

THE CALENDAR

2018 - 2019



CHIKITI DEGREE MAHAVIDYALAYA, CHIKITI

(NAAC ACCREDITED 'B' COLLEGE)

CHIKITI - 761010

DIST. GANJAM, ODISHA

Dr. Bichitra Patnaik

M.A., Ph.D

PRINCIPAL

**Published under the
authority of the Principal,
Chikiti Mahavidyalaya, Chikiti
Ganjam, Odisha, 761010**

The College Calendar is an essential guide book of information for the students and employees of the Institution. It mirrors the rules and events in force in the college. The rules herein cannot be subjected to any legal interpretation or challenged in the court of law. It is the discretion of the Principal to add or amend any of the rules or part/s thereof embodied in this Calendar.

EDITORIAL BOARD

- 1. Sri Dasaratha Rout**
Lecturer in English, GP-A
- 2. Sri Asutosh Sahu**
Lecturer in English

PRINTED AT :

ANNAPURNA PUBLISHERS
Gosaninuagam, Brahmapur (Gm.)
Cell : 9861011356

Calendar : 2018-19

PERSONAL MEMORANDA

Name : _____

Class : _____ Roll No. : _____

Council / University Regd.No. : _____

Date of Birth : _____

Present Address : _____

Permanent Address : _____

Date of joining in the Institution : _____

Height : _____ Weight : _____ Blood Group : _____

Bank / P.O. Savings Book Account No. : _____

Driving Licence No. : _____

Identification marks : _____

Other Information : _____

Contact No. : Ph. : _____

CONTENTS

| Sl. No. | Page No. |
|---------|--|
| 1. | The Crest..... 7 |
| 2. | About the College 8 |
| 3. | Vision and Mission of the college 11 |
| 4. | Governing Body 12 |
| 5. | Succession list of Principals 13 |
| 6. | Principal and the Members of Teaching Staff 14 |
| 7. | College Staff Council 18 |
| 8. | Academic Calendar of the College 19 |
| 10. | E-Admission Rules for +3 Classes 20 |
| 11. | Affiliation/Teaching Provision 22 |
| 12. | Course Structure (+3 Stream) 23 |
| 13. | College Automation 28 |
| 14. | College Rules 28 |
| | a) Discipline |
| | b) Dress Code |
| | c) Identity Card |
| | d) Proctorial System |
| | e) Rules of Hostel |
| | f) Students' Grievance Redressal Cell |
| | g) Anti-Ragging Cell |
| | h) Women Protection Cell |
| | i) Procedure to take CLC/CC/PC/MC etc. |
| | j) Railway Concession |

| | | |
|-----|--|----|
| 15. | Examination Rules | 38 |
| | a) Attendance | |
| | b) College Examination | |
| | c) University Examinations | |
| 16. | College Library/Reading Room | 42 |
| 17. | UGC Academic Assistance | 47 |
| | A) Remedial Coaching for SC/ST/OBC (Non-creamy-layer) and Minorities | |
| | B) Coaching classes for Entry in services for SC/ST/OBC (Non-creamy-layer) and Minorities | |
| | C) Career and Counselling Cell | |
| 18. | Social, Cultural & Academic Activities | 49 |
| | a) Seminars | |
| | b) NSS | |
| | c) Youth Red Cross and Red Ribbon Club | |
| | d) Scholarship, Stipend & Aids | |
| | e) Awards | |
| | f) Planning Forum | |
| | g) Odia Sahitya Samaja | |
| | h) Science Society | |
| | i) College Magazine | |
| | j) Old Boys' Association | |
| 19. | Students Common Room | 62 |
| 20. | Academic Excellence of Students (2016-17) | 63 |
| 21. | Academic Excellence of Students (2017-18) | 64 |
| 22. | Co-curricular Assignment for the Session 2017-18 | 65 |
| 22. | Holiday list for the year 2018 | 81 |

•••



THE CREST

The Crest of the college is an epitome of all that is noble, lofty and profound. It has three parts.

The upanishadic verse "Tamaso Ma Jyotirgamaye" at the top of the crest is a humble invocation to the Supreme soul to lead us from darkness to light."

At the top right, the TEMPLE of Lord Jagannath stands as the source of harmony and life fostering a spiritual ambience.

At the top left, the TEMPLE of Goddess MAA BALAKUMARI on the top of the hill represents nature and divinity. It also represents the rich historical and cultural heritage of Chikiti.

At the bottom, the LAMP is the eternal symbol of wisdom and at the same time it stands for spreading of illumination and knowledge.

The OPEN BOOK near the LAMP symbolizes the idea of learning and culture.

The Sanskrit, Odia and English scripts inscribed at the top, middle and bottom of the crest represent the Indian, the regional and the international exposure.

☆☆☆

ABOUT THE COLLEGE

Chikiti is situated in the South-East part of Ganjam district bordering Andhra Pradesh. The place and people of Chikiti have a significant position in the cultural history of Odisha. Chikiti had taken a special role in formation of the state of Odisha as well as in the National Freedom Movement. This area with a rich cultural heritage was long neglected in the field of higher education. Upto 1980, there was no scope for the educational development of the local people and the people of nearby tribal and border areas.

At this critical juncture, a bold step was taken by Late Radhakanta Das and Sri Radhasyam Patnaik with the active support of Sri Brundaban Sahu to fulfil the long cherished desire of the local elite and the dream of the eminent patriot and freedom fighter Late Dibakar Patnaik. Chikiti Mahavidyalaya got established on 15th August, 1980 to impart higher education to the neglected, poor, needy, tribal and rural people of the area. The college will not forget the financial assistance extended by Dr. Rekha Panda at the time of dire need.

The Institution started functioning initially in the premises of Sri Jagannath Kala Parisad under the guidance of Managing Committee consisting of 15 members and 8 number of staff members who dedicated their free services for the development of the Institution.

Though the Institution was established in the year 1980-81 session, it got affiliation from the Berhampur University for Intermediate Arts (I.A.) from the session 1981-82 under the deemed clause and permanent affiliation from the session 1983-84 for Arts stream. The desire and necessity of the local people could not be fulfilled due to non-availability of Science stream. However, this desire got materialised with the whole hearted support rendered by SEVANIDHI TRUST with the introduction of Science at the

+2 level from the session 1986-87. Subsequently it availed concurrence and affiliation for +3 Science courses from the session 1999-2000.

The Institution got permanent concurrence for Three year Degree Course both in the Science and Arts and Honours facilities in Physics, Chemistry, Mathematics, Botany, Zoology, Geology, Education, IRPM, Political Science, Economics, History, Odia and English.

It is a matter of great pride and glory that in the year 2006-07 in the month of March, the NAAC team visited the Institution and the Institution got grade 'B' level by the Accreditation Council. In order to cope with the emerging trends of globalization, priority was given to Computer education. Accordingly, a new era in the history of the College began with the introduction of IT (Information Technology). The course was introduced in +2 classes (Science and Arts), after getting the recognition from the Govt. of Odisha (D.H.E.) from the session 2007-08. The IT course is a self funding course, for which the students are required to pay an extra fee for the course. In degree level the BCA course was also opened from the session 2008-09 after getting recognition from the Govt. of Odisha (D.H.E.) and affiliation from Berhampur University with the sanctioned strength of 30. The B.C.A. course which is a self-funding course provides computer education in the degree level. Its sanctioned strength increased from 30 to 60 from the academic session 2014-15. The college also got Govt. permanent concurrence for BCA from the academic session 2012-13. The college became a fullfledged Institution by opening Commerce Stream in 2015-16.

The Institution started with eight number of staff members and started functioning under the able stewardship of Late Captain Siba Kumar Panda as its founder Principal. Subsequently it functioned smoothly under the in-charge Principalship of Sri B. K. Padhy, Sri B. Patnaik and Sri K. Rout.

The College came under the purview of Grant-in-aid in the session 1988-89. After becoming full-aided, the College got deputed-regular Principals, Sri C. S. Mahapatra, in the year 1992, Sri P.K. Mishra in the year 1995, Lion T.C. Padhy in the year 1997, Sri Basant Ku. Sahoo in the year 2002, Dr. Lalita Mohan Mahapatra in 2005, Dr. J. M. Mohanty in 2009, Dr. N. M. Padhy in 2010, Dr. M.K.P Brahma in 2015, Smt. Sanjukta Satapathi in 2016, and Dr. Bichitra Patnaik in 2018.

The College has a band of dynamic faculty members in different disciplines who have got their Ph.D. and M.Phil. degree and some are still engaged in their respective research activities.

The academic ambience and achievements of the students earn a special name, status and dignity for the college as one of the 'Most Disciplined' colleges in Berhampur University. The present excellence of the College in academic and other co-curricular activities is remarkable on account of the contribution made by the present Principal, staff and students which has made this Alma mater a distinguished 'Temple of Learning'.

The Institution avails different grants from the UGC and Govt. of Odisha for the Library equipment and building. So far, many of the teaching members have received UGC fellowship and minor projects for their advanced studies.

Under the able guidance of revered president of the Governing Body, Smt. Usha Devi, Hon'ble Minister, Planning and Convergence Skill Development & Technical Education, Govt. of Odisha and with the dedication of the members of teaching and non-teaching staff, the college now stands out as the most disciplined college of Berhampur University.

The Institution is all set to go ahead with full cooperation, love and sympathy of the local people and is determined to carry forward the torch of learning in this educationally backward area.

EDITORIAL BOARD

VISION AND MISSION OF THE COLLEGE

VISION : The Institution is located in a socially-economically backward area with a teeming population of rural poor and marginalized people for whom higher education is a far reaching dream. Therefore, the vision of the Institution is to spread higher education among the rural youth who cannot afford to study outside. Further it envisions to provide quality education to the students and make them self-reliant and a good human being with a moral leaning.

MISSION : The mission of the institution is :

- ◆ To empower students with relevant knowledge, competence and creativity to face future challenge.
- ◆ To nurture students for their career and character.
- ◆ To infuse discipline, ethical and spiritual values and create interest in community service.
- ◆ To sensitize students on the issues of human rights. Gender disparity, value system, culture, heritage and environment.
- ◆ To generate scientific temper to combat social dogmas, taboos and inhuman practices.
- ◆ To achieve innovation in teaching, learning and research to realize goals of higher education.
- ◆ To inculcate in the students an academic rigor which will inspire to realize their full potential and contribute for a sustainable development of the society.
- ◆ To build up a personality of a conscientious citizen.

The stated Vision and Mission are pursued through curricular, extracurricular, co-curricular, cultural activities, Seminars, Counselling and group discussions. Technical skills are developed by conducting field studies and practical classes and writing skills through different tests and examinations. Self discipline, social and cultural values are inculcated among students through N.S.S., Y.R.C., Sports, games and extension activity programmes.

COLLEGE GOVERNING BODY

As per the letter No. 1486/HE dated 17-01-2013, the Governing Body of Chikiti Mahavidyalaya, Chikiti has been constituted and approved for a period of three years. The Governing Body consists of the following members.

