

**INFORMATION BROCHURE
FOR
ADMISSION INTO
MA/MSC/MCOM/M.PHIL.CLASSES FOR THE
ACADEMIC SESSION -2019-20**



Rajendra College (Autonomous), Balangir

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 - 18.06.2019)



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

Phone and Fax No. (06652)

250307 Email :

rcollegebgr@gmail.com

ADMISSION BROCHURE FOR PG CLASSES 2019-20

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 – 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.

Sl No	Subject	No of Seats
1	English	16
2	Odia	16
3	Hindi	16
4	Sanskrit	16
5	Economics	32
6	History	16
7	Political Science	32

Sl No	Subject	No of Seats
8	Commerce	32
9	Physics	16
10	Chemistry	16
11	Botany	16
12	Zoology	16
13	Mathematics	16

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 and 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 extent 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 self children/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.

Admission:

Admission into P.G. Programmes shall be based strictly on merit. The merit of a candidate shall be determined on the basis of Career-cum-Entrance Test. The entrance test will be held as per the following programme. The venue of the Entrance Test is Rajendra College (Auto), Balangir.

Date	Subject	Time
26.06.2019	Odia, Botany, Physics, Commerce	10.00am – 11.00am
27.06.2019	Economics, Chemistry, Sanskrit, English	10.00am – 11.00am
28.06.2019	Pol. Sc, Mathematics, Hindi, Zoology	10.00am – 11.00am
29.06.2019	History	10.00am – 11.00am

Last Date of Submission:

The Application duly filled in along with required documents should reach the undersigned on or before 18.06.2019 by 5.00 pm through Regd/Speed Post/Courier Service only.

Entrance Test

- a. Admission to P.G. course will be made on the basis of entrance test and career assessment, i. e. 75% entrance + 25% Career assessment.
- b. Multiple choice questions will be set as per the syllabus of U.G. courses .
- c. No call letter shall be issued for Entrance Test. The candidates are required to report for Entrance Test one hour before the commencement of the Test along with a **Photo ID proof**.

Career Assessment: 25 marks

a.

Degree	1 st Division	2 nd Division	3 rd Division/Pass/Compartmental
H.S.C. or Equivalent	5.0	4.0	3.0
+2 or Equivalent	8.0	6.0	3.0
+3 Degree Hons	10	8	-
+3 Degree Pass	-	-	6
Distinction	2	2	2

b. While calculating career mark, weightage will be given to candidates having secured Honours in the subjects concerned only. Honours in the other subjects shall be put at par with pass weightage.

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).

ADMISSION BROCHURE FOR M.PHIL PROGRAMME, 2019-20

M.PHIL.COURSES OFFERED:

The Government of Odisha in the Department of Higher Education have accorded opening permission for M.Phil in **Economics, History, Political Science, Botany, Chemistry, Zoology and Commerce** with 08 seats each from the academic session 2017-18 Vide Letter No.17644/HE dated 10.07.2017.

Course Duration: JULY 2019 to JUNE 2020

Eligibility:

- A Consistently good academic career with not less than 55% marks or equivalent grade at master's level in the subject for general candidates and 50% marks for SC/ST candidates.
- Candidates who have qualified UGC/CSIR/NET/SLET or endowed with UGC teacher Fellowship or Study Leave from the Government of Odisha, DHE are eligible apply. The candidates who have qualified NET/SLET/Teacher Fellowship are exempted from entrance test.
- M. Phil. is a full time course and as such as a candidate who is employed can not be admitted or allowed to continue in the program unless he/she has been duly relieved and produces proof to that effect.

Admission:

Admission into M. Phil. Programmes shall be based strictly on merit. The merit of a candidate shall be determined on the basis of Career-cum-Entrance Test and Viva-voce. The entrance test will be held on **29.06.2019 at 10.00 am** followed by viva-voce from 12.00 noon. The venue of the Entrance Test is Rajendra College (Auto), Balangir.

