

No.1000



MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY

**ADMISSION OF INSTITUTION AS COLLEGES
THE PRIVILEGES
OF THE
MAHARAJA SRIRAM CHANDRA BHANJADEO UNIVERSITY
RULE-1999**

(Approve by Officer on Special Duty on 23rd September 1999)

(Under the Authority of Art. 32-3 (C) of Orissa University Act,1989)

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TAKATPUR, BARIPADA

PREFACE

The booklet comprising the rules for admission of institutions as Colleges to the privileges of the Maharaja Sriram Chandra Bhanja Deo University incorporates specific provisions under the Orissa Universities 1st Statute, 1990, which has been approved by the officer on Special Duty under the authority of Article 32-3/C of Orissa Universities Act, 1989 on 23rd September, 1999. It is hoped that the Colleges under the territorial jurisdiction Maharaja SriRam Chandra Bhanja Deo University will find it helpful in submitting their affiliation proposals.

**Sriram Chandra Vihar,
Takatpur, Baripada**

**Shri Sahadev Samadhia
REGISTRAR
Maharaja Sriram
Chandra Bhanja
Deo University,**

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FORMS

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CHAPTER - I

1 Short Title and Commencement

1.1 These rules may be called "Admission of Institutions as Colleges to the privileges of the North Orissa University Rules - 1999

1.2 They shall come into force from the date of decision of the Syndicate, i.e. on 30.07.99

1.3.1 In these rules, unless the context otherwise requires: [St. 2 (1)]

- a) "Academic Year" means the year commencing from the first day of June of a calendar year and closing with thirty first day of May of the succeeding calendar year immediately following.
- b) "Act" means the Orissa University Acts, 1989 as amended from time to time.
- c) Additional or Further Affiliation means affiliation in a subject or subject other than that in which a particular college is already affiliated and increase of seats and for which an application has been submitted in accordance with the provisions of these Statutes.
- d) "Approved lodging" means a dwelling house outside the campus, but near the college managed by a group of students but for general supervision supervised by a teacher of the college duly appointed by the Principal
- e) "Capitation fee means and includes tuition fee disproportionate to the normal tuition fee charges by similar institutions of the University, or any other fee by whatever name called charged from a student or his guardian or from any other person at the time of admission or at any other time for the purpose of securing admission to the degree.
- f) "College" means an institution which applies for admission to the University or has been admitted to the privileges of the University in conformity with the provisions of the Act and these Statutes but does not include a School, whether it is an independent institution or forms a part of the college as defined herein.
- g) "Director" means the Director of Higher Education, Orissa, Director of Technical Education, Orissa, Director of Medical Education and Training, Orissa and such other Directors dealing with branches of the Education.
- h) "Governing Body" means a body constituted and registered under Registration of Society Act and approved by the Director or concerned Central Regulatory authority.

- i) "Hostel" means a dwelling house in the campus of the college or adjacent to the campus under the direct control and managed by the college as specified in these rules.
- j) "Statutes" means the Orissa University First Statutes as named from time to time.
- k) "Teacher" means the Principal of the College, Professor, Reader, Lecturer and Part-time Lecturer.

1.3.2 All other words and expression used but not defined in these rules shall, unless the context otherwise requires, have the meaning respectively assigned to them in Act, Statutes and in the Rules.

CHAPTER 11

2. No educational institutions shall be admitted to the privileges of the University as Colleges unless the following conditions are fulfilled. [OU. Act. - 1989-Sec. 18(I)]

1. It is a College recognized by Government as such imparting higher education:
2. Concurrence of Government to the proposal has been obtained;
3. The Institution has appointed/ has to appoint teachers with qualification prescribed by the University Grants Commission/ Central Regulatory Body and approved by the State Government as the case may be
4. The Institution has building, library, laboratory and other infrastructure required for imparting education
5. The admission of the Institution as a College has, on an application made in that behalf, been approved by the Syndicate;
6. All conditions of the Statutes relating to admission of educational institutions as Colleges have been fully complied with;
7. Any educational institution, which is considered to be devoted to higher field of research, may be admitted to such privileges of the University as it may determine from time to time and such other conditions as mentioned hereinafter;

CHAPTER III

3.1 GOVERNING BODY

The College other than Government College shall have a Governing Body duly registered under the Societies Registration Act exclusively in the name of the College and not jointly with other institution affiliated to other body/ bodies and shall consist of such numbers of members as provided under the Orissa Education Act, 1969

3.2 Composition of the Governing Body

3.2.1 Composition of Governing Body of Non-Government and Non-Aided College

3.2.1.1 The Governing Body of the Non-Government and Non-aided colleges shall consist of a minimum of 9 and a maximum of 13 members.

3.2.1.2 The Principal of the College or Teacher in charge of the College for time being in his ex-officio capacity shall be a member.

3.2.1.3 The Representatives of the teachers duly elected by the teachers of the college shall be members.

3.2.1.4 Not less than five and not more than seven members to be nominated by the concerned Educational Agency from among its members or from among persons in the local area interested in the field of education;

Provided that out of the members so nominated at least one member shall belong to the Scheduled Castes or Scheduled Tribes community and one member shall be women;

Provided further that a teacher serving in any other College shall be nominated as a member;

Provided also that a Government servant shall not be nominated as a member without prior permission of the Government.

3.2.1.5 The Vice-Chancellor shall nominate a member from among the persons from the locality interested in the field of education of the time of grant of affiliation.

3.2.1.6 The Director shall nominate not exceeding two persons at the time of according approval to the Governing Body under rule 22 of the "Orissa Education. (Establishment, Recognition and Management of Private College) Rules, 1991.

3.2.1.7 The Governing Body so constituted shall elect a President and a Secretary from among themselves except from the persons specified in rules 3.2.1.2 and supra ;

Provided that a person who is the Secretary of the Governing Body of any other College shall not be eligible to be elected as President or Secretary.

3.2.1.8 Where a Charitable Trust had established the College, the Trust shall nominate the persons mentioned at 3.2.1.4 supra to be members, President or Secretary of the Governing Body:

Providing that -

- I. No person shall be Secretary of the Non-Government and non-aided College for more than two terms; and
- II. No person shall be members of the Governing Body for more than two consecutive terms except for ex-officio members, donors and those nominated by a Charitable Trust in the case of such a Trust established the College.

