.

1. Criteria for admission to the first, second & final exams.

- i) Any registered student of the University may not be admitted into the Semester / Annual Examinations unless he/she completes the regular course of study for each semester or academic year.
- ii) Any registered student of the University may not be admitted to the MSCBU. If he/she has cleared/appeared/enrolled in the said Exam and has thereafter completed a regular course of study in 2nd year for not less than one academic year.
- iii) Any registered student of the University may be admitted to the final University Exam if he/she has cleared the S.U.E.(back) and has thereafter completed a regular course

For 1st Year, 2nd Year & 3rd Year -

Subjects with Practical - 100 marks

Theory marks - 75 (Mid Semester - 15 Marks, End Semester - 60 Marks) Practical Marks - 25

Subjects without Practical - 100 marks

Mid Semester - 20 Marks

End Semester - 80 Marks

N.B. :- Each credit is equivalent to one period. In case of practical there will be no tutorial and vice-versa.

EXAMINATIONS

A student shall have to appear at the examination conducted both at college & Council / University level for promotion to the next higher class.

A. College Examination

- 1. The College shall conduct the following examinations.
 - i) For +21st Year Class - Annual Exam.
Internal for +21st Year
 - ii) For +22nd Year Class - Test Exam.
Internal for +22nd Year
 - iii) For +3 1st Year Class - 2 semester Exams & 2 mid-terms

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-
- iv) For +3 2nd Year Class - 2 semester Exams & 2 mid-terms
 - v) For +3 3rd Year Class - 2 semester Exams & 2 mid-terms
 - 2. Semester, Test & Annual Examination will be conducted in, November, December & April/May. The detailed programmes are noticed prior to the commencement of the Examination.
 - 3. Promotion to next higher class and eligibility to appear at the Council University Exam shall be considered on the basis of marks secured in the Test and Annual Exam respectively.
 - 4. Absence of a student in the college Exam, partly or fully without prior permission of the Principal will be fined / detained as per the decision of the Principal.
 - 5. The student resorting to malpractice or misbehaving any staff shall be fined or may be expelled from the college on the ground of misconduct.
 - 6. A student must not leave the Exam hall or submit the answer papers before one hour after the examination started.
 - 7. Any irregularities or irrelevance noticed in any Exam, will be reported to the Principal by the concerned Invigilator/Examiner. The examinee will be penalised by the Principal depending on the nature of offence.
 - 8. Progress report on performance of the students shall be communicated to the guardians.

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- 9. A student will be permitted to take Council/University Exam, considering the attendance and performance in Unit Test, Test Exam, and satisfactory conduct.
 - 10. Rules applicable to Council/University Examinations shall be applied to the College Exams whenever necessary.

CHSEE EXAMINATION

- i) As per the revised course structure the higher Secondary Council shall conduct Examination in Arts, Science, Commerce in the 1st Year and in 2nd year generally in the month of March and instant Exam within 45 days of publication of Annual Council Exam. Filling of forms for C.H.S.E. exam are held in the month of December and Exams are conducted as per the instructions and programmes communicated by the C.H.S.E. Orissa. The result of a candidate will be determined on the basis of Exam to be held in 2nd year course.
- ii) The pass mark in the theory and practical Examination shall be 30 and 40 percent of the minimum marks respectively in that subject or group of subject.
- iii) The pass mark in aggregate shall be 35 percent of total marks.
- iv) The candidates obtaining 60 percent or more of total marks shall be placed in the first division. Those who obtain less than 60 percent or 50 percent above shall be placed in the second division and less than 50% shall be placed in third division.

SESSIONAL CHARGES FOR THE SESSION-2024-25						
UPENDRA NATH DEGREE COLLEGE, NALAGAJA, MAYURBHANJ						
	+31 st Yr.		+32 nd Yr.		+33 rd Yr.	
	Arts	Sc.	Arts	Sc.	Arts	Sc.
Identity Card	30	30	----	----	----	----
Library Card	15	15	15	15	15	15
Library Fees	85	85	85	85	85	85
Academic Fees	100	100	----	----	----	----
Recognition Fees	20	20	20	20	20	20
Time Table	5	5	5	5	5	5
College Calendar & Academic Clendar	50	50	15	15	15	15
Magazine Fees	60	60	15	15	15	15
Registration Fees (1 st Yr)	50	50	----	----	----	----
Sport & Literary Fees university A:H	80	80	120	120	120	120
Red Cross	20	20	20	20	20	20
NCC	10	10	10	10	10	10
NAAC	75	75	75	75	75	75
Students AID (Medical)	10	10	10	10	10	10
College Union	100	100	100	100	100	100
Dramatic Society	60	60	60	60	60	60
Athletic Club	50	50	50	50	50	50
D.S.A.	50	50	50	50	50	50
Society Fees (Per Faculty)	6	96	6	146	6	146
Faculty Improvement P.A.	90	90	90	90	90	90
Common Room	50	50	50	50	50	50
Proctorial	20	20	----	----	----	----
College Examination	80	80	80	80	80	80
Social Service Fees	20	20	20	20	20	20
Staff Welfare	10	10	----	----	----	----
Annual Journal	10	10	----	----	----	----
Insurance	5	5	----	----	----	----
Seminar Fees	50	50	50	50	50	50
Courses of Studies	30	30	----	----	----	----
S.S.G.	20	20	20	20	20	20
Upendra Nath Memorial Fees	35	35	5	5	5	5
Foundation Day	30	30	5	5	5	5
Bharat Scouts & Guides Fee	21	21	21	21	21	21
Laboratory Dev. Fee (Science)	----	50	----	50	----	50
Yoga	1	1	----	----	----	----
Alchiki	1	1	----	----	----	----
Spoken English	1	1	----	----	----	----
CDC	10	10	10	10	10	10
Annual Hons Fees	----	----	300	300	300	300
TOTAL	1360	1500	1307	1497	1307	1497

**THE ODISHA CONDUCT OF EXAM. ACT-1988 THE
ODISHA GAZETTE
NOTIFICATION (THE 11TH MARCH, 1988)**

No, 3601/ Legis - The following Act of the Odisha Legislative Assembly having been assented to by the Governor on the 11th march, 1988 is hereby published for general information.

ODISHA ACT, 2 OF 1988

THE ODISHA CONDUCT EXAMINATION ACT: 1988

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

It is enacted by the Legislative of the State of Odisha in the 30th year of the Republic of India as follows.

1. Short Title

This Act, may be called the "Odisha Conduct Examination Act.," 1988.

2. Definitions

In this Act, unless the context otherwise requires:

a) 'Recognised Examination' means an examination specified in the schedule and includes evaluation, tabulation, publication of results and all other matters connected therewith.

b) 'Unfair means' in relation to any recognised examination means taking or giving or attempting to take or give

any help other than one permissible if any, under the rules applicable thereto, from any material written, recorded or printed or relayed or from any person in any form whatsoever.

3. Prohibition of use of unfair means at Examination:

No person who is not lawfully authorised or permitted by virtue of his duties to do so, shall before the time fixed for distribution of copies of a question paper to examinees at a recognised examination.

a) Picture, attempt to procure or process, such question paper or portion a copy there of or

b) Import or offer to impart information which he knows or has reason to believe is related to or is delivered from or has a bearing upon such question paper.

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

6. Restriction of fake papers

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

7. Prohibition for loitering etc. near examination centre etc.

No person, save in the discharge of his duties shall,

a) during the hours when a recognised examination is

COLLEGE FEES AND SESSIONAL CHARGES FOR THE SESSION 2024 - 25

**ADMISSION & RE-ADMISSION FEES DURING-2024-25
UPENDRA NATH DEGREE COLLEGE, NALAGAJA,
MAYURBHANJ**

Sl. No.	Class	Admission Fee	Two Month Tuition Fee	One Month Dev. Fee	S. Charge	Hons Adm. Fees	Annual Dev. Fees	Total (Rs.)
01	+31 st Yr. Arts	9	18	70	1360	500	1643	3600
02	+31 st Yr. Science	10	20	70	1500	500	1700	3800
03	+32 nd Yr. Arts	Nil	18	80	1307		680	2085
04	+32 nd Yr. Science	Nil	20	80	1497		678	2275
05	+33 rd Yr. Arts	Nil	18	80	1307		680	2085
06	+33 rd Yr. Science	Nil	20	80	1497		678	2275

Principal
U.N. College, Nalagaja
Mayurbhanj

in aggregate at the last qualifying examination of +2 Arts, Science, Commerce and +3 Arts, Science, Commerce on the death anniversary of Upendra Nath on Feb, 23. These prizes are called as "SUBASH CHANDRA GIRI TALENT AWARD".

MURARIMOHANKALIAMEMORIALAWARD:

One Cash prize of Rs. 1000/- each will be awarded to the student securing highest marks the final year Math (Hons). in aggregate at the last qualifying examination of +3 Science on the Annual Day of the college.

PRATIVAMANJARIMEDHABRUTIAWARD:

Four cash prizes of Rs. 2000/- each with certificate are awarded to students of both +2 & +3 streams based upon the consideration of merit and necessity provided that he/she must not be availing any scholarship or PMS. The award is given on the occasion of the Annual Day of the College.

conducted at any recognised examination centre or where any evaluation or tabulation work relating to a recognised examination done, and

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

Commit or cause to be committed any of the following acts within the premises where the recognised examination is held or at any place where evaluation or tabulation work is done or at any public or private place with a distance of one hundred meters of such premises of the place if evaluation or tabulation work namely.

i) loitering

ii) distributing or otherwise publishing any paper or other matter relating to such examination, or

iii) indulging in such other activity as is likely to be prejudicial to the conduct of such examination or is likely to effect the Secretary thereof provided that nothing contained in this section shall apply in respect of bona fide activities of examinees appearing at the examination which is conducted at such examination centre.

8. Refusal of duties connected with examination prohibited:

9. Penalty:

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

10. Investigation etc.:

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

11. Effect of other laws:

SCHOLARSHIPS - STIPENDS, AIDS CONCESSIONS AND MEMORIAL PRIZES

In order to encourage poor and meritorious students the following scholarships/stipends have been instituted by the State and Central Government as well as generous persons.

1. National Scholarship (Sr. & Jr. Scholarship)

Meant for meritorious students of +2 and Degree classes and the Annual income of the parents must not exceed Rs. 8000.00 p.a.

2. National Loan Scholarship

Meant for meritorious students of +2 and Degree classes securing not less than 50% marks in the last qualifying exam. and the income of the parents must not exceed Rs. 8000.00 p.a.

3. Post Matric Scholarship

Stipend is given to ST/SC students by TRW Deptt. of their own state.

4. Hindi & Sanskrit Scholarship

Meant for students of +2 and +3 securing good marks in Hindi / Sanskrit.

5. Merit Scholarship

- a) Junior College Merit Scholarships.
Meant for meritorious +2 students securing not less than 60% marks in the Annual H.S.C. Examination of the same year conducted by the BSE, Odisha.
- b) Senior former meritorious Degree students on the basis of marks secured in the Annual +2 Arts/Science/Commerce Exam.

6. Freedom Fighter's Scholarship

Awarded to the children of freedom fighters.

7. Stipend to Orthopaedically Handicapped Students

Awarded to blind, lame and such other handicapped students whose age bar falls within 17-30 years. They must have secured at least 40% marks in the H.S.C. Examination.

8. Financial Assistance to Students:

Passing H.S.C. Examination in 1st division.

9. Scholarship for Teacher's Sons:

Meant for children of Primary High School, Secondary School Teachers securing at least 60% marks at the last qualifying exam.

10. Full free studentship and half free studentship

11. OBC, SEBC, Minority, Physically & Orthopedically handicapped.

12. SUBASH CHANDRAGIRI TALENT AWARD:

Six Cash prizes of Rs. 500/- each have been initiated since 1992 by Sri Subash Chandra Giri the eldest son of late Upendra Nath Giri the founder of this College to be awarded to the students securing highest marks (at least 50% marks)

26. The executive Committee of the Hostel should consist of the following members nominated by the boarders and approved by the Superintendent.

- a) General Secretary
- b) Joint General Secretary
- c) Mess Secretary
- d) Joint Mess Secretary
- e) Captain, Volunteer Crops
- f) Games Secretary
- g) Assistant Games Secretary
- h) Secretary, Music and Variety Entertainments.
- i) Representative, 1st year class.
- j) Representative, 2nd year class.
- k) Representative, 3rd year class.

The Superintendent will be the ex-officio President of the Committee and Assistant Superintendent will be the ex-officio Vice President. The object of the committee is

- a) To provide and maintain common room facilities.
- b) To provide indoor games.
- c) To organise annual competitions in general knowledge, games etc.
- d) To make messing arrangements for the boarders.

