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**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF HIGHER EDUCATION**

**NOTIFICATION**

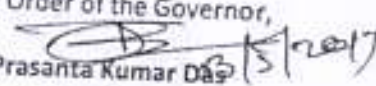
Bhubaneswar, Dated the **3-5-17**

No. HE-FE-III-COMM-134/2017 // 303 /HE. In pursuance to Article.121 of Odisha Education Code, Government have been pleased to reconstitute the Executive Committee of the Government Autonomous College, Rourkela with the following members for a period of 3 (Three) years w.e.f. the date of issue of this notification.

1	Prof.(Dr.) Simanchal Panigrahi, Senior Professor & President, Teachers' Association, Department of Physics & Astro Science, NIT, Rourkela	Educationalist	Chairman
2	Dr. Debendranath Behera	College Principal	Vice President cum Secretary
3	Dr. Debendranath Sahoo, Sr. Deputy Director, IGH, Rourkela	Professional	Member
4	Sri Shyam Lal Singhal, Ex-President, Chamber of commerce, Rourkela	Industrialist	Member
5	Dr. Debendra Mohan Praharaj, Ex-Principal, Ispat Auto. College, Rourkela & Registrar PIET, Rourkela	Educationalist	Member
6	Sri A.K. Dogra, Financial Advisor	UGC Nominee	Member
7	Registrar, G.M. University, Sambalpur	State Govt. Nominee	Member
8	Registrar, Sambalpur University, Jyoti Vihar, Burla	University Nominee	Member
9	Dr. (Smt.) Sasmita Samal, Lecturer in Chemistry	Nominated by Principal	Member
10	Dr. Iswar Prasad Mohanty, Reader in Statistics	Nominated by Principal	Member

The T.A. & D.A. of their participation in the meeting will be paid by the college.

By Order of the Governor,

  
Prasanta Kumar Das

Joint Secretary to Government.

Memo No. 11304

/HE., Dated 3-5-17

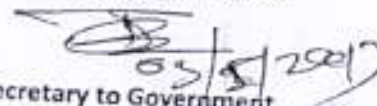
Copy forwarded to the Director of Printing, Stationary & Publication, Odisha, Cuttack for publication of this notification in the next issue of Odisha Gazette and request to supply 10 copies of Gazette.

  
Joint Secretary to Government.

Memo No. 11305 (17)

/HE., Dated 3-5-17

Copy forwarded to Director Higher Education, Odisha, Bhubaneswar/All Regional Director of Education/Principal, Government Autonomous College, Rourkela /Person concerned/Section-II/III for information and necessary action.

  
Joint Secretary to Government.

  
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Rourkela

## BYE-LAW FOR AUTONOMOUS COLLEGES OF ORISSA

### GOVERNMENT COLLEGE (AUTONOMOUS), ROURKELA

In pursuance of the provision made under the section 10(3)(n) of the Orissa Universities Act 1989 read with article 210(i) of the First Statute of the Orissa Universities and State Government letter No. ~~20647/HF~~ dated 21-10-2002, the Executive committee of the Government College (Autonomous) Rourkela do hereby make following rules for the realization of the objectives set forth by the U.G.C., such as

- i. Freedom to determine and prescribe its own courses of study and syllabi.
  - ii. Freedom to prescribe rules for admission in consonance with the reservation policy of the State Government.
  - iii. Freedom to evolve methods of assessment of student work, the conduct of examination and notification of results and
  - iv) Freedom to use modern tools of education technology to achieve high standards and greater creativity.
1. **TITLE** : These rules shall be called the rules of Government College ( Autonomous Rourkela,2002 and shall come into force from such date as notified after approval by the Government.
  2. The address of the college shall be "Government College" (Autonomous), Rourkela.
  3. In the following rules, unless the context otherwise requires:
    - a) "Academic Council" shall mean "Academic Council" of the College formed under these rules.
    - b) "Academic Year" shall mean the year commencing on the 1<sup>st</sup> day of June of calendar year and ending on the 31<sup>st</sup> May of the succeeding Calendar year.
    - c) "Board of Studies" shall mean the Board of Studies of all teaching Departments of the College formed under these rules.
    - d) 'Central Government' shall mean 'Government of India'.
    - e) 'Chairman' shall mean the 'Chairman of the Executive Committee'
    - f) 'Department' shall mean the teaching Department(s) of the College comprising teaching and non-teaching staff of the particular discipline.
    - g) 'Executive Committee' shall mean the 'Executive Committee' of the College formed under these rules.
    - h) 'Examination Committee' shall mean the Examination Committee of the College formed under these rules.
    - i) 'Finance Committee' shall mean the Finance Committee of the College formed under these rules.
    - j) 'Clear Days' shall mean the number of days excluding the first day and the last day of a given period.
    - k) 'Faculties' shall mean the faculties of the College constituted under these rules.
    - l) 'Government' shall mean the Government of Orissa.
    - m) 'Principal' shall mean the Principal of the College
    - n) 'Rule' / 'Sub-rule' shall mean the rule/Sub-rule in which the expression occurs.
    - o) 'Unfair means' shall mean resorting to practices tacitly or implicitly in violation of the regulation of the College as shall be laid down for different purposes.

  
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- i) Words importing the singular number shall also include the plural number and vice-versa.
- ii) Words importing the masculine gender also include the feminine gender and vice-versa.

4. The College shall have the following committees to ensure proper coordination and management of academic, financial and general administration affairs:

- a) The 'Executive Committee', herein after called EC.
- b) The 'Academic Council', herein after called AC.
- c) The 'Board of Studies', herein after called BS.
- d) The 'Finance Committee', herein after called FC.
- e) The 'Examination Committee', herein after called XC.
- f) The 'Development Committee', herein after called DC.
- g) The 'Discipline Committee', herein after called DP.
- h) The 'Library Committee', herein after called LC.
- i) The 'Admission Committee', herein after called AD.
- j) The 'Students Welfare Committee', herein after called WC.
- k) The 'Planning and Evaluation Committee', herein after called PC.
- l) The 'Grievances Appeal Committee', herein after called GC.

#### 5. EXECUTIVE COMMITTEE (EC)

##### 5A Composition:

The EC shall comprise:

- i. The Principal as Member Secretary Ex-Officio.
- ii. The nominees of the Government including the Chairman.
- iii. One senior most teachers of the College to be nominated by the Principal on rotation, preferably from different disciplines.
- iv. One nominee of Sambalpur University not below the rank of Professor.
- v. One nominee of the UGC.

##### 5B Term:

Each nominated member shall have a term of two years. A member nominated for a subsequent term of two years. *In case of nomination under (ii) Principal is to be consulted, or, three members be nominated from among a panel of submitted by the Principal.* In case of nomination made under (iii) above, they continue to be the members of EC for two consecutive years or till such date as they be members of the staff of the College, whichever is earlier.

Vacancies in EC caused by exigencies shall be filled in from the same category of the term.

##### 5C Powers:

The EC shall be the Principal body of the College and shall make all policy and shall have the following Powers:

- i) To manage and administer the revenues and properties of the College.
- ii) To create teaching and other academic posts, determine their number, eligibility criteria as per the norms of the UGC and fix their emoluments consultation with the FC.

