Government of Odisha Department of Higher Education

2/362 / HE, Dated: 0//03/2016 HE-FE-III-FOL-002/2016 No.

From

Sri Vinod Kumar, IAS Officer-On-Special Duty

circulate the same among all concern.

То

The Principals, All Degree/ Autonomous/ Model Degree/ Junior Colleges

Seb: Implementation of "Common Minimum Standard" (CMS) Guidelines, 2016-17. 19469/HE/31.08.2015 Ref:

Madam / Sir.

In continuation to the above letter, I am directed to say that the detailed explanation on "Common Minimum Standard" (CMS) is enclosed herewith for your kind knowledge and strict implementation. Any deviation from this will be viewed seriously.

This is for your kind information and necessary action.

Yours faithfully,

what you

Officer-On-Special duty

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Officer-On-Special duty

Memo No.: 2/364 (10) /B.E., Dated: 0/108/2016 Copy forwarded to The Registrar, Utkal University / Berhampur University / Sambalpor University /Ravenshaw Deemed University/ Fakir Mohan University / North Orissa University/R.D Womens' University/ Khallikote University/ G.M University/State Open University for information and necessary action.

Officer-On-Special duty

Mento No.: 2/365 (4) /H.E., Dated: 01/08/2016

Copy forwarded to The Chairman, Council of Higher Secondary Education, Odisha / Accountant General, Odisha/ Controller of Accounts/ Director, Local fund Audit for information and necessary action.

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Government of Odisha Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2016-17

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

1.	Common Academic Calendar : 2016-17				
SI#	Subject	Time Line			
Ĺ	Reopening of College after Summer Vecation of 2015-16	20.06.2016			
li	Admission + 2, 1" Year + 3, 1" Year P.G 1" Year	16.06.2016-09.07.2016 15.07.2016-06.08.2016 Within one month from the date of publication of F.D result of concern			
		Univ/Auto.college			
5 7.	Commencement of Classes				
	+2, 2 ^{ml} year	20.06.2016			
	+3, 2** Year	- 40 -			
	+3, 3" Year	- 40 -			
	P.G., 2 nd Year	-da-			
	+2, 1" Year	14.07.2016			
	+3, 1" Year	08.08.2016			
	P.G. 1 st Year	To be notified by respective Colleges			
iv	Parent-Teachers Meet				
	+2 l ^e year	07.09.2016,28.02.2017			
	+2 2 ^m year	3 rd week of Nov-2016			
	+3 1" year	14.09.2016			
	+3 2 ^{ml} Year	21.09.2016			
	+3 3 ^{re} Year	28.09.2016			
٧	College Students' Union Election	Election to students' Union & other societies			
1		will be held on one day for all colleges and			
		universities in a single date to be fixed by the			
		Govt.			
vi,	Puja Vacation	07.10.2016 to 15.10.2016			
vii	Test / Semester End Examination				
	+ 2, 2 rd Year	2 rd week of November- 2016			
	1 +3, 1 [#] year	1" week of December-2016			
	+3, 2 ^{ed} Year	- do -			
	+3, 3" Year	- do -			
	P.G.1 ^w year	• do -			
	P.G. 2 st Year	- 40 -			
viii	X- Mass Holiday	25* December 2016			
ÎX	Annual Sports / Cultoral Week to	04.01.2017 to 18.01.2017			
	conduct all competitions & functions				
×	Filling up of forms for CHSE(O) /	+2(Reg)-16.11.2016-03.12.2016			
	University Exam	+3/PG-As notified by CHSE(O) / Concern			
		University / Autonomous Colleges			
χî	Commencement of CHSE(O) /	+2-1" week of march-2017			
~~	University Exam-2017	+3 3ª year-3ª week of Feb-2017			
L <u></u>	and the state of the second state of the secon				

			+32 st year-3 st week of march-2017 +3 3 st year-2 st week of April-2017 PG 1 st year-2 st year-
XÌÌ	Annual College Examination for +2 1 year classes	•	3 rd week of April, 2017
riji	Publication of Result AHS Exam - 2017 +3 1*/+3 2* ^d / +3 3* ^d Degree University Exam PG 1* Year/PG 2* ^d Year		Before 10 th June -2017 Within 45 to 60 days from the date of last Theory Examination
xiv	Total No. of Holidays		72 days, excluding Sundays
X¥	Total No. of Reserve Holidays		Maximum 2 days
Xvi	Total No. of Teaching Days		Minimum 180 days
xvii	Summer Vacation		9th May to 17th June 2017

(N.S : - The above time line may be modified by the Government as and when required). 2. Admission :

- (i) All admission into +2 and degree classes shall be done strictly as per e-admission procedure and detellines announced by the Govt.
- (ii) As per Govt. Letter No.27546 dt14.09.2009 and letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Brailie for studies Absaring impaired & dumb/orthopedically handicapped with disability more than 75%.
- (iii) Green Passage: Government of Odishs in Higher Education Department is implementing the "Green Passage" scheme from the academic session 2016-17. Under this scheme, a child who is without biological or adoptive parents and the child is residing in Child Care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Ra 1.00 lakh " will be exempted from all types of fees including application fees, admission/re-admission fees, tukton fees, examination fees, hostel admission fees, laboratory fees, college development fees etc. (Govt. Letter No.: Resolution No.23836/HE/Dt.29.10.15 & 19226/HE/14.07.16)

