

**LAXMINARAYAN COLLEGE**

**JHARSUGUDA**



**COLLEGE CALENDAR  
2017-18**

**LAXMINARAYAN COLLEGE  
JHARSUGUDA**

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**PRINCIPAL'S FOREWORD**



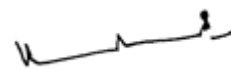
Education is not just preparation for life, it is life itself. As such, education as a synonym for life becomes an ever-evolving identity that must keep pace with the constant flow of change, innovation and invention that we as a society witness in our day to day life.

While educating the minds of our youth, we must not forget to educate their hearts. In today's dynamic world, a 360 degree development and grooming of our youth is of supreme importance; and through our campus we are creating an environment for future leaders to lead the society from the front in the days to come.

Laxminarayan College, Jharsuguda, an institution of academic excellence established since 18.08.1969 happens to be the oldest one in the district of Jharsuguda. It happens to be one of the finest colleges within Sambalpur University. Here we are imparting Higher Education to young men and women which is very substantial, potent and conscientious task with special emphasis on empowerment of women students.

I want that our students should be imparted an all-round education so that they become multidimensional. In my view, acquiring simply information is no longer the main focus of education. The main aim of education should be to build the powers of human mind and spirit. Here, we believe in providing our students an environment rich in knowledge and supportive for their extra academic interest. Besides academic evaluation, we also lay stress on their physical, mental, social, emotional and intellectual development.

I feel proud to acknowledge the contribution of highly qualified, dynamic, multi-talented young staff, non-teaching staff and my students for their unflinching support in the growth and development of this institution. But **SKY IS THE LIMIT**. And we have to move on with our strongest faith in GOD overhead and within ourselves to achieve the goals set forth. **Let us, then, strive, struggle and stop not till our goals are reached, come what may.**



Prof. V.B. Singh

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## **CHAPTER: I**

### **OUR ALMA MATER**

#### **HISTORY OF L. N. COLLEGE, JHARSUGUDA**

“It is easier to build strong children than to repair broken adults”. Perhaps this thought of Frederick Douglas might have inspired the great people of Jharsuguda who thought of building an educational Jim here. An “educational Jim” in the sense, a college, a higher educational institution that has to build the strong mind, body and spirit of the young children of the locality.

It was the auspicious day of 18<sup>th</sup> August 1969, almost four decades ago, the foundation stone of a new institution was laid. The sincere efforts of some of the educational activists of an educationally backward area of Western Odisha was bearing fruit to bring about remarkable changes in the educational history of the district. Jharsuguda, then a Tehsil of the undivided Sambalpur district was known as the commercial hub of Western Odisha. As a railway junction it was the link station between different parts of India & as such had an important position in the railway map. People from different parts of the country settled here. But to their utter disappointment it was without a college. So many of the meritorious but poor students of the locality had to remain 'drops outs' after matriculation. Consequently, a few local gentries in & around the town of Jharsuguda were inspired with the lofty dream of having an ideally unique college for the young and enthusiastic cravers of learning. The tireless striving of illustrious personalities like Sri Ganesh Patel, Late Sri Ishwari Prasad Patel, Dr Narayan Shankar Behera, Sri Hemananda Biswal, the then Panchanyat Samiti Chairman, Jharsuguda coupled with the kind co-operation of Sri Murari Prasad Mishra, the then Forest Minister of Odisha, Laxmi Narayan College came into being with the inaugural ceremony on the 18 August 1969 in the august presence of Dr A N. Khosla, the then Governor of Odisha, Late Sri R. N. Singhdeo, the then Chief Minister of the State, Late Sri Harihar Patel, the then Industry Minister, Govt. of Orissa, Late Sri Banamali Patnaik the then Education Minister, Govt. of Orissa and other gentlemen. The Ministry of Industry was kind enough to handover the unfinished hostel building of the

Engineering School to be used as the college building with a token rent of one rupee per annum. The authorities of the Engineering School were magnanimous enough to extend their co-operation by way of lending furniture and allowing some of their teachers to take classes in the college. They further displayed their generosity in allowing the science students to carry on practical classes in their laboratories.

Gradually, L. N. College started growing with new leaves, buds, flowers and fruits under the tender care of father figures like Prof. P. C. Mohapatra, the first Principal, Kendra Sahitya Academy award-winner poet laureate Sri Binod Chandra Naik and others. The honour of being the first president (ex-officio) of the college goes to Sri S. N. Panda, O.A.S, SDO, Sambalpur.

In 1975, Dr Krupasindhu Bhoi, the then Minister of Mines granted a sum of One Lakh to construct a hostel building. Presently, consequent upon our handing over, the building is with the Collector, Jharsuguda district.

Presently it is a full-fledged non-government aided institution of the Government of Odisha capable of producing hundreds of responsible citizens every year. With thousands of students and hundreds of employees in its fold it imparts teaching in Arts, Science and Commerce both in + 2 and + 3 stage with Honours teaching facilities in almost all branches of the above streams.

We know money matters much in our life. Thus we are sincere *in* opening courses, which will enable students to earn while they learn. But money is not the 'be all' and 'end all' of life. Thus the institution is on a path to make 'man'. The college, with its rich cultural and literary heritage, aims at providing quality education by inculcating social, cultural and moral values and moulding the conduct and character of students so as to enable them to face the challenges in real life situations. The vision and mission of the college is enshrined in the college crest, college calendar and also highlighted in the introduction meeting meant for the freshers.

It has improved, is improving and ought to improve and this solely depends on the integrity and discipline of the student community, sincerity and honesty of the members of the staff and ungrudging support and whole hearted co-operation of the locality is general. May the Lord Almighty bless us in making our Alma Mater more benevolent and benign.

*Our Crest is the true reflection of our motto - the mission with which the institution stands. At the top it is inscribed in Devnagari Script 'VIDYAMEVA JYOTIH'. Vidya or learning is that jyoti or light which dispels the darkness of ignorance. In addition to such writing there is a lamp in the crest which tells us not only to accumulate and acquire learning but to enlighten others too.*

*By acquiring knowledge one can not only enriches oneself but also enlightens others. One must rise above selfishness, jealousy and greed to come for the emancipation of others at the cost of one's own suffering. The lamp burns but shows path to the people around it.*

*We regard our institution as a temple - a temple of learning, where idols are not worshiped but books are. Books are our companions. They redeem us, show us path even in the dark corridors of life. And thus there is a book in the crest. In the modern age, the economic growth of a country depends mainly on heavy industries. Soon after independence, Nehru, our first Prime minister emphasised much on the growth of industry sector. A wheel along with the smoke coming out of the chimney is suggestive of this motto. Behind the wheel there is a rising Sun emitting rays of light - that is our live building which radiates light of knowledge day in and day out. It reminds us of the Upanisada saying "Tamaso ma Jyotirgamaya". Jharsuguda happens to be agricultural belt and to represent the occupation of the vast majority people of the locality a bunch of corn gets a place in the crest. This is the age of science and technology. Due importance is laid on the teaching of science and as such a beaker, a petro and a star fish occupy important place in the crest. In the foot of the crest there lies a blooming lotus, symbol of purity and eternal bliss. It is the fountain of inspiration for different types of people irrespective of their social and economic strata they come from. Lotus rises from the dirt and mud & reaches to the feet of the Lord.*

The Person after whom the Institution is named is Laxmi Narayan Mishra (11.04.1904 – 30.05.1961). He was an illustrious son of the soil not only known in this locality but the entire state of Odisha. History remembers him as a patriot. He was a man with genuine humanity, a scholar with undoubted brilliance, a politician knowing no compromise with principle, a revolutionary with an undaunted spirit is remembered with high esteem. His contribution will remain inscribed in the annals of the history not only towards Freedom Movement but also towards the emancipation of the downtrodden mass. We are proud to be a part of the institution named after him. We promise to take the legacy of such great son of the soil to the future generations.

Laxminarayan College is going to complete its glorious fifty years in the year 2019. We have a vision 2019 when it will truly become an epitome of knowledge and learning. Today also we can proudly say that it has indeed grown from a seedling into a big tree that has not only sheltered thousands of youngsters but also has moulded them into great personalities. Since a large number of students come from economically weaker section of society, we try to imbibe in them good values so that they become responsible citizens of our country. The college aims at catering to the academic excellence of the students by providing them with facilities to



develop their inherent talents. In its continuous efforts to impart quality education, L.N. College has received NAAC accreditation with B grade in February 2009. Now the institution is in the process of the second cycle of accreditation. It aspires to achieve its goal with the motto: "Together we make the difference".

### **MEMBERS OF GOVERNING BODY**

- |                              |   |
|------------------------------|---|
| 1. SRI NABAKISHOR DAS        | PRESIDENT (MLA, JHARSUGUDA)                       |
| 2. PRINCIPAL I/C             | SECRETARY (EX-OFFICIO)                            |
| 3. DR. CHIRABRATA DATTA      | MEMBER( TEACHERS REPRESENTATIVE)                  |
| 4. SMT BASANTI PADHEE        | MEMBER(W)( TEACHERS REPRESENTATIVE)               |
| 5. SRI BADAL KU SARKAR       | MEMBER (NON-TEACHING STAFF REPRESENTATIVE)        |
| 6. SRI HARISH GANATRA        | MEMBER (CHAIR PERSON, JHARSUGUDA<br>MUNICIPALITY) |
| 7. SRI MANORANJAN MOHAPATRA  | MEMBER ( MP NOMINEE)                              |
| 8. SRI PRATAP BEHERA         | MEMBER (MLA NOMINEE)                              |
| 9. SMT ARUNIMA HOTA          | MEMBER [DHE(O) NOMINEE] (W)                       |
| 10. SMT BHARATI DASH         | MEMBER [VICE-CHANCELLOR NOMINEE(W)]               |
| 11. SRI MOTILAL TANTY        | MEMBER (SC)                                       |
| 12. ER ABID ALI              | MEMBER (MINORITY COMMUNITY)                       |
| 13. SRI SIDDHARTHA SARKAR    | MEMBER (DONOR)                                    |
| 14. SMT MARIA GORATI DUNGUNG | WOMAN MEMBER                                      |
| 15. SMT LIPIKA MOHAPATRA     | WOMAN MEMBER                                      |

## CHRONICLE OF PRINCIPALS

1. Sri Purna Chandra Mohapatra, M.A., OES ( I )	18.08.69 to 11.07.73
2. Dr. N. C. Mishra, M.Sc, Ph.D (Incharge),	12.07.73 to 07.09.73
3. Sri B. C. Naik, M.A (Patna) MA (Utkal),OES ( I )	07.09.73 to 12.08.78
4. Dr. N. B Dhal, M.Sc, Ph.D (Incharge),	12.08.78 to 01.02.79 .
5. Dr. B. K. Naik, M.Sc, Ph.D OES,( I )	01.02.79 to 31.01.82
6. Sri H. Mishra, M.Sc, (In charge)	01.02.82 to 28.02.82
7. Dr. N. B Dhal, M.Sc, Ph D (Incharge)	01.03.82 to 02.06.82
8. Sri A Sahani, M.A, OES, ( I )	03.06.82 to 10.10.82
9. Dr. R.N Nanda, MSc, Ph.D,	11.10.82 to 07.05.86
10. Sri P. K. Kar, M.A (Incharge)	07.05.86 to 06.01.87
11. Sri B.B. Meher, MA,OES ( I )	07.01.87 to 31.08.89
12. Dr. S.B Dash,. M.Sc, Ph.D	01.09.89 to 31.03.97
13. Sri D. K. Nayak,M.Sc (Incharge)	01.04.97 to 07.08.97
14. Sri D. Panda, M.Sc	08.08.97 to 30.06.98
15. Sri D.K. Nayak, MSc (Incharge)	01.07.98 to 21.07.98
16. Sri Shradhakar Patel, M.A, B.Ed	22.07.98 to 30.09.99
17. Dr. S.K Suar M.A, Ph.D (In charge)	01.10.99 to 10.11.99
18.Sri R.K Khamari M.A, (In charge)	11.11.89 to 09.08.2k
19.D.K Nayak,M.Sc	10.08.2k to 31.08.06
20.Maj. (Dr) B.K,Patel M.Sc, Ph.D	01.09.06 to 10.06.07
21. Maj(Dr) B.K, Patel M.Sc, Ph.D	11.06.07 to 16.06.07
22. Sri P.C. Behera, MA.	23.06.09 to 30.06.10
23. Sri D.S. Naik, M.Sc.	30.06.10 to 30.09.11

24. Sri G.C. Meher, M.Com 01.10.11 to 06.02.14
25. Sri S.K. Purohit, M.Sc, LLB 16.02.14 to 31.10.15
26. Sri V.B. Singh, MA, M.Phil 31.10.15 to -----

### **MEMBERS OF TEACHING -STAFF**

DEPARTMENT OF ENGLISH		
1.	Mr Vijaya Bahadur Singh, M.A. M.Phil	Reader
2.	Mrs Basanti Padhee, M.A	Reader
3.	Mr Sarat Kumar Dubey M.A	Lecturer
4.	Mr Purnimamayee Dash, M.A, B.Ed,	Lecturer
5.	Dr Swarnamayee Purohit, M.A, B.Ed, Ph.D, DCA	Lecturer
6.	Mrs Sukruti Tanaya Giri, M.A. M.Phil	Lecturer
7.	Ms Rohini Baxla, M.A.	Lecturer

DEPARTMENT OF ODIA		
1	Dr Laldhari Singh, MA (Eng), M.Phil, PhD (Odia), NET	Lecturer
2	Ms Dipsikha Sohela, M.A, M.Phil, NET(UGC, CBSE)	Lecturer
3	Dr Sumati Dei, M.A, PhD , JRF-NET	Lecturer

DEPARTMENT OF HINDI		
1.	Mr Narayan Prasad Pati ,M.A.	Reader
2.	Mr Akhil Kumar Singh, M.A.	Lecturer

DEPARTMENT OF ECONOMICS		
1.	SLt Uttam Charan Hota, M.A.	Lecturer
2.	Mrs.Japani Patel, M.A.	Lecturer
3.	Dr Padmanabha Hota, M.A, M.Phil, Ph.D	Lecturer

DEPARTMENT OF POLITICAL SCIENCE		
1	Mr Rabindra Kumar Debata, MA	Lecturer
3	Mr Chita Ranjan Patra, M.A, M. Phil	Lecturer

DEPARTMENT OF EDUCATION		
	Mr Manas Ranjan Beck, MA, M.Phil, NET	Lecturer

DEPARTMENT OF HISTORY		
1.	Mr Ashwini Ku. Pattnaik, M.A.	Lecturer

DEPARTMENT OF PHYSICS		
1.	Lt Bibhuti Bhusan Dash, M.Sc , M.Phil, LLB,NCC(Army wing)	Lecturer
2.	Mr Bignan Bhusan Bhanja, M.Sc , M.Phil	Lecturer
3.	Mr Bharat Bhabesh Pati, MSc	Lecturer
4.	Mr Bijendra Jyotish, MSc	Lecturer
5.	Ms Rashmi Rekha Behera, MSc	Lecturer

DEPARTMENT OF CHEMISTRY		
1.	Mrs. Smita Bose, M.Sc	Lecturer
2.	Mrs. Snehalata Mishra, M.Sc	Lecturer
3.	Dr Sushanta Kumar Pradhan, M.Sc , M.Phil, PhD	Lecturer
4.	Dr Susmita Naik, M.Sc , M.Phil, PhD	Lecturer

