



# **ADMISSION PROSPECTUS**

FOR COLLABORATIVE SELF-FINANCING COURSES

**SESSION 2020 – 2021**

**BUXI JAGABANDHU BIDYADHAR (AUTONOMOUS) COLLEGE**

**BHUBANESWAR - 751 014**

**NAAC (UGC) Accredited Grade “A” College**

**Website: [www.bjbcollege.in](http://www.bjbcollege.in)**

**Contact No – 0674 – 2436971**

## **UG COURSES**

**IMBA**

**IMSc. ETC**

**IMSc.BI**

**B.Sc. ITM**

## **PG COURSES**

**MBA (LE)**

**MAJMC**

**MCOMFC**

**MAPMIR**

**MATHM**

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## CAUTION

*Applicants are advised to go through the prospectus thoroughly before filling in / submission of application form(s) and avoid misleading information from unauthorized persons to prevent possibility of rejection of application.*

## ABOUT US

Buxi Jagabanadhu Bidyadhar (Autonomous) College, one of the premier Colleges of Odisha had its inception as The Science College established in the year 1957. Later it was renamed in memory of one of the greatest freedom fighters of Odisha - Buxi Jagabanadhu Bidyadhar Bhramarbar Ray Mohapatra. Following the path of continuous all-round development, it became a lead college and in the year 1999, the 'Autonomous Status' was conferred on the College by the University Grants Commission. It is **Re-Accredited as a Grade "A" College** by **National Assessment Accreditation Council (NAAC)** of UGC under the Ministry of Human Recourses Development, Government of India.

As an autonomous institution, the College is empowered to frame its syllabi, conduct all the examinations leading to Final Year Degree Examination and publish results thereof. The Degree certificates are awarded by Utkal University at the end of the Degree courses on the basis of the results published by the College.

The College is located at the BJB Nagar, close to the state museum, the civil and Judicial Courts of Bhubaneswar and the Pantha Nivas. It is at a distance of 2 kms. from the Bhubaneswar Railway Station, 8 kms. from the Baramunda Bus Stand and 3 kms. from the Biju Patnaik International Airport, Bhubaneswar.

The College at present is running the Self-financing Professional Courses **in collaboration with:**

- (i) Heritage Vision Education Trust, Bhubaneswar.
- (ii) Prativa Education Trust, Bhubaneswar.
- (iii) YOURS Trust, Bhubaneswar.

### **INTEGRATED& UNDERGRADUATE COURSES:**

- (a) Integrated Master of Business Administration (**IMBA**)
- (b) Integrated Master of Science in Electronics & Telecommunication (**IMSc.ETC**)
- (c) Integrated Master of Science in Bio-Informatics (**IMSc.BI**)
- (d) Bachelor of Science in Information Technology and Management (**B.Sc. ITM**)

### **POST GRADUATE COURSES:**

- (e) Master of Arts in Journalism and Mass Communication (**MAJMC**)
- (f) Master of Commerce in Finance and Control (**M. Com FC**)
- (g) Master of Arts in Personnel Management & Industrial Relation (**MAPM & IR**)
- (h) Master of Arts in Tourism and Hospitality Management (**MATHM**)
- (i) Master of Business Administration (**MBA-Lateral Entry: After BBA only**)

- **Nomenclature of any of the above courses may be changed subject to UGC guidelines.**
- **All integrated courses are available with separate UG & PG certification.**

## COURSES OFFERED IN UG

- Course fee of any of the following courses may be restructured subject to Govt. approval at the time of admission

### 1. INTEGRATED MASTER OF BUSINESS ADMINISTRATION (IMBA)

<b>Total Seats</b>	:	60
<b>Course fees</b>	:	Rs.15,000/- (each year) 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year of <b>BBA (UG)</b> Rs.50,000/- (each year) 4 <sup>th</sup> and 5 <sup>th</sup> Year of <b>IMBA (PG)</b>
<b>Duration</b>	:	5 Years (10 Semesters)
<b>Eligibility Criteria</b>	:	Minimum 40% in aggregate without extra optional, if any, at the Higher Secondary or equivalent Examination in any stream.

