



ANTI RAGGING CELL

**KAPTIPADA DEGREE COLLEGE,
NUASAH, MAYURBHANJ**

a dream.



Giving
wings
to dreams



LONG EXERCISE BOOK

In conformity with Supreme Court Judgements and directions, UGC Guidelines and State Government instructions, Kaptipada Degree College, Nuasahi is following 'Zero Tolerance policy' towards ragging. Any student of this college accused and found guilty of ragging, will be severely dealt with, in accordance with the provisions of the law. Ragging is totally banned in the campus. To build a ragging free environment by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity to that students become responsible citizens. To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student Anti-ragging cell executive meeting will held.


Anti-Ragging Policy:-

According to the UGC Regulation on curbing the Menace of Ragging in Higher Institutions, 2009, ragging constituted one or more of any of the following acts:

- * Any conduct by any student or student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- * Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- * Any act of financial extortion or forceful

expenditure burden put on a fresher or any other student by students.

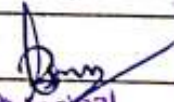
* Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.


Principal
Kannada Degree College
Narasahli Mayurbhari

Resolution - 02

Date 16/09/2020
Page No.

With the presence of all members of Anti-Ragging cell and principal, an induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, well in advance of the beginning of the academic year with an aim to promote the objective of Anti-Ragging cell, have arranged in Kaptipada Degree College, Nuasahi


Principal
Kaptipada Degree College
Nuasahi Mayurbhanj

1. Lambodar Bawli
2. Dr. Manata Mahanta
3. Dr. Santa Gendur Acharya
4. Cmt. Mandhana Mohapatra
5. Tribhu Ranjan Biswal.
6. Ranjita Biswal.
7. Bhana Mati Rout
8. Gashodhar Jena
9. Ratikanta Mohanta.
10. Goura Chandra Sreekha.



OFFICE OF THE PRINCIPAL

KAPTIPADA DEGREE COLLEGE, NUASAHI

Nuasahi, Dist.- Mayurbhanj, Odisha

E-mail: kaptipadadegree.nuasahi@gmail.com, Website: www.kdcn.ac.in

Office Order

To

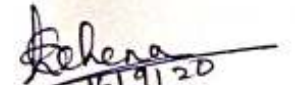
Sri Lambodar Barik
Dr. Mamata Mahanty
Dr. Santa Sundar Acharya
Smt. Manchana Mohapatra
Sri Bibhu Ranjan Biswal
Smt. Ranjita Biswal
Smt. Bhanumati Rout
Sri Sashidhar Jena
Sri Ratikanta Mahanty
Sri Goura Chandra Arukha

Sub:- Appointment for in charge of Anti-Ragging Cell

Madam,

In pursuance to the judgment of the Hon'ble Supreme Court of India dated-08/05/2009 in civil Appeal No. 887/2009, the UGC notified "Regulation on curbing the Menace of Ragging in Higher Educational Institutions 2009" the college staff council meeting dated-16/09/2020, you all are appointed as in charge of Anti Ragging Cell, Kaptipada Degree College, Nuasahi.

It is for your information.


Principal
16/9/20

Kaptipada Degree College, Nuasahi

Kaptipada Degree College
Nuasahi Mayurbhani



LADDU

**MALE
HARRASMENT
CELL**

**KAPTIPADA DEGREE
COLLEGE, NUASAH,
MAYURBHANJ**



You are
my best
friend

LONG
Ex-Book

Sexual Harassment of Male

An Individual's interpretation of sexual harassment is framed by various kinds of social factors like religion, education & past experiences with sexual harassment. It is also very awkward to investigate the malleability of how an individual expresses sexual harassment acts. Sexual violence can happen to any soul, no matter what the age is. We usually perceive and see harassment cases related to females only and this is the reason that legislations are made only for the women victims. But they don't mean that men are away from the evil of sexual harassment. Now days males face one in ten cases of sexual harassment also. Men and boys who have been sexually abused may have many of the identical feelings as other survivors of sexual assault. But they face many additional changes because of 'social ridicule' and stereotypes about men masculinity. According to Higher Education Commission (2011) policy guide lines of sexual harassment is an everyday reality which occurs in the classrooms, offices, research laboratories

Aim And Objectives.

