

**INFORMATION BROUCHER
FOR
ADMISSION INTO MA/MSC/MCOM CLASSES
FOR THE ACADEMIC SESSION -2017-18**



Rajendra College (Autonomous), Balangir

(NAAC Accredited B⁺⁺)

PO/DIST- BALANGIR, ODISHA, PIN – 767002

MISSION OF THE INSTITUTE

**Our mission is to place the alumni in the Global trajectory with
Professional excellence, responsive attitude and
Entrepreneurial self confident citizenship.**

(Last Date for submission of application forms - 19.06.2017)



**RAJENDRA COLLEGE (AUTONOMOUS) BALANGIR – 767002
(ODISHA)**

\Phone and Fax No. (06652) 250307

Email : rcollegebgr@gmail.com

ADMISSION BROCHURE FOR PG CLASSES

2017-18

INTRODUCTION

Rajendra College was founded on 3rd July, 1944 by the Late Rajendra Narayan Singh Deo, the then ruler of erstwhile Patna Estate and later Chief Minister of Odisha. It is situated in the Western part of Balangir Town ó 1.5k.m from Govt. Bus Stand and 4k.m from Balangir Railway Station.

POST GRADUATE COURSES OFFERED

This college offers two year Post Graduate courses in Arts, Science & Commerce stream in the following subjects.

	Nos. of Seats
1. Botany	16
2. Chemistry	16
3. Zoology	16
4. History	08
5. Economics	32
6. Political Science	32
7. Commerce	32

Eligibility for P.G. Courses

1. An Honours graduate in the concerned subject securing minimum honours marks shall be eligible to apply for admission.
2. A graduate with pass course or pass without Hons. in the concerned faculty having minimum 45% marks in the concerned subject or securing minimum 50% of marks in aggregate (Excluding Ancillary & FC marks) shall be eligible to apply for admission (Elective subject will be considered as Pass subject(s))
3. If an Honours candidate applies for a subject which is not his/her honours subject but a pass subject, then he/she will be treated as pass candidate. His/her marks in honours will be converted to pass subject proportionately.

4. Mathematics is to be a subject in B.Sc to apply for admission in PG Chemistry course.
5. Candidate belonging to SC/ST shall be given relaxation of 5% of marks in aggregate and in concerned subject as per the Govt. rules.
6. Those who have represented the country at International level shall be given admission subject to fulfillment of minimum eligible conditions.

Reservation

i. Scheduled Caste / Scheduled Tribe (SC/ST)

16.25% and 22.5% seats of the sanctioned strength of first year class are reserved for SC & ST respectively. The reserved seats are not interchangeable.

(Caste certificate to be submitted from Revenue Officer not below the rank of Tahasildar)

ii. Physical Handicapped (PH)

3% seats of the sanctioned strength shall be reserved for Physically Handicapped candidates (A handicapped candidate shall be considered for reservation seats only on production of certificate from the CDMO, SDMO/CMO of Capital Hospital to this effect to the extend of 40% or above)

iii. Burma Repatriates (BR)

2% of the seats sanctioned shall be reserved for the children of bonafide Burma Repatriates.

iv. Ex-Servicemen (ESM)

1% of sanctioned seats shall be reserved for the children/wife/husband of ex- servicemen (Certificate to that effect issued by Rajya Sainik Board/Zilla Sainik Board must be produced)

v. Government servants/serving Defence personnel of Transfer (GSOT)

4% of seats sanctioned shall be reserved for the selfchildren/wife/husband of Government Servants/Serving Defence Personnel of transfer within normal time of admission as per the rules laid down in Govt. prospectus for admission.

- a) Government servants on deputation to any Government/Non Government agency shall be eligible for the reservations, but Govt. servants on permanent transfer to corporate owned body shall not be eligible for the concession.
- b) A Govt. servant retiring from service and shifting to a place where he/she wishes to reside after retirement shall be treated as Government servant on transfer.

VACANCY IN RESERVED SEATS

After admitting all eligible applicants for the reserved categories the balance of reserved seats if any, shall be filled up by general candidates on the last date of admission. No seat shall remain reserved for any category beyond the last date of regular admission i.e. 6(six) weeks from the date of reopening of the college after summer vacation (Last 2 weeks admission with late fine)