### 2. INTEGRATED MASTER OF SC. IN ELECTRONICS AND TELECOMM. (IMSc.ETC)

<b>Total Seats</b>	:	48
<b>Course fees</b>	:	Rs.15,000/- (each year) 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year Rs.35,000/- (each year) 4 <sup>th</sup> and 5 <sup>th</sup> Year
<b>Duration</b>	:	5 Years (10 Semesters)
<b>Eligibility Criteria</b>	:	Minimum 40% in aggregate without extra optional, if any, at the Higher Secondary or equivalent Examination in Science Stream with Mathematics as one of the subjects.

### 3. INTEGRATED MASTER OF SCIENCE IN BIO-INFORMATICS (IMSc.BI)

<b>Total Seats</b>	:	48
<b>Course fees</b>	:	Rs.20,000/- (each year)
<b>Duration</b>	:	5 Years (10 Semesters)
<b>Eligibility Criteria</b>	:	Minimum 40% in aggregate without extra optional, if any, at the Higher Secondary or equivalent Examination in Science Stream with Biology and Mathematics.

### 4. BACHELOR OF SCIENCE IN INFORMATION TECH. & MANAGEMENT (B.Sc. ITM)

<b>Total Seats</b>	:	60
<b>Course fees</b>	:	Rs.25,000/- (each year)
<b>Duration</b>	:	3 Years (6 Semesters)
<b>Eligibility Criteria</b>	:	Minimum 40% in aggregate without extra optional, if any, at the Higher Secondary or equivalent Examination in Science stream from a recognized Board / University.

## COURSES OFFERED IN PG

5. **MASTER OF ARTS IN JOURNALISM & MASS COMMUNICATION (MAJMC)**  
Total Seats : 48  
Course fees : Rs.20,000/- (each year)  
Duration : 2 Years (4 Semesters)  
**Eligibility Criteria** : Minimum 40% in aggregate at the 3-year Bachelor's Degree Examination in any stream from a recognized College / University.
6. **MASTER OF COMMERCE IN FINANCE AND CONTROL (M.Com. FC)**  
Total Seats : 72  
Course fees : Rs.25,000/- (each year)  
Duration : 2 Years (4 Semesters)  
**Eligibility Criteria** : Minimum 40% in aggregate at the 3-year Bachelor's Degree Examination in any stream from a recognized College/University.
7. **MASTER OF ARTS IN PERSONNEL MANAGEMENT & INDUSTRIAL RELATIONS (MA in PM & IR)**  
Total Seats : 72  
Course fees : Rs.40,000/- (each year)  
Duration : 2 Years (4 Semesters)  
**Eligibility Criteria** : Minimum 40% in aggregate at the 3 -year Bachelor's Degree Examination in any stream from a recognized College/University.
8. **MASTER OF ARTS IN TOURISM AND HOSPITALITY MANAGEMENT (MATHM)**  
Total Seats : 32  
Course fees : Rs.30,000/- (each year)  
Duration : 2 Years (4 Semesters)  
**Eligibility Criteria** : Minimum 40% in aggregate at the 3-Year Bachelor's Degree Examination in any stream from a recognized College/University.
9. **MASTER OF BUSINESS ADMINISTRATION (MBA-LATERAL ENTRY)**  
Total Seats : As per vacancy at the end semester of BBA 2020.  
Course fees : Rs.50,000/- (each year)  
Duration : 2 Years (4 Semesters)  
**Eligibility Criteria** : Minimum 40% in aggregate at the 3-year Bachelor's Degree in Business Administration (BBA) only from a recognized College/University.

## PROCEDURE FOR APPLY ONLINE

### Online Prospectus Application Procedure

1. Open the official website of the college i.e. [www.bjbcollege.in](http://www.bjbcollege.in) in the browser
2. Click on the link [Self-Financing Courses Admission](#) (SFC) on main page.
3. Register with “**New User Registration**”. Keep your credentials for future use.
4. Login & read the instruction carefully before proceed. Student may download the admission prospectus (if necessary).
5. Fill the online application form by clicking “**Apply Online**”. Dully fill all the fields in **capital letters** only.