DEPARTMENT OF MATHEMATICS		
1.	Dr. Mita Sharma, M.Sc, M.Phil, Ph.D	Lecturer

DEPARTMENT OF BOTANY		
1.	Dr Chirabrata Dutta, M.Sc, Ph.D	Reader
2.	Mr Durga Prasad Sahu, M.Sc,M.Phil	Lecturer
3.	Mr Jhas Kumar Khamari, M.Sc, M.Phil,	Lecturer

DEPARTMENT OF ZOOLOGY		
1.	Dr. Sudarsan Panigrahi, M.Sc., M.Phil, Ph.D,	Reader
2	Mr Bikram Keshari Rout, M.Sc	Lecturer

DEPARTMENT OF IT & COMP. SC		
1.	Mr Sumit Kumar Sahu, B Tech	Lecturer
2	Mr. Swati Pandya, M.C.A	Lecturer

DEPARTMENT OF COMMERCE		
1	Mr Prahallad Behera, M.Com	Lecturer
2	Mr Himansu Sekhar Sarangi, M.Com. M.Phil, LLB,	Lecturer
3	Mr Narendra Ku.Panda, M.Com. M.Phil, LLB,	Lecturer
4	Mr Shaikh Ajhar Iqbal, M.Com, M.Phil	Lecturer
5	Mrs Pooja Shah, M.Com, M.Phil	Lecturer
6	Ms Sonali Samaria, M.Com, M.Phil	Lecturer

### DEMONSTRATORS

1.	Dr. Kailash Ku. Panda, M Sc., Ph D	Chemistry
2.	Sri Debendra Kumar Mishra, B Sc.(Hon)	Physics
3.	Sri Basudev Panda, M Sc.	Physics
4.	Ms Pragyan Parimita Nath, B.Sc.	Chemistry
5.	Ms.Rashmi Priya Kalo, M.Sc. B.Ed.	Botany

## MEMBERS OF THE NON-TEACHING STAFF

SI No	Name of the Employee	Designation
1.	Sri Badal Sarkar	Head Clerk
2.	Sri Surendra Ku.Hota	Accountant
3.	Sri Jagadish Ch.Patel	Store Keeper, Physics
4.	Sri Manas Ranjan Acharya	P.E.T.
5.	Mrs. Jharana Patel	Asst. Librarian(+3)
6.	Mrs Nayami Behera	Asst. Librarian(+2)
7.	Sri Ashok Kumar Pradhan	Junior Clerk
8.	Mrs Diptimayee Mohapatra	DEO
9.	Sri Basanta Kumar Patel	Lab. Attendant, Physics.
10.	Sri Tankadhar Kalsar	Lab. Attendant, Chemistry
11.	Sri Sadhu Singh	Lab. Attendant, Botany.
12.	Sri Biramani Banchhur	Lab. Attendant, Zoology
13.	Sri Kishore Goud	Lab. Attendant, Zoology
14.	Sri Sapan Jaipuria	Lab. Attendant, Botany
15.	Sri Jogendra Patel	Lab. Attendant, Chemistry
16.	Sri Ghanashyam Ping	Lab. Attendant, Physics

17.	Mrs.Dhanamati Pandey,	Peon
18.	Mrs.Parbati Bahadur	Peon
19.	Sri Tilu Patel	Peon
20.	Sri Rohit Patel	Peon
21.	Mrs.Basanti Kaudi,	Peon
22.	Sri Mahendra Meher	Peon
23.	Sri Akash Patel	Peon
24.	Sri Ratan Majhi	Watchman
25.	Sri Mukesh Tanty	Gardner
26.	Sri Ajit Majhi	Peon
27.	Sri Bikash Sandha	Sweeper
28.	Sri Bablu Patel	Peon
29.	Sri Deba Chandra Naik	Peon
30.	Sri Tikeswar Kalo	+2 Library attendant
31.	Sri Aspini Ku Naik	Clerk
32.	Sri Goutam Bag	Gardener
33.	Sri Pramod Suna	Sweeper
34.	Sri Ranjit Tirkey	Junior Clerk

## CHAPTER: II

### A Portrait of Laxminarayan College, Jharsuguda

Laxminarayan College was established on August 18, 1969 with the concerted efforts of a coterie of dedicated souls to fulfill the aspirations of the people of the locality. It was named after Pundit Laxminarayan Mishra a patriot and social worker. In contrast with the wide present day educational facilities, by then there was no educational institution nearly leaving apart the Kuchinda College at Kuchinda and a Govt. College at Sundergarh. An educational institution was essential at Jharsuguda and ultimately Laxminarayan College came into being with Dr. Narayan Sankar Behera, the president and Sri Ganesh Patel the secretary of the first establishment committee.

Since the inception of the college, it has long strides along the path of progress and success. At present, it is a full-fledged college with Arts, Science and Commerce streams both at +2 and +3 levels. Because of honours teaching facilities in almost all subjects in +3 level, this college is attracting students of other colleges. Anthropology, Industrial Fish and Fishery, which are rare subjects in many colleges, are being taught in this college. As Jharsuguda is caught in the web of industrialization and scientific advancement, the students need to be educated in modern day subjects. Hence, proposals have been sent to the higher authority for the opening of Information Technology as a subject in this college.

To say a few more words on the academic aspect, there are experienced teachers with M.Phil and Ph.D qualifications, who are adept in imparting qualitative education. The student strength of the college is appreciably good although a number of colleges have sprung up in the nearby areas. Students of other colleges take interest to enroll themselves in this college for the qualitative teaching. With a view to academic development of students, seminars and conference are organised time and often and students participation in them is encouraged. The consequence of such an academic ambience is commendable. The results in +3 level are praiseworthy and the names of a number of +3 students figure in the result sheet of Sambalpur university every year occupying positions in Best Ten.

Apart from the academic aspect, the students are encouraged to play active role in extra curricular activities and they are bringing laurels of glory to this college in these fields. There are two wings of N.C.C namely Army and Naval both for boys and girls and the active participation of students in these wings is praiseworthy. They not only discipline their lives and build up their career by joining NCC but also pledge to be better sentinels to safeguard the nation. Many students are enlisted in NSS works and they have been doing people's welfare works in the periphery of Jharsuguda. Some students are members of the Red Cross Society and their contribution to social cause is commendable. A few students of this college, interested in sports and Athletics have made their mark even at the national level.

Last but not least the infrastructure development, a Ladies Hostel, a rich library with rare collection of books a magnificent college building and a large number of employees steal the show in the modern academic scenario.



## CHAPTER: III

### COLLEGE RULES AND REGULATIONS

The following rules and regulations are applicable to all students of the college

- The Principal is the ultimate disciplinary authority in the college.
- The academic session of the College is from 1<sup>st</sup> June to 31<sup>st</sup> May every year.
- Before a student is admitted into the college he and his guardian shall have to sign an undertaking in the prescribed form to the effect that the student shall abide by the rules of the college.
- Each student must register in the college office the address at which he lives. Any subsequent change of address must be intimated to the office immediately in writing.
- Ragging is banned on the college campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the college and a case will be filed with the local police authorities.
- The college prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus.
- As per the Govt. order No. Rt/No.346/05/ HE/ Dt.1-3-2005, students are not allowed to use mobile phones inside the classrooms and in the examination halls and bring their vehicles to the restricted areas of the college
- Students shall compulsorily wear the prescribed college uniform on all working days. Uniform symbolises unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability.
- No celebration be arranged in the campus without the written permission of the Principal.
- Programmes by External agencies / professional groups/paid programmes such as D J, musical events shall not be permitted inside the campus. No fund raising by the students should be permitted, as these practices lead to extortion and misuse of funds.
- No vehicles shall be used during celebrations inside the college campus / hostel.
- All celebrations in the campus will be under the supervision of the Principal or the staff designated by him.

- The public and former students will be permitted access to the college only for genuine reasons. They will not be allowed to enter the class rooms.
- Students shall not invite Police or Media Persons to the campus on their own.
- Students shall not use the emblem / Photo of the college in the transaction of the social media (Facebook, Whats App etc)
- The Principal reserves the right to refuse admission to any applicant for any course without assigning any reason, if he or she feels that admission of that person is detrimental to the interest and discipline of the College.
- In the interest of the institution and for the sake of discipline, the Principal is entitled to take any punitive action on any student for his/her misconduct.
- Misconduct shall include:
  - Staying away from classes without sufficient reason.
  - Disrespectful behaviour towards the staff
  - Provoking students to strike and participating in strike, dharna etc. in the college.
  - Loitering in the verandas during free hours and creating disturbance to the classes in progress.
  - Disorderly behaviour in the class.
  - Organizing tours without the permission of the Principal
  - Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
  - Blocking gates/doors or passages which would restrict the mobility of staff and students in the college.
  - Involvement in manhandling or harassing fellow students.
  - Disturbing the functions in the auditorium by shouting, howling or dancing.
  - Resorting to any kind of malpractice in the examinations.
  - Distributing leaflets, hand- bills or other materials and displaying banners and posters inside the campus.
  - Scribbling offensive, abusive or obscene words or figures on black boards or any kind of writing on the walls or other places in the college or the college campus.
- Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus.
- Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine.
- The college campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including

plants and trees in the campus. Scribbling on wall and furniture is strictly prohibited.

- The college is not responsible for the loss of textbooks, note books, tiffin boxes, clothes, money, ornaments etc.
- Discourtesy towards any member of the staff or any act, which affects the discipline and tone of the college, will be seriously viewed and in extreme cases they are sufficient reason for dismissal from college. Immorality, grave insubordination, contempt for authority, wilful damage to college property, malpractice in examinations etc., are sufficient reasons for immediate dismissal.
- Students should carry at all times college identification cards which should be shown to the staff when demanded.
- When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
- Students are expected to keep decency and decorum in their dress and behaviour.
- If the teacher is absent, the class leader should inform the Head of the Department / Principal for alternative arrangements
- Late comers should not enter the class room, nor should any student leave the class room, without the permission of the teacher in charge of the class.
- In any case, late comers will not be given attendance
- Parents/ guardians are expected to respond to the calls from the college authorities, from time to time.
- Teachers hold the responsibility of maintaining discipline in their classes.
- A Call to the auditorium or conference hall for any programme must be promptly and strictly responded. No one is to remain in the classrooms or elsewhere during such occasions.

### **General Rules and Regulations**

- Any unavoidable movements on the verandahs (to the library, laboratory, auditorium, activity rooms etc.) during class hours have to be in silence. This is to avoid disturbance to neighbouring classes.
- No Student shall enter another class room without prior permission.
- Every student has to participate in the co-curricular activities offered in the college.
- No Student is allowed to remain in the campus after 5 p.m.
- Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
- Students guilty of going over to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will be deemed especially culpable and be punished accordingly.

- Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.
- There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against the erring students / officials/ faculty members.
- Outsiders including police and media shall not enter the campus without the permission of Principal.
- Photography / video / audio recording and playing in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
- The College Council and Parent Teacher Association can advise Principal on internal matters of the college.
- Complaints of students will be looked into if they are presented through the proper channel. Students and staff members can make use of the grievance redressal mechanism available in the college.
- The college authorities reserve the rights to amend, repeal or modify any of the above rules.
- The Principal reserves the right to amend and alter the Rules and Regulations at par with the timely requirements.
- It is the responsibility of the students and staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.
- The students should always check the notice board for current information.
- The Principal is the final authority to interpret the rules and regulations in the best interest of the institution.

### **College Hostel**

- Hostel accommodation is available for girl students. Admission to the hostel is to be sought separately and sufficiently early. Application forms may be collected from the college office. The forms, after being filled in, should be given to the college office. Admission is confirmed only after remitting the admission fee.
- Residents are bound to comply with all the rules of the hostel set down by the college authority.
- Residents should strictly observe the study hours.
- Residents are not permitted to receive or entertain guests including their class/college mates without the prior written permission from the hostel superintendent.
- Residents should return to the hostel after their classes.

- Use of mobile phone is strictly controlled in the hostel. Residents are directed not to use mobile phones during study hours.
- Residents will not have the choice to select their room and roommates. The room and roommates will be changed and shuffled after each session.
- It is the responsibility of the residents to ensure that the room allotted to them are very tidy. Electrical fittings, furniture and other facilities provided in the room should remain intact. Residents will be heavily fined for the loss or damage of hostel property. They are not permitted to make their own alterations in the room.
- Attitude and relationship of the residents with the employees of the hostel should be cordial and positive.
- Residents shall make the entries in the movement register kept at the hostel while leaving the hostel and returning to the hostel.
- Residents who wish to stay in the hostel during vacation should get prior permission from the hostel superintendent.
- Hostel dues of each month should be cleared before 10th of next month. Defaulter names will be removed from the hostel roll.
- Readmission will strictly be on the basis of performance in the University/College level examinations and their character and behavior in the hostel and the college.
- Ragging is a criminal offence (Govt. Order No. 1157/12/86/HE) and the names of the accused will be forwarded to the police. They will be immediately dismissed from the hostel and the college.
- Grievances, Complaints, Suggestions by the residents can be brought to notice of the hostel superintendent.
- Getting admission in the college doesn't ensure admission in the hostel. Hence students are directed to enquire about the availability of hostel facility before they take admission in the college.
- Decision of the hostel superintendent pertaining to all matters of the hostel will be final.

#### **IDENTITY CARD & UNIFORM**

- Students must always wear their identity cards on their neck whenever they are on the campus. Students found without Identity card will be charged a fine of Rs. 500/- Duplicate cards will be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs.200/-. Identity card must be surrendered when the T.C. is issued.
- Students shall compulsorily wear the prescribed college uniform on all working days.

#### **EXAMINATION & PROMOTION**

- The following points will receive special consideration in deciding promotion and selection of candidates for University Examinations:- (a) The progress as testified by marks throughout the course (b) Regularity of attendance (minimum 75%) and (c) Conduct and behaviour.

### **STUDY TOURS / EXCURSIONS / PICNICS**

- Study tours conducted by the College are part of the academic programme. The following instructions should be strictly followed by the students with regard to study tours:
- Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
- Study tours will be organized by the respective Departments.
- Written consent in the prescribed form should be obtained from the guardians by all students going on excursion.
- A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.
- No student from another class will be permitted to join a class going on excursion.
- As far as possible, study tours shall be conducted during the months of November and December.
- No tour be organized without the prior permission of the tutor, Head of the Department and the Principal
- Booking of vehicles and arrangements for stay while on tour should be made only after consultation with the teachers in charge.
- The students shall obey all the directions given by class teacher / teachers accompanying them.
- Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
- The use of alcohol, drugs and tobacco is strictly prohibited while on tour.
- The Principal has the right to cancel or to make any modification in the tour programme at any time.

It is desired that the students and the members of the staff shall think themselves as essential and helpful members of the institution and act for its welfare.

**Our motto is “Together we make the difference”**

**COLLEGE NOTICES**

All the notices of the college are passed on the notice boards. Students are required to go through the notices carefully and act accordingly. Any attempt to disfigure the notices or tear them away from the Notice Boards will be regarded as an act of indiscipline and the students found guilty of such offences will be severely dealt with.

Students are required to see the Notice Boards every day. No complaint will be entertained for any miss or oversight.

No notice can be pasted on the Notice Board without the signature/counter signature of the Principal/Principal Incharge.