27. The Common Room fund may be spent under the following heads.

- (i) Purchase of Newspaper and Periodicals.
- (ii) The Hostel Magazine.
- (iii) Indoor game
- (iv) Music
- (v) Contingencies
- (vi) Hostel ceremonies.

28. Games are compulsory.

29. During the absence of the Superintendent, the Asst.

ADMISSION & RE-ADMISSION FEES DURING-2024-25
UPENDRANATH HIGHER SECONDARY SCHOOL,
NALAGAJA, MAYURBHANJ

Sl. No.	Class	Admission Fee	Two Month Tuition Fee	One Month Dev. Fee	S.Charge	Annual Dev. Fees	Total (Rs.)
01	+21 st Yr.Arts	8	16	70	1410	1216	2720
02	+21 st Yr.Science	9	18	70	1550	1263	2910
03	+21 st Yr.Commerce	8	16	70	1410	1216	2720
04	+22 nd Yr.Arts	Nil	16	80	906	668	1670
05	+22 nd Yr.Science	Nil	18	80	1096	666	1860
06	+22 nd Yr.Commerce	Nil	16	80	906	668	1670

Principal
U.N. College, Nalagaja
Mayurbhanj

SESSIONAL CHARGES FOR THE SESSION-2024-25						
UPENDRANATH HIGHER SECONDARY SCHOOL, NALAGAJA, MAYURBHANJ						
	+21 st Yr.			+22 nd Yr.		
	Arts	Sc.	Com.	Arts	Sc.	Com.
Identity Card	30	30	30	---	---	---
Library Card	29	29	29	---	---	---
Library Fees	85	85	85	85	85	85
Academic Fees	45	45	45	---	---	---
Recognition Fees	50	50	50	50	50	50
Time Table	5	5	5	5	5	5
College Calendar & Academic Clendar	40	40	40	15	15	15
Magazine Fees	40	40	40	15	15	15
Registration Fees (1 st Yr)	50	50	50	---	---	---
Sport & Literary Fees	120	120	120	120	120	120
Red Cross	20	20	20	20	20	20
NAAC	75	75	75	---	---	---
Students AID (Medical)	10	10	10	10	10	10
Cultural Association	100	100	100	100	100	100
Dramatic Society	60	60	60	60	60	60
Athletic Club	50	50	50	50	50	50
D.S.A.	50	50	50	50	50	50
Society Fees (Per Faculty)	6	96	6	6	146	6
Faculty Improvement P.A.	90	90	90	90	90	90
Common Room	50	50	50	50	50	50
Proctorial	10	10	10	---	---	---
College Examination	40	40	40	40	40	40
Social Service Fees	20	20	20	20	20	20
Staff Welfare	10	10	10	---	---	---
Annual Journal	10	10	10	10	10	10
Insurance	5	5	5	---	---	---
Courses of Studies	20	20	20	---	---	---
S.S.G.	10	10	10	10	10	10
Upendra Nath Memorial Fees	10	10	10	10	10	10
Foundation Day	45	45	45	25	25	25
Laboratory Dev. Fee (Science)	---	50	---	---	50	---
Basic Computer Educational						
+2 Streams	50	50	50	50	50	50
EMH	150	150	150	---	---	---
Cultural Fees	25	25	25	25	25	25
TOTAL	1410	1550	1410	906	1096	906

- ii) An Attendance Register in which the attendance of each roll call should be marked.
- iii) A Visitor's Book
- iv) A Medical Register containing the following headings date, time of arrival and departure of the Medical Officer, Roll no. of sick students, year of class treatment, Doctor's recommendation, Principal's order and initial.
- v) An Order Book in which the Superintendent will record all orders.
- vi) A Gate Book : The name of boarders absenting themselves between nightfall and 6 A.M. must be entered in it. If the reasons given for absence are not satisfactory, the delinquents will be liable to expulsion from the Hostel.
- vii) An inventory of furniture and other articles.
- viii) Dak Book.
- ix) Conduct Register in which the names of boarders will be entered in case of serious misconduct.
23. The Hostel Medical Officer visits the Hostel periodically.
24. The duties of the Superintendent are:
- To be immediately responsible to the Principal for the maintenance of discipline among boarders.
 - To have roll call in the appointed time and check the Gate Book.
 - To supervise the study of boarders during prescribed periods.
 - To control the mess establishments of the Hostel.
 - To supervise all Hostel accounts.
 - To look after the games of the boarders.
 - To do such other duties as may be assigned to him by the Principal.
25. Boarders are not permitted to take any direct action against a collector or servant of the Hostel. All complaints should be brought to the notice of the Superintendent.

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17. Boarders may be removed from the Hostel on the report of Superintendent for gross misconduct.
 18. Guardians or relative of the boarders may visit the Hostel with due notice to the Superintendent. Visitors shall not take meals in the Hostel without the permission of the Superintendent. Friends of boarders may with previous permission be allowed to visit the Hostel during a stated period each day but in no case friends will be allowed to visit the Hostel during study hours. The Superintendent shall exercise the greatest care in these matters and should report the doubtful cases to stay in the Hostel for a period not exceeding one night provided their visit has reference to the interest or welfare of the boarders as students of the college.
 19. Electric light must be switched off at 11 P.M. and the evening meals should be finished by 10 P.M. No boarder shall be allowed to light lamps or lanterns after 11 P.M.
 20. Persons not on the rolls of the College should not be allowed to occupy even temporarily any vacant seat in the Hostel except:
 - a) Father or natural guardian of boarders.
 - b) Excursion parties of athletic teams from the other colleges.
 - c) Students appearing at University examination for the period immediately before or during examination are required to pay the usual monthly fees, seat rent, light and establishment charges for the period of stay in the Hostel. Exemption from such fees will require the sanction of the Principal.
 21. The Hostel shall have two prefects appointed by the Hostel Superintendent. The prefects will assist the Superintendent in maintaining discipline in the hostel.
 22. The following registers are to be maintained in the Hostel.
 - i) An Admission Register showing the date of admission, home address of each boarder, name and relationship

and address of duly authorised guardian.

STUDENTS' RESIDENCE

To provide residential facilities to the students, the college maintains separate hostels for both boys & girls.

- a) Gents Hostel : 60 seats (Under Construction)
- b) P.M. Hostel : 40 seats
- c) Women's Hostel : 100 seats

Hostel Rules :

1. No student should be admitted into the College Hostel until he/ she is admitted into the College. A specific space in the admission form for admission into the Hostel should be duly and carefully filled.
2. Fresh selection for Hostel seats for each class is made at the beginning of each session.
3. The Superintendent will allow admission into the Hostel only to those students who produce the fee receipt of admission to the college. He may permit a student to live in the Hostel temporarily for not more than 48 hours realizing the account in advance for messing etc.
4. A student at the time of admission into Hostel will pay an admission fee and caution money as decided by the authority. The caution money will not be utilised during the period of boarder's residence for the realization of his fees and fines. It may be utilised for payment of breakages by him/her after completion of his /her terms.
5. Students living in the Hostel shall remain under strict control of the College authorities not only during College hours but at all times.
6. The Hostel must remain under the immediate charge of Superintendent.
7. Leave of absence from the Hostel must in all cases be obtained in advance from the Superintendent or from the Principal if the Superintendent so desires. It will not ordinarily be granted, unless a written request is made by the parents

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- or the natural guardian of a boarder overstay his leave.
- a) If he brings a satisfactory written explanation from his/her parents or natural guardian, he/she may be excused at the direction of the Superintendent.
 - b) If no satisfactory explanation is produced, necessary action may be taken by the Superintendent or the Principal.
8. Application for withdrawal from the Hostel should be made by the guardians. No boarder will be permitted to leave the Hostel without the permission of the Suptd. who will ascertain that all dues to the Hostel have been paid by the boarder.
 9. The Hostel is closed during the long vacation. Boarders wishing to remain in the Hostel during vacation have to secure special permission from the Principal.
 10. Table, chairs and utensils (for the mess only) are supplied by the College in the Hostel.
Boarders are responsible for the safe keeping of the furniture supplied to them and are required to make good of any willful damage.
 11. The Suptd. will fix the time for the daily duties of the boarders. A bell will ring to indicate the time of each work mentioned below:
 - i) Getting up in the morning
 - ii) Morning roll call, beginning of study hours and closing of study hours.
 - iii) Beginning of study hours in the evening and roll call.
 - iv) Closing of study hours in the evening.
 - v) Going to bed.
 12. There are fixed hours for bathing, study and meals. No boarder shall in any way interrupt others in their studies.
 13. No boarder shall be absent from the Hostel during or after the night roll call (10:15 P.M.) without the prior permission of the Superintendent. Any violation of this rule will be seriously dealt with. No Girl student will be allowed to go out of the hostel without permission and mentioning the reason and time of absence in the Hostel register.

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14. Boarder must in all cases obtain previous permission of the Principal before joining or taking part in any meeting or association outside the College.
All movement set on foot by the boarder either for calling meeting, circulating notices or raising subscriptions must receive the previous sanction of the Suptd.
 15. Only selected papers approved by the Suptd. should be placed in the Hostel Common Room. Rules for the Common Room should be framed by the Superintendent. The Superintendent has the power of censoring all undesirable reading materials brought to the Hostel. The introduction of objectionable reading matters into the Hostel will be regarded as breach of discipline.
 16. The following will be considered as breaches of discipline:
 - a) Absence from the Hostel without permission.
 - b) Continued neglect of duty.
 - c) Want of cleanliness and tidiness in room.
 - d) Spitting about the rooms and the verandah etc.
 - e) Singing or playing on Musical instrument outside specific hours, use of CD films & video.
 - f) Absence from the Hostel after nightfall without the previous permission of the Superintendent.
 - g) Writing or in any way disfiguring the walls, doors and windows of the building and furniture.
 - h) Bringing paper or periodicals to the Hostel not authorised by the College authorities.
 - i) Holding of any meeting in the Hostel except with the approval of the Superintendent.
 - j) The use of intoxicants and tobacco.
 - k) Hunger strike by the boarder or boarders.
 - l) Tampering with or damaging Hostel property of any other description.
 - m) Misconduct of any other description.
 - n) Allowing entry to outsiders.

15. i) Class Representative :

Every class is entitled to send one representative to the Executive Body of the Union.

ii) Women's Representative:

One Women's representative to be elected by the women students from among themselves.

16. Method of Election:

For the purpose of Election of the office bearers the Principal shall notify and conduct the election as per the instruction communicated by the Govt. of Odisha.

During the period of election, right from the notice for election up to Oath taking ceremony the following guidelines should be followed.

Nomination:

i) The date of Nomination and withdrawal will be fixed by the Govt. of Odisha.

ii) The students contesting for different posts should clear their college dues and Hostel dues up to the month of July and get their Identify Cards renewed.

iii) A student can contest for one post only.

iv) A student convicted by any court of Law cannot contest in the election.

v) A student who does not have the required % of attendance as notified by the Govt. cannot contest for any post.

vi) The candidates should not have any academic arrears in the year of contesting in the election.

vii) A candidate shall have one opportunity to contest for the post of office bearers and two opportunities to contest for the post of executive members.

viii) The proposer and seconder of each candidate must clear their College and Hostel dues up to the month of July and get their identity cards renewed.

Superintendent shall exercise all the power and functions of the Superintendent.

30. Electric clamps for the purpose of reading inside the room shall be procured by the boarders themselves.

31. Only the natural and local guardians can visit the boarders. College students can not be local guardians.

32. Visiting hours are to be strictly observed in the following manner.

i) From-4.30 P.M. to 6.00 P.M. on working days.

ii) From-8 A.M. to 10 A.M. and 4 P.M. to 6 P.M. on holidays/ Sunday.

33. Visitors must enter their names, relationship with boarders and the time of visit in appropriated registers.

MESS ARRANGEMENT IN THE HOSTEL

1. There shall be a manager to be selected by boarder in every month.

2. There shall be a Mess Committee consisting of a Mess Secretary, a Joint Mess Secretary and two members are to be selected from Boarders. The Committee is to assist the manager and the hostel authorities with valuable suggestions for the improvement of the diet. The account relating to the mess and the unit rate to be checked every month by the Committee under the general supervision of the Asst. Superintendent. All decisions arrived at by the Committee are subject to the approval of the Superintendent.

