

Government of Odisha  
Department of Higher Education

No. 14692 HE, Date 2-7-14  
VIII-HE-COOD-PG-0005/13(pt)

From:

Sri Durga Prasad Behera, IAS  
Additional 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 "Common Minimum Standard" (CMS) Guidelines, 2014-15.**

**Ref : (i) VIII- 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,

Memo No. 14693(4) HE, Dated 2-7-14 Additional Secretary to Govt.  
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.

Memo No. 14694(5) HE, Dated 2-7-14 Additional Secretary to Govt.  
Copy forwarded to the Registrar, Utkal University / Berhampur University / Sambalpur University / Fakir Mohan University / North Odisha University for information and necessary action.

Memo No. 14695(6) HE, Dated 2-7-14 Additional Secretary to Govt.  
Copy forwarded to Chairman, Council of Higher Secondary Education, Odisha/ Accountant General, Odisha, Bhubaneswar for information and necessary action.

Memo No. 14696 HE, Dated 2-7-14 Additional Secretary to Govt.  
Copy forwarded to All DLCs for information and necessary action.

Additional Secretary to Govt.

**GOVERNMENT OF ODISHA**  
**Department of Higher Education**

**Common Minimum Standard (CMS) Guidelines, 2014-15**

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

**1. Common Academic Calendar : 2014-15**

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2013-14	23.06.2014
ii	Admission + 2, 1 <sup>st</sup> Year + 3, 1 <sup>st</sup> Year	07.07.2014 to 30.07.2014 14.07.2014 to 05.08.2014
iii.	Commencement of Classes +2, 2 <sup>nd</sup> year +3, 2 <sup>nd</sup> Year +3, 3 <sup>rd</sup> Year P.G., 2 <sup>nd</sup> Year +2, 1 <sup>st</sup> Year +3, 1 <sup>st</sup> Year P.G. 1 <sup>st</sup> Year	26.06.2014 - do - - do - - do - 01.08.2014 07.08.2014 To be notified by respective Colleges/Dept.
iv	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.
v.	Puja Vacation	01.10.2014 to 08.10.2014
vi	Test / Semester End Examination + 2, 2 <sup>nd</sup> Year +3, 1 <sup>st</sup> year +3, 2 <sup>nd</sup> Year +3, 3 <sup>rd</sup> Year P.G. 1 <sup>st</sup> year P.G. 2 <sup>nd</sup> Year	2nd Week of December, 2014 - do - - do - - do - - do - - do -
vii	X- Mass Holiday	25 <sup>th</sup> December 2014
viii	Annual Sports / Cultural Week	05.01.2015 to 20.01.2015
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 <sup>st</sup> year classes	3 <sup>rd</sup> week of April, 2015 onwards
xii	Publication of Result AHS Exam – 2015 +3 1 <sup>st</sup> /+3 2 <sup>nd</sup> / +3 3 <sup>rd</sup> Degree University Exam PG 1 <sup>st</sup> Year/PG 2 <sup>nd</sup> Year	Before 10 <sup>th</sup> June -2015  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	11 <sup>th</sup> May to 18 <sup>th</sup> June 2015

(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 dt. 14. 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 and dumb/ Orthopedically handicapped with disability of more than 75%.

## 3. Time Table:

Time table shall be prepared by each college as per the following guidelines and uploaded in e-space:

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 in each subjects of + 2 stream : English / MIL (having affiliation)/Elective Subject Yoga / Environmental Education/ Basic Computer Education	Weekly = 04 periods & Yearly Minimum 80 periods Weekly = 01 periods & Yearly 30 periods
	No. of practical classes per week for each group	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, provided that, additional posts shall be admissible only as per the work load and yardstick prescribed for Govt./Non-Govt. colleges .
- vii. All teachers shall be assigned classes on every working day of a week.
- viii. Names of teachers should be reflected in the time table against respective classes allotted.

## 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	02.09.13	03.09.13	04.09.13	05.09.13
1A11001	A. Mohanty	1	2	3	4
1A11002	P. K. Panda	1	X	2	X
1A11003	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 each 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 registered post at the end of September and December of each year.

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

- i. CHSE (O)/University question & answer scripts patterns should be followed in 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 student. 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.
- vi. Eligible staff members, those who are regular employees of govt. colleges or GIA/Block Grant employees of non-govt. colleges shall be given preference for appointment as invigilators / examiners / other exam duties in CHSE / Univ. Exams.

A common assignment programme for such duties shall be notified by the concern Principal and intimate the same to all concern properly.

**7. Conducting Departmental Seminars :**

- i. Seminars on Honors 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 etc. 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 with articles in alphabetical order. The stock register shall be updated at the end of academic session.
- iv. Regular govt. or GIA/Block Grant non govt. college employees shall be the custodian of assets of the concern dept.

- 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 or 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. Application 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-despatch system has been already introduced by the Govt., the letters from the Govt., DHE, RDE, CHSE, University 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.
- vi. All financial, CHSE/ Univ-Exam matters, service matters of staff shall be preferably assigned to regular staff of govt. colleges and GIA / Block grant staff of non-govt. colleges. In case of availability of more than one such ministerial staff, financial matter shall not be assigned to one staff more than 03 years at a stretch and he/she shall not be resumed within next 03 years also.

**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 and a regular govt. / aided non govt. employee of the concern department.
- ii. Payment against purchase should be made within specified time from the date of supply through RTGS / NEFT /account payee cheque .
- 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. Salary of regular and aided (GIA/ Block grant) employees of govt. & non govt. Colleges respectively shall be paid only through account transfer mode.
- viii. Service books in duplicate & CCR/ACR of the above category of employees shall be maintained and updated every year.
- ix. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- x. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or concern governing body. Non govt. colleges shall not enhance fees

- without sufficient reason. No fees shall be enhanced, once the process of admission for an academic session is announced.
- xi. Subject combinations as per university rules shall be prepared by concern colleges, so that minimum work load is depicted and maximum number of students are accommodated in minimum no. of subjects.
  - xii. In case of Block grant employees of Non-Govt. aided colleges, common principle shall be adopted for all such employees while extending EPF benefit and college share of salary above block grant amount sanctioned by the Govt.
  - xiv. For passing any bill for payment, the sign. of all concern members of the Co-curricular and extra-curricular committee / H.O.D. of the Dept. etc. as the case may be shall be mandatory.
  - xv. 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 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.
  - iii. All records related to above shall be properly maintained.
  - iv. All the teaching staff of the college, those who are regular employees of govt. colleges / aided employee of non-govt. colleges 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 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 women's college shall be strictly prohibited.
- 12. Preservation of records & assets:**
- i. A master date base register to enlist all the registers, records, files used and 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, 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 financial position of the college and fulfillment of CMS norms.

13. **UGC Grant and NAAC Accreditation**

- i. Every Govt. degree college or non-govt. aided degree college should persue 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. Steps should be taken for NAAC accreditation by the govt. and non govt. degree colleges for NAAC accreditation and subsequent re-accreditation.
  - iii. Every HE institution must have its own "Internal Quality Assurance Cell"(IQAC) ,Equal Opportunity Cell and Placement Cell.

**Additional Secretary to Govt.**