#### MANDATORY DOCUMENTS to Upload

- a. Scanned Marksheet of last qualifying exam
  - b. Scanned Copy of certificate for reservation seat.
  - c. Recent coloured front-facing passport photograph without sunglass
  - d. Full signature.
6. For the **payment of application (INR 250.00)** keep your ATM/Debit/Credit Card ready.
    - a) Click on Make Payment
    - b) Provide all necessary information for making online payment and **Submit**.
  7. Verify the details of furnished online application form and Submit it finally.
  8. Take two printouts (Applicant copy and College Copy) of the receipt and application form required to produce at the time of admission.
  9. To apply into different courses, apply separate online applications with same User ID & password and keep separate copy & receipt.
  10. Enter 'NA' in the clause if Not Applicable. No clause should be left blank.
  11. Candidates wishing to avail reserved seats should select the abbreviated form of the category/categories like SC/ST/PWD/ESM/SDP/COM as applicable to him/her.
  12. The admission of an Applicant shall be cancelled at the time of admission if any of the desired information provided in the Application Form is found false and mismatches with the original.

## REJECTION CRITERIA

Application may be rejected due to followings reason(s)

1. Uncleared/unseen scanned copy of marksheet of last qualifying exam.
2. Uncleared/unseen scanned copy of certificate for reservation of seat.
3. Unprofessional / indecent Passport Photograph.
4. Uncleared signature/ half signature.
5. Incomplete application form.

## ADMISSION PROCEDURE

1. Selection of the applicants shall be made on the basis of the marks obtained in the last qualifying exam and its proportionate percentage of marks out of 600 for UG and 2600 for PG as per the Govt of Odisha regulation.
2. In case of candidates passing the HSC /HS/Bachelor Degree/Equivalent Examination compartmentally, the averages of marks secured in the subject(s) concerned at both the examinations shall be taken into consideration to determine the aggregate.
3. The calculations shall be made up to second place of decimal.
4. Computation of marks in case of students passing from ICSE/CBSE & Any other board.

$$\text{Percentage calculation} = \frac{X}{Y} \times 600$$

Where, X = Total Marks Secured (There will be no selection of best 4 or best 5)

Y = Total full marks (if 4 subjects then Y=400, if 5 subjects then = 500 or Y may be 800/1000 as of other boards)

5. If two applicants have same marks in +2 council/equivalent examination then the applicant who has more marks in English will get preference. If English marks of both applicants are also same, then marks in MIL will determine the selection.
6. Computation of marks in case of students from other university applying for PG, shall accordingly be

$$\text{Percentage calculation} = \frac{X}{Y} \times 2600$$

7. If a candidate applying for PG course has submitted the university marksheet showing grade points or CGPA, is required submit the conversion formula. Non submission of the conversion formula leads to the rejection of the application. As the merit list shall be prepared basing on the marks secured in the last qualifying exam.

## 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 interchangeable.
- (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) Person with Disability (PWD)**

- (a) 5% 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 CDMO/CMO of Capital Hospital to the effect that he/she has a major orthopedic / physical handicap to the extent of 40% or above.

**(iii) Ex-Servicemen / Serving Defense Personnel / Children of Martyrs (ESM/SDP/COM)**

- (a) 1% of sanctioned seats shall be reserved for the children/wife/husband of ex-servicemen/Serving Defense Personnel & Children of Martyrs in total.

**RESERVATION SEAT TABLE**

COURSE	SANCTIONED SEATS	SC	ST	PWD	ESM/SDP/COM	GEN
IMBA	60	10	14	3	1	32
IMSC.ETC	48	8	11	2	--	27
IMSC.BI	48	8	11	2	--	27
BSC ITM	60	10	14	3	1	32
MAJMC	48	8	11	2	--	27
M.Com.FC	72	12	16	4	1	39
MAPMIR	72	12	16	4	1	39
MATHM	32	5	7	2	--	18

**VACANCY IN RESERVED SEATS**

- i. After admitting all eligible applicants for the reserved categories, the balance of reserved seats, if any, shall be filled up by general candidates.  
 ii. 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

- i. **Last date** for submission of dully filled online application form

UG COURSES (3 YRS) IMBA/BBA, IMSC ETC, IMSC BI & BSC.ITM	PG COURSES (2 YRS) MBA-LE, MAPMIR, MATHM & MAJMC
15/10/2020	10/11/2020

- ii. Applications incomplete in any manner or received after the last date shall be rejected.

## SELECTION FOR ADMISSION

### (I) Merit List

- (a) A merit list shall be drawn on the basis of percentage of marks from total marks secured in the last qualifying exam and its proportionate percentage of marks out of 600 for UG and 2600 for PG as per the Govt of Odisha regulation.
- (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.
- (c) The final merit list of applicants selected for admission shall be published in the official web site of the college [www.bjbcollege.in](http://www.bjbcollege.in) & in the Notice Board of the College.

