

Bhadrak Autonomous Collage

Bhadrak - 7561 00

Application Form for Professional Courses _____

For office use

Application Form No.

Roll No.

BSc.,ITM	<input type="checkbox"/>
MTHM	<input type="checkbox"/>
MBA	<input type="checkbox"/>
MSc.,Cs	<input type="checkbox"/>

Verified by
Admission Officer

Singature of
Principal

All Blank Colums are to be filed in by applicant's own handwriting and responses not applicable are to be struck off.

Fields are Mandatory

	BSc.,ITM	MTHM	MBA	MSc.,Cs
01. Course Applie d for :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02. Name of the Applicant's (In capital Letters) :	<input type="text"/>			
03. Mother's Name & Occupation :	<input type="text"/>			
04. Father's Name & Occupation :	<input type="text"/>			
05. Date of Birth of the applicant's :	<input type="text"/>			
06. Nationality : <input type="text"/>	07. Religion : <input type="text"/>	08. Sex : <input type="text"/>		
09. *Category of Reservation entitled to :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Marital Status : <input type="text"/>	<input type="text"/>	11. Blood Group : <input type="text"/>		
12. Weightage claimed if any (Not Applicable for P.G Courses) :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Annual Income of Parents :	<input type="text"/>			

14. Academic Record :

Sl. No.	Examination	Examining Body	Year of Passing	Division	Marks Secured Without Extra Optional	Marks Secured With Extra Optional Max. Marks	Max. Marks	Subjects Taken
1.	HSC/Equivalent							
2.	HS/Equivalent							
3.	Degree/Equivalent							

15. *Address for Correspondence :

16. *Permanent Address : Village/Street _____ Tahasil _____
Block _____ Police Station _____
Post Office _____ District _____
State _____ PIN Code _____
Phone No. _____
Parent's Contact No. _____

17. *Name and Address of the Guardian with relationship if you propose to stay at a place other than with parents : _____

Phone No. _____

18. Whether the applicant is a Government Servant : Yes No.

19. List of Documents attached :
- (i) Attested photo copy of Money Receipt for Application.
 - (ii) Acknowledgement Card with full name & Signature.
 - (iii) Intimation Card with Applicant's address written.
 - (iv) Self-attested Photo copy of Certificate of HSC / equivalent examination.
 - (v) Attested photo copy of Certificate of Higher Secondary / Degree / equivalent examination.
 - (vi) Attested photo copy of Mark sheet of HSC / equivalent examination.
 - (vii) Attested photo copy of Mark sheet of HS / equivalent examination.
 - (vii) Attested photo copy of Certificate in support of Reservation.
 - (ix) Attested photo copy of Certificate of weightage if any.
 - (x) Permanent Residence Certificate, if necessary.
 - (xi) One Self-addressed postal stamped envelope (23 cm. x 11 cm.).

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 nay of them proved contrary.

(b) I shall abide by the rules of the College and the 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 the Rolls of the College in case of violation of the rules / unsatisfactory conduct at nay time.

Full Name Signature of Applicant
Date :

Full Name Signature of Father/Guardian
Date :

PROSPECTUS CUM APPLICATION FORM FOR PROFESSIONAL COURSES IN

MTHM

MASTER OF
TOURISM AND
HOSPITALITY
MANAGEMENT

MBA

MASTER IN
BUSINESS
MANAGEMENT

MSc.,CS

MASTER IN COMPUTER
SCIENCE

BSc.,ITM

BACHELOR
OF SCIENCE
INFORMATION
TECHNOLOGY AND
MANAGEMENT



Bhadrak Autonomous College
BHADRAK - 756 100

IMPORTANT

- ◆ Paste Photograph of 3 cms. x 4 cms. size on Application Form.
- ◆ Write name and address in capital Letters wherever asked.
- ◆ Sign the Declaration at the end of the Application form.
- ◆ Submit (i) Application Form and (ii) Acknowledgement Card duly Filled in, putting it inside the cover meant for the purpose.
- ◆ Collect the Acknowledgement Card after it is signed by the authorised receiver.



