

# Rules & Regulations

## **ADMISSION RULES:**

Online Admission for UG and PG Programs are compulsory for the academic Session 2014-25. Admission into the college is done through e-Admission procedure. Students have to apply online by logging into the website [www.dheorissa.in](http://www.dheorissa.in) and by downloading the CAF (Common Application Form) which is available on the website [www.samsodisha.gov.in/www.dhe.odisha.gov.in](http://www.samsodisha.gov.in/www.dhe.odisha.gov.in). They can get the detailed information about the admission procedure from the aforesaid website. They should read the Common Prospectus carefully before filling the online Common Application Form. The payment of fees is entirely cashless or through online payments. The candidates should not change their mobile number, e-mail id and Bank account no with IFSC code mentioned in the CAF till the completion of admission process.

## **General rules of admission:**

1. Candidates must apply for honours in Choice Based Credit System (CBCS) pattern during online admission process and will be selected on the basis of their percentage of marks secured in the last examination.
2. Each student must enrol/register their name and details in online mode in the University with their permanent and local address. Her Mobile Number is to be registered and any subsequent changes in the number must be immediately informed to the college office.
3. Every student must possess the Identity Card issued by the Principal and produce it if and when asked by the College Authorities.
4. If the Identity Card is lost, the student should immediately apply for a duplicate by depositing Rs 30.00 as fine and attaching two copies of attested passport size photographs.
5. The Identity Card is an important identification of the student and should not be tampered with. It is a proof of the Bonafide studentship in the college.
6. As per the G.O. No. 31762 (602)/H.E Dt. 270.9.2005 Sambalpur handloom uniform dress code had been introduced in Government Women's Higher Secondary School and Government Women's College Sundargarh since 15.12.2005. Printed Sambalpur Kameej in blue colour with cement colour plain Salwar and Chuni for +2 students and Printed Sambalpur Kameej in Violet colour with cement colour plain Salwar and Chuni for +3 students are prescribed for students as college uniform. All

the students are required to use the prescribed College uniform with college Identity card.

7. Before a student is admitted in the college, she has to submit an undertaking that she will not be indulged in any kind of ragging activity.

8. Students of the college are forbidden from the following activities such as

a) Not to be a member of Athletic Club or any other club or society which is not approved by the Government.

b) When a match is played away from the district, members of the team and students wishing to accompany the team must obtain prior permission of leave of absence from the principal or the hostel Superintendent in case of a border of the hostel.

10. As far as the student's discipline is concerned, Students should take seats before the teacher enters the class room and should not leave that room during the lecture.

11. It is the duty of all Students to maintain perfect hygienic conditions in and around the college campus. Littering, spitting on the wall, floors, pillars and doors of the college are strictly prohibited.

12. During leisure hours the students should avoid loitering around. They should utilise the Common Room and Reading Rooms.

13. Students are advised not to tamper with electrical fitting on the verandas.

14. Cycles must be padlocked and kept in the cycle sheds provided. The cycles must not be kept in the college verandas. Students are warned not to handle cycles or other vehicles which are not their own.

15. Students must at all places and particularly in the College or at playgrounds or while attending meeting and functions conduct themselves with a sense of dignity and decorum.

16. Students are advised to meet the Principal and other officers on their behalf during the prescribed hour of interview. They should not ordinarily enter the Principals Room, Staff Common Room Office and Department Staff Rooms without prior permission. Any student can approach the Principal and get her grievances redressed individually. But unruly action of any kind will be considered as breach of discipline.

17. No club or society should be started or maintained in the College and no function including picnic should be organised without the approval of the Principal.

18. Copying or using unfair means to get through the Examination is a serious offence. Serious action will be taken against such offenders.

19. A student who is rusticated or expelled or whose name is removed from the college rolls shall, as soon as her name is struck off the rolls leave the campus irrespective of her having paid the college fees in advance or not. Such fees, if paid in advance shall forfeit to the college. If the student does not leave the college by the stated date, she shall be liable to pay penalty or surcharge as the Principal may direct for everyday she overstays in violation of the order.

**COLLEGE EXAMINATION:** As per CBCS Syllabus, for each Semester students have to appear one internal examination carrying 20 marks for non-practical and 15 marks for practical subjects and one end-term Semester examination carrying 80 marks for non-practical and 60 marks for practical subjects. In total they have to appear 06 numbers of internal exams for each paper and 06 numbers of semester exams for three years academic session. Besides these, they have to appear one compulsory Ethical value paper carrying 25 marks in each semester.

#### **EXAMINATION RULES AND INTERNAL ASSESSMENT:**

Absence from internal assessment without valid grounds is an offence punishable which will be determined by the Principal, Exemption from such an examination may be granted by the Principal at her discretion if an application is made to her in time stating valid grounds and enclosing documents in support thereof. A student may not be sent up for the University Examinations on the ground of deliberate absence from college examinations.

A student found copying using any other unfair means to gain improper advantage in the examination shall be expelled from the examination hall and shall not be sent up. Other penalties may also be imposed. Such student may not be readmitted.

Selection to sit for all the University Examination depends on general progress and student's conduct at the college.

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