1. **Smt. Usha Devi**, Hon'ble MLA, Chikiti,
Hon'ble minister, Planning & Convergence, Skill Development
& Technical Education, Got. of Odisha
(Nominated by Government) - President
2. **Dr. Bichitra Patnaik**
(Principal I/c, Chikiti Degree Mahavidyalaya,
Chikiti - Secretary (ex-Officio)
3. **Vacant** - Member
4. **Smt. Subhashree Mishra** - Member
(Senior Most Teaching Staff -W)
5. **Sri Narasingha Pattnaik**, - Member
(Non teaching staff representative)
6. **J.A. Acharya** - Member
(Chair Person of Chikiti NAC))
7. **Sri Sadananda Sahu** - Member
(Nominee of Hon'ble M.P)
8. **Smt. Jyotirani Sahu** - Member (Woman)
(Nominee of VC, Berhampur University)
9. **Smt. Minati Gaudo** - Member (Woman)
(Nominee of D.H.E, Odisha)
10. **Dr. Mani Kamkshi Prasad Brahma** - Member
(Person interested in the field of Education)
11. **Sri Kabiraj Behera** - Member (SC)
12. **(Vacant)** - Member (M.C.)
13. **Smt. Pratibha Panda** - Member (Woman)
14. **Smt. Tanmayee Majhi** - Member (Woman)



SUCCESSION LIST OF PRINCIPALS

1. Capt. Siba Ku. Panda - 19.08.1980-83
2. Sri Bijaya Ku. Padhy (in charge) - 1983-87
3. Sri Brundaban Patnaik (in charge) - 1987-88
4. Sri Kabiraj Rout (in charge) - 1988-20.09.1992
5. Sri Chandra Sekhar Mahapatra - 21.09.1992-25.09.1995
6. Sri Prasanta Kumar Mishra - 26.09.1995-12.08.1997
7. Lion Tarini Charan Padhy - 12.08.1997-30.06.2002
8. Sri Dandapani Panda (I/c.) - 01.07.2002-18.07.2002
9. Prof. Basant Ku. Sahoo - 18.08.2002-31.01.2005
10. Sri Dandapani Panda (I/c.) - 01.02.2005-10.03.2005
11. Dr. Lalit Mohan Mahapatro - 11.03.2005 - 31.05.2008
12. Sri Dandapani Panda (I/c.) - 01.06.2008 - 30.06.2009
13. Dr. Jagat Mohan Mohanty - 01.07.2009 - 31.07.2010
14. Sri Dandapani Panda (I/c.) - 01.08.2010 - 09.12.2010
15. Dr. Nilamadhab Padhy - 10.12.2010 - 31.03.2015
16. Dr. M.K.P. Brahma (I/c.) - 01.04.2015 - 31.05.2016
17. Smt. Sanjukta Satapathi (I/c.) - 01.06.2016 - 31.05.2018
18. Dr. Bichitra Patnaik (I/c.) - 01.06.2018 -



**PRINCIPAL AND
THE MEMBERS OF TEACHING STAFF**

Principal (I/c.)

Dr. Bichitra Patnaik, M.A., Ph.D.

Dept. of English :

1. Sri Dasaratha Rout, M.A.
2. Vacant (Direct Payment)
3. Sri Asutosh Sahu, M.A., M.Phil.

Dept. of Odia :

1. Dr. Prasant Kumar Panigrahi, M.A., Ph.D.
2. Dr. Sanjaya Ku. Panda, M.A., M.Phil., Ph.D.
3. Sri Prakash Behera, M.A.
4. Sri Biswanath Panigrahi, M.A., M.Phil. (Contractual)

Dept. of History :

1. Dr. B. Devaraj, M.A., Ph.D.
2. Vacant (Direct Payment)
3. Mrs. Geetanjali Padhy, M.A. (Contractual)
4. Mr. Narendra Behera, M.A., M.Phil. (Contractual)

Dept. of Pol. Science :

1. Dr. Bichitra Patnaik, M.A., Ph.D.
2. Sri Ramanath Sahu, M.A.
3. Sri Radhakanta Padhy, M.A. (Contractual)

Dept. of Economics :

1. Sri Pradeep Kumar Padhy, M.A.
2. Sri Ananda Maharana, M.A., M.Phil.
3. Sri Jitendra Kumar Behera, M.A., M.Phil. (Contractual)

Dept. of Education :

1. Dr. Rajesh Kumar Patra, M.A., M.Ed., Ph.D.
2. Smt. Subhashree Misra, M.A., M.Phil.
3. Sri Alekh Ch. Sethi, M.A. (Contractual)

Dept. of I.R.P.M. :

1. Dr. Sujata Samantaroy, M.A., Ph.D.
2. Sri Sanatana Gouda, M.A.
3. Sri Sunil Kumar Panda, M.A., M.Phil.

Dept. of Mathematics :

1. Dr. Santosh Kumar Buxi, M.Sc., Ph.D.
2. Sri Sunil Kumar Padhy, M.Sc., M.Phil.
3. Smt. Padmini Raula, M.Sc., M.Phil.

Dept. of Physics :

1. Dr. Bhabani Prasad Panda, M.Sc., M.Phil., Ph.D.
2. Sri Rabindra Maharana, M.Sc.
3. Sri Tara Prasad Panigrahi, M.Sc. (Contractual)

Dept. of Chemistry :

1. Dr. Prabhat Kumar Behera, M.Sc., Ph.D.
2. Smt. Madhusmita Mohapatra, M.Sc., M.Phil.
3. Sri Dibakar Panigrahi, M.Sc.

Dept. of Botany :

1. Dr. Nrusingha Charan Panigrahi, M.Sc., Ph.D.
2. Miss. K. Himani, M.Sc. (Contractual)

Dept. of Zoology :

1. Vacant (Direct Payment)
2. Mr. Kanhu Charana Jena, M.Sc. (Contractual)

Dept. of Geology :

1. Sri Lamxan Behera, M.Sc.
2. Sri Sidhartha Sankar Suaro, M.Sc.

Dept. of Commerce :

1. Sri Pabitra Kumar Maharana, M.Com.

Dept. of Information Technology :

(Self Funding Course)

1. Smt. Suchitra Rani Panda, MCA

Dept. of BCA :

(Self Funding Course)

1. Sri Debasis Padhy, M.C.A.
2. Sri Bankeswar Panigrahy, M.C.A.
3. Sri Kanhu Behera, M.C.A. (Cont.)

P. E. T. :

1. Sri J. Jagannath Rao, B.A., C.P., Ed.

Demonstrators :

1. Sri Sarat Ch. Panda, B.Sc. (Chemistry)
2. Sri Sudhira Kumar Sahu, B.Sc. (Physics)
3. Sri Kailash Ch. Mohanty, B.Sc. (Zoology)
4. Dr. Ram Sankar Patnaik, M.Sc., Ph.D. (Geology)
5. Sri S. Rajesh Achary, M.Sc. (Chemistry) (Contractual)

Library Staff :

1. Sri Chandrabhanu Rout – Jr. Librarian
2. Sri K. Anand Subudhi – Library Attendant

Office Assistants :

1. Sri Narasingha Patnaik - Head Clerk
2. Vacant - Sr. Clerk (D.P)

3. Sri Dandapani Panda - Junior Clerk
4. Sri Biswanath Das - Junior Clerk

Office Staff (4th class employee) :

1. Sri Sarat Ch. Adhikari - Peon
2. Sri Khalli Behera - Peon
3. Sri Judhisthir Behera - Peon
4. Sri Biswambhar Patnaik - Peon
5. Sri Balaji Gouda - Peon
6. Sri Bhimasen Raulo - Watchman
7. Sri Abhimanyu Bisoyi - Sweeper
8. Smt. Laxmi Behera - Lady Attendant
9. Sri Anil Ku. Panda - Peon
10. Sri Satrughna Malik - Peon
11. Sri Nayak Behera - Peon
12. Sri Bhagaban Mohanty - Peon
13. Sri Siba Satu - Sweeper
14. Sri Ratnakar Behera - Peon
15. Sri Dipak Ku. Behera - Peon
16. Sri Mahendra Malik - Peon
17. Sri Rana Pratap Behera - Peon
18. Sri Prabhakar Gouda - Peon

Laboratory Attendant :

1. Sri Jyoti Raj Behera (Chemistry)
2. Sri Laxmi Padhy (Physics)
3. Sri Alekha Nayak (Gardener/Geology)
4. Sri Antaryami Das (Chemistry)

Gardener :

1. Sri Alekha Nayak - Gardner



COLLEGE STAFF COUNCIL

The College has duly constituted a decision making body which is usually called as the Staff Council. Every member of teaching staff is a member of the Council. The main objective of the council is to aid and advise the Principal with regard to the internal affairs (B.U. statute 172 chXX, part VIII) and to the day to day administration of the college. The Principal is ex-officio Chairman of the Council and there shall be a Secretary and joint secretary nominated by the Principal from amongst the members of the teaching staff. The Secretary shall arrange all the meetings of the Council in consultation with the Principal and record the proceedings. And with the approval of staff council the Principal will nominate different members to different committee such as. Examination committee, Academic committee, Admission committee, Development committee, Purchase committee, Library committee, Sports Council committee & N.S.S. committee.



ACADEMIC CALENDAR - 2018-19
Chikiti Mahavidyalaya, Chikiti

1. Reopening of the College after Summer Vacation of 2016-17 : 18.06.2018
2. Admission
+3 1st year : As per Degree guideline
BCA
3. Commencement of Classes
+3 2nd year : 28.06.2018
+3 3rd year : 28.06.2018
+3 1st year : 16.07.2018
BCA 2nd year : 28.06.2018
BCA 3rd year : 28.06.2018
BCA 1st year : 01.08.2018
4. Puja Vacation : 15.10.2018 to 24.10.2018
5. Test/Semester End Examination
Odd Semesters (1st, 3rd & 5th) : 1st Week of December, 2018
Even Semesters (2nd, 4th & 6th) : By the end of April, 2019
6. X-Mas Holiday : 25th December, 2018
7. Annual Sports/Cultural Week & Conduct of all Competitions and functions. : 02.01.2019 to 15.01.2019
8. Filling up of forms for University Exams. : As notified by Concerned University
9. Commencement of University Exams. : As notified by Concerned University
10. Publication of Results of +3 1st/+3 2nd / +3 rd Degree University Exams. : Before 10th June-2018 / As declared by the Concerned University
11. Total No. of Holidays : 72 days (Excluding Sundays)
12. Total No. of Reserve Holidays : Maximum 2 days
13. Total No. of Teaching days : Minimum 180 days
14. Summer Vacation : 9th May to 17th June, 2019 (tentative)

...

(N.B.: The above time line may be modified by the Govt. as and when required)

ADMISSION RULES

A) **+3 STREAM**

E-admission has been introduced in the college for +3 streams (Arts and Science) from the Academic Session 2012-13 and Commerce from 2016-17. All admissions relating to +3 streams shall strictly adhere to the rules and regulations as framed there under SAMS, regulated by Dept. of Higher Education, Govt. of Odisha.

An internet facility centre shall work in the college soon after the publication of the result of C.H.S.E., Odisha to facilitate the applicants on payment in filling in the online Common Application Form (CAF). Validation Team and Help-Desk team will be there in each stream to help the applicants in e-admission.

COMMON PROSPECTUS

Common Prospectus containing general guide lines and College profile is available in Higher Education Website www.dheorissa.in

- i) Admission into different classes of the college can not be claimed as a matter of right. The Principal reserves the right to refuse or cancel any admission without assigning any reason there of.
- ii) Merit, conduct and discipline are the key factors for admission.

Calendar : 2018-19

- iii) Admission into different classes begins soon after the publication of the results of concerned board examination.
- iv) An applicant seeking admission into +3 stream can download the CAF and Common Prospectus from the website- www.dheorissa.in



AFFILIATION

Chikiti Mahavidyalaya is affiliated to the Council of Higher Secondary Education, Odisha, Bhubaneswar and to Berhampur University. The College imparts education to prepare the candidates for the following examinations.