No.

PROSPECTUS

Professional Courses

INTRODUCTION

Bhadrak is one of the thirty districts of the State of Odisha with the geographical area of 2787.9 sq.kms. Formerly it was a Sub-Division of undivided Balasore District. It has got the status of a district since 1st April 1993. Bhadrak is a north-eastern district of Odisha surrounded by the Bay of Bengal in the east, the districts of Kendrapada and Jajpur in the South, Keonjhar in the West and Balasore in the North. It is believed to be named after the famous Goddess 'Maa Bhadrakali' which is worshiped in a mediaeval temple in the outskirts of Bhadrak town, the head quarters of the district. Bhadrak is also famous for the 'Lord Akhandalamani' worshipped at Aradi about 37 kms. east of the town. Two major rivers 'Baitarani' and 'Salandi' enriched the soil of the district. Some small rivers and tributaries also flow in the district having significant influence in the economic life of the people of the district. The district is primarily agrarian.

Bhadrak College was established on 6th July, 1948 in Bhadrak town with the initiative of some benevolent personalities like Dr. Harekrushna Mahatab, a noted politician, ex-Chief Minister of Odisha and ex-Governor of Maharashtra, Narendra Prasad Das, a lawyer of repute, Chhakadi Mohanty, an eminent resident of the near by village Jagannathpur, Mr. Sirajuddin, a well - known mines owner and a host of others. With a modest yet confident beginning, the College has traversed a long way. At first, the college was affiliated to Utkal University for Intermediate Arts only. Intermediate Science classes were started in 1954 - 55. Degree courses in Humanities and Science were introduced in 1951 and 1960-61 respectively.

LOCATION

Bhadrak Autonomous College having a sprawling campus of 27 Acres is located in the headquarters of Bhadrak district in the state of Odisha. It is situated at a distance of 142 kms. away from the State Capital Bhubaneswar. The College stands approximately 1 km. away from National Highway No.16 and 4 kms. away from Bhadrak Railway Station under the East Coast Division of Indian Railways. The college resembles Shantiniketan because of its sylvan setting and peaceful atmosphere. The college campus has the look of a 'Gurukul Ashram' of the ancient times.

CLIMATE

The climate of Bhadrak town is moderate throughout the year.

VISION

To be an advanced centre of learning, where pursuit of knowledge and search for excellence shall reign supreme unhindered by the barriers of caste, creed and religion.

MISSION

- To impart high quality education, general as well as job-oriented and develop appropriate skills for solving real life problems.
- To inculcate the students with the habit of continuous learning.
- To provide the students with equal opportunity without any discrimination of caste, colour, creed and sex.
- To help the students in the unfolding of their creative abilities and development of their research temperament.
- To foster the qualities of good citizenship.
- To encourage the qualities of leadership keeping in view the challenges of time and social responsibilities.
- To create an atmosphere for adoption of the principles of morality and healthy practices of life.
- To interact and remain in close liaison with other institutions higher education for mutual benefit.

COURSES DETAILS

Course Fees of any of the following courses may be restructured subject to Govt. approval.

1. MASTER OF TOURISM AND HOSPITALITY MANAGEMENT (MTHM)

TOTAL SEATS	:	50
COURSE FEES	:	Rs. 30,000/- (Per Year)
DURATION	:	2 Years (4 Semester)
ELIGIBILITY CRITERIA	:	Minimum 40% in Aggregate at the 3Yr Bachelors Degree Examination any Stream from a Recognized College/University.

2. MASTER IN BUSINESS MANAGEMENT (MBA)

TOTAL SEATS	:	64
COURSE FEES	:	Rs. 40,000/- (Per Year)
DURATION	:	2 Years (4 Semester)
ELIGIBILITY CRITERIA	:	Graduate from any recognized College / University in any Stream, Minimum 40% mark.