Important notices will be uploaded in the college website <http://Incollegejsg.org>. Students are required to visit the website regularly.

## CHAPTER - V

## CHAPTER-VI

### A - Admission

1. Every year after the reopening of the College in July after the Summer Vacation the process of admission starts.
2. Students seeking admission to the College are required to apply in the prescribed Application form of the College within 10 days from the date of publication of the result of the last qualifying examinations or by a date to be notified by Principal. Forms can be had from the College Office on payment of Rs. 50/- in the College counter or by post on application accompanied by a Bank Draft for Rs.75/- only and a self addressed envelope( 9"x5").
3. Application forms properly filled in should be submitted in the College Office within the notified time with the following documents.
  - a) Attested copy of mark sheet of the last qualifying examination.
  - b) Attested copy of the SLC / CLC
  - c) Self addressed Index & Intimation letters (provided with the Application form) with postage stamp duly affixed.
  - d) Money receipt of Rs. 50/- issued by the College against payment of the cost of the application form.
  - e) Attested copy of ST / SC / NCC / NSS / Sports / Handicapped / Ex-serviceman or other certificates as applicable / required (for candidates claiming special preference) in admission.
4.
  - a) Applications without the necessary documents and incomplete applications will be rejected.
  - b) Applications received after the due date will be considered only if seats are vacant after accommodating all those who applied on time.
5. Selection for admission shall be made by the Admission Committee of the College specifically formed for the purpose.
6. In selection candidate's merit, character and conduct shall be taken into consideration:
7. First division students will be awarded special monetary benefits.
8. Selection and admission cannot be claimed as matters of right by any body.
9. Intimation regarding selection and admission will be sent to the applicant by post provided postage stamps are affixed to the Index and Intimation Cards attached to the form. The selection lists shall also be published on the College Notice Board .The College shall not be responsible for any non receipt or delay in receipt of intimation letter.



10. All correspondences regarding admission should be made to the Principal by designation and not by name.
11. No extension of date for admission shall be allowed.
12. The following documents are to be produced during admission along with the necessary fees.
  - a) Mark-sheet in Original.
  - b) S.L C./C LC./Conduct Certificate in original.
  - c) Migration Certificate in Original. (for those passing from Board/Council out side Orissa)
  - d) Two passport size photographs duly signed by the candidate and attested. One photo to be affixed on the form.
  - e) Caste Certificate in Original (for S C / S T candidates for exemption from payment of tuition fees).
  - f) Original Certificates relating to physically handicapped / Ex-servicemen / Sports quota candidates.
  - g) Intimation letter sent by the College.
13. In all matters relating to admission the decision of the Principal shall be final and binding.

## **B. GENERAL RULES (ADMISSION)**

1. No student shall ordinarily be admitted into the first year of the Course 4 weeks (including holidays & Sundays) after the date of the publication of the result of the preceding qualifying examination or the reopening of the college after the Summer vacation whichever is latter. However, candidate who default in getting admitted as above may be admitted within 2 weeks (including holidays & Sundays) from the last date of admission with a late fee as prescribed by the authorities.
2. A candidate passing the Supplementary examination may be admitted within 2 weeks (including holidays & Sundays) after the publication of his result. He may be admitted one week there after also with a late fine as prescribed by the authorities.
3. Admission to the Second and Third year courses shall be completed within 4 weeks of the reopening of the College. One can be admitted within a further period of 2 weeks (including holidays & Sundays) on payment of a late fee as prescribed.
4. A candidate whose results of the previous qualifying examination are published late may be admitted into a college within 2 weeks of the publication of his results without payment of any late fee.
5. Failed candidates in Class/Council/ University examinations shall not be readmitted.
6. Reserved seats remaining Vacant after admission of all categories of such applicants shall be filled up by general candidates.

### **C - REGISTRATION**

1. Registration of student's name in the CHSE or University is essential to be eligible to sit for any CHSE or University examinations. The registration receipt which contains the student's number and the year of registration is required to be produced at the time of filling up of application form for admission to the CHSE or the University examination, as the case may be

Student's names are registered on payment of prescribed fees.

### **D - MIGRATION**

1. Student's (+2 & +3) other than those from B S. E., Orissa, CHSE, Orissa & Sambalpur University as the case may be, are to deposit migration certificates along with the prescribed fee at the time of admission.
2. Students passing from outside B. S E. and CHSE are required to submit equivalence certificates from B.S.E. & CHSE, Orissa.

CHAPTER-VII

**College Fees & Subscription**

(PAYABLE BY STUDENTS)

LAXMINARAYAN COLLEGE JHARSUGUDA  
 FEE STRUCTURE AS PER CAPA HEAD OF ACCOUNT FOR THE SESSION 2017-18  
 OFFICE ORDER

NO 670

Date: 3.5.17

The Following Fee Structure as proposed by the Fee Structure Review committee  
 Id on Dated :-26/04/2017 and approved by the President , Governing Body will be effective  
 in the session 2017-18.

Sl. No	Head Particulars	+3 STREAM				+2 STREAM		
		FIRST YEAR ARTS & COM	FIRST YEAR SCIENCE	2ND YEAR ARTS, COM & SCIENCE	3RD YEAR ARTS, COM & SCIENCE	FIRST YEAR ARTS & COM	FIRST YEAR SCIENCE	SECOND YEAR ARTS, COM & SCIENCE
1	Academic Fee	160	180	160	160	50	50	50
2	Admission fee/readmission fee	15	15	15	15	20	20	20
3	affiliation fee	100	100	100	100	100	100	100
4	Arts/Science/Commerce Society	50	50	50	50	20	20	20
5	Council Development Fee	30	30	30	30	30	30	30
6	College Registration Fee	100	100	100	100	100	100	100
7	College Calendar/Magazine	150	150	150	150	150	150	150
8	College Development Fee	2500	2500	1000	1000	2000	2000	1000
9	Examination Fees of the college	150	150	150	150	150	150	150
10	Common room	35	35	35	35	35	35	35
11	Corpus Fund	10	10	10	10	10	10	10
12	Cultural Association	45	45	45	45	45	45	45
13	Cycle Stand	10	10	10	10	10	10	10
14	DSA(Day Scholar Association)	10	10	10	10	10	10	10
15	e-education/e-governance/wi-fi	20	20	20	20	20	20	20
16	EMH Fees (for new entrants)	0	0	0	0	150	150	0
17	Faculty Welfare	20	20	20	20	20	20	20
18	General Insurance	10	10	10	10	10	10	10
19	Identity Card/Library Card	50	50	50	50	50	50	50
20	Insurance/ Student medical aid/First Aid	20	20	20	20	20	20	20
21	Library development/ Lab development and Caution Money	100	500	100	100	100	500	100
22	NCC/rover & rangers fee	20	20	20	20	20	20	20
23	NSS	10	10	10	10	10	10	10
24	Proctorial & attendance fee	20	20	20	20	20	20	20
25	Sanskrit/Flag day/Jayanti/Anniversary/Jubilee fees	30	30	30	30	30	30	30
26	Seminar Fee	100	100	0	0	0	0	0
27	Social Service Guild	35	35	35	35	35	35	35
28	Sports Fee	150	150	150	150	130	130	130
29	Student Aid fund /Alumni Fund	25	25	25	25	20	20	20
30	Student Union/College Election	150	150	150	150	135	135	135
31	Syllabus /Lesson plan & Time Table	30	30	30	30	30	30	30
32	Youth Red Cross	20	20	20	20	20	20	20
33	Recognition Fee	50	50	50	50	0	0	0
34	Other Board Student Fee	25	25	0	0	50	50	0
35	Mark Sheet/CLC	0	0	0	0	0	0	0
36	Migration fee	0	0	0	0	0	0	0
37	Total Annual fee	4200	4600	2575	2575	3600	4000	2400
	Monthly tuition fee From June to November	600	600	600	600	600	600	600
		4800	5200	3175	3175	4200	4600	3000

By the order of the President ( G.B)

  
 Principal  
 Laxminarayan College.

## CHAPTER - VIII

### FEES FOR EXAMINATION

#### **A - HIGHER SECONDARY EXAMINATIONS:**

The Annual H. S. Examination shall commence from the first Monday of March every year. If it happens to be a holiday it shall start the next day.

Students who should have passed the class promotion examination conducted by the College at the end of the 1<sup>st</sup> year and the Test examination in the 2nd year can only be admitted to the H. S. Examination.

#### **Fee Payable by the candidates (Arts/Sc/Com) Reg. (+2)/Ex-Reg. (+2)/Pvt. (+2)**

1. (a) Exam Fee (Reg. & Ex-Reg.)	-	Rs.150.00
(b) Exam Fee (Pvt.)	-	Rs.350.00
2. Centre Fee	-	Rs.120.00
3. Enrolment fee	-	Rs. 25.00
4. Mark Cum Provisional Certificate	-	Rs.100.00
5. Supervision	-	Rs. 30.00
6. Cross List	-	Rs. 5.00
7. Processing fee	-	Rs. 5.00
8. Exam Form (Reg/Ex-Reg)	-	Rs. 5.00
9. Photo Printing	-	Rs. 20.00
10. Coding	-	Rs. 25.00
11. Computing	-	Rs. 20.00
12. First late fine	-	Rs. 50.00
13. Second late fine	-	Rs.350.00
14. Centre change	-	Rs.500.00
15. Practical Exam-fee Per Subject	-	Rs. 20.00
16. Bank Commission	-	Rs. 20.00
17. Exemption fee (For Private Student)	-	Rs.250.00
18. Registration fee	-	Rs. 30.00
19. Registration fee other than B.S.E, Orissa	-	Rs. 50.00
20. Maintenance of Furniture & Records	-	Rs. 50.00
21. Private Exam form	-	Rs. 25.00

#### **Compartmental appearance:**

If a candidate has failed in one or more subjects but has secured at least 315 marks in aggregate (without inclusion Of 4th opt. subject marks) he/she is eligible to appear compartmental) in that/those failed subjects only and this privilege is granted only for next two consecutive examinations following the examination in which he/she original failed and subject to the condition that he/she has to clear all the failed subjects at a time.

#### **Change of Examination Centre:**

Change of centre may be allowed by the CHSE on application in prescribed proforma on the following 3 grounds and subject to fulfillment of other conditions.

**Ground:**

1. Death of Father/Mother
2. Retirement of Father/Mother
3. Transfer of Father/Mother

No application for change of centre shall be entertained within 30 days proceeding the date of commencement of the Examination.

Private candidates are not allowed to change centre.

**Documents required during filling up of forms.****a) REGULAR:**

- a) One attested Xerox Copy of Registration receipt.
- b) Three copies of recent passport size photographs duly signed by the candidate and attested by the Principal or his nominee.
- c) Identity Card

**b) EX – REGULAR:**

- a) One attested Xerox Copy of Registration receipt.
- b) One attested Xerox Copy of previous Admit Card (in case of failed candidates).
- c) One attested xerox copy of previous Mark Sheet (in case of failed candidates.)
- d) Three copies of recent passport size photographs duly signed by the candidate and attested by the Principal or his nominee.
- e) Identity Card.

**Attestation of Documents:**

Documents attested either by any Gazetted Officer or Principal / Professor / Reader / Lecturer of affiliated institutions of the Council shall only be entertained.

**B - DEGREE EXAMINATIONS :**

(First, Second & Final)

**Fees payable by Candidates**

**during filling up of Forms :-** (subject to change)

- |  |   |   |
|--|---|---|
| 1. Examination fees for Pass   | : | Rs.300  |
| 2. Examination fees for Hons   | : | Rs.400  |
| 3. Fee for appearing Back Pap(Pass & Hon):   |   | Rs.100 per subject                                  |
|  |   | and max Rs.300 for pass & Rs.400 for Hons Students. |
| 4. Supervision Charge  | : | Rs.50   |
| 5. Centre Charge   | : | Rs.100  |
| 6. Fee for Provisional Certificate cum Mark-Sheet Regular candidates only for final exam | : | Rs.50   |
| 7. Fee for Marks   | : | Rs.10   |
| 8. Fee for Original Diploma / Degree   | : | Rs.150  |

**Documents required during filling up of forms:**

- a) Identity Card.
- b) Admit Card/Mark Sheet of previous examination (for final & first and final back paper exam.)
- c) H. S. C. & H. S. Certificate in original.
- d) University Registration Card.

**Qualification for admission to the examination:**

Students who should have passed the class promotion examination conducted by the College at the end of the first year and the Test Examination in the second year can only be qualified for admission to the First Degree Examination.

Students who have passed or appeared the first exam. and have thereafter completed a regular course of study for not less than one academic year in the third year course and sent up in the Test Examination would qualify for admission to the Final Examination.

**Change of Centre:**

1. No Centre change shall be allowed on medical ground.
2. Change of Centre may be allowed in case of transfer of father/guardian provided
  - a) Such transfer has taken place after 31 st of December of the year proceeding the year of examination
  - b) If the Centre sought for is the nearest Centre from the new station of posting of the father or real guardian.
  - c) If the distance of both the Centers seeking and living is more than 50kms.
  - d) If an attested copy of the transfer order is submitted along with the application for change of Centre.
  - e) If the Principal of both the colleges, present and proposed, agree for the change of Centre.
  - f) If the application .for change of Centre is accompanied with a Bank draft of Rs.25/- in favour of Comptroller of Finance Sambalpur University, Jyoti Vihar, Burla.
3. The University reserves its rights to give any Centre it deems fit or reject any application without assigning any reason thereof.
4. Change of Centre shall not be allowed to college under private management whenever a Govt. College is situated within 20kms from the said colleges.

## CHAPTER - IX

### COURSE STRUCTURE

#### **A-Higher Secondary SUBJECTS OF STUDY**

##### **A. +2 ARTS (128 seats)**

- I. Compulsory Subjects: English, MIL (O/H), Environmental Education.
- II. Optional Subjects: A student may choose any four of the following combinations.
  - a) Political Science
  - b) History (48) /Math
  - c) Economics/IRPM
  - d) Education (48) / Anth / Statistics / IT (Shortly opening)
  - e) Oriya / Hindi

##### **B. +2 SCIENCE (128 seats)**

- Compulsory Subjects: English, MIL (O/H), Physics, Chemistry.
- Optional Subjects: A student may choose any combinations :

Elective either form Gr A or Gr B.

Gr-A (3) Math(4) Biology/Electronics/Statistics/IT (Shortly opening)

Gr-B (3) Bio (4) Math/Bio-Tech/Statistics/IT (Shortly opening)

##### **C. +2 COMMERCE (128 seats)**

Compulsory subjects (1<sup>st</sup> year)

- i) English
- ii) MIL (Oriya/Hindi)
- iii) Environmental Education

Elective (First Year)

- i) Accountancy
- ii) Business Studies and Management
- iii) Business Mathematics & Statistics.
- iv) Fundamental of Entrepreneurship

(Second Year)

- i) Accountancy
- ii) Business Studies and Management
- iii) Business Mathematics & Statistics.
- iv) Cost Accounting.

#### **B-Three Years Degree +3 ARTS (96 seats)**

##### **A. Compulsory**

- 1<sup>st</sup> and 2<sup>nd</sup> year : English, MIL (Oriya/Hindi)
- 3<sup>rd</sup> year : Indian Society and Culture/Computer Application / Environmental studies.