- | | | | |
|----|---------------------------------------|---|------------------------|
| a) | B.Sc. Physical Science | : | 96 seats |
| | Phy. (Honours) | : | 32 seats |
| | Chem. (Honours) | : | 16 seats |
| | Mathematics (Hons.) | : | 32 seats |
| | Geology (Hons.) | : | 16 seats |
| b) | B.Sc. Biological Science | : | 32 seats |
| | Botany (Honours) | : | 16 seats |
| | Zoology (Honours) | : | 16 seats |
| c) | B.A. | | |
| | Education (Honours) | : | 48 seats |
| | IRPM (Honours) | : | 48 seats |
| | Economics (Honours) | : | 32 seats |
| | Pol. Science | : | 48 seats |
| | History (Hons.) | : | 32 seats |
| | Odia (Hons.) | : | 32 seats |
| | English (Hons.) | : | 16 seats |
| d) | Professional (Self-financing) Courses | | |
| | BCA | : | 60 seats each year. |
| e) | Commerce | : | 96 seats |
| | Accountancy (Hons.) | | |
| | Management (Hons.) | | |



COURSE STRUCTURE

A) THREE YEAR DEGREE COURSE (+3)

From the Academic Session 2016-17, the Govt. of Odisha decided to introduce CBCS pattern (Choice Based Credit System) course in all affiliated Degree Colleges of the state. Therefore Chikiti Mahavidyalaya implemented C.B.C.S. pattern of course from the current academic session. The System of Examination and the marks Distribution in B.A., B.Sc. and Commerce shall be as follows :

APPENDIX-A

CBCS Course Structure for B.A./B.Sc./B.Com (Hons.)

Total Credits : 140

| | SEM - I | SEM - II | SEM - III | SEM - IV | SEM - V | SEM - VI |
|----------------------------|------------------------|------------------------|-------------------------------------|--------------------------------------|--------------------------|--------------------------|
| Core | Core-1(6) Core-2(6) | Core-3(6) Core-4(6) | Core-5(6) Core-6(6) Core-7(6) | Core-8(6) Core-9(6) Core-10(6) | Core-11(6) Core-12(6) | Core-13(6) Core-14(6) |
| General Elective | GE-1 (6) | GE-2 (6) | GE-3 (6) | GE-4 (6) | DSE-1 (6) DSE-2 (6) | DSE-3 (6) DSE-4 (6) |
| Ability Enhancement Course | ENV. ST. (2) | English / MIL (2) | SEC-1 (2) | SEC-2 (2) | | |
| Total | 20 | 20 | 26 | 26 | 24 | 24 |

DSE : Discipline Specific Elective

AECC : Environment Studies, English Communication, Hindi Communication, MIL Communication

SEC : Skill Enhancement Course

Courses with Practical component :

Theory (4 credits) + Practical (2 credits) = 6 credits

Non-practical courses :

Theory (5 credits) + Tutorial (1 credit) = 6 credits

Numbers shown in brackets indicate Credits.

APPENDIX-B**CBCS Course Structure for B.Sc. (Regular)****Total Credits : 120**

| | SEM - I | SEM - II | SEM - III | SEM - IV | SEM - V | SEM - VI |
|----------------------------|--------------------------|--|--|--|-------------------------------------|-------------------------------------|
| Core | Core-A1(6) Core-B1(6) | Core-A2(6) Core-B2(6) Core-C2(6) | Core-A3(6) Core-B3(6) Core-C3(6) | Core-A4(6) Core-B4(6) Core-C4(6) | | |
| General Elective | | | | | DSE-A (6) DSE-B (6) DSE-C (6) | DSE-A (6) DSE-B (6) DSE-C (6) |
| Ability Enhancement Course | ENV. ST. (2) | English / MIL (2) | SEC-1 (2) | SEC-2 (2) | SEC-3 (2) | SEC-4 (2) |
| Total | 20 | 20 | 20 | 20 | 20 | 20 |

A, B and C represent three different disciplines

DSE : Discipline Specific Elective

AECC : Environment Studies, English Communication, Hindi Communication, MIL Communication

SEC : Skill Enhancement Course

Courses with Practical component :

Theory (4 credits) + Practical (2 credits) = 6 credits

Non-practical courses :

Theory (5 credits) + Tutorial (1 credit) = 6 credits

Numbers shown in brackets indicate Credits.

APPENDIX-C**CBCS Course Structure for B.A./B.Com. (Regular)****Total Credits : 120**

| | SEM - I | SEM - II | SEM - III | SEM - IV | SEM - V | SEM - VI |
|----------------------------|--|--|--|--|--------------------------------------|--------------------------------------|
| Core | Core-A1(6) Core-B1(6) English-1(6) Or, Hindi/ MIL-1(6) | Core-A2(6) Core-B2(6) Hindi/ MIL-1(6) Or English-1(6) | Core-A3(6) Core-B3(6) English-2(6) Or, Hindi/ MIL-2(6) | Core-A4(6) Core-B4(6) Hindi/ MIL-2(6) Or English-2(6) | | |
| General Elective | | | | | DSE-A1 (6) DSE-B1 (6) GE-1 (6) | DSE-A2 (6) DSE-B2 (6) GE-2 (6) |
| Ability Enhancement Course | ENV. ST. (2) | English / MIL (2) | SEC-1 (2) | SEC-2 (2) | SEC-3 (2) | SEC-4 (2) |
| Total | 20 | 20 | 20 | 20 | 20 | 20 |

A, B and C represent three different disciplines

DSE : Discipline Specific Elective

AECC : Environment Studies, English Communication, Hindi Communication, MIL Communication

SEC : Skill Enhancement Course

Courses with Practical component :

Theory (4 credits) + Practical (2 credits) = 6 credits

Non-practical courses :

Theory (5 credits) + Tutorial (1 credit) = 6 credits

Numbers shown in brackets indicate Credits.

B) 3 YEAR DEGREE COURSE IN B.C.A.
(Bachelor of Computer Application)

Course duration : 3 years

Examinations : At the end of the each year conducted by the University (4 Internal Examination to be conducted per subject).

Eligibility : +2 Pass (Arts, Science & Commerce. For Arts students, Mathematics or Economics should be one of the subjects in +2)

Course Fee : Rs. 15,000/- per annum.

| 1st year | <u>Subjects</u> | Marks |
|----------------------------|---|--------------|
| | 1. English for Technical Communication | 100 |
| | 2. Foundation Course in Mathematics | 100 |
| | 3. Computer Fundamentals | 100 |
| | 4. Data structure | 100 |
| | 5. Lab – 1 – Operating System | 100 |
| | 6. Lab – 2 – C. Language | 100 |
| 2nd year | <u>Subjects</u> | Marks |
| | 1. Numerical Analysis & Statistical Methods Math.-II | 100 |

Calendar : 2018-19

| | | |
|----|---|-----|
| 2. | Introduction to Operating System | 100 |
| 3. | Computer Organization | 100 |
| 4. | Introduction to Database Management System | 100 |
| 5. | Lab – 1 OOPL with C++ | |
| 6. | Lab – 2 Oracle | |

| 3rd year | <u>Subjects</u> | Marks |
|----------------------------|--|--------------|
| 1. | Operation Research Math.-III | 100 |
| 2. | Data Communication & Computer Network | 100 |
| 3. | System Engineering & Design | 100 |
| 4. | Computer Oriented Accounting System | 100 |
| 5. | Lab – 1 OOPL (JAVA) | 100 |
| 6. | Lab – 2 Internet & Web Development | |



COLLEGE AUTOMATION

Automation system is the nerve centre of an institution. The system facilitates an automated efficient mechanism for academic management. The system provides an interactive platform for all entities viz. Students, Teachers, Staff, Parents, Alumni, Guests and Management. It is an integrated powerful one point platform that connects all the departments of an institution namely office-establishment, fee counter, library, hostel, academics and examination etc. Faculty staff as well as students can see his/her complete details in just a mouse click without going to various sections and departments. Chikiti Mahavidyalaya has installed Automation System for transparency in administration and academic management. Just click on to www.cmvedu.in.

COLLEGE RULE

A) DISCIPLINE

- a) No students shall remain outside his/her class room.
- b) Students are forbidden to loiter on the corridors/verandah. They are advised to stay in students' Common Room/Reading Room during their leisure hours.
- c) Students need to occupy their seats before the teacher enters into the class room and shall not leave their seats when a lecture is in progress.
- d) Spitting, disfiguring, sticking bills/scribbling etc. on the walls, floors, pillars, doors, black boards of the College are strictly prohibited.

- e) Students are advised to take all possible care of their college properties and must not tamper with the same.
- f) Misbehaviour of a college student inside/outside the college premises shall be considered as breach of college discipline and may entitle such offending students to be expelled from college with appropriate remarks on his/her certificate.
- g) Students should present their identity cards as and when demanded.
- h) Students are expected to abide by the general hygienic principles and submit themselves to such anti-epidemic procedure as would be laid down by the Principal.
- i) No meeting of students can be convened inside the College premises without the permission of the Principal.
- j) No outsiders should be invited to deliver lectures in the College without the prior consent of the Principal.
- k) Students of the College are forbidden from belonging to any outside club or society. Students must obtain prior permission from the Principal to take part in outside organisations.
- l) Breach of any of the above rules of discipline by any student will be seriously dealt with.
- m) It is duty of the students to keep the College campus clean and beautiful.

B) DRESS CODE

As per the direction of the Govt. of Odisha Higher Education, all the students of the college have to wear a uniform dress either selected / procured by the college (quantity of their choice).

Every student of the college has to enter the campus with uniform dress, Identity card, Library card. Without these information students can not enter into the campus and any teacher can put them out from the Class Room, Reading Room and Library. He can be debarred from all sports, co-curricular activities (Cultural, N.S.S., Sports) and Examination. Students have to adhere to wear the uniform to maintain discipline & dignity of the institution.

C) IDENTITY CARD

- a) After admission, every fresh student is provided with an identity card with the seal and signature of the Principal.
- b) Students are advised to carry their valid Identity card with them and produce whenever necessary such as during journey / examination / official work.
- c) Duplicate Identity card may be issued on payment of Rs. 25/- along with an application to the Principal and a recent passport size photograph.

D) PROCTORIAL SYSTEM

Objective of Proctorial System :

- i) To stimulate a healthy relationship between the teacher and taught.
- ii) To remove indiscipline of any form among the students.
- iii) To improve the academic performance in the Examination.
- iv) To give students a measure of self confidence, fellow feeling for the teacher, public and others including Government authorities which will not only make them good students but good citizens as well.

Function of Proctorial System :

- i) Each member of the teaching staff will be designated as proctor and the teacher leader of a number of students.
- ii) The proctor shall exercise an effective control and influence over the students under his charge.
- iii) The proctor shall assist in academic and overall development of the student under his charge.
- iv) The proctor shall inquire into their various problems and help to solve them either by himself or by bringing it to the notice of the Head of the Institution or the parents of the students.
- v) The proctor shall maintain the quarterly proctorial record and shall submit to the Head of the Institution on the last working day of every sessional term.
- vi) The proctor shall send quarterly progress report to the Parent / Guardians of the student, whenever deemed necessary.

Instruction to Students :

- i) Each student of the college will be placed under the charge of a proctor. The student will meet the proctor atleast once in a week or even more and discuss his/her difficulties and problems.
- ii) The student shall furnish such information to the proctor as are required for the maintenance of the Proctorial Records.
- iii) The students shall ordinarily be available always as and when required by the Proctor. He/she shall carry on such duties as the Proctor may give from time to time and shall not leave headquarters without informing the Proctor.

- iv) No financial help or other forms of assistance, concession will be given to a student unless recommended by the proctor.
- v) The promotions at the college examination and the issue of the Final conduct and transfer certificates will be also passed as far as possible on the proctorial Record of a student during his period of study in the college.
- vi) An adverse report against a student by the proctor will be deemed as gross misconduct by the student and will be dealt accordingly.
- vii) Students are allotted to each Proctor by their Roll Numbers.