  
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- iii) To create all posts, other than academic, to decide their terms and conditions and to make appointments to such posts.
- iv) To approve the fees (*not stipulated by the Government like the tuition fee*) and other sessional charges payable by the students of the College as prescribed by the FC.
- v) To institute Scholarships, Fellowship, Awards, Prizes etc.
- vi) To appoint committees as may be necessary from time to time for different purposes.
- vii) To appoint Auditors for the ensuing years.
- viii) To approve new programmes of study leading to Degrees and /or Diploma including Self-Financing Courses.
- ix) To open an account in the name of the College in one or more scheduled Banks and to lay down procedures for operation of the Account.
- x) To issue appeals for funds and to receive Grants, Donations, Contributions etc. for carrying out development work of the College.
- xi) To raise a corpus through Donations for the purpose of instituting Fellowships, Scholarships, and Awards etc. to deserving students and teachers and endowments for such purposes as may be suggested by the At
- xii) To make provisions for building, premises, furniture, furnishing, equipment appliances and gadgets and other facilities required for the College.
- xiii) To maintain a Fund *under separate Heads as decided by the Principal to which shall be credited:*
  - a. Grants provided by the Central/State Government.
  - b. Fees and other Charges received by the College.
  - c. Grants, Gifts, Donations received by the College.
  - d. Money received from any other source from time to time as may be decided by the Principal with the approval of the FC and/or EC
- xiv) To maintain accounts and other relevant records and to prepare Annual Statement of Accounts including the balance sheet for the previous financial year.
- xv) To approve the mode of conduct of Examinations including the Entrance Tests for admission to various courses and programmes and to approve and publish the results for award of Degrees and Diplomas.
- xvi) To establish and to approve proposals for management and maintenance of Hostels of the College.
- xvii) To approve the rates of the remuneration, honorarium, TA /CA/DA and of incidental expenses related to examination, moderation, tabulation and for such persons as appointed for the purpose of examinations as recommended by the FC and XC.
- xviii) To perform such other acts or to make such decisions as may be necessary for the smooth and effective management of the College.

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**5D Meeting of the Executive Committee.**

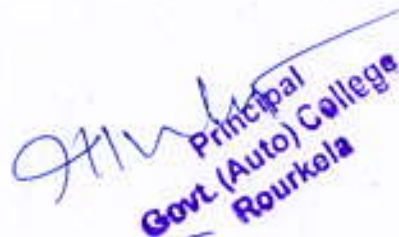
- i) The EC shall ordinarily meet at least thrice a year. The Secretary shall convene the meeting with no less than fifteen clear days notice and shall submit the proceedings of the meetings to the Chairman soon after each meeting. However, extraordinary meeting can be convened in consultation with the chairman as and when necessary.
- ii) Five members shall form the quorum for a meeting of EC.
- iii) In case of need for voting, each member of the EC shall have one vote. The decisions at the meeting of the EC shall be made by simple majority of votes. In case of a tie the chairman shall have a casting vote.
- iv) No motion or resolution shall be moved in the meeting which do not pertain to the agenda.
- v) Every meeting of the EC shall be presided over by the chairman or his/her absence by a member chosen by the members present from among themselves.
- vi) Decisions may be made by the EC through circulation of the appropriate resolution(s) among the members. Such decisions shall be deemed passed provided that at least five members of the EC record their affirmative vote.
- vii) If a member of the EC fails to attend three consecutive meetings without leave of absence, he/she shall cease to be a member of the EC.

**5E Delegation of Powers:**

The EC by a resolution may delegate to the chairman, Principal or any member of the sub-committees or ad-hoc committees such of its powers as it may deem fit, on the condition that such action taken by the chairman or the Principal or the member of the committee/sub-committee/ad-hoc committee in the exercise of power(s) so delegated shall be reported at the next meeting of the EC. *In case of need, Delegation of its powers may be done by circulation of a resolution among the members of the EC and such decisions shall be deemed passed in a meeting of EC provided that at least five of the members record their view.*

**6. ACADEMIC COUNCIL (AC):**

The AC shall be the principal academic body of the College and shall, subject to the provisions of Rules of the College, have the control over and be responsible for the maintenance of standards of education, teaching and training, interdepartmental co-operation, research, examination and tests within the College and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the University. The decisions taken by the AC shall not be subject to any further ratification by the council or other statutory bodies of the University.

  
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**6A Composition:**

The AC shall comprise:

- i) Principal of the College shall be the Chairman, Ex-officio.
- ii) All Heads of the teaching departments.
- iii) Four senior most teachers of the college to be nominated by the Principal.
- iv) No fewer than four specialists from outside the College representing, Commerce, Education, Industry, Law, Medicine, Engineering etc. to be nominated by the EC. Vacancies arising out of exigency shall be filled in from the appropriate category by the Principal for the rest of the term.
- v) Three Faculty members of the Sambalpur University, not below the rank of Professor belonging to three different disciplines.
- vi) A faculty member of the College to be nominated by the Principal as Member Secretary of the AC.

**6B Term:**

Two years on rotation, except for ex-officio members. In case of members nomin under (ii), (iii), and (v) above they shall continue to be the members of AC for two years or till : date as they shall continue to be the members of of the staff of the College/University, whichever earlier.

**6C Functions:**

- i) To exercise general supervision over the academic work of the College and to give direction regarding methods of instruction, evaluation and research for improvement of academic standards.
- ii) To prescribe curriculum/courses of studies for courses leading to Diplomas.
- iii.) To scrutinize and approve the proposals of the BS with or without modification. If the AC differs from the proposal it may reject or return the matter to BS for reconsideration, with necessary reasons thereof. In case, the BS resubmits the same without any change, the AC shall reserve the right to accept or reject the proposals.
- iv) To formulate rules and regulations for the conduct of examination and evaluation, which need to be consistent with the provisions of Byelaw framed there under.
- v) To formulate rules and regulations for admission to different programmes of study, sports and other extra-curricular activities, discipline, attendance, study, admission to Hostels, and for award of scholarships, fellowships, and free-studentship, for proper maintenance and functioning of the playground and hostels etc.
- vi) To recommend to EC measures for improvement of standards of teaching, training and research, introduction of new programmes

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of study, if necessary, abolition or withdrawal of ineffective/failing discipline(s).

- iv. To appoint sub-committee(s) to advise on such matters as may be referred to the EC; consider the recommendations and take actions including making of recommendations to EC as the circumstance may demand.
- v. To take a periodic view of the activities of various departments.
- vi. To recommend institution of teaching posts to EC.
- vii. To avail the services of Guest Faculty, Faculty Exchange Programmes for different disciplines as and when required.
- viii. To exercise such other power and perform such other duties as may be necessary from time to time.

**6D Meetings:**

- i) The AC shall ordinarily meet at least once a year with a fifteen days interval by the Secretary for each meeting. An extra-ordinary meeting may be convened by the Chairman as and when necessary.
- ii) One-third of the total members shall constitute the quorum for a meeting.
- iii) Decisions may be made by the AC through circulation of a resolution among the members of the AC. Such decisions shall be deemed to be passed in a meeting provided that at least one-third of the members express their views in affirmative.

**7. BOARD OF STUDIES (BS):**

7A There shall be one BS for each Teaching Department comprising:

- i) Head of the Department as Chairman, ex-officio.
- ii) Teachers of the *Department(s)* of the *subject(s)* concerned to a maximum of five, preferably from different fields of specialization.
- iii) Two experts from the *subject(s)* from outside the College to be nominated by the AC.
- iv) One expert to be nominated by the Vice Chancellor of Sambalpur University from the panel of six names recommended by the Principal. The Chairman, with the approval of the Principal, the Chairman may also opt two experts on the *subject* from outside the College.

  
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**7B. Term:**

Two years in case of members under (ii) above. They shall continue members of the BS for two years or till such date, as they shall continue to be the members of the College, whichever is earlier.

**7C. Functions:**

The BS of the Department in the College shall

- i) Prepare the curriculum for various courses keeping in view the objective of the College, local and national requirement, for consideration and approval of the AC.
- ii) Suggest a panel of names to the AC for appointment of question setter and examiners.
- iii) Coordinate research, teaching, extension and any other academic activity in the Department /College.
- iv) Suggest methodologies for innovative teaching and evaluation technique.
- v) Monitor teaching, learning in the College through assessment of the learner(s) performance and suggest improvement /modification on the basis of such assessment taking care to see that the curriculum is not changed too often.
- vi) Change /modify/improve the curriculum in a subject, if necessary, after the assessment of the learner's performance, teacher's opinion and new developments in the subject but not before three batches of students pass out.

