GOVERNMENT OF ODISHA
Higher Education Department
***

Common Minimum Standard (CMS) Guidelines, 2019-20

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

1. **Common Academic Calendar: 2019-20**

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2018-19	18.06.2019
ii.	Commencement of Classes	
	+3, 2nd Year	18.06.2019
	+3, 3rd Year	- do -
	P.G., 2nd Year	- do -
	+3, 1st Year	08.08.2019
	P.G. 1st Year	01.08 2019
iii	Parent-Teachers Meet	
	+3 1st year	07.09.2019
	+3 2nd Year	14.09.2019
	+3 3rd Year	21.09.2019
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	03.10.2019 to 13.10.2019
vi	Mid Semester Examination	
	Odd semesters(1st,3rd,5th)	Last week of September- 2019
	Even Semester (2nd,4th,6th)	1st week of February-2020
	End Semester Examination	
	Odd semesters(1st,3rd,5th)	1st week of December-2019
	Even Semester (2nd,4th,6th)	By last week of April-2020
vii	X- Mass Holiday	25th December 2019

viii	Annual Sports / Cultural Week to conduct all competitions & functions	02.01.2020 to 15.01.2020
ix	Filling up of forms for University Exam	+3/PG - As notified by Concern University / Autonomous College
x	Alumni Meet	1st week of January 2020
xi	Publication of Result : +3/PG 1st,2nd ,3rd,4th,5th ,6th Sem Exam.	Within 45 days from last theory exam. of concern Semester exam. subject to publication of last Sem. Exam. in 2nd week of May 2020
xii	Total No. of Holidays	72 days, excluding Sundays
xiii	Total No. of Reserve Holidays	Maximum 2 days
xiv	Total No. of Teaching Days	Minimum 180 days
xv	Summer Vacation	9th May 2020 to 16th June 2020

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

2. Admission:

(i) All admission into degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.

(ii) College profile must be uploaded in the e-space before the admission process starts.

(iii) 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%.

(iv) As per Govt. letter no.19609/HE/Dt 28.07.2017 , PwD candidates will avail 5% reservation for admission in all higher education institutions of Odisha guided by Persons with Disabilities (RPWD) Act 2016 .

(v) Green passage: Govt. of Odisha in Higher Education Department is implementing the Green passage scheme from the academic session 2016-17 .Under this scheme ,a child who is without biological or adoptive parents and the child is residing in Child care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs 1.00 lakh will be exempted from all types of fees including application fees, admission/re-admission fees ,tuition fees ,examination fees ,hostel admission fees ,laboratory fees ,college development fees etc.(Govt.letter no.: Resolution NO.23836/HE/Dt.29.10.2015 &19226/HE/Dt.14.07.2016)

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 Theory(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 in +3 Class	16

v. One teacher shall be allotted maximum 30 periods per week.

vi. All teachers shall be assigned classes on every working day of a week. Similarly each student must have theory classes on every working day of a week.

vii. Names of teachers should be reflected in the time table against respective classes allotted and the time table must be uploaded in e-space for information of the Govt./DHE/RDEs.

viii. The classes must be held only in the respective rooms as per time scheduled in the time table.

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 teacher meant for theory portion .Separate progress register shall be maintained for each laboratory to record the progress of practical courses.

ii. Progress of theory portion of the syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register" as communicated to you earlier vide   letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the concern HOD on the last working day of every week and 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 should be followed.

A format for the same is given below :

Roll no.	Name	18.06.19	19.06.19	20.06.19	21.06.19
BA17001	P. Samal	1	2	3	4
BA17002	G. Murmu	1	X	2	X
BA17003	K. Panda	1	2	X	3
Full Signature of Teacher with date					

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

iv. College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc. Guidelines/instructions issued in the past by this Department or its