3. All outstanding mess dues against boarders shall be cleared up by the 15th of the next month. If the boarder fails to clear up his/her mess dues by the scheduled date of the month his/her mean will be stopped from the morning of the 16th. The college fee will only be accepted on the production of a clearance from the Hostel authorities for payment of mess dues.

4. The mess collections shall be deposited in a separate Pass Book in any one of the Bank to be operated by the Superintendent of the hostel.

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5. Boarders should take their meals in a discipline way in the Hostel dining hall set apart for the purpose. None should ask for normal meals being served in his/her room.
 6. Whenever a boarder falls ill/sick, dietist to be prepared in the mess and if necessary may be brought from outside according to the instruction of the Superintendent/Asst. Superintendent or as per the advice of the Medical Officer of the concerned Hostel. Extra charge for sick meal will be realised if it exceeds the cost of an ordinary meal of the Hostel.
 7. No guest-meal or stopping of meal shall be entertained after 4 P.M. of the day. The defaulting boarder for nonpayment of mess dues whose meals in the Hostel have been stopped cannot take guest meal in the name of the boarders.
 8. Guest meals are allowed only with the approval of the Superintendent provided the advance notice is given to the manager by making necessary entries in the registers. One boarder is permitted to entertain his guest in the mess only for 3 days in a month. Such a guest can only be entertained with the permission of the Superintendent as the recognised guest.
 9. In case Hostel utensils for dining purpose can be taken to the rooms of the boarders. In emergencies meals can be served in the rooms in the personal utensils like plate, mug, glass etc. for the boarder.
 10. Boarders are entitled to get refund of their mess charges for the days they remain absent from the Hostel and the mess.
 11. Mess Establishment charges of the Hostel shall be collected from the month of June to the month of May of the next year (the educational session) @ Rs. per boarders per month.
 12. Each boarder shall deposit mess dues in two instalment i.e. on 5th & 15th of each month.

10. **Executive Body of the Union:**

The Executive body of the Union shall consist of

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Assistant Secretary
- (e) Class Representatives
- (f) Women's Representative

11. **The President:**

Any member of the Union is eligible to stand for presidency of the College Union. The President shall preside at all ordinary meetings of the Union at which he is present. He shall be responsible for maintaining order and interpreting the rules. This ruling shall be considered final except where he requests the Advisor to give a ruling in which case the ruling of the Advisor shall be binding.

12. **The Vice-President:**

There shall be a Vice-President elected from among the students. Any member of the Union is eligible to contest for the post of Vice-President. In the absence of the President, the vice-presidents shall assume all his rights and discharge all his duties.

13. **Secretary:**

Any member of the Union can stand for the office of the Secretary of the Union.

- a) The Secretary shall arrange for the debates and notify all meetings whether annual, ordinary or extraordinary.
- b) The Secretary shall select subject for debates or discussion in consultation with the President and the Advisor.
- c) The Secretary shall maintain the Accounts of the Union.

14. **The Assistant Secretary:**

The Assistant Secretary shall assist the Secretary in the discharge of the duties and in his absence shall perform all his functions. Any member of the College Union is eligible to stand for the office of the Assistant Secretary, College Union.

6. Member of the Staff:

All meeting of the Union shall be open to all members of the staff, if they so desire, can take part in the proceedings.

7. Office Bearers:

The following shall be the office bearers of the Union, (i) the President, (ii) the Vice-President, (iii) Secretary and (iv) the Assistant Secretary.

8. The Principal:

The Principal shall be the final authority in all matters relating to the College Union. He shall in particular, have the following rights and functions :

- a) To conduct the Annual Elections of the College.
- b) To alter the budgets passed by the Executive Committee.
- c) To carry on all correspondances with the invitees.

9. Advisors:

- a) There shall be an Advisor and Associate Advisor nominated by the Principal from among the members of the Staff.
- b) The Advisor or the Associate Advisor shall be present at ordinary meetings of the Union. He will assist by helpful suggestions when ever he thinks it necessary for the proper conduct of the meeting. The President also may refer to him any rule for interpretation and the decision of Advisor in such matters when so referred to shall be final.
- c) The Advisor or the Associate Advisor may at any time during the meeting at the request of the President explain the scope and of a motion or amendment.
- d) The Advisor or the Associate Advisor when unable to be present in a meeting may request a member of the staff to take his place and the members shall discharge all the functions of the Advisor.
- e) The Advisor or the Associate Advisor may preside at a meeting whenever he/she is specially requested by the President to do so.

THE NATIONAL SERVICE SCHEME

The National Service Scheme was introduced in this College in 1980. There are at present three N.S.S. Units, two for boys and one for girls. Each unit consists of 50 volunteers and is under one officer. The broad objectives of the N.S.S. are

1. To make use of the leisure of the University and College students in organising camps for the uplift of the villagers.
2. To inculcate in them the sense of responsibility towards their fellow villagers and the dignity of labour.
3. Diffusion of advanced ideas in the minds of the villagers for their upliftment.
4. To put the scholarship to practical use in mitigating at least some of the social problems.
5. To gain skills in the exercise of democratic leadership.

Rules:

- a) Students having interest in Social Service and proficiency in extracurricular activities shall be given preference for selection of volunteer.
- b) All able bodied students of the college are eligible to apply for enrolment.
- c) The selection for admission to the N.S.S. will be made by interview.
- d) Student who is an NCC cadet of the College will not be eligible to apply.
- e) A cadet will be enrolled for two years only.
- f) A minimum of 75% of attendance in the Physical work classes and attendance at two camps are obligatory with out which the names will be struck off the roll.
- g) Materials issued should be returned to the N.S.S. Office before Annual/Test Examination.
- h) Discipline is the prime guiding factor in the N.S.S. The Officer(s) in-charge of the N.S.S. is/are empowered to take disciplinary action against volunteers.

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- i) On all matters relating to the N.S.S. the decision of the Principal is final.

YOUTH RED CROSS UNIT

Youth Red-cross unit has been setup in the college to inculcate among the students the ideas of peace and social service, specially in relation to their health and that of others. The aims are to promote health care, provide service to the sick and the suffering and encourage international friendliness.

A member of the Teaching staff is nominated as counsellor by the Principal to organise different activities of the unit. A fee of Rs. 20/- is collected from all students for the purpose.

HEALTH UNIT

A 'Health Unit' has been opened in the college from the session 2005-2006 to provide free medical advice to students/staff once in a week. The health unit is managed by a committee headed by a co-ordinator and controlled by the Principal.

SCOUT & GUIDE UNIT

Scouts & Guides unit has been set up in the College to impart training to the students volunteers to make them more disciplined. One member of the teaching staff remains in charge of the unit. A fee of Rs. 21/- is collected from all students for the purpose.

NCC WING

NCC wing is made operational w.e.f. 2017.

LINKAGE WITH OTHER INSTITUTIONS

The college authority has taken steps to establish linkage with noted libraries, Industrial organisations, Voluntary Organisations, Educational Institutions, Research Centres, to enable outstaff, students for extensive study and learning practical knowledge relevant to present need.

STUDENTS' ASSOCIATIONS & COLLEGE SOCIETIES

The College Union (For +3 Students only)

1. **Name:**

The Union shall be called the "Upendra Nath College Union" Nalagaja.

2. **Aims:**

The aims of the Union are-

- a) To act as the sole organ of students opinion on all matters of students interest within the framework of the College rules.
- b) To foster and encourage, cooperate academic life unity and co-operation among the members of the union.
- c) To work for the development of the cultural life and to uphold the moral values of the student community.
- d) To promote educational, social and general interest students and to take such other steps as are conducive to the fulfilment of the above objectives.

3. **Function:**

- a) To organise discussion and debates on academic problems.
- b) To invite eminent persons to address the Union with the prior permission of the Principal.
- c) To discharge such other functions as the Principal may prescribe or as the Executive Committee may decide with the prior permission of the Principal.

4. **Working Year :**

The working year will be the academic year.

5. **Membership:**

All bonafied students of the Degree wing whose name are on the role of the College shall be the members of the Union.

the original motion has exercised or formally surrendered his right to reply, the amendment if any shall first be put to vote. If an amendment is lost, the original motion shall then be put to vote. If the motion is carried then it shall be put to vote.

b) If the votes are equally divided the President shall decide the issue by lot.

28. Point of Order:

The Adviser, his deputy or any member may call the attention of the President to point of order even while a member is speaking

but no speech shall be made on such a point of order.

29. Point of Information:

The Adviser, his deputy or any member may call the President's attention to a point of information even while a member is speaking.

30. Discipline:

a) The President may call any member to order. If a member disobeys or disregards any order or ruling of the President or of the Adviser or of his deputy, the President may forthwith ask the member to withdraw from the meeting or may report his name to the Principal. If necessary, the President may dissolve the meeting.

b) In any case the Advisor or his deputy gives a ruling regarding the procedure or implementation of the principles already laid down and his ruling shall be final.

31. Amendment to any of these rules:

a) Amendment to any of these rules shall be considered at the Annual Meeting of the Union.

b) No amendment will be in order which is not duly seconded and for which three clear days' notice has not been received.

c) An amendment, before it becomes effective shall be passed by a majority of two-thirds of the members present at the Annual Meeting and shall receive the approval of the Principal.

ix) A student cannot propose or second for more than one candidate for the same post.

x) Boarders cannot propose or second for the post of D.S.A. They also cannot contest or vote for post of D.S.A.

xi) Nominations to the office of union and cultural associations duly seconded shall reach the Principal on the particular date.

xii) The nominations after proper scrutiny by the Principal, or by his nominee or by a committee of the valid list of candidates contesting for various posts will be notified on the day of nomination.

xiii) Anybody desirous of withdrawing his nomination can do it by writing to the Principal on the prescribed date before the particular point of time.

xiv) The minimum age limit for +2 students is 15 years and for +3 students is 17 year- 22 years of age on the date of filling nomination. The candidates are required to submit self attested Xerox copy of H.S. Certificate at the time of filling nomination for the proof of their age.

xv) If any contesting candidate indulges in violent activities to intimidate any student to vote for him or her, he/she will be disqualified and his/her candidature shall stand cancelled.

xvi) The students contesting for different posts cannot display hoarding and posters on any other printed cards. The college authority shall affix hoarding at conspicuous places indicating the names of candidates and posts for which they are contesting. The expenditure on this account shall be born out of the college union fund.

xvii) All the students must come to college with uniforms positively on the day of nomination and Election, otherwise they will be barred from filling nomination and casting votes.

Election:

- i) On the day of Election each voter should possess his/her Renewed Identity card to prove himself/herself as a bonafied student of particular class and to be produced at the entrance to the checking officers.
- ii) All the voters should have cleared their college and hostel dues upto the month of July.
- iii) On the day of Election there will be provision of two separate gates for the students Entrance and Exit.
- iv) Only candidates/Agents are allowed to remain in the polling booth during the time of polling and counting.
- v) As regards casting of votes in favour of a candidate it should be borne in mind that the votes in favour of candidates must be without any trace of confusion. i.e. the cross mark should be given clearly in the space provided. If the cross mark crosses the line of the space provided the vote will be invalid/ rejected. Each voter will use their own pen for the cross mark.
- vi) The boarders of hostels will have no right to vote for D.S.A.
- vii) Use of mobile phones inside the college campus polling and counting rooms is strictly prohibited.
- viii) No canvassing is allowed in the college campus on the day of election.

Counting:

1. Counting will be conducted in all polling booths just after the voting hour.
2. Candidates obtaining the largest number of votes shall be declared elected.
3. In case of an equal number of votes between any two or more candidates the result will be declared by Lot in the presence of the Principal & staff councilir respective of whether the candidates agree or not.
4. Under no circumstance recounting of votes is allowed.

b) At the commencement of each ordinary meeting, the secretary shall read the minutes of the last ordinary meeting. The minutes after being approved by the members present shall be signed by the President.

c) Amendment to any motion, if any shall be submitted in writing to the Secretary, at the beginning of the meeting. No amendment will be in order which in effect negates the original motion. An amendment shall be discussed only after the first two speakers have spoken.

d) Every speech shall be relevant to the subject of debate or the amendment proposed, no personal reflections shall be made in the course of the meeting.

e) No member other than the mover of the motion shall speak more than once in the course of debate. At the conclusion of the debate the mover may at his option reply to the debate.

f) The mover, the second speaker and the opposer may speak for eight minutes each. The other speakers shall speak for more than five minutes each.

g) The President may, if he so desires, take part in the debate. The vice President or in his absence someone else at the President's request may take the chair.