1. To explore the legal provisions and guidelines on sexual harassment of both male/female in educational institutions towards sexual harassment issues.
2. To uphold women right to protection and men right to livelihood.

3. To evolve a permanent mechanism for the prevention, prohibition and redress of sexual harassment of male/boys in the institution.
4. To actively promote a social, physical and psychological environment that will raise awareness among boys and girls.

Functions of the Committee :-

Kaptipada Degree College Nuasahi has formed a committee for the male harassment cell from 2023 as the boys were found harassed by the girls.

It help the student to create friendly environment inside the campus.

It's change their behavioural activities and give respect to each other.

It ensure that they should develop the calm atmosphere with strong attitude to fulfill their aim.

Behara

PRINCIPAL

Principal

Kaptipada Degree College
Nuasahi Mayurbhanj

Order

Office order no -

Dt - 10/12/19

As per the guidelines regarding sexual harassment according to human rights of gender equality, guarantee against sexual harassment of higher educational institutions, An anti-sexual harassment cell is being constituted in our institution by constituting the following members to combat sexual harassment in any gender.

Members -

1. Dr. Santa Sundar Acharya
2. Dr. Mamata Mahanty
3. Mr. Lambodar Barik
4. Satidhara Jena
5. Goura chandra Arakha

Behena

PRINCIPAL

Principal
Keptupada Degree College
Nuasahi Mayurbhani

Meeting No - 01

Members Present :-

Dr. Santa Sunda Acharya

Dr. Manata Mahabadi

Mr. Lambodhar Karki

Mr. Subodhar Jena

Agenda -> Discussion about Sexual harassment

2- Steps to combat sexual harassment

3- Matters if any with the boy/girl to be discussed.

A meeting of sexual harassment cell of boy held on Dt. _____ under the chairmanship of the principal in her office chamber.

Interacting the agenda the meeting is started with the discussion of Abuse.

Resolution

In the meeting the I/c of anti-sexual harassment cell the committee discussed about the guidelines of court and its laws. After the discussion it was said that both women and men are the part and parcel of our society and so they should be handled carefully. So both should be treated equally inside the institution. Sexual harassment cell of our college should be run smoothly. Then we discussed about the complain that handed to us and got its solution with proper care. No one felt insulted in this. There is a healthy atmosphere among the staff and students in the college campus. The student counselled properly. Then the meeting was ended up.

Behar
Kaptiwada Degree College
Nuasahi Mayurbhanj



OFFICE OF THE PRINCIPAL

KAPTIPADA DEGREE COLLEGE, NUASAH

Nuasahi, Dist.- Mayurbhanj, Odisha

E-mail: kaptipadadegree.nuasahi@gmail.com, Website: www.kdcn.ac.in

Office Order

To

Mr. Lambodar Barik
Dr. Santa Sundar Acharya
Dr. Mamata Mahanty
Mr. Sashidhar Jena
Mr. Goura Chandra Arukha

Sub:- Appointment for in charge of Male Harassment Cell.

Madam,

As per Staff & Students Request Male Harassment Cell, has been constructed in our college, in the Staff Council Meeting Dated-06/12/2019, you all are appointed in charge of Male Harassment Cell of Kaptipada Degree College, Nuasahi.

It is for your information.

Principal

Kaptipada Degree College, Nuasahi
Nuasahi Mayurbhanj

SWADESH

WOMEN WARRACHMENT CELL
KAPTIPADA DEGREE COLLEGE,
NUASAH, MAYURBHANJ

No
4

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| |



With regard to the supreme court judgement & guidelines issued in 1997 to provide for effective enforcement of the basic human right of gender equality & guarantee against sexual harassment & more particularly against sexual harassment of disguise. Constitutional Infraction, the UGC has issued circulars since 1978 advising to establish a permanent cell & committee. Further to develop guidelines to combat sexual harassment against women. It has further advised the degree educational institution to be pro-active by developing conducive atmosphere in the campus. As per the guidelines of UGC and Honorable Supreme Court an anti-sexual harassment cell has been constituted in our college to provide healthy & congenial atmosphere for its staff and students. The cell has been established to limit the four basic objectives.

- 1- To develop befitting principles for combating causes of sexual harassment.
- 2- To develop the guidelines & rules for suitable policy against sexual harassment.
- 3- To mark out details for the implementation of policy.
- 4- To prepare a plan of active action for both short & long term.