**7D. Meeting**

The Principal of the College shall draw the schedule for the meetings of different Departments. Each BS shall ordinarily meet at least once a year.

**8. FINANCE COMMITTEE:**

**8A. Composition**

The Finance Committee shall comprise:

- i) The Principal as the Chairman, ex-Officio.
- ii) A person to be nominated by the EC.
- iii) One senior teacher of the College to be nominated by the Principal, one of them to act as Member Secretary.

**8B. Term:**

- i) The FC shall be an advisory body to the EC and shall meet at least once a year to prepare the budget estimate relating to grants received / receivable from the UGC, Government and Non-Government source and income from fees etc. collected and place them before the EC for approval.
- ii) The FC shall consider the audited accounts of the College.
- iii) The FC shall fix limits of the total recurring and non-recurring expenditure of the year based on the income and resources of the

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- v) Four members of staff at least one of whom shall be a lady member to be nominated by the Principal.

11B

**Term:**

The term shall be two years except for ex-officio members. The nominations made under (iv) and (v) above shall continue to be the members of the DP for two years or till such time as they shall continue as members of the staff of the College, whichever is earlier.

11C

**Functions:**

- i) The DP shall be an advisory committee to regulate and enforces discipline among the students and employees of the College and to take appropriate actions wherever necessary.
- ii) The DP shall investigate and consider all matters of discipline of students and employees of the College and shall place their recommendations before the EC for approval.

11D

**Meeting:**

The meetings of the DP shall be convened by the Secretary in consultation with the Chairman as and when cases of indiscipline shall arise.

**12. LIBRARY COMMITTEE (LC):**

12A

**Composition:**

The LC shall comprise:

- i) The Principal as the Chairman, ex-officio.
- ii) One senior teacher to be nominated by the Principal as Executive Chairman.
- iii) The Librarian of the College as Member Secretary, ex-officio.
- iv) One teacher from each discipline to be nominated by the Principal as member.
- v) Prof.-in-charge, UGC matters.
- vi) One from the Library staff to be nominated by the Principal.

12B

**Term:**

The term of each member shall be two years except for ex-officio member. In case of nominations under (ii), (iv) and (vi) above, the members shall continue to be the members of the LC for two years or till such time as they shall continue as members of staff of the College, whichever is earlier.

12C

**Functions:**

- i) The LC shall formulate policies pertaining to purchase and procurement of books, journals, magazines, periodicals, furniture, equipment and stationery required for the Library and Reading Room.
- ii) The LC shall be responsible for maintenance of all kinds of property of the Library and the Reading Room.
- iii) The LC shall make regulations regarding issue and return of books and other library materials.
- iv) The LC shall recommend proposals for weeding out irrelevant stock and for introducing new material for approval of the EC.

  
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- v) The LC shall submit a phase by phase proposal to computerize the holdings in the library and make them available on-line in future for approval of the EC.
- vi) The LC shall place the annual requirements of the library before the EC for approval.
- vii) The LC shall be responsible for the smooth running of the day to day activities of the library.

**12D Meetings:**

The LC shall meet at any time depending upon the requirement but no less than three times a year and such meetings shall be convened by the Secretary in consultation with the Chairman /Executive Chairman with at least 48 hours notice. Fifty percent of the total members shall constitute the quorum of such meetings.

**13. ADMISSION COMMITTEE (AD):**

**13A** The AD shall comprise:

- i) The Principal as the Chairman, ex-officio
- ii) *The senior most or the next senior most* teacher of the College nominated by the Principal as Member Secretary.
- iii) One senior teacher from each faculty nominated by the Principal
- iv) H.o.Ds of the each Post-Graduate Department
- v) Six members of staff nominated by the Principal representing all the faculties as Admission Officers for respective faculties.

**13B Term:**

One year, in case of nominations made under (ii), (iv) and (v) above, the members shall remain as such for one year or till they continue as members of staff of the College whichever is earlier.

**13C Functions:**

- i) To formulate the general policies of admission not inconsistent with the Admission Rules of the Government.
- ii) To prepare and publish the Admission Forms and Prospectus for Admission.
- iii) To call for applications, fix up the last date for submission of applications and dates of admission.
- iv) To conduct admission as per rules laid down
- v) To interpret the rules of admission.

**13D Meetings:**

*The AD shall definitely meet once soon after the Higher Secondary Examination, Orissa and once soon after the publication of results of the H.S.Exam, Orissa and to the Sambalpur Degree Exams of University as decided by the Chairman. However, the AD may also meet at any other time as necessary. All the meetings shall be convened by the Secretary in consultation with the Chairman.*

  
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**17. OFFICERS:**

The Officers of the College shall be the Chairman, Principal, Vice-Principal, Administrative Bursar, Accounts Bursar, Controller of Examinations and such other persons as may be designated as such by the Executive Committee.

**18. AUTHORITIES:**

The following shall be the authorities of the College:

- i) The Executive Committee and
- ii) Such other committees / authorities as may be constituted by the Executive Committee

**19. LEGAL PROCEEDINGS:**

All legal suits instituted by or on behalf of the College shall be in the name of the Government College ( Autonomous ), Rourkela. For conduct of all such suits and for the defence in all suits brought against the College, the Principal or an officer of the College duly authorized by the Principal shall represent the College, sign the pleading, receive summons, attend the court, consult lawyers and take such other steps as may be necessary in connection with the suits under the general direction of the Principal.

**20. ANNUAL REPORT:**

An Annual report on the performance and activities of the College during the year shall be prepared by the College for the information of the Government / UGC / Sambalpur University and the members of the Executive Committee. A draft of the Annual Report so approved shall be published and forwarded to all concerned.

**21. INTERPRETATION:**

Where there is no provision or sufficient provision in any matter in these rules the decision of the EC shall be final for all purposes. Where any doubt arises in interpretation of any provision in these rules the matter shall be referred to the EC whose decision shall be final and binding.

**22. NOMINATIONS AND APPOINTMENTS:**

*The nominations and/or appointments of members by the Principal to any committee to act in whatever capacity shall be binding on the members. Any refusal to accept such nomination or appointment, without satisfactory explanation on reasonable grounds, shall be considered as an act of indiscipline or insubordination.*

**23. AMENDMENT:**

Alteration or amendment of any of these rules may be made by resolution(s) passed by a two-third majority of the total members of the EC present and voting in meeting convened for the purpose subject to the approval by the Government.

*Alteration or amendment of any of these rules may be made by the EC through circulation of resolution among the members of the EC, and such decisions shall be deemed to have passed in meeting of the EC provided five members record their views in affirmative. This is also subject to approval by the Government.*

(Modifications / Alterations are highlighted)

  
Principal  
Govt. (Autc.)  
Rourkela

**CHAPTER - IX****DRAFT BYE - LAW FOR AUTONOMOUS COLLEGE OF  
ODISHA GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA**

In pursuance of the provision made under the section 10 (3) (a) of the Odisha Universities Act, 1989 read with article 210 (i) of the Statue of the Odisha Universities and State Government letter No. 50667/HE dated 21.02.2002, the Executive Committee of the Government Auto College Rourkela do hereby make following rules for the realization of the objectives set forth by the U.G.C. such as,

Freedom to determine and prescribe its own courses of study and syllabus.

Freedom to prescribe rules for admission in consonance with the reservation policy of the State Government.

Freedom to evolve methods of assessment of student work, the conduct of examination and notification of results and

Freedom to use modern tools of education technology to achieve higher standards and greater creativity.

**TITLE:** These rules shall be called the rules of Government Autonomous College, Rourkela, 2002 and shall come into force from such date as notified after approval by the Government.

The address of the college shall be, "Government Autonomous College, Rourkela".