3. Time Table :

Time table shall be prepared by each college as per the following guidelines:

SL No.	Se bject	
i	Duration of one period of general class	45 Min
ü	Duration of one period of practical class	3 × 45 Min (3 periods)
iii	No. of students in a section	128
iw	No. of Students in a Practical group +2 Class +3 Class	Meximum 32 16
*	No. of general classes per week in each subject of + 2 stream: English / MIL (having affiliation)/Elective Subject Yoga / Environmental Education/Basic computer Education No. of practical classes per week for each group	Weekly 4 periods & Yearly minlanum80 periods Weekly01period&yearly30periods Weekly 01 practical period &yearly minimum 20 periods
	No. of General / practical classes per week in +3 / P.G classes	As prescribed by concern universities

vi. One teacher shall be allotted maximum 25 periods per week.

vil. All teachers shall be assigned classes on every working day of a week.

viii. Names of teachers should be reflected in the time table against respective classes allotted and the time table should be uploaded in e-space for information of the GovL/DHE/RDEs.

4. Lesson Plan & Progress Register:

- i. Lesson plas as per the syliebus shall be prepared by each teacher for the papers / units aliotted to him/her. It should be reflected in the "Lesson Plan-curn-Progress Register" of the department.
- ii. Progress of syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register". A model format for printing progress register was annexed as "Annexure A" in the letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the Principal on last working day of every month.
- 5. Students' Attendance :
- Students' attendance shall be maintained by each seacher in each class and put his/her full signature with date.
- ii. The common practice of maintainiup students' attendance as given below :

Roll as,	Name	20.06.16	21.06.16	22.06.16	23.06.16
TA15001	A. Mohanty	1	2	3	4
IA15002	P. K. Panda	1	X	2	x
LA15003	G.M. Manandi	1	2	x	3
Full Si	gnature of Teacher				

A format for the same is given below :

- iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- iv. Students' attending less than 75% classes up to the end of every month shall be warned through a notice, notified in the college notice board specifying the % of attendance.
- Parents of such students should be intimated by a post card message at the and of September and December of each year.
- vi Parent-Teachers meeting should be organized as per the datelines.
- College Examination / CHSE, University Exam and Question Bank :
- CHSE(O)/University question patterns should be followed in Monthly test / Annual and Test Examinations conducted by colleges.
- The valued answer scripts should be preserved till CHSE(O)/University examination of the same admission batch.
- iii. Subject wise question bank for +2, +3 and P.G. classes may be made available to students, Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- iv. For +2 classes Question Bank will be developed by CHSE(O).
- Necessary steps be taken for safe custody of question papers / answer scripts of CHSE / University Exams.

Conducting Departmental Seminars :

- i. Seminers on honours subjects may be conducted at the end of every week/month.
- ii. The participation of the concern students' in the seminar is mandatory.

Library, Laboratory and Common Infrastructure Facilities:

- Every college should have adequate library facilities with sufficient text books, reference books and journals.
- The separate laboratories for +2, +3and PG classes of practical subjects should be well equipped with required furniture, equipment and chemicals as per syllabus.
- iii. Library books, furniture, equipment and chemicals shall be preferably purchased at the beginning of the academic session in one lot and stock registers (separately for College fund and UQC Fund) be maintained by concern department/Library with articles in alphabetical order. The stock registers shall be updated at the end of academic session.

- iv. Language laboratories set up in different colleges must be fully utilized.
- v. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
- vi. The college campus should have wall boundary.
- vii. Every college should have at least one computer, printer with internet facility.

Viii. The status of the buildings should be supervised and eertified by an engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings/structures.

- 9. Time schedule for work of ministerial (Clerical Grade) staff :
- i. Time schedule as prescribed in the employees' charter (SANKALP) shall be strictly followed by ministerial staff of the college.
- ii. All ministerial staff of the college shall be assigned specific works / section to deal with.
- iii. Applications from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant. As e-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, CHSE, Universities etc. should be verified everyday and downloaded from the concern websltes.
- iv. The activity of each section shall be displayed for the information of students' and guardians.
- v. Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.

10. Financial and Service Matters :

- i. All purchase for the college / departments should be done with due procedure preferably in the beginning of the academic session under the supervision of the purchase committee and a regular govt. / aided non govt. employee of the concern department.
- ii. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.
- iii. Cash Book & DCR should be maintained properly.
- iv. Daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided.
- v. The Cash Book and the Pass Book of the coilege account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.
- vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.
- vii. Salary of regular and aided(GIA/ Block grant) employees of govt.& non govt. Colleges respectively shall be paid only through account transfer mode.
- viii Service books in duplicate & CCR of the above category of employees shall be maintained and updated every year.
- ix. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.

x. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or the concern governing body .Non.govt. colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.

xi. Subject combinations as per university/CHSE rules shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects.

xii. For passing any bill for payment, the sign. Of all concern members of the Cocurricular and extracurricular committee/ H.O.D, of the Dept, etc. as the case may be shall be mandatory. xiii. No additional remuneration/salary advance/personal advance shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC/CHSE or University exam. etc.or directed by the govt.

xiv. All aided Non-Govt. Colleges including 488 & 662 categories are brought under CAPA(College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.

