

Government of Odisha
Department of Higher Education

No. VII(HE)(P)- 14/2012 28506 HE, Date 21-11-12

From:

Dr. U.N Sahu
SLO-cum- Dy. Secretary to Govt.

To

The Principals (Both Degree Colleges & Junior Colleges)
All Govt./ Non Govt (Aided -488 & Block Grant - 662)
Autonomous Colleges of the State

Sub:- Implementation of CMS

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.

With regards,

Yours faithfully,


SLO-cum- Dy. Secretary to Govt.

Memo No. 28507 / HE, Date 21-11-12

Copy forwarded to the Director Higher Education, Odisha/ All Regional Directors of Education for information and necessary action.


SLO-cum- Dy. Secretary to Govt.

Memo No. 28508 / HE, Date 21-11-12

Copy forwarded to Dr. Mhir Kumar Das, Officer in-Charge, Performance Tracking Cell (Higher Education) for Information.


SLO-cum- Dy. Secretary to Govt.

“COMMON MINIMUM STANDARD” (CMS)

Department of Higher Education, Govt. of Odisha

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

1. Common Academic Calendar 2012-13:

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2011-12	18.06.2012
ii.	Admission +2 1 st Year +3 1 st year	31.07.2012 to 16.08.2012 16.07.2012 to 31.07.2012
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	20.06.2012 -do- -do- -do- 17.08.2012 01.08.2012 To be notified by respective College/Dept.
iv.	College Students' Union Election	Election to students' union & other societies will be held on one day for all colleges & universities in a single date to be fixed by the Govt.
v.	Puja Vacation	22.10.2012 to 31.10.2012
vi.	Test / Semester 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	2 nd week of December 2012 -do- -do- -do- -do- -do-
vii.	X-Mas holiday	25 th December 2012
viii.	Annual Sports / Cultural Week	05.01.2013 to 20.01.2013
ix.	Filling up of forms for CHSE (O) / University Exam	As notified by CHSE (O) / Concern University / Autonomous colleges
x.	Commencement of CHSE (O) / University Exam	As notified by CHSE (O) / Concern University / Autonomous colleges
xi.	Annual College Examination for +2 1 st Year	3 rd week of April, 2013 onwards
xii.	Publication of Result AHS Exam-2013 +3 1 st / +3 2 nd / +3 3 rd degree University Exam PG 1 st Year / PG 2 nd Year	Before 10 th June 2012 Within 45 to 60 days from the date of last Theory Examination.
xiii.	Total No. of Holidays	72 days, Excluding Sundays.
xiv.	Total No. of Reserve Holidays	Maximum 2 days.
xv.	Total No. of Teaching days	Minimum 180 days
xvi.	Summer Vacation	9 th May to 16 th June, 2013.

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

2. 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 x 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 +2 Class: English / MIL (Having affiliation)/Elective Subject Yoga / Environmental Education / Computer Science No. of practical classes per week for each group	4 Periods each As prescribed by CHSE (O) One practical period
	No. of General / practical classes per week in +3/ P.G. classes	As prescribed by concern universities

- One teacher shall be allotted maximum 25 periods per week.
- All teachers shall be assigned classes on every working day of a week.
- For +2 classes all the general classes of a particular subject of a section shall be allotted to one teacher only.
- Names of teachers should be reflected in the time table against respective classes allotted.

3. Lesson Plan & Progress Register:

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.

Progress of syllabus shall be maintained by each teacher in the department wise "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.

4. Students' Attendance:

Students' attendance shall be maintained by each teacher in each class and put his /her full signature with date. A common practice of maintaining students' attendance shall be followed by every teacher.

A format for the same is given below:

Roll No.	Name	09.12.12	10.12.12	11.12.12	12.12.12
IA11001	A. Mohanty	1	2	3	4
IA11002	P.K. Panda	1	X	2	X
IA11003	G.M. Marandi	1	2	X	3
Full signature of teacher					

For every absent, a "X" mark shall be given and the present total attendance shall be recorded.

Students attending less than 75% classes up to the end of each 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 end of September and December of each year.

5. College Examination and Question Bank:

CHSE (O)/University question patterns should be followed on 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. 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 & preserved in the library for reference of students. For +2 classes Question Bank will be developed by CHSE (O).

6. Conducting Deptt. Seminars:

Seminars may be conducted every week .It should be reflected in the time table.

7. Library & Laboratory Facilities:

Every college should have adequate library facilities with sufficient text books, reference books and journals.

Similarly the laboratories of practical subjects should be well equipped with required furniture, equipment & chemicals as per syllabus.

Library books, furniture, equipment & chemicals shall be preferably purchased at the beginning of the academic session and stock registers (separately for College fund & UGC fund) be maintained with articles in alphabetical order. The stock register shall be updated at the end of academic session.

8. Time schedule for work of ministerial staff:

Time schedule as prescribed in the employees' charter (SANKALP) shall be strictly followed by ministerial staff of the college.

- All ministerial staff of the college shall be assigned specific works/section to deal with.
- Applications from staff, students and guardians etc. / letters from Higher Education Department / DHE or any others institutions shall be registered in the diary register.
- Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes/compliance report etc. within specified timeline

9. Financial Management:

- All purchase should be done with due procedure preferably at the beginning of the session.
- Payment against purchase should be made within specified time from the date of supply through account payee cheque.
- Cash Book & DCR should be maintained properly.
- Daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided.
- The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every financial year.
- All accounts of the college should be audited by appropriate auditing agency for every financial year.

10. 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.
- Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused.
- All records related to above shall be properly maintained.