3. MSc. IN COMPUTER SCIENCE (MSc.,CS)

TOTAL SEATS	:	64
COURSE FEES	:	Rs. 30,000/- (Per Year)
DURATION	:	2 Years (4 Semester)
ELIGIBILITY CRITERIA	:	B.Sc. / B.Sc. in Computer Science / Information Technology / Information Science & Telecommunication / IT (Hons.) / BCA, Minimum 40% Mark.

4. BACHELOR OF SCIENCE INFORMATION TECHNOLOGY AND MANAGEMENT (BSc.,ITM)

TOTAL SEATS	:	50
COURSE FEES	:	Rs. 30,000/- (Per Year)
DURATION	:	3 Years (6 Semester)
ELIGIBILITY CRITERIA	:	Any of the Higher Secondary or Equivalent Examination in Science stream from a Recognized Board/University.

All the above courses are affiliated with Fakir Mohan University, Balasore, Odisha

HOW TO APPLY

(I) Form and Prospectus

- a. Application Form cum Prospectus can be available at the College counter on payment of Rs. 200/- (Rupees Two Hundred) only in cash between 10.00 a.m. to 5.00 p.m. on all working days.
- b. Application Forms and Prospectus can also be obtained by post on payment of Rs. 250/- (Rupees Two Hundred Fifty) only each through a Demand Draft drawn in favour of Principal Bhadrak Autonomous College, Bhadrak, payable at Bhadrak, along with two self-addressed unstamped envelope of 30 cms. x 12 cms. Size.
- c. Separate forms should be submitted for separate courses.

(II) Procedure of filling in the Forms

- a. The Application Form should be filled in legibly in candidate's own handwriting with appropriate response for all columns. 'NA' should be written against columns not applicable. No column should be left blank. Printed responses not applicable should be struck off.
- b. Women candidates should write 'W' in red at the right hand top corner of the Application Form.
- c. Candidates wishing to avail reserved seats should mention the abbreviated form of the category/categories like SC/ST/GSOT/PH/BR/ESM/SDP/COM as applicable to him/her, in red on the top of the Application Form.
- d. Candidates claiming weightage for NCC, NSS, Rovers and Rangers, Sports and Games, Women for subjects should write NCC/NSS/RR/SG/WS respectively in red at the top of the Application Form.
- e. All names and addresses should be written in capital letters and all signatures should be full name signature.
- f. The application must bear the signature of the applicant's father/guardian at the places specified for the purpose.
- g. The applicant must put his/her full name signature and write his/her full postal address at the places specified for the purpose on the Acknowledgement Card.
- h. The applicant must write his/her postal address in capital letters at the space provided on the Intimation Card and on the envelop for Intimation Card.
- i. The applicant must write "Submitted by me" on the Application Form and documents submitted and put his/her full name signature with date.
- j. The admission of an Applicant shall be cancelled if the information provided in the Application Form is found false at any time.

ADMISSION

(i) Career Assessment

For BSc.,ITM, the career assessment shall be made out of 75 marks. The break-up shall be 25 marks for High School Certificate (HSC) or equivalent examination and 50 marks for Higher Secondary (HS) or equivalent examination. The calculation for career assessment marks shall be made as follows.

Total Marks Secured at HSC or equivalent Examination without extra optional x 25 Maximum Mark without extra optional.

Total Marks Secured at HS or equivalent Examination without extra optional x 50 Maximum Mark without extra optional.

(ii) For **MTHM** career assessment shall be made out of 75 marks. The break-up shall be 25 marks for Higher Secondary (HS) or equivalent examination and 50 marks for Bachelor Degree or equivalent examination. The calculation for career assessment marks shall be made as follows:

Total Marks Secured at HS or equivalent Examination x 25 Maximum Mark without extra optional.

Total Marks Secured at Bachelors Degree or equivalent Examination x 50 Maximum Mark.