26. Discussion Amendments:

- a) Not more than one amendment to the discussion may be brought forward in the course of an ordinary meeting.
- b) The President of the ordinary meeting shall decide at the meeting which one of the amendments received in accordance with Rule 24 shall form the subject matter of the debate.
- c) No amendment which is not duly seconded at the meeting shall be valid.
- d) When an amendment is proposed or seconded, members may at their option, speak either on the amendment or on the original motion.

27. Vote on Debate:

- a) At the conclusion of the debate, as soon as the mover of

(iii) An extra-ordinary meeting of the Executive Body can be convened at any time either by the President or by the Principal.

(iv) A Meeting of the Executive Body shall be presided over by the President or in his absence by the Vice-President.

(v) 2/3rd members of the Executive Body shall constitute the quorum.

(vi) The minutes of the meeting of Executive Body shall be maintained by the Secretary and a copy thereof shall be communicated to the Principal through the Advisor within two days of every meeting.

(vii) No meeting of the Executive Body shall be valid unless an adviser is present at such meeting and endorses the proceedings of the meeting.

23. Invitation to teaching staff and non-members:

i) All meetings of the Union shall be open to all members of the teaching staff if they so desire can take part in the debate or to address the Union. In case of debate such persons will speak after the motion has been duly proposed by the members of the Union.

24. Amendment of Motions:

a) Notice of amendment must be put into the box reserved for that purpose in the College Library by 10 noon the day preceding the date of the meeting.

b) No amendment which directly neglects the original motion of debate or is inconsistent with the motion will be in order.

25. Procedure in the Meeting:

a) In the absence of both President and Vice-President from an ordinary meeting the members present shall elect a Chairman from among themselves. The Advisor or his Deputy will take the chair until the election is over. The Chairman shall assume all the rights and discharge all the duties of the President during the meeting.

Oath Taking:

1. The oath taking ceremony shall be arranged by the Principal as per the Govt. Notification, where all elected candidates shall take over offices after solemnizing the oath.

2. The maximum permitted expenditure in the election per candidate shall be fixed as per the Govt. Instruction. Each elected candidate shall submit the complete and certified accounts to the college authority within two weeks of the declaration of result.

3. If the election of the College Union is not held as per the scheduled date already notified due to any protest or trouble caused by the students no further election shall be held in the college for the current academic session.

4. The decision of the Principal relating to the election to the College Union and the different societies and associations shall be final and binding.

(the above general rules are also applicable to the election for Higher Secondary wing)

17. Vacancies of Office:

a) The office bearers shall hold office for entire academic year unless,

i) they cease to be students of the college

ii) they voluntarily resign in writing addressed to the Principal

iii) they are removed by a vote of no confidence passed by two-thirds of the members of the Union present & voting at an extra-ordinary meeting called for the purpose if any office bearer fails in the proper discharge of his duties.

b) Office bearers who are University Examinees shall be deemed to have vacated their offices on the first date fixed by the NOU for submission of application forms for respective University Exam without fine or late fee. When the President and the Secretary vacate their offices on the above ground, the Vice-President and Asst. Secretary shall succeed them respectively as Acting President & Acting Secretary for the rest period of that academic session only.

c) Any office falling vacant inspite of these arrangements may automatically be filled by nomination made by the Principal.

d) The oath taking ceremony shall be arranged by the Principal as per the notification made by the Govt. of Odisha where the newly elected office bearers shall take over offices after solemnizing the oath.

18. College Union Fund:

a) Each member of the College Union shall pay an Annual Subscription as prescribed in sessional charges. The payment is compulsory & will be collected along with the College dues at the beginning of every academic year.

b) The fund shall be at the disposal of the Principal and be spent according to the budget estimate for the whole year passed by the executive committee in consultation with the advisers.

c) Withdrawal from the College Union fund for budgeted purpose shall be made when so required by the Secretary through the Advisor.

d) All bills for payment and vouchers shall be countersigned by the President of the Union & Advisor.

e) Fresh withdrawal will not be allowed unless accounts & necessary vouchers of the previous withdrawal are submitted to the Principal counter-signed by the adviser.

f) The Secretary shall be responsible to submit all vouchers, Notice book, Resolution book of the Union and all other materials at his disposal to the Principal and get the clearance certificate from the Adviser before filling up of forms for the University Exam or as and when asked by the Principal.

g) The Secretary is liable to submit the accounts to expenditure incurred by him before the College Union Executive Body and should get it approved.

h) The Union accounts shall be subject to audit by an auditor/ auditors appointed by the Principal.

19. Annual Functions:

The Annual Function of the College Union must be over by the 20th of January as instructed by the Govt. The guests to be invited to the Annual Function will be selected by the Principal from the panel of names approved by the executive body. No other persons or dignitaries shall be invited to the function without the approval of the Principal.

20. Ordinary Meeting:

i) All ordinary meetings of the Union shall be arranged by the Secretary in consultation with the President & the Adviser,

ii) All meetings other than extra ordinary meetings of the Union shall be presided by the President of the Union.

iii) At least two days notice shall be given for every ordinary meeting.

21. Extra-ordinary Meeting:

An extra-ordinary meeting of the Union may be convened

a) at the Principal's direction

b) on a written requisition addressed to the Principal and signed by not fewer than 1/2rd members of the Union.

c) at the request of the President

d) the Principal or his nominee shall preside the meeting.

22. Functions of the Executive Body of the College Union

:

a) (i) It shall prepare the budget of the Union for the session and submit the same for approval of the Principal.

(ii) Decide from time to time upon all matters concerning activities of the Union.

(iii) To draw up the programmes of the union for the session.

b) (i) An ordinary meeting of the Executive Body may be called by the Secretary in consultation with the President and the Adviser.

(ii) Notices of ordinary meeting with date, time, place and agenda shall be given to members at least two days prior to the meeting.

- v) In case a Particular player shall be selected for captaincy for more than one game in session.
- vi) Regularity representing the College in that game in the Inter College Tournament.

5. Tenure of Office:

The tenure of the Council shall be for one session only except that

- a) The Vice-President and the Secretary if present in the College, carry on the work till the next election takes place.
- b) If the Secretary does not join the College the following session, the Asst. Secretary will carry on the work till the elections are held.
- c) The foot-ball Captain will continue to hold the office till the next session and in the case of his absence the Vice Captain will discharge his function and if both of them do not join the College, the vice-president may nominate a Captain if necessary, till the next selection are made.
- d) The Captain of any game absenting himself continuously from the field for 15 days or more without sufficient reason will ipso facto cease to be the Captain.
- e) If the work of the Secretary/the Asst. Secretary is found to be unsatisfactory, he shall be asked by the Principal to resign and another Secretary/Asst. Secretary nominated by him shall carry on till the next election.

6. Work of Club:

- a) To consider the Budget prepared by Sub-Committee consisting of the vice-President, the Associate members, the physical Education Teacher, the Secretary and Asst. Secretary and pass the Budget subject to the approval of the Principal. The Vice-President of the previous year, if available, may be invited to attend.
- b) General management of the Club.
- c) Promotion of games and athletics among students.

d) Amendment to any of these rules shall be effective for the academic year in which the amendment is passed.

e) Such amendments as have been passed in two consecutive years will become effective permanently.

32. The Principal is the final authority in the matters relating to the College Union.

33. The power to interpret the constitution rests with the Principal.

34. Suppression of the Executive Body:

If the Principal is satisfied that the Executive Body has been acting or is likely to act in a manner prejudicial to the interest of the College or Students or that it has failed to discharge its function and duties properly he may, by order, supersede the said Executive Body and make arrangement for carrying out the activities of the union in the matter to be decided by him.

THE DRAMATIC

The following are the rules of the Upendra Nath College Dramatic Society. This society came into being in 1976.

- 1. There shall be a Dramatic Society of the College called the Upendra Nath College Dramatic Society.
- 2. All +3 students of the College shall be the members of the Society.
- 3. Every such student shall pay to the Society account in the College office a subscription as prescribed in the sessional charges.
- 4. The Principal of the College shall be the ex-officio President of the Dramatic Society.
- 5. The affairs of the Society shall be managed by an Executive Committee consisting of the following members.
 - i) President-Principal (ex-officio)

- ii) Vice-President -A member of the teaching staff to be nominated by the Principal.
 - iii) Any other member/members of the staff nominated by the Principal.
 - iv) A Secretary and an Assistant Secretary to be elected by all the students of the College from among themselves.
 - v) One Representative for each of the classes Arts, Science, Commerce voting separately.
6. Election of the members of the Executive Committee shall be held every year on a date to be fixed by the Principal.
7. The Executive Committee shall perform the following duties.
- a) To prepare and pass the Annual Budget.
 - b) To recommend to the President the name of the play to be staged and the dates of dramatic performance.
 - c) To stage the Annual Drama of a variety performance or a Dramatic competition.
 - d) To have the expenditure in connection with drama or variety, performance audited.
 - e) To sanction the expenditure out of the Reserve Fund for purchase of property or for the upkeep, repairs of replacement or articles already purchased for Dramatic Society.
 - f) To award two cups for the best performances in the Annual Drama and the cups shall be named the Principal's Cup for the best actor and Principal's Cup for the best actress.
8. All decisions arrived at, shall be subject to the approval of the Principal.
9. Neither the Secretary nor the Assistant Secretary shall be given roles in the plays to be staged. They shall keep the minutes of all meetings and maintain the accounts of expenditure under the direction of the Vice-President, Either Secretary or the Asst., Secretary both of them may

- c) The class representatives should be players representing the College or the School (in the case of first year students) who shall be elected by members of the class they represent (valid documents should be submitted at the time of scrutiny of nomination falling which nomination will be declared invalid).
- d) The Captain and Vice-Captain for different games should have represented the college or school. They will be selected by the Vice-President, Lecturer in charge of the particular game and the P.E.T. of U.N. College, Nalagaja.
- e) The Secretary and the Asst. Secretary each should be a sportsman of outstanding merit and should have preferably represented the College in the Inter-College Tournaments in same games. The Asst. Secy. shall be a student of either +3 1st year or +3 2nd year class. They shall be elected by all student members of the Athletic Club.
- f) Nomination to any office falling vacant during the session will be made by the Vice-President subject to the approval of the President.

Note:

The convention to be followed regarding selection of the Captain is based on the following considerations arranged in order of priority.

- i) Number of representation in the particular game for the College and University.
- ii) Study in the higher class and regularity in passing the class and University examination.
- iii) Seniority in age (But in Cricket, ability to lead the team on and off the field weights most in deciding the captain ship)
- iv) The behaviour of the students at the College team in a particular game for two years may not be selected as the Captain for the third time.

b) An annual subscription as prescribed to the sessional charges shall be collected from each student member of the Club at the beginning of the session.

3. Executive Committee:

The Club shall have an Executive Committee called the U.N. College Athletic Club which shall consist of ,

- a) The Principal as Ex-officio President.
- b) Vice-President to be nominated by the Principal.
- c) Associate members from among the staff nominated by the Principal.
- d) The Physical Education Teacher.
- e) The Secretary and the Asst. Secretary of the Club - elected in the manner described below.
- f) One elected Representative from each class.
- g) Captains of all outdoor games organised by the college.

Notes

- i) All meetings of the club shall be preside over by the President or the Vice-President as the case may be.
 - ii) In the absence of any Captain, Vice-Captain can attend the meeting of the Council on his behalf.
 - iii) The meeting of the Council shall be convened by the Secretary with 48 hours notice to the members unless relaxed by the Principal on emergency.
 - iv) The quorum shall consist of at least one third of the total strength of the Council in extra-ordinary meetings convened by either the Secretary or the Vice-President or the Principal as the case may be.
2. In ordinary meetings the presence of two-third members shall constitute the quorum for any official transaction.

4. Selection Rules:

- a) Selection of the Captains and the Vice-Captains will be held two weeks after the election of the College Union.
- b) The President for the year shall be responsible

beremovedfromoffice,iftheyfailtodischargetheir duties properly, (i) by the Principal or(ii) by a vote of no confidence passed by no fewerthan two-third of the members of the Executive Committeeespecially called fortheGeneralBodyofmemberscalledforthepurpose.

10. This quorum for an ordinary meeting of the Executive Committee will be five.
11. ThePrincipalreservesrighttoalter,amendorabrogate any of the rules mentionedabove. If a memberwants to alteroramendanyoftherules,thealterationor amendmentmust be passed by a three fourth majority ofthemembersoftheExecutiveCommittee,atameeting especially called for the purpose, such alternation or amendment is subject to the approval of the Pincipal.
12. TheRunningCupsshouldbereturnedtotheCollege office by the recipients within 4 months of the award.
13. ThePrincipalisthefinalauthorityinallmattersrelating to the Sociey.