Functions of the Committee

It will be the principle of the committee

- 1- To facilitate the girls to be aware of sexual harassment.
- 2- To stimulate the wrong behavioural atmosphere that causes gender equality & sexual attitude.
- 3- To ensure that the students and staff become humble & sensitive for this.
- 4- To take necessary steps against the complaints about sexual harassment & provide assistance & regardness to the victims.

Order

dt - 10.12.19

Office Order no -

As per the orders of the honourable Supreme Court and the guidelines of UGC regarding effective establishment of basic human rights of gender equality, guarantee against sexual harassment of higher educational institution, an anti-sexual harassment cell is being constituted in our institution by constituting the following members to combat sexual harassment against women.

Members :-

Dr. Mamata Mahapaty

Sushree Sangita Mohapatra

Smriti Shree Singh

Bhannuraj Rout

Debra
PRINCIPAL

Principal
Kantipada Degree College
Nuasahi Mayurbhanj

Resolution - 02

Meeting No - 01

02.15.11.21

Members Present →

Dr. Mamata Mahapatra

Suchme Sangita Mahapatra

Smita Shree Singh.

Bhanumoti Rout

Agenda -

- 1 - Discussion about sexual harassment.
- 2 - Steps to combat sexual harassment.
- 3 - Matters if any with the permission of the chair.

A meeting of sexual harassment cell was held on 02.15.11.21 under the chairmanship of the principal in her office chamber. Oniteating the agenda the general meeting is started in the presence of all members duly signed.

Resolution

- 1 - In the meeting the I/c of anti-sexual harassment cell apprised the committee about the guidelines of the UGC and the Judgement of the honourable ^{Supreme} Court against sexual harassment. It is discussed that the women are the most important part of our society, so their status is always be highly raised and presented as well treated equally with male. So it understood that the campus of the institution should be equipped for the same. Sexual harassment cell of our college will be empowered to take necessary measures in consultation with the principal against the culprit involved in the sexual harassment case. Steps will be taken to create a healthy and congenial atmosphere among the staff and students in the college campus. Women students will be ~~informed~~ regarding the measures taken by them in case of sexual harassment.

2- In the meeting it was decided that the campus of the college will be guarded equally and equal opportunities will be provided to both girls and boys.

The meeting was ended up with vote of thanks of the chair & members present in the meeting.

~~Principal~~
Principal
K. P. Reddy College
Nuasahi Mayurghani



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Nuasahi, Dist.- Mayurbhanj, Odisha

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Office Order

To

Smt. Manchana Mohapatra

Smt. Ranjita Biswal

Miss Smitashree Singh

Sub:- Appointment for in charge of Women Grievance Cell.

Madam,

As per order of UGC and the order of Hon'ble Supreme Court of India, Women Grievance Cell has been constructed in our college, in the Staff Council Meeting Dated-06/12/2019, you all are appointed in charge of Women Grievance Cell of Kaptipada Degree College, Nuasahi.

It is for your information.

Principal

Kaptipada Degree College, Nuasahi
Nuasahi Mayurbhanj



OFFICE OF THE PRINCIPAL

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RULES AND REGULATION FOR TWO YEAR +3 COURSE IN ARTS, SCIENCE AND COMMERCE

- 1. Admission:-** Any student who has passed the H.S or Equivalent examination conducted CHSE Odisha or any other Equivalent Board may be admitted to Three years +3 course. For such admission, students, after publication of their result can apply for admission through online using Common Application Form (CAF) available in www.dheodisha.in to the concerned colleges. The Govt. of Odisha Higher Education Department has adopted e-admission system for which SAMS Resource Centers have been opened to facilitate the admission process. The applicant shall apply CAF online and shall submit the printed copies of application (both the applicant copy and college copy) along with required documents and fees at the any SAMS Resource Centre within due stipulated time frame as decided by the Govt. the detail procedure and related additional information for e-admission are available in Common Prospectus (CP) in Department of Higher Education website as noted above. The selection and publication of merit list will be done by the Higher Education Department. The selected candidate will have to submit the required documents and fees at their selected college for admission.
- 2.** The students have to take Pass and elective subjects which are available in our college in addition to the compulsory subjects i.e. English, MIL, ES and ISC for Arts and Science students and Business English and Economics for commerce students. Any student may take MIL Odia, Sanskrit, Hindi, Telgu, Bengali etc. or alternative English in place of MIL as per University Rule.
- 3.** Syllabuses of courses have been prepared by the North Odisha University Baripada and the same have been available in NOU Counter.
- 4.** Students have to attend classes regularly from the date notified by the Govt. If any student fails to get 75% attendance both in theory and practical he/she has to submit his justification why he/she unable to attend the class. In such cases principal has right to condone up to 15% subject to produce medical certificate. In addition to it principal may condone the shortage of attendance to the extent of 5% if he/she represents the college or state in a National/International competition. So to get such privilege he/she has to produce the certificate from the competent authority. If any student fails to get less than 60% attendance he/she will be deprived to appear the Final Exam.