3.2.2 Composition of Governing Body of Non-Government College as soon as the College becomes an Aided College (OE Act. -1991 Rule -25]

3.2.2.1 The Collector/ Additional District Magistrate/ Sub-Collector of the Sub- Division in which the College is situated shall be ex-officio President of the Governing Body and the Principal or teacher-in-charge of the Principal shall be the ex-officio Secretary.

Provided that Government may nominate a person interested in the field of education to be the President who will continue as such during the pleasure of the Government. In such case the Collector/ Additional District Magistrate/ Sub-Collector shall be member.

Provided further that in case of a College established and managed by a Trust, government shall appoint a nominee of the Trust as the President of the Governing Body and in such case the Collector/ Additional District Magistrate/ Sub-Collector shall be a member.

3.2.2.2 Two senior most teachers of the College shall be ex-officio members of the Governing Body.

3.2.2.3 The Member of Legislative Assembly representing there constituency in which the College is situated and the Chairman of the Panchayat Samiti / Municipality / Notified Area Council as the case may be, in which the college is situated shall be ex-officio members.

3.2.2.4 The Vice-Chancellor, the Director and the members of the parliament (Lok Sabha) representing the constituency in which the college is situated shall nominate one member each who shall hold office during their pleasure.

3.2.2.5 Four persons of the locality interested in the field of education which may include a donor, one person from the Scheduled Tribes or Scheduled Castes community and one woman shall be nominated by the President of the Governing Body to be members of the Governing Body.

3.2.2.3 The Member of Legislative Assembly representing there constituency in which the College is situated and the Chairman of the Panchayat Samiti / Municipality/ Notified Area Council as the case may be, in which the college is situated shall be ex-officio members.

3.2.2.4 The Vice-Chancellor, the Director and the members of the parliament (Lok Sabha) representing the constituency in which the college is situated shall nominate one member each who shall hold office during their pleasure.

3.2.2.5 Four persons of the locality interested in the field of education which may include a donor, one person from the Scheduled Tribes or Scheduled Castes community and one woman shall be nominated by the President of the Governing Body to be members of the Governing Body.

3.2.2.6 The term of the Office of the members of the Governing Body excepting the Ex-officio members shall be three years. A person shall cease to be a member of the governing body as soon as he ceases to hold the office by virtue of which he was a member of the Governing Body.

3.2.2.7 A member appointed in a temporary vacancy shall hold office for the un- expected portion of the term of membership of the predecessor.

3.2.2.8 Quorum - Five members of the Governing Body shall form quorum in the Governing Body [St.-238(3)]

3.2.2.9 Any change of persons shall be approved by the Director, and reported to the Syndicate. [St.- 187]

3.3 Functions of Governing Body [St-239 (i)]

3.3.1 Every Governing Body of a College, not being a Government College or a Constituent College, shall subject to the limitations imposed under the Orissa Education Act, 1969 and rules framed the reunder, performs the following functions.

3.3.1.1 It shall have control over the funds, properties and other affairs of the College

3.3.1.2 It shall initiate and prepare all projects for the improvement of the College, after due consideration of the needs and resources of the colleges and arrange for their execution It shall prepare budget for each financial year sufficiently in advance and see that the expenditure incurred is strictly within the provisions of the budget.

3.3.1.4 It shall make proper arrangements for the receipts of all funds from fees, grant-in-aid from the Government, endowments and from other sources and shall make arrangements for their proper custody and expenditure and proper maintenance of accounts.

3.3.1.5 It shall determine the general schemes of Studies of the College subject to the conditions laid down in that behalf

3.3.1.6 It shall consider appeals made by the Students against orders of Punishment passed by the Principal where the punishment inflicted is expulsion or rustication.

3.3.1.7 It shall see the fulfillment of the conditions of affiliation laid down by the University 3.3.1.8 It shall communicate to the syndicate the names of persons appointed or posted as teachers with their qualifications immediately after their appointment and also the names of those retiring from services and persons whose services are terminated.

3.3.1.9 It shall consider and take action on such other matters as are referred to it by the Syndicate.

3.3.2 Subject to the provisions of the Orissa Education Act, 1969 and rules framed there under the Governing Body shall have the following power.

3.3.2.1 To appoint the teaching and other staff of the College:

3.3.2.2 To grant leave to the College Staff except casual leave to the Staff which shall be granted by the Principal

3.3.2.3 To impose penalties on the Staff of the College; and

3.3.2.4 Exercise such other functions as are assigned under any other Act and rules.

CHAPTER - IV

1 **Land:**

The College shall have an undisputed ownership and possession of land exclusively in the name of the College and not jointly with other College or Institution. The College shall have paid up-to-date land revenue and possessed *Khatian* to this effect. [St.-172 (2) (ii)]

4.1 The General College such as Arts, Science, Commerce, Law, Education, etc. shall have possession of at least five acres of land if it is situated in rural area and at least two acres of land if it is situated in urban area having population exceeding twenty thousand. [St. - 172 (2) (ii)]

4.1.2 The Professional Colleges shall have land of the following specifications. [AICTE - Rule]

Course	Requirement of Land in acres	
	In Rural Area	In District / State Head Quarters
Engineering & Technology M.B.B.S.	25	10
Degree in Architecture	10	5
B. Pharma B.A.M.S. B.H.M.S	5	2.5
M.B.A. M.C.A	2.5	1.5

4.1.3 The Colleges not covered in 4.1.1 and 4.1.2 supra shall have land as prescribed by the State Government and The University from time to time.

CHAPTER - V

5. **Building :**

5.1 The Colleges shall have a permanent or semi-permanent fire-proof building for its exclusive use, providing adequate accommodation for classrooms, laboratories, workshops, museum, separate common rooms, canteen and tiffin room for men and women students, common room for teaching staff, administrative office, laboratories, hostels, principal's quarters, Hostel Superintendent's quarters and a playground for its students in a compact area. [St.- 172 (2) (iii)]

5.2 The College shall have a compound wall to restrict free entrance of outsiders.

CHAPTER - VI

6. Hostels :

6.1.1 The Students admitted to a college shall abide by the Rules of Discipline made by the University and/or the College from time to time. [St.- 154 (1)]

6.1.2 It shall be competent for the Syndicate to lay down, from time to time, such general or special conditions as may be considered necessary for recognition of Hostels and for withholding the grant of recognition to nay hostel of a college.