How to apply

- 1. Download the application form and information & instructions for admission into PG course 2017-18 i.e. Botany, Chemistry, Zoology, Economics, History, Political Science & Commerce which is available in the college website: www.rajendracollege.nic.in & Balangir district website: www.balangir.nic.in**
- 2. The downloaded application form duly filled in along with self attested photo copy of documents (All certificates and mark sheets from HSC to Degree) with a deposit of fee for Rs. 500/- (Rupees Five Hundred) only in the following name & bank account given below (Copy of the counterfoil towards the deposit in the bank or the copy of the deposit though RTGS/NEFT be submitted along with the application form) be submitted by Speed Post / Regd. Post only addressed to “ Principal, Rajendra College (Auto), Balangir superscribing by the envelope “Admission for PG 2017-18 “Subject____e.g. history)**

Bank Account No. 10533193922 (ADB, SBI, BALANGIR)

Name – PRINCIPAL, RAJENDRA COLLEGE (AUTONOMOUS), BALANGIR

IFSC CODE – SBIN0001701

- 3. The last date of receipt of application form is 19/06/2017**
- 4. Separate applications should be submitted for different PG courses in each subject.**

Application forms duly filled in should reach the Principal, Rajendra College (Auto), Balangir latest by 19/06/2017 by Speed Post/ Registered Post only. **The application form without deposit of fee and required documents will be rejected outright and no complain in this regard will be entertained in future.**

The college will not be held responsible for any postal delay. The candidates are advised to send their application sufficiently ahead of time so that the same should reach on or before the due date.

Application incomplete in any manner or received after the due date shall be summarily rejected.

PROCEDURE FOR FILLING IN FORM

- i. The forms should be duly filled in legibly by the candidate in his/her own handwriting with appropriate answers for all columns. The columns which are not applicable should be marked "NA". No column should be left blank.
- ii. All names and address should be written in capital letters and all signatures should be full name signature.
- iii. Women candidate should write "W" in red at the right hand top corner of the application form.
- iv. Candidates applying for reserved seats should mark the category/categories of reservation in abbreviation such as SC/ST/GSOT/PH/BR/ESM as applicable to him/her in red on the top of the application form.
- v. Candidates desirous for accommodation in hostels should write "H" in red at the right hand top corner of the application form.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM

- i. Self attested photocopy of the money receipt for Application Form.
- ii. Application form duly filled in and signed by the candidate and by his/her father/guardian.
- iii. Acknowledgement card duly filled in.
- iv. Intimation card with applicant's address written legibly in capital letters at the space provided.
- v. Self attested photocopies of certificates and mark sheet form HSC/Equivalent Examination.
- vi. Self attested photocopies of certificates in case of SC/ST/PH/BR/EXM.
- vii. A self addressed unstamped envelop of size 25cm X 12cm for sending intimation letter.
- viii. Documents/Certificate/Mark sheet not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to DIG, Crime Branch, Odisha for scrutiny.
- ix. Reservation shall not be considered without authentic supporting documents.
- x. No documents shall be accepted after the submission of forms.
- xi. The undertaking in the application form should be signed by the applicant and Father/Guardian of the candidate.
- xii. The applicant must write "submitted by me" on the application form and on all other documents attached and put his/her full signature (name) with date, failing which the application is liable to be rejected.

- xiii. The proof of copy towards the deposit of money in the Bank in the documents.
- xiv. The selection/admission of a candidate shall be invalidated if suppression of facts, submission of incorrect information or forging of documents is detected before during and or after the admission and such cases shall be reported to Crime Branch who may draw criminal proceeding against the candidates concerned.

SELECTION AND INTIMATION

- i. Intimation shall be sent to the selected candidates by Registered Post/ Speed Post indicating the date & time of admission and documents to be submitted.
- ii. The list of applicants selected for admission shall be displayed in the Notice Board of the College.
- iii. Selection will be strictly on the basis of merit only.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

- i. Intimation Letter
- ii. Mark sheet of HSC/Equivalent examination in original
- iii. Mark sheet of HS/Equivalent examination in original and BA/B.sc/B.Com examination.
- iv. High School Certificate in original
- v. School/College leaving certificate in original.
- vi. Conduct certificate in original from the Head of Institution last attended.
- vii. Caste certificate in original for SC/ST candidate.
- viii. Certificate in support of claim for reservation in original.
- ix. Three recent passport size photograph duly attested by Gazetted Officer.
- x. Original Money Receipt for purchase of forms.
- xi. Migration Certificate for candidates passing from Universities other than Sambalpur University.

NOTE: CANDIDATE WILL FORFEIT THEIR CLAIM FOR ADMISSION IF THEY DONOT TURN UP ON THE DATE AND TIME INTIMATED FOR THE PURPOSE

HOSTEL

The college provides separate accommodation for boys and girls in hostels inside the college campus. The college has two hostel for Boys and one Hostel for Ladies.

Admission into hostels shall be made on the basis of merit only as shall be determined for the admission into the college.