Principal
Kaptipada Degree College,
Nuasahi Mayurbhanj



5. There is provision of inter-college transfer within stipulate period. Beyond that period no inter-college transfer will be permitted. However every inter-college transfer will have to take permission for North Odisha University.
6. There is no provision for fresh admission directly in 2nd year and 3rd year except on transfer basis. A student can take admission in 2nd year and 3rd year if seat available subject to permission from CHSE/ Govt.
7. Any fail +3 or discontinued +3 students can apply for admission in 1st year +3 class through online at the time of e-admission.
8. All students are not eligible to get Honours due to limited seats available in the Honours subjects. Only in order of merit a student can get seat in Honours.
9. **Examination:-** The student who has been admitted three years +3 course are to appear three annual Examination i.e. one at the end of 1st year and another at the end of 2nd year and one at the end of 3rd year. The 1st year Annual Examination will be conducted by the University named as FUE and the 2nd year Annual Examination will be conducted by the University named as SUE and 3rd year Annual Examination will be conducted by the University named as FNUE. If a student passes the 1st year FUE, in 2nd year SUE and 3rd year FNUE than he /she will be declared as pass. Besides there are Half Yearly Exam, Unit wise exam and Test Exam are conducted by the college for assessment of the students. The student who has secured 36% in aggregate and along with 30% or above in all individual subjects will be declared as pass in the Exam. Any Pass student who secures 36% to 49% will be declared as successful in three year Degree Course under General Category & from 50% and above will be placed under Distinction category. But any Honours student who secure 45% in Honours papers and above up to 59% will be declared as successful with 2nd Class Honours and any Honours student who secure from 60% and above are declared as successful with 1st Class Honours. Besides if any Honours student secures 50% in pass papers he is also entitled to get Distinction. And if any Honours students fails to secure 45% in Honours papers but secures above 30% in individual papers 36% in aggregate he/she will be successful as General Pass student.
10. If any student secures less than 30% in any paper or papers, this/ these paper(s) is declared as Back. To clear the back, Students have to repeat a paper or two papers or whole examinations. There are provisions of 1st Back Exam , 2nd Back Exam in FUE , 1st Back Exam, 2nd Back Exam in SUE and 1st Back Exam and 2nd Back Exam in FNUE besides there is also provision of Special Back in FUE, SUE, FNUE. Students can fill up forms accordingly to clear up the Back papers in order to be declared as successful/ Pass candidate in the Three Year Degree Exam.
11. Any student who fails to fillup forms in FUE he/she is not eligible to fill up forms in SUE and any student who fails to fillup SUE is not normally eligible to fill up FNUE. But under special cases such SUE students can fillup forms for FNUE taking permission from the Controller of Examinations of the concerned University.


Principal
Kaptipada Degree College,
Nuasahi Mayurbhanj



COLLEGE RULES

ADMISSION:

1. The academic session of the college starts from 1st June and ends in 31st may.
2. Admission to the college begins after the publications of the results and continues till the last day prescribed for such admission by the authority.
3. A student seeking admission is required to apply in prescribed form by the specified date. Before she/he is admitting to the college, she/he and his/her guardian have to sign an undertaking in proper form that the student will abide by the rules of the College.
4. Admission is allowed on the ground of merit on the basis of marks in the qualifying examination and conduct of a student. Admission to the college cannot be claimed as a matter or right.
5. Every student at the time of admission shall furnish his/her present address with telephone number to the College office. Any subsequent change of address should be intimated to the office in writing.