6.2.1 Student of a College who do not live their parents or approved guardians approved as such by the Principal of their College, shall during term time, reside in a hostel or in a approved lodging unless exempted by the Principal of the College. [St.- 155 (1)]

6.2.2. Every College shall maintain a register of approved lodgings (St. 155 (2))

6.3 Students living in a hostel shall be under the disciplinary control of the Superintendent or Assistant Superintendent of the hostel and may be assigned to individual members of teaching staff or such additional supervision as may be necessary Students not living in hostel or with parents or with approved guardians shall be assigned to individual members of teaching staff for disciplinary control and supervision, unless exempted by the Principal of the College. [St.- 156]

6.4 Every hostel, which is not managed by a College shall be managed by a regularly constituted Managing Body, whose constitution shall be subject to the approval of the Syndicate [St-157]

6.5 The appointment of the Superintending Staff of every hostel shall be made by the Principal of the College or the Managing Body or by any authority to whom such managing body may have delegated the power, and all such appointments shall be reported to the Syndicate [St.- 158]

6.6 Any person or persons, who desire that a hostel or approved lodging maintained or managed by them should be recognized by the Syndicate, shall apply to the Registrar for such recognition of the Hostel or approved lodgings as may be required by the Syndicate, which after such enquiry as it may deem fit shall grant or withhold recognition. Recognition once given may be, subject to such conditions as the Syndicate may specify withdrawn, should such conditions not be fulfilled and such recognition may be granted either permanently or temporarily. [St.- 159]

- 6.7 Periodical Inspection of all hostels and approved lodgings shall be arranged by the Syndicate which shall have the power to order a special inspection to any hostel or approved lodging at any time and to take such action on the report of inspection as it may deem fit. [St-160]

CHAPTER - VII

7. Class Rooms :

7.1 The Class rooms shall be spacious, well-lighted and ventilated. The floor space for a student in a class room shall be 10 sq. ft. The Maximum of 128 students shall be allotted to a general class. The maximum of 16 students shall be allotted to a tutorial class and the number of students allotted to a practical class be either 16 32 according to the provisions of working tables. Two teachers shall jointly take the practical class in a College having provision of working tables for 32 students in a practical class. [Registration - 6]

7.2.1 In degree Colleges in Arts, Science and Commerce, the Maximum students intake in a section of General College shall be 128 and there shall be 2 maximum sections having a maximum intake of 128 each in one shift of College hours.

7.2.2 The Minimum intake in such courses be seventy which may be relaxed to fifty in case of Colleges in the scheduled area of the State. [St.-172 (2) (vi)]

7.3 Floor Space for an Examinee:

There shall be provision of a floor space of 25 sq.ft for each examinee in a theory examination. [MSCBU guideline for exam. - 7.1.1 approved by Syndicate on 17-11-94]

7.4 The Students strength in other professional Colleges shall be as per norms prescribed by the Central Regulatory Bodies

7.5 The Students strength in each class of Law College portion (Preliminary, Intermediate and Final Law) shall be limited to 320 and in section of such class shall be limited to 80. [St-172 (vii)]

7.6.1 Accommodation and other facilities required for a General College: [OE Act.1991, Rule - 14 (a)]

A College shall have provision for accommodation for at least 128 seats.

7.6.1.1 Requirement of Class Room

A College having only Arts facility with 128 students or less with six optional subjects and provision for Honours teaching facilities in three subjects shall have :

1. Three halls, each of 45 ft. X 22 ft.
2. Three Class rooms each 30 ft. X 22 ft.
3. Six Tutorial Class rooms 20 ft. X 22 ft.

7.6.1.2 A College having Arts with 128 seats or less and six optional subjects honours in three subjects and Commerce with 128 seats with two optional groups and honours shall have two more class each 30 ft. X 22 ft. over and above the Class rooms mentioned in 7.6.1.1 supra.

Note: Commerce classes may be held in the morning shift. Time table for Commerce Students should be so framed that the Classes of compulsory papers are over before beginning of the general classes of Arts Students.

7.6.1.3 A College having Science faculty with 128 seats or less having maximum of two combinations (eg. MPC and CBZ or MPC and MPG and so on) in addition to the faculties as in 7.6.1.2 supra shall have two more lecture theatres 50 ft. X 22 ft. each

Note: In case the College has either Science and Arts or Science or Commerce these two Classrooms can be avoided.

7.6.2 Requirement of Laboratories:

Each subject (Arts or Science) having practical classes shall have:

1. One Laboratory of the size of 50' X 22 (for 32 students doing practical at a time)
2. One Store room of the size 20' X 22'
3. One room of the size 20 X 22' with toilet facility for teachers and demonstrators.

Note: Each Laboratory should be a properly furnished and should have the requisite apparatus/chemicals

7.6.3 Requirement of Library and Reading room:

7.6.3.1 The Library hall for a College having Students strength upto 750 shall be of the size of 50 X 20

7.6.3.2 The Library hall for a College having Students strength upto 1150 shall be of the size of 60 X 20

7.6.3.3 The Library hall for each additional strength of 400 students over 1150 students I shall have floor of 45 X 20¹

7.6.3.4 (i) There shall be one office room for the Librarian and Asst. Librarian 25" X 20¹

(ii) One Reading room for the teaching staff 30' X 20' with attached toilet.

(iii) Reading room for the students one hall 60' x 30'

Note: The Reading room should be kept opened from 8 a m to 8 p.m. since the College is expected to work in shift system for Commerce and Arts or Science and Arts or Science and Commerce the same reading room can be used by all students on different hours

7.6.4 Requirement of Common Rooms:

(i) For teachers-50 X 22 with attached toilet.

(ii) For Women Students-50 X 22 with attached toilet.

(iii) For Men Students - 50 X 22 (toilet for men students to be provided in two different places so that they can also be utilised by the Office Staff and the Guardians)

7.6.5 Office Rooms:

The College shall have provisions for Administrative Rooms for:

(i) Principal's room - 30' X 22' with attached toilet

(ii) (a) Office Room (Academic Section) - 50' X 22' with counters.

(b) Office Room (Accounts Section) -40 X 22' with counters.

(c) Office Room (Establishment Section) - 50' X 22¹

(iii) Vice-Principal/ Bursar's Room - 30' X 22' with attached toilet.

(iv) Record room-40¹ X 22'

7.6.6. Residential quarters:

The College shall have provisions for:

(a) Principal's quarters.

- (b) Watchman and Sweeper quarters.
- (c) Two hostels: One for Boys and one for Girls (50 seaters each)
- (d) Quarters or hostel for 25 % of the Teachers.
- (e) Quarters or hostel for 50 % of the Non-teaching staff.