11. Co-curricular and Extra Curricular Activities:

- Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
- ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self defense programme for girls students" should be organized as per Oovr. notification.
- iii. All records related to above shall be properly maintained.
- iv. All the teaching staff of the college shall be assigned co-curricular and extra curricular duties in different teams headed by senior most of the team and others as members.
- v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
- vi. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell ,Internal Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extra curricular activities.
- vii. Special attention should be given for discipline and security of hostel and college campus of women's college.
- viii. Activities affecting security and privacy of students in hostel and college campus of women's college shall be strictly prohibited.

12. Preservation of Records and Assets

- A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
- The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
- lii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
- Assual stock verification of office/Library/ Departments should be conducted at the end of the session.

13. Updation of data through on-line SIP, CIP, CMS formats

- As per GovL Letter No. 23733 dt. 26.09.2012, data should be updated regularly in respect of teaching and non teaching staff, infrastructure position of the college and fulfillment of CMS norms.For the year 2016-17, these are to be updated by 30 September, 2016.
- ii. All colleges should have strong MiS.

14. Private Tuition:

- No teacher can engage him/her self in private tultion/coaching or insist/ compet the students for the same.
- The concern principal shall take an undertaking from every teacher to this effect in the beginning of the academic session.
- III. The violation of the above instructions should be reported to the Govt/DHE/RDE immediately.

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15. UGC/RUSA/Govt. Grant and NAAC Accreditation

- Every Govt. or non-govt. aided degree college should be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC/RUSA/ State Govt should be utilized property with due procedure and utilization certificate should be issued in time.
- It has been made mandatory by the UGC of every degree college to obtain NAAC accreditation. Steps should be taken by the govt, and non govt, degree colleges for NAAC accreditation and subsequent reaccreditation.
- iii. The utilization certificate in respect of Grant received from Higher Education Department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture /RUSA grant etc. must be submitted immediately and otherwise the next alloument to the college will be stopped.
- 16. Always visit the e-Despatch, website of Higher Education Department(<u>www.dheodishe.gov.in</u>) ,UGC website (<u>www.usc.ac.in</u>) and NAAC website (<u>www.nac.gov.in</u>) for day to day updating the information.

Officer-On-Special duty

Government of Odisha **Higher Education Department**

No. 15275 / HE, Dated 31.7.19 HE-PTC-MISC-0004-2015

From:

Dr. Mihir Kumar Das, OES(I) Performance Tracking Cell

То

The Principals All Degree/Autonomous/Model Degree Colleges

Sub: Implomentation of "Common Minimum Standard" (CMS) Guideiines, 2019-20.

(i) HE-COOD-PG-0029/12-19389/27.07.12 Ref:

(ii) VII-HE(P) 14/2012-23733/HE/26.09.12

Madam / Sir.

In continuation to the above letters, I am directed to enclose herewith the detailed guidelines on "Common Minimum Standard" (CMS) for your kind knowledge and strict implementation. Any deviation from this will be viewed seriously.

This is for your kind information and necessary action.

Yours faithfully, A Officer-In-Charge.

Performance Tracking Cell

Memo No. 15276 / HE, Date 31.7.19 Copy forwarded to the Director Higher Education, Odisha/ All Regional Directors of Education for information and necessary action. Director, Higher Education is requested to circulate the same among all concern.

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Officer-In-Charge, Performance Tracking Cell

Memo No. 15277 / HE, Date 31.7.19

Copy forwarded to P.S. to A.C.S., School and Mass Education Dept. for kind information of A.C.S.

Officer-In-Charge, Performance Tracking Cell

Memo No. 15278 / HE, Date .31.7.19

Copy forwarded to The Registrar, Utkal University / Berhampur University / Sambalpur University /Ravenshaw Deemed University/ Fakir Mohan University / North Odisha University/R.D Women's University/Khallikote University/ G.M University/State Odisha Open University for information and necessary action.

Officer-In-Charge, Performance Tracking Cell

Memo No. 15279 / HE, Date 31.7.19 Copy forwarded to The Chairman, Council of Higher Secondary Education, Odisha/Accountant General, Odisha/ Controller of Accounts/Director, Local fund Audit for information and necessary action. Officer-In-Charge,

Performance Tracking Cell

GOVERNMENT OF ODISHA Higher Education Department

Common Minimum Standard (CMS) Guidelines, 2019-20

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

1. Common Academic Calendar: 2019-20

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Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2018-19	18.06.2019
ii.	Commencement of Classes	
	+3, 2 nd Year	18.06.2019
	+3, 3 rd Year	- do -
	P.G., 2 nd Year	- do -
	+3, 1 st Year	08.08.2019
	P.G. 1 st Year	01.08 2019
iii	Parent-Teachers Meet	
	+3 1 st year	07.09.2019
	+3 2 nd Year	14.09.2019
	+3 3 rd Year	21.09.2019
iv	College Students' Union Election	Election to students' Union & other societies will be held on one day for all colleges and universities in a single date to be fixed by the Govt.
/	Puja Vacation	03.10.2019 to 13.10.2019
/i	Mid Semester Examination	
	Odd semesters(1 st ,3 rd ,5 th)	Last week of September- 2019
	Even Semester (2 nd ,4 th ,6 th)	1 st week of February-2020
1	End Semester Examination	
	Odd semesters(1 st ,3 rd ,5 th)	1 st week of December-2019
	Even Semester (2 nd ,4 th ,6 th)	By last week of Aprii-2020
ii 👘	X- Mass Holiday	25 th December 2019