In the following rules, unless the context otherwise requires,

"Academic Council" shall mean "Academic Council" of the college formed under these rules.

"Academic Year" shall mean the year commencing on the 1st day of June of a calendar year and ending on the 31st May of the succeeding Calendar year.

"Board of Studies" shall mean the Board of Studies of all teaching Departments of the college formed under these rules.

"Central Government" shall mean "Government of India",

"Chairman" shall mean the "Chairman of the Executive Committee".

"Department" shall mean the teaching Department(s) of the college comprising teaching and non - teaching staff of the particular discipline.

"Executive Committee" shall mean the "Executive Committee" of the college formed under these rules.

"Examination Committee" shall mean the Examination Committee of the college formed under these rules.

"Finance Committee" shall mean the Finance Committee of the college formed under these rules.

*[Signature]*  
Principal  
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- j) "Clear Days" shall mean the number of days excluding the first day and the last day of a given period.
- k) "Faculties" shall mean the faculties of the college constituted under these rules.
- l) "Government" shall mean the Government of Odisha.
- m) "Principal" shall mean the Principal of the college.
- n) "Rule" / "Sub - rule" shall mean the rule/sub-rule in which the expression occurs.
- o) "Unfair means" shall mean resorting to practices tacitly or implicitly in violation of the regulation of the college as shall be laid down for different purposes.
- i) Words importing the singular number shall also include the plural and vice-versa.
- ii) Words importing the masculine gender also include the feminine gender and vice-versa.
- 4. The College shall have the following committees to ensure proper co-ordination and management of academic, financial and general administration affairs :
  - a) The "Executive Committee" herein after called EC.
  - b) The "Academic Council" herein after called AC.
  - c) The "Board of Studies" herein after called BS.
  - d) The "Finance Committee" herein after called FC.
  - e) The "Examination Committee" herein after called XC.
  - f) The "Development Committee" herein after called DC.
  - g) The "Discipline Committee" herein after called DP.
  - h) The "Library Committee" herein after called LC.
  - i) The "Admission Committee" herein after called AD.
  - j) The "Students Welfare Committee" herein after called WC.
  - k) The "Planning and Evaluation Welfare Committee" herein after called P.C.
  - l) The "Grievance Appeal Committee" herein after called G.G.

5. EXECUTIVE COMMITTEE (EC)

5A. Composition :

The E.C. shall comprise :

- i) The Principal as Member Secretary Ex-Officio.
- ii) The nominees of the Government Regional Director including the Chairman.
- iii) One Senior most teacher of the college to be nominated by the Principal on rotation, preferably from different of Professor.
- iv) One nominee of Sambalpur University not below the rank of Professor.
- v) One nominee of the U.G.C.

  
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**5B. Term :**

Each nominated member shall have a term of two years. A member may also be nominated for a subsequent term of two years. In case of nomination under (ii) above the Principal is to be consulted. or, three members be nominated from among a panel of seven names submitted by the Principal. In case of nomination made under (iii) above the members shall continue to be the members of E.C. for two consecutive years or till such date as they continue to be members of the staff of the college, which ever is earlier.

**5C. Powers :**

The EC shall be the Principal body of the College and shall make all policy decisions and shall have the following Powers.

- i) To manage and administer the revenues and properties of the College.
- ii) To create teaching and other academic posts, determine their number eligibility criteria as per the norms of the U.G.C. and fix their emoluments in consultation with the F.C.
- iii) To create all posts, other than academic, to decide their terms and conditions and to make appointments to such posts.
- iv) To approve the fees (*not stipulated by the Government like the tuition fee*) and other sessional charges payable by the students of the College as prescribed by the F.C.
- v) To institute Scholarships, Fellowship, Awards, Prizes etc.
- vi) To appoint committees as may be necessary from time to time for different purposes.
- vii) To appoint Auditors for the ensuing years.
- viii) To approve new programmes of study leading to Degrees and lot Diploma including Self-Financing Courses.
- ix) To open an account in the name of the College in one or more scheduled Banks and to lay down procedures for operation of the Account.
- x) To issue appeals for funds and to receive Grants, Donations, Contributions etc. for carrying out development work of the college.
- xi) To raise a corpus through Donations for the purpose of instituting, Fellowship, Scholarships, and Awards etc. to deserving students and teachers and endowments for such purposes as may be suggested by the AC.
- xii) To make provisions for building, premises, furniture, Turnishing ,equipment, appliances and gadgets and other facilities required for the college.
- xiii) To maintain a Fund under separate Head, as decided by the Principal to which shall be credited :
  - a) Grants provided by the Central /State Government.
  - b) Fees and other Charges received by the college.

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- c) Grants, Gifts, Donations received by the college.
- d) Money received from any other source from time to time as may be decided by the Principal with the approval of the FC and /or EC.
- xiv) To maintain accounts and other relevant records and to prepare Annual Statement of Accounts including the balance sheet for the previous financial year.
- xv) To approve the mode of conduct of Examinations including the Entrance Tests for admission to various courses and programmes and to approve and publish the results for award of Degrees and Diplomas.
- xvi) To establish and to approve proposals for management and maintenance of Hostels of the college.
- xvii) To approve the rates of the remuneration, honourarium, T.A./C.A./D.A. and of incidental expenses related to examination, moderation, tabulation and for such persons as appointed for the purpose of examination as recommended by the FC and XC.
- xviii) To perform such other acts or to make such decisions as may be necessary for the smooth and effective management of the college.

**5D Meeting of the Executive Committee :**

- i) The EC shall ordinarily meet at least thrice a year. The Secretary shall convene the meeting with no less than fifteen clear days notice and shall submit the proceedings of the meetings to the Chairman soon after the meeting. However, extra ordinary meeting can be convened in consultation with the chairman as and when necessary.
- ii) Five members shall form the quorum for a meeting of EC.
- iii) In case of need for voting, each member of the EC shall have one vote. The decisions at the meeting of the EC shall be made by simple majority of votes. In case of a tie the Chairman shall have a casting vote.
- iv) No motion or resolution shall be moved in the meeting which does not pertain to the agenda.
- v) Every meeting of the EC shall be presided over by the chairman and in his / her absence by a member chosen by the members present from among themselves.
- vi) Decisions may be made by the EC through circulation of the appropriate resolution (s) among the members. Such decisions shall be deemed to have passed provided that at least five members of the EC record their views in affirmatives.
- vii) If a member of the EC fails to attend three consecutive meetings without leave of absence, he / she shall cease to be a member of the EC.

**5E Delegation of Powers :**

The EC by a resolution may delegate to the chairman, Principal or any other member of the sub-committees or adhoc committees with of its powers as it may deem fit, subject to the condition that such action taken by the chairman or the Principal or the member (s) concerned of the committee / sub-committee / adhoc committee in the exercise of power (s) so delegated, shall be reported at the next meeting of the EC. In case of need,

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Delegation of its powers may be made through Circulation of a resolution among the members of the EC, and such decisions shall be deemed to have passed in a meeting of EC provided that at least five of the members record their views in affirmative.

**6. ACADEMIC COUNCIL (AC) :**

The AC shall be the Principal academic body of the College and shall, subject to provisions of Rules of the College, have the control over and be responsible for the maintenance of standards of education, teaching and training, interdepartmental co-ordination, research, examination and tests within the College and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the EC. The decision taken by the AC shall not be subject to any further ratification by the academic councillor other statutory bodies of the University.

**6A Composition :**

The AC shall comprise

- i) Principal of the College shall be the Chairman, Ex-officio.
- ii) All Heads of the teaching departments.
- iii) Four senior most teachers of the college to be nominated by the Principal.
- iv) No fewer than four specialists from outside the College representing, Commerce, Education, Industry, Law, Medicine, Engineering etc. to be nominated by the EC. Vacancies arising out of exigency shall be filled in from the appropriate category by the Principal for the rest of the term.
- v) Three Faculty members of the Sambalpur University, not below the rank of Professor belonging to three different disciplines. A faculty member of the college to be nominated by the Principal as Member Secretary of the AC.