Last Date of Submission:

The Application duly filled in along with required documents should reach the undersigned on or before 18.06.2019 by 5.00 pm through Regd/Speed Post/Courier Service.

Entrance Test

- Admission to M. Phil. course will be made on the basis of entrance test, career assessment and interview/ viva-voce, i. e. 50% entrance + 40% Career assessment + 10% interview/ Viva-voce.
- Multiple choice questions will be set as per the syllabi of P. G courses of Rajendra College (Auto), Balangir.
- Students who have qualified UGC/CSIR (JRF) Examinations & Net/SLET/GATE/ Teachers Fellowship holders are exempted from entrance test. However, they should appear in the interview / viva-voce to finalize the merit list.
- Candidates not appearing at the interview/ viva-voce will be left out from the merit list.
- Candidates who have already registered for Ph. D. under any university and and/or already acquired the Ph. D. degree and /or submitted their Ph. D. thesis shall not be considered for admission.
- College teachers availing themselves of study leave from Govt. of Odisha, Dept. of Higher Education or from Director, Higher Education will have to appear entrance test and viva-voce and will be treated as general candidates.
- No call letter shall be issued for Entrance Test/ Viva Voce. The candidates are required to report for Entrance Test /Viva Voce One hour before the commencement of the Test along with a **Photo ID proof**.

Career Assessment: 40 marks

a.

Degree	1 st Division	2 nd Division	3 rd Division/Pass
H.S.C. or Equivalent	4.0	3.0	2.0
+2 or Equivalent	6.0	4.0	2.0
+3 Degree Hons	10.0	6.0	-
+3 Degree Pass	-	-	4.0
Distinction	2.0	2.0	2.0
P.G.	18.0	13.0	-

- While calculating career mark, weight age will be given to candidates having secured Honours in the subjects concerned only. Honours in the other subjects shall be put at par with pass weightage.

Reservation

- SC- 16.25% of the sanctioned strength shall be reserved for SC applicants.
- ST- 22.5% of the sanctioned strength shall be reserved for ST applicants.
- The reserved seats are not inter-changeable between SC & ST.
- SC/ST applicants selected for admission on general merit shall not be counted against reserved seats.
- In case of non-availability of SC/ST candidates, the seats will be filled up by non teacher general candidates.
- 25% of the sanctioned strength shall be reserved for teachers/candidates qualified UGC/NET/CSIR /SLET or endowed with UGC Teacher Fellowship. (No entrance test for such applicants, only viva-voce). Separate merit list shall be prepared for all such applicants. In case of non-availability of such candidates, the seats will be filled up by non- teacher general candidates.
- In each subjects, separate merit list will be prepared for each category as per the reservation stated bellow.

General Candidates	SC Candidates	ST Candidates	UGC/NET/CSIR NET/TF Candidates
03	01	02	02

Documents to be submitted with application form

Self – Certified copies of the following:

- Marks sheets & certificates of all examinations starting from HSC/ equivalent.
- Caste Certificate from the competent authority.
- Certificate in support of UGC NET/CSIR NET/ Teacher Fellowship.
- Documents in support of submission of study leave application to DHE.
- In-service candidates (other than College Teachers) will have to submit no objection certificate from their employer.

Documents required at the time of admission:

- The originals of all the certificates & mark sheets from HSC to M. A. /M. Sc. /M. Com Class.
- CLC & Conduct Certificates.
- Three passport size photographs.
- Migration Certificate (for students passing out from other than Sambalpur University).
- Relief order (In case of in-service candidates) from the competent authority.

Despatch of Intimation

Intimation for admission to successful candidates on merit shall be dispatched through Speed/ Registered Post.

Attendance

A candidate shall be required to attend 75% of lectures, tutorials & practicals' classes taken together offered during the year. Condonation may be granted by the Principal only to the extent of 15% in exceptional cases.