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Annual Sports / Cultural Week to conduct all competitions & functions	02.01.2020 to 15.01.2020
Filling up of forms for University Exam	+3/PG - As notified by Concern University / Autonomous College
Alumni Meet	1 st week of January 2020
Publication of Result : +3/PG 1 st ,2 nd ,3 rd ,4 th ,5 th ,6 th Sem Exam.	Within 45 days from last theory exam. of concern Semester exam. subject to publication of last Sem. Exam. in 2 nd week of May 2020
Total No. of Holidays	72 days, excluding Sundays
Total No. of Reserve Holidays	Maximum 2 days
Totai No. of Teaching Days	Minimum 180 days
Summer Vacation	9 th May 2020 to 16 th June 2020
	conduct all competitions & functions Filling up of forms for University Exam Alumni Meet Publication of Result : +3/PG 1 st ,2 nd ,3 rd ,4 th ,5 th ,6 th Sem Exam. Total No. of Holidays Total No. of Reserve Holidays Totai No. of Teaching Days

(N.B : - The above time line may be modified by the Government as and when required)

2. Admission:

(i) Aii admission into degree classes shall be done strictly as per e-admission procedure and dateiines announced by the Govt.

(ii) Coilege profile must be uploaded in the e-space before the admission process starts.

(iii) As per Govt. Letter No.27546 dt14.09.2009 and letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies / hearing impaired & dumb / orthopedically handicapped with disability more than 75%.

(iv) As per Govt. letter no.19609/HE/Dt 28.07.2017, PwD candidates will avail 5% reservation for admission in all higher education institutions of Odisha guided by Persons with Disabilities (RPWD) Act 2016.

(v) Green passage: Govt. of Odisha in Higher Education Department is implementing the Green passage scheme from the academic session 2016-17 .Under this scheme ,a child who is without biological or adoptive parents and the child is residing in Child care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs 1.00 lakh will be exempted from all types of fees including application fees, admission/re-admission fees ,tuition fees ,examination fees ,hostel admission fees ,iaboratory fees ,college development fees etc.(Govt.ietter no.: Resolution NO.23836/HE/Dt.29.10.2015 &19226/HE/Dt.14.07.2016)

3. Time Table :

Time table shall be prepared by each college as per the following guidelines:

SI.	Subject	
No.		
<u>.</u>	Duration of one period of Theory(generai) class	45 Min
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CMS Guidelines 2019-20

ii	Duration of one period of practical class	3 × 45 Min (3 periods)
111	No. of students in a section	128
iv	No. of Students in a Practical group in +3 Class	16

- v. One teacher shall be allotted maximum 30 periods per week.
- vi. All teachers shall be assigned classes on every working day of a week. Similarly each student must have theory classes on every working day of a week.
- vii. Names of teachers should be reflected in the time table against respective classes allotted and the time table must be uploaded in e-space for information of the Govt./DHE/RDEs.
- viii. The classes must be held only in the respective rooms as per time scheduled in the time table.

4. Lesson Plan & Progress Register:

- i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the teacher meant for theory portion .Separate progress register shall be maintained for each laboratory to record the progress of practical courses.
- ii. Progress of theory portion of the syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register" as communicated to you earlier vide letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the concern HOD on the last working day of every week and by the Principal on last working day of every month.

5. Students' Attendance:

- i. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- ii. The common practice of maintaining students' attendance should be followed.

Roll no. Name 18.06.19 19.06.19 20.06.19 21.06.19 BA17001 P. Samal 1 2 3 4 BA17002 G. Murmu 1 Х 2 х BA17003 K. Panda 1 2 х 3

A format for the same is given below :

Full Signature of Teacher with date

- iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- iv. College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc. Guidelines/instructions issued in the past by this Department or its

Directorate/Regional Directorates in this regard, all the previous orders are hereby superseded(vide Letter No. 13559/HE/Dt 5th July 2019).

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- v. Parent-Teachers meeting should be organized as per the datelines.
- 6. Mid Semester Examination / End Semester University Exam and Question Bank :
- i. University question /answer script patterns should be followed in Mid Semester Examinations conducted by colleges. The programme for Mid semester examinations must be notified specifying the units /portions from which questions are to be sought, at least 15 days prior to such exam.
- li. The valued answer scripts mid Sem. Examination should be preserved till 6 months from the date of publication of result of concern Semester by the University or as directed by the university
- iii. Subject wise question bank for +3 and P.G. classes may be made available to students.Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- iv. Necessary steps be taken for safe custody of question papers / answer scripts of University Exams.