**B. Pass Subjects (any one)**

Economics	-	32	Education	-	48
Pol. Science	-	32	(Shortly opening)		
Oriya/Hindi	-	32	History	-	48
Anthropology	-	16	(Shortly opening)		
Philosophy	-	32			

**C. Elective (any two)**

Indian Polity, Indian Economy, Landmark in Indian History, Mathematics, Science and Technology.

**D. Honours Subjects (16 seats each)**

Economics, Political Science, English, Oriya, Hindi. A student offering a particular (Hons./Pass) subject shall not choose any elective directly related to his/her (Hons./Pass) subject.

**+3 SCIENCE (112 seats)****A. Compulsory -**

- 1<sup>st</sup> year : English, MIL (Oriya/Hindi)
- 2<sup>nd</sup> year : Information Tech./ Indian Society and Culture
- 3<sup>rd</sup> year : Environmental Studies

**B. Pass Subjects -**

- 1. Chemistry/Botany/Zoology - 32
- 2. Physics, Chemistry/Physics, Mathematics, Chemistry, Mathematics - 80.

**C. Minor Elective (any one)**

- 1. Mathematics and Statistics (for life science students) Botany, Zoology etc.
- 2. Biology (for physical science students)

**D. Major Elective (any one)**

Biotechnology, Polymer Science, Industrial Chemistry, Pisciculture, Computer Application, Life Science, Physics, Chemistry, Mathematics, Environmental Science, Non-conventional Energy Resources.

**E. Honours Subjects (16 seats each)**

Physics, Chemistry, Mathematics, Botany, Zoology. A student offering a particular (Hons/Pass) subject shall not choose a major elective directly related to his/her (Hons/Pass) subject.

## **+3 COMMERCE (96 seats)**

### **A. Compulsory -**

- 1<sup>st</sup> year: Communicative English, Business Economy.
- 2<sup>nd</sup> year: Indian Society and Culture/Population Studies.
- 3<sup>rd</sup> year: Computer Application/Environmental Studies.

### **B. Pass Subjects -**

#### **1<sup>st</sup> year**

- 1. Financial Accounting (FA)
- 2. Business and Company Law (BCL)
- 3. Principle of Management (POM)

#### **2<sup>nd</sup> year**

- 1. Cost Accounting (CA)
- 2. Management Accounting (MA)
- 3. Auditing (AUD)
- 4. Company Accounts (CA)

#### **3<sup>rd</sup> year**

- 1. Income Tax (IT)
- 2. Business Statistics (BS)
- 3. Quantitative Technique and Business Math.

### **C. Honours Subjects (32 seats)**

#### **1<sup>st</sup> year**

- 1. Financial Accounting (FA)
- 2. Business & Company Law (BCL)
- 3. Principle of Management (POM)
- 4. Business Statistics (BS)

#### **2<sup>nd</sup> year**

- 1. Company Accounts
- 2. Cost Accounting
- 3. Quantitative Technique and Business Math.
- 4. Management Accounting (MA)
- 5. Auditing (AUD)

#### **3<sup>rd</sup> year**

- 1. Specialized Accounting
- 2. Income Tax.
- 3. Financial Analysis and Reporting
- 4. Tax Planning
- 5. Advance costing and Management Accounting.

### **C- SELF FINANCE COURSE**

- 1. Soft Skill Management
- 1. Industrial Fish & Fisheries

## CHAPTER - X

### EXAMINATION

#### **A- College Examinations:**

1. Students of class - promotion years (+2 & +3 first year classes) have to appear two examinations (Half-yearly and Annual) in an academic year To be considered for promotion in the Annual class examination a student has to appear both the examinations, or in the worst, at least one such examination Naturally students admitted after the second ( Supplementary) examinations have no alternative but to appear, at any cost, the Annual class promotion examinations The cases of students fai1in to appear at least one of' the above two examinations shall not be considered for promotion even on production of medical certificates.
2. Students of +2 Second & +3 Second & Third year classes get only one examination i. e, Test Examination, to appear in an academic year to qualify for being sent up for the H. S. or University examinations, as the case may be. Naturally their cases for being sent up shall solely depend on their performance in the Test Examinations, Hence, one must not fail to take up the Test Examinations with much seriousness.
3. Students failing to secure the prescribed percentage of marks and attendance as peer rule shall not be promoted or sent up as the case may be.
4. Students defaulting in payment or any college dues shall not be allowed to appear any examination.
5. Unfair means adopted in any examination shall be severely dealt with Punishment for such action shall range from fine, scratch of paper/papers, detention to restriction from college.
6. Deliberate absence in the examinations is punishable by fine or detention.

## **B- University Examinations:**

### **1. Award of Class:**

Class will be awarded on the following basis

<i>Pass</i>	<i>Core Subjects</i>	<i>Subjects other than Core subjects.</i>
Pass	A minimum of 30% in each subject and 36% of marks in the aggregate	A minimum of 30% of the aggregate of all above subjects taken together.
Pass with Distinction	A minimum of 30% in each core subject and 50% or more marks in the aggregate of core subjects.	Do
Pass without Hons	A minimum of 30% in each core subject other than Hons and less than 45% marks in the aggregate of all Hons paper but not less than 36% in all core subjects	Do
Second Class Hons	A minimum of 30% in each core subject other than Hons and 45% marks in the aggregate of all the Hons papers taken together (except those having practical)	Do
Second Class Hons with Distinction	In addition to Second Class Hons. a minimum of 50% marks of the total marks awarded in the core subjects other than Hons. in the first appearance.	Do
First Class Hons	A minimum of 30% in each subject other than Hons. & 60% or more marks in the aggregate of all Hons papers.	Do
First Class Hons with Distinction	In addition to First Class Hons a minimum of 50% of the total marks awarded in papers other than the Hons. papers in the first appearance.	Do

2. Any registered student of the University may be admitted to the first Examination if he has completed in one 'Or more colleges admitted for the purpose of such examination in the subjects which offers a regular 'Course of study for not less than two academic years after passing the H S. or equivalent Examinations, provided he is not otherwise ineligible to appear at the said examination. Subsequent a student should have also passed the promotion examination conducted by the 'College at the end of the First year and the test examination at the end of the Second year.
3. Any registered student of the University maybe admitted to the final 'Examination if he has passed in all the papers 6fthe First examination or appeared at the same and has there after completed a regular course of study for not less than 'One academic year in the third year course in one or more colleges admitted for the purpose of such examination in the subjects which he offers and sent up by the college in Test examination provided he is not otherwise in eligible for appearing at the said examination.
4. Aggregate for passing the *Degree* Examination at the end of Final Examination shall be the sum total of the aggregate of First and Final Examinations taken together .
5. A candidate failing to secure 30% marks in Pass subjects either in the First or Final exam may be allowed to appear in those subjects in not more than two examination immediately following the examinations for which he was first registered to clear the back paper (s)

However, if a candidate who has not passed that examination may at his option, appear in all the paper of that examination under the following conditions:

Marks secured in that examination earlier stand cancelled

After exercising the option to appear in all papers of an examination if a candidate fails in that examination he will be required to appear in all the papers of that examination in a subsequent chance.

6. If a candidate has appeared in back papers in the first chance and in all the papers in the second chance and also has failed, such a candidate can appear in subsequent examination (s) with all the papers. The provision of back papers appearance shall be not be applicable to him.
7. A candidate failing to secure 45% marks in Hons subjects either in the First or Final Exam may be allowed to .appear in that subject in not more than two examinations immediately following the examination for which he was first registered to clear the Back paper (8) or improve his performance as the case may be.

If he fails to pass in such chances the marks secured by him in all subjects/papers of such examination shall stand automatically cancelled and he has to appear in all the papers of that exam.

8. If a candidate does not secure pass marks in the aggregate he may reappear in one or more subjects / papers (s) of his choice from either the First or Final exam. to make up the deficiency. This chance shall be available in not more than two examinations immediately following the final exam. in which he was first registered.
9. Students who have passed without Hons or have obtained only a second class can reappear in the Hons papers only to improve their results. The higher of the marks in each paper shall be taken into consideration for determining their results and divisions.

However, distinctions if earned by the candidates shall not be affected by improvement examinations.

A candidate shall be allowed to improve his performance only once and within a period of two years from the date of his passing the B.A. / B. Sc. / B. Com. (3 Yr. Degree Course) examination.

In subjects where Practical courses are offered a candidate shall undergo practical training for a period or one month and submit a certificate at the time of submitting the Final application to that effect from the Principal / P.H.D. of a College where such subject is taught upto the Honours level.

10. A candidate who wishes to improve his performance in Hons. shall be required to appear in all Hons. Papers including Practical of First/Final examination and pay the requisite fees for both the exams.

Collegiate candidates taking this advantage will be treated as regular candidates and will be examined on the basis of current syllabus.

11. A candidate taking Honours Course initially in a subject may choose in writing to drop the Hons course and adopt the pass course in the same subject at the time of submitting his application for the first examination or final examination or earlier and he would then appear at the pass course in the subsequent examination.

Provided, however, that if the candidate changes from Honours to pass in a subject at the final examinations the average percentage of the marks obtained in the papers of the Hons. subject at the first examination shall be treated as the marks obtained in the pass subject at the corresponding examination to determine his result

12. In subjects having Practicals a candidate must secure for pass a minimum of 30% of marks in theory paper (s) taken together and 40% marks in practical paper (s) taken together in Core subjects other than Hons subjects.
13. In subjects having Practical a candidate must secure for Hons a minimum of 45% of marks in theory paper (s) taken together and 45% marks in practical paper (s) taken together in Hons subjects

14. The laboratory note book or the field work note book of each candidate who offers a subject in which there is a practical examination shall be inspected by the examiners who shall take those into consideration which determines the results of the practical examination. Each experiment / field work in every note book shall contain the date of the experiment / field work, signature of the student and the initial of the teacher with date under which the experiment / field work was performed.
15. Any candidate who has been registered as such in any other University will be permitted to migrate to this University and to register either for the first or the final examination of their University. In such case the marks obtained by him in the first examination of the other University will be taken as the marks obtained by him for the result. However, the privilege of back paper clearance shall not be all owed to such a candidate in respect of the examination of the other University.
16. The question papers shall contain alternative questions on the courses of study prescribed for the preceding year where such courses of study have since altered or amended.
17. The duration of examination for each theory paper carrying 50 marks shall be two hours and for each theory paper carrying 75 or 100 marks it shall be 3 hours.

### **C- Higher Secondary Examinations**

The students shall be awarded Division on the following basis:

Division	Marks to be secured by the candidate to qualify	
	In each subject	In aggregate
First Division	30% marks in Theory & 40% marks in Practical	60%
Second Division	Do	50%
Third Division	Do	35%

Compartmentally passed candidates shall not be allowed any Division.

There shall be held no Second (Supplementary) Examination.

### **D - WORK EXPERIENCE:**

Work experience has been made an internal part of general education at Higher Secondary level At the end of each term there shall be an assessment of the student's activities by a group of teachers and grades shall be awarded, as under, and the grading points are to be indicated in the final certificates issued by the C.H.S E, Orissa.

Grades for work experience practical:

Grade A	80% and above	Excellent
Grade B	60- 79%	Very good
Grade C	45-59%	Good
Grade D	30-44 %	Satisfactory
Grade E	Below 30%	Not satisfactory

**CHAPTER-XI**

**ATTENDANCE**

1. A student is required to attend at least 75% of lectures in all general, tutorial and practical classes taken separately in one academic year. Condonation of shortage of percentage may be granted, only to the extent of 15% in exceptional cases by the CHSE or the University as the case may be.
2. If a student finds that his/her name not been entered in the Attendance Register of any class and he/she is not given attendance in the class he/ she should at once bring this matter to the notice of the Clerk/Lecturer in charge and the Principal if necessary.
3. Falling short of percentage in attendance in any subject is an offence punishable by fine or detention in the examination.



## CHAPTER-XII

### A - LIBRARY

1. The college has two libraries - One for the Degree stage and another for the Higher Secondary stage. Each Library contains sufficient books the staff members and the students of the College become- Epso facto the members of the Library and may make use of the same.
2. The Library shall generally remain open from 10 A. M. to 5 P.M. on working days. No books are issued or return of books acknowledged beyond 2 P. M. This does not apply to issue or return of books to be used in the Reading Room.
3. No books shall be taken out of the Library without the knowledge of the Librarian and unit it has been properly entered in the Issue Register.
4. Each borrower must examine the condition of the books at the time of issue and inform the Librarian then and there for any defect. In case of mutilation discovered later, the presumption will be against the borrower.
5. Books taken out of the Library must be returned to the Librarian and on no account transferred to any other person.
6. At the time of returning the books, the borrower should take proper notice that the register is signed by the Librarian against each books in taken of return of the book.
7. No underlining or other notes or marking shall be made in the library books, nor shall any picture or page be removed or torn or lust In such case the borrower shall be asked to replace the book with a similar volume.
8. When the date of return of a book is a holiday, it should be returned immediately on the day the Library reopens.
9. All books is possession of the staff should be returned to the Library before the College closes for Summer Vacation or before such date notified by the Principal and the students before filling up of forms, for H. S. or University Exam. or before the Annual Class Exams. as the case may be.
10. Any borrower shall Immediately return, the library books whenever he/she receives a requisition notice for the return of the same.
11. A borrower against whom any overdue or other charges are outstanding shall not be allowed to borrow books from the Library.
12. Students may retain library books for only one week Defaulters will have to pay a fine of 10 paise per day, per book upto one week and Rs.1.00 on each subsequent days.

13. Any book lost or damaged must be replaced by a similar book. If any book happens to be irreplaceable, the borrower must pay two to five times the cost of the catalogue price of the book. In cases of loss of rare books or books out of print heavy amount of recovery as fixed by Principal shall be realised. Librarian has to report such cases.
14. Members of the staff may retain books borrowed by them for a period of two months at a time. If they intend to get the books standing in their names re-issued they must present the books of the library are then get them re-issued provided DO body else requires them.
15. A book once issued to borrowers may be reissued to him only when nobody else demands it.
16. Borrowers are to submit requisition slips mentioning the names of the books, in order of preference one hour before the issue of the books. Books shall be issued to the students on the specified days as notified by the principal.
17. The maximum numbers of book that may be issued to various classes of borrower are as follows.
- |                       |      |              |
|-----------------------|------|--------------|
| a) Readers & Lectures | -10  | No. of Books |
| b) Demonstrators      | - 02 | “            |
| c) Librarian/P.E.T.   | - 02 | “            |
| d) Ministerial staff  | - 02 | ”            |
| e) Honours students   | - 03 | ”            |
| f) Other students     | - 01 | ”            |
18. Every book added to the library, whether by purchase or otherwise shall be entered by the Librarian in a catalogue under its proper head.
19. The Librarian has to see that silence is strictly observed in the Library and Reading Room and to report any wilful breach of the rules
20. The library premises should not be used for any other purpose other than reading and consulting the books and periodicals of the library. Spitting, smoking and sleeping inside the library are strictly prohibited.
21. The Librarian shall report to the Principal the names of the person responsible for improper use of library books.
22. Periodicals, journals and books of reference, reserves books can be consulted in the reading room of the library only and in no case these should be taken out of library. Reference and Reserve books which are not to be issued shall be identified by the respective HODs/Principal.
23. Books of a particular department shall not be generally issued to members of the staff of other departments.