How to apply

- Download the application form for admission into PG and M.Phil. course for 2019-20 which is available in the college website: www.rajendracollege.nic.in & Balangir district website: www.balangir.nic.in
- The downloaded application form duly filled in along with self attested photo copy of documents (All certificates and mark sheets from HSC and onwards) 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/ Courier Service addressed to “Principal, Rajendra College (Auto), Balangir superscribing on the envelope “Admission for PG/M.Phil 2019-20..... (Subject)
- Bank Details**
Bank Account No. 10533193922 (ADB, SBI, BALANGIR)
Name – PRINCIPAL, RAJENDRA COLLEGE (AUTONOMOUS), BALANGIR
IFSC CODE – SBIN0001701
- The last date of receipt of application form is 18/06/2019**
- Separate applications should be submitted for each subject.
- 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. Application form duly filled in and signed by the candidate and by his/her father/guardian.
- ii. Self attested photocopies of certificates and mark sheet form HSC onward Examinations / Equivalent Examination,.
- iii. Self attested photocopies of certificates in case of SC/ST/PH/BR/EXM.
- iv. A self addressed unstamped envelop of size 25cm X 12cm for sending intimation letter.
- v. 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.
- vi. Reservation shall not be considered without authentic supporting documents.
- vii. No documents shall be accepted after the submission of forms.
- viii. The undertaking in the application form should be signed by the applicant and Father/Guardian of the candidate.
- ix. 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.
- x. The proof of copy towards the deposit of money in the Bank in the documents.
- xi. 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/P.G. 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.
- xii. Original proof of copy towards the deposit of money in the Bank in the document.

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.

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

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/-Principal
Rajendra Autonomous College, Balangir



RAJENDRA COLLEGE (AUTONOMOUS), BALANGIR

APPLICATION FORM

FOR ADMISSION INTO PG/ M.Phil. CLASSES 2019-20

FOR OFFICE USE ONLY

Index No.

Admitted to

Roll No

Passport size
photograph
signed by the
applicant and
self attested

Verified by

OIC, PG/ M.Phil 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:

M.Phil.

M.A.

M.Sc.

M.Com

2. Subject:

3. Name of the Applicant:

(In BLOCK Capital Letter)

4. Fathers Name & Occupation:

5. Mother's Name & Occupation:

6. Date of Birth:

7. Sex

8. Nationality:

9. Marital Status

10. Category of Reservation:

SC

ST

PH

ESM

OBC/SEBC

GSOT

BR

If applicable (tick appropriate box)

11. Weight age claimed, if any (tick appropriate box)

NCC

NSS

SG

WC

12. Academic Record

Examination	Board/University	Year of Passing	Division	Hons. Mark	Pass Mark	Total Mark	Maximum Mark	Subjects Taken
HSC/Equivalent								
+2/Equivalent								
+3 (Arts/Science/ Commerce)								
P.G.								

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

At:-	PO:-
Via:-	District:-
Tel/Mob No:-	PIN:-
Email:-	

14. Permanent Address:

At:-	PO:-
Via:-	District:
Tel/Mob No:-	PIN:-

15. Place where proposed to stay (Mark Tick)

<input type="checkbox"/> HOSTEL	<input type="checkbox"/> WITH PARENT	<input type="checkbox"/> 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

Name:-		
AT	PO:-	
Via	Dist:-	Pin:-

17. Whether the applicant is Government Servant :

<input type="checkbox"/> YES	<input type="checkbox"/> 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	iv) Self Attested photo copy of certificate and mark sheet of +3 examinations.
ii) Self Attested photo copy of the High School Certificate and mark sheet	v) Self Attested photo copy of certificate and Mark sheets of P.G. examination.
iii) Self Attested photo copy of Higher Secondary / Equivalent certificate and mark sheet.	vi) Self Attested photo copy of certificates in respect of claim reservation

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.

21. 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 find 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 Honorable High Court, Odisha.

Full Signature of the Father/Guardian

Full Signature of the Applicant

Present Address –

Date _____

Date _____