DISCIPLINE

1. Uniform: A student of the college is required to adhere strictly to a dress code as given below on all days in the college including the day of examinations except Puja celebration. Students coming without uniform dress will be seriously viewed. Boys uniform Black Pant and Sambalpuri Yellow colour Shirt Girls Uniform Sambalpuri Yellow color Kameez and Black colour salwar with black dupatta.
2. Every student is required to attend his/her classes regularly and punctually. Continuous absence without permission is a serious breach of College Discipline.
3. Students are required to take their seats before the teacher enters the classroom. They should not ordinarily leave their seats when the class is going on.
4. A student coming late and seeking permission to enter the classroom, may be allowed to do so at the discretion of the teacher concerned.
5. In no circumstances shall teaching be interrupted by any student in the class room.
6. The student should sit in the class room in a disciplined manner and be attentive to the teacher.
7. Students not connected with a class in progress should not assemble in front of the class room or make a noise. They are strictly prohibited from loitering on the verandahs or in the corridors.


Principal
Kaptipada Degree College,
Nuasahi Mayurbhanj



8. Students cannot start or maintain any Club, Society or Association without permission from the college authority. No college player can play for any team other than the college team without the written permission of the principal.
9. No permission is required for the college students other than boarder to attend political meetings, but they should so conduct them-shelves as not to bring themselves into undesirable prominence and they must not take any active part in the proceedings. It is to be borne in mind; however, that the college exists for the purpose of education, politics in college should be dealt within a scholarly way in the form of lecturers and thoughtful addresses. The principal may ,however, prohibit all students from attending political meetings.(Article No114 of the Odisha Education Code)
10. Students are required to go to the specified counters to get their work done. They should not enter the office for any purpose without permission.
11. Students are required to maintain discipline at the counters.
12. Students are not allowed to enter the staff common room. In case a student has some work with a member of staff, she/he is required to inform through the attendant of the common room.
13. Students should bring their Identity cards regularly and produce them whenever required.
14. Students should put their grievance in writing to the principal.
15. Students desiring to meet principal on important matters may do so between 2.30 p.m. to 3.30 p.m. on any working day.
16. Every student should see the College Notice Board regularly to get necessary information regarding all office orders, decisions and instructions given from time to time. Ignorance of a student due to negligence on this point will not be accepted as an excuse.
17. It is the duty of the students to safeguard the property of their own alma mater and keep the buildings and campus neat and clean.
18. Students should not spite on the walls, floors, staircases, pillars or doors and windows on the college buildings.
19. They should not stick any bills or notice to the walls nor should they scribe on the walls, floors and surface of the college buildings.
20. They should not displace or damage the furniture of the college . any damage to the college property shall be viewed seriously. And the student concerned shall be penalized.
21. Freshers having any type of ragging are required to bring the fact to the knowledge of the principal immediately for taking from action.
22. Students should not enter the college speedily with bike. Bikes, cycles should be parked near the parking place. If found any such discrepancy will be seriously taken into account for imposing penalty.


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Nuasahi Mayurbhani



- 23 Students having Honours subject are found irregular within first two months their name from the honours may be struck off. The next meritorious student will be allotted such honours subject.
- 24 Students should not damage the fans and electrical appliances of the college. If any damage done by any student serious penalty will be imposed.

ATTENDANCE :

1. A student is required to attend at least 75% of general class and 75% of practical class to appear at the College examination.
2. Condonation of attendance between 60% to 75% may be granted in exceptional cases. For such cases fine may be imposed if authority feels it as deem fit or any other penalty may be imposed subject to terms and conditions.
3. Further condonation of attendance to the extend 5% may be granted by the CHSE? Syndicate, when the candidate represents the university or state on deputation for specific purposes (to be recorded in writing).
4. Application for condonation of shortage of attendance on medical ground will not be considered for the period, if the name of the student has been struck off from the college for any reason.

COLLEGE LIBRARY

The College Library contains very limited number of books, including text and reference .The College Authority is trying to develop the library by purchasing books and references every year. Still it is not sufficient to meet the demand of students. Keeping it in such situation the Rules of Library are framed.