7. Conducting Departmental Seminars :

- i. Seminars on honors subjects may be conducted at the end of every week/month. It must be reflected in the Department Time Table.
- ii. The participation of the concern students in the seminar is mandatory and records regarding this must be maintained.
- 8. Library, Laboratory and Common Infrastructure Facilities:
- i. Every college should have adequate library facilities with sufficient text books, reference books and journals.
- ii. The separate laboratories for +3 and PG classes of practical subjects should be well equipped with required furniture, water and LPG supply, equipment and chemicals as per CBCS syllabus along with fire safety arrangement.
 - iv. Library books, furniture, equipment and chemicals shall be preferably purchased in the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund and state govt. funds) be maintained by concern department/Library with articles in aiphabetical order.
 - v. Language laboratories set up in different colleges must be fully utilized. The maintenance of Language Laboratories will be like other laboratories.
 - vi. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
 - vi. The college campus should have wall boundary.

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- vii. Every college should have its office, library and laboratories equipped with at least one computer, printer each with internet facility.
- viii. Every college should have its own website updated with information regarding infrastructure, staff details, laboratory &iibrary facilities, courses, syilabl, exam. result, quotations & tenders, other notices and feedback of students/guardians etc.

CMS Guidelines 2019-20

- ix. Cyber Security Audit of the website must be completed by 31st August,2019.It should be disabled friendly(Kindly refer: Letter No.13024/HE/28.06.19)
- x. The status of the buildings should be supervised and certified by an engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should he taken for demolition/repairing of unsafe buildings/structures.

9. Time schedule for work of ministerial (Clerical Grade) staff:

- i. All ministerial staff of the college shall be assigned specific works / section to deal with.
- ii. Applications from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant.

As e-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, and Universities etc. should be verified everyday and downloaded from the concern websites.

- iii. The activity of each section shall be displayed for the information of students' and guardians.
- iv. Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.

10. Financial and Service Matters:

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- i. All purchase for the college / departments should be done with due procedure as per GFR Rule-2005 and Odisha F.D circular No.4939/13.02.2012, preferably in the beginning of the academic session under the supervision of the purchase committee.
- ii. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.
- iii. Cash Book & DCR should be maintained properly.
- iv. Collection of different fees from students should be preferably through e-transaction/demand draft/ bank challan .In case of manuai collection of cash , the daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided. Under unavoidable circumstances the cash in hand should be kept in the college locker with separate triplicate keys with the Principal, Accounts Bursar and Accountant.
- v. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.
- vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.
- viii. Salary of Block grant employees/guest faculties etc of govt.& non govt. Colleges ,whose salary bills are not paid through Treasury shall be paid only through account transfer mode.
- ix. Service books in duplicate & CCR of the employees shall be maintained and updated every year.
- x. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.

5 | Page

CMS Guidelines 2019-20

x. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or the concern governing body .Non. govt. colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced. •

- xi. Subject combinations as per university rules and suitability/availability in the college shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects following the principle of economy.
- xii. For passing any bill for payment, the sign. of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the concern Dept. etc. as the case may be shall be mandatory.
- xiii. No additional remuneration/salary advance/personal advance shall be paid to teaching and nonteaching staff, except admissible for NSS/NCC or University exam. etc. or as directed by the govt.
- xiv. All Aided Non Govt. colleges including 488 & 662 categories are brought under CAPA (College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.

11. Co-curricular and Extra Curricular Activities:

i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.

ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self-defense Programme for girls students should be organized as per Govt. notification.

iii. All records related to above shall be properly maintained.

iv. All the teaching staff of the college, shall be assigned co-curricular and extracurricular duties in different teams headed by senior most of the team and others as members on rotation basis. The hostel supt. shall not continue for more than two academic years consecutively as per Govt. letter no. 9903/Dt. 04.03.2008.

- v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
- vi. Ali teachers posted in Government and Aided non-Government colleges of the State (irrespective of their actual designation), including the Principal, shall perform duty for at least 7 hours on every working day. (This stipulation, however, shail not be applicable to Guest Faculties as they are paid remuneration as per number of classes they teach). In addition to normal teaching related works, teachers are required to devote time for library, research, taking extra classes for late entrants, taking corrective classes for needy students, monitoring students attendance, assisting the college authority in teaching and non-teaching assignments, etc. Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard are hereby superseded (vide Letter No. 13559/HE/Dt 5th July 2019).
- vii. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell, Internai Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extracurricular activities.

6|Page CMS Guidelines 2019-20

- viii. Special attention should be given for discipline and security of hostel and college campus of women's college. CC camera must be installed in college/ hostel gates to monitor the activities of unwanted persons.
- ix. Activities affecting security and privacy of students in hostel and college campus of women's college shall be strictly prohibited.

12. Proctorial system :

Proctorial system must be strengthened. Each teacher must be assigned a group of students and he will act as friend, philosopher and guide of these students. He will keep the record of attendance and also academic achievement of his group. He will also remain in touch with the parents/guardians of the students.

13. Preservation of Records and Assets

- i. A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
- ii. The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
- iii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
- iv. Annual stock verification of office/Library/ practical departments should be conducted at the end of the session and the updated stock registers must be signed by the Principal.
- v. Irreparable damaged articles like furniture/electronic items etc.if any should be disposed off through public auction.

14. Updation of data through on-iine PIM5 formats

i. As per Govt. Letter No. 23733 dt. 26.09.2012 & 7109/HE/23.03.19, data should be updated regularly in respect of teaching and non teaching staff, infrastructure position of the college and fulfillment of CMS

Ii All colleges should regularly update the on-line PIMS formats of the college.