(iii) For **MBA** career assessment shall be made out of 75 marks. The break-up shall be 25 marks for Higher Secondary (HS) or equivalent examination and 50 marks for Bachelor Degree or equivalent examination. The calculation for career assessment marks shall be made as follows:

Total Marks Secured at HS or equivalent Examination x 25 Maximum Mark without extra optional.

Total Marks Secured at Bachelors Degree or equivalent Examination x 50 Maximum Mark.

(iv) For **MSc.,CS** career assessment shall be made out of 75 marks. The break-up shall be 25 marks for Higher Secondary (HS) or equivalent examination and 50 marks for Bachelor Degree or equivalent examination. The calculation for career assessment marks shall be made as follows:

Total Marks Secured at HS or equivalent Examination x 25 Maximum Mark without extra optional.

Total Marks Secured at Bachelors Degree or equivalent Examination x 50 Maximum Mark.

(v) In case of candidates passing the HSC/HS/Bachelor Degree/Equivalent Examination compare mentally, the averages of marks secured in the subject(s) concerned at both the examinations shall be taken into consideration to determine the aggregate.

(vi) The calculations shall be made up to second place of decimal.

RESERVATION OF SEATS

Some seats are reserved for different categories of applicants as mentioned below. Such seats shall be filled up subject to the applicant's fulfillment of minimum eligibility condition. Applicants shall be considered for reservation category, if applicable, only for admission into first year of the course.

(i) Scheduled Caste / Scheduled Tribe (SC/ST)

- a. 16.25% and 22.50% of the sanctioned strength of First Year Class are reserved for SC and ST respectively (Vide Letter No.10968 / H.E., Dated 22.05.2015 from Government of Odisha, Department of Higher Secondary Education). The reserved seats are not inter changeable.
- b. SC/ST candidates selected for admission on merit shall not be counted against the reserved seats.
- c. SC/ST candidates are required to submit a Caste Certificate from a Revenue Officer not below the rank of Tahasildar.

(ii) Government Servants/Serving Defence Personnel on Transfer (GSOT)

- a. 4% of seats sanctioned shall be reserved for the self/children/wife/husband of Government Servants/serving Defence Personnel on transfer within the normal period of admission (i.e. four weeks from the date of publication of Annual CHSE Examination)
- b. Government servants on deputation to any Government/Non-Government agency shall be eligible for the reservation, but government servants on permanent transfer to corporate body shall not be eligible for the concession.
- c. A Government servant retiring from service and shifting to a place where he/she wished to reside after retirement, shall be treated as Government Servant on transfer.

(iii) Physically Handicapped (PH)

- a. 3% of sanctioned strength shall be reserved for physically handicapped candidates.
- b. A handicapped candidate shall be considered, for reserved seats only on production of certificate from the Chief District Medical Officer/Sub-Divisional Medical Officer/ Chief Medical Officer of Capital Hospital to the effect that he/she has a major orthopedic/physical handicap to the extent of 40% or above.

(iv) Burma Repatriates (BR)

- a. 2% of the seats sanctioned shall be reserved for the children of bonafide Burma Repatriates.

(v) Ex-Servicemen (ESM)

- a. 1% of sanctioned seats shall be reserved for the children/wife/husband of ex-servicemen.
- b. The facility to avail reserved seats shall be given to ESM only on production of the certificate to that effect issued by the Rajya Sainik Board/Zilla Sainik Board.

(vi) Serving Defence Personnel (SDP)

- a. 1% of sanctioned seats shall be reserved for the children of Serving Defence Personnel.
- b. The applications for reserved seats under SDP shall be considered only on production of a certificate to the effect issued by the Commanding Officer of the unit concerned.

(vii) Children Of Martyrs (COM)

- a. 1% of sanctioned seats shall be reserved for the children of Martyrs.

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. No seat shall remain reserved for any category beyond the last date of normal period of admission.