Library Rules:

1. Students can borrow 2 (two) books for a period of 14 days at a time. A fine of 20 paisa per book will be charged for each days of delay up to a maximum period of 16 days. Thereafter for each day for each book a fine of 50 paisa will levied till the book is returned in order to ensure wide circulation of particular books.
2. Library books are not transferable. No books will be issued on behalf of other students.
3. No students are allowed to keep books with him/her during the summer vacation.
4. If books is lost, damaged, mutilated, or defaced by a borrower he/she has to pay 5 times the catalogue price of the book or replace it with a later edition of the book. In case the price of lost books are not ascertained, the borrower should pay compensation of an amount fixed by the principal.
5. A book once issued to a borrower may be reissued to him only if nobody wants to take the book.


Principal
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Nuasahi Mayurbhani



6. Each borrower must examine the condition of the books before they are issued; otherwise in the case of mutilation discovered later the presumption will be against the borrower.
7. Student borrowers are informed that in case they fail to drop their requisition slips with library cards on the scheduled date they will be allowed to drop their requisition slips and library cards on the next issue date. No slips and library cards will be accepted on the issue date.
8. Students should return the General Library books borrowed by them before filling in their forms for the /University Examination.
9. Perfect silence should be maintained at the time of library transaction.
10. No students should ordinarily enter the library without the prior permission of the Librarian.
11. The time for transaction of books for the library is from 11.AM to 2 PM.
12. Student should produce their Identity card and Library cards at the time of library transaction.
13. If library card is lost, a duplicate card can be reissued after deposit of 20/- (Rupees twenty only) at the office collection counter.
14. Students are required to produce money receipts at the time of issue of new Library Card.
15. No students should enter the library room with personal books and belongings.
16. Text books will not be issued to students and only reference book will be issued on a call slip.
17. Books which are rare, current issue of periodical, course of studies shall not be issued out of the library without special permission of the principal.
18. Any other articles such as personal books and belongings should not be brought into the library premises.
19. Journals cannot be taken out of the library. Only it can be used in Reading room.
20. One book or journal may be issued to every student in reading room on a call slip and on deposit of his/her library card. Librarian may issue more than one if he thinks necessary. All such books and journals must be returned to the library at least 15 minutes before the college closes for the day. Otherwise one rupees fine will be imposed.
21. Spitting, smoking, shouting and sleeping inside the library are strictly forbidden. The following table shows the maximum number of books that may be issued to various categories of borrowers, depending on the availability of books.

| Categories of Borrower | No of Books | Time permitted |
|---|--------------------|-----------------------|
| a. Members of the teaching staff (each) | 10 | 30 days. |
| b. Ministerial staff, Demonstrators | | |


Principal
Kaptipada Degree College,
Nuasahi Mayurbhanj



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|------------------------------|---|--------|
| PET/Librarian (each) | 3 | 15days |
| c. Hons/pass students (each) | 2 | 14days |

HOSTEL RULES

Kaptipada College, Nuasahi has two hostels one for Boy's and one for Girl's. The intake capacity of each hostel is 50.

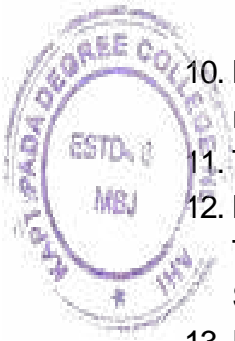
Administration:

The principal is the administrative head of the hostels and is assisted by a committee comprising the superintendents and asst. superintendents of the hostel. One of the superintendent is appointed as Member Secretary of the Committee. The committee is known as the Students' Residential Committee.

Rules:

1. Application for hostel admission will be addressed to the principal in the prescribed form. Allotment of hostel seats will be made by the Principal. Weightage will be given to meritorious students, poor students and distance students. No student can claim, as a matter of right, to continue in a particular hostel where he was a resident during the previous year.
2. Withdrawal from the hostel requires prior sanction of the principal. Application for withdrawal should be made by guardians. No boarder shall be allowed to leave the hostel without the prior permission of the Superintendent who will ascertain that all dues to the hostel have been paid before leaving the hostel.
3. Whenever boarders leave the hostel for any vacation or holidays or for any private purpose, they have to apply to the superintendent for leave and obtain his permission.
4. The hostels remain closed during Puja holidays and the Summer Vacation. Boarder wishing to remain in the Hostel during the Puja holidays must obtain special permission from the superintendent. No student is allowed to stay in the hostel during the Summer Vacation under any circumstances.
5. Boarder must abide by the rules and regulations of the hostel which are laid down from time to time by the authorities. Violation of any rules shall be viewed seriously and shall make the boarder concerned liable to strong disciplinary action including expulsion from the hostel as well as from the college.
6. Spitting on walls, doors, pillars, furniture of hostel is strictly prohibited.
7. Disfiguring the walls, doors, pillars, furniture etc, in any way and putting on them placards, posters are strictly prohibited.
8. Boarders are warned against tampering with or mishandling the electrical and sanitary fittings of the hostel.
9. The use of heaters, irons and other electrical gadgets is prohibited.