24. The Librarian may demand the production of Identity Card from a student at the time of issuing books from the library.
25. If a student loses his/her library card another card will be issued to him/her on application with payment of Rs.10/.
26. The Principal reserves the right to stop the issue of certain books without assigning any reason there of.
27. New books acquired by purchase or otherwise cannot be issued to anyone before they are entered into the register and the accession number stamped on them.
28. A book kept by a member of the staff for more than one year will be treated as lost and steps may be taken for recovery of the cost of the book.
29. No students will be issued C L C without a clearance from the library.
30. Necessary dues of the library are to be deposited with the Accountant of the office counter.
31. Before vacation (Puja & Summer) a list of defaulters shall be supplied by the Librarian to the office which shall be verified by the Clerk at the time of issuing C.L.C. It also applies to staff members on transfer.
32. A member is supposed to have read the Library rules and supposed to have agreed to abide by them. Ignorance of the Library Rules will be no excuse for breach of any rule.

## **B - READING ROOM**

The Libraries shall have Reading Rooms providing necessary facilities to staff members and students for reading, during, their leisure hours, books and journals borrowed from the Library

1. Encyclopaedias, Dictionaries, Rare books, Reference books, Magazines, Journals and periodicals can be borrowed for use in Reading Rooms.
2. Such materials borrowed for the use in the Reading Rooms on no account can be taken out of the rooms and these must be returned to the respective Librarians before 4 P. M.
3. A student is not permitted to leave the Reading Room before returning the materials borrowed for use the Reading Room.
4. Students are not permitted to use the Reading Room as Common Room.
5. Everyone is expected to maintain silence, discipline and decorum in the Reading Room.

## **C - SEMINARS**

The departments having Honours have seminar activities. All Hons. students pay certain amount as fixed by their respective departments as seminar subscriptions.

**The main objectives of the seminars are : -**

1. To provide scope and 'opportunity to the students to explore their dormant creative caliber and, thereby enabling them to face the growing competitive world.
2. To promote and foster in the students an awareness and understanding of different socio-economic, religious, political, literary and scientific needs of the society and to prepare them for fulfilling such needs through debates, discussions, seminars and study-tour.
3. To familiarise the students with different burning and emerging problems connected with their topics.
4. To discuss the papers written and read by the students with the active cooperation of the departmental teachers.
5. To invite resource persons in different fields to enlighten the students and to take part in the discussion on papers read out by students or on selected topics.

The Secretary and the Asst. Secretary elected by the students of the concerned department perform all works of the seminar by the advice and direction of the HOD. AJI teachers of the concerned department are closely associated with a seminar activities.

## **D - EXTRAMURAL LECTURES**

Occasionally arrangement for lectures by outsiders and members of the Staff of the College on topics of common interest, scientific and cultural topics which are not taught in regular curriculum will be made. Students should attend those lectures as they are highly informative and supplement the knowledge gathered in classroom.

Such lectures can be organised by the College Union, the Cultural Society, the Science Society and the Kala Sansad.

## **CHAPTER - XIII**

### **AIDS TO STUDENTS**

#### **A-STIPENDS SCHOLARSHIPS AND FREE STUDENTSHIP ETC.**

1. The College grants Free - studentships to the students every year on merit-corn-poverty basis and may grant aids from S. S. G. to extremely deserving students.
2. The Governments (Central and State) grant various kinds of Stipends and Scholarships to the students like :
  - a) Scholarships to students belonging to S. T. & S. C. communities.
  - b) Scholarships for Non-Hindi students offering Hindi as an optional subjects
  - c) Scholarships for orthopaedically handicapped students.
  - d) Scholarships to the wards of Primary & Secondary School teachers.
  - e) Scholarships to the children of Ex-Army men.
  - f) Scholarships to sons & daughters of Bidi & Mine workers.
  - g) Junior College Scholarships & Senior College Scholarships.
3. All students are supposed to enquire whether they are likely to be classified for any scholarship or financial assistance as categorized above from the College or from the Government and apply in time for the same as per notices issued in this connection by the Principal from time to time.
4. Scholarship holders should not absent themselves without leave, otherwise their scholarships will be subject to reduction as per rules.
5. PROGRESS & CONDUCT of the students become the important deciding factor for the award and continuance of financial aids and scholarships.

## **B . RAILWAY AND BUS CONCESSIONS**

Railway and Bus Concessions can be made available to the students and the members of the staff as permissible under rules.

Railway Concession are issued the bonafide students of this institution. The concession is admissible when a student travels:

- a) From Institution to his / her home during vacation and vice-versa.
- b) Front Institution to an Examination Centre in India and vice-versa.
- c) From Institution to training centres and vice-versa.
- d) From Institution to any place of interest/importance inside India for a group of minimum 10 students and guide and vice-versa Regarding Railway concession, Jharsuguda is the Railway Station of this Institution from which concession tickets can be obtained.

Every application for Railway concession should be accompanied by a certificate from a teacher of the institution to the effect that the purpose of the journey is genuine. The concession from is valid for fourteen days from the date of issue for outward journey and for three months for return journey. Misuse of concession tickets of allowing another person to use the ticket is a fraud which will render the user liable for prosecution or other penal action. Students intending to avail concession should deposit Rs.10/- in the counter for to and for journey. The students are required to carry their Identity Cards with them at the time of their travel for verification by the Railway Authority. All application for Railway concessions must be submitted at least 3 clear-days before the commencement of journey.

**Note:-** The term 'Home' means the native place .of the student or the place where the parents of the guardian of the student normally reside.

## **C - MEDICAL FACILITIES**

The Local Sub divisional H. Q. Hospital is attached to College for Medical treatment of the students. Doctors here shall conducts annual Health Check-up of the students. They will also visit the College as and when it is required by the Principal/Staff for any new program or in emergency cases

***Every Student must submit himself to the Doctor for the annual Medical Check-up Students should produce their Identity Cards to the Doctor at the time of Medical Check-up.***

A student of the College must abide by such hygenic principles and submit himself to such anti epidemic measures as would be laid down by the Principal from time to time by notification.

## **D - Students Safety Insurance Scheme**

"Student's Safety Insurance Policy" has been made compulsory in all college of Orissa (vide DHE letter No 18022 dt, 15. 4 .93) and if so facto in this college.

All bonafide students of the institution on payment of Rs.3/- (Rupees three only) per annum payable at the time of admission is insured by the New India Assurance Co Ltd, (. a subsidiary of the General Insurance Corporation of India) located in New India Assurance Building, 87, Mahatma Gandhi Road, Foot, Mumbai-400001.

The company shall pay to the INSURED to the extent and in the manner here in after provided that if any of the Insured Person shall sustain any bodily injury resulting solely and directly from accident caused by external violent and visible means.

- a) If such injury shall within six calendar months of its occurrence be the sole and direct cause or the death of the Insured person the sum of Rupees Ten Thousand.
- b) If such injury be loss of :
  - sight of both eyes or of the actual loss by physical separation of the two entire hand or two entire feet or of one entire hand and one entire foot, or of such loss sight of one eye and such loss of one entire hand or one entire foot, the sum of Rupees Ten Thousand.
  - use of two hands or two feet, or of one hand and one foot, or of such loss of sight, of one eye and such loss of use of one hand or one foot, the sum of Rupees Ten Thousand.
- c) If such injury be the sole and direct cause of the total and irrecoverable loss of :
  - i. the sight one eye, or of the actual loss by physical separation of one entire hand or one entire foot the sum Rupees Five Thousand.
  - ii. total and irrecoverable loss of use of a hand or a foot without physical separation, the sum of Rupees Five Thousand.
- d) If such injury shall, as a direct consequence there of, immediately, permanently, totally and absolutely, disable the Insured person from engaging in being occupied with or giving attention to his normal activities of any such. Description whatsoever the sum of Rupees Ten Thousand.
- e) If such injury shall necessitate treatment to the said insured person in a hospital or nursing home the medical expenses as may be necessarily responsibly and actually incurred upto but not exceeding the sum of Rupees Five Hundred anyone accident.

For further detail students may contact with Sri U. C. Patel, dealing assistant of this scheme.

## **CHAPTER-XIV**

### **PUBLICATION**

#### **A - College Magazine**

The College, subject to availability of funds publishes its magazine comprising articles in Oriya, English, Hindi and Bengali from the students and members of the staff. Suitable snaps, sketches and paintings also find place in it. Its Editorial Board is nominated by the Principal from among the members of the Teaching Staff.

Every student pays at the time of admission an annual subscription for the magazine.

#### **B- Academic Calendar**

The Academic Calendar of Information published by the college contains a lot of valuable information for the guidance of the students & the staff members of this College Often mistakes are committed by the students for their ignorance of rules and regulations. But ignorance of rules and regulations will be no excuse for the breach of any rule. So every student and member of the staff should go through this Academic Calendar carefully to be aware of the rules governing the institution. An Annual subscription as fixed from time to time shall be collected from each student at the time of admission. The Principal is the final authority for any change, interpretation, addition or abrogation of this book.



## CHAPTER - XV

### **A- National Service Scheme (N. S. S.)**

The NATIONAL SERVICE SCHEME, popularly known as NSS is a student youth programme, dedicated to the service of the community since 24th September 1969. NSS works around the community at the grass-root to eliminate socio economic evils and to alleviate the community to minimum norms and needs of life-health, education, nutrition, sanitation, population, environment and development etc. NSS imparts extension services and extends humanitarian services solely to transcend people's attitude to life and brings a change in approach to life. Discouraging rural atmosphere simply turns to "beauty, poetry and prosperity". Urban anxiety to awakening. Women development being a burning issue of the time. NSS takes up the issue to improve women participation in .community care. Rethinking development is rebuilding youth in nation-making & community curing. So NSS works out ways and means, promotes programmes & projects for building community better with youth integration and participation. NSS forms a living contact with the community and helps improve quality of community life.

The SCHEME-NSS is a Central Government sponsored scheme operating in the affiliated colleges of the University in collaboration with the state government. NSS works in the colleges according to University guidelines.

The PROGRAMME- The National Service Scheme (NSS) of the College has been working out Since 1973. Presently, there are two units of NSS in our college whereby Smt. Nalini Kuar and Sri Mohan Chandra Naik are acting as the programme officer of unit –I and unit-II respectively. Every unit consists of 50 volunteers (both boys and girls). Lately, in the Puja special camp and in the winter special camp, the NSS volunteers, under the active guidance of Sri Mohan Chandra Naik, have been working actively in the adopted village of Banjari, Jharsuguda, cleaning the village and the school. Their works have been highly admired not only by the teachers and villagers but also by the press reporters of the Naba Bharat, The Samap, Besides special camps the usual Normal Camps are being held regularly in the college and outside the college – surroundings under the vivacious leadership of Sri Mohan Chandra Naik. Our Staff-members, along with the Principal, are in fact the torch-bearers in every inch of the NSS activities.

For effective implementation of the programmes college level advisor committee consisting of the following members shall be set up in accordance with NSS guidelines.

### **Advisory Committee:**

- 1) President
- 2) Secretary - Sr. Programme Officer
- 3) Member - Other Programme Officer
- 4) Member - Staff Representative
- 5) Member - Collector's Nominee
- 6) Member - Student Representative
- 7) Member - Social Activist

### **The main functions of the committee are:**

to finalise enrolment of volunteers.

to finalise the action plan/programme for the year,

to prepare and pass a budget,

to formulate principle for implementing programme as per University guidelines.

In addition, for active participation from among students, all volunteers may constitute student committee for NSS in the college level. The executive committee constituted by the volunteers may get advice from the Programme Officers.

Thus NSS works in the college according to programme decisions of the advisory committee under the guidance of the Principal.

NSS, L. N College, Jharsuguda, has a rich tradition of reaching the community - a tradition of constant interaction with the college and village, campus and community, NSS has been serving the community with all dedication and has immensely contributed to beauty, poetry and prosperity of the community.

## **B - YOUTH RED CROSS**

The Red Cross born of a desire to bring assistance without discrimination to the wounded in the battle field (the Crimean war 1854-56 endeavours in its international and national capacity to prevent and alleviate human suffering wherever it may be found Red Cross is not a mere movement or an ideal in action. It is a way of life. It is based on the principles of Humanity, Impartiality, Neutrality, Independence, Voluntary service, Unity and Universality.

The Youth Red Cross is the youth wing of the Red Cross Society founded by Henry Dunand. 50 student volunteers, with the leadership of three lecturers-counselors-comprise one youth Red Cross wing in our college. The YRC wing of our college is regarded as the Nodal (Leader) wing of our district. To serve the destitute, Blood Donation, protection of Environment, Plantation of trees, Road Safety training, fire fighting training, fighting against AIDS, serving during Natural calamities etc are its main functions. Volunteers attend National, State Regional and College level camps and acquire theoretical and practical training, friendship etc. One can choose it as the career of his life. Every year our volunteers attend at least four camps. Our YRC wing is one of the active wing of our state.

Every student contribute annually during first admission Rs.5/- (five) only to the College Red Cross fund out of which Rs.2/- (two) go to the Red Cross Fund.

The students are encouraged to inculcate the ideals of the Y.R.C.

### **C- ADULT EDUCATION**

Literacy and continuing education are parts of the extension programme for the Universities and the Colleges since 1978.

Their objectives are:

- a) to actively involve teachers and students in the college in process of national development through extension of literacy programmes for enriching the knowledge & experience of the teachers and the taught and for developing the potential of local human resources so that they can more effectively participate in the development process.
- b) to increase knowledge and awareness and to improve the functional skills of the local population.

To achieve these ends the college shall have an Adult Education wing under a programme Officer to be nominated by the Principal from among the members of the Teaching Staff of the College.

### **D- National Cadet Corps (N. C. C.)**

The National Cadet Corps (N.C.C) came in to being in the year 1948 by an act of Parliament and was published in the Gazette of India.

It is a premier youth organisation spread across the length and breadth of our country 'the a cadet strength of 4-33 lakhs for senior division and 7-30 lakhs for junior division. It aims at imparting discipline and character building besides training the youth to be better citizens and future leaders of the country and always available for the services of the nation.

SD Naval Wing NCC, 2 (0) Naval Unit NCC, Bhdrak L.N. College, Jharsuguda

Raised on 15.09.2003

CTO- Uttam Charan Hota, Lec-in Economics

Strength- 60C (SD 50+ Sad 10)

Achievement

Cadets in RDC- ORI/SN/03/10912

New Delhi-2006 PO Cadet Sanatan Kumar Singh

2007 RDC – PO- Cadet – Prabhat Kumar Pradhan

2008 RDC – PO Cadet Pratik Kumar Mohanty

Camps attended – ATC, CATC, NIC, Pre –Nausanik, Nua ainik, Mahanadi Sailing, YatchingCamp, Ship Attachment Camp, RDC Golden TringleCycle Expedition 2008.

#### Roll of Honour-

1<sup>st</sup> Cadet in RDC , New Delhi, PO\_Cadet Samanta Kumar Singh SD Naval Wing NCC

1<sup>st</sup> Cadet in Nausainik Camp- Cadet – Prenchand Sandha, SD Naval Wing NCC

#### Activities

Green and Clean Campus, Blood Donation , Trafic Control First Aid Service, Tree Plantation, Pulse Polio Campaign, Family Planning , Aids Awareness Campaign Disaster Management.