CHAPTER VIII

8. Library:

- 8.1 The College shall have a library. The Library shall be accommodated in a spacious building, as mentioned in 7.6.3.1, 7.6.3.2 and 7.6.3.3 supra.
- 8.2 It shall have a separate well-lighted and well-ventilated reading room, as mentioned in 7.6.3.4 (i), (ii) supra.
- 8.3 The Library shall have been well equipped with text books, reference room faculty wise and subject wise, journals and periodicals.
- 8.4 A committee consisting of the Principal, teacher-in-charge of Library and all heads of the departments shall select books and journals to be purchased annually.
- 8.5 There shall be sufficiently recurring and non-recurring provision of strengthening the library in every year.
- 8.6 The library shall be run by qualified Librarians, Asst. Librarians, Technical Asst., etc The qualifications of the Library personnel's shall be as per norms prescribed by the Government.
- 8.7 There shall one of a senior teacher of the College be put in-charge of the College library for general supervision and discipline.

CHAPTER IX

9. Laboratory, Workshop and Museum [St. 181 (2) (v)]

- 9.1 The College shall have well equipped laboratories mentioned in 7.6.2 supra, workshop and museum in a subject where a practical course is prescribed.
- 9.2 The College shall provide sufficient fund for recurring and non-recurring expenditure to strengthen the laboratory workshop and museum annually.

CHAPTER-X

10. Equipment: [St. 181 (2) (v)]

10.1 The College shall have provision for equipment

(i) For teaching including audio visuals, maps and charts.

(ii) For games and sports and other students physical welfare.

CHAPTER XI

11. Fixed Deposits in a Nationalized Bank in case of Non-Government Colleges :

11.1.1 The College shall have a fixed deposit of Rs. 3.50.000/- for each of Arts, Science and Commerce Stream [St. - 172 (2) (iv) read with GO No. VI - HE/R- 102/98 - 4613/HE dt. 21.01.99]

11.1.2 The College shall have a fixed deposit of Rs. 1,00,000/- for Law.

11.1.3 The College shall have a fixed deposit of Rs. 10,00,000/- for Engineering, M.B.A., M.C.A., B.D.S., M.B.B.S., and such other technical professional course. [GO No. 55014, dt 28.12.84)

11.1.4 The College shall have a fixed deposit of Rs. 2,00,000/- for B.A.M.S., B.H.M.S.; B. Phrama, B.C.A., B.B.A., etc.

11.2.1 Such fixed deposits shall be for a period of 10 years and to be renewed from time to time for a further period of ten years.

11.2.2 Fixed deposits shall be pledged in favour of the Registrar, North Orissa University.

11.2.3 The College shall not encash or incur loan against the fixed deposits but shall only enjoy the face value of the interest.

11.2.4 Nationalised Bank shall furnish a pledging certificate in the prescribed form (No. 4)

11.3 In addition to this the professional College shall have security deposit to be pledged in favor of the AICTE/ All India Regulating Bodies as per norms prescribed to this effect.

CHAPTER XII

12. Procedure of Admission of Students:

12.1 In General Colleges, the College shall advertise in newspapers inviting application from qualified candidates for admission.

12.1.2 An Application form with prospectus stating therein courses for which affiliation has been granted, number of seats for admission with subjects and group of students, fees per annum to be collected as prescribed by Govt.

12.1.3 The selection of Candidates shall be on merit only.

12.1.4 There shall be reservation quota for scheduled castes, scheduled tribes and such others as per norms of Govt. from time to time.

12.1.5 There shall be no management quota

12.1.6 The percentage of marks in Higher Secondary Examination for allotment of Honours class shall be prescribed in the Regulation and Director, Higher Education.

12.2.1 The minimum percentage of marks in a degree course for admission to L.L.B. Courses shall be 40%

12.2.2 In case of Professional courses the College shall admit candidates out of list prepared by the concerned J.E.E. Committee, 50 % of free seats, 50 % payment seats out of which 5 % shall be NRI seats.

12.3 Additional Provision for Law Colleges :

12.3.1 In case of Law College, it shall be located at a place where there is a District Court.

12.3.2 It shall function as a full time institution in terms, if any, specified by the Bar Council of India.

12.3.3 It shall be an independent institution and not a department of multi-faculty College.

12.3.4 The Maximum student strength shall in class (Preliminary, Intermediate and Final Law) be 320.

12.3.5 The maximum students taken in any section of such class shall be 80.

12.3.6 The teacher student ratio shall at least be 1:20 [St.-172 (2) (vii)]

12.3.7 At least seventy five percent of teachers shall be appointed as whole time basis.
[St-172 (2) (vii)]

12.4 For private institutions offering M.B.A. course the admission shall be on CAT/ MAT/ Joint Entrance Examination, If any, as the case may be.

12.5 Date of Admission: [University Regulation approved by Syndicate on 17.11.94]

12.5.1 The College, already affiliated permanently, shall admit qualifying students into the course within 4 weeks from the reopening date after summer vacation or 6 weeks from the date of publication of results of such qualifying result, which ever is later without late fee and 2 weeks thereafter with a late fee.

12.5.2 In case a student passing second examination of the Council or Higher Secondary Education, Orissa shall be admitted to the 1st year of the 3 year Degree course within 2 weeks from the date of publication of result by the above Council without late fee and one further week with late fee.

12.5.3 An eligible student shall be admitted, subject to conditions laid down in 12.5.1 and 12.5.2 within 21 days from the date of issue of orders granting new affiliation, further or additional affiliation or increase of seats.

12.5.4 The College shall remit the fees collected on behalf of the University from the Students at the time of admission, such as Registration fee, Migration fee, Recognition fee, sports fee, etc. on the next day of admission is over without awaiting for submission of returns of the University. In no case the collected amount shall be kept in hand nor in College account. While submitting the returns and accounts statement on a later date the details of the remittance in the shape of a crossed Bank Draft (i.e. BD No., date, amount, name of the issuing bank) shall be mentioned. [GO No. HE/UM-41/99-29898-HE dt. 25.06.99]

CHAPTER - XIII

13. Teachers of the College:

13.1.1 The College shall appoint teacher inviting application by an open advertisement mentioning therein the detailed qualification and pay scale as prescribed by the

U.G.C./NCERT/AICTE and other Central Regulatory Body and approved by the State Government. A copy of such advertisement shall be furnished to the University along with the application seeking affiliation. The appointment of teachers shall be made on merit only out of the panel prepared by the duly constituted Selection Committee.

