

North Orissa University invites applications through open advertisement in Odia and English daily newspapers for admission into PG /M.Phil /Integrated B.Ed-M.Ed/Pre-Ph.D course from aspiring applicants who have passed/ appeared at the qualifying examination.

Online Application Procedure:

- a) The candidate shall have to fill up online application form at www.nou.nic.in on or before 24.06.2019 for appearing at the Entrance Test. No other mode of application shall be considered.
- b) The Application form (hard copy generated after filling up the form) along with relevant documents must reach the office of the chairman, P.G. council on or before 24.06.2019.
- c) The hard copy of the same application of the candidates (for those whose results have not been declared) along with necessary documents must be submitted to the invigilator in the examination hall at the time of appearing at the Entrance Test.
- d) Before proceeding to fill up the e-application form at www.nou.nic.in the candidate must read the (i) procedure of e-admission-2019 along with online submission of application fee, (ii) eligibility criteria for admission into different courses, reservation and weightage guidelines and other information available in the information brochure available in the website.
- e) The applicant has to register himself/herself at the website by giving his/her full name, name of the department and course, mobile number, e-mail ID, date of birth and the password. After registration, the applicant shall receive the SMS and e-mail containing information on registration. The user ID and password should be noted for future use and reference.
- f) The candidate shall download the admit card after receiving an SMS/E-mail after the last date of application and keep a copy of the same for reference. The admit card must be produced at the centre for Entrance Test.

Online submission of Application fee:

- a) PG/ Integrated B.Ed-M.Ed Course: **Rs 500/-** (Rupees five hundred only).
- b) M.Phil Course : **Rs 600/-** (Rupees Six hundred only).
- c) Pre Ph.D Course : **Rs 1000/-** (Rupees one thousand only)
- d) The application fee shall be paid separately for each application and for each different subject. If multiple applications are submitted with one application fee, all applications will be rejected and no admit card will be available for appearing at the Entrance Test for any course. **Under no circumstances, the Application Fee is refundable.**
- e) Application Fee can be remitted by Debit card/Credit card of any nationalized bank or by e-payment through internet banking.
- f) Candidate applying under **Green passage scheme are exempted** from paying online Application Fees as per Resolution No 23836/HE dated 29.10.2015 and No. 19226.HE-FE-1B. POL. 130/2016/HE dated 14.07.2016 of Higher Education Department. The District Child Protection Unit (DCPU)s are required to identify enrolment of orphan students under their jurisdiction.

Documents to be submitted with the hard copy of the filled in application form:

- a) Application form generated after payment of Application Fee.
- b) Copies of mark sheets and certificates of all examinations.
- c) Copy of caste certificate (SC/ST) from the competent authority (Revenue officer/Tahasildar) for claim of the reservation.

- d) Copy of PH certificate of physically challenged students and ID card issued by District Welfare Officer/ Community Development Officer/ Social Welfare Department of state government for claim of the reservation.
- e) Copy of certificate on claim of reservation under Ex-service (ESM), Serving Defence Personal (SDP) quota issued from the Rajya /Zilla Sainik Board and Children of Martyrs (CoM)
- f) Copy of certificate of Kashmiri migrants to avail special reservation
- g) Copies of certificates of Sports and games participation from the competent authority for special weightage consideration.
- h) Copy of certificate of participation NSS/NCC/Rover & Ranger for special weightage consideration.
- i) Copy of the certificate to avail benefit under **Green passage Scheme**.