A student selected for admission into hostels, shall be submit at the time of admission, an undertaking duly countersigned by parents and local guarding to the effect that he/she shall abide by the rules of the college and hostel and pay the prescribed fees in time.

ATTENDANCE

- i. No student shall be promoted to next higher semester unless he/she attends a minimum of 75% attendance in theory, practical, tutorial & seminar classes taken separately in each subject in each semester.
- ii. The Principal may condone shortage of attendance to the extent of 15% in exceptional cases.
- iii. The Principal may grant condonation of shortage of attendance to the extent of 5% or more in respect of student who has represented the University or the State on deputation at National/International competition or function.

EXAMINATION

Each academic year is of two semesters. At the end of each semester there shall be an examination called End Semester Examination.

The PG courses of ARTS/SCIENCE/COMMERCE consist of four semesters with 1000 marks in total. The marks in Science subject are distributed equally i.e., 250 in each semester. However Arts and Commerce students will be examined for 300 marks each in the first and third semesters and for 200 marks each in the second and fourth semesters.

READMISSION

The detained students may seek fresh admission in the same class but they shall have to make fresh application and shall be considered for admission along with fresh candidates on merit

TUITION FEES/ADMISSION FEES

Monthly Tuition Fees	Rs	12/-	MA/MCom	Classes
	Rs.	14/-	MSc.	Classes

Admission fees is equal to one month's Tuition Fees.

Note: Women Students are exempted from payment of Tuition fees. SC/ST students are exempted from payment of both Tuition fees and Admission fee.

COLLEGE ANNUAL DUES

1.	Students Council	Rs. 10/-
2.	College Drama	Rs. 10/-
3.	SSG	Rs. 2/-
4.	Abstract of Attendance	Rs. 1/-
5.	Athletic Association	Rs. 30/-
6.	Common Room	Rs. 6/-
7.	College Calendar	Rs. 20/-
8.	College Magazine	Rs. 30/-
9.	College Examination	Rs. 100/-
10.	DSA	Rs. 3/-
11.	Youth Red Cross	Rs. 10/-
12.	Lesson Plan & TT	Rs. 6/-
13.	Proctorial	Rs. 4/-
14.	Teacher's Welfare Fund	Rs. 1/-
15.	Faculty (Arts/Sc/Comm)	Rs. 5/-
16.	Furniture Maintenance	Rs. 10/-
17.	Students Safety Insurance	Rs. 2/-
18.	Scout/Guide fees	Rs. 6/-
19.	Library	Rs. 30/-
20.	Flag Day	Rs. 2/-
21.	Guidance Bureau	Rs. 2/-
22.	NCC	Rs. 5/-
23.	Syllabus	Rs. 50/-
24.	Cycle Stand Maintenance	Rs. 80/-
25.	College Development	Rs. 250/-
26.	Identity Card	Rs. 10/-
27.	Medical Exam Fee	Rs. 1/-
28.	Seminar	Rs. 100/-

In addition to the above fees, students are required to pay the following fees

1.	Tuition Fee PG Arts & Comm	Rs. 12/- (Excluding SC/ST & Girls Students)
2.	Tuition Fee for PG Science	Rs. 14/- (Excluding SC/ST & Girls Students)
3.	University Registration Fee	Rs. 100/-
4.	Recognition Fee	Rs. 10/- Rs. 50/- (For other Board/University)
5.	Sports Fee	Rs. 20/-
6.	Student Aid Fund	Rs. 1/-
7.	Enrollment Fee	Rs. 100/-
8.	Social Services	Rs. 10/-

DECISION FOR ADMISSION

Admission into the college cannot be claimed as a matter of right. The decision for admission shall be made by the Principal. He reserves the right to deny admission to a candidate if he is not satisfied with the conduct of the applicant and or information provided by him/her.

CHANGE IN RULES

The rules/information given herein are subject to change from time to time

AUTHORITY

In case of dispute on any matter, the interpretation and decision of the Principal, Rajendra College (Auto), Balangir shall be final and binding.

Sd/-
(Sri Binay Kumar Jena)
Principal (I/C)
Rajendra Autonomous College, Balangir

RAGGING IS STRICTLY PROHIBITED INSIDE THE COLLEGE/COLLEGE CAMPUS/COLLEGE HOSTEL

In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later he/she indulged in ragging admission may be refused or he/she shall be expelled from the institution vide Govt. letter No. III-ADMN-54/2006 26247(13)/HE dt 25/06/2007

STUDENTS SHOULD COME TO THE COLLEGE WITH PRESCRIBED COLLEGE UNIFORM AND WITH IDENTITY CARDS.