15. Private Tuition and working Hour :

i. No teacher can engage him/herself in private tuition/coaching or Insist/ compel the students for the same. No Non- teaching staff also can run pvt. Coaching/Tuition institution or insist/compel the students for the same.

ii. The concern Principal shall take an undertaking from every teacher/Non-Teaching staff to this effect in the beginning of the academic session.

ili. The violation of the above instructions should be reported to the Govt./DHE/RDE immediately.

iv. Common staff attendance/Biometric attendance for all Teaching/Non-Teaching staff should be maintained and placed near the Principal's chamber to put their signature/biometric attendance to ensure the presence of such staff in the college, even there is no class/ specific administrative work. The scan copy of the attendance/Biometric attendance report must be sent to the concern RDE through e-mail, at the end of every week.

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v. All letters should be submitted through e-mail/Regd post/Speed post and no teaching /non teaching staff should be deputed to HE dept /DHE/RDE etc for submission of such letters/documents ,unless it is asked to do so by special messenger and especially teachers should not be deputed for this .

16. UGC/RUSA/STATE GOVT. Grant and NAAC Accreditation

i. Every Govt. or non-govt. aided degree college should try to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be utilized properly with due procedure and utilization certificate should be issued in time under intimation to the Govt.

ii. It has been made mandatory by the UGC for every degree college to obtain NAAC accreditation. Steps should be taken by the govt. and non govt. degree colleges for NAAC accreditation and subsequent reaccreditation.

iii. The utilization certificate in respect of Grant received from Higher education department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture et./RUSA grant etc must be submitted immediately; otherwise the next allotment to the college will be stopped. UC along with unspent amt. if any against grant received from the state govt. during 2018-19 or prior to it for the development of laboratory /library etc must be submitted within one week from the date of issue of this order positively, if not submitted earlier.

17. Always visit the e-Despatch, website of Higher Education Department(<u>www.dheodisha.gov.in</u>), UGC website (<u>www.ugc.ac.in</u>), NAAC website (<u>www.naac.gov.in</u>) and the website of concern University for day to day updating the information.

CMS Guidelines 2019-20

Commissioner-cum-Secretary



UTKAL UNIVERSITY VANI VIHAR, BHUBANESWAR-4

EXAMINATIONS CALENDAR 2021-2022

/2021, No.Ex-II/ 19904

Dated: 21.10.2021

This is for the information of all concerned that following is the examinations calendar w.r.t different semester examinations for the 2020 A.B. and 2019 A.B. U.G. (Arts/Science/ Commerce) courses respectively.

SI. No.	Examination Activity	2020 admission batch	2019 admission batch
1	Completion of internal assessment of 2 nd & 4 th Semester Examinations	6 th November 2021 (2 nd Semester)	30 th October, 2021 (4 th Semester)
2	Filling up of forms for term end examinations	3 rd Week of November (2 rd Semester)	1 st week of November, 2021 (4 th Semester)
3	Term end examination for 2 nd / 4 ^m semester	Through alternative method	Through alternative method
4	Conduct of internal assessment for 3rd / 5th Semester students	2 nd week of January 2022	2 nd week of December 2021
5	Commencement of term end examination for 3 rd / 5 th Semester	2 nd week of February 2022	Last week of January 2022
6	Conduct of internal assessment of 4 th / 6 th Semester	3rd week of April 2022	2 nd week of April 2022
7	Commencement of 4th / 6th end semester examination	4 th week of June 2022	2 rd week of May 2022

The proposed dateline as above is tentative only and subject to change as per govt, order or for any unavoidable circumstances.

CONTROLLER OF

Memo No.Ex-II/ 19905

/2021,

Dated: 21.10.2021

Copy to the Principals of all +3 Affiliated Colleges/Self Financing Colleges under Utkal University for Information and necessary action.

CONTROLLER OF EXAMINATIONS

Lain 1994-95 UT KAL UNIVERSITY WANT WIHAR, SHOU AN ESWA -4 NOT LETCATION NU. AFF . /511/ 9958 /96, Dated. 21.7 It is notified for information of all concerned that the Vice-Chancellor in exercising powers as Syndicate has been pleased to grant of provisional Affiliation for opening of +3 degree Afts course at +3 Degree Arts stage with number of seats and subject mentioned bulow in Raja Madhusudan Dev College of Science & Education, Patia,Bhubaneswar, in the district of Khurda for the session. 1994-95 subject to fulfilment of conditions laid down in thei Statute, Govt concurrence and Report of the Inspectors. The compliance report regarding fulfilment of the conditions . should be made available in the office of the undersigned within 3 (three) months of issue of this notification, failing which action will be taken for disaffiliation of the course without further intimation. Alt Ro +3 Dogree Arts Subjects Compulsory Core + 10 - 14 1. English 2. M.I.L.(0) 1. Pol.Science 96 seats 2. Economics each 3. History Ancillary subject 4. Education 64 seats each 5. Sociclogy. 1. P.R. 5. Janskrit at an at the sould be at At 15 2 al all oralis Foundation Lourse. 156, 201,00, 27 5, 10 I THE THE AND 1. 3.6.4. with 128 seats for the session 1994-95 2. S.C.H.I. Memo No.Aff./511/ 9459 /96, Dated. 27.5.94 By Regd. Post:- 1. The Principal, Raja Madhusudan Dev College of Science & Education, Patia, Shubaneswar for He is requested to fulfil the following Conditions: this notific to the state of the for a. Library must be strenghood with reference o text books worth &. 20,000/ .. before next accordance session. b. Education Laboratory should be provided. c. The Under-Construction of College building should be complited and certificate from A.E. (Civil) should be submitted, then d. The college should go for a garden and 920.43 green-bel with some fruit tress and commercial trees to enhance the college funds in future. e. The under-qualified teachers should be replaced by qualified one. PRINCIPAL aja Madhusuqan Dev Degree College 2. The Joint Secretary to Govt of Orissa, Patia, Bnupaneswar Education Department, Shubaneswar; 3. The Director, Higher Education, Orissa, Chubangswar; 4. The Controller of Examinations, Utkal University for information content so 55 Ce THEGIST RAR 196 Dated. 27 5 96 Nemo 10: Aff. / 511/ 9960