CANDIDATES FROM OUTSIDE THE STATE OF ODISHA (OSO)

- a. The number of applicants from outside the State of Odisha to be admitted into the course shall not exceed 5% of the total number of seats.
- b. An applicant shall not be considered to be from outside the State of Odisha if he/she has passed the HSC / equivalent examination from a school situated within the territory of Odisha or has passed the HSC/HS/equivalent examination with Odia as a subject.
- c. An applicant, whose parents are permanent residents of Odisha, but who has passed the HSC/HS/equivalent examination from outside Odisha without Odia as a subject shall not be considered to be from outside the State of Odisha, provided that he/she produced a Permanent Resident Certificate from the District Magistrate/Tahasildar to the effect that his/her parent are permanent residents of the districts of Odisha.

SUBMISSION OF FORMS

- a. Application Form duly filled in should reach the Principal, Bhadrak Autonomous College, Bhadrak - 756 100, latest by the last date of receipt of forms either by hand or by Registered Post / Speed Post.
- b. The College shall not be held responsible for any kind of postal delay. The candidates are, there fore, advised to send their applications sufficiently ahead of time so that they reach the College by 5.00 p.m. of the last date (04.07.2016) of submission of form.
- c. Applications incomplete in any manner or received after the last date shall be rejected.

DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM

- a. Attested photocopy of the money receipt for Application Form and prospectus.
- b. Application Form duly filled in and signed by the candidate and by his/her father/guardian at the places specified for the purpose.
- c. Acknowledgment Card duly filled in and full postal address written on the reverse.
- d. Intimation Card with applicant's address written in capital letters at the space provided.
- e. Two unstamped self-addressed envelope of 23 cms. x 11 cms. size.
- f. Attested photocopies of certificates and mark sheet of HSC/equivalent examination and HS/equivalent examination / Degree examination.
- g. Attested photocopies of certificates in support of reservation of SC/ST/GSOT/PH/BR/ESM/SDP/COM.
- h. Permanent Resident Certificate, if applicable.
- i. Both copies of duly filled Admit Card.

SELECTION FOR ADMISSION

(I) Merit List

- a. A merit list shall be drawn on the basis of Career Assessment.
- b. In case of candidates securing equal marks in aggregate at the last qualifying/ equivalent examination without extra optional (as the case may be) preference shall be given to the candidate securing higher mark in extra optional.

(II) Intimation

- a. After drawing the final merit list intimation shall be sent to the selected candidates by speed-post/registered post indicating the date and time of admission and documents to be submitted.
- b. The list of applicants selected for admission shall be displayed on the main Notice Board of the College.

(III) Documents to be submitted at the time of Admission

- a. Intimation Letter
- b. The original and one attested photocopy of the mark sheet of HSC/equivalent examination
- c. The original and two attested photocopies of the mark sheet of HS/equivalent examination/Bachelors Degree Examination, whichever is applicable
- d. The original and one attested photocopy of High School Certificate.
- e. The original School/College Leaving Certificate.
- f. The original Conduct Certificate from the Head of the Institution last attended.
- g. The original and one attested photocopy of Caste Certificate, if applicable.
- h. The original and one attested photocopy of Certificate in support of claim, if any for reservation.
- i. The original and one photocopy of Resident Certificate, if applicable.
- j. Two copies of recent stamp size photograph of size 3 cms. x 4 cms.
- k. Original Money Receipt showing purchase of Forms and Prospectus.

CAUTION

- a. Certificates not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to the Crime Branch or other appropriate authority For scrutiny
- b. Claim for reservation shall not be considered unless it is supported by genuine documents.
- c. The selection/admission of a candidate shall be invalidated if suppression of facts, submission of false information or forgery of documents is detected during the process of admission or thereafter, and such cases shall be reported to the Crime Branch who may draw criminal proceedings against the candidate concerned.

ATTENDANCE

(I) Minimum Requirement

- a. No student shall be promoted to next higher class unless he/she attends a minimum of 75% of theory and practical classes and seminars' taken separately in each subject in each semester. A candidate shall have to give, at the time of admission, an undertaking to the effect that he/she shall attend minimum required classes in each semester.