E) RULES OF THE HOSTEL

The college has two Hostels to provide accommodation to the outside students – 1 Boys' Hostel & 1 Girls' Hostel, for both +3 students. Each Hostel is under the control of one superintendent.

- a) Admission to the Hostels is made for one session only.
- b) The selection of the students is done purely on merit basis. It is made in accordance with the provisions for admission laid down by the Admission committee and also rules framed by the Residential committee.
- c) Students who seek admission to the College and want to stay in Hostel have to submit an application separately to the Principal, indicating their option on the admission application submitted in the college to the effect that they desire to stay in the Hostel. Students who have already taken admission in Hostel during the previous session and also want to continue as the Hostel borders in the current

session, have to apply to the Principal through the superintendent of the concerned Hostel. Admission in subsequent session can not be claimed as a matter of right but is subject to review of conduct, discipline etc.

- d) Students selected for admission to a hostel have to pay necessary fees and fill up the required undertaking and documents in the hostel office before they are actually permitted by the superintendent for admission. They are required to submit a copy of their latest passport size photograph only attested by a gazetted officer at the time of admission to the hostel.
- e) Local students are not eligible to apply for a seat in the hostel.
- f) If a student desires to stay in a hostel beyond the 31st May for his/her University Examination on reasonable ground, he/she has to make a fresh application to the superintendent to that effect and may be permitted by the superintendent to continue till his/her examination is over on payment of usual dues. He/she will not be allowed to take part in any of the hostel activities during the period of stay. In no case he/she will be allowed to continue beyond the end of his/her examination.
- g) A student who discontinues to appear at the examination will not be allowed to continue in hostel.
- h) Each boarder must take meals in the hostel mess on payment.
- i) Allotment of seats in the hostel is purely at the discretion of the superintendent.
- j) At the time of leaving the hostel, the boarders shall be required to return in good condition all the materials supplied to them. Their caution money

will be refunded only after the superintendent receives back the materials in good condition, otherwise necessary recoveries will be made. The transfer certificate cannot be issued from the college unless he/she produces no dues certificate from the hostel.

- k) Admission fees for the hostel, annual charges, establishment charges and other fees for the hostel are to be deposited in the office of the superintendent. These charges are subject to change and enhancement from time to time with the approval of the Residential Committee. A detailed account of the fees of hostel can be ascertained from the superintendent.
- l) The use of the extra electric appliances is strictly prohibited. Contravention of this rule will make a boarder liable to expulsion from the hostel and this will automatically mean expulsion from the college also on ground of misconduct.
- m) Electricity and water charges as fixed by the respective authorities are to be divided equally among all the boarders on rolls during the month for which the bill is drawn.
- n) Any temporary servant employed in the hostel will be paid his consolidated salary out of the establishment fund.
- o) No boarder shall be permitted to take his meals in any part of the hostel except the room set apart for that purpose by the hostel authority.
- p) Leave of absence from the hostel must in all cases be obtained in advance from the hostel superintendent. It will not ordinarily be granted unless a written request is made by the Parents or Guardian.

- q) If a boarder overstays the leave granted to him he has to bring a satisfactory written explanation from his Parent/Guardian to that effect, failing which he will be liable to disciplinary action deemed fit.
- r) **Forbidden practices for Boarders :**
The following practices are forbidden in the hostels.
- i) The use of harmful drugs, alcohol intoxicants or tobacco.
 - ii) The use of playing cards or any form of gambling.
 - iii) The introduction into the hostel of any person not authorized by the superintendent.
 - iv) Bringing of papers or periodicals and books not on the list approved by the Government into the hostel common room, library or rooms.
 - v) Singing or playing of musical instruments except during hours authorized by the superintendent.
 - vi) Holding of any meeting without the approval of the superintendent.
 - vii) Lobbying and campaigning in any form which leads to concerted action.
 - viii) Tampering with electric lines.
- The above rules operate with equal force for boarders of all hostels.
- s) No boarders will be allowed to go for private tuitions during study hours. He must be present in his seat during study hours.
- t) No student is allowed to keep guest without the written permission from the superintendent.
- u) i) Expulsion from hostel amounts to expulsion from the college.
ii) Acts of misconduct, infringement of hostel rules, observance of forbidden practices,

affliction of communicable disease and other forbidden activities which are detrimental to discipline and administration of the hostel and college will make a boarder liable to be expelled.

- v) The boarders are required to observe personal cleanliness and develop an attitude to keep the hostel premises tidy. The hours 7 p.m. to 9 p.m. constitute study hours every day except Saturday. The hostel gate will remain closed during the period and no outsider will be allowed to enter the hostel premises. The hostel gate will be finally closed at 11 p.m. after which no one will be permitted to enter the hostel. Absence during study hours and in the night without prior permission will attract punishment against such activities.
- w) Ragging in any form will attract police action.

F) STUDENTS' GRIEVANCE REDRESSAL CELL

A Students' Grievance Redressal Cell is in operation in the College with members of teaching staff assigned with the duty vide Sl. No. 39 under the head 'Co-curricular Assignments' in the College Calendar.

Students can ventilate their grievances to the officer in charge of redressal cell between 11.00 a.m. to 3.30 p.m.

However, if the students fail to get their grievances redressed at the cell, they may meet their respective Proctors or with the written permission of the Proctor to the Principal between 3.00 p.m. to 4 p.m. only on normal working days.

G) ANTI RAGGING CELL

An 'Anti Ragging Cell' is functioning in the College to prevent ragging. The students are required to give in writing confidentially to any of the members of the 'Anti Ragging Squad', notified in the College Calendar vide

Sl. No. 27 under the heading 'Co-Curricular Activities' about the ragging by any student, if occurred in the College.

**H) WOMEN PROTECTION CELL /
SELF DEFENCE FOR GIRLS**

The woman protection cell has been constituted with a team of senior members of staff headed by a woman. The objective of the cell is to have a curb on gender discrimination in the campus and to protect safety and security of woman/girl students. The cell will strictly observe the govt. rules and regulations and implement them as and when required. The cell will see that girl/woman students should avail equal opportunity along with boys in all matters relating to curricular, co-curricular and extra-curricular activity. The cell will take care to safeguard their right and interest and deal with any kind of exploitation and harassment against women.

I) PROCEDURE TO TAKE CLC/CC/PC/MS etc.

Normally C.L.C etc would be issued on the second day of application. Students are required to bring their Identity Cards when they come to office for any official work. CLC will be issued for students after obtaining permission from Principal on the payment of Rs. 250/- (Rs. 10/- as the CLC fees and Rs. 240/- development fees). Every pass out student must have to take their CLC from the office along with their Mark sheets and Certificate issued by Berhampur University in time to avoid return of certificates to Berhampur University, after stipulated time.

J) RAILWAY CONCESSION

Certificate for railway concession tickets are issued to students of the College for journey on the study tour (Group concession only) and to go home in vacation only.

The details can be obtained from the office.



EXAMINATION RULES

The College holds examinations for the University at the end of the academic year.

A) ATTENDANCE

As per the notification of Government of Odisha, dated- 30-9-2011, a student is required to have 75% of the attendance in the general lectures., Tutorial and Practical classes in order to be eligible to be sent up for University Examinations. The same percentage is also required to be promoted for the 1st year to 2nd year of +3 classes. Cases below 75% of attendance will not be ordinarily considered and would be detained. However, condonation may be granted to the extent of 15% in exceptional cases on the production of medical certificate.

B) COLLEGE EXAMINATIONS

- a) The students of +3 1st year, 2nd year and 3rd year Arts, Science and Commerce are required to appear two examinations conducted by the College. Such as: **Pre-test & Test Examination.**
- b) The students will be sent up for the University Exams. primarily on the basis of marks obtained in the college examinations. No student shall be sent up or promoted unless he/she secures the minimum number of marks prescribed by the University in each and every subject. However the rules are subject to change from time to time.

- c) Application for leave of absence due to illness must be accompanied with a medical certificate from a registered medical practitioner duly attested by the parent or guardian.
- d) Any case of malpractice at any college examination will be taken serious notice of and the candidate indulging in malpractice shall be penalized with a fee of Rs. 250/- for consideration of re-examination if recommended by the committee. Otherwise the result will be cancelled.
- e)
 - i) Candidates are to observe strictly the rules laid down by the University mentioned on the backside of the Admit Cards.
 - ii) Candidates should bring their identity cards and Admit card to the Examination positively. If any person is found impersonating for any other candidates, he/she will be handed over to the law and order authorities to be dealt with under the provisions of Cr. P.C.
 - iii) No candidate shall leave the Examination hall before the expiration of one hour after the commencement of the examination. Temporary absence from the hall for more than 2/3 minutes is a violation of examination rules and discipline. Such candidate will be punished as the Centre Superintendent deems it proper.
 - iv) Candidates should not produce any noise or disturbance in the hall or misbehave

with the invigilators. Such cases will be seriously viewed and it may amount to expulsion by the center Superintendent then and there.

- v) The candidates should not have any other material with them except pen, pencil or instrument box. Those in possession of incriminating materials will be booked under Malpractice cases and then law will take its own course to deal with such cases.
- vi) Infringements of the above rules or misbehaviour will render a candidate liable to expulsion from Examination hall or such other punishment as the Principal may deem it proper.

C) UNIVERSITY EXAMINATIONS

The University conducts, its examinations at the end of each session of the three classes (+3 1st year, 2nd year, 3rd year). No supplementary examination will be held for Degree stage. For the Degree students, the University has provided back paper and improvement for fail and students occupying below the par in Honours for a particular chance/time.

All the students of +3 are required to be registered with their names and subjects through the Principal taken to the University before being admitted to the examinations. Students from other state Boards/ Universities shall have to submit migration certificates from such Boards/Universities.

Every candidate for an examination of the University shall produce evidence of having previously passed the qualifying examination if any, prescribed by the law of the University.

She/He shall also, unless exempted by special order of the Syndicate, may be either on the order of the Academic Council or in accordance with the Regulation, produce in the form prescribed by the Syndicate the certificate of attendance required by the Regulation.

No candidate shall be permitted to sit for a University Examination unless his terms and annual certificate of attendance, certificate of conduct and progress of the order of exemption, if any granted to him have been received by the Registrar before the commencement of Examination.

Every candidate sent up for the University examination by a college shall produce certificate of (a) good conduct (b) diligent study (c) having satisfactorily passed the college periodical examinations and other Tests.



COLLEGE LIBRARY

Library of a college or University is an essential part of contributing to the scholarly pursuit and dissemination of knowledge. The library of this college is a leading library in the region with a rich collection having 24,000 books as on 31st July 2018 including the books of the Reference section and departmental books. It also houses rich collection of palm leaf manuscript and rare collections like ***Purna Chandra 'Bhasa Kosa' & Encyclopedia Britanica of 21st Century.***

GUIDELINES FOR THE USE OF THE LIBRARY

1. The library remains open from 10.00 A.M. to 5.00 P.M. on all working days.
2. Printed materials (other than those, which are expected to be returned to the library) are not allowed inside the library. Such materials are to be deposited at the property counter at the gate and token be asked for.
3. Only the staff and students of the college and persons with the special permission of the Principal may use the library.
4. Persons having unsound mind, insanity lunacy, and even if otherwise qualified to enter into the library, will not be allowed to enter into library. Members of staff are not allowed to bring friends inside the library without prior permission.
5. Unauthorized persons forcing their way into the library will be turned out of the library by the library staff. Only the members of the staff have access to the shelves with permission from the library staff.
6. The library premises shall be used only for reading or consulting books and periodicals of the library. Smoking and use of any intoxicant inside the library is prohibited.