Information's incorporated in this Brochure is subject to changes as per statute /regulations of Sambalpur University / Govt. of Odisha, Dept. of Higher Education from time to time.

Application Form:

Last two pages comprises prescribed application form. Last Date for receipt of duly filled in Application form by Regd. Post / Speed Post is 19.06.2017. The College authorities shall not be responsible for any postal delay.

OUR GOAL

Rajendra College (Autonomous), Balangir strives to follow the following innovative and unique practices with a view to adding more value to its academic ambience.

- ❖ It shall display sensitivity to changing educational, social, and market demands.
- ❖ It shall gear itself towards promoting an ambience of creativity and innovations.
- ❖ It shall sensitive itself to latest managerial concepts such as strategic planning, teamwork, decision-making and computerization.
- ❖ It shall establish linkages with National and International bodies for training and research.
- ❖ It shall strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode and distance education.
- ❖ It shall follow effective practices for imparting value based education.
- ❖ It shall strive to inculcate civic responsibilities among the students.
- ❖ It shall institutionalize well directed efforts towards all around personality development of the learners.
- ❖ It shall strive to make meaningful efforts towards bringing in community orientation in its activities.
- ❖ It shall endeavor to enter into agreements with Industries and Research Organizations in the interest of Quality of Excellence in Higher Education.



RAJENDRA COLLEGE (AUTONOMOUS), BALANGIR

APPLICATION FORM

FOR ADMISSION INTO PG CLASSES

2017-18

Passport size
photograph
signed by the
applicant and self
attested

FOR OFFICE USE ONLY

Index No.

Admit with

Roll No

Verified by

OIC, PG Admission

All blank columns are to be filled in by the applicant in his/her own handwriting and responses not applicable are to be struck off. Please read the information brochure before filling up the application. (Strike out which is not applicable.)

1. Class & Stream into which admission is sought :

2. Subject in PG :

3. Name of the Applicant :
(In BLOCK Capital Letter)

4. Fathers Name & Occupation :

5. Mother's Name & Occupation :

6. Date of Birth :

7. Nationality : 8. Sex : Marital Status :

10. Category of Reservation :
If applicable (tick appropriate box)

11. Weightage claimed, if any (tick appropriate box)

12. Academic Record

Examination	Board/University	Year of Passing	Division	Mark with 4 th Optional/Pass Mark	Mark without 4 th Optional/Hons; Mark	Maximum Mark	Subjects Taken
HSC/Equivalent							
HSC/Equivalent							
BA/BSC/BCOM							

13. Address for correspondence with Phone No., if any

At - PO-

Via- Dist-

Tel/Mob. No.

Pin :

14. Permanent Address:

At -	PO-
Via-	Dist-
Tel/Mob. No.	Pin :

15. Place where proposed to stay (Mark Tick)

HOTEL	WITH PARENT	WITH GUARDIAN
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16. Name & Address of the Guardian with Relationship, if proposed to stay at a place other than the parents

At -	PO-
Via-	Dist-

17. Whether the applicant is Government Servant :

YES	NO
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18. Annual Income of Parents :

Rs.

19. List of Documents Attached

i) Self Attested photo copy of Bank Receipt/Counter Foil in respect of fee deposited ii) Self Attested photo copy of the High School Certificate. iii) Self Attested photo copy of Higher Secondary / Equivalent certificate.	vi) Self Attested photo copy of all Mark sheets of qualifying examination i.e. B.A./B.Sc./B.Com. examination vii) Self Attested photo copy of certificates in respect of claim reservation
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20. Declaration

- a) All information furnished by me in this form and the documents attached are correct and genuine. I shall be liable for any action deemed fit if any of them is proven contrary.
- b) I shall abide by the rules of the college and hostel as shall be laid down by the Government or any authorized person from time to time. I shall have no objection if my name is struck off from the rolls of the college in case of violation of the rules/unsatisfactory conduct at any time.
- c) I undertake to appear at all the internal examination and attend minimum 75% of classes failing which I shall abide by the decision of the authority to detain me.

d) Undertaking :

I Sri / Smt..... Father / Mother Guardian of who is a student of your institute, do hereby undertake that I shall be responsible for making good of any loss caused to the public block vandalism, taking procession without permission, etc. I bind myself to pay, for all the damages to the owner of the concerned property or to the Government as the case may be. I also understand that the behavior myself / my child / ward responsible for such damages will be reflected in their conduct certificate as directed by the Honourable High Court, Odisha.

Full Signature of the Father/Guardian

Full Signature of the Applicant

Present Address .

Date _____

Date _____