



PROSPECTUS 2020-21

M.P.C. Autonomous College,
Takhatpur, Baripada



BBA & BCA

Please read the prospectus carefully
before filling the
COMMON APPLICATION FORM (CAF)

Ragging in any form is an offence and punishable under law

For more details please contact
Telephone number 06792-240032 or 240012 U.G. & P.G. Admission
Helpdesk@M.P.C. Autonomous College, Takhatpur, Baripada

Predetermined Dates :

M.P.C. Autonomous College, Takhatpur, Baripada operates through pre fixed dates for all its activities. It helps in creating awareness and transparency & timely completion of activities. These dates have been finalized by the undersigned M.P.C. Autonomous College, Takhatpur, Baripada.

VIEW KEY DATES

DATELINES OF U.G. (BBA & BCA) ADMISSION- 2020-21

Sl#	Activities	Date Lines
01	Availability of Application Form in the M.P.C. Autonomous College website : www.mpcautocollege.org.in	23-09-2020
02	Last date for Submission of Application Form	08-10-2020 (05:00 P.M.)
03	Publication of 1 st Selection Merit List	13-10-2020 (02:00 P.M.)
04	Date for Sending of Intimation Letter (through e-Mail / SMS / College Website) of 1 st Selection (Selected Candidates & Waiting List)	13-10-2020 (05:00 P.M.)
05	Date for Admission of Selected Candidates	19-10-2020 (11:00 A.M. to 02:00 P.M.)
06	Date for Admission of Waiting List Candidates	20-10-2020 (11:00 A.M. to 02:00 P.M.)

1. COLLEGE PROFILE :

Maharaja Purna Chandra Autonomous College, Takhatpur, Baripada is one of the Premier institutions of Higher Education in Odisha. Christened after the Late Maharaja Purna Chandra Bhanja Deo, the enlightened ruler of the erstwhile Princely state of Mayurbhanj, the College has been successfully catering to the need of higher education of the people, not only of Odisha but also of its adjoining states since its inception in July, 1948. Over the years the institution has grown from strength to strength, glory to glory by adding fresh feathers to its cap of success. With the conferment of Autonomous status upon the College by the UGC and Govt. of Odisha in 2000-2001 and accreditation by NAAC with 'B++' grade, the College has added two more shining feathers to its cap of success. The College aims at providing quality higher education, building the character and conduct of the students and moulding the all-round development of their personality through various extension services and healthy practices.

2. COURSES OFFERED:

A) SELF-FINANCING U.G. COURSES :

3 YEARS U.G. in

- 1) Bachelor in Business Administration (BBA)
- 2) Bachelor in Computer Application (BCA)

3. FACULTY PROFILE:

The College has a team of highly qualified and experienced faculty members to impart quality education to the students. It also hires the services of guest faculties from renowned institutions to quench the intellectual thirst of the students.

4. HOSTELS:

The College has Three men hostels and two women hostels (One exclusively for Tribal women) to accommodate 180 nos. of men and 172 nos. of women students of both U.G. & P.G. Classes. Another 100 seated ST Boys hostel, 400 Seated Girl's Hostel and 400 seated Boy's Hostel is most likely to function from this academic session i.e-2020-21

5. OTHER ACTIVITIES:

The College provides the students with ample scope to develop their personality and service to humanity through the NCC, NSS, YOUTH RED CROSS and ROVERS & RANGERS activities.

6. DRESS CODE:

The College has introduced the dress code for the students: Black trousers (Full pants) and steel grey full sleeve shirt for men and white salwar and dupatta, steel grey kameej for women. Students after admission are required to come to the college in the uniform, while attending Classes, examinations and for other college activities.

7. EXAMINATION:

There shall be two semester examinations in an academic session. The U.G. Courses is divided into 6 semesters.

8. ELIGIBILITY FOR ADMISSION:

- 8.1 3-Years U.G. Courses (Self-Financing)**
BBA & BCA: +2 Pass / Equivalent

9. GENERAL RULES FOR ADMISSION:

- 9.1** Admission to the college is provisional and cannot be claimed as a matter of right and may be refused without assigning any reason thereof. Final decision in matters of admission rests with the principal.
- 9.2** Admission to the U.G. Classes shall be done strictly on merit basis based on the percentage of marks secured in the qualifying examination both for general and reserved categories of applicants.
- 9.3** **The admission to U.G. (BBA & BCA) shall be done strictly on merit basis for both general and reserve categories candidates.**
- 9.4** **Admission on transfer basis for BBA & BCA Courses will not be allowed.**

10. RESERVATIONS OF SEATS:

Some seats are reserved as per Government instructions for different categories of applicants as mentioned below. Such seats shall be filled up subject to the applicant's fulfillment of minimum eligibility criteria.