Principal
Kaptipada Degree College,
Nuasahi Mayurbhansi



10. Boarders are not allowed to enter other rooms in the absence of the occupants of that room.
11. The use of unprescribed drugs or intoxicants is prohibited in the hostel.
12. Boarders should not meet higher authorities in groups to put forward their grievances. They may, however, send their representatives with the permission of the Superintendent of the hostel.
13. Ragging in the hostel is strictly forbidden. Boarders indulging in it will make themselves liable to removal from the hostel. In extreme cases, they may even be expelled from the college.
14. Taking meals in the hostel mess is compulsory for all the boarders. In exceptional cases the authorities may allow a boarder to take meals outside but in such cases the boarder concerned shall pay the cook charge and Rs. 2.00 only per meal not consumed during the month.
15. No boarder is allowed to entertain a visitor without the written permission of the authorities. Under no circumstances any boarder is allowed to entertain a guest to stay in a room for the night.
16. Representative selection will be held after complete of hostel admission.
17. There are fixed hours for study and meals determined by the Superintendent of the respective hostels. No boarder shall be absent from the hostel during the study period and after the night meals.
18. Hostel gates will be closed at 10.30 P.M. and boarders are advised to be inside the hostel before gate are closed. In no cases relaxation in this regard will be encouraged. In the case of women's hostel the gates are closed at 5.30 PM.
19. The bearers of the hostels should not be treated as personal servants of the boarder. The boarders are expected to work themselves. The bearers have got fixed hours of work and they are controlled by the superintendent.
20. Principal reserves the right to amend it or alter it or abrogate it if necessary arises.
21. Women Boarders should be accompanied by father/mother along with the proposed local guardian at the time of admission into hostel. Parents are advised to nominate responsible persons to them as local guardians. Local guardians nominated by parents and a person authorized by either of them can only meet a women boarder in day time i.e. between 6.30.A.M. to 6.30.P.M.
22. Boarders are required to pay establishment charges per month as fixed by the superintendent.
23. Boarders are required to pay seat rents for one year and admission charge at the time of hostel admission as fixed by the principal.


Principal
Kaptipada Degree College,
Nuasahi Mayurbhansi



Mess Arrangement in Hostel:

1. Mess affairs in hostel will be managed either by a student selected in rotation manner monthly basis or a Paid Manager appointed by the Superintendent. The Hostel Manager is responsible for purchase the required rice, grocery, fuels at a wholesale rate and will maintain the account properly.
2. There shall be a mess committee consisting of Mess secretary, a Joint mess secretary and two members elected from amongst the boarders. The committee will assist the manger and the Hostel authorities with valuable suggestions for the improvement of diet. The accounts relating to the mess and unit rates are to be checked every month by the committee under supervision of Asst. Superintendent. All decision arrived by the committee are subject to approval of Superintendent.
3. All outstanding mess dues against the boarders shall be cleared up by the 15th of next month. If a boarder fails to clear up his/her mess dues by the scheduled date of the month his/her meals will be stopped from the morning of 16th. Before Form fillup he/she will produce his/her clearance certificate along with college dues clearance.
4. The mess collection shall be deposited in a separate Pass Book in any one of the Banks to be operated by the Superintendent of the Hostel. Misappropriation of mess money either by the manager or by the boarder will be considered as a severe offence.
5. Boarder should take their meals in a disciplined way in the hostel dining hall. None should ask for normal meals being served in his/her room.
6. Whenever a boarder falls ill/ sick diet is to be prepared in the mess and if necessary, may be brought from outside according to the instruction of the Superintendent/Asst. Superintendent as per advice of the Medical Officer of the Hostel.
7. No gust meal or stopping of meal shall be entertained after 5PM of the day.
8. A defaulting boarder for non-payment of mess dues whose meals in the hostel have been stopped cannot take guest meals in the name of other boarder.
9. Guest meals are allowed only with the approval of the superintendent provided notice is given in advance. One boarder is entitled to six guest meals in a month.
10. In no case hostel utensils for dining purpose can be taken to the rooms of the boarders. In an emergency, meals can be served in the rooms in their personal utensils.
11. Boarders may be asked to deposit advance mess charge as fixed by the superintendent.