Felicitation & Award- Press Club of Jhanuguda/ Sup of Police, Caollector & Dist- Red chainman , Cross Society , ST John Ambulance, Ultra Tech Cement, Amma Odisa (Sambai)

SW Army Wing NCC , 5 (O) Sambalpur , LN College, Jhanugada

Raised on- 2003

CTO- Mrs. B. Kau, Sr. Lec in English

Strength- 30

#### Achievements

Cadet in

TSC, New Delhi, 2008- Sujata Bhora Sagar,

TSC, New Delhi, 2004- Bina Pani Pradhan

TSC, New Delhi, 2006- Annapurna Mohapatra

Mahavalanea Shooting 2006- Indra Kumari Sahi.

Camps Attended – ATC, CATC, TSC, NIC, Hospital attachment, cycle Expedition- 2007

Bhought Colony to the College-

Cadet- Binapani Pradhan , Stood II in Shooting at TSC , New Delhi 2004

Cadet – Annapurna Mohapatra- TS (New Delhi)

Cadet- Sujata Bharasagas- TSC (New Delhi).

#### Activities:

Tree Planation in and around the Campus, Blood Donation, Traffic Control, Pulse, Polio Campaign , Family Planning, Disaster Management, First AID Camp, Traffic Control, Visiting the old age homes, Pollution control awareness and much more.

#### Felicitation and

Awards- 7 cadets were felicitated for their selfless service to the society by Press Chief of Jharguda by The Supdt of Police, JSG by Chairna, Red Cross Society , ST- Johns Ambulance by Ultra Tech Cement, JSG, Ama Odisa, Sambad,

SD Army Wing NCC, 5/BN NCC, Sambalpur, L.N. College, Jharsuguda  
Raised on -1977-78  
CTO-Narendra Kumar Panda, Lect in Commerce  
Strength-65  
Achievement  
2005-RDC, New Delhi- JUO Sushil Pradhan  
2006-TSC, New Delhi- SUO, Lingaraj Pradhan

Camps Attended ATC, CATC, TSC, Army attachment,

Army Attachment Camp- Debrugarh Assam,  
CATC- Godbhoga  
TSC- New Delhi  
RDC- New Delhi  
NIC- Rajasthan, Maharastra & Belpahar  
RCTC- Gwalior  
BLC- Gandhinagar, Gujrat  
Pre-RDC- Titlagarh

#### Activities

Cadets participated in Blood donation, tree plantation, pulse polio Campaign, Traffic control, First AID Training, Disaster Management, Aids awareness Rally & Seminar, Pollution Control awareness.

#### Feliciation & award:-

Cadets were felicitated for their selfless services to the society & nation as a whole.

By the press club of Jharsuguda for traffic control during Durga Puja  
By the SP Police, Jharsuguda for Traffic Control  
By the Chairman, Red Cross Society, Jharsuguda for Blood Donation.  
By the St. Johns Ambulance, Jharsuguda for First Aid- Camp.  
By the Ultratech Cement, Jharsuguda for tree plantation.  
By the Ama Odisha, Sambad for Blood Donation.

#### **OUR COMPANY:**

2/5 Company, N.C.C, L.N College, Jharsuguda is affiliated to 5, Orissa, Battalion N.C.C Sambalpur, having an authorised strength of 6S Cadets and One A O. At present Capt (Dr) S.C. Choudhury is serving as the "Associate N C. C Officer" (Coy Comdr) .

#### **ENROLMENT:**

Fresh enrolment of new cadet usually commences in the month of September and N.C.C raining begins soon after the completion of admission. N.C.C parade classes are held at college parade ground or OSAP, 2nd Bn parade ground from 7-30 AM to 11-30 AM on every Sunday (unless otherwise notified) up to the month of February/March till 120 classes are covered [Each class is of 40 minutes duration]

**TRAINING:**

Regular PI staff from the Battalion Head Quarter (Bn Hq) attend the parade for conducting the classes under the supervising and guidance of the Coy. Comdr. Cadets are imparted basic elementary training on subjects like, Drill, Weapon Training Field Craft, Map reading, Military History and Geography, Leadership Training First Aid, Civil Defence. Social Service and adventure activities etc,

**CAMPS:**

Various state and centrally organised camps are held under the auspices of N.C.C during the academic session. It is obligatory on the part of N.C.C cadets to attend such camps who are detailed for the same..

These camps are Combined Annual Training Camp (CATC) Annual Training Camp (ATC), National Integration Camp (NIC) All India Trekking Expedition (A.I. Trekk), Army Attachment Camp, Rock climbing Training Camp (RCTC) volunteering Expedition etc.

Cadets have to undergo rigorous and tough selection, to participate in "Basic Leadership Camp (BLC), Republic Day Camp (R D C) Independence Day Camp (IDC) ahead youth Exchange Programme (Y.E.P) Under YEP cadets get on opportunity to visit foreign countries like Canada, Srilanka, Britain, Bhutan etc for a period of three months.

**CERTIFICATE EXAMINATION:**

One of the objectives of N.C.C Training is to encourage the Cadets to appear at the 'B' and 'c' certificate examination These examination are normally held in the month of March / April taking care to see that it does not clash with the examination-schedule of the college. Cadets, on fulfilling certain conditions become eligible for certificate examinations, whose nominal rolls are prepared. The location for such exam. is usually the Battalion Hq.

**INCENTIVES TO CADETS:**

A good number of incentives are provided to NCC cadets holding distinction at various levels by the state Govt. and central govt. A specific number of N.CC scholarship, are awarded to meritorious cadets joining N.C,C. Special weightage is given to cadets' holding A, Band C certificates for admission in to different classes. Certificate 'C' holders (above 'B' grading) are exempted from written test for getting into officer's Training Academy (OTA) Chennai.

Thirty seats per course have been earmarked for certificate 'C' holder for entry in to 'IMA' Derhadun.

Cadets participating in RD parade at Delhi are awarded free 'Muft' along with cash incentives.

Special consideration is given to N.C.C. cadets with Band C certificates for State Police Service and other paramilitary service under Central Government.

## **CONCLUSION:**

It is a matter of pride for N.CC to boast that its former cadets hold high offices today and have excelled in various walks of life. However the task before us is quite challenging and stupendous in moulding the youth to meet the challenges of tomorrow.

As the organisation is celebrating 50th year of its existence it is more appropriate to consolidate the gains already achieved and strengthen its commitment to the cause of the youth development and nation building.

## **CHAPTER - XVI**

### **SPECIAL PRIZES**

The college shall award every year on the day of Annual Function the following prizes:

#### **1. PRINCIPAL S. K, PATEL'S RUNNING TROPHY:**

This running trophy given by the Principal Sri Shradhakar Patel, shall be awarded to the best student of the year (+2 and + 3 student taken together) i.e. the student securing the highest percentage of marks in the proceeding CHSE / University Examinations

#### **2. RAMACHANDRA THAKUR MEMORIAL PRIZE:**

This prize, in form of cash or kind, shall be awarded to the best All - Rounder of the college in the memory of Ramachandra Thakur. This prize shall be paid from the interest money of the fixed deposit made on that account by Sabita Thakur wife of Late Ramachandra Thakur, who served this institution for a long year as a sincere teacher in the department of English.

## CHAPTER-XVII

### Guidelines for College Elections (Student's Union / Association / Societies)

#### Rule - 1 General:

- a) Annual elections to the various offices of the Students' Union and the Allied Associations shall be held, unless that becomes undesirable due to unwarranted situations. The date, time and the whole procedure of such elections shall be notified by the Principal/Returning Officer.
- b) The Principal or his nominee, who must be a member of the Teaching Staff of the college, shall act as the Returning Officer for all elections in the college.
- c) The Principal may also appoint an Assistant Returning Officer from among the members of the Teaching Staff, who shall act as Returning Officer in the absence of the Principal and discharge duties as entrusted to him by the Principal.
- d) The Principal may also appoint Election Officer/Officers from among the members of the Teaching Staff to help him conduct the elections per his directions.
- e) There shall be no collection of college dues on the day of polling. So all the student should clear their dues sufficiently in advance.
- f) A student without proper identification can neither enter the college premises nor be able to vote. So Identity Cards ( Fresh/Renewal) must be obtained by the students sufficiently in advance for their proper identification. Identity Card shall not be issued/renewed on the day of election.
- g) Not withstanding any thing mentioned in the following paragraphs the Returning Officer reserves the right to modify or repeal any of the provisions in the greater interest of the institution.
- h) In all matters of disputes and interpretations of these guidelines the decision of the Principal/R.O. shall be final and binding ,

#### Rule-2 Eligibility:

- I. Every bonafide student of the college having no outstanding college dues against him and not disqualified as a student otherwise shall be eligible to participate in the elections.
- II. Degree students can be candidates proposers and seconders for the Student's Union and the Allied Associations meant for the Degree student's. Similarly Higher Secondary Students can be candidates /Proposers /Seconders for the Associations meant for them.



- III. Every bonafide student of the Degree Streams ipso facto becomes member of the Students Union. Hence only the students of the Degree stage can contest, irrespective of classes, for the posts of president, Vice-President, General Secretary and Asst. General Secretary.
- IV. Undergraduate students between the ages of 17 and 22 may contest elections.
- V. The candidate should in no event have any academic arrears in the year of contesting the election.
- VI. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance whichever is higher.
- VII. The candidate shall have one opportunity to contest for the post of office bearer and two opportunities to contest for the post of an executive member.
- VIII. The candidate shall not have a previous criminal record ,that is to say he should not have been tried and /or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
- IX. The candidate must be a regular full time student of the college and should not be a distance/ proximate education student.

**Rule - 3 Filing of Nominations:**

- a) Nomination forms shall be available from the cash counter of the college on payment of an amount as fixed by the Principal during a fixed period of time.
- b) Nomination forms properly filled in must be submitted to the Returning Officer within such date and time as notified. Nomination forms shall not be accepted thereafter.
- c) Candidates shall attach the money receipts towards sale of nomination papers with the nomination forms or submit the same at the time of scrutiny of nominations.
- d) A candidate may fill a maximum of 5 (five) nominations for one post.
- e) A student can either propose or second the candidature of one candidate only for a particular post.
- f) Candidates for the posts of President, Vice-President, General Secretary shall have to deposit Rs.50/- (fifty) or a higher amount fixed by the Principal as security money refundable only when they secure at best 20% of the total member of votes cast for their offices.

**Rule- 4 Scrutiny of nominations :**

- a) Nomination forms shall be scrutinized by a committee of the members of the staff of the college and a list of valid nominations shall be notified there after.
- b) Candidates or their authorised nominees, only one at a time may remain present at the time of scrutiny.

### **Rule-5- Withdrawal of Nominations:**

A candidate willing to withdraw from contest shall appear in person before the Principal or any officer (s) duly authorised by him to act on behalf with his/her identity card within the stipulated period as notified and express his / her desire to withdraw from the contest in writing in the prescribed form.

Application for withdrawal shall not be entertained after the stipulated date and time.

A final list of candidates contesting for various posts shall be notified thereafter.

### **Rule 6-Passes:**

Candidates may collect passes (to be eligible to enter the scrutinising centre, polling booths and counting centers) for themselves and their polling/counting agents from the election office as per notice Passes must be produced on demand. If the Principal or any officer in charge of maintenance of discipline is convinced that the presence of a pass holder within the college premises is not desirable for the peaceful conduct of the elections the pass issued to him shall be seized and the student shall be removed from the college premises.

### **Rule 7-Polling Process:**

- a) Elections shall be held by direct method where each student may exercise his/her right to vote and cast only one vote for each office to be filled in.
- b) Leaflets/handbills etc can be distributed among the voters only after submitting copies of the same to the Principal/R.O. and getting them approved.
- c) Platform meeting of the students shall be held on a day before the election where the contestants can get opportunities to explain to the voters their election manifesto. The Principal or the Advisor, Students' Union shall preside over their meeting
- d) A voter can cast his/her vote in favour of a candidate by pulling a distinctly visible cross (x) mark well within the space provided against the name of only one candidate contesting for a post A ballot paper bearing no mark, bearing any mark other than a cross (x) mark, bearing marks against more than one name of only one candidate contesting for a post .A ballot paper bearing no mark, bearing any mark other than cross (x ) mark, bearing marks against more than one name for the same post shall be rejected.
- e) If a candidate or his/her authorised polling agent wants to check the ballot boxes to ensure that the ballot box is empty before use he must be present in the booth before the actual voting starts .Delay in his arrival shall not delay polling.
- f) Before the close of the election as per the time schedule voters assembled near the booth for casting votes shall stand in queue or enter the booth if so desired by the presiding officer .Slips signed by the P. O. shall be issued to all such voters who shall be allowed to vote even beyond the prescribed time, if need be.
- g) After the end of poll all ballot boxes shall be properly sealed and kept under proper custody.

**Rule 8-election offences:**

The following shall be treated as election offences:

1. Canvassing in any form inside or outside the booth on the day of polling.
2. Disfiguring of the college buildings, walls, doors, windows, etc. by banners, posters, leaflets, wall - paintings and writings etc.

**Rule 9-controlling:**

- a) Immediately after the polling is over, counting shall start in the manner and the time prescribed by the Principal/RO.
- b) A candidate or his/her authorised agent (one at a time) may be present in the booth throughout the period from the opening of the ballot box/boxes to the closure of counting to see that the sealed ballot boxes are duly secured and counting is correctly done. Counting shall not be delayed for the late arrival of a Candidate or his/her agents
- c) Candidates obtaining maximum number of votes shall be declared elected. In case of a tie the election of the successful candidate shall be determined by lot.
- d) If a candidate is defeated from his/her nearest rival by not more than (five) votes he/she may appeal to the RO for one recounting only of votes in the prescribed form after depositing Rs 50/- (fifty) only. Such an appeal shall not be entertained unless the same is filed within one hour of the declaration of the results.

**Rule10-Declaration of Results:**

After the end of counting a list of candidates elected to various office/posts shall be notified by the Returning Officer in the general notice board.

**Rule-11 Election offences & election petitions:**

Cases of election offences and election petitions challenging the validity of an election/election process must be submitted to the Principal/RO. within one hour from the time of completion of polling with a challenge fee of Rs. 50/- Petitions submitted late shall not be entertained. Such cases shall be heard and decided by an Election Committee consisting of the following persons –

1. Principal – President
2. +2 in charge - Vice-President
3. Advisor, College Union,
4. All Vice-Presidents of different Associations Five
5. members shall constitute the quorum for a meeting of this committee and decisions shall be taken by a simple majority of votes.

**Rule-12 Oath Taking:**

Assumption of office (Oath taking) of all office bearers of the Allied Associations shall be held along with the oath-taking of the office-bearers of the College Union convened for the purpose of the Principal. The Advisor, College Union, shall administer the oath of office to the office-bearers of the Union and the Vice-President/officers-in-charge to the office - bearers of their respective allied Associations.

All the students of the College including the Higher Secondary students are entitled to attend this meeting.

**Rule-13 Vote of No-confidence:**

**(Applicable for Student's Associations / Societies)**

An office-bearer of an Association who fails in the proper discharge of his duties may be removed by a vote of No-Confidence passed by 2/3 of the total student-members of the executive body of the concerned Association. Such motion of No-Confidence can only be admitted if at least 30% of the total membership of the Association sign and present a requisition to that effect to the President (Principal) of the Association.

**Rule-14 Dissolution:**

If the Principal is satisfied that the College Union or any Association is not functioning according to the letters and spirit of its constitution or is doing any thing against the larger interest of the institution he can dissolve it. He can also remove any individual office-bearer failing to discharge his duties in right manner.

