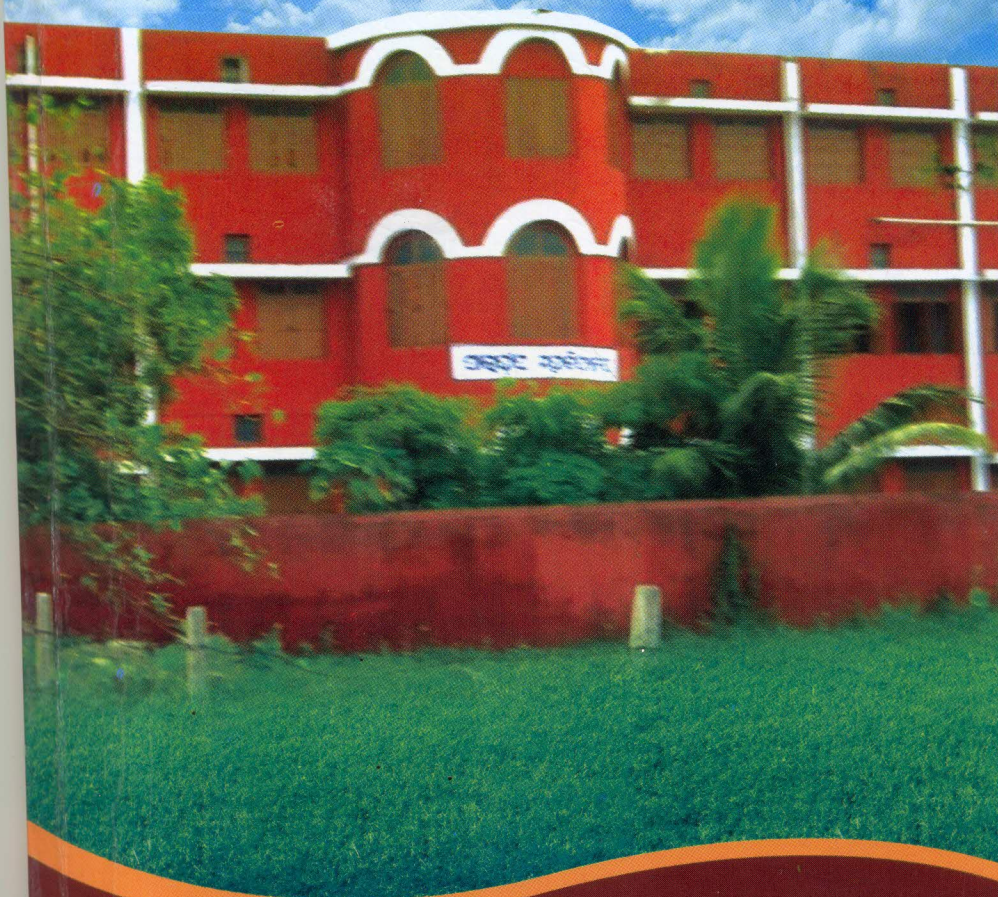


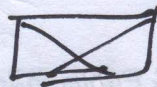
CALENDAR

2018-2019



PARADIP COLLEGE

PARADIP



CALENDAR

2018-19



Dr. Surendra Mohan Mishra
Principal

BOARD OF EDITORS

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COLLEGE RULES AND DISCIPLINE

1. ACADEMIC SESSION AND ADMISSION

- a) The college session begins from the 1st day of June and ends on the 31st May of each year, with the first term from June to December and the second from January to May. Admissions are made after the publication of the results of H.S.C. and C.H.S.E. examinations and continues till the last date fixed by the Government.
- b) A student seeking admission into +2 and +3 stream is required to apply through on line for e-admission.
- c) Admission is allowed on the ground of merit and good conduct or any other principles decided by the Govt. Admission to the college can not be claimed as a matter of right.
- d) Rules of admission in detail are published each year through SAMS.

2. UNDERTAKING

Before taking admission, the student or his/her guardian (if the student is below 18 years of age) has to sign an undertaking to abide by the rules of the college.

3. ADDRESS

Each student must register in the college office the address at which he/she lives. Any subsequent change of address must be communicated to the office in writing immediately.

4. Application for C.L.C, Mark Sheet etc. should be submitted in printed forms (proformas) in the office at least two days earlier.

5. TUTORIAL / PRACTICAL CLASSES

As soon as the Tutorial / Practical groups are formed and notified, it is the duty of the student to find out the group. If he/she is not assigned any group, it must be brought to the notice of the college office by the student. Students must

come prepared with their tutorial book/practical record to their respective classes.

6. IDENTITY CARD

Students should keep their Identity Cards in their possession. Anybody not possessing the Identity Card in the class room, examination hall, meeting or any other occasion shall be dealt with such a manner as the Principal may decide.

7. ATTENDANCE

A student is required to attend 75 percent of the general lecture and 75 percent of the tutorial and practical classes separately under each head during an academic year. The University, CHSE may condone shortage of attendance up to 15% on individual application on convincing grounds.

8. COLLECTION OF FEES

The college fees are collected on the days notified between 11 a.m. and 3 p.m. A student, who fails to pay the fee on the first date, will have to pay it with a default fine of Rs. 1.00 on the second date of collection. Names of the students who fail to pay their fees by the last day of the month will be struck off from the rolls. If they seek readmission they will have to pay the readmission fee (Which is equal to their one month's tuition fee) along with the normal dues for the month and also one rupee to the University for registration. Students are advised to be particular.

9. PRIVATE CLUBS AND TEAMS

Students are forbidden to belong to any outside athletic club or any other type of club or society and to play for any team other than the college team without prior permission from the Principal in writing.

10. PERMISSION TO ACCOMPANY THE COLLEGE TEAM OUTSIDE THE STATION

When a team or party of students is deputed outside Paradip, the students accompanying the party must obtain permission from the Principal.

11. ENTRY OF NAME IN THE REGISTERS

The name of every student is entered in the register for general lecture and in the tutorial/practical registers concerned. It is the duty of the students to find out if his/her name has been entered in the appropriate registers. In case he/she finds that his/her name has not been entered in the registers, principal will not entertain any complaint at a later stage if a student falls short of the prescribed percentage of attendance on the ground that his/her name had not been entered in the appropriate registers in time.

12. DISCIPLINE

- i) Spitting on walls, floors, pillars or doors of the college is strictly prohibited.
- ii) Mis-behavior of the students in the cultural function will be severely dealt with.
- iii) Sticking placards, posters and such other papers and disfiguring college walls, doors and windows with pencils, chalk, colours or in any other form are strictly prohibited.
- iv) Any student found destroying college property or abetting to such activities is liable to be punished and may face rustication from the college.
- v) Students attending any political meeting should not conduct themselves into undesirable prominence. They must not also take part in it.
- vi) Students should not loiter, stand in groups in the corridor. When they have no classes to attend they should remain in the students common room. They must not make such noise as to cause disturbance in the adjacent class rooms.
- vii) At all places, particularly in the college or in the playground or while attending meetings, they must conduct themselves with a sense of decorum.
- viii) Mis-behaviour and coercive action of students with the teachers or any other employees of the college, officers of the University will be treated as academic indiscipline.

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- ix) No club or society should be started in the college and no function or meeting should be organised without the approval of the Principal.
- x) Students should stand in queues while waiting near the office counters to deposit their tuition fees or for any other purpose.
- xi) Tampering with the electrical, gas and water supply fittings is completely forbidden.
- xii) Students are advised to meet the Principal and other officers not in group but one at a time only during the prescribed hours of interview. They should not enter the office in group.

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