7. All those who happen to be inside the library or in its neighbourhood are expected to observe strict silence.
8. The librarian is expected to see that the rules of silence strictly observed and take necessary steps to check willful breach of rule.
9. Every student is required to enroll himself/herself in the library after submitting a copy of the passport size photograph and producing the Identity card duly signed by the Principal showing his class and roll number. Ticket will be given to the borrowers and only on the production of the ticket they can demand a book. When it is lost a duplicate ticket will be issued on the payment of 0.50 paise.
10. Borrowers must examine the condition of the books they are issued at the time of issue. Otherwise they will be held responsible for the damages discovered later at the time of returning. In case of loss of the books three times the cost of the books which are out of print and out of market or the present price of the books which are available in the market should be realised. It must be insisted that books are replaced as far as practicable. If the lost book is one of a set or series the cost of the whole set or three times the cost of the whole set as the case may be will be realized from the borrower.
11. No books should be taken out of the library with out the knowledge of the library staff and until it has been properly issued.
12. Books should be returned within the period allowed. The time limit for student borrower is 15 days. For student borrowers who fail to return the book/books after the time specified, a fine of 10 paise will be charged per day per copy kept overtime. This fine of ten paise per day will be charged till the expiry of 30 days or a month from the due date of return. When it

- exceeds one month a fine of Rs. 5/- (rupees five), per book will be levied.
13. All the library books shall be returned by the staff concerned who proceed on study leave.
 14. When the date of return of book falls on a holiday, it should be returned to the library on the next working day. If the borrower keeps the book in his or her possession for more than the time allowed, an additional fine will be imposed including late fees. No more books shall be issued to him or her till the books issued are returned and the late fee paid. In extreme cases the privilege of using the library may be denied to such persons.
 15. All library books in possession of the borrower should be returned to the library before the college closes for a long vacation or before the date notified for the purpose. No staff and students will be allowed to have book in his or her possession during the summer vacation in which the stock is verified annually.
 16. Whosoever has a library book in his or her possession should return to the library whenever he or she received requisition from the librarian for the return of the book.
 17. All the library books have to be returned before a student fills up the form for the University/Council Examinations and a clearance is to be obtained to that effect.
 18. A book once issued to a borrower may be reissued to him or her, only when nobody else wants to take the book.
 19. The maximum number of books to be issued to different categories of borrowers is as follows :
 - a) Teaching - 15 books for one month
 - b) Demonstrators - 5 books for one moth.
 - c) Class III / IV staff- 3 books for one month.

- d) Degree (Pass) students - 3 books for 15 days.
- e) Degree (Honours) students - 4 books for 15 days.
- f) BCA Students - 3 books for 15 days.

When a book has several parts and volumes, each part or volume should be treated as one book.

20. Issue and return of library books day-wise for various classes given below :

| <u>Time</u> | <u>10.30 a.m. to 1.00 p.m.</u> | <u>2.00 a.m. to 3.30 p.m.</u> |
|-------------|--------------------------------|-------------------------------|
| Mon. | +2 Ist Yr. Science | +2 Ist Yr. Arts |
| Tues. | +2 IInd Yr. Science | +2 IInd Yr. Arts |
| Wed. | +3 IIIrd Yr. Science | +3 IIIrd Yr. Arts |
| Fri. | +3 Final Yr. Science | +3 Final Yr. Arts |
| Sat. | B.C.A All, | Commerce All. |

21. Reference books, Maps, Atlas, University calendars, periodicals, course of study, question papers are not to be issued for use out of the library without special permission from the Principal. Books on specific subject will be issued only to the teaching staff of the concerned departments and students.
22. Although all the books in the library are available for authorized users, the Principal has the right to stop the issue of any book to all or some intending borrowers. Text books will in no case be issued to any one except the member of the teaching staff of the subjects concerned.
23. A person who uses library is expected to be conversant with the library rules and there will be no excuse for the breach of any rule.
24. Fines/cost recovery relating to Library are to be deposited at the college counter and the money receipt should be presented before the Librarian for verification.
25. When a member of the staff is transferred from the college, he/she shall return all books borrowed by him/her from the library and sectional library and obtain a clearance certificate from the Librarian and the Head of Department concerned before making over charge.

26. In case of transfer of the employees or students the documents like L.P.C., T.C. and Mark Sheets will not be issued unless a clearance certificate is received from the librarian.
27. In case of retirement of an employee, Financial benefits like sanction of G.P.F. or final withdrawals, pension papers will be held up unless the clearance certificate is received from the librarian.

READING ROOM

1. The reading room will be kept open during the working hours of the college.
2. Only students of the college can use the reading room on production of their identity card.
3. The reading room is meant for reading or to consult books, periodicals, journals etc. Sleeping, eating, smoking etc. in the reading room are strictly prohibited.
4. The rule of silence should be strictly observed by those who are in the Reading Room.
5. Periodicals, Magazines placed on the table should not be shifted from place. No page should be torn or anything be written on periodicals.
6. Misuse of the reading room will be considered as a serious breach of college discipline.
7. The reading room will be managed by a member of the staff nominated by the Principal.
8. No printed material(s) other than the note book is allowed inside the Reading Room.
9. The students/teachers must sign the register noting their time of entry and exit. They will note the name of magazine/periodical/papers used by them.



UGC ACADEMIC ASSISTANCE

A) REMEDIAL COACHING FOR SC/ST/OBC (NON-CREAMY LAYER) AND MINORITIES

In order to enable students belonging to SC/ST/OBC (non-creamy layer)/Minority communities, who need remedial coaching to come up to the level necessary for pursuing higher studies efficiently and to reduce their failure and drop-out rate, remedial coaching classes shall be conducted outside the regular timetable. From the academic session 2011-12, Students belonging to Other Backward Classes and General candidates may also be allowed the benefit of such coaching classes, on payment of a nominal fee (not exceeding the monthly tuition fee). However, physically challenged students and students who are General candidates coming from families with income below the poverty line will be exempted from paying the fee.

B) COACHING CLASSES FOR ENTRY IN SERVICES FOR SC/ST/OBC (NON-CREAMY LAYER) AND MINORITIES

Coaching classes will be provided to prepare students belonging to SC/ST/OBC (non-creamy layer) and Minority communities to get gainful employment in Group 'A', 'B' or 'C' Central services, State services or equivalent positions in the private sector. The coaching shall be conducted from the session 2011-12 for particular examinations such as the IAS, State Public Services, Bank recruitment, etc. The coaching may be focused, taking into consideration the specific requirements of a particular competitive examination.

C) CAREER AND COUNSELLING CELL

The Career and Counselling Cell has been formulated from the session 2011-12 to address the diverse socio-economic challenges and geographic backgrounds of the heterogeneous population of students coming to the Colleges vis-a-vis equity of access and placement opportunities through availability of appropriate institutional support information.

Functions of Career and Counselling Cell :

- a) To gather information on job avenues and placements in different institutions and concerns related to the courses that the College offers.
- b) To analyse information in the local, regional and national contexts, to explore its relevance and utility for the students in their placements and on-job training.
- c) To organise seminars and guidance workshops for apprising students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio-economic policies and to impart training in soft skills.
- d) To promote discipline, healthy outlook and positive attitudes towards national integration and removal of narrow balkanization including provincial preferences and prejudices.



SOCIAL, CULTURAL & ACADEMIC ACTIVITIES

A) SEMINARS

There shall be a Seminar for every existing Honours subject of study in the College; the name shall be 'Chikiti Mahavidyalaya – (name of subject) seminar'

The main object of the Seminar shall be the pursuit and promotion of study in the subject by means of holding seminar meetings, symposia, discussion and debates from time to time on topics and problems related to the subject.

All students of the Honours classes are ipso-facto members of the seminar. All Lecturers in the subject are honorary members.

The head of the Department is the Director of the Seminar. He shall guide the activity of Seminar and preside over all academic meetings. In his absence, the next senior Lecturer present shall preside.

There shall be an advisor for the seminar to be nominated by the Director from among the Lecturers of the Department.

The Executive Committee of the Seminar shall consist of the following (a) Director, (b) Advisor, (c) Secretary, (d) Asst. Secretary.

The Secretary & the Assistant Secretary shall be nominated by the Director once in a session from among the +3 Final Year and +3 2nd Year students respectively.

The Secretary shall be responsible for organizing the seminar activities under instruction from the

Director and for maintaining records, proceedings and accounts under his supervision. The Asst. Secretary shall assist the Secretary and assume all the responsibilities of secretary in his absence.

At least two Seminars shall be conducted on a subject for academic discussions in the course of an academic session. Participation in the seminar shall be encouraged and given due credit.

The Seminar fee per student shall be payable at the beginning of the year.

The Seminar Library shall be operated under the general supervision of the Director through the Advisor. The Assistant Secretary shall assist the Advisor in issuing books and keeping records.

The Principal is the controller of all seminars. He may alter, amend or abrogate any or all of these rules at his discretion.

In addition to that, the college is required to organize National/State level Seminars and symposia to make intellectual discourses amongst the scholars of different colleges and Universities. The UGC also provides financial assistance from time to time to hold seminars in different inter-disciplinary subjects.

B) N.S.S. (National Service Scheme)

Golden Opportunity, Join N.S.S., Serve Nation !

The National Service Scheme was launched in 1969 with the objective of imparting education through community service. Although the objective is yet to be realized and it is directly linked with the restructuring of the curriculum in the Universities, the N.S.S. activities have provided sufficient experience to teachers for making it an integral part of the curriculum. The National Service Scheme has since

its reception provided through its extra mural Programme to the Universities and colleges in adopted villages, slums or areas where social service effort have been directed to the benefit of the community and for the educational experience of students and teachers.

The National Service Scheme has been introduced in the College from the session 1985. At present there are 4 units of N.S.S. out of which one unit is assigned for girls. All the students of the College are eligible to join as N.S.S. volunteers.

Objectives :

The N.S.S. aims at the active involvement and participation of students in the community service while they undergo studies in the college. The major objectives of N.S.S. are to promote student's social consciousness and provide them the opportunities to devote their leisure to the service of the nation to work among the people to understand through direct experience the realities of social life, to develop a spirit of fellow-feeling and service to the needy to put into use the knowledge and the skills gained in the class room for the practical solution of social problems, to understand and accept the dignity of labour and to inculcate in the students a sense of patriotism, communal harmony and national unity.

Enrolment :

As a rule, students having genuine interest in social work are selected and enrolled in N.S.S. As the scheme is based on voluntary service the students of all classes are eligible to join. The selection of students, enrollment is made by officers in charge of N.S.S.

Programmes :

Programmes will be designed primarily to create permanent community assets like community orchards, tanks, irrigation channels, etc. and creating an impact on the quality of life of the community.

1. Constructive Work – Building, roads, repairs of roads, renovation and cleaning of tanks, wells, improvement of public places etc.
2. Education-Adult literacy, social education, libraries, book banks.
3. Health-Service to patients in hospitals, environmental sanitation, health service, distribution of medicine, vaccination and inoculation, etc.
4. Socio-economic survey and educational survey.
5. Small Savings drive.
6. Anti-dote programmes and old age pension.
7. Soil testing Plantation.
8. Bana Mohachhab in College, Hostel and rural villages.

Campaigns :

For eradication of social evils like untouchability, child marriage, dowry, anti-sanitation, anti-national integration, corruption and to promote, soil testing campaign for agricultural benefits.

Service during emergency, Flood; Famine, Accidents & Epidemics etc.

Student volunteers enrolled into N.S.S. are required to work for 120 hrs., during the session including their work for 7 hrs. per day in 10 days special camp which is usually conducted in vacations preferably in rural areas.

Programmes for Students :

The Social Service Scheme programmes selected by Chikiti Mahavidyalaya, Chikiti provide the following experience to participating N.S.S. Volunteers.