**Rule-15 Filling up of Vacancies:**

Offices falling vacant due to non filling of nominations, want of valid nominations, loss of studentship due to non-payment of college dues or otherwise, resignations, removal by Principal, vote of no-confidence or for any other reason shall be filled up by the Principal through nominations in consultation with the Advisor or the Vice-Presidents, as the case may be

**Rule- 16 Tenure of Office :**

The tenure of office of all office-bearers shall normally be, provided they continue to be bonafide students of the college, only for the academic year for which they are elected.

**Rule-17 Tenure of Office of Ex-Officio Members :-**

The ex-officio members shall hold office so long as there is no official change.

**Rule- 18 Amendments to the constitution:**

Amendments to the constitutions of the Allied Associations shall be considered only by the Amendment Committee formed for the purpose with the following members:

- a) Principal (President)
- b) Advisor, College Union
- c) Vice-Presidents of Allied Associations
- d) President, College Union
- e) Secretaries, College Union
- f) Secretaries of Allied Associations

An amendment shall be carried out if a majority of two third of the total membership of the Committee vote in its favour and if it is finally approved by the Principal,

### **Rule- 19 Meetings of the Executive Bodies:**

- a) The Executive Body meetings of the College Union shall be presided over by the President and in his absence the Vice President. There can be held no meeting in the absence of the both. No meeting can be held without an Advisor. Similarly the Executive Body meetings of Allied Associations shall be presided over by the Vice-Presidents and in their absence one of the Vice-Presidents. There shall be no meeting in the absence of the both.

These meetings can be called only in consultation with the President and the Advisor, College Union and the Vice - Presidents of the Allied Associations, as the case may be.

- b) The Principal may convene a meeting of the Executive Bodies at any time he likes and he can at his discretion invite any person to attend any meeting. Such persons shall not have the right to vote.
- c) The members of the Executive Bodies shall work under the guidance and as per the directions of the Advisors or the Vice-Presidents, as the case may be
- d) For ordinary meeting at least 3 days clear notice (with date, time, place and agenda of the meeting) shall be given to the members.
- e) Emergency meeting can be convened at very short notice. Notice for such a meeting must bear the agenda.
- f) Fifty percent of the total membership of the Executive Committees shall constitute the quorum for a meeting
- g) Members remaining absent, after due notices, in two consecutive meetings shall cease to be members any more.
- h) Executive Body meetings can be held only after the college hours unless otherwise permitted by the Principal under special circumstance.
- i) The proceedings of the meetings should be recorded by the Secretary and placed before the Advisor, Vice-President teacher-in-charge, as the case may be, within one week of the meetings and these authorities, in their turn, should present, within three days, those proceedings with their counter signatures and remarks if any, for Principal's necessary information and actions in time.

### **Rule-20 Finance:**

- a) The Principal shall be the custodian, sanctioning authority and operator of the funds of the Union and Allied Association.
- b) Every student shall pay annually during first admission prescribed fees towards the funds of the Union and the Allied Associations.
- c) All Executive Committees must pass the budgets of their respective organizations at appropriate times and submit copies of the same through the Advisor or the Vice-Presidents, as the case may be, for Principal's approval. The budget without Principal's approval will be invalid. Whenever expenditure in any item is likely to exceed the estimate in the approved budget, a revised budget should be submitted to the Principal before the expenditure is incurred.
- d) Expenditure must be limited to one's income. The Secretaries (College Union and Allied Associations) shall be responsible for accounts and answerable for any excess expenditure and the amount may be recovered from them.

- e) In financial matters the Secretaries shall be under the control of the Advisor and the Vice-Presidents, as the case may be. They will receive the money of their respective organisations from the office for expenditure through the Advisor/the Vice-Presidents/Lecturers-in-charge who shall supervise the accounts and present the same to the Principal for audit by the end of February on the dateline fixed by the Principal to that effect.
- f) Money from respective funds can be drawn in advance for incurring expenditure. Before a subsequent advance is sought for by the Secretary the accounts of the previous advance should invariably be furnished, All such applications for advance and their payment shall pass through- the Advisor, Students' Union or the teacher-in-charge of the Associations as the case may be. Applications for advance by the Gen. Secy., Student's Union must come through the President.
- g) Credit purchases on behalf of the Students' Union or other Associations shall only be made on the basis of authority slips in the prescribed forms duly attested by the Advisors or the teacher-in-charge, as the case may be.
- h) All diversion of funds of one association to another shall be jointly decided by a committee consisting of the following persons.
  1. Advisor, Students' Union - Convenor.
  2. Vice Presidents/Lecturers-in-charge of Allied Associations
  3. President, Students' Union.
  4. General Secretary, Students' Union.
  5. Secretaries of Allied Associations.
- i) A statement of accounts showing the receipt and expenditure with the relevant documents and vouchers shall be submitted by the Secretaries to the Advisors/Lecturers-in-charge as the case may be within a week after the expenditure is incurred. The accounts shall indicate the details of the vouchers, particulars of the articles, dates of purchase and names of suppliers etc. such records shall be submitted to the Principal for approval.
- j) The Principal may direct the Secretaries to produce the books of accounts for his verification at any time.
- k) The accounts shall be audited by a lecturer and the audit report be submitted to the Principal through the Advisor / Vice- President, as the case may be, for his information and necessary actions. The audited accounts shall be presented at the General Body meeting of the students by the respective Secretaries before the end of the session.

## CHAPTER - XVIII

### The Preamble of the Constitutions

#### Rule-21 THE PREAMBLE:

We the students of Laxmlnarayan College , Jharsuguda, Dist. - Jharsuguda having humbly acknowledging all our obligations to our sacred institution and resolving ourselves to constitute the Union and the Allied Associations referred to hereunder into academic and cultural societies and to promote social service, chority, fraternity, dignity and all round development of the students and our ALMA MATER, do hereby enact, adopt and give to ourselves and to our successors this constitution on the 18<sup>th</sup> day of August 1969.

Note: -

- a) Union means the Students Union and the Allied Associations means the Cultural Association, Athletic Association and other such association and societies. formed here under or to be formed in future. "Successors" means the students who shall be admitted to this College here after.
- b) There shall be the following Associations of the students  
**For + 3 Stage:-** a) Student's Union b) Athletic Association c) Cultural Association d) Dramatic Association e) Science Society f) Vanijya Parishad g) Kala Sansad h) Social Service Guild i) Student's Common Room.

- For +2 Stage:-** a) Cultural Societies b) Dramatic Association c) Athletic Association.
- c) Nothing in this constitution shall prevent the Principal to form new association /associations or delete any association formed here under.
- d) Nothing in this constitution shall prevent the Principal to amend, abridge or delete any provision or provisions in part or in full either by his discretion or by power conferred on him save in the interest of the students, the State of Orissa and the Union.
- e) This constitution shall / may include :
  1. Acts, Orders, notifications, rules and regulations made by the Government or authority acting on its behalf, from time to time.
  2. Orders, notifications, rules and regulations made by the Principal in conformity with the rules and orders passed by the Government.
  3. Customs and usages.
  4. The resolutions passed by the authorised body of the Student's Union and the Allied Associations and duly approved by the Principal

**THE CONSTITUTIONS**

**Rule- 22 A - A Students Union:**

The name of the students union of the college shall be "Laxminarayan College Students Union".

Every bonafide student of the + 3 classes of the college ipso facto become a member of the Union.

**Rule-23 Functions of the Union:**

- a) To hold the Annual function of the College and to award prizes to the winners of the different cultural competitions conducted under its auspices.
- b) To organise debates, Seminars, discussions on general, cultural, academic, National and International problems.
- c) To organise social and extramural activities such as excursions, study tours etc.
- d) To invite eminent persons to address the union.
- e) To promote Social & cultural trend and to uphold moral values of the students and work for the well- being of the College.
- f) To take up such other activities as may be bestowed upon the union by the Principal or as proposed by the union & approved by the Principal

The union shall remain the sole spokesman of student's opinion inside and outside the college campus.

**Rule-24 Executive Body of the Union :**

The following persons shall constitute the executive committee of the union.

1. The President
2. The Vice-President
3. The General Secretary
4. The Asst. General Secretary
5. Class representatives - one from each class, elected by the students of the respective classes
6. Two lady-students' representatives, to be elected by the students.

**Rule-25 Advisor:**

- a) There shall be an Advisor & some Associate Advisors, appointed by the Principal from among the members of the teaching staff. In the absence of the Advisor, the Associate Advisor (according to seniority) shall act as the Advisor.
- b) The Advisors shall be presenting all the meetings of the union. They will assist by helpful suggestions, whenever they think it necessary, for the proper conduct of the meetings. The President may also refer to the Advisors any rule for interpretation & the decision, there upon of the Advisor shall be final.
- c) The Advisor, may at any time during a meeting on the request of the President explain the scope & effect of the motion or amendments.
- d) None of the Advisors will preside over a meeting of the union unless specially requested to do so by the President.
- e) At all times the associate advisors shall assist the advisor to discharge his duties properly.
- f) He shall control finance of the Union on behalf of the Principal.



**Rule -26 The President :**

- a) The President shall preside over all Executive Body and ordinary meetings of the union.
- b) He shall be responsible for maintaining order & interpreting rules.
- c) His ruling shall be considered final except where he requests any of the Advisors to do so.
- d) The voice of the President shall be considered as the opinion of the Union in all external affairs relating to the Union.

**Rule-27 The Vice-President:**

The Vice-President shall assist the President & in the absence of the president to perform all his functions.

**Rule-28 The Gen Secretary:**

- a) The Secretary shall arrange debate, give notice of all meetings, and shall maintain records of the proceedings of all such meetings.
- b) He shall be responsible for the accounts of the fund of the union.
- c) The Secretary shall select subjects for debates or discussion in consultation with the President & the Advisor.
- d) He shall be guided by the Advisors in financial matters.

**Rule-29 The Asst Gen. Secretary:**

He shall assist the Secretary and in his absence perform all his functions

**Rule-30 Functions of the Executive Body:**

The functions of the Executive Body shall be:

1. To draw up the programme of the Union activities for the session.
2. To prepare the Union budget and
3. To undertake such other activities as are consistent with the objectives of the Union in accordance with the constitution and with the approval of the Principal.

**Rule-31 Meetings:**

1. An ordinary Meeting of the Executive Committee shall be called by the Secretary in consultation with the President and the Advisor. Notice of such meeting with date, time, place and agenda shall be given to the members at least 48 hours prior to the meeting.
2. An extra-ordinary meeting of the Executive Committee may be convened at any time by the Principal.
3. A meeting of the Executive Committee shall be presided over in the absence of both the President and the Vice-President by any member of the committee elected at the meeting, such election being conducted by the Advisor.
4. No meeting of the Executive Committee can be conducted without the Adviser or in his absence the Associate Advisers.
5. 50% of the members of the Executive Committee shall constitute the quorum.

6. The minutes of the meeting shall be maintained by the Secretary and copy there-of shall be communicated by the Secretary to the Principal within two days through the Adviser.

**Rule-32 Annual Meeting:**

- a) Immediately after the elections are over there shall be a meeting called the Annual meeting of the Union to be convened by the Principal in which the Principal or his nominee shall preside where in:
  1. The newly elected office bearers will assume office (oath taking).
  2. The new members of the Union will be welcomed.
  3. Amendments to the existing constitution if any, may be moved.
  4. Previous year's audited accounts may be presented by the Advisor.
- b) Towards the closing of the session on a date fixed by the Principal, there shall be the last Annual meeting of the Union to discuss and adopt the Annual report and accounts to be presented by the Secretary.

**Rule-33 Ordinary Meetings:**

- a) Ordinary meetings of the Union shall be arranged by the Secretary after consultation with the President and with the approval of the Advisor to hold debates and for other purposes.
- b) In the first ordinary meeting the budget shall be placed for approval.
- c) No Ordinary meeting of the Union can be conducted if the members present for the purpose are less than 500 in number.

**Rule-34 Notice 1:**

The Secretary shall cause a notice to be issued at least two days before each ordinary meeting containing the following particulars.

1. Date, time and place of the meeting.
2. Subject for debate or discussion.
3. Name of at least first four speakers.
4. The meetings of the Union shall be open to all the members of the Teaching Staff, who, if they so desire, can take part in the proceeding of the meetings without the right to vote.

**Rule-35 Procedure in the meeting :**

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

At the commencement of each ordinary meeting the Secretary shall read the minutes of the last ordinary meeting and subsequent extra ordinary meeting of the Union, if any. The minutes on being approved by the members present shall be signed by the President

Every speech shall be relevant to the subject of discussion and no personal reflection shall be made in course of the speech.

The President or the Vice-President may take part in a discussion and in that case the Advisor shall take the chair.

At the conclusion of the debate, as soon as the mover of the original motion has exercised his right of reply, the amendment, if any shall first be put to vote, if the amendment is lost the original motion shall then be put to vote. if the amendment is carried through the motion as amended, shall be put to vote

All the questions in the debate shall be determined by a majority of votes of the members present In case of a tie, the President shall have his casting vote.

The Advisor, his nominee or any member may call the President's attention to a point of order even while a member is speaking.

For maintaining discipline in the meeting the President may call any member to order , if a member disobey any, ruling of the President or the Advisor or his deputies, the President may ask the member to withdraw from the meeting and report his name to the Principal. The President may also dissolve the meeting.

On any point not provided for in these rules, the Advisor or his deputy shall be empowered to give a ruling as to the proper procedure and his ruling shall be final.

An amendment to a motion shall be discussed only after the first four speakers on the motion have spoken.

When an amendment is proposed and seconded members may at their option, speak either on the amendment or on the original motion.

**Rule-36 Extra Ordinary Meeting:**

An extra-ordinary meeting of the Union may be convened.

- a) At the Principal's direction
- b) On a written requisition addressed to the Principal and signed by not less than one third of the total membership of the Union.
- c) On the request of the President to the Principal.
- d) The Principal or his nominee shall preside over extra ordinary meetings.

**Rule-37 Motion of No-Confidence:**

An office bearer failing in the proper discharge of his duties may be removed by a vote of no-confidence passed by 2/3rd of the members of the Union present at an extra ordinary meeting called for the purpose. At least 51 % of the total members of the Union must be present at this meeting. The motion of no-confidence can only be admitted if 30% at least of the total members of the Union sign a requisition to that effect.

**Rule- 38 Rules for Amendment :-**

- a) Amendment to any of the rules shall be considered only in the Annual meeting of the Union.
- b) No amendment will be in order which is not duly seconded and of which three clear days notice has not been given.
- c) An amendment before it becomes effective must be passed by a majority of two third of members present at the Annual meeting and must receive the approval of the Principal.

## **B- CULTURAL ASSOCIATION**

### **Rule-39 The College shall have two Cultural Associations:-**

One for the Higher Secondary and the other for the Degree wing represented by the respective classes and having the same constitution.

All bonafide +2 students of the college shall be members of the + 2 Association.

Similarly +3 students shall be members of the +3 Association.

The affairs of these Societies shall be managed by the Executive Committees consisting of the following persons.

### **Rule - 40 Executive Committee:**

1. President - Principal (ex-officio)
2. Vice-President - One of the members of the teaching staff nominated by the Principal.
3. Associate Vice-President - from among the members of the teaching staff nominated by the Principal.
4. Secretary - to be elected by the students concerned.
5. Asst. Secretary - to be elected by the students concerned.
6. Class Representative - one from each class to be elected by students concerned.
7. Lady Student's Representative - A lady student representative to be elected by the students of the concerned classes.