Reservation:

As per the Government of Odisha notification No.HE-FE-III-Admn.-64/14/11710/HE, dated 01.06.2015, and the Odisha Gazette (No.632 dated 19th April, 2018) embodying Higher Education Department Notification dated 7th April, 2018, the reservation of seats shall be as follows:

- a) ST-22.5%, SC-16.25%. The reserved seats are not interchangeable between SC and ST category. SC/ST applicants selected for admission on their merit shall not be counted against reserve seats.
- b) 5% of sanctioned seats shall be reserved for Persons with Disabilities (PWDs) with extent of disability not below 40% (blindness and low vision, hard of hearing, locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, autism, intellectual disability, specific learning disability and mental illness).
- c) 1% of the sanctioned seats shall be reserved for Self/Children/Wife/ Husband of ex-serviceman Serving (ESM) defence personnel and the Children of Martyrs (CoM).
- d) For Kashmiri migrants relaxations shall be as follows:
 - (i) Such student can be admitted over and above the sanctioned strength (total number of seats in the department), to the extent of 2 seats.
 - (ii) Such candidates can be given an extension in the date of admission up to 30 days.

Documents required at the time of admission

1. Demand Draft(s)
2. All Original Certificates and Mark Sheets from HSC onwards (to be returned after verification).
3. Original College Leaving and Conduct Certificates.
4. Original Migration Certificate with requisite fee of Rs.65/- in the form challen.
5. Photocopy of 'Aadhaar Card'
6. Six Stamp size photographs (if not attached to the application form).
7. Original Certificates in support of any special claim, such as SC/ST/PWD/ Ex-Serviceman / NCC/ NSS/ Green Passage scheme (to be returned after verification).
8. Original Residential Certificate for outside state.
9. Original Relive order from the employer in case of service holder.
10. Original Affidavit by the Student and Parents/Guardian from the Oath Commissioner.

HOSTELS

Separate hostels are available for boys and girls in the University campus. Hostel facilities for both ladies 'and gents' can be provided subject to availability of seats and position of the applicant in the merit list. At present, the University has four ladies hostels and one gents' hostel very near to the main campus. Every hostel has a common room where boarders are provided with newspapers, indoor games, television etc. Common mess facility exists in all hostels.

Rules for Admission

The following rules are applicable for admission to the hostel:

1. The Warden, depending on the vacancies, will allot hostel seats to each department as per the decision of Residential Committee.
2. The Heads of the Departments have to send a panel of names in order of merit-cum-distance for admission in the hostels as per the guidelines and rules framed by the Residence Committee.
3. Selected students & their guardian have to give an undertaking in duplicate in prescribed pro-forma at the time of taking admission into a hostel. One copy of the said pro-forma will be returned to the boarder for his/her reference.
4. At the time of admission the parents have to introduce the local guardian to hostel Superintendent

Important Hostel Rules

1. The boarders are not allowed to remain outside the hostel after 7 P.M. (in case of Gents) and 6 P.M. (in case of Ladies) without the permission of the Superintendent.
2. Boarders should in all cases obtain the permission of the Vice-Chancellor by applying through the Superintendent concerned and the Warden before joining any non-academic association/society outside the University campus.
3. Holding of meetings or circulation of notices and other papers in the hostel shall be done only with the prior permission of the Superintendent.
4. The management of the hostels rests with the Warden and the Superintendents concerned.
5. Irrespective of months of Admission the boarders have to pay dues for one year.
6. The working hours of the Hostel Office will be between 7 PM to 9 PM during April-October and between 6.30 P.M. to 8.30 PM during November-March unless otherwise notified by the Superintendent. The following shall constitute breach of discipline:
 - a. Absence from the hostel without permission.
 - b. Misbehaviour towards employees/ in-mate/Warden of Hostels/ Superintendents/Asst. Superintendents, of the hostel and mess.
 - c. Tampering with or damage of electrical fittings.
 - d. Use of heaters or other electrical appliances.
 - e. Cooking inside rooms.
 - f. Taking meals in the hostel mess without payment.
 - g. Singing or playing on musical instruments or listening to wireless sets during study hours.