**6B Term :**

Two years on rotation, except for ex-officio members. In case of members nominated under (ii), (iii), and (v) above they shall continue to be the members of AC for two years or till such date as they shall continue to be the members of the staff of the College / University, whichever is earlier.

**6C Function :**

- i) To exercise general supervision over the academic work of the College and to give direction regarding methods of instruction, evaluation and research for improvement of academic standard.
- ii) To prescribe curriculum / courses of studies for courses leading to Diploma.
- iii) To scrutinize and approve the proposals of the BS with or without modification. If the AC differs from the proposal it may reject or return the matter to BS for reconsideration with necessary reasons thereof. In case, the BS resubmits the same without any change, the AC shall reserve the right to accept or reject the proposals.
- iv) To formulate rules and regulations for the conduct of examination and evaluation, which need to be consistent with the provisions of Byelaw framed there under.

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- v) To formulate rules and regulations for admission to different programmes of study, sports and other extra-curricular activities, discipline, attendance, study, admission, to Hostels and for award of scholarships, fellowships and free-studentship, for proper maintainance and functioning of the play ground and hostels-etc.
- vi) To recommend to EC measures for improvement of standards of teaching, training and research, introduction of new programmes, of study, if necessary, abolition or withdrawal of in effective/failing discipline (s).
- vii) To appoint sub-committee (s) to advise on such matters as may be referred to it by the EC, consider the recommendations and take actions including making of recommendation to EC as the circumstance may demand.
- viii) To take a periodic view of the activities of various departments.
- ix) To recommend institution of teaching posts to EC.
- x) To avail the services of Guest Faculty, Faulty Exchange Programmes for different disciplines as and when required.
- xi) To exercise such other power and perform such other duties as may be necessary from time to time.

**6D Meetings :**

- i) The AC shall ordinarily meet at least once a year with a fifteen days notice by the Secretary for each meeting. An extra - ordinary meeting may be convened by the Chairman as and when necessary.
- ii) One third of the total members shall constitute the quorum for a meeting. Decisions may be made by the AC through circulation of a resolution among the members of the AC such decisions shall be deemed to have passed in a meeting provided that at least one-third of the members record their views in affirmative.


**7. BOARD OF STUDIES (BS)**

**7A** There shall be one BS for each Teaching Department comprising :

- i) Head of the Department as Chairman, ex-officio.
- ii) Teachers of the Department (s) of the subject (s) concerned to a maximum of five, preferable from different fields of specialisation.
- iii) Two experts from the subject (s) from outside the College to be nominated by the AC.
- iv) One expert to be nominated by the Vice-chancellor of Sambalpur University from the panel of six names recommended by the Principal. The Chairman, with the approval of the Principal, the Chairman may opt two experts on the subject from outside the College.

**7B Term :**

Two years in case of members under (ii) above. They shall continue to be the members of the BS for two years or till such date, as they shall continue to be the members of the staff of the College, Whichever is earlier.

  
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- i) The BS of the Department in the College shall Prepare the curriculum for various courses keeping in view the objectives of the College, local and national requirement, for consideration and approval of the AC.
- ii) Suggest a panel of names to the AC for appointment of question setters and examiners.
- iii) Co-ordinate research, teaching, extension and any other academic activity in the department / college.
- iv) Suggest methodologies for innovative teaching and evaluation technique.
- v) Monitor teaching, learning in the College through assessment of the learner (s) performance and suggest improvement / modification on the basis of such assessment of the learner's performance, teacher's opinion and new developments in the subject but not before three batches of students pass out.

**7D Meeting :**

The Principal of the college shall draw the schedule for the meetings of the BS for different Departments. Each BS shall ordinarily meet at least once a year.

**8. FINANCE COMMITTEE :**

**8A Composition :**

- i) The FC shall be an advisory body to the EC and shall meet atleast twice a year to prepare the budget estimate relating to grants received / receivable from the UGC, Government and Non Government sources, income from fees etc. collected and place them before the EC for approval.
- ii) The FC shall consider the audited accounts of the college .
- iii) The FC shall fix limits of the total recurring and non-recurring expenditure of the year based on the income and resources of the college. The college in excess of the limits so fixed shall incur no expenditure.
- iv) The College without the concurrence of the FC shall incur no expenditure.
- v) The FC shall prescribe the Admission Fee, Tution Fee subject to the approval of the Government and other sessional charges to be paid by the students, as suggested by AD.
- vi) The FC shall recommend rates of remuneration / honorarism, T.A, DA and CA for various persons, as suggested by the Committees concerned.

**9. EXAMINATION COMMITTEE (XC)**

**9A Composition :**

The XC shall comprise :

- i) The Principal as the Chairman, Ex-officio.
- ii) Three members of the AC to be nominated by the Principal.
- iii) Three senior faculty members of the college to be nominated by the Principal, one of them is to act as Deputy Controller of Exams.
- iv) The controller of Examinations who shall be the Member Secretary, Exofficio.

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- v) In the absence of the Principal, the senior most member of the committee shall act as the Chairman and shall preside over the committee meeting (s).

**9B Term :**

The term of the members of the XC shall be two years except for the Chairman and Member Secretary. The members nominated under (iii) above shall continue to be the members of XC for two years or till such time as they shall continue to be members of the staff of the college, whichever is earlier.

**9C Powers and Functions :**

- i) To recommend to the EC / Principal with or without modification, the names of suitable persons for appointment as Examiners / Question Setters, prepared by the BS and placed by the Controller of Examinations. There shall be a choice of three names to be considered for the appointment of every question setter and examiner in respect of the papers of all examinations.
- ii) To consider the reports of Boards of Conducting Examiners (BE) on the work of Chief, additional, special, assistant examiners.
- iii) To consider all cases of unfair practices in examinations, and make suitable recommendations to the EC.
- iv) To examine and examination Fee structure to the EC after getting the concurrence of the FC.
- v) To prepare the modalities for Entrance Tests for admission and to conduct such tests prepare the merit list for the AD.

**9D Meeting :**

- i) Ordinarily, the XC shall meet at least twice a year.
- ii) Any four of the seven members shall form the quorum for meeting of the XC.
- iii) In case of emergency, an extra-ordinary meeting of the XC can be convened by the secretary in consultation with the Chairman as and when necessary.

**10. DEVELOPMENT COMMITTEE (DC) :**

**10 A Composition :**

The DC shall comprise :

- i) The Principal as Chairman, Ex-officio.
- ii) One senior teacher as Development Coordinator, Member Secretary.
- iii) Five senior teachers nominated by the Principal.
- iv) Superintendents of all hostels, Ex-officio.
- v) Prof-in-charge, UGC. matters.

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**10 B Term :**

Two years except for ex-officio members. In case of nominations made under (iii) above, they shall continue to be members of DC for two years or till such time as they shall continue as members of staff of the College, whichever is earlier.

**10 C Functions :**

- i) The DC shall be the planning body of the College and shall monitor the physical and infra-structural development of the College.
- ii) The DC shall place its proposals and recommendations before the EC for approval.
- iii) The DC shall coordinate with appropriate Government authority for implementation of developmental programme.

**10 D Meeting :**

The DC shall ordinarily meet at least three time a year convened by the Secretary in consultation with the Chairman.

**11. DISCIPLINE COMMITTEE (DP) :**

**11A Composition :**

The DP shall comprise :

- i) The Principal as Chairman ex-officio.
- ii) The senior most teacher of the College as the Executive Chairman.
- iii) The Administrative Bursar as the Member Secretary.
- iv) One senior teacher from each faculty to be nominated by the Principal.
- v) Four members of staff at least one of whom shall be a lady member to be nominated by the Principal.