13.1.2 (a) A teacher of the College shall have a good academic and distinguished career with at least 55% of aggregate marks in the P.G. Examinations. and

(b) Candidates besides fulfilling the above qualifications should be cleared the eligibility test for lecturers conducted by UGC/CSIR or similar test accredited by the UGC provided that candidates who have submitted their Ph.D. Thesis or completed their M.Phil. Degree by 31st December, 93 are exempted from the eligibility test for lecturers conducted by UGC/CSIR or similar test accordingly by the UGC.

13.1.3 Preference shall be given to a candidate having a Doctoral Degree, M. Phil. degree and published work of high standard.

13.1.4 The Principal shall have the above mentioned qualification with a teaching experience of 10 years in a degree college.

13.1.5 The part-time lecturer Low Shall be Law Graduate with class LLB with 5 years practice at the bar.

Or

Shall be law graduate with 1st class L.L.B. with 3 year experience at the bar.

Or

Shall have Master's Degree Law with 55% marks

13.1.6 The qualification of teachers of professional shall be as per norms prescribed by the concerned central and Regulatory Body and approved by the Government.

13.1.7 Teachers of the College shall be appointed conducting selection a duly constituted selection committee as per norms approved by Government of Orissa.

13.2 Salary of the Teachers:

13.2.1 The Salary of the Teachers general College shall be as per scale of pay prescribed by the U.G.C. and approved by the Government.

13.2.2 The Salary of the Teachers professional College shall be as per the scales of pay prescribed by the AICTE/MCI/PCI/RCI or such other regularly Bodies and approved by the Government.

13.2.3 The salary teachers of general College shall be disbursed in cash or account payee cheque through a salary acquaintance register with proper acknowledgement there in.

13.2.4 The salary of professional College teachers shall be disbursed by account payee cheque duly acknowledged in the acquaintance register.

13.2.5 The salary acquaintance roll shall be subject to verification the Inspectors/ Officers of the University authorized to do so and also of the authorized personnel State Government and Central Regulatory Body.

13.3 Registration of College Teachers: [St.-102 (4)]

13.3.1 Every Teacher of the College shall register his/her name College teachers the University as per the following provision of the University.

Statute-102 (2) "Each such teacher shall apply the Registrar the form prescribed by the Syndicate to have his name registered a Registered College Teacher the University. The Application duly countersigned by the Principal the College/ Director, Correspondence Course, shall reach the Registrar before 30th day of July of each academic year, paying fee of rupees one hundred which shall entitle him/her to continue as a member so long he/she remains teacher such.

13.3.2 Unless a teacher gets himself/herself registered in the manner as mentioned 13.3.1 supra, he/she is not eligible for election and nomination, the case may to the authorities of the University and also for consideration for appointment an examiner and member of Boards of Studies and Committees University.

13.3.3 The College shall send a list of teachers with the qualification and percentage of marks and also their Registration number as College teachers of the University by the 30th day of September in the prescribed form No. 3

13.3.4 All the teachers of the University shall have to cooperate with the University authorities and Officers in the conduct of University examinations. Acceptance of assignment of such examination work is compulsory as per provision of Statutes - 192.

13.3.5 Lecture period allotted to a teacher in a week: [Regulation - 5]

13.3.5.1 The Lecturer period allotted to a teacher per week in general College shall be as

(1) Lecturer 21 lecturer periods per week.

(2) Reader 18 lecture periods per week.

(3) Professor 15 lecture periods per week.

(4) Principal 6 lecture periods per week.

13.3.5.2 A practical class consists of 2 or 3 lecture period shall count as 2 or 3 lectures as the case may be and so on.

13.4 Job Chart for Teachers: [GO No. 1 - HE/UM-15/99-27602/HE dt. 8.6.99]

13.4.1 All teachers shall be available for at least 5 hours daily in the College during working day.

13.4.2 The teachers shall take part in the conduct of examinations, invigilation work, preparation of question papers, valuation of answer scripts and other related works in connection with examination of the College and the University when entrusted with such duty.

13.4.3 The teachers shall advice and counsel the students in connection with teaching and research work

13.4.4 The teachers shall advise the students in the area of teaching as and when required by them and correct their answer script.

13.4.5 The teachers shall perform curricular, co-curricular and extracurricular duties as may be assigned to them by the college and the University.

13.4.6 The teachers shall abide by appropriate administrative and academic decisions issued by the College and University from time to time.

13.4.7 The teachers shall be held responsible for their negligence in teaching.

13.4.8 The teachers shall keep good and humorous relationship with the students and other staff of the college.

13.4.9 The teachers shall perform their duties in accordance with the code of professional ethics approved by the University Grants Commission, Odisha Government Servants Conduct Rules, 1959, the Odisha Educator Recruitment and conditions of service. of teachers and members of the staff of Aided Educational Institutions) Rallis, 1974 and conduct Rules framed by the University as the case may be.

13:4:10 The teachers of the College shall submit their report on their report on their activities to the Principal through the Head of the Department concerned every month. The principal shall send the report to the Chairperson of the Governing Body with his/her views

13.4.11 Every teacher shall submit his annual performance report in the prescribed form as per schedule Appended to the Maharaja Sriram Chandra Bhanja Deo University First Statues, 1990 to the Principal through the Head of the Department by 31st March of every year.

13.5 Duty of the Principal

13.5.1 The Principal shall inspect the teaching activities in the classes including practical everyday regularly.

13.5.2 The Principal shall keep watch on attendance of teachers & students daily regularly.

13.5.3 The Principal shall inspect the library and reading room everyday regularly and shall see the effective functioning of the library.

13.5.4 The Principal shall furnish a report to the Director of Higher Education with a copy to the Vice-Chancellor in every six months regularly after examining the monthly activity report submitted by the teachers.

13.5.5 The Principal shall send the annual activity report and C.C Rs with his own views to the Director. Higher Education by 30th April every year.

13.5.6 The Principal shall be held responsible for any negligence in the sphere of academic, teaching and administration.

CHAPTER-XIV

14. College Council (St-188)

14.1.1 The college shall have a College Council represented by all Head of the Department, Teacher charge of library, Superintendent Teacher in charge of the Hostel headed by the Principal to advice the Principal in regard to the internal affairs of the College. (Prescribed in the light of P.G. Council)

14.1.2 The College Council shall meet at least once in a month.

14.2.1 The College Council shall determine in the general policy in regard to studies of the students, their discipline and welfare.