### **Rule – 41 Aims and Objectives:-**

- i. To celebrate the memories of the great figures in different branches of culture.
- ii. To organise meetings and discussions of literary and intellectual interests.
- iii. To hold literary/cultural competitions among the students and award them prizes in the Annual function.
- iv. To lead/represent cultural/literary team outside.
- v. To issue wall Magazine.
- vi. To organise Pujas in the College (Ganesh & Saraswati).

### **Rule – 42 Functions of the office bearers:-**

The Executive Body will prepare and pass the budget for the year.

Vice-President:-

- a) He will preside over the meetings of the Executive Committee.
- b) He will control and supervise all expenditures of the Society.

Secretary:- He will be in charge of the accounts of the Society and keep careful records of all expenses.

1. He will convene meetings of Executive Body in consultation with the Vice-President and keep all records in this connection.

Asst Secretary:- In the absence of the Secretary he will discharge his duties as Secretary.

## **C – ATHLETICS ASSOCIATION**

### **Rule – 43 The College shall have two Athletic Associations:-**

One for the H.S. and the other for the Degree stage called L N. College Athletic Association (+2) and L. N. College Athletic Association (+3) respectively. The former shall be fully represented by the +2 students and the later by the +3 students. The constitution for both the Streams remains the same and the Annual Athletic Meet for both shall be held at the same time.

All bonafide students of the College shall ipso facto become members of their respective Associations.

### **Rule – 44 The Council:**

The Association is managed. by an executive committee known as the "Athletic Council" which consists of:-

1. President - Principal (ex-officio)
2. Vice-President - from among the members of the teaching staff to be nominated by the Principal.
3. Associate Vice-President - from among the members of the teaching staff to be nominated by the Principal.
4. P.E.T. -
5. Secretary - to be elected by the students of the respective classes.
6. Asst. Secretary - to be elected by the students of the respective classes.
7. Class Representatives - one from each class to be elected by students of the respective classes.
8. Lady Student's Representative - to be elected by the students of the concerned classes.

### **Rule – 45 Aims & Objectives of the Council:**

- 1) To promote games (in-door and out-door) and athletic activities among students.
- 2) To organise Annual Athletic Meets of the +2 and +3 streams and to select athletes to represent the College in higher meets.
- 3) To encourage play of games like Football, Volleyball, Hockey & Cricket etc. and send selected teams to represent the College in different tournaments.
- 4) To prepare the Annual budget of the Association.
- 5) To form sub-committees for different games.

**Rule – 46 Functions of the office - bearers:-**

- i. Vice – President:-
  - a) He will preside over the meetings of the Council and the Sub -committees.
  - b) He is the Superintendent of all games and activities.
  - c) The P. E. T. will work under his guidance.
  - d) He will be a member of the Purchase Committee for purchase of sports goods. The other two members shall be the Principal (President of the committee) and the P. E. T.
  - e) He, with the P. E T , will appoint Captains for different games.
- ii. The Secretary:-
  - a) He will be the convener of all Executive and Sub-Committee meetings and shall keep records of proceedings.
  - b) He will prepare the Annual report.
  - c) He will .organise College games with the assistance of the P E. T. & the Captains.
  - d) He will handle the accounts of the Association under the personal guidance and direction of the Vice-President keep records of all expenses and the submit detail accounts of all expenses, through the Vice-President, to the Principal as soon as different functions are over.
- iii. The Asst. Secretary:-

He will perform the functions of the Secretary in his (Secretary') absence.
- iv. The Captains:-
  - a) With the help of the P.E.T. they will select players for different games, local and out side.
  - b) They will be in charge of the grounds set apart for the games in their charges.
  - c) They will, along with the P.E.T , see that players regularly come to the fields for practice.
- v. P. E. T:-
  - a) He will be in charge of the Stock & Store of the Athletic department.
  - b) He will work as a member of the Purchase Committee for purchase of sports items.
  - c) He will, along with the Secretary and the Captains of different games, organise College games & select players for different competitions.
  - d) He, along with the Vice-President, will appoint Captains of different games and form Sub-committees if and when required, for better organisation of games of sports.
  - e) He will do such work in connection with games and sports as the Vice-President or the Principal assigns him.
  - f) His most fundamental works are to encourage students to play different games, to see that they turn up regularly for practice to the fields and to remain present always in the field when the students are playing and to impart them necessary coaching.

N. B. - Matches cannot be arranged without prior approval of the V ice-President.

## **D - SCIENCE SOCIETY**

### **Rule - 47**

The Science Society of this College shall be known as L. N. College Science Society. All bonafide students of Science Stream shall be members of this Society.

### **Rule – 48 Aims & Objects:**

- 1) To spread scientific knowledge through lectures on popular science.
- 2) To organise seminars, discussions, symposia etc on scientific topics.
- 3) To hold science exhibition to popularise science.
- 4) To organise cultural competitions among the Science students and award them prizes.
- 5) To prepare the Annual budget of the Society.

### **Rule - 49 Executive Committee :**

There shall be an executive body consisting of the following persons:-

1. President - Principal (ex-officio)
2. Vice-President - to be nominated by the Principal from among the teachers of the Science faculty.
3. Associate Vice-President - Do
4. Secretary - (from Degree Class) to be elected by the Science Society.
5. Asst. Secretary - (from Higher Sec. class) To be elected by the Science Society.
6. Class Representatives - (one from each Science class) to be elected by the Science Society.
7. Lady Student's Representative - (one from +2 & one from +3) elected by the Science students of the respective classes.

### **Rule - 50 Functions:**

- I. The Secretary shall remain in char of
  - a) Issue of notices for arranging meetings, discussion, symposia etc.
  - b) Recording the proceeding of the meetings.
  - c) The accounts.
- II. The Asst. Secretary shall act as Secretary in the absence of the Secretary.
- III. Expenditure can be incurred by the Secretary under the direct guidance and approval of the Vice-President.



## **E - VANIJYA PARISHAD**

### **Rule - 51**

The college shall have one association of all Commerce Students of the college "Vanijya Parishad,"

**Aims & Objects:-** 1. To organise debates, discussions, lectures, symposia etc on topics of interests for the Commerce Students.

### **Rule – 52 Executive Body :-**

The Executive Body of the Parishad shall consist of the following persons:-

1. President - Principal (ex-officio)
2. Vice-President - H.O.D., Commerce
3. Associate Vice-President - Teacher of the Commerce faculty to be nominated by the Principal.
4. Secretary - a student of the +3 Com. Stream to be elected by all the Com. Students.
5. Asst. Secretary - students of the +2 Com. Stream to be elected by all the Com. Students.
6. Class Representatives - one from each Com class to be elected by respective classes.
7. Lady Student's Representative - two-one from +2 and other from +3 Com. Class to be elected by the respective classes.

### **Rule - 53 Functions:**

- a) Vice-President :- He shall preside over the meetings of the Executive Committees, control finance of the Parishad and issue necessary directions to the Secretary for the proper functioning of the society.
- b) Associate V. P.:- He shall perform the duties of the V. P. in his (V.P's) absence and extend all cooperation to the V. P. for the successful functioning of the Parishad.
- c) Secretary :- He shall keep all records of the Parishad, issue notices of meetings and keep record of all proceedings He shall be in charge of the accounts of the Parishad, keep detail records of all expenses and be responsible and answerable for this.
- d) Asst. Secretary :- He shall perform all the duties of the Secretary in his (Secretary's) absence,

## **F – KALA SANSAD**

### **Rule - 54**

The College shall have Kala Sansad. All students having in its fold all the bonafide students of the Arts stream of the college.

### **Aims & Objectives:**

1. To organise debates, discussions, lectures, symposia etc. on topics of interest for the Arts students.

### **Rule - 55 Executive Committee:**

The Executive Committee shall consists of the following persons and the members shall discharge duties as under.

1. President - Principal (ex-officio)
2. Vice-President - A senior teacher of the Arts faculty to be nominated by the Principal.

He shall preside over the meetings, control finance of the Society and issue necessary directions to the Secretary for the proper functioning of the Society.

3. Associate Vice-President - (to be nominated by the Principal from among the teachers of the Arts stream)

He shall perform the duties of the V.P. in his (V.P's) absence and always extend cooperation to V.P. for the successful functioning of the Sansad.

4. Secretary - (a +3 Arts student) to be elected by all the Arts. Students.

He shall issue notices for meeting and record the proceedings. He shall be in charge of the accounts of the Society, keep detail records of all expenses and be answerable for this.

5. Asst. Secretary - (+2 student) to be elected by all the Arts. Students.

He shall perform all the duties of the Secretary in his (Secy's) absence.

6. Class Representatives - one from each Arts class to be elected by respective classes.

7. Lady Student's Representative - (Two-one from +2 and one from +3 Arts. Class to be elected by the respective wing.

## **G - DRAMATIC ASSOCIATIONS**

### **Rule - 56**

The Dramatic Association of the College shall be constituted to present theatrical performances, variety shows etc. with a view to developing interest in histrionic art and providing cultural recreations to the students. There shall exist 2 Dramatic Associations one for the Higher Secondary and the other for the Degree wing.

All the bonafide students of the College shall be members of their respective Associations.

The Associations shall be managed by Executive Committees consisting of the following persons - .

1. President - Principal (ex-officio)
2. Vice-President - a teacher of the College to be nominated by the Principal.
3. Associate Vice-President - Teacher of this College to be nominated by the Principal.
4. Secretary - a student elected by the concerned wings.
5. Asst. Secretary - Do
6. Class Representatives - one from each class to be elected by concerned classes.
7. Lady Student's Representative - one to be elected by the students of the concerned streams.

### **Rule - 57 Functions :-**

It will prepare and pass the budget for the year.

1. Vice-President :-
  - a) He will preside over the meetings of the Executive Body.
  - b) He will control and supervise expenditure.
  - c) He will be the principal spokesman in selection of the drama to be staged, selection of its participants and conducting rehearsals.
2. Secretary :-
  - a) He will be in charge of the accounts of the Association and keep its records. He can not incur expenditure without prior sanction of the Vice-President.
  - b) He will convene meetings of the Executive Committee and keep their records. He will fix dates of the meetings in consultation with the Vice-President.
3. Asst. Secretary :-

He will function as Secretary in the absence of the Secretary.

## H - SOCIAL SERVICE GUILD

### Rule - 58

There shall be an organisation called Social Service Guild in the College.

### Rule - 59 Aims and Objectives:

Its aim is to render social services of any description as mentioned below.

- i. To open and encourage night schools for spread of literacy.
- ii. To grant financial aids from its funds to the needy and deserving students of the College.
- iii. To form and / or encourage formation of Volunteer corps in the locality for rendering services to the sick, destitutes and flood and famine-stricken people.
- iv. To educate people regarding prevention of Cholera, Smallpox, Malaria and dreaded AIDS etc and help them understand the implications of programmes like Family Planning.
- v. To arrange lectures by eminent persons for the benefit of the student-community at large.

### Rule - 60 Funds:

- 1) Every bonafide student who naturally shall be a member of the Guild pays annually a fixed amount to its fund.
- 2) Members of the staff of the College may make voluntary annual contributions to its funds.
- 3) High officials and well-to-do people may be approached to make donations to its funds.

### Rule - 61 Executive Body:

To manage the affairs of the Guild there shall be an Executive Body consisting of the following persons:

1. President - Principal (ex-officio)
2. Vice-President - a member of the teaching staff (to be nominated by the principal)
3. Secretary - to be elected by the students (from +3 course).
4. Asst. Secretary - to be elected by the students (from +2 course).
5. Class Representatives - one from each class to be elected by students of the respective classes.
6. Lady Student's Representative - two-one from +2 and another from +3 to be elected by students of the respective wing.

### Rule - 62 Functions:

- 1) The Vice-President shall preside over all the meetings of the Executive Body. He shall control the finance of the Guild.
- 2) The Secretary shall be in charge of the accounts, call meetings (with the approval of the Vice - President), record the proceedings of the meetings and may suggest invitation of applications, in consultation with the Vice-President, from the students for help from the fund.
- 3) Asst. Secretary - He will assume power of the Secretary in the absence of the Secretary.

## **I – PLANNING FORUM**

### **Rule - 63**

PLANNING is of utmost importance in the life of an educated individual and for the structural & functional manifestation of the nation. To make the students, realise the value of planning and to acquaint them with the varied aspects of different FIVE YEAR PLANS – a planning forum shall be formed in the College.

All the bonafide students of the College shall be members of the Planning Forum & the members of the teaching staff are at liberty to associate, if they so desire.

The Planning Forum is managed by an Executive Body consisting of :-

- |                          |   |  |
|--------------------------|---|--|
| 1. President             | - | Principal (ex-officio)   |
| 2. Vice-President        | - | (H.O.D. Economics) to be nominated by the principal.   |
| 3. Secretary             | - | a +3 student having economics as an opt. subject to be elected by all the students.  |
| 4. Asst. Secretary       | - | A +2 student having Economic as an opt. subject to be elected by all the students.   |
| 5. Class Representatives | - | one from each class elected by The concerned classes.<br>Lady Student's Representative - two-one from +3 and one from +2 wing to be elected by the student of the concerned wings. |

### **Rule - 64 Aims & Objectives:**

- i. To analyse the pros & cons of the Five-year plans.
- ii. To remain well-aware of the implications of planning.
- iii. To seek enlighten suggestions from the elites in matters of planning.
- iv. To assess the execution of planning in the Block headquarters & its periphery.

### **Rule - 65 Functions of the members of the E C -**

- a) Vice-President :- He will preside over the meetings and give necessary guidance which shall be obligatory for the members for the proper functioning of the Forum.
- b) The Secretary shall call meetings, record all proceedings, and be in charge of accounts of the Forum.
- c) The Asst Secretary shall perform the duties of the Secretary in his (Secretary's) absence.

## **J – STUDENTS' COMMON ROOM**

**Rule - 66**

The College shall provide Common Rooms for the lady and the man students. There shall be two Executive Bodies for the two Common Rooms represented by the respective sexes.

**Rule - 67 Functions:-**

The C. R. shall provide recreational facilities to the students. More than that they should best utilize their leisure hours in the C. R., when they have no class, in playing indoor games and/or reading books and news papers which are provided,

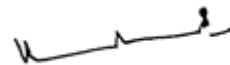
**Rule - 68 Executive Body:**

The affairs of each R. C. shall be managed by Executive Committee consisting of the following persons.

- |                          |   |  |
|--------------------------|---|--|
| 1. President             | - | Principal (ex-officio)   |
| 2. Vice-President        | - | a member of the teaching staff nominated by the Principal.       |
| 3. Secretary             | - | to be elected from among the concerned students.                 |
| 4. Asst. Secretary       | - | to be elected from among the concerned students.                 |
| 5. Class Representatives | - | one from each Com class to be elected by The concerned students. |

**Rule - 69 Functions:**

- a) The Vice-President shall preside over all the meetings and shall remain the controller of the C. R. fund.
- b) The Secretary shall call meetings with the approval of the Vice-President, maintain the proceedings of the meetings, incur expenditure with the approval of the Vice-President, regulate playing of indoor games in the Common Room and maintain discipline congenial for reading.
- c) The Asst. Secretary shall do the duties of the Secretary in his absence.



Principal  
Laxminarayan College  
Jharsuguda