- h. Writing on doors and windows of the buildings or in any other way disfiguring or damaging walls.
- i. Holding of any meeting in the hostel without the prior approval of the Superintendent.
- j. Taking alcoholic drinks/ or other intoxicants and drugs inside the hostel or staying in the hostel in an intoxicated and drugged condition.
- k. Shouting and otherwise creating disturbances.
- l. Misconduct of any other kind.
- m. Unauthorized shifting of hostel properties, i.e., furniture, light etc. to their rooms.
- n. Damage of hostel properties in any manner.
- o. Allowing guests to stay in the room without obtaining prior written permission of the superintendent.
- p. Subletting rooms to others.
- q. Allowing friends and others to use one's room in his/her absence.
- r. Entry of lady guests/ visitors into the gents' hostel and vice versa is strictly prohibited.
- s. Playing using video cassettes, CDs, DVDs, Mobiles, hard disks, pen drives.

8. The guest of the boarders can stay in the hostel for a maximum period of four days in a month on payment of Rs.20/- per day for which the boarder has to take permission from the concerned Hostel Superintendent as per rules .

9. Ragging in the hostels is strictly forbidden. Boarders indulging in it will make themselves liable to removal from the hostel. In extreme case, they may even be expelled from the University.

10. Boarder's certificate will be issued by Superintendent, if necessary, subject to clearance of all outstanding dues by the boarder.

11. Boarders should observe the rules and regulations of the hostels and the mess as enforced by the Superintendent from time to time.

12. A boarder is required to pay all dues as per rules for the period of overstay after the end of academic session (31st May) as a result of the examination not being completed within the session.

13. After the examinations are over, a boarder will be allowed to overstay in the hostel maximum for a period of three days subject to payment of all fee as per Hostel rules.

14. No interchange of hostel shall be allowed after admission is over. Once the admission is taken in the respective hostels no fee will be returned except caution money as per rules.

15. Whenever boarders leave the hostel for any vacation or holiday or for any private purpose, they have to apply to the superintendent for leave and obtain permission.

16. Boarders who remain absent for Departmental Study Tour/ Project & Field Tour have to take prior permission from the Superintendent by producing a certificate from the concerned HOD.

17. Boarders who shall remain outside the Hostel for their Project work beyond the time allowed to them have to take permission from the concerned Superintendent on the prescribed Proforma (available with the Superintendent) and in such cases, the concerned department shall ensure their safe arrival in the Hostel.

18. Boarders have to pay seat rent and other dues by 10th of every month failing which a fine of Rs.10/-(Rupees ten) only be charged for late payment for each month.

19. Boarders have to submit no dues certificate at the time of filling up of Forms for examination and

be allowed to leave the hostel on production of clearance certificate obtained from the Warden's office.

20. No financial help/ assistance can be given to the boarders from the hostel fund towards medical purpose. No extra amount will be paid over and above the total amount collected on Common Room, Puja, Annual Functions etc, heads to the boarders for the purpose of the same.

21. Persons coming from outside for academic purpose can be provided accommodation in the hostels for a period of two weeks at a time subject to availability of seats with seat rent of Rs. 20/- per day. A member of teaching faculty of the University shall have to clearly mention his/her name and designation and Department while introducing such person(s) for accommodation in Hostel, if not accommodated in the University Guest House, to the Superintendent in writing clearly stating the name and the department and the purpose of visit of such persons.

22. Superintendent shall maintain a confidential conduct register in which names of the boarders will be entered. In case of serious misconduct, students may be debarred from the hostel. Such cases shall be referred to Disciplinary Committee consisting of Head of the Department, Warden and Chairperson, P.G. Council for necessary action.

23. Hostel accommodation shall be allowed to *bona fide* Ph.D. scholars for a maximum period of 03 years.

24. Under no circumstances, a student can apply for accommodation in the Hostel to Vice-Chancellor, NOU. The HoD/Teachers are requested not to forward this type of application.