14.2.2 The College Council shall determine the Principal for award of free studentship and S.S.G grants.

14.2.3 The College Council shall deal with the publication of Magazine and prospectus.

14.2.4 The College Council shall lay down principles for selection of students for admission in different classes subject to Statutes Regulations and order of the Syndicate, if any

14.2.5 The College Council shall lay down principles for admission of students in the Hostels and discipline

14.2.6 The College Council shall enforce the guidelines of the University and the U.G.C issued from time to time on the subject of work and responsibility of teachers.

14.2.7 The College Council shall perform such other functions that may be assigned to it by the Syndicate Academic Council, Government G. B. and the Principal from time to time.

14:3 The College Council shall appoint Admission Committee, Board of Residence, Committee, Editorial Board, Advisors of the Students Union, Advisors of the Sport Activities and Advisors of the Students Welfare for its academic year

CHAPTER XV

15. Application for Affiliation or further affiliation to the University [St-174]

15.1 Applications of Non-Government Colleges for concurrence and when:

15.1.1 In case of non-Govt College seeking affiliation, the Managers of the College shall make an application to Govt for their recognition and concurrence in the beginning of the academic year preceeding the year in which the courses are proposed to be started.

16.1.2 All the proposals of non-Government College shall be disposed of by the concerned administrative department of the Government by the end of the month of October.

15.2 By whom application made :

15.2.1 In case of government Colleges the application for affiliation or further/ additional affiliation shall be made by concerned Head of the Department.

15.3 When application submitted and fees to be paid :- [St-174 read with GO No. 29898/HE dt. 25.6.99]

15.3.1 The application for affiliation of all new colleges to the University shall be submitted setting forth therein full information on the discussed in these rules in the prescribed form (Form No. 1) along with all documents so as to be received by the

Registrar no later than the 30th November of the year immediately preceding the academic year in which the courses are proposed to be started with a fee of Rs 1000 per subject.

15.3.2 In exceptional circumstances application as discussed in 15.3.1 supra may be entertained by the Registrar for affiliation during the year in which courses are proposed to be started subject to the condition the same is made not later than the 31st July of the year and a late fee of Rs. 2000/- is paid there for. [St-174 read with GO No. 29898/ HE dt. 25.6.99]

15.3.3 When further or additional is sought for applications shall be entertained by Registrar setting forth therein full information matter the courses are proposed to started with Rs. 500/- per subject [St 74 read GO 29898/ HE dt.25.6.99]

15.3.4 in exceptional circumstances the application as discussed in 15.3.3 supra may be entertained the Registrar 31st July of the year on payment of late fee of Rs 2000/- [St-174 read with GO No 29898/HE 25.6.99]

15.3.5 College shall deposit non-refundable academic submission application for affiliation as follows: [GO no.29898/HE dt.25. 6.99]

- | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| (a) | Engineering, Architecture, M.B.A.,M.C.A.,M.B.B.S.,
B.D.S.,B.H.M.S.,B.A.M.S.,B. Pharma and such
Other technical and professional courses. | Rs. 5,00,000/- |
| (b) | B.C.A., B.B.A. and other related course. | Rs. 2,00,000/- |
| (c) | Law course. | Rs. 75,000/- |
| (d) | 3 year Degree in Science. | Rs. 50,000/- |
| (e) | 3 year Degree Arts/ Commerce. | Rs. 30,000/- |

15.3.6 College deposit onetime non-refundable processing fee as follows :

[Go No. 29898/ HE dt. 25.6.99]

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| (a) | Engineering Architecture,M.B.A.,M.C.A.,M.B.B.S.,B.D.S.,
B.H.M.S ., B.A.M.S.,B.Pharma and such other technical
and Professional course. | Rs. 50,000/ |
| (b) | B.C.A.,B.B.A. and other related course. | Rs. 25,000/- |

(c) General courses.

Rs. 5,000/-

15.4 Documents furnished along with the application :

- (1) Copy certificate registration of Governing Body under the Registration of the society Act in cash of Non- Government colleges and list of member of the Governing Body approved by concerned Director.
- (2) Copy of G.O. containing permission and copy of G.O. containing concurrence/ recognition of the Government the proposal.
- (3) Photocopy Special Term Deposit (fixed deposit) in a nationalized Bank and pledging certificate of the Bank Original favour of the Registrar in the prescribed (Form No.4) on case of non-Government Colleges.
- (4) Copy of orders containing approval of Central Regulatory Body wherever is necessary.
- (5) A statement on payment prescribed fees for affiliation.
- (6) Copy of land recorded in favour the College:
 - *Khatian* (for new affiliation)
 - Sale deed (for new affiliation)
 - Receipt towards up-to-date payment of land revenue and tax.
- (7) Building plan-details of specification halls, class rooms, laboratory, workshop, museum, lavatory, administrative block, hostel staff quarters etc in case of new affiliation.
- (8) (a) List of equipment for teaching, laboratories, workshop and museum
(b) An additional list of equipment procured during the preceding year with their cost to be annexed to every application.
- (9) (a) List of number of book in the library subject wise and number of journals and periodicals.
(b) An additional list of number of books and journals procured during the preceding year with their cost to be attached to every application
- (10) Details of staff position in the library with their qualification and scale of pay.

(11) Details of statement of permanent endowments fixed deposits for new affiliation.

(12) Details of undertaking given by a person or persons or body for provision of adequately financing the College for new affiliation.

(13) Details of monthly or annual financial provision with fee proposed.

(14) Details of source of income.

(15) in case the teachers have been appointed prior to the application.

(a) List of teachers of the College with their qualification and percentage of marks in different examinations as per Form No: 3.

(b) The salary and scale of pay of the teachers.

(16) In case of the Teachers are proposed to be appointed after affiliation granted a copy of advertisement inviting applications, their pay scales, qualification to be furnished After the appointment is over the list of teachers shall be submitted by 30th September.

(17) A statement on the numbers of students to be admitted in class wise subject wise.

15.5 Disposal of application for affiliation [St-178]

15.5.1 The application received for new affiliation shall be considered by the University within Sixty days from the date of receipt of such application. (St-178).