1. To work with and among people.
2. To bring change in creative and constructive social action.
3. To enhance their knowledge of themselves and community through a confrontation with reality.
4. To put their scholarship to practical use in solving at least the social problems.
5. To gain skills in the exercise of democratic leadership.
6. To gain skills in programme development and enable them to get self employed.
7. To learn discipline, punctuality and hard work.
8. Pada Yatra campaign for motivation.

Incentives to students :

1. Award or merit certificate in recognition of their service at the college level, university level and national level.
2. Opportunity to participate in seminars, visit to different rural places to undertake NSS work project or to see development programmes.
3. To receive training for democratic leadership.

Work :

A student who joins the N.S.S. shall have to put up 120 hours of field work out of which 70 hours field work will be done in the camp within the prescribed days.

Motto :

- i. Join N.S.S. for self purification and Service to Common folk.
- ii. Education through Community Service.
- iii. Service to humankind is Service to God.
- iv. Do work sincerely, no advertisement.

C) YOUTH RED CROSS AND RED RIBBON CLUB

The college has started one unit of Youth Red Cross from this session 2009-10 for the purpose of inculcating in the youth of the country, the idea of peace and the practice of service, especially in relation to the care of their own health and that of others, the understanding and acceptance of civic human responsibility and the cultivation and maintenance of a spirit of friendly helpfulness towards other youth in all countries.

At present this is working as the Youth Red Cross Association functioning with the Principal, Chikiti Mahavidyalaya as its Ex-officio President and one of the members of the teaching staff as nominated Counsellor of the Association. At the time of admission each student pays a sum of Rs. 10/- to this Association and thereby becomes a member of the Association by submitting a separate application to the Counsellor. From among the active members a Chairman, a Vice-Chairman, a Secretary and a joint secretary will be nominated by the Principal in consultation with the active members assembled in meeting.

From the total collection at the time of admission, 30% is sent to the Red Cross Bhawan, Bhubaneswar as state share along with a sum of Rs. 10.00 as group registration fee.

Students are advised to take the maximum advantage of the organization by becoming its active members and involve themselves in the humanitarian work conducted by it.

A Red Ribbon Club is also functioning in the college with the aim to work for eradication of HIV/AIDS.

D) SCHOLARSHIP, STIPEND & FINANCIAL ASSISTANCE

1. Post Matric Scholarship are awarded every year by the Ministry of Education, Government of India, to the 1st Division or otherwise very meritorious student passing the H.S.C. / its equivalent examination.
2. The Government of Odisha award some Junior College Scholarship and a number of other scholarships on the basis of merit-cum-poverty for Post Matric students.
3. Students belonging to scheduled caste, scheduled tribes, denotified, nomadic, semi-nomadic tribe and lower income group are awarded scholarship by the Government of India. The lower income group students, who have secured at least 50% marks in aggregate and whose parent's annual income does not exceed Rs. 2000/- are eligible to apply.
4. Children of Ex-service personnel and Defence personnel are also entitled to get stipend or post Matric studies.
5. National Loan Scholarship is awarded by the Government of India to the meritorious and deserving students securing 60% marks producing their parent's income below Rs. 6 lakhs P.A.

6. The Government of India award some scholarships to the children of Primary School Teachers for Post Matric studies.
7. Other scholarships, loans, stipends etc. as may be available are notified from time to time on the college notice board. Besides the above, the college awards the following scholarship to the students.

E) AWARDS (Back-paper students exempted)

a. GOVINDANANDA DYANASAMANTRA MEMORIAL AWARD:

Govindananda Dyanasamantra Memorial Award is being given away every year to the best Sports person of the Institution.

b. Smt. PADMALAYA PANDA AWARD:

Smt. Padmalaya Panda Award is being given away every year to the Cultural Champion of the +3 students in the Annual Cultural Function.

c. UTKAL SAMMILANI SHIELD is being awarded every year to the best essayist on *NEELAKANTHA DASH* which is sponsored by Gen. Secretary *Lion Basant Kumar Panigrahy* of Utkal Sammilani.

d. DIBAKAR PATNAIK MEMORIAL AWARD:

The student securing highest marks in 1st chance in the Political Science Honours from the college in the Final University Examination for the year will be awarded Cash Prize.

e. LINGARAJ DAS AWARD:

The student securing highest marks in IRPM Honours in first chance from the college in the University Examination for the year will be rewarded the Cash Prize of Rs. 300/-

f. LALIT MANJARI DEVI MEMORIAL AWARD :

Lalit Manjari Devi Memorial Award is being awarded every year to the champion of champions (girls) for sports.

g. Dr. LALIT MOHAN MOHAPATRO AWARD :

This award is being given away every year for securing highest marks in Chemistry Honours at degree stage.

h. Dr. LALIT MOHAN MOHAPATRO AWARD :

This award is being given away for the best literary creation in Odia language and literature.

i. LATE SRI NITYANANDA PANDA MEMORIAL AWARD :

This award is being given away to the best student of the College.

j. PROF. DAYANIDHI PANDA AWARD - (I) :

This award is being given away every year to a student securing highest marks in Math. (Hons.) at Degree level.

k. PROF. DAYANIDHI PANDA AWARD - (II) :

(Containing a Cash Prize of Rs. 5000/-)

This award will be given away to a student of Chikiti Mahavidyalaya for securing 1st class 1st position in Math. (Hons.) at Degree Level, till the doner is alive.

l. PROF. RAMCHANDRA BADATYA AWARD :

This award is being given away every year (Instituted in 2015) to a student for securing highest marks in Physics (Hons.) at Degree Level.

**m. PRABHU PRASAD BRAHMA MEMORIAL AWARD :
(Cash Prize)**

This award is being given away every year to a student for securing highest marks in History Honours in final TDC Examination.

**n. SMT. SATYABHAMA PANDA MEMORIAL AWARD :
(A Running Shield)**

This award is being given away every year to a student being champion at +3 level sports.

F) PLANNING FORUM

The name of the Forum shall be Chikiti Mahavidyalaya Planning Forum.

The aim of the Forum is to spread plan, consciousness among the teachers and students of the college and through them among the public. To promote this, the Forum will organize from time to time discussions, seminars, symposia, etc. relating to planning and economic development of the country. It shall undertake activities such as Small Savings, Population Control, Literacy (NLM), Agricultural Developments, Soil Testing, etc. Economics Surveys which are helpful for successful implementation of the country's plans.

The membership of the Forum is open to all students and members of teaching staff of the college. The Principal shall be the ex-officio President of the Forum and a member of the teaching staff of the Economics Department nominated by the Principal shall be the Vice-President.

A Secretary shall be elected from among the students and an assistant Secretary from among the first year & third year students at such time and in such manner as the Principal may determine. The Executive Committee shall consist of the President, the vice-president, the secretary and the Assistant secretary.

The Secretary shall convene all meetings of the Forum, organize discussions, seminars, etc. and keep records of the meeting, discussions, and other activities and maintain a register of active members on a regular basis.

The Assistant Secretary shall assist the Secretary in the performance of his duties and shall assume all the responsibilities during the absence of the Secretary.

G) ODIA SAHITYA SAMAJ

There shall be a literary association in the college called 'ODIA SAHITYA SAMAJ'

Objectives :

- a) To organize meeting and symposium etc. on Odia language, literature and culture.
- b) To invite eminent scholars of the literature to address the members of the Samaj.
- c) To organize different competitions in the language from time to time.

All students of the college shall be its member.

All the members of the teaching staff of the Department of Odia are its ipso-facto members.

The Executive Committee of the OSS consist of the Principal as its Ex-Officio President, the HOD of Odia as its Ex-Officio Vice President, all other teaching members of Odia Department as associates and a Secretary and a Joint Secretary nominated from amongst the +3 students. The committee will decide the holding of its Annual Function and arrange Seminars and Literary Competition.

H) SCIENCE SOCIETY

The Sciency Society has been formed with an objective to nourish and nurture scientific temper and spirit among the students and teachers who will steer the wheels of civilization ahead. The society intends to keep abreast of scientific discoveries and inventions taking place on earth and will transmit such knowledge through seminars and symposia, often inviting scholars and resource persons from outside. It will organise various science related competitive programmes and study tours through which the students can widen their horizon with regard to life, nature, universe and scientific advancements. The first and the foremost, the society will be careful to preserve a scientific ambience throughout the academic session.

I) COLLEGE MAGAZINE

The College Magazine '**SWETAKA**' is published once a year. The magazine is intended for the encouragement and development of original literary expression of the students and also from the members of staff of the college. The magazine is edited by an editor assisted by an Editorial Board nominated by the Principal from among the members of teaching staff. In addition there will be an editorial board to consider all matters regarding publication of magazine. The Secretary of Odia Sahitya Samaj will be the student representative to help the editor. Principal is the Editor-in-chief and final authority in all matters regarding the publication of college magazine.

J) OLD STUDENTS' ASSOCIATION

The Association shall be called. The Chikiti Mahavidyalaya Old Students' Association.

Objectives of the Association :

- a) To provide opportunities for social intercourse and to promote friendly relation between the Old and the present students and members of the staff of Chikiti Mahavidyalaya.
- b) To enable the Old Students' of the College to take a healthy interest in the welfare of their alma-mater and in the educational and cultural development of the State of Odisha.

Membership :

All ex-students of the Chikiti Mahavidyalaya shall be eligible for the membership of the Association.



STUDENTS' COMMON ROOM

The College provides two common rooms, one for the men and one for the women students of the college for healthy recreation and mutual contact among the students. There is provision for a few indoor games and T.V. for each common room. Newspaper and Journals on Odia and English are also placed in the common reading room for the use of the students. Peons are attached to the common rooms to cater to the small needs of the students. The Principal nominates two members from among the staff to remain in charge of the common rooms.

Instructions for use of T.V.:

The use of T.V. and other electronic materials are handed over to senior representatives of the Boys' and Girls' common rooms. The attached peon is required to take care of materials after the end of the day. No other student can handle the materials without the permission of the representatives. The representatives of the common rooms are personally responsible for any loss or damage of the materials. The T.V. should not be used during the college hours, however for listening to news items, commentary etc. the T.V. may be played at a low volume so as not to disturb others (classes). On Sundays and holidays the T.V. can be played at anytime between 6 A.M. to 10 P.M. subject to the condition that the common room is open during the time. All other instructions that may be issued from time to time either by the Principal or by the Professor in charge, Boys' Common Room/Girls' Common Room will be strictly adhered to. Any violation in this regard will be deemed as misconduct.



