

Government of Odisha
Department of Higher Education

No.: 19469 /HE, Dated: 31/08/2015
HE-FE-VII-PLAN-0040/2015

From

Dr: Ajay Kumar Nayak, OAS
Joint Secretary to Government

To

The Principals
All Autonomous/ Degree Colleges & Junior Colleges

Sub: Implementation of "Common Minimum Standard" (CMS) Guidelines, 2015-16.

Ref: (i) HE-COOD-PG-0029/12-19389/27.07.12 (ii) VII-HE(P) 14/2012-23733/HE/26.09.12

Madam / Sir,

In continuation to the above letters, 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,


Joint Secretary to Government


Memo No. 19470 (4) /HE/ Dated: 31/08/2015

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.


Joint Secretary to Government


Memo No. 19471 (9) /HE/ Dated: 31/08/2015

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


Joint Secretary to Government


Memo No. 19472 (2) /HE/ Dated: 31/08/2015

Copy forwarded to The Chairman, Council of Higher Secondary Education, Odisha / Accountant General, Odisha, Bhubaneswer for information and necessary action.


Joint Secretary to Government

Memo No. 19473 /HE/ Dated: 31/08/2015

Copy forwarded to all DLCs for information and necessary action.


Joint Secretary to Government

GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2015-16

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

1. Common Academic Calendar: 2015-16

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2014-15	19.06.2015
ii	Admission + 2, 1 st Year + 3, 1 st Year	08.06.2015 to 30.07.2015 22.06.2015 to 06.08.2015
iii.	Commencement of Classes +2, 2 nd year +3, 2 nd Year +3, 3 rd Year P.G., 2 nd Year +2, 1 st Year +3, 1 st Year P.G. 1 st Year	19.06.2015 - do - - do - - do - 30.07.2015 07.08.2015 To be notified by respective Colleges/Dept.
iv	Parents-Teachers Meet +2, 1 st Year +2, 2 nd Year +3, 1 st Year +3, 2 nd Year +3, 3 rd Year	07.09.2015, 29.02.2016 Within 07 days of the publication of Result of Test Examination 12.09.2015 21.09.2015 28.09.2015 (At U.G. Level, parents-teachers meet can be arranged at Hons Level/Stream Level. It is to be decided by the College Authorities)
v	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.
vi	Puja Vacation	19.10.2015 to 27.10.2015
vii	Test / Semester End Examination + 2, 2 nd Year +3, 1 st year +3, 2 nd Year +3, 3 rd Year P.G.1 st year P.G. 2 nd Year	1st Week of December, 2015 - do - - do - - do - - do - - do -
viii	X- Mass Holiday	25 th December 2015
ix	Annual Sports / Cultural Week to conduct all competitions & functions	05.01.2016 to 20.01.2016
x	Filling up of forms for CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges
xi	Commencement of CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges

xii	Annual College Examination for +2 1 st year classes	3 rd week of April, 2016 onwards
xiii	Publication of Result AHS Exam – 2016 +3 1 st /+3 2 nd / +3 3 rd Degree University Exam PG 1 st Year/PG 2 nd Year	Before 10 th June -2016 Within 45 to 60 days from the date of last Theory Examination
xiv	Total No. of Holidays	72 days, excluding Sundays
xv	Total No. of Reserve Holidays	Maximum 2 days
xvi	Total No. of Teaching Days	Minimum 180 days
xvii	Summer Vacation	9 th May to 17 th June 2016

(N.B: - 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 datelines 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 Braille for studies /hearing impaired & dumb/orthopedically handicapped with disability more than 75%.

3. Time Table:

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

Sl. No.	Subject	
i	Duration of one period of general class	45 Min
ii	Duration of one period of practical class	3 × 45 Min (3 periods)
iii	No. of students in a section	128
iv	No. of Students in a Practical group +2 Class +3 Class	Maximum 32 16
v	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 minimum 80 periods Weekly 01 period & yearly 30 periods 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.
- vii. All teachers shall be assigned classes on every working day of a week.
- viii. For + 2 Classes all the general classes of a particular subject of a section shall be allotted to one teacher only. For + 3 classes a particular theory paper shall be taught by one teacher only.

- ix. 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 Govt./DHE/RDEs.

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 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:

- 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 as given below:

A format for the same is given below:

Roll no.	Name	19.06.15	20.06.15	22.06.15	23.06.15
IA14001	A. Mohanty	1	2	3	4
IA14002	P. K. Panda	1	X	2	X
IA14003	G.M. Marandi	1	2	X	3
Full Signature of Teacher					

- 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.
- v. Parents of such students should be intimated by a post card message at the end of September and December of each year.
- vi. Parent-Teachers meeting should be organized as per the datelines.

6. College Examination / CHSE, University Exam and Question Bank:

- i. CHSE (O)/University question patterns should be followed in Monthly test / Annual and Test Examinations conducted by colleges.
- ii. 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).
- v. Necessary steps be taken for safe custody of question papers / answer scripts of CHSE / University Exams.

7. Conducting Departmental Seminars:

- i. Seminars 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.

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 +2, +3 and 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 UGC 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, setup 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 certified 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-dispatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, CHSE, and Universities etc. should be verified everyday and downloaded from the concern websites.
- 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.
- 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 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.
- vii. Service books in duplicate & CCR of the employees shall be maintained and updated every year.
- viii. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- ix. 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.
- x. 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.
- xi. For passing any bill for payment, the sign. Of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the Dept. etc. as the case may be shall be mandatory.
- xii. No additional remuneration shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC/CHSE or University exam. Etc.

11. Co-curricular and Extra Curricular Activities:

- i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions and Group Discussion 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 girl's 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 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.

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12. Preservation of Records and Assets

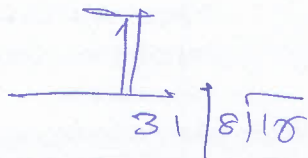
- i. A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
- ii. The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt. aided colleges. For missing/damage/any 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/ Departments should be conducted at the end of the session.

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

- i. As per Govt. 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.

14. UGC Grant and NAAC Accreditation

- i. Every Govt. Or non-govt. aided degree college should pursue 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.
 - ii. 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 certificates in respect of Grant received from Higher Education Department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture and also from UGC must be submitted immediately, and otherwise the next allotment to be respective colleges must be stopped.
15. Always visit the e-Dispatch, Web Site of Higher Education Department (www.dheodisha.gov.in) , UGC Web Site (www.ugc.ac.in) and NAAC Web Site (www.naac.gov.in) for day to day updating of information.


Joint Secretary to Govt.