Principal
Kaptipada Degree College,
Nuasahi Mayurbhanj



OFFICE OF THE

Ph.: (06795) 237385

KAPTIPADA DEGREE COLLEGE, NUASAH

Nuasahi, Dist.- Mayurbhanj, Odisha

E-mail: kaptipadacollege.nuasahi@gmail.com

Ref:

Date:

Statutory Declaration under the RTI act, 2005

Right to information act which came in 2005, is instituted by the parliament of India to protect and practically implement the rights of citizens to gather information from governmental bodies.

Kaptipada Degree College, Nuasahi affiliated with the Sriram Chandra Bhanjdeo University, Baripada, Mayurbhanj. The college follows all the rules and regulations of the Higher Education Department, Odisha and University of Sriram Chandra Bhanjdeo from time to time.

All financial transactions of the college are subject to intenal and statutory Audit by the qualified firm of external chartered accountants. The college has different bodies/committees /cells to maintain all types of disciplines and compliances on the campus.

All the cells and committees of the college are under Statutory Bodies constituted and come under the purview of section 4(1)(b) of RTI Act @2005.

Any Indian Citizen who wishes to have any infotmation on anything related to the college may submit an application under the RTI Act along with a postal order/demand draft for Rs 10.00 obtained in favour of the principal, Kaptipada Degree College, Nuasahi to the public information officer (PIO) or hand over in college office during working hows. All information about the college under section 4(1)(b) of RTI Act 2005 is open to the public.

Our Website is www.kdcn.ac.in

Names, Designations and Other Particulars of Public Information Officers

| Sl. No | Name | Designation | Mobile No. | Email-Id |
|--------|------------------------|-----------------------|------------|-----------------------------|
| 1 | Dr. Lipika Behera | Principal | 7751064191 | lipikabehera.bpd@gmail.com |
| 2 | Mr. Nihar Ranjan Bash | Administrative Bursar | 8658163500 | niharranjanbash7@gmail.com |
| 3 | Dr. Nibarana Satapathy | IQAC Co-ordinator | 8908461548 | nibaranasatapathy@gmail.com |
| 4 | Mr. Nihar Ranjan Bash | Officer in Charge | 8658163500 | niharranjanbash7@gmail.com |



Behera
Principal 15/5/24

Principal

Kaptipada Degree College
Nuasahi, Mayurbhanj



GPS Map Camera



Nuasahi, Odisha, India

FGX6+9G6, Nuasahi, Sundhal, Odisha 757040, India

Lat 21.498226°

Long 86.511352°

12/08/24 11:47 AM GMT +05:30



ANTI RAGGING CELL

**KAPTIPADA DEGREE COLLEGE,
NUASAHL, MAYURBHANJ**

a dream.



Giving

wings

to dreams

LONG EXERCISE BOOK

Annual Report:

There is no ragging inside the departments among the departments and also the streams i.e. Arts, Science and Commerce. There is no senior and junior feelings among the students of all the departments. All the students live in cordial relation of elder brother and sisters with their younger brother and sisters.

Behara

Principal

Kapada Degree College
Nuasahi Mayurbhanj

Classtime

Queen Size

GRIEVANCE REGISTER

KAPTIPADA DEGREE COLLEGE,
NUASAH, MAYURBHANJ



to
Win



Annual Report

Nuasahi Mayurbhanj

There is no grievance from students about the institution, the faculty members, the class and among the students. All the students harmoniously in the college premises, students follow the institution, the rule regulation of the college.

Bhena

Principal
Keptada Degree College
Nuasahi Mayurbhanj

Annual Report - 29.03.23

There is no grievance from students about the institution, the faculty members in the class and among the students. All the students harmoniously follow the instructions, the rules and regulations of the college.

Behena

Principal
Kaptipada Degree College
Nuasahi Mayurbhanj

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