**11B Term :**

The term shall be two years except for ex-officio members. The nominations made under (iv) and (v) above shall continue to be the members of the DP for two years or till such time as they shall continue as members of the staff of the College whichever is earlier.

**11C Functions :**

- i) The DP shall be an advisory committee to regulate and enforces discipline among the students and employees of the College and to take appropriate actions wherever necessary.
- ii) The DP shall investigate and consider all matters of discipline of students and employees of the College and shall place their recommendations before the EC for approval.

**11D Meeting :**

The meetings of the DP shall be convened by the Secretary in consultation with the Chairman as and when cases of indiscipline shall arise.

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**12. LIBRARY COMMITTEE (LC)**

**12A Composition :**

The LC shall comprise :

- i) The Principal as the Chairman, ex-officio.
- ii) One senior teacher to be nominated by the Principal as Executive Chairman.
- iii) The Librarian of the College as Member Secretary, ex-officio.
- iv) One teacher from each discipline to be nominated by the Principal member.
- v) Prof-in-charge, UGC matters.
- vi) One from the Library staff to be nominated by the Principal.

**12 B Term :**

The term of each member shall be two years except for ex-officio members. In case of nominations under (ii), (iv) and (vi) above, the members shall continue to be the members of LC for two years or till such time as they shall continue as members of staff of the College, whichever is earlier.

**12 C Function :**

- i) The LC shall formulate policies pertaining to purchase and procurement of books, journals, magazines, periodicals, furniture, equipment and stationery required for the Library and Reading Room.
- ii) The LC shall be responsible for maintenance of all kinds of property of the Library and the Reading Room.
- iii) The LC shall make regulations regarding issue and return of books etc.
- iv) The LC shall recommend proposals for weeding out irrelevant stock and for introducing new material for approval of the EC.
- v) The LC shall submit a phase proposal to computerize the holdings in the library and make them available on line in future for approval of the EC.
- vi) The LC shall please the annual requirements of the library before the EC for approval.
- vii) The LC shall be responsible for the smooth running of the day to day activities of the library.

**12 D Meetings :**

The LC shall meet at any time depending upon the requirement but no less than three times a year and such meetings shall be convened by the Secretary in consultation with the Chairman / Executive Chairman with at least 48 hours notice. Fifty percent of the total members shall constitute the quorum of such meetings.

**13. ADMISSION COMMITTEE (AD) : (College is under e-admission for +3 & +2 Classes)**

**13A The AD shall comprise :**

- i) The principal as the Chairman, ex-officio.

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- ) The senior most of the next senior most teacher of the College nominated by the Principal as Member Secretary.
- ii) One senior teacher from each faculty nominated by the Principal.
- v) H.O.Ds of the each Post-Graduate Department.
- ) Six members of staff nominated by the Principal representing all the faculties as Admission Officers for respective faculties.

**3 B Term :**

One year, in case of nominations made under (ii), (iv) and (v) above, the members shall remain as such for one year or till they continue as members of staff of the College, whichever is earlier.

**3 C Functions :**

- ) To formulate the general policies of admission not inconsistent with the Admission Rules of the Government.
- ) To prepare and publish the Admission Forms and Prospectus for Admission.
- ) To call for applications, fix up the last date for admission of applications and dates of admission.
- v) To conduct admission as per rules laid down.
- ) To interpret the rules of admission.

**3 D Meeting :**

The AD shall definitely meet once soon after the Higher Secondary Examination, Orissa and oncesoon after after the publicationof result of the H.S. Exam. Orissa and the Sambalpur Degree Exams of University as decided by chairman. However, the AD may also meet at any other time as necessary. All the meetings shall be convened by the Secretary in consultation with the Chairman.

**4. STUDENTS WELFARE COMMITTEE (WC) :**

**4A Composition :**

The WC shall comprise :

The Principal as Chairman, ex-officio.

- ) Three teachers from each faculty to be nominated by the Principal provided that one third of them shall be women teachers.
- ii) Three students from each class of different faculties to be nominated by the Principal on the basis of merit in the field of academics, sports, and other extra-curricular activities provided that at least one third of total student members shall be women.
- v) NCC, NSS and YRC Offer Rover/Ranger Leaders, PET and Superintendents and Asst Superintendents of all the hostels as ex-officio members.

The senior most next to the Chairman shall act as the Director, Students Welfare (DSW) and Secretary to the Committee.

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**14B Term :**

The term for the student members shall be one year or till they continue to be the students of the College, whichever is earlier and two years for others. In case of nominations made under (ii) above, the members shall remain as such for two years or till they continue as members of staff of the College, whichever is earlier.

**14C Functions :**

With the Objective to identify and encourage creative talents, inculcate a spirit of discipline, leadership and social awareness, promote physical and mental development among students and to provide basic amenities, the WC shall :

- i) Conduct compositions in creative, cultural, literary, sports and general awareness activities.
- ii) Arrange symposia and seminars on topics of local, national and international interest.
- iii) Organize Social Welfare Activities and recommend names of needy students to the FC for Financial assistance.
- iv) Ensure cleaning and maintenance of building, toilets, garden, electrical fittings, provision of sufficient water in the College Hostel and make available such utility services as Canteen , First Aid Centre, Information Bureau, Post Office and Bank.

**14D Meeting :**

The meeting of WC shall be held as and when required and all meetings shall be convened by DSW Secretary in consultation with the Chairman. Fifty percent of total number shall constitute Quorum.

**15. PLANNING AND EVALUATION COMMITTEE (PC) :**

**15A Composition :**

The PC shall comprise :

- i) The Principal as Chairman, ex-officio.
- ii) The senior most member of staff as Executive. Chairman and Secretary ex-officio.
- iii) All Heads of the teaching departments.
- iv) Prof.-in-charge UGC matters.
- v) Controller of Examination, ex-officio.

**15B Term :**

Two years except for ex-officio members.

**15C Function :**

- i) To formulate policy and draw an annual plan for curricular and extra curricular activities for approval other EC.
- ii) To propose changes in structure or formatting of academic services made available in the College to be placed before the AC for making suitable recommendations to the EC.

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- iii) To evolve a mechanism of registering feedback from graduating students for future guidance, especially in relation to self - financing courses.
- iv) To do such other duties as approved by the EC.

**15D Meeting :**

The PC shall meet at least once on quarterly basis or as and when necessary. The Executive Chairmans and Secretary of the Committee shall convene the meeting in consultation with the Chairman.

**16. GRIEVANCES AND APPEALS COMMITTEE (GC) :**

**16A Composition :**

The GC shall comprise :

- i) The Principal as Chairman, ex-officio.
- ii) Executive Chairman / Member Secretary / Secretary of all Committees except the EC.
- iii) The senior most member shall act as the Secretary of the GC.

**16B Term :**

Two years except for the Principal.

**16C Function :**

- i) To scrutinize, investigate and consider all petitions / grievances / complaints of the students and employees of the College or those submitted by guadians and citizens and place their considered opinion for the approval of the EC.
- ii) To identify potencial areas of error in the system as whole and suggest preventive / remedial measure in the form of resolutions for the approval of EC.
- iii) To perform such other duties as shall be assigned to it from time to time.

**16D Meeting :**

Meetings of the GC shall be convened as and when required by the Secretary in consultation with the Chairman. Ordinarily, however, the GC shall meet at least twice a year to review the function as enumerated under (ii) above.

**17. OFFICERS :**

The Officers of the College shall be the Chairman, Princip[al, Vice-Principal, Administrative Bursar, Accounts Bursar, Controller of Examinations and such other persons as may be designated as such by the Executive Committee.

**18. AUTHORITIES :**

The following shall be the authorities of the College :

- i) The Executive Committee and
- ii) Such other committees / authorities as may be constituted by the Executive Committee.