Nemo Bo.Aff./511/ 9900. Copy to:.. 1. The Section Officers of all the Examintion General Sections/Dev.I/Public Compliance and VANI VIHAR: BHUBANESWAR-751004

GRAM: UTKAL VIHAR FAX: (0674)2581850 EPABX- (0674) 2580737, 2580650

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2017-18/2018-19 (2715)

Prov. Affiliation: ARTS-SCI-2

Notification No. Aff/511(P) It is notified for information of all concerned that the Vice-Chancellor in exercising the power /2021 under Clause 6 (15) of Odisha Universities Act, 1989 on 19.11.2020 (which is subsequently to be ratified by the Syndicate), has been pleased to grant of provisional affiliation in (a) +3 Arts with increase of seats from 128 to 160. Hons in Education and Political Science with increase of seats from 15 to 52 sents each. Hons in Odia and Euglish with 16 sents each (b) =3 Science with 128 sentwith English XIII, and Hons in Physics. Chemistry & Mathematics with 34 seats each and Hons in Borany & Zicology with 18 seats each (c) in -3 Commerce(Hons) in Accounting with 32 seats & Management with 16 seats for the Session 2017-18 and (a)+3 Arts with increase of seats from 160 to 192, Hons in Education and Political Science with 32 seats each, Hons in History & Odia with increase of seats from 16 to 32 seats each, Hons in English with 16 seats , Hons in Economics with increase of seats from 16 to 24 seats,(b) +3 Science with 128 seats with English MIL, and Hons in Physics. Chemistry & Mathematics with 32 seats each and Hons in Botany & Zoology with 16 seats each.(c) +3 Commerce (Hons) with 48 seats, for the Session 2018-19, to Raja MadhuSudan Dev Degree College of Science & Education, Bhubaneswar to fulfillment of the following conditions as laid down in the Statutes and Government Concurrence.

1. The library should be equipped with new CBCS course books.(Rs.50,000/-)

2. Fire extinguishes to be fitted as per Law

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subjects

The compliance report regarding fulfillment of the conditions should be made available in the Office of the undersigned within six months from the date of issue of this notification failing which the College shall stand disaffiliated as per Statutes 198 of O.U.F. Statute, 1990 without information. <u>SUBJECT(S)</u>

 (a) +3 Arts with increase of seats from 128 to 160, Hons in Education and Political Science with increase of seats from 16 to 32 seats each, Hons in Odia and English with 16 seats each,

(b) +3 Science with 128 seats with English & MIL and Hons in Physics, Chemistry & Mathematics with 34 seats each and Hons in Botany & Zoology with 18 seats each,

(c) +3 Commerce(Hons) in Accounting with 32 seats & Management with 16 seats for the Session 2017-18 and

 (a)+3 Arts with increase of seats from 160 to 192, Hons in Education and Political Science with 32 seats each, Hons in History & Odia with increase of seats from 16 to 32 seats each, Hons in English with 16 seats, Hons in Economics with increase of seats from 16 to 24 seats,
 (b) +3 Science with 128 seats with English & MIL and Hons in Physics, Chemistry &

Mathematics with 32 seats each and Hons in Botany & Zoology with 16 seats each, (c)+3 Commerce (Hons) with 48 seats, for the Session 2018-19

BYORDER COLLEGE DEVELOPMENT COUNCI

(PTO)

OFFICE OF THE REGIONAL DIRECTOR OF EDUCATION, UNIT-II, BHUBANESWAR-89 OFFICE ORDER No. 4274 (RDE/Dated: 9-6-2022)

In exercise of power conferred under sub-section 6 of section 6 of the O.E. Act. 1969, the H.P.C constituted in the Govt. Notification No.27472 / HE Dated 29.09.2018 in its meeting held on 22.04.2022, after careful consideration has been pleased to grant Permanent Recognition from the academic session 2020-21 (Degree classes)to the under named institution with the details mentioned therein subject to the conditions that the Educational Agency has to pursue for the settlement of land in favour of the institution at the earliest. In case of failure to fulfill those conditions within stipulated time, withdrawal of recognition shall be recommended.