15.5.2 An application which is not found in order of lacking in required particular shall be returned to the application by the Region within 15 days from the date of receipt of the application. (St-178)

15:5.3 In case the incomplete application is made returned and the College resubmitted the same after due compliance, the period of sixty days specified in 15.5.1 supra shall be counted from the date of receipt of application after such compliance an resubmission. [St-178]

15.5.4 It shall open to the Syndicate to call for further information with regard to any application submitted or to advise the management that the application is premature and that it should be submitted at a later date or to decline to proceed with the application if it is satisfied that the arrangement made or proposed to be made are sufficient or unsuitable or where the College has failed to comply with any of the conditions, laid down in section 18 or specified while disposing of any previous application by the Syndicate [St-179]

15.5.5 if the Syndicate desires to proceed with the application, it direct a local enquiry by a Committee consisting of competent person or persons. An officer of the University shall be included in the enquiry. The Committee conducting the enquiry shall make a inquiry and submit its report within 15 days from the date of their appointment. [St-180]

15.5.6 If the Syndicate considers that the College has sufficient data and information To decide the application without a local enquiry it shall dispense with such enquiry and grant affiliation. [St-180]

15.5.7 The Committee so appointed under rule 15.5.5 while conducting the local enquiry shall satisfy itself that the College fulfills all conditions enumerated in section 18 of the Act. [St-181 (1)]

15.5.8 Notwithstanding the generality of the provisions contained in rule 15 5.7 supra, the Committee conducting local enquiry shall ascertain information on the following items namely -[St-181 (92)]

1. The College is managed by a Governing body duly registered under Registration of Society Act and approved by the concerned Director.
2. The College has constituted a College Council wherein representations of the teaching staff have been taken to advise the Principal with regard to the internal affairs of the College.
3. Adequate financial position is available for the continued and efficient maintenance of the College, either in the form of permanent endowment or an undertaking given by a person or body managing the College to that effect.
4. Suitable and adequate accommodation is available for class rooms. College Office, staff common room, girl's common room, boy's common room.
5. Suitable and adequacy of equipment, teaching side and accommodation for laboratories, in case of a College seeking affiliation in a course requiring practical.
6. The character qualification and adequacy of teaching staff of the College the conditions of their services and whether the qualification of the teachers conform to those prescribed by the University, the University Grants Commission w Bar Council of India on the All India Council Medical Council of Government is the case may be.

7. Provision residence, physical welfare, lodging and boarding for the students of the College.
8. Non-collection capitation fee and/ or donation.
9. Shall verify maintenance registers, namely:
 - I) Attendance register of students and staff.
 - II) Fee collection register, accounts register.
 - III) Accession registers catalogues of library books and journals.
 - IV) Acquittances registers, register of Hostels.
 - V) Counterfoil of fee receipt books and Bank deposits.
 - VI) Register of scholarships concession of all kinds whether tuition.
 - VII) Counterfoil book transfer certificates.
 - VIII) Register showing the report from time to time medical inspections of students.
 - IX) Register of marks obtained by such student of the College examinations.
 - X) Accounts books showing financial transactions of College as separate from those of management and general cash book.
10. Provision separate reading room and necessary convenience in case of College having co-education.
11. Provision students, viz hostel or lodging houses.
12. Adequate suitable space for games physical exercise by way of playgrounds and games equipment and adequate arrangements for physical well being of students of College by periodical inspection by registered Medical Officer.

15.5.9 The College shall furnish all information as per form No-2 produce the relevant records item wise for verification of the Committee. Copy of such documents shall be annexed to the report of the local enquiry.

15.5.10 The college shall also produce a copy of notification or letter issued previously, wherein some conditions were imposed and advised to complied with, before the committee of local enquiry with compliance report. The

Committee shall verify the compliance report item wise and make report on same in No 6 of the form. In case on conditions were imposed, the Committee shall record such tam No 6 of form.

15.5.11 The Committee shall satisfy itself that the College fulfills, all the conditions laid down previously and at present and submit report within 15days from date of their appointment.

CHAPTER-XVI

16. Action on local enquiry [St-182]

16.1 shall be open to the Syndicate, after considering the report of the enquiry to decide whether the supplication shall be allowed and the affiliation shall be granted or shall be granted with some conditions to be compiled with within a time limit or refused.

16.2 in case Institution has substantially complied with the provisions of the Statues the Syndicate can admit it provisionally as a College for onr academic session at a time or for a maximum period of two academic sessions [OU Act 1989-sec 18 (f)]

16.3 If affiliations refused, no further action will be necessary on the part of the Syndicate other than to inform the College concerned to this effect.

CHAPTER-XVII

17. Withdrawal of affiliation (St - 84)

It shall be open to the College, which has applied for admission to the privileges of the University or for additional or further affiliation to apply to the Syndicate desiring to withdraw its application, in which case the Syndicate may at its discretion return any fee paid, provided that no financial commitment has been made to conduct a local enquiry.

CHAPTER-XVIII

18. The College after having the affiliation granted shall appoint teachers as mentioned in rule 13 before the classes started and furnish a list of teachers to the University or further verification in form No. 3.

CHAPTER - XIX

19. Disaffiliation of colleges: [St - 197]

19.1.1 An affiliated College shall have to comply with certain orders of the Syndicate
An affiliated College shall take within such period such action in respect of any matter arising out of the report of the inspection or investigation as may be specified in an order made by the Syndicate in his behalf.

19.1.2. Continuance of affiliation of any affiliated College shall depend upon the fulfillment of all the terms and conditions of affiliation laid down in the Statute and compliance with such directives as may be issued by the Syndicate from time to time [St-198]

19:1.3 All provisional or temporary affiliations shall lapse at the expiry of the period stipulated in the order of affiliations, unless extended by the Syndicate under the provision to subsection (1) of section 18. In the event of cessation of affiliation the College shall stand disaffiliates and the University shall not be responsible for the conduct of examinations in respect of students admitted there to after such period.

- 19 .2 Part disaffiliation of the College: [St- 199 (i)]

19.2.1 An affiliated college shall be deprived of the privilege of the University in part if the College has consistently unsatisfactory performance of the students at University examinations specifically if the performance of students of a particular course is below the University average standard for three consecutive years or the percentage of pains for three consecutive years falls short of thinly percent of the number of students sent up for an examination.