**ACADEMIC EXCELLENCE OF STUDENT
2016 - 2017**

| Sl. No. | Name of the Student | Position at the University level | Subject |
|---------|-------------------------|----------------------------------|---------|
| 1. | Priyadarshani Panda | 1 st Rank | Edn. |
| 2. | Dejina Pradhan | 2 nd Rank | Edn. |
| 3. | Silpa Sahu | 3 rd Rank | Edn. |
| 4. | Sonali Kumari Sahu | 5 th Rank | Edn. |
| 5. | Lokanath Sahu | 10 th Rank | Edn. |
| 6. | Gitanjali Sahu | 2 nd Rank | Pol.Sc. |
| 7. | Ajaya Kumar Pradhan | 3 rd Rank | IRPM |
| 8. | Ranjan Kumar Achary | 2 nd Rank | Maths. |
| 9. | Priyanka Mohanty | 3 rd Rank | Maths. |
| 10. | Satish Kumar Behera | 7 th Rank | Maths. |
| 11. | Susri Sangita Choudhury | 9 th Rank | Maths. |
| | | | |

**ACADEMIC EXCELLENCE OF STUDENT
2017 - 2018**

| Sl. No. | Name of the Student | Position at the University level | Subject |
|----------------|----------------------------|---|----------------|
| 1. | Aishwaraya Kumari Martha | 1 st Rank | Edn. |
| 2. | Bailadu Behera | 4 th Rank | Edn. |
| 3. | Amrutamani Choudhury | 6 th Rank | Edn. |
| 4. | Kumari Behera | 6 th Rank | Edn. |
| 5. | Meerabati Sahu | 6 th Rank | Edn. |
| 6. | Kureshu Maharana | 1 st Rank | Odia |
| 7. | Tapaswini Padhi | 7 th Rank | Phy. |
| | | | |

CO-CURRICULAR ASSIGNMENT FOR THE SESSION 2017 - 2018

1. 1st Appellate Authority of RTI : Dr. Bichitra Patnaik,
Reader in Pol.Sc., Principal I/C,
Chikiti Mahavidyalaya, Chikiti
2. Public Information Officer for RTI: Sri Ananda Maharana,
Lect. in Economics
3. Account Bursar : Dr. Bhabani Prasad Panda,
Reader in Physics
4. Administrative Bursar : Sri Pradip Kumar Padhi,
Reader in Economics
5. Academic Bursar : Dr. B. Devraj,
Reader in History
6. Secretary, Staff Council : Sri Pradip Kumar Padhi,
Reader in Economics
Joint. Secretary : Dr. B. Devraj,
Reader in History
7. Internal Quality Assurance Cell : Dr. Bhabani Prasad Panda,
Reader in Physics (Co-ordinator)
Members : Sri Pradip Kumar Padhi,
Reader in Economics
Dr. Nrusingh Charan Panigrahi,
Reader in Botany
Dr. Prasant Kumar Panigrahi,
Reader in Odia
Sri Dasaratha Rout,
Sr. Lect. in English
Sri Ramanatha Sahu
Reader in Pol. Science

| | |
|--|--|
| | Dr. Prabhat Kumar Behera, Sr. Lect. in Chemistry Sri Sanatana Gouda, Lect. in IRPM Dr. Santosh Kumar Buxi, Reader in Mathematics Dr. Rajesh Kumar Patro, Sr. Lect. in Education |
| 8. Officers in-charge of BCA | : Sri Ananda Maharana, Lect. in Economics |
| 9. Library Committee | : All HOD's |
| 10. Students/Cultural Advisor | : Sri Dasaratha Rout, Sr. Lect. in English Dr. Sanjaya Kumar Panda, Lect. in Odia Sri Asutosh Sahu, Lect. in English |
| 11. Athletic Association, Vice-President (+3) | : Sri Pradeep Kumar Padhy, Reader in Eco. Sri J. Jagannath Rao, PET |
| Associate (+2) | : Sri Sunil Kumar Panda, Lect. in IRPM Sri J. Jagannath Rao, P.E.T |
| 12. Dramatic Society Vice President (+3) | : Dr. Sanjaya Kumar Panda, Lect. in Odia |
| Associate Vice-President | : Dr. Ram Sankar Pattnaik, Demon. in Geology |
| Vice-President (+2) | : Sri Sunil Kumar Padhy, Lect. in Mathematics |
| Associate Vice-President | : Dr. Ram Sankar Pattnaik, Demon. in Geology |

13. Time Table & Work Load : Dr. Santosh Kumar Buxi,
Reader in Maths.
Sri Sunil Kumar Padhy,
Lect. in Maths.
14. Admission +2 & +3 : Dr. Prasanta Kumar Panigrahi,
(Co-ordinator) Reader in Odia
Help Desk Member (+2) : Sri Sunil Kumar Panda,
Lect. in IRPM
Sri Prakash Behera,
Lect. in Odia
Sri Dibakar Panigrahi,
Lect. in Chemistry
Sri Pabitra Kumar Maharana,
Lect. in Commerce
Sri Biswanatha Panigrahi,
Lect. in Odia
Sri Radha Kanta Padhi,
Lect. in Pol. Science
Sri Alekha Sethi,
Lect. in Education
Sri Tara Prasad Panigrahi,
Lect. in Physics
- Help Desk Member (+3) : Sri Prakash Behera,
Lect. in Odia
Sri Rabindra Maharana,,
Lect. in Physics
Sri Dibakar Panigrahi,
Lect. in Chemistry
Sri Biswanath Panigrahy,
Lect. in Odia
Sri Sidhartha Sankar Swaro,
Lect. in Geology

Validation & Admission (+2) : Sri Kanhu Charan Jena,
Lect. in Zoology
Sri Rajesh Kumar Achary,
Demon. in Chemistry
Sri Ramanatha Sahu,
Reader in Pol. Sc.
Sri Sanatan Gouda,
Lect. in IRPM
Sri Sunil Kumar Padhy,
Lect. in Maths.
Sri Ashutosh Sahu,
Lect. in English
Dr. Sanjaya Kumar Panda,
Lect. in Odia
Sri Laxman Behera,
Lect. in Geology
Sri Sudhir Kumar Sahu,
Demon. in Physics

Validation/Admission/
Counselling (+3)
Filling of information sheet
for +3 1st Year students : Sri Pradeep Kumar Padhi,
Reader in Economics
: Dr. Rajesh Kumar Patro,
Sr. Lect. in Education
Sri Prabhat Kumar Behera,
Sr. Lect. in Chemistry
Dr. B. Devaraj,
Reader in History
Sri Ananda Maharana,
Lect. in Education
Smt. Subhasree Mishra,
Lect. in Education

- Smt. Madhusmita Mahapatro,
Lect. in Chemistry
Smt. Padmini Raulo,
Lect. in Maths.
15. Examination Committee
CHSE : Sri Pradeep Kumar Padhy,
Reader in Economics
Dr. Prabhat Kumar Behera,
Sr. Lect. in Chemistry
Sri Sunil Kumar Panda,
Lect. in IRPM
- CBCS Examination : Sri Anand Maharana,
Lect. in Economics
Dr. Rajesh Kumar Patra,
Sr. Lect. in Education
Sri Dasaratha Rout,
Sr. Lect. in English
Dr. B. Devraj,
Reader in History
Dr. Prabhat Kumar Behera,
Sr. Lect. in Chemistry
Sri Sanatan Gouda,
Lect. in IRPM
16. Examination Committee
(College Examination) : Dr. B. Devraj,
Reader in History
Sri Dasaratha Rout,
Sr. Lect. in English
17. College Magazine
Editorial Board : Dr. Prasanta Ku. Panigrahi,
Reader in Odia
Sri Dasaratha Rout
Sr. Lect. in English
Dr. Sanjaya Kumar Panda,
Lect. in Odia

18. College Calendar
Editorial Board : Sri Dasaratha Rout,
Sr. Lect. in English
Sri Asutosh Sahu,
Lect. in English
19. Odia Sahitya Samaja : Dr. Prasanta Ku. Panigrahi,
Reader in Odia
Dr. Sanjaya Kumar Panda,
Lect. in Odia
20. Science Society
(Vice President)
(Member) : Dr. Nrusingh Ch. Panigrahi,
Reader in Botany
: Dr. Bhabani Prasad Panda,
Reader in Physics
: Dr. Santosh Ku. Buxi,
Reader in Math.
Dr. Prabhat Kumar Behera,
Sr. Lect. in Chemistry
Sri Sunil Kumar Padhy,
Lect. in Math.
Sri Laxman Behera,
Lect. in Geology
Smt. Padmini Raul,
Lect. in Math.
Smt. Madhusmita Mahapatro,
Lect. in Chemistry
Sri Rabindra Maharana,
Lect. in Physics
Sri Dibakar Panigrahi,
Lect. in Chemistry
21. Boys' Common Room
(Vice President) : Sri Ramanatha Sahu,
Reader in Pol. Science

- Sri Sunil Kumar Panda,
Lect. in IRPM
22. Girl's Common Room
(Vice President)
Asso. Vice President : Dr. Sujata Samantaroy,
Lect. in IRPM
: Smt. Subhasree Mishra,
Lect. in Education
Smt. Madhusmita Mahapatro,
Lect. in Chemistry
Smt. Padmini Raulo,
Lect. in Maths.
23. Jr. Red Cross : Sri Sanatan Gouda,
Lect. in IRPM
Sri Asutosh Sahu,
Lect. in English
24. Budget Committee : Accounts Bursar
Administrative Bursar
Head Clerk
25. Purchase Committee : Dr. Prasant Ku. Panigrahi,
Reader in Odia
Sri Dasaratha Rout,
Sr. Lect. in English
Dr. Rajesh Kumar Patra,
Sr. Lect. in Education
Accounts Bursar
Head Clerk.
26. Construction Committee : Accounts Bursar
Administrative Bursar
Sri Ramanatha Sahu,
Reader in Pol. Science
Sri Kailash Chandra Mohanty,
Demon in Biology
Head Clerk.

27. Discipline Committee & Anti Ragging Squard : Dr. Nrusingh Ch. Panigrahi,
Reader in Botany
Dr. B. Devraj,
Reader in History
Sri Anand Maharana,
Lect. in Economics
Sri Sunil Kumar Padhy,
Lect. in Maths.
Smt. Subhasree Mishra,
Lect. in Education
Dr. Sujata Samantaroy,
Lect. in IRPM
Sri Kailash Chandra Mohanty,
Demon. in Biology
28. Holiday List Preparation : Sri Dasaratha Rout,
Sr. Lect. in English
Head Clerk
29. Officer in Charge of I.T. & P.T. : Dr. Bhabani Prasad Panda
Reader in Physics
30. N.S.S. Programme Officers
Unit - I : Sri Prakash Behera,
Lect. in Odia
Unit - II : Sri Sunil Kumar Panda,
Lect. in IRPM
Unit - III : Dr. Sujata samantaroy
Lect. in IRPM
Unit - IV : Sri Rabindra Maharana,
Lect. in Physics
31. N.S.S. Advisory Committee : Sri Pradeep Kumar Padhi,
Reader in Economics

- Dr. B. Devraj,
Reader in History
Dr. Bhabani Prasad Panda,
Reader in Physics
Sri Ramanatha Sahu,
Reader in Pol. Science
Sri Sanatan Gouda,
Lect. in IRPM
Sri Sunil Kumar Padhy,
Lect. in Maths.
Dr. Sanjay Kumar Padna,
Lect. in Odia
32. College Development Committee : All HODs.
Head Clerk.
Sri Kailas Chandra Mohanty,
Demon. in Biology
33. Officer in Charge of Seminar of Depts. : 2nd Member of each Dept.
34. Officer in Charge of Attendance : Dr. Prabhat Ku. Behera
(Co-ordinator + 3) Sr.Lect. in Chemistry
(Co-ordinator + 2) Sri Ananda Maharana,
Lect. in Economics
(+ 2 Sc.) : Smt. Madhusmita Mahapatro,
Lect. in Chemistry
Dr. Ramasankar Patnaik,
Demon. in Geology
(+ 2 Arts) : Smt. Suchitrarani Panda,
Lect. in IT

| | |
|-------------------------------------|--|
| | Sri Rajesh Achary, Demon. in Chemistry |
| (+ 3 Sc.) | : Sri Sudhir Kumar Sahu, Demon. in Physics |
| (+ 3 Arts) | : Sri Radhakanta Padhy, Lect. in Pol. Science Smt. Padmini Raulo, Lect. in Maths. |
| 36. Officer in charge of Tabulation | |
| (+ 2) | : Sri Dasaratha Rout, Sr. Lect. in Eng. (Co-ordinator) |
| (+ 2 1 st Arts) | : Sri Dibakar Panigrahy Lect. in Chemistry |
| (+ 2 2 nd Arts) | : Mr. Prakash Behera, Lect. in Odia |
| (+ 2 1 st Sc.) | : Smt. Suchitrarani Panda, Lect. in IT |
| (+ 2 2 nd Sc.) | : Sri Sarat Chandra Panda, Demon. in Chemistry |
| (+ 3) | : Dr. B. Devraj, Reader in History (Co-ordinator) |
| (+ 3 1 st Arts) | : Sri Rabindra Maharana, Lect. in Physics |
| (+ 3 2 nd Arts) | : Smt. Subhashree Mishra, Lect. in Education |
| (+ 3 3 rd Arts) | : Sri Asutosh Sahu, Lect. in English |
| (+ 3 1 st Sc.) | : Sri Sunil Kumar Padhy, Lect. in Maths. |
| (+ 3 2 nd Sc.) | : Smt. Madhusmita Mahapatro, Lect. in Chemistry |