THEDAYSCHOLAR'SASSOCIATION

(For+3Students)

1. The name of theAssociationshall be the Day Scholar's Association of Upendra Nath College, Nalagaja.
2. The objectof theAssociationisto fosterthrough cultural activities the spirit of fellowship, co-operation and discipline amongst all the day scholars of the College.
3. The Censor or the Vice-President of the Day Scholar's AssociationwillbenominatedbythePrincipalfromamongthe membersofthestaff.Anyothermember/membersofthestaff may be nominated by the Principal asAssociate/Associates.
4. ThereshallbeSecretaryandAssistantSecretaryelected fromamongthedayscholarsatthebeginningoftheacademic year.
5. The Secretary with the approval of the Vice-President shallorganiseallthefunctionsoftheassociationandshallbein

charge of minutes and circulate for each ordinary meeting containing such particulars as (i) date (ii) place and (iii) agenda of the meeting.

6. The Secretary may request the Principal to invite a person(s) who is/are not the member(s) of the Association to take part in its functions.

In the absence of Secretary, the Assistant Secretary shall assume all his right and discharge all his duties.

7. There shall be an Executive Council of the Association consisting of (a) President (b) Vice-President (c) Associate Vice-President (d) Secretary (e) Assistant Secretary (f) One Class Representative from each of the classes to be elected by the Day Scholars from among themselves.

8. Any member of the Association can stand for the office of the Secretary or the Assistant Secretary.

9. Each member of the Association has the right to vote in every election and no member can cast more than one vote for each office to be filled.

10. The candidate obtaining the largest number of votes shall be declared elected.

In case of the between two or more candidates, the election of the successful candidate will be determined by lot as laid down in election rule-16(M)

11. The office bearers shall hold office for the entire session unless.

- (i) they cease to be the members of the Association
- (ii) they tender their resignation in writing address to the Principal
- (iii) they are removed as provided in rule 12.

12. The office bearers who fall to discharge their duties properly can be removed by a vote of no confidence passed by two-thirds of the members of the Association present at an extraordinary meeting called for the purpose.

13. The funds of the Association shall remain under the control of the Principal. All expenditure incurred by the Association

shall be subject to his approval and scrutiny.

14. Meeting of the Association shall be open to all the members of the College staff.

15. Any alteration in or amendment to those rules must be passed by two-thirds majority of the members of the Association. Such alteration or amendment is subject to the approval of the Principal and will come into force from the beginning of the next session. The Principal himself can also amend or alter any of the rules above, if he deems it necessary in the interest of the college.

16. The Principal is the final authority in all matters relating to the Association.

THE ATHLETIC CLUB

(For +3 Students)

1. General Rules:

- a) Students are forbidden-
 - i) To be members of any outside Athletic Club or any other club or society which is not approved by the Govt.
 - ii) To play for any team other than College team without the prior written permission of the Principal. The Principal can accord permission, if he so pleases, subject to the condition that the College team is not participating in or associated in any manner with the same tournament.

b) When a match is to be played away from Nalagaja members of the team and members who wish to accompany the team shall obtain prior leave to absence from the Principal. Those who are residing in a hostel shall also obtain the permission of the Superintendent of the Hostel.

2. Membership:

a) The Club shall consist of all members of staff and all Degree student of the college with the Principal as ex-officio President.

- d) Invite eminent scholars to address the Seminar.
 - e) Enrich the library and
 - f) Take such steps and measures as would further higher academic pursuit in the subjects.
3. a) All honours students of the subject shall be ipsos fact members of the Seminar.
- b) All teachers of the subject shall be honorary members of the Seminar and if they so desire they may take part in the proceedings of the seminar without right to vote.
- 4. The Executive Committee of the seminar shall consist of:**
- a) Controller (Principal ex-officio)
 - b) Director (Head of the Department, ex-officio)
 - c) Associate Director (teachers) of the subject ex-officio.
 - d) Secretary : A student of final year Honours class of the subject to be elected by the members under category 3. (a) above.
 - e) Assistant Secretary : A student of +3 IInd year Honours Class of the subject to be elected by the members under category 3. (a) above.
 - f) Members:
One Representative each from +3 (I, II, III) year honours class of the subject.
5. The funds of the Seminar shall consist of:
- a) Voluntary contributions by the member.
 - b) Other contribution/donations received/raised with the approval of the Executive Committee and with the approval of the Principal.
6. Such teachers as will be nominated by the Principal shall remain in charge of the seminar library.
7. Seminar Library: Seminar library shall be managed according to the decision taken in the Executive Committee.

d) Consideration of reports of the Club Sub-Committee for the award of the College Blue and All Round Cup.

7. The Limit to the Power of the club:

The Principal can veto any resolution passed by the Council. He can make new rules or amend old ones if he thinks that in the interest of the Club the new rules should be made or the old ones amended.

8. The Function of:

a) The Vice-President

- i) He will be the General Superintendent of the game organized by the Club.
- ii) He will be in charge of the accounts and all correspondence in this connection including the ordering of goods.
- iii) He will appoint the Blue Sub-Committee consisting of the Professor-in-charge of the game, the P.E.T. and other Associate Vice-President nominated by the Principal. The Committee being a Recommending Committee should receive the appropriate approval of Principal.
- iv) He will present the accounts in the meeting of the Club to be held at the beginning of the next session.

v) The Vice-President shall constitute a committee with himself as the ex-officio Convenor and the Associate Vice-President concerned as a member and the P.E.T. of U.N. College, Nalagaja to select the members of the College team to participate in different tournaments with the final approval of the Principal.

b) The Associate Vice-President:

He will assist the Vice-President in all matters and discharge his function during his absence.

c) The Secretary:

- i) He shall be the convenor of all the meetings of the Club.
- ii) He will prepare the Annual Report for the session.
- iii) He will conduct correspondence assigned to him by

the Vice-President and such other transactions as assigned to him by the Vice-President from time to time.

- iv) He will help the P.E.T. to organise and coordinate all the games with the help of respective Captains.
- v) He will present the Annual Report in the first meeting of the Club to be held at the beginning of the next session.
- vi) He will write the proceeding of the meeting held during the session.

d) The Captain:

- i) They will select players for friendly and competitive matches with the approval of the P.E.T.
- ii) They along with the Secretary, will be responsible for the organisation of the College game.
- iii) They will maintain record of the attendance of the players during practice and coaching schedules.

Notes :

Neither the Secretary nor the Captain shall arrange any match without the prior permission of the President of the Athletic Club.

e) Physical Education Teacher:

- i) He will organise games and conduct physical training classes.
- ii) He will maintain the stock book.
- iii) He will look after the playground.
- iv) He will remain in charge of the stores.
- v) He will do such other works in connection with sports as signed to him by the Vice-President.
- vi) He will plan the improvement of the standard of the students in games and sports.

9. Competitions run by the Club:

- (i) Inter-class football
- (ii) Inter-class volleyball
- (iii) Inter-class Cricket
- (iv) Inter-class Kabadi
- (v) Inter-class Chess
- (vi) Inter-class Tennis

filling up forms for University/CHSE Examination as the case may be.

12. The Principal reserves the right to amend, alter, or abrogate any part of the constitution to the extent necessary either suo motu or on a resolution passed in the general body meeting of the society.

The Principal is the binding and final authority on all matters relating to the Science Society.

* * *

NB:-

If there is no student election for +2 & +3 stream, then vice-president are fully responsible for all activities of the societies and association. They may or may not take the help of the Students.

SEMINARS

There shall be seminars in all subjects with provision for honours teaching in the college.

Model Constitution of the Seminars :

1. The name of the Seminar shall be the Upendra Nath College Seminar, Nalagaja.
2. The main aims and objects of the Seminar shall be to:
 - a) Organise discussions, debates and symposia in the subject on various topics, aspects and problems relating to subject.
 - b) Organise study circle on the subject.
 - c) Produce/discuss/publish learned paper on the subject.

8. Removal of the Office Bearers:

a) The Secretary & the Assistant Secretary who fail to discharge his/her duties may be removed by a resolution of non-confidence passed by 2/3rd majority of the members of the society present and voting at an extra ordinary meeting convened for the purpose.

b) A class representative may be removed by a resolution passed by 2/3rd majority, members present and voting in an extraordinary meeting of the concerned class.

9. Function of the Secretary:

- a) To convene General and Executive Committee meeting of the Society.
- b) To record the minutes of the messages.
- c) To organise functions and activities as decided by the executive committee.
- d) To maintain accounts supported by proper vouchers through the Vice President, for all money received from the College office before 31st March of the year.
- e) To perform such other functions as are assigned to him by the Vice President.

10. The Assistant Secretary:

- a) He shall assist the Secretary in his duties and discharge them himself in his absence.

11. Fund of the Society:

a) All money so collected and grant and donations if any received for that session shall constitute the consolidated fund of the society and shall remain under the custody of the Principal who operates it.

b) The Principal, may sanction withdrawals of money from the fund for payment to the Secretary on his requisition through the vice-president and shall be responsible for the proper utilization of funds.

c) The Secretary shall obtain an odue certificate from the Vice-President before he or she leaves the college or before

10. Miscellaneous Rules:

a) A student without representing his class faculty in the Inter-class or inter-faculty matches as the case may be cannot ordinarily be called for nets.

b) A player not called for nets may not ordinarily be considered for selection of the College team of the particular game for the Inter-college matches.

c) A player having good standard and regular practice in the College field may be called for nets if his (their) class does (do) not participate in the Inter-class matches.

d) If owing to some reason or other, the inter class competition or a game could not be conducted in time the selection of the College team will be made out of the players available for practice in the College field.

e) All the games after the Inter-College competitions will remain suspended and finally be closed after the Annual Athletic Meet of the College (excepting the team/teams waiting for Inter College Tournament/Tournaments).

f) Any player/players sustaining any injury during the practice game of class competitions, he/they rendered First Aid in case of a team participating in any tournament or sport outside the headquarters the team manager will render the necessary medical facilities on the spot as may be considered expedient.

g) If a team participating in any tournament or meet loses the game, the members required to come back in the next available conveyance. A member (members) can stay back without availing himself/themselves of the next available transport only after obtaining due permission from the team manager.

h) A team selected to participate in any of the Inter-College Tournament would proceed to the place of the tournament depending upon the distance and availability of transport.

i) Full D.A. will be paid to the team (student members) leaving headquarters at or before 12 noon. Half D.A. will be

paid to the student members leaving headquarters between 12 noon and 8 P.M. and no D.A. will be paid to the members leaving after 8 P.M.

j) In no case the articles of the club shall be issued to any outside club(s) instruction(s)/person(s) expecting Mayurbhanj Athletic Association and the institutions with which the interest of the club is involved.

SCIENCE SOCIETY

The College has a Science Society

The aims and objectives and constitutions are given below:

1. Name:

The Society shall be called as the "Science Society" of the U.N. College, Nalagaja.

2. Aims and Objectives :

- a) To organise cultural and co-curricular activities among the science students.
- b) To popularize Science education by means of popular lecturers, discussions and exhibitions.
- c) To invite eminent scientists to deliver lectures.
- d) To organise scientific essay, debate and Quiz competitions among the science students of the college.
- e) To conduct surveys and organise study tour.
- f) To undertake such other scientific activities as are declared upon the Executive body and approved by the Principal.

3. The Annual Function:

The Annual Function of the Science Society will be held on 28th February each calendar year which has been earmarked as the National Science Day to commemorate the day on which Sir C.V. Raman received Nobel Prize in physics for the discovery of Raman Effect.

4. Membership:

- a) All the students of the Science Faculty (+2 and +3) shall be members of the Science Society.
- b) Member of the staff (Both teaching and Non-teaching) of the science Faculty shall be Associate Members.

5. Management:

The day to day management of the affairs of the Science Society shall be vested on the Executive Committee.

6. The Executive Committee:

The Executive Committee consists of the following members.

- a) The President : Principal (ex-officio)
- b) The Vice President: Senior most teacher of any of the Science Departments to be nominated by the Principal for the Science Society.
- c) The Associate Vice-President: The senior most teacher next to Vice-President of any of the Science Department to be nominated by the Principal for the Science Society.
- d) The Secretary : The Secretary shall be elected from among the students of the Final year Degree Class of Science.
- e) The Assistant Secretary: One Assistant Secretary to be elected from among the students of +2nd year science class.
- f) Class Representative: One class Representative from each of the Science Classes are to be nominated.

7. Election of the Office bearers of the Science Society:

Election of the Secretary, Assistant Secretary will be held along with the election of the College Union. Class Representative will be nominated from each class from the beginning of the session.