25. Wi-Fi inside the hostel premises is chargeable as per rules.

Hostel Mess

1. Mess is compulsory for all boarders.

2. The mess is to be run by a Mess Committee under the supervision and control of the Asst. Superintendent. Each boarder has to pay a sum of Rs.2000/- (Rupees two thousand)only towards mess security at the time of admission into Hostel, that will be refundable/adjusted at the time of leaving the hostel.

3. All the mess dues of the previous month are to be paid by 10th of current month failing which their meals will be stopped forthwith. Late payment of dues after 10th will be charged at Rs.5/- per day.

4. Minimum meals per month is 44, failing which the boarders has to pay the total cost of that number of meals of the month. However, in the case of those boarders, who are going outside from the University to pursue project work as per requirement of the course curriculum for a period 3-6 months, minimum 44 meals per month is not applicable to them. They shall have to pay the Mess fee of Rs.150/- per month. The boarder has to submit in writing from the concerned HoD/Teacher of the department (the name of the Head or Teacher and Department should be clearly written) to the concerned Superintendent.

5. The Mess advance collected be utilized by the Superintendent concerned in case of exigency other than mess expenses. The same may be deposit the advance it within a month not later 03 months.

6. Rent collected in the Hostel from all sources by the concerned Superintendent be deposited in the appropriate account (A/c No. **SFC-02 through NOU Challan**).

7. In the Hostel, Head-wise collection and expenditure should be reflected in Cash Register properly.

8. Boarders are required to pay Rs1000/- as advance within 10th day of every month for smooth functioning of the mess. The advance will be adjusted during the final payment of mess dues of that month.

9. Meals are not allowed in absentia.

Attendance for Eligibility to Examinations

- a) A candidate shall be required to attend at least 75% of the lectures and practical classes taken separately and condonation of exceptional cases may be granted by the Head of the Department to the extent of 15% on production of medical certificate.
- b) The Syndicate may grant further condonation of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter-University or National Camp, Competitions, Games and Sports

LIBRARY

General Rules for Users

1. A Library card* will be issued to each bonafide student of North Orissa University on production of money receipt and valid identity card.
2. E-journals can be accessed from the link <http://search.proquest.com>. Note that this link will work only when accessed via NOU LAN/Wifi.
3. Library books are not transferable. Books will not be issued on behalf of another student.
4. No student should ordinarily enter the library without showing the identity card and signing in the visitor's register at the entrance.
5. Students are required produce their Identity Card, Library Card at the time of library transaction
6. If the Library Card is lost, duplicate card can be reissued after deposit of Rs.10/- (Rupees Ten only) at the office collection counter.
7. In case a Smart Library Card is lost, duplicate Smart card can be reissued after deposit of Rs.100/- (Rupees One hundred only) at the office collection counter.
8. Perfect silence should be maintained at the time of library transactions.
9. Any other articles such as personal books, bags and umbrella should not be brought into the library.
10. Spitting, smoking, shouting and sleeping, use of mobile telephones, laptop etc inside the library are strictly forbidden.
11. Students should return the general library books, borrowed by them, before filling up their forms for each semester examination. This rule is applicable for all categories of examinees and examinations.
12. Open access system is available to the users of library. Students of Baripada campus can make prior search of books at the Library Website currently running at <http://192.168.60.127/WepOPAC>.
13. Each borrower must examine the condition of the books before they are issued. Otherwise, in case of mutilation discovered later the presumption will be against the borrower.
14. Students are not allowed to keep books with them during summer vacation.
15. A book once issued to a borrower may be reissued to her/him only if nobody wants to take the book. Current issue of periodicals, courses of studies and rare books shall not be issued out of the Library without special permission of the Prof. in-Charge, Central Library. Students/Faculty members are to borrow books on Library Card issued to them. However, the non teaching staff can issue books from the library on signing in the issue register at Keonjhar campus. For Baripada campus, non-teaching staff must use Smart Library card.

16. The following privileges are applicable for users under different categories.

All Students : 3 books for 15 days.