### (II) Intimation

- (a) After drawing the final merit list intimation shall be sent to the selected candidates by E-mail / **Mobile** Message/WhatsApp indicating the date and time of admission and documents to be submitted.

## DOCUMENTS REQUIRED (Documents to Be Verified at the time of Admission)

1. System generated online application.
2. System generated online money receipt towards application fee
3. Copy of Intimation Letter/Message/E-mail
4. The original and one attested photocopy of the mark sheet of HSC/equivalent examination.
5. The original and two attested photocopies of the mark sheet of HS/equivalent examination/Bachelor's Degree Examination, whichever is applicable.
6. The original and one attested photocopy of High School Certificate.
7. The original School/ College Leaving Certificate.
8. The original Conduct Certificate from the Head of the Institution last attended.
9. The original and one attested photocopy of Caste Certificate, if applicable.
10. The original and one attested photocopy of Certificate in support of claim, if any for reservation.
11. The original and one photocopy of Resident Certificate, if applicable.

## SPECIAL ATTENTION

Special attention is to be paid to the following points:

- (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.

## 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 specified for the course applied for (mentioned above).

<u>Head</u>		<u>Annual Dues</u>
▪ College Development	-	250.00
▪ College Examination	-	200.00
▪ Syllabus	-	100.00
▪ Migration Fee/Registration Fee	-	150.00
▪ College Development Council	-	10.00
▪ University Sports	-	50.00
▪ Reading Room	-	6.00
▪ Identity Card	-	50.00
▪ Proctorial	-	15.00
▪ Furniture Repair	-	20.00
▪ Recognition	-	1.00
▪ University Students' Aid Fund	-	1.00
▪ Teachers' Welfare Fund	-	1.00
▪ Abstract of Attendance	-	5.00
▪ Medical Charges	-	5.00
▪ General Insurance	-	2.00
▪ Cooperative Society	-	2.00
▪ Flag Day Token	-	5.00
▪ Athletic Club	-	25.00
▪ Common Room	-	6.00
▪ National Cadet Corps	-	5.00
▪ Placement Fee (Once at the time of Admission)	-	10.00
▪ Youth Red Cross	-	10.00
▪ Cycle Stand	-	40.00
▪ NSS	-	10.00

✓ Fees on any of the above heads may be changed subject to govt. approval.

**N.B :** In addition, Examination Fees ( for two Semesters) are to be collected at the time of Admission / Readmission as per the prevailing fee structure.

## DECISION FOR ADMISSION

- i. 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.
- ii. 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.

## IMPORTANT RULES

- The rules/information given herein is 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 of 5 yr. Integrated Course 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.
- 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.1000/- (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).
- The date of admission to Self-financing course run under a collaborative programme shall be counted from the date of publication of entrance test result and not from the last date of submission of application form.
- In case of dispute on any matter, the interpretation and decision of the Principal, BJB Autonomous College, Bhubaneswar shall be final and binding.

## POST ADMISSION GUIDELINES

### DRESS CODE

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

- For Boys** : Black full Pant, Sky Blue full Shirt, Black Full Shoes, Black Socks.  
**For Girls** : As prescribed (Sample available in Concerned Departments)

## 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 of the Five-Year Integrated Course / Two Year Course. 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.

## DATES TO REMEMBER

IMPORTANT DATES	UG COURSES	PG COURSES
Availability of online application form in website	25/09/2020	25/09/2020
Last date for submission of application	15/10/2020	10/11/2020
Publication of Merit List in website	18/10/2020	13/11/2020
Admission	Shall be informed to selected students	Shall be informed to selected students

## HELP LINE NUMBERS

Course	Help Line Numbers
IMBA (BBA, MBA Lateral Entry)	9938240820 / 7008225400 / 9861643685
I M Sc. B I	9861119270 / 9861404459 / 9078677013
I MSc. ETC	7008295803 / 7008331552 / 9132172144
M.Com FC & B.Sc. ITM	9937027335 / 9938511866 / 9861118208 / 9861048056
M A J M C	9658114874 / 8637202388
MAPM&IR	9437311169 / 9776987162
MATHM	9437311169 / 9899912763

## 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.

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PRINCIPAL  
B.J.B. (AUTONOMOUS) COLLEGE  
Bhubaneswar