Tenure : The elected office bearers shall hold office for a full academic year, unless removed by a vote of no confidence.

2. All +2 students of the college shall be the members of the society.
3. Every such student of the College shall pay to the Society account, in the college office, a subscription prescribed at the time he pays his first installment of the college fees for the session.
4. The Principal shall be ex-officio president of the Society.
5. The affairs of the Society shall be managed by an Executive Committee consisting of the following members.
 - i) President-Principal (Ex-Officio)
 - ii) Vice-President-Member of the teaching staff to be nominated by the Principal.
 - iii) Any other member/members of the teaching staff to be nominated by the Principal.
6. Ordinarily the Vice-President shall preside over the meetings of the Executive Committee.
7. The Executive Committee shall:
 - a) Prepare and pass the Annual Budget.
 - b) Recommend to the Principal the name of the play/plays to be staged and the date/dates of dramatic performance.
 - c) Stage a full length play or put up a variety performance or conduct a short play competition.
 - d) Get the expenditure thus incurred audited.
 - e) Authorise the Vice-President to sanction the expenditure out of the Reserve Fund for purchase of property, the upkeep, repairs or replacement of articles already purchased for the Dramatic Society and set aside a portion of the Society money for this purpose.
8. All decisions taken by the Executive Committee are subject to the Principal's approval.
9. The Principal reserves the right to alter, amend or abrogate any of the rules already mentioned.
10. The Principal is the final authority in all matters relating to the Society.

STUDENT'S COMMON ROOM

1. There are two common rooms provided by the college one for the boys & other for girls students of the College.

The common room serves as a common place of the Students to retire or relax during the college hour. It is particularly meant for intellectual discussion, healthy recreation, mutual contact and creating good will among the students. There is provision for some indoor games for relaxation of the students. News Papers and journals in Oriya & English are also purchased from Common Room fund and placed in the college library reading room for the use of students in their leisure hours.
2. All the students whose names are on the roll during the academic year shall be the members of the concerned common room by paying a subscription as fixed annually at the beginning of the term.
3. The affairs of the Common Room are managed by a committee consisting of :
 - a) Principal
 - b) The members of Teaching Staff nominated by the Principal, who are in charge of the Common Room.
 - c) A Secretary and an Asst. Secy to be elected from among the students.
4. The senior member of the Committee will remain in charge of the accounts.
5. All meetings of the Committee shall be presided over by the Principal or the senior member of the teaching staff. The meeting of the Committee shall be convened by the Secretary with 48 hours notice to the members unless relaxed by the Principal on emergency.

The quorum shall consist of at least one third of the strength of the Committee in extraordinary meeting convened

either by the Secretary or Lecturer in charge or by the Principal as the case may be.

In ordinary meetings the presence of two third members shall constitute the quorum for any official transaction.

6. The bearer of the Common Room shall attend the common room regularly in time and shall keep in order and take care of its properties.

7. The Principal is the final authority in all matters relating to the Students Common Room.

STUDENTS' READING ROOM

A students' Reading Room has been provided by the college for daily reading of books, Journals, Magazines, Newspapers etc. by the students. This room is under the control of Librarian and ultimately the principal. All rules for library are applicable to the students using the reading room.

THE SOCIAL SERVICE GUILD

(For +3 Students)

1. The Social Service Guild of Upendra Nath College was formed in September, 1976.

2. The Object of the Guild are:

- i) To grant stipend to the needy and deserving students of the College.
- ii) To form a volunteer corps at the time of floods and other natural calamities to render help to the destitute.
- iii) To organize lending library.

3. Finance:

- i) Each student member contributes a monthly subscription as prescribed to the Guild Fund.
- ii) Members of the College staff make voluntary Annual contributions.

d) If owing to some reason or other, the inter-class competition of a game could not be conducted in time the selection of the college team will be made out of the players available for practice in the college field.

e) All the games after the inter-college competitions will remain suspended and finally be closed after the Annual Athletic Meet of the college (excepting team/teams waiting for the inter college Tournament/Tournaments.)

f) Any player/players sustaining injury during the practice game or class competition, he/they will be rendered First Aid. In case of a team participating in any tournament or sports outside the headquarters the team manager will render the necessary medical facilities on the spot, as may be considered expedient.

g) If a team participating in any tournament or meet, loses the game, the members are required to come back in the next available conveyance, member/members can stay without availing himself/themselves of the next available transport, only after obtaining due permission from the team manager.

h) A team selected to participate in any of the Inter College Tournament would proceed to the place of the tournament depending upon the distance and availability of transport.

i) Full D.A. will be paid to the team student members leaving headquarters between 12 Noon & half D.A. will be paid to the student members leaving headquarters between 12 Noon & 8 P.M. (No D.A. will be paid to the members leaving after 8 P.M.)

j) In no case the articles of the club shall be issued to any outside club(s)/institution in which the interest of the club is involved.

6. The Principal is the final authority to take any decision in all matters relating to the Club.

The Dramatic Society (For +2 classes)

1. There shall be a Dramatic Society called Upendra Nath College Dramatic Society for +2 wings.

i) He will be the General Superintendent of the game organised by the club.

ii) He will be in charge of the accounts and all correspondences in this connection including the ordering of goods.

iii) He will appoint the Blues sub-committee consisting of the Professor-in-charge of the game, the P.E.T., any other associate Vice-President nominated by the Principal. The Committee being a recommending committee, should receive the appropriate approval of the Principal.

b) The Associate Vice-President:

They will assist the Vice-President in all matters.

c) Physical Education Teacher:

i) He will organise games and conduct Physical Training Classes.

ii) He will look after the playground.

iii) He will maintain the stock book.

iv) He will remain in charge of the store.

v) He will do such other works in connection with sports assigned to him and sports.

4. Competitions run by the club:

(i) Inter-Class Football (ii) Inter-Class Volleyball

(iii) Inter-Class Cricket (iv) Inter-Class Chess

& other items as decided by the Executive Body.

5. Miscellaneous Rules:

a) A student without representing his class faculty in the inter-class or inter-faculty matches as the case may be cannot ordinarily be called for nets.

b) A player or not called for nets may not ordinarily be considered for selection of the college team of the particular game for the Inter-College matches.

c) Player or (players) having good standard and regular practice in the College field may be called for nets if his (their) class (do) not participate in the inter-class matches.

iii) Will to-do persons are occasionally approached for donations to the Fund.

iv) The beneficiaries of the Guild Fund are required to refund the money they receive after they are settled in life and they sign an undertaking to that effect.

4. Working:

i) The Principal as E-officio President controls the Funds to Guild and can amend or alter any of the rules of the Constitution.

ii) There is an Executive Committee consisting of the following President-Principal (Ex-Officio), Vice-President, Treasurer nominated by the Principal from among the members of the staff. Secretary and Asst. Secretary elected from among the students of +3 Arts, Science and Commerce.

iii) Elections are held at the beginning of the academic year on the date as would be decided by the Principal.

iv) The Treasurer maintains accounts of receipts and disbursements.

v) The duties of the Secretary are:

a) To convene General and Executive Body Meeting

b) To record proceedings of all meetings

c) To invite applications for help from the students of the College

d) To raise funds for improving the financial position of the Guild.

e) To ask the beneficiaries of the Guild well settled in life for refund of the help.

f) To work throughout with a view to realising the objects of Guild as laid down in item 2 above.

g) To prepare with the help of the Treasurer and submit at the Annual General Meeting, an Annual Report on the working of the Guild along with the accounts of previous year.

5. Poor and deserving students of the College receive help for a period of eight months during a session ordinarily from September to April.
6. The Principal is the final authority in the matters relating to the guild.

HIGHER SECONDARY WING

THE CULTURAL ASSOCIATION

1. Objectives:

- a) To organise discussions and debates on cultural and academic, scientific, national, international issues.
- b) To invite eminent persons to address the Cultural Association with the prior permission of the Principal.

Membership:

Every bonafide student of Higher Secondary Wing of U.N. College, Nalagaja is a member of the Cultural Association.

Executive Body:

There shall be an Executive Body of the Association consisting of the following office bearers.

- a) President - The Principal (ex-officio)
- b) Advisor and Associate Advisors are to be nominated by the Principal.

The Annual Functions:

The Annual Function of +2 Cultural Association must be over by the end of February. The guests to be invited to the Annual Function will be selected by the Principal.

Funds of the Association:

Each member of the Cultural Association shall pay an annual subscription of Rs 40.00 only at the time of Admission/Readmission.

The fund will be maintained as the Cultural Association Fund and the account will be operated by the Principal and withdrawals will be made when requisition made through the Advisers of +2 Cultural Association.

THE ATHLETIC CLUB

(For Higher Secondary Wing)

1. General Rules:

- a) Students are forbidden:
 - i) To be members of any outside athletic club or any other club or society which is not approved by the Govt.
 - ii) To play for any team other than the college team without the prior written permission of the Principal. The Principal can accord permission, if he so pleases, subject to the condition that the College team is not participating in or associated in any manner with the same tournament.

b) When a match is to be played away from college, members of the team and members who wish to accompany the team shall obtain prior leave of absence from the Principal. Those who are residing in a Hostel shall also obtain the permission of the Superintendent of the Hostel.

Membership:

a) The club shall consist of all members of staff and students of the College with the Principal as ex-officio President.

b) An annual subscription as prescribed in the sessional charges shall be collected from each student member of the Club at the beginning of the session.

2. Executive Committee:

The Club shall have an Executive Committee called the U.N. College Athletic Council which shall consist of:

- a) The Principal Ex-officio President
- b) Vice-President to be nominated by the Principal
- c) Associate members among the staff nominated by Principal
- d) Physical Education Teacher

3. The Function of

a) The Vice-President

theyearfordiscussionandpassinghereafter.The Advisor/the Vice-President will issue a no dues certificate to the Secretaryconcerned which heshallproduce before he is promotedtothenexthigherclassorsitsfortheUniversity Examination or takes his C.L.C. as the case may be.

- i) TheaccountsoftheAthleticAssociationwillhoweverthe maintainedbytheathleticinchargesofficersandgoverned by such rules as provided inthe rules of theAthletic Club.
4. All articles of a permanent nature purchased by Union/ Societies will remain in the custody of V.P.Athletic Club whowill maintain the accounts and the stock of the same through the P.E.T. of the College. These articles can be loaned to other societies on requisition of the V.P. of the Society concerned.
5. Ordinarily no function will be allowed to be held on the Drama Pandal except the following.
 - a)TheAnnual Drama orany Dramatic or Musical function Organised by the Dramatic Society.
 - b) TheAnnualDayoftheCollegeUnion.
 - c) TheAnnualDayoftheCulturalAssociation.
 - d)Anyfunctionheldonotherthanholidaysmaybearranged without interrupting the normal classes of the College.
6. All functions of the Union/Societies should be finished as far as possible by the 20thof Januaryor as notified by the Govt. Societies can organise only such competition whichspeciallyrelatestothepromotionoftheaimsofthe societies.
7. EachSocietyshallcontribute10%oftheirfundfor maintenance of establishment expenditure.

The DayScholar's Association

(For+2classes)

1. ThenameoftheAssociationshallbetheDayScholar's Association of the Upendra Nath College, Nalagaja.
2. The object of the Association is to foster through cultural activities, the spirit of followship, co-operation and descipline among all the Day Scholars of the College.
3. The censor or the Vice-President of the D.S.A. will be nominated by the Principal from among the academic staff. Anyothermembers(s)ofthestaffmaybenominatedbythe Principal as associate(s)
4. There shallbe an Executive Councilof theAssociation comprising.
 - (i) The Principal as ex-officio President,(ii) The Vice-President(iii) The Associate Vice-President(s)
5. The funds of the Association shall remain under the controlof the Principal. All expenditure incurred by the Association shallbe subject to the approvaland scrutiny of committee.
6. Any alteration in oramendmentto those rules must be passedbytwothirdmajorityofmembersoftheAssociation. Such alteration oramendment issubject to theapproval of the Principal and will come into force from the beginning of the next session. The Principal himself can also amend or alterany of the rules above if he deems it necessary in the interest of the College.
7. ThePrincipalisthefinalauthorityinallmattersrelating tothe Association.