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4. Dist.	:- Khordha	
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1.400	A / 200	Regional Director

Number of Seminars/conferences/workshops conducted by the institution during the last five years



3 Days YRC Training Camp











Active Citizenship Program 28-10-2016











National Seminar on Odisha's Village History





National Interest and Chinese Products 13-09-2017



BBSR Smart City Youth Participatory Workshop





Legal Awareness on Women's Right & Women Emancipation and Legal Rights in









Gender Sensitization Program 01-05-2018



Importance of Education on Society 10-10-2018



National Workshop on Gender Based Violence 12-12-2018 to 13-12-2018



Seminar on Population and Development 15-02-2020





RAJA MADHUSUDAN DEV DEGREE COLLEGE OF

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At/Po - Patia, PS: Infocity Bhuhaneswar, Odisha - 751 031 Phone : 0674-2728849, 2728448 URL : www.rmddc.ac.in E-mail : rajamddegreecoilege@gmail.com

Date: - 12 Feb. 2020

To

Sj. Suniti Mund Poet & Editor Bhubaneswar, Odisha

Sub:- Kind invitation to grace the "Odia Dept. Seminar " of our College as Chief Guest on 14th Feb. 2020, at 10.30 AM.

Respected Sir,

SCIENCE & EDUCATION, PATIA (A Govt. Aided Degree College)

> I am pleased to invite you on behalf of faculties & senior students of Odia Dept. to grace the occasion as Chief Guest as per details captioned above.

> > Thanking you,

Yours ever,

ପ୍ରଶାତ ରାଘତ

Raja (Prasant Rout) Raja (P.D. Degree College of Science & E. Reincipals, BBSR

Raja Madhusudan Dev Degree College

Patia, BBSR-31

Raja Madhusudan Dav Degree Goilege Patia, Bhubaneswar

Dr. Ramesh Ch. Behera) HOD, Dept. Of Odia RSVP:-9437195565



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At/Po - Patia, PS : Infocity Bhubaneswar, Odisha - 751 031 Phone : 0674-2728849, 2728448 URL : www.rmddc.ac.in E-mail : rajamddegreecollege@gmail.com

Date: - 12 Feb. 2020

To

Sj. Sankar Parida Eminent Poet Bhubaneswar, Odisha

Sub:- Kind invitation to grace the "Odia Dept. Seminar " of our Callege as Chief Speaker on 14th Feb. 2020, at 10.30 AM.

Respected Sir,

I am pleased to invite you on behalf of faculties & senior students of Odia Dept. to grace the occasion as Chief Speaker as per details captioned above.

Thanking you,

Rannish the Holars

(Dr. Ramesh Ch. Behera) HOD, Dept. Of Odia RSVP:-9437195565 Yours ever, gais also Principal Raja M.D. Degree College of Scient Prasant Rout) BAISR

Principal

Raja Madhusudan Dev Degree College

Patia, BBSR-31

Raja Madhusudan Day Degree College Patia, Bhubaneswar

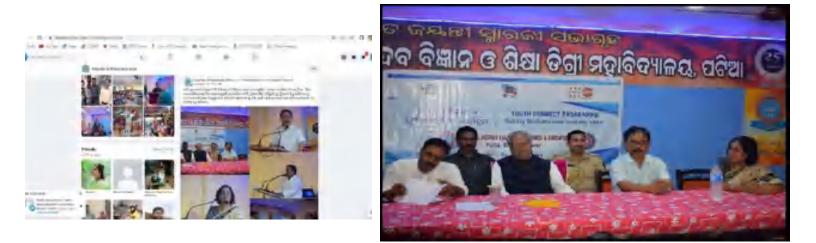
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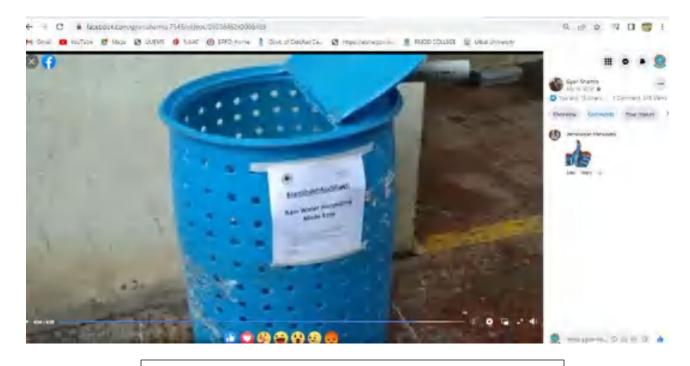


Seminar on Guru Nanak





Youth Connect Program 24-09-2019



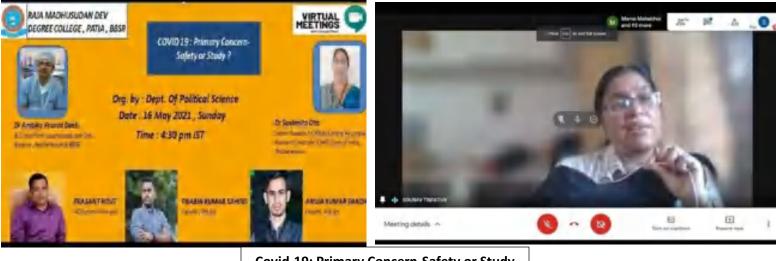
Workshop on Rainwater Harvesting



Webinar on Impact of Covid-19 on Business 12-06-2021

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Covid-19: Primary Concern-Safety or Study 16-05-2021