19.2.2 An affiliated College shall be deprived of the privileges of the University in part if the College fails to appoint teachers according to the worked for a particular course, subject or discipline [St-199 (Ii)]

19.2.3 An affiliated College shall be deprived of the privileges of the University in part if the College shall have inadequacy of facilities like library, laboratory, class rooms, game facilities, residential arrangement for students [St-199 (iii)]

19 3.1 An affiliated College shall be deprived in whole of the privileges of the University by withdrawal of affiliation to the College if there has been evidence of large scale unfair means in any University examination [St-200 (i)]

19.3 2 An affiliated College shall be deprived in whole of the privileges of the University by withdrawal of affiliation to the College if there has been non-cooperation with the University authorities & Officers in the conduct of University examinations [St-200 (ii)]

19.3.3 An affiliated College shall be deprived in whole of the privileges of the University by withdrawal of affiliation to the College if there has been gross violation of norms of admission of students [St-200 (iii)]

19 .3.4 An affiliated College shall be deprived in whole of the privileges of the University by withdrawal of affiliation to the College if there has been evidence of collection of capitation fees or donation. The University shall be the whole authority to judge whether a College capitation fee and /or donation either on proper receipts or in the guise of tuition and academic fees or otherwise [St - 200 (ii)]

CHAPTER-XX

20.1 Any two members of the Syndicate or the Director may bring forward a proposal in the Syndicate that a College deprived, either in whole or in part, or its privileges. [OU Act -1989 sec 19]

20.2 The Syndicate shall cause an enquiry into the defects of the College pointed out in the aforesaid proposal with due notice to the Governing Body of the College and shall allow a period of two months to the College to rectify the defects mentioned in the notice [OU Act - 1989 sec 19]

20.3 In case the Governing Body of the College fails to rectify the defects during the aforesaid period the Syndicate may decide to deprive the College, either in whole or in part of its privileges and shall submit a copy of its proceedings along with a copy of the enquiry report with objection filed by the Governing Body, if any, to the Chancellor, who shall have power to rescind or modify the order of the Syndicate.

CHAPTER XXI

21. Working days [GO No. 1-HE/UM-15/99-27602/ HE dt 8.6.99]

22.1.1 The working days for the College shall be as follows:-

Teaching	-	180 days
Summer Vacation	-	40days (15th may to 30th june)
Puja Holidays	-	8 days (from Maha saptami to kumar purnuma)
Public Holidays	-	12 days
Admission /Examination/ Preparation of examination	-	60days

22.1.2 The working hours of the Colleges shall be 6 hours for each working days.

21.2 The examinations shall be completed by 15th of May of every and the result of the same shall be published by 30th June. All steps shall be taken to complete all the examinations and admission work within 60 days Similarly keeping in view of the examinations of the University, the Principals of the College shall take necessary steps complete the College examinations conducted by them by 15h May.

21.3 The teaching works shall commence 1st July every year and all courses as per syllabus shall be completed within the academic schedule with a report to the Syndicate by the 31st May every year.

Form No 4

SPECIMEN LETTER OF PLEDGING FROM THE BANK WHEREIN
THE COLLEGE HAS KEPT FIXED DEPOSIT
(IN THE LETTERPAD OF THE BANK)

To

The Registrar,
Maharaja SriRam Chandra Bhanja Deo University
Sriram Chandra Vihar,
Takatpur, Baripada - 757003.

Sub:- Pledging Certificate

Sir,

I am to inform you that the.....
College.....has deposited a sum of
Rs..... (Rupees
.....) vide T.D.R./F.D.R. No.....fixed deposit
receipt No.....dated.....for ten year
which is due onduly pledged in favour of the
Registrar, MSCB University, Sriram Chandra Vihar, Takatpur opening
of Course.

Necessary record has been noted in the Bank not to allow the College to enjoy face value of the fixed deposit except to allow the college to get the interest accrued out of the investment.

Further, it is be mentioned here that the College shall not be allowed to encash or to get loan against the face value without the production of permission letter from the Maharaja Sriram Chandra Bhanja Deo University.

Seal and Signature of
Authorized Person of the Bank

Date

C.C.: The Secretary.....
College.....
for information and necessary action.

Date

Seal and Signature of
Authorised Person of the Bank

**WORK LOAD ASSIGNED TO TEACHERS AS PER REGULATION OF THE
UNIVERSITY PER WEEK IN DEGREE COURSES**

ANCILLARY AND FOUNDATION

1st year 2 Classes per week

ARTS AND SCIENCE (Pass)

CORE-I ENGLISH AND M.I.L.

1st year	2 General Classes 1 Tutorial class per 16 students
2nd year	2 General classes 1 Tutorial class per 16 students
3rd year	3 General classes 1 Tutorial class per 16 students

CORE-II AND III (Pass)

- (a) Non Practical bearing subjects
- | | |
|----------|-------------------------------------------------------|
| 1st year | 3 General classes |
| 2nd year | 1 Tutorial class per 16 students |
| 3rd year | 6 General classes
1 Tutorial class per 16 students |
- (b) Mathematics
- | | |
|----------|---------------------------------------------------|
| 1st year | 4 General classes |
| 2nd year | 2 Tutorial class per 16 students |
| 3rd year | 8 General classes
2 Tutorial class 16 students |
- (c) Practical bearing subjects
- | | |
|----------|------------------------------------------------------------------------|
| 1st year | 3 General classes |
| 2nd year | 1 Practical class consisting of 3 lecturer period |
| 3rd year | 4 General classes
2 Practical class consisting of 3 lectures period |

HONOURS SUBJECTS

- (a) Non practical bearing subjects
- | | |
|----------|--------------------------------------------------------|
| 1st year | 8 General classes |
| 2nd year | 1 Tutorial class per 16 students |
| 3rd year | 10 General classes
2 Tutorial class per 16 students |
- (b) Mathematics

	1st year	8 General classes
	2nd year	2 Tutorial class per 16 students
	3rd year	12 General classes
		3 Tutorial class per 16 students
(c)	Practical bearing subjects	
	1st year	8 General classes
	2nd year	1 Practical class consisting of 3 lecturer period
	3rd year	12 General classes
		2 Practical class consisting of 3 lecturer period (2x3 = 6)

COMMERCE

PASS		
ANCILLARY & FOUNDATION		2 Classes per week
CORE-I ENGLISH & ECONOMICS		
	1st year	2 General classes
	2nd year	1 Tutorial class consisting of 16 students
	3rd year	10 General classes
		2 Tutorial class consisting of 16 students
CORE II & III		
	1st year	3 General classes
	2nd year	1 Tutorial class per 16 students
	3rd year	6 General classes
		2 Tutorial class per 16 students
HONOURS		
	1st year	8 General classes
	2nd year	1 Tutorial class per 16 students
	3rd year	12 General classes
		2 Tutorial class per 16 students

N.B. : A general class consisting of 128 students or less.