Teaching Faculty : 5 books for 15 days

Staff (Story/Novel) : 1 book for 15 days

A fine of Rs.1.00 (One Rupee only) per book will be charged for each day of delay of maximum period of 15 days. Thereafter for each day for each book a fine of Rs. 10.00 (Ten Rupees only) will be levied till the books return in order to ensure wide circulation of particular book.

17. If a book is lost or damaged by a borrower, he/she has to pay ten times the price of the book or replace/returned it with a new edition of the book. In case the prices of the lost books are not ascertained, the borrower must pay compensation of an amount fixed (up to 10 times the catalogue price of the book) by the Prof. in-Charge, Central Library or as decided by the Library committee.

18. The time for transaction of books for the library is from 10:30 a. m. to 1.00 p. m. and 1.30 p.m. to 4.30 p.m and daily issue of books for reading inside the library is done from 10.30 a.m. to 4.30 p.m.

19. All the users are required to abide by the library rules.

*Smart Library Card for Baripada Campus, Books can be borrowed at the Kiosk only by using Smart Library Card. To return the books Smart Library card is not required at the Kiosk. Members must borrow and return books at the Kiosk. No other manual method of issue/return is allowed in the library.

Rules for Reading Room

1. Ordinarily one book or journal is issued to every student for the reading room on a call slip. The librarian may issue more than one book if necessary. All such books and journals must be returned to the librarian at least 15 minutes before the library closes for the day. If a student fails to return the books or journals, a fine of Rs.10/- per day will be imposed.

2. A student who wants to take or return books must present the Smart Library Card before the librarian.

As per the Orissa Universities First Statutes 1990 (150,151 and 152) the students admitted to different courses of the University shall be governed by the following general discipline.

1. A Student admitted to any course in a Post- Graduate Department of the University shall be under the direct disciplinary control of the Head of the Department and general administrative control of the Chairperson, Post-Graduate Council. An undertaking shall be given by the student at the time of admission to abide by the rules of the Post-Graduate Departments of the University, as the case may be, and if admitted to a hostel, by the rules of the hostel and that s/he shall withdraw himself from the University Post-Graduate Departments or the hostel should the appropriate authority decide that such withdrawal is necessary in the interest of the Institution.

2. It shall be competent for the Syndicate to make, from time to time, rules controlling the discipline of the Students in the Post-Graduate Departments of the University.

3. The following punishments may, for good and sufficient reasons, be imposed on a student of a Post-Graduate Department of the University after giving reasonable opportunity of hearing, namely:

a) Fine:

b) Detention in a class

c) Rustication:

d) Expulsion

provided that where the punishment to be imposed is expulsion from the Post-Graduate Departments of the University, the disciplinary authority shall make a report to the Syndicate who shall have power to rescind or modify the said punishment.

4. The Vice-Chancellor may impose any of the punishments specified above.

5. Any of the punishments specified in items 3 (i) and (ii) above may also be imposed by-

a) The Chairperson, Post-Graduate Council in respect of the students of all Post-Graduate Departments of University.

b) The Heads of Post-Graduate Departments in respect of the students and their Departments

c) The Principal of the constituent College in respect of the students and boarder of the college.

6. The punishment of fine may also be imposed on boarders of hostels by-

a) The Warden of Post-Graduate hostels in respect of all the boarders of Post-Graduate Hostels;

b) The Superintendent of the Post-Graduate Hostels in respect of boarders of their Hostels.

7. The students are advised not to meet directly the Chairperson, Post Graduate Council without the prior permission of the respective HsOD. They can meet the Vice-Chancellor only in the presence of the Chairperson and HOD. They can meet the authority directly only on the grievance days and timings.

8. Dress code: For male students black full trousers and cream-coloured shirt; for female students black salwar, cream colour kamiz with brown stripes and black chunri. The uniform is deemed to be compulsory and non-compliance shall impose a fine of Rs 50/-.