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**19. LEGAL PROCEEDINGS :**

All legal suits instituted by or on behalf of the College shall be in the name of the Government Autonomous College (Autonomous), Rourkela. For conduct of all such suits and for the defence in all suits brought against the College, the Principal or an Officer of the College duly authorised by the Principal shall represent the College, sign the pleading, receive summons, attend the court, consult lawyers and take such other steps as may be necessary in connection with the suits under the general discretion of the Principal.

**20. ANNUAL REPORT :**

An Annual Report on the performance and activities of the College during the year shall be prepared by the College for the information of the Government / UGC/ Sambalpur University and the members of the Executive Committee. A draft of the Annual Report so approved shall be published and forwarded to all concerned.

**21. INTERPRETATION :**

Where there is no provision or sufficient provision in any matter in these rules the decision of the EC shall be final for all purposes. Where any doubt arises in interpretation of any provision in these rules the matter shall be referred to the EC whose decision shall be final and binding.

**22. NOMINATIONS AND APPOINTMENTS :**

The nominations and / or appointments of members by the Principal to any committee to act in whatever capacity shall be binding on the member (s) . Any refusal to accept such nomination and appointment, without satisfactory explanations or on reasonable grounds, shall be considered to be an act of indiscipline or insubordination.

**23. AMENDMENT :**

Alteration or amendment of any of these rules may be made by resolution (s) passed by a two third majority of the total members of the EC present and voting in meeting convened for the purpose subject to the approval by the Government. Alteration or Amendment of any of these rules may be made by the EC through Circulation of a resolution among the members of the EC and such decisions shall be deemed to have passed in a affirmative. This is also subject to the approval by the Government.

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## THE STUDENTS' COUNCIL

### MODALITIES FOR THE CONSTITUTION OF EXECUTIVE COMMITTEE 2018-19

The "Executive Committee" for the "Students Councils" of the Government Autonomous College, Rourkela as well as the Government Junior College, Rourkela for the Academic Session 2018-19 shall be constituted through a process of nomination of representatives from the bonafide members of Students' Councils belonging to different Classes/faculties on the basis of academic as well as extracurricular merit of the desirous applicants. The detailed modalities for the formation of "Executive Committee" are outlined below.

Note : Each student of the college is a bonafide member of respective Students' Councils (either Autonomous or Junior College)

1. Two representatives from each class and each faculty (Arts/Science/Commerce) shall be nominated to the Executive Committee. Out of these two, one will be selected on the basis of merit in academic plus merit in co-curricular (Cultural/Literary) activities. The other representative shall be selected on the basis of merit in extra-curricular activities, viz., Sports, Games, Drama, NCC, Scout, NSS etc.

#### 2. A Students' Council (+2)

Students interested in becoming candidates for the posts of representatives of the Executive Committee from the concerned Class / Faculty shall have to submit their applications in the prescribed Performa along with attested Xerox copies of relevant certificates justifying their claims, to the verifying officers on the notified date and time at the specified venue. (The verifying officers on request shall make Performa available to the willing candidates)

Note : A student can submit his/her application(s) either for the post of representative on the basis of Academic merit or for the post of representative on the basis of extra-curricular merit or for both the posts of representatives.

#### B. Students' Council (+3 & P.G.)

The formation of Executive Committee to the Students' Council shall undergo the following three stages.

##### Stage - 1 : FORMATION OF STUDENTS' FORUM.

The Students' "Forum" shall be constituted by taking representatives from each class and each faculty. Each of the Heads of the Departments shall propose five(5) names in order of academic merit from among the students' of a class of the department shall select their group leader from among the proposed five names by a voice vote. (However, in case of commerce faculty, the students will select four (4) class leaders from among

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ten (10) names proposed by the HOD on the basis of merit.) For this propose, for merit list prepared at the time of admission of the student to the course programme (Degree or PG) shall be taken into consideration. On the event of equality in the voice vote for two or more candidates, the HOD shall nominate the name of the meritorious of the two (or more). The date, time and venue the this selection process shall be notified by the concerned HOD as per the schedule notified by the Principal. Finally, each Head or Department shall recommend one (four in case of Commerce) group leader from each class of his Department to the Student's Forum. Thus, the Students' Forum shall be formed by taking all the group leaders nominated by all the HODs of the college.

**Stage - 2 : CONSTITUTION OF THE EXECUTIVE COMMITTEE :**

The Executive Committee shall be formed by selecting representatives from among the nominated members to the Students' Forum. The members nominated to the Students' Forum shall have to submit their applications in prescribed proforma along with attested Xerox copies of relevant certificates relating to their academic performances and co-curricular and extra curricular achievements to the verifying officers at the notified venue, date and time. Two representatives from each class and each stream (One on the basis of academic merit and the other on the Students' Forum belonging to corresponding class and stream (Arts/Commerce/Science) on the basis of selection procedure as outlined below in clause-4. Thus the Executive Committee shall be formed by two representatives form class and each stream.

**Stage -3 : SELECTION OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE**

The Office Bearers shall be selected on the basis of the procedure as outlined in the clause-6. However, a representative holding the same office twice in the past will not be eligible to be selected as the Officer Bearer to the same office.

- Imp. Allegations made against any office Bearer (such as negligence of the assignment or misuse of his office etc.) by more than 50% members of the Students Forum, at any stage during the academic session, shall disqualify him to hold the office and the next qualifying representative will be selected to the same office.
3. A bonafide member offering his/her candidature for becoming representative of the Executive Committee of the Students' Council must fulfil the following eligibility criteria.
- He/she must have a good academic record.
  - He/she must be disciplined student of the college in the opinion of the Discipline Committee of the college.
  - No serious allegations of misconduct/fraud/treachery should have been lodged against him/her.
  - He/she should not have public record.

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- e) He/she must have atleast 75% attendance in all subjects taken together.

Note : The cases of shortage of attendance shall be condoned in no circumstances.

Imp. : If, however, selected representative to the Executive Committee of the Students' Council is found, at a later stage, to have violated any of the above clauses or gets involved in gross misconduct or indisciplinary activities affecting academic discipline of the college at a subsequent stage, he/she shall be disqualified to continue as a representative to the Executive Committee.

4. Selection of representatives from among the aspiring applicants from a class/faculty shall be made as follows :

**(A) ON THE BASIS OF ACADEMIC MERIT**

Academic merit of a candidate shall be decided by taking into account the academic performance as well as his/her performance in co-curricular (literary/cultural) activities like Debate, Essay, Poem Writing, Short story writing, Quiz, Science Seminar etc. While computing the merit score, 60% weightage shall be given to academic performance and 40% weightage to co-curricular performance, and the sum total shall be taken as academic merit score for selecting the representative (highest among the applicants)

- i) To measure Academic Performance, the average of the percentage of marks secured in H.S.C Higher Secondary and Degree (as applicable) examinations (without extra subject) shall be taken into account. This shall be scaled to 6/10 to obtain net score.
- ii) To measure the Co-curricular performance, weightage shall be given to winners (1st, 2nd and 3rd) only in any of the competitions by considering the level as well as the rank in three best performances as detailed below.

**LEVEL-WISE ASSIGNMENT OF WEIGHTAGE**

Level	Weightage
1. National	40
2. State/University/CHSE	30
3. District	20
4. College	20
5. School	10
6. Other (if any)	10

**RANK WISE ASSIGNMENT OF WEIGHTAGE**

1st Rank Full weightage of the corresponding level

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2nd Rank 90% of corresponding level

3rd Rank 80% of corresponding level

**Procedure for assignment of weightage in case of multiple performances**

Best three performances of a candidate shall be considered for the purpose. At the outset, the best of the performances shall be assigned weightage in the manner specified above. For every additional performance (next two) the weightage given to the first one shall be incriminated by 30% for first rank, 20% for 2nd rank and 10% for 3rd rank.