- (+ 3 3rd Sc.) : Mr. Laxman Behera,
Lect. in Geology
36. Officer in charge of Secretary : Dr. Prasant Kumar Panigrahi,
Staff Common Room Reader in Odia
Joint Secretary : Sri Dasaratha Rout
Sr.Lect. in English
37. Officer in charge of : Dr. Bhabani Prasad Panda,
Student's Grievance Reader in Physics
Redressal Dr. Rajesh Ku. Patro,
Sr. Lect. in Education
38. Hostel Superintendent (Boys) : Sri Sunil Kumar Panda,
Lect. in IRPM
- Dy. Superintendent : Sri J. Jagannath Rao, PET
- Hostel Warden (Girls) : Smt. Padmini Raulo
Lect. in Maths.
- Officers in charge Hostel (Girls) : Smt. Subhashree Mishra
Lect. in Edn..
: Dr. Sujata Samantaroy
Lect. in IRPM
Smt. Madhusmita Mahapatra
Lect. in Chem.
39. Officer in charge of Govt. : Dr. Santosh Kumar Buxi
Concurrence & Affiliation (+ 3) Reader in Maths.
Dr. Bhabani Prasad Panda,
Reader in Physics
- (+ 2) :Dr. Rajesh Kumar Patro,
Sr. Lect. in Education
40. Officer in charge of : Dr. Sujata Samanataroy,
College Statistics Lect. in IRPM
Sri Sunil Kumar Padhy,
Lect. in Maths.

- Dr. Sanjaya Kumar Panda,
Lect. in Odia
Sri Asutosh Sahu,
Lect. in English
41. Alumni Association,
Vice-President : Dr. Nrusingha Charan Panigrahi
Reader in Botany
Dr. Ramanatha Sahu,
Reader in Pol. Science
Dr. B. Devraj,
Reader in History
Dr. Rajesh Kumar Patro,
Sr. Lect. in Education
Sri Sanatan Gouda,
Lect. in IRPM
Dr. Ramasankar. Patnaik,
Demon. in Geology
Sri K. Ch. Mohanty,
Demon. in Biology
Sri Rajesh Achary,
Demon. in Chemistry
42. Officer in charge of
Equal Opportunity : Sri Pradeep Kumar Padhi
Reader in Economics
43. Officer in charge of
Remedial Coaching for
SC/ST/OBC & Minority : Sri Ramanatha Sahu,
Reader in Pol. Science
44. Officer in charge of
Entry into service
& career counselling : Dr. B. Devraj,
Reader in History
45. Officer in charge of Gas,
Water, Supply and Sanitation : Dr. P. K. Behera,,
Sr. Lect. in Chemistry
Sri Rabindra Maharana,
Lect. in Physics
- 76 Chikiti Mahavidyalaya, Chikiti

- Smt. Madhusmita Mahapatra,
Lect. in Chemistry
46. Officer in charge of Garden : Dr. Nrusingha Charan Panigrahy,
Reader in Botany
Dr. B. Devaraj
Lect. in History
Dr. Sujata Samantaroy,
Lect. in IRPM
47. Officer in charge of Building
Repair & Maintenance : Sri Ramanatha Sahu,
Reader in Pol. Science
Sri Kailas Ch. Mohanty,
Demon. in Biology
48. Officer in charge of Furniture : Sri Laxman Behera,
Lect. in Geology
Dr. Rajesh Ku. Patro,
Sr. Lect. in Education
Sri Prakash Behera,
Lect. in Odia
49. Officer in charge of
Computer, Web-site & Xerox : Dr. Bhabani Prasad Panda,
Reader in Physics
Sri Asutosh Sahu,
Lect. in English
Head Clerk
50. Officer in charge of Electricity,
Generator : Dr. Bhabani Prasad Panda,
Reader in Physics
Sri Rabindra Maharana,
Lect. in Physics
51. All Scholarship : Dr. Prabhat Kumar Behera,
Sr. Lect. in Chemistry
Sri Asutosh Sahu,
Lect. in English

- Sri Sudhir Ku. Sahu,
Demon. in Physics
52. College Planning Board & Development Committee : All HODs
Sri Anand Maharana,
Lect. in Economics
Head Clerk
53. Women Protection Cell & Sexual Harassment Cell : Dr. Sujata Samantaroy,
Lect. in IRPM
Smt. Subhasree Mishra,
Lect. in Education
Smt. Madhimita Mahapatra,
Lect. in Chemistry
Smt. Padmini Raul,
Lect. in Math.
54. Form fill up (+2) Arts : Sri Sunil Kumar Panda,
Lect. in IRPM
Sri Ashutosh Sahu,
Lect. in English
Sri Sudhir Kumar Sahu,
Demon. in Physics
Sri Sarat Chandra Panda,
Demon. in Chemistry
- (+2) Science : Sri Sunil Kumar Padhy,
Lect. in Maths.
Miss. Padmini Raulo,
Lect. in Maths.
Sri Ramasankar Patnaik,
Demonstrator in Geology
Sri Kailash Ch. Mohanty,
Demonstrator in Biology
- 1st/3rd/5th Semester : Sri Sunil Kumar Panda,
Lect. in IRPM
Sri Biswanath Panigrahi,
Lect. in Odia

2nd/4th/6th Semester

Sri Sudhir Kumar Sahu,
Demonstrator in Physics
Smt. Madhusmita Mahapatra,
Lect. in Chemistry
Sri Asutosh Sahu,
Lect. in English
Dr. Sujata Samantroy,
Lect. in IRPM
Smt. Padmini Raulo,
Lect. in Mathematics
Sri Taraprasad Panigrahi,
Lect. in Physics
Sri S. Rajesh Achary,
Demonstrator in Chemistry
: Smt. Subhashree Misra,
Lect. in Education
Dr. Prabhat Kumar Behera,
Sr. Lect. in Chemistry
Dr. Ramsankar Patnaik,
Demonstrator in Geology
Sri Dasaratha Rout,
Sr. Lect. in English
Dr. Sanjaya Kumar Panda,
Lect. in Odia
Sri Sunil Kumar Padhi,
Lect. in Math.
Sri Pabitra Maharana,
Lect. in Commerce
Dr. Santosh Kumar Buxi,
Lect. in Maths.
Sri Laxman Behera,
Lect. in Geology
: Sri Ananda Maharana,
Lect. in Economics
Sri Asutosh Sahu,
Lect. in English

55. Office in charge of E.P.F.

56. Self Defence training for Girls : Sri Sunil Kumar Panda,
Lect. in IRPM
Smt. Padmini Raulo,
Lect. in Math.
57. Office in charge of Campus Cleaning : Sri Ramanatha Sahu,
Reader in Pol. Science
Sri Rajesh Achary,
Demon. in Chemistry
Head Clerk
58. Officer in charge of Media : Sri Sanatan Gouda,
Lect. in IRPM
Sri Biswanath Panigrahi,
Lect. in Odia

(Dr. Bichitra Patnaik)
Principal

Important Phone Nos. & E-mail Address

- | | |
|--|--------------------|
| 1. National Anti Raging | (Phone) |
| Toll Free No. | : 1800-180-5522 |
| 2. Principal | : 0680-2497287 |
| Chikiti Mahavidyalaya | : Fax-0680-2487041 |
| Personal Cell Phone | : 9937141050 |
| 3. Personal Cell Phone of Head Clerk | : 9439717487 |
| 4. Personal Cell Phone of Hostel Warden Girls | : 9439154892 |
| 5. Personal Cell Phone of Hostel Suptd. Boys | : 7873138128 |

e-mail: cmv/15.08.1980@gmail.com www.cmv/edu.in

Calendar : 2018-19

| HOLIDAY LIST FOR THE YEAR- 2018 | | | | | |
|--|-------------------------------------|----------------------------|-----------------------------|------------|--------------------------|
| Office Order No. : 01/CM | | | Dt. 12.01.2018 | | |
| Sl. No. | Name of the Festival | Date | Day | No.of Days | Remarks |
| 1. | New Years Day | 01.01.18 | Monday | 01 | |
| 2. | Shree Panchami | 22.01.18 | Monday | 01 | |
| 3. | Netaji Jayanti | 23.01.18 | Tuesday | 01 | |
| 4. | Republic Day | 26.01.18 | Friday | 01 | |
| 5. | Maha Shiva Ratri | 14.02.18 | Wednesday | 01 | |
| 6. | Dola Purnima | 01.03.18 | Thursday | 01 | |
| 7. | Holi | 02.03.18 | Friday | 01 | |
| 8. | Good Friday | 30.03.18 | Friday | 01 | |
| 9. | Maha Vishuva Sankranti | 14-04-18 | Saturday | 01 | |
| 10. | Shramika Divasa | 01.05.18 | Tuesday | 01 | |
| 11. | Summer Vacation | 09.05.18 to 16.06.18 | Wednesday to Saturday | 35 | Excluding (5 Sundays) |
| 12. | Shree Gundicha | 14.07.18 | Saturday | 01 | |
| 13. | Vyasa Purnima & Lunar Eclipse | 27.07.18 | Friday | 01 | |
| 14. | Independence Day | 15.08.18 | Wednesday | 01 | |
| 15. | Id-UI-Juha | 22.08.18 | Wednesday | 01 | |
| 16. | Nanda Ustav | 03.09.18 | Monday | 01 | |
| 17. | Ganesh Puja | 13.09.18 | Thursday | 01 | |
| 18. | Nuakahi | 14.09.18 | Friday | 01 | |
| 19. | Muharrum | 21.09.18 | Friday | 01 | |
| 20. | Gandhi Jayanti / Sashtri Jayanti | 02.10.18 | Tuesday | 01 | |
| 21. | Mahalaya | 08.10.18 | Monday | 01 | |
| 22. | Puja Vacation | 15.10.18 to 24.10.18 | Monday to Wednesday | 09 | Excluding (1 Sundays) |

| Sl. No. | Name of the Festival | Date | Day | No.of Days | Remarks |
|---|---|----------|-----------|------------|---------|
| 23. | Kali Puja | 06.11.18 | Tuesday | 01 | |
| 24. | Diwali | 07.11.18 | Friday | 01 | |
| 25. | Bada Osha/Birth Day of Prophet Mahammed | 21.11.18 | Wednesday | 01 | |
| 26. | Day of following Bada Osha | 22.11.18 | Thursday | 01 | |
| 27. | Rasa Purnima | 23.11.18 | Friday | 01 | |
| 28. | Prathamastami | 30.11.18 | Friday | 01 | |
| 29. | Christmas | 25.12.18 | Thursday | 01 | |
| 30. | Local Holidays | | | 02 | |
| GRAND TOTAL | | | | 72 | |
| <p>Sd/- (Dr. Bichitra Patnaik) PRINCIPAL</p> | | | | | |

Calendar : 2018-19