THE SOCIAL SERVICE GUILD

(For +2 Classes)

1. The Social Service Guild (+2) of U.N. College is functional.
2. **The objectives of the Guild are:**
 - i) To grant stipends to the needy and deserving students.
3. **Finance:**
 - i) Each +2 student contributes subscription as stipulated to the Guild Fund.
 - ii) Well-to-do persons are occasionally approached for donation to the fund.
4. **Working:**
 - i) The Principal ex-officio President controls the fund of the guild and can amend or alter any of the rules of the constitution.
 - ii) There is an Executive Committee consisting of the following:
 - a) President - Principal (ex-officio)
 - b) Vice-Presidents are nominated by the Principal from among the staff.
5. Poor and deserving students of the College receive help for a period of eight months during a session ordinarily from September to April.
6. The Principal is the final authority in all matters relating to the Guild.

DEPARTMENTAL ASSOCIATION

1. The following Departmental Association provides scope for cultural and co-curricular activities of the Students.
 - i) Library Associations-

Research Journal "The Concept", Calendar & Prospectus of the College are published annually.

GENERAL FINANCIAL AND ADMINISTRATIVE DIRECTIVES

1. Fund of all Societies shall be in the custody of the Principal and shall be operated by him.
2. Each society will prepare its Budget on the basis of collection for the session and the Budget will be discussed and passed in the Executive Meeting. A copy of the Budget shall be submitted to the Principal for approval and control of the Society funds.
3. a) Application, requesting funds, shall be made to Principal by the Secretary through the adviser/the V.P.
 - b) The Secretary shall receive payment from the Adviser/the V.P. on proper receipt.
 - c) Expenditure statement with vouchers shall be submitted to the office by the Advisor/V.P. with the signature of Secretary within two weeks from the date of advance.
 - d) Funds shall be requisitioned strictly in accordance with Budget allotments.
 - e) Requisitions should reach the office one week in advance of actual requirements.
 - f) No second advance shall ordinarily be allowed unless the earlier one is properly accounted for.
 - g) Strict economy and care should be applied in expenditure for incurring expenditure exceeding Rs. 5000 for any single item by obtaining prior sanction of the Principal.
 - h) The Secretary of each Society shall place the accounts of the year at the final Executive Meeting of

the department are required to see that these records are properly maintained and courses are timely completed.

B. Seminar

The members of teaching staff of different department shall take initiative to arrange and organise departmental / inter-departmental and National/State level/UGC sponsored seminars, debates, discussion on the topics related to the courses and general, national, international issues involving the students of concerned deptts, and all students and staff of the college in order to develop their outlook, knowledge, talent and general awareness.

C. Co-Curricular Activities:

The members of the staffs shall actively co-operate, participate and discharge their duties assigned to them in connection with various co-curricular and extra curricular activities of the College with a spirit of commitment and noble sense of honesty and dignity to uphold the name and fame of the institution and its academic standard.

D. The members of the staff in charge of stock, stores, labrotories etc. shall take care for its porper maintenance and decency.

THE COLLEGE PUBLICATION

The college Magazine "THE UPENDRA JYOTI" is published once a year with a noble object for the encouragement and development of original literary expression of the students of +2 and +3 Streams as well as to provide them with articles from the professors, non-teaching staff of the college.

The Editorial Board consists of the teaching staff (as nominated by the Principal) and Secretary & Asst. Secretary elected separately from among the +3 students.

a) The Oriya Sahitya Samaj (+2&+3)

b) The Sanskrit Association (+2&+3)

c) The English Association (+2&+3)

ii) Other Departmental or Faculty Association

a) The Science Society (+2&+3)

b) The Commerce Society (+2&+3)

c) The History Association (+2&+3)

d) The Economics Association (+2&+3)

e) The Political Science Association (+2&+3)

f) The Philosophy Association (+2&+3)

g) The Education Association (+2&+3)

2. Objectives:

a) To arrange debates, reading of papers and to invite eminent persons to address the members.

b) To organise seminars of the Honours students.

c) To conduct surveys and organise study tours.

d) To arrange exhibition and mock parliaments.

e) To undertake such other literary and extra-moral activities as decided upon by the Executive Body and approved by the Principal.

3. Membership:

The membership of the Association is open to all students and members of the staff of the departments to which the Association belongs.

Provided that:

a) The membership of the English Association is open to Student of +3 classes only. (Arts, Science and Commerce)

b) A student not belonging to a particular Society / Association may be admitted to the Society/Association as an associate member on application to and permitted by the Executive Body of the Society/Association concerned.

4. Management:

The power of management of the affairs of the Society/ Association shall be vested in the Executive Committee consisting of :

- a) The Principal as ex-officio President.
- b) The Vice-President and associate Vice President. The senior most teacher of the Department or any of the Science Department for the Science Society to be nominated by the Principal.

c) Secretary:

The Secretary shall be a student of final year degree class with Honours in the subject concerned.

d) Assistant Secretary:

Any student of the Association/Society belonging to the +3 first beginning of each academic session. The time, date and manner of election shall be determined and notified by the Principal in consultation with the vice-president of the Society/Association concerned.

6. Tenure

The elected office bearers shall hold office for a full academic year, unless removed by a vote of no confidence.

7. Functions of the Secretary:

- i) To convene General and Executive Committee meeting of the Association / Society.
- ii) To record the minutes of the meetings.
- iii) To organise functions and activities as decided by the Executive Committee & approved by the Principal.
- iv) To maintain accounts of the Association/Society and submit through the Vice-President a statement of expenditure together with vouchers for all the money received from the college office.

v) To make requisition through the Vice-President for withdrawal of funds of the Society.

vi) To perform such other function as are assigned to him by the Vice-President.

8. The Assistant Secretary:

He shall assist the Secretary in his duties and discharge themselves in his absence.

9. Fund of the Association:

i) All members of Association shall pay an annual subscription as per prospectus as a faculty improvement fee to be collected by College Office, at the time of admission at the beginning of the academic session.

ii) All money so collected as grants and donations if any for that session shall constitute the consolidated fund of the Association/Society and shall remain in the custody of the Principal who operates it.

iii) The Principal may sanction withdrawal from the fund for payment to the Vice-President or Associate Vice President.

iv) The Vice Presidents are responsible to the Executive Body and to the Principal for proper utilisation of fund.

GUIDELINES FOR TEACHERS & OTHER STAFF

A. Lesson Notes, Lesson Plan, Progress Register

At the beginning of each academic session the lecturers of various departments prepare lesson plan and notes as per the prescribed course and subject/paper allotted to them by the head of the Lesson in various classes are to be maintained by the individual teacher which are periodically verified and assessed by the Principal for onward transmission to D.H.E. these records may be inspected by the D.H.E. or any authorised person at the time of inspection. The head of

AssociateMembers	:Lt.D.K.Giri,Demo.inZool
	:SriG.P.Mohanty,Demo.inChem
33Vice President, B.C.R.	:Sj.AnantaMurmu,Lect.inEng
34. Vice President, G.C.R.	:Smt.SanjuktaNayak,Lect.inPhilo
Associatemember	:Smt.DeepaliHansdah,Lect.inEng.
35. AthleticAssociationVicePresident(+3)	Sr.D.S.Marndi,Lect.inBotany
Associate	:SriG.P.Mohanty,Demo.inChemis-try
VicePresident(+2)	:Sri.K.Naik,Lect.inOdia
(Associate)	:Sri.P.C.Behera,Demo.inPhysics
36. VicePresidentDramaticSociety	:Sj.A.K.Giri,Lect.inOdia
(+2&+3)(Associatemembers)	:SriP.K.Badanaik,Lect.inHist.
	:Lt.D.K.Giri,Demo.inZoology
37. Vice-President,ScienceSociety	:Sj.K.K.Sahu, Lect.inZoology
	:Mr.A.K.Patra,Demo.inBotany
38. Mo CollegeAbhiyan (Coordinator)	:Dr. S. Rout, Reader in Zoology
(Members)	:SriA.K.Giri,Lect.inOdia
	:SriG.P.Mohanty,DemoifChem.
	:LtD.K.Giri,Demo.inZool
39. WomenEmpowerment,Antiragging	
&SexatHarassmentCell	:Dr.S.Rout,ReaderinZool.
:	Mrs.A.Mohanty,LectinEdu.
:	: Smt.S.Nayak,Lect.inPhilosophy
	:Smt.K.M.Marandi,Lect.inEco.

THE STUDENTS' INFORMATION BUREAU

There is a Students' Information Bureau in the College with the object of supplying the students with information regarding aids, scholarship and facilities for carrier and employment opportunity for students both Technical, Professional & General field in India and abroad. The Bureau maintains liaison with the students, Information Bureau different Universities and other sources. The Principal nominates a members of the staff to remain in chare of the Bureau who is to be contacted by the Students desirous of getting information.

STUDENTS' GRIEVANCE AND REDRESSAL CELL

Students can put forth their grievances regarding any academic problems and difficulties before the Grievance Cell constituted for the purpose for immediate action. Students are expected to put their application in the box provided in the office. The box shall be opened once in a week and the co-ordinator of the cell shall take necessary steps for solution.

WOMEN'S DEVELOPMENT COUNCIL

A Woman Development Council have been set up to take Special care of the girls students to the college. The Council shall arrange and organise such activities as would help them for personality development and to prepare themselves with a sense of confidence to fight against social injustice. The co-ordinator appointed by the Principal shall be responsible for all activities of the council.

CAREER GUIDANCE AND STUDENTS' INFORMATION CELL

The objective of the cell is to provide information to the students for higher technical and professional education and to motivate them to seek self employment in different fields. The cell shall take initiative to invite experts resource persons from different organisations/institutions to make students aware of various schemes provided by the Govt. & non Govt. agencies for creating future job opportunity.

ANTI-RAGING AND SEXUAL HARASSMENT CELL

The objective of the cell is to prevent dragging and sexual harassment to girls' student and to ensure safety to the students in general. If any complaint relating to this context is received, the cell will forthwith enquire into the matter and if any offence is established, it will, within seven days of receipt of the complaint, recommend to the principal to impose such punishment to the accused by following the norms & directions given by the Govt.

STAFF WELFARE FUND

A Staff Welfare Fund has been instituted in the college to extend loan facility and help to the members of the teaching & non-teaching staff as and when they need in view of their financial difficulties and medical treatments subject to the condition as laid down in the By-law. The fund shall be managed and operated according to the By-law and decision of the staff association and the Principal.

- | | |
|---|---|
| 26. Officers in charge of S.S.G. & Free Studentship | :Mrs. Kajal miru Marandi, Lect. in Eco.
:G.P. Mohanty, Demo. in Chem. |
| 27 Officers in charge of Proctorial System (Member) | :Mrs. Kajal miru Marandi, Lect. in Eco.
:Mr. A.K. Das, Lect. in Eco. |
| 28. Officers in charge of Water, Electricity & Sanitation (Members) | :Mr. Kiran Ku. Sahu, Lect. in Zoology &
:Sri K. Naik Lect. in Odia
:Sri G.P. Mohanty, Demo in Chem
:Sri D.K. Giri, Demo in Zool |
| 29 Officers in charge of College main store & Furniture (Members) | :Sri U.K. Jena, Lect. in Odia
:Sri G.P. Mohanty, Demo in Chemistry
:Sri A.K. Patra, Demo in Botany
:Lt. D.K. Giri, Demo in Zoology |
| 30 Officer in charge (Students Stipend & all Scholarships) (+3 Steams) (Associates) | :Sri D.S. Marandi, Lect in Bot.
:Sj. K. Naik, Lect. in Odia
:Miss P. Tiga, Lect in Logic & Philo. (+2 Steams) Associate |
| 31 Officers in charge Computer Education & e-Library | :Sri B. Singh, Lect in Edu.
:Sj. A. Murmu Lect in Eng.
:Miss S. Rashmi rekha, Lect. in Com. |
| 32 Vice-President, D.S.A. (+3 & +2) | :Sri D.G. Das, Lect in Math.
:Sj. Sujit Ku. Patra, Reader in Pol. Sc. |

	:EstablishmentOfficer
	:AdministrativeBursar
	:AccountBursar
18. Officers in charge Library (Associate Officer)	:SriSubratKu.Biswal,Lect.inHistory :Lt.DeepakKu.Giri,Demo,inZool.
19. DisciplinaryCommittee	:HeadofAllDepartments
20. CampusandGardenBeautification, (Members)	:Dr.S.Rout,ReaderinZool.OIC(M :SriMukesh Meher,Lect.in Odia :G.P.Mohanty,Demo.in Chem. :Lt.D.K.Giri,Demo.inZool.
21. Officer in charge of Examination(+3) (Associate)	:Dr. C.S. Jena, Lect. in Pol.Sc. :Sj.A.P.Parida,Lect.inEng.
22. Officer in charge of Examination(+2) (Associate)	:Sr. S.A. Nayak, Lect. in Pol. Sc. :SriB.Boitai,Lect.inSans.
23. OfficerinchargeDCR	:MissS.Rashmirekha,Lect.InCom. :SriD.G.Das,LectinMath
24. OfficerinchargeofTimeTable(+2&+3)	:SriD.G.Das,Lect.inMath :Mr.P.C.Behera,Demo.inPhysics
25. OfficerinchargeofTabulation ReportandResult	:SriK.Naik,Lect.inOdia(+2) :SriA.Murmu,Lect.inEng.(+2) :SriS.K.Mohanty,Lect.inEng.(+3) :SriM,K.Meher,Lect.inEng.(+3)

**CO-CURRICULAR AND
EXTRACURRICULARACTIVITIES
OFFICEOF THEPRINCIPAL
U.N.COLLEGE,NALAGAJA,MAYURBHANJ**

NoticeNo...../Date

Assignment of co-curricular and extracurricular activities for the educational session 2024-25 for the teaching staff is as mentioned below. They are requested to discharge their duties with immediate effect on notification of this order.