(II) Condonation

- a. The Principal may condone shortage of attendance to the extent of 15% in exceptional cases.
- b. The Principal may grant condonation of shortage of attendance to the extent of 5% more in respect of a student who has represented the University or the State on deputation at a National /International competition or function

EXAMINATION

All matters relating to examinations shall be guided by the Examination Regulations of the College which may be procured by a student from the College Office at a nominal cost.

(I) Mid-Semester Examination

There shall be continuous and comprehensive evaluation of students through Mid-Semester Examinations. One such examination shall be conducted per Semester. Non-appearance at any of the Mid-Semester Examination shall be treated as securing zero in the subject concerned.

(II) Semester End Examination

There shall be two Semester End Examinations in each academic year. Students shall have to register for Semester End Examination by filling in the form and paying necessary fees for the examination concerned to be eligible for promotion to next higher class. A student shall be given maximum two consecutive chances to clear the Back Paper(s) if any.

(III) Final Result

- (a) The final result of a student shall be computed on the basis of marks secured at the Semester End Examinations, Mid Semester Examinations and Seminars / Projects.
- (b) The final result shall be declared at the end of the course.

DRESS CODE

All students of the College shall wear College Uniform as per the College norms while attending classes and at all other activities in the College.

FEES/DUES

- (I) Fees/Dues as per Govt. College regulation to be paid at the time of Admission into First Year Class over and above the course fee.

DECISION FOR ADMISSION

Admission to the College cannot be claimed as a matter of right. The decision for admission shall be made by the Principal if satisfied with the conduct of the applicant and information provided by him/her.

The Principal reserves the right to cancel the admission of a student at any time if he/she is convinced that the student conducts himself/herself contrary to the discipline of the College.

CHANGE IN RULES

- The rules/information given herein are subject to change without prior notice as and when there is a satisfactory situational demand.
- Course fees do not include the expenses towards Seminar/Study Tour/Field Tour etc.
- The applicant if employed, should furnish NOC from the employer at the time of admission.
- Option for exit at the end of third year with Bachelors Degree is permissible.
- The normal rules and regulations of the College will be applicable as per practice, even if they may or may not have been mentioned in this prospectus.
- Classes will be conducted during normal College hours as far as practicable. However some classes may be conducted in the morning/evening hours.
- If any applicant discontinues in the mid of the course he/she shall forfeit the amount already deposited and in addition shall have to deposit the balance amount of the total course fee before taking College Leaving Certificate.

AUTHORITY

In case of dispute on any matter, the interpretation and decision of the Principal, Bhadrak Autonomous College, Bhadrak shall be final and binding.

- The normal rules and regulations of the College will be applicable as per practice; even if they may or may not have been mentioned in this prospectus.
- Course Fees do not include the expenses towards Seminar/Study Tour/Field Tour etc.
- The applicant if employed, should furnish NOC from the employer at the time of admission.
- Classes will be conducted during normal hours however some classes likely to be conducted at the evening hours.
- If any student desiring to discontinue before completion of admission process and the starting of the course, the entire fee collected from the student, after a deduction of the processing fees of Rs. 1,000/- (Rupees One thousand) only shall be refunded by the institution.
- But a student desiring to discontinue the course after starting of the class/course will have to forfeit the amount already deposited in the institution and in addition he/she will have to deposit the balance course fees for the remaining years before taking College Leaving Certificate (CLC).

PRINCIPAL

BHADRAK AUTONOMOUS COLLEGE
Bhadrak

Further Contact Details :

Mobile : 79780 17254 / 99375 68930

CAUTION

Applicants are advised to go through the prospectus thoroughly before filling in / submission of application forms and avoid Misleading information from unauthorised persons to prevent possibility of rejection of application

WARNING

In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the college.





Academic Block



College Hostel



College Library



Bhadrak Autonomous College
BHADRAK - 756 100