10.1 SCHEDULED CASTE, SCHEDULED TRIBE (SC / ST)*:

- (a)** 16.25% and 22.5% of the sanctioned strength of first Year Class are reserved for SC & ST respectively. The reserved seats are not interchangeable.
- (b)** SC/ST candidates selected for admission on merit shall not be counted against the reserved seats.
- (c)** In case the number of eligible applicants from among SC and ST categories exceeds the number of seats reserved for them, the Principal may admit additional number of students by another 8% for SC and 10% for ST subject to fulfillment of minimum criteria of 50% marks for Science and 40% marks for Arts and Commerce (Vide G.O. No. 36979 / HE dated 23.03.2004).
- (d)** SC/ ST candidates are required to submit a Caste Certificate & Income Certificate from a Revenue Officer not below the rank of Additional Tahasildar.
- (e)** The reservation to SC/ST seats shall be applicable only for candidates domiciled in Odisha.

*** Subject to change as per Government orders/Notification from time to time.**

10.2 PERSONS WITH DISABILITY (PwD) :

- a) 5 % of sanctioned seats shall be reserved for PWD Students with extent of disability not below 40% (Blindness and low vision, hard of hearing, locomotor disability including cerebral palsy, lapsed, dwarfism, acid attack victims and muscular dystrophy, autism, intellectual disability, specific learning disability and mental illness on production of certificate from the Chief District Medical Officer / Sub-Divisional Medical Officer / Chief Medical Officer of Capital Hospital

10.3 EX- SERVICEMEN (ESM) , SERVING DEFENSE PERSONNEL (SDP), CHILDREN OF MARTYRS (CoM) :

- a) 1% of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband of Ex-Serviceman, Serving Defense Personnel & the children of Martyrs.

11. VACANT 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.

- 11.1** Reservation of seats and Weightage of marks for admission to U.G. Classes shall be admissible as per the reservation guidelines of Common Prospectus (CP) of +3 e-Admission-2020-21.

11.2 SEAT STRENGTH (U.G. CLASSES – SELF-FINANCING)

Sl. No.	Subject	Sanctioned Strength	Reservation of seats & Weightage of marks for admission to U.G. Classes shall be admissible as per the reservation guidelines of Common Prospectus (CP) of +3 e-Admission-2019
1	BBA	32	
2	BCA	60	

11.3 RESERVATION AS PER SEAT STRENGTH (UG CLASSES –BBA & BCA)

Sl. No.	Subject	Sanctioned Strength	No. of Seats in each				
			GEN	SC	ST	ESM /SDP	PwD
1	BBA	32	18	05	07	-	02
2	BCA	60		10	13	-	03

ABBREVIATIONS:

1. SC – Scheduled Cast 2. ST – Scheduled Tribe 3.PwD- Persons with Disability
 4. BR – Burma Repatriates 5. GSOT – Government Servant on Transfer
 7. ESM – Ex-Servicemen 8. SDP – Serving Defense Personnel's children
 9. GEN – General

12. APPLICATION FORM & PROSPECTUS:

The Off-line application forms (CAF) & Prospectus will be available in the college website: - www.mpcautocollege.org.in.

13. HOW TO FILLUP THE OFFLINE APPLICATION FORM :

Interested applicants may download the Application Form from the College Website :www.mpcautocollege.org.in and manually fill in the same and follow the above procedure.

Go to website www.mpcautocollege.org.in, now click on UG (BBA & BCA) Admission-2020-21 and Download the Application Form and Printout the Form and Manually filled up the Application Form.

13.1 HOW TO SUBMIT THE DOWNLOADED PRINTED APPLICATION FORM (HARD COPY):

After downloading the print copy, the applicant has to affix his/her recent colour passport size photograph (self-attested) on the application form. The applicant and his/her parent/guardian have to sign in the "Application Form" before submitting the same. The filled in application form along with the Bank Draft of Rs.300/- (**For U.G.**) in favour of the Principal, M.P.C. Autonomous College, Takhatpur, Baripada, Payable at **S.B.I. SME Branch, Takhatpur, Code-06934** & copies of the documents indicated at the end of the "Application Form" should be submitted **through Registered post/ Speed post or Grievance Box (in front of College Main Gate)** so as to reach the Office of the Principal by 05:00 P.M. on **08-10-2020**.

13.2 SUBMISSION OF FORMS:

- a) Application Form duly filled in should reach the Principal MPC Autonomous College, Takhatpur, Baripada – 757003 latest by the last date of receipt of forms by Registered post / Speed Post / Grievance Box. ***The Envelope Containing the Filled Application Form for along with Bank Draft and requisite certificate etc. must be superscribed "Application for U.G. (BBA/ BCA) admission in _____ (concerned subjects)"***
- b) **The College shall not be held responsible for any kind of postal delay.** The candidates are, therefore, advised to send their applications sufficiently ahead of time so that they reach the College **by 05.00 p.m. of the last date for submission of form.**
- c) Applications incomplete in any manner or received after the last date shall not ordinarily be considered for admission.