Principal
U,N.College,Nalagaja
Mayurbhanj

<u>Co-curricular&ExtracurricularAssignment</u>	<u>NameofFacultyMembers</u>
1. SecretaryStaffCouncil	:Sj.S.K.Patra,ReaderinPol.Sc.
2. VicePrincipal&Coordinator,IQAC	:Dr.S.Rout,ReaderinZoology :Dr.D.S.Hota,ReaderinChem. :Sj.SukumarMohanty,Lect.inEnglish (Members,IQAC) :Sj.DebaShankarMarndi,Lect.inBotany :Mrs.KajolMiruMarndi,Lect.inEco.

	:Sj.A.P.Parida,Lect.inEnglish
3. Coordinator, College NAAC team	:Dr.S.Rout,ReaderinZoology
(Members)	:All HODs
4. AdmissionBursar	:Sj.RabindraKuRout,ReaderinPhysics
Associate Administrative Bursar	: Sj.AnantaKu.Murmu,Lect.inEng.
5. Account Burser	:Dr.D.S.Hoata,ReaderinChem.
Associate Account Burser	:Sj.AmiyaKumarDas,Lect.inEco.
6. EstablishmentOfficer (Yearly incrementofthestaff members. Maintenance of service Book, Submission ofPAR,DCR,Legalmatters.Recognition&Affiliationofnew subjects/ stream, Bills & Income Tax)	:Dr.SmitaPradhan,Lect.inHomeSc.
Associate Establishment Officer	:Sj.KiranKumarSahu,Lect.inZool.
7. AcademicBursars(+3Streams)	:Sj.SujitKu.Patra,ReaderinPol.Sc.
8. AcademicBursar(+2Streams)	:SriAbaniKantaGiri,Lect.inOdia
9. AdmissionOfficer(+3)withstudent Insurance	:Mrs.KajolmiruMarandi,Lect.in Eco.
Members	:Sj.SukumarMohanty,Lect.inEng
	:Sj.BalaramSingh,Lect.inEdu.
	:Mrs.A.Nayak,DemoinChemistry
	:Sj.PratapCh.Behera,Demo.inPhy
10. AdmissionOfficer(+2)withstudent Insurance	:MissS.Rashmirekha,Lect.inComm.
Memebres	:Sj.ShankarCh.Mohanty,LectinEdu
	:MissPrittyTigga,LectinPhilo

	:Lt.D.K.Giri,Demo,inZoology
11. Advisor to student Union (Associate)	:Sj.RabindraKu.Rout,ReaderinPhy. :Mrs.AnjaliMohanty,LectinEdu
12. Advisor to Cultural Association (Associate)	:Dr.Sadhana Rout,Reader in Zool. :Sj.UmeshKu.Jena,LectinOdia
13. EditorialBoard(CollegeMagazine &WallMagazine)	:SriA.K.Giri,Lect.inOdia :SriA.K.Murmu,Lect.inEng. :SriBimalK.Boitai,Lect.inSanskrit :SriDebshankarMarandi,Lect.inBotany
14. EditorialBoard(CollegeCalendar):	Dr.C.S.Jena,Lect.inPol.Sc. :Mrs.DeepaliHansdah,Lect.inEng.
15. CollegeDevelopment&Construction Committee	:Dr.SadhanaRout,ReaderinZool. :Sj.R.K.Rout,ReaderinPhy. :Dr.D.S.Hota,ReaderinChem. :SriA.K.Giri,Lect.inOdia :SriP.K.BadNaik,Lect.inHist. :SriG.P.Mohanty,Demo.inChem.
16.U.G.C. Officer I/C Member	:Sj.SujitKu.Patra,ReaderinPol.Sc. :Sj.AshokK.Patra,Demo.inBot.
17.Purchase Committee (+2 & +3) Members	:Sj.S.A.Nayak,Lect.inPol.Sc. :Sj.G.P.Mohanty,Demo.inChem. :SriP.C.Behera,Demo.inPhy

List of Holidays for Government and Aided Degree Colleges under Higher Education Department for the Calendar Year-2024				
Sl. No.	Occasion	Date	Day	Numer of Holidays
1	New Years Day	01.01.2024	Monday	1
2	Makar Sankranti	15.01.2024	Monday	1
3	Subash Chandra Bose Jayanti	23.01.2024	Tuesday	1
4	Republic Day	26.01.2024	Friday	1
5	Basanta Panchami	14.02.2024	Wednesday	1
6	Panchayati Raj Divas	05.03.2024	Tuesday	1
7	Maha Shivaratri	08.03.2024	Friday	1
8	Dola Purnima	25.03.2024	Monday	1
9	Holi	26.03.2024	Tuesday	1
10	Good Friday	29.03.2024	Friday	1
11	Utkal Divas	01.04.2024	Monday	1
12	Id-UI-Fitre	11.04.2024	Thursday	1
13	Rama Navami	17.04.2024	Wednesday	1
14	Summer Vacation	04.05.2024 to 17.06.2024	to Saturday to Monday	38 (Excluding 7 Sundays)
15	Bahuda Yatra	15.07.2024	Monday	1
16	Muharram	17.07.2024	Wednesday	1
17	Independence Day	15.08.2024	Thursday	1
18	Jhulana Purnima	19.08.2024	Monday	1
19	Janmastami	26.08.2024	Monday	1
20	Ganesh Chaturthi	07.08.2024	Saturday	1
21	B'day of Prophet Mohammad	16.09.2024	Monday	1
22	Gandhi Jayanti/Mahalaya	02.10.2024	Wednesday	1
23	Puja Vacation	10.10.2024 to 16.10.2024	to Thursday to Wednesday	6 (Excluding 1 Sunday)
24	Diwali/Kali Puja	31.10.2024	Thursday	1
25	Badaasha	14.11.2024	Thursday	1
26	Rasa Purnima	15.11.2024	Friday	1
27	Prathamastami	23.11.2024	Saturday	1
28	X-Mas Day	25.12.2024	Wednesday	1
29	Local Holiday			2
		Total number of Holidays		72

*Two local holidays shall be declared by the respective Principals as per local need. (Local holidays declared by the Revenue Divisional Commissioner are not applicable to the Colleges. However, the Principals may declare that particular day, declared as a local holiday by the RDC, as a local holiday within the two permissible local holidays for their respective colleges/hedeems fit.)

40. Advisor (All Hostels) : S.J.S.K. Patra, Reader in Pol. Sc.
41. Superintendent (Ladies Hostel) : Smt. S. Nayak, Lect. in Philo
Dy. Supdt. : Smt. A. Nayak, Demo, in Chem
42. Superintendent (PM Hostel) : Sri. A. Murmu, Lect. in Eng.
Dy. Supdt. : K. Nayak, Lect. in Odia
43. Superintendent (Boys' Hostel) : S.J. Umesh Ch. Jena, Lect. in Odia
Dy. Supdt. : G.P. Mohanty, Demo, in Chem.
44. Residential Committee : Advisor (as Convener)
: All Supdt & Dy. Supdt.
: IQAC Coordinator
: Account Bursar
: Administrative Bursar
45. Research Committee & Seminar : Dr. S. Rout, Reader in Zool
(Co-ordinator) (Member) : Dr. D. S. Hota, Reader in Chem.
: Dr. S. C. Mohanty, Lect. in Edu.
: Dr. C. S. Jena, Lect. in Pol. Sc.
46. Officer in charge of RTI Cell (PIO) : S.J.S; K. Patra, Reader in Pol. Sc.
47. Women's Self Defence Training : Mrs. S. Nayak, Lect. in Philo.
Programme : Smt. A. Nayak, Demo in Chem.
48. Programme Officer, NSS : Sri A.P. Parida, Lect. in Eng.
49. Counsellor, Youth Red Cross : S.J. K. Naik, Lect. in Odia
: Sri Amiya Das, Lect. in Eco.
50. N.C.C. Officer : Lt. D. K. Giri, Demo. in Zoology

51. (Observation of National Days/Special Days/
Social Outreach Programme) : Teachers/CNCC, NSS & YRC
52. Office in Charge staff Common room: S.J. Ananta Murmu, Lect. in Eng.
53. Nodal Officer (college social Media, : Mr. Kiran Ku. Sahu, Lect. in Zool
Website, Internet)
54. Career Counseling & Placement: Dr. S. Rout, Reader in Zoology
Cell Officer
55. Audio Visual & meeting Hall (OIC): Lt. D. K. Giri, Demo in zoology
56. Yuva Sanskar, Personality Development
& Equal Opportunity Cell, (OIC) : Smt. S. Nayak, Lect. in Philo.

Principal

U.N. College, Nalagaja Mayurbhaj

Teaching Staff

Sl. No.	Name of Teacher & Designation	Educational Qualification	Mobile No & mail Address
1	Mrs. Kajal miru Marandi, Lect. in Economics	M.A.	8658412696
2	Mr. Amiya Kumar Das, Lect. in Economics	M.A.	6371114779
3	Mr. Kiran Kuama Sahoo, Lect. in Zoology	M.Phil	7538052640
4	Mr. Debsankar Marandi, Lect. in Botany	M.Phil	9682646930
5	Mr. Bimalkanta Boitai, Lect. in Sanskrit	M.Phil	9682646930
6	Dr. Chandra Sekhar Jena, Reader in Pol. Sc.	MA	9937482422
7	Mr. Sabyasachi Aorindam Nayak, Lect. in Pol. Sc	M.Phil	8249433129
8	Miss Priti Tigga, Lect. in Philosophy	MA	8328936827
9	Mr. Kanda Naik, Lect. in Odia	MA	7438818122
10	Mr. Umesh Kumar Jena, Lect. in Odia	M.Phil	8457817806
11	Mr. Mukesh Meher, Lect. in Odia	M.A.	9478971936
12	Pradeep Kumar Badnaya, Lect. in History	M.A.	9437767497
13	Mr. Subrat Kumar Biswal, Lect. in History	M.Phil	9838092420
14	Mr. Ananta Murmu, Lect. in English	M.A.	8328804288
15	Mrs. Deepali Hansdah, Lect. in English	M.A.	9437093183
16	Mr. Sukumar Mohanty, Lect. in English	M.Phil	7008050594
17	Mr. Auroprasad Parida, Lect. in English	M.Phil	7008291705
18	Mr. Balaram Singh, Lect. in Education	Ph.D.	9668678909
19	Dr. Sankar Charan Mohanty, Lect. in Education	Ph.D.	8917615218
20	Dr. Smita Pradhan, Lect. in Home Science	Ph.D.	7978913940
21	Miss Shubhashree Rashmirekha, Lect. in Com.	M.Phil	9437274548
22	Mrs. Kabita Manjari Dandapat, Read. in Chem	M.Phil	8658705814
23	Dr. Debash Shankar Hota, Reader in Chemistry	Ph.D.	9437371531
24	Dr. Sadhana Rout, Reader in zoology	PhD	9437444638
25	Mr. Sujitku. Patra, Reader in Pol. Science	MA	9438271090
26	Mrs. Sanjukta Nayak, Lect. in Philosophy	M.A.	9439097011
27	Dr. Abanee Kanta Giri, Lect. in Odia	PhD	9777481415
28	Mrs. Anjali Mohanty, Lect. in Education	M.A.	9178557227
29	Mr. Rabindra Ku. Rout, Reader in Philosophy	M.Sc.	8658412696

Non-Teaching

Name	Designation	Department
1 Mr Guruprasad Mohanty	Demonstrator	Chemistry
2 Mrs. Alaka Nayak	Demonstrator	Chemistry
3 Mr. Ashok Kumar Patra	Demonstrator	Chemistry