Thus for example, if a candidate has secured 1st position in Debate, 2nd position in Essay, and 3rd position in Quiz at school level, weightage shall be given as follows :

For Debate (1st Rank)	10 (full weightage)
For Essay (2nd Rank)	2 (20% of debate score)
For Quiz (3rd Rank)	1 (10% of debate score)

**TOTAL 13 ( for School level only)**

Similarly scores for other levels shall be worked out and the sum total of scores in all the levels shall be the gross total score on account of co-curricular merit, which then is to be scaled to 4/10 to obtain net score.

**Note :** A candidate who has participated in a competition at any level, but has not been declared winner, shall be awarded full weightage of the next lower level from which he/she was sponsored for participation.

**(b) On the basis of extra-curricular merit**

Extra-curricular merit of a candidate shall be judged from his/her performances in different fields. viz., (i) Dramatic Activities (Drama, One-act-play, Music, Song etc.) (ii) Athletic activities (Sports, Games) and (iii) Service activities (NSS, NCC, Scout etc.) as well as his/her academic performance. While computing merit score, 60% weightage shall be given to extra-curricular performance and 40% to academic performances.

(i) Academic performance shall be measured in a similar manner as outlined in para 4(a) clause (i) above. However, the merit score so computed shall be scaled to 4/10 to obtain net score.

(ii) To measure extra-curricular performance, the three streams, viz- Drama, Athletics and Service activities like NSS, NCC, are to be assigned weightage separately stream-wise. Weightage shall be assigned in a manner as specified in Para 4 (a) clause (ii) above. However, in case of some activities where ranks are not assigned weightage shall be given in the following manner.

**FOR DRAMATIC PERFORMANCES**

Best Actor/Actress	Full weightage of the corresponding level
Participation in drama	80% of weightage of the corresponding level.

**FOR ATHLETIC PERFORMANCES :**

Member of winning team (Cricket etc.)	Full weightage of the corresponding level
Members of runners-up team	80% weightage of the corresponding level
Best Batsman/Bowler or Man of Match	Full weightage of the corresponding level
Athletic Champion	130% of full weightage of the corresponding level

Note : Incrementation procedure shall be adopted for the above two activities for multiple performances.

**Additional Weightage for Service Activities :**

Performance	Weightage	
1. NCC 'A' certificate	10	Best one shall be
2. NCC 'B' certificate	15	Taken into
3. NCC 'C' certificate	20	consideration
4. NCC camp participation in		
School Level	10	
College Level	15	
5. President Scout/Ranger	15	
6. Participation in Jamboree	15	
7. NSS camp participation	10	
8. NSS University representation	15	

The sum total of weightage assigned to the candidate for service activities shall be taken as stream score.

Thus, weightage shall be assigned to candidates for their performances, level-wise and then compounded stream-wise. The sum total of the scores for the three streams shall be scaled to 1/2 (half) to get the gross extra-curricular merit score, which then is to be scaled to 6/10 for obtaining net score. (This implies that the sum total score be scaled to 3/10 for finding net score)

Step : Candidates shall be selected on the basis of total merit score by compounding the score for academic performances (as in b (i) above) and extra-curricular performances (as in b (ii) above).  
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(ii) above)

**Note :** *Certificates issued by competent authorities, as specified below, shall be considered authentic for the assignment of weightage. Irrelevant ones shall be ignored. Competent Authorities : Government agencies. University, College or School authorities, District authorities, Planetarium, National/State Science Centre, Ranjit Trophy, Duleep Trophy etc. conducted by BCCI, Hockey Federation, Taikondo Association etc.*

*Other certificates issued by private bodies like Clubs, Glory Fest, Rotary / Lion's Club, Alumni Association etc., shall be considered under 'other level' only, provided the candidate has been sponsored by the school/college for participation in events.*

**5. Selection of Office Bearers**

Office bearers of the Executive Committee for the Student's Council shall be selected from among the nominated representatives (from all classes/faculties) on the basis outlined in Para-6 below. The following office-bearers shall be selected.

**FOR AUTONOMOUS COLLEGE**

**On the basis of Academic Merit :**

- |                                  |  |
|----------------------------------|--|
| 1. Chairperson                   | From Final year of PG or Final year of +3      |
| 2. Deputy Chairperson            | From Vth year PG or from 1st or 2nd year of +3 |
| 3. General Secretary             | From any class of +3 and PG                    |
| 4. Deputy General Secretary      | From Vth year PG or from 1st or 2nd year of +3 |
| 5. Secretary, Humanities Faculty | From +3 and PG Arts Stream                     |
| 6. Secretary, Commerce Faculty   | From +3 Commerce Stream                        |
| 7. Secretary, Science Faculty    | From any class of +3 Science Stream            |
| 8. Secretary, DSA                |  |

**On the basis of Extra-curricular merit**

- |                               |                             |
|-------------------------------|-----------------------------|
| 1. Secretary, Drama           | From any class of +3 and PG |
| 2. Deputy Secretary, Drama    | From any class of +3 and PG |
| 3. Secretary, Athletic        | From any class of +3 and PG |
| 4. Deputy Secretary, Athletic | From any class of +3 and PG |
| 5. Secretary, Common Room(M)  | From any class of +3 and PG |
| 6. Secretary, Common Room (W) | From any class of +3 and PG |

  
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**FOR JUNIOR COLLEGE****On the basis of Academic Merit**

1. Chairperson From 2nd year only
2. Deputy Chairperson From 1st year only
3. Secretary, Humanities Faculty From any class of Arts Faculty
4. Secretary, Commerce Faculty From any class of Commerce Faculty
5. Secretary, Science Faculty From any class of Science Faculty

**On the basis of extra-curricular merit**

1. Secretary, Drama From any class
2. Secretary, Athletic From any class
3. Secretary, Common Room (Boys) From any class
4. Secretary, Common Room (Girls) From any class

**6. Basis of Selection of Office Bearers from among the Representatives****On the basis of Academic Merit :**

- a) **Chairperson** : The representative securing highest merit score from among the selected representative from PG (Final year) and +3 Final year classes for Autonomous college and from +2 2nd year classes for the Junior College.
- b) **General Secretary** : The representative securing highest merit score except the candidate selected as Chairperson for Autonomous college. (Not applicable for Junior College)
- c) **Deputy Chairperson** : The representative belonging to +3 1st or 2nd Year or P.G. 5th Year securing the highest merit score except the candidate selected for General Secretary for the Autonomous College.  
For Junior College, the representative with highest merit score from among the representatives of +2 1st year.
- d) **Deputy General Secretary** : To be selected in a similar manner as the Deputy Chairperson excluding the candidate selected for the above three posts. (Not applicable for Junior College)
- e) **Secretaries of Humanities, Commerce and Science Faculties** : The representative securing highest merit score teh representatives of the respective faculty after excluding the candidates selected for above four posts.

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On the basis of Extra-curricular Merit :

- a) **Secretary, Athletic** : The representative with the highest score for the Athletic activities only.
- b) **Secretary, Drama** : The representative with the highest score for the Dramatic activities only.
- c) **Secretary, Common Room (Boys/Men)** : The representative with highest score for service activities and athletic activities taken together, excluding the candidates selected for above two posts (from among Boys/Men only)
- d) **Secretary, Common Room (Girls/Women)** : In the same manner as above (from among Girls/Women only).
- e) **Deputy Secretary, Athletics** : The representative with the highest score for the Athletic activities only except the candidates selected for the above four posts. (Not applicable for Junior College).
- f) **Deputy Secretary, Drama** : The representative with the highest score for the Dramatic activities only except the candidates selected for the above five posts (Not applicable for Junior College).

**Note** : If however, suitable candidates are not available for any of the above posts, the Principal shall have the discretion to nominate for the same post.

7. The Principal Govt. Autonomous College, Rourkela, Principal Govt. Junior College, Rourkela shall have the final authority in all matters relating to the students council of both the college. His decisions are final and binding.

\*\*\*\*

*[Signature]*  
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