**** THE LAST DATE FOR SUBMISSION OF FILLED IN APPLICATION FORMS IS 08-10-2020 (05:00 P.M.) ****

13.4 DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM:

- a) Original Bank Draft.
- b) Application Form duly filled in and signed by the Candidate and by his/ her father / mother / guardian at the places specified for the purpose.
- c) An unstamped self-addressed envelope of 10 cm x 11 cm size.
- d) Attested photocopies of certificates of HSC or equivalent examination
- e) BBA, BCA, Applicants should attached H.S examination Mark sheet and certificate.
- f) Attested photocopies of certificates in support of reservation.
- g) Permanent Resident Certificate, if applicable. (attested photocopy)

14. SELECTION FOR ADMISSION

14.1 SELECTION FOR ADMISSION INTO BBA & BCA COURSES :

Admission to BBA & BCA Courses will be made strictly on the basis of merit based on the mark secured in the last qualifying examination.

14.4 INTIMATION:

The list of selected /wait listed candidates will be notified in the college Notice Board and college website : www.mpcautocollege.org.in through e-Mail /SMS/ College Website.

14.5 ADMISSION:

The candidates selected for admission / kept in the waiting list are required to come personally to the college with required documents and fees for admission on the date and time specified on the Intimation Letter / Notice / SMS/College Website

N.B.-The admission of the candidate kept in the waiting list shall be made strictly on the basis of merit subject to the availability of seats.

14.6 DOCUMENTS TO BE PRODUCED/ SUBMITTED AT THE TIME OF ADMISSION :

- a) Intimation Letter.
- b) The original mark sheet and certificate of H.S. or equivalent examination(U.G.)
- c) The Original High School Certificate.
- d) The Original School / College leaving Certificate.
- e) The Original Conduct Certificate from the Head of the Institution last attended.
- f) The Original and one attested photocopy of Caste Certificate, if applicable.
- g) Original Income Certificate of the parent issued by the Revenue Officer not below the rank of Addl. Tahasildar for S.C. / S.T. / OBC students along with an attested photocopy.
- h) Admission fees in shape of Bank Draft.
- i) The Original Certificate in Support of claim. If any, for reservation / weightage.
- j) The Original Residential Certificate, if applicable.
- k) Four (4) copies of recent **Passport size** photographs.
- l) Original Migration Certificate
- m) One photocopy of each of the above certificates.

Caution:

- a) Certificate not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to the Crime Branch or other appropriate authorities 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 for necessary action.

NOTE:

- i) The applicant is required to write "Submitted by me" and put his /her full signature and mention the date on the reverse of all documents submitted along with the application form.
- iii) The photographs must be signed on the front and pasted in places provided.
- iv) The candidate must mention in capital letter at the top right hand corner of application form: SC/ ST/ PH/BR/ESM/DP /HOSTEL as applicable to him /her.
- v) No certificate shall be entertained after submission of application form.

15. ADMISSION IN HOSTELS:

- a) Admission in hostels shall be made on the basis of merit as is determined for the admission into college.
- b) The vacancies allotted to different faculties are subject to change depending on the number of applications and eligibility.
- c) A student selected for admission in a hostel shall have to submit an undertaking duly countersigned by parents and local guardian at the time of admission to the effect that he/she shall abide by the rules of the college and hostel and pay the dues in time.
- d) Admission to hostels cannot be claimed as a matter of right and it is subject to availability of seats.

16. ATTENDANCE**(i) Minimum Requirement:**

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 semester. A candidate shall have to give, at the time of admission, an undertaking to the effect that he/ she shall attend required number of classes (75%) in each semester.

(ii) Condonation:

The Principal may condone shortage of attendance to the extent of 15% in exceptional cases.

17. INTERPRETATION OF RULES:

In matters of dispute relating to rules and procedures herein, the decision of the Principal shall be final and binding. Rules mentioned in the brochure are subject to change / modification as per University & Govt. orders.

IMPORTANT INFORMATION

ADMISSION COMMITTEE:

- 1) Dr. P.K. Upadhyaya, Associate Professor of Commerce, 9437264214
- 2) Dr. Smt. D. Beshra, Associate Professor of Odia, 9437349791
- 3) Dr. S.B. Mishra, Associate Professor of Economics, 9437444174
- 4) Dr. P.C. Sahu, Assistant Professor of Geology, 9439884072
- 5) Sri D.S. Paul, Assistant Professor of Botany, 9437086858.
- 6) Sri B.K. Parhi, Assistant Professor of Philosophy, 9438050011
- 7) Smt. R. Hansdah, Assistant Professor of History, 9437575185
- 8) Dr. A.P. Dash, Assistant Professor of Commerce & Co-ordinator, BCA , 9861583145
- 9) Dr. S.K. Kisku, Assistant Professor of Chemistry, In-Charge, e-Admission,8763438727

For enquiry about Admission matters Contact: Ph: 06792-240012, 240032, 876343727, 8249336503, 9437303809, 9861583145 (*during Office Hours*)

ADMISSION PROGRAMME:

- 1) Last date of Submission of Application Forms 08-10-2020 by 05:00 pm.

WEBSITE ADDRESS: www.mpcautocollege.org.in

e-Mail ID : mpcautocollege@gmail.com

**Principal,
M.P.C. Autonomous College,
Takhatpur, Baripada**