



PROSPECTUS
CUM
ADMISSION BROCHURE
FOR
BCA

2023-24



Fakir Mohan Autonomous College
Balasore



Fakir Mohan Autonomous College, Balasore.
PROSPECTUS-CUM-ADMISSION BROCHURE: 2023-24
BCA (BACHELOR OF COMPUTER APPLICATION)

Named after the renowned Odia poet, novelist and litterateur, Fakir Mohan Senapati, the Fakir Mohan Autonomous College, Balasore is one of the premier institutions of Higher Education in Odisha. Established in 1944, the College was conferred with Autonomous status by UGC in the session 2000-2001. It has been accredited by NAAC with B grade in 2019-20. The College was declared a Centre with Potential for Excellence (CPE) by the UGC in 2006-07. The College formulates its own syllabi, conducts examinations and publishes results. It aims at providing quality in higher education, building character and conduct of the students and fostering the all-round development of personality through extension services and healthy practices. Well furnished library with UGC-NRC Centre, vibrant Study centre, Computer Hub, Language Laboratory, Multigym, Basketball Court, Centre for Yoga, Pranayam, the East Campus, Centre for Performing and Fine Arts are some of the facilities available for the students.

The College has a placement cell and provides pre-placement training to the final year students. Some of the reputed companies like TCS, Wipro, Vedanta, Emami Paper Mill and Federal Bank have been coming for on Campus placement. The College also organizes remedial coaching classes for students belonging to SC/ST, other backward categories and minority community. An upgraded branch of SBI with an ATM counter and a Post Office are added infrastructure of the campus.

-: VISION:-

“Pursuit of perfection”

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:-

“Strive we shall, achieve we will”

- 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; and
- To interact and remain in close liaison with other institutions of higher education for mutual benefit.

-: CORE-VALUE:-

“Education that fosters altruistic personal growth”

THE COURSES

Course Fees of the following course may be restructured subject to Govt. Approval.

1. Bachelor of Computer Application (BCA)

Total Seats	: 72
Course Fees	: Rs. 25,000/- (Per Year)
Duration	: 3 Years
Eligibility Criteria	: Passed Higher Secondary Examination in any stream with Mathematics/ Statistics/ Business Mathematics/IT/CS as a subject in Higher Secondary/+2 level from a recognized Board/University.

HOW TO APPLY

(I) Form and Prospectus

- A) Application Form and Prospectus can be available at the Computer Science Department on payment of Rs. 300/- (Rupees Three Hundred) only in cash between 10.00 a.m. to 5.00 p.m. on all working days. Application form and prospectus can also be downloaded from college website <http://www.fmcollege.nic.in>
- B) Filled in Application form along with supporting documents of eligibility and photocopy of money receipt of 300/- can be deposited at Computer Science department. **Last Date to apply is 14/08/2023.**

(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/PH/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 should write NCC/NSS/RR/SG 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.

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) Physically Handicapped (PH)

- 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 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.

(III) Ex-Servicemen (ESM) / Serving Defence Personnel (SDP) / Children Of Martyrs (COM)

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

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, Fakir Mohan Autonomous College, Balasore - 756 001, latest by the last date of receipt of forms either by hand or by Registered Post / Speed Post. **Last date to apply is 14/08/2023.**
- 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 5.00 p.m. of the last date 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. 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. Two unstamped self-addressed envelope of 23 cms. x 11 cms. Size.
- e. Self attested photocopies of certificates and mark sheet of HSC/equivalent examination and HS examination.
- f. Self attested photocopies of certificates in support of reservation of SC/ST/PH/ESM/SDP/COM, if applicable.
- G. Permanent Resident Certificate, if applicable.

SELECTION FOR ADMISSION

(I) Merit List

- a. A merit list shall be drawn on the basis of marks secured in HS/+2 level
- b. In case of candidates securing equal marks in aggregate at the last qualifying/ equivalent examination, Preference shall be given to the candidate securing higher mark in mathematics/business mathematics/statistics/IT.

(II) Intimation

- a. After drawing the final merit list intimation shall be sent to the selected candidates by SMS/e-mail /by 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 and in College Website.

(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 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. Four copies of recent stamp size photograph of size 3 cms. x 4 cms.
- k. Original Money Receipt showing purchase of Forms and Prospectus.
- l. Original Migration Certificate.

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.

(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 fail in that semester. So appearance in mid semester Examination is compulsory.

(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

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 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 someclasses may be conducted in the morning/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 continuing session before taking College Leaving Certificate (CLC).

AUTHORITY

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

PRINCIPAL
F. M. Autonomous College
Balasore

Further Contact:
Mobile: 9439301061, 9861660344.

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





**Fakir Mohan
Autonomous College
Balasore**

Index No. :

APPLICATION FORM 2023 – 2024
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE
 (Only for **BCA** Course)

1. Applicant's Name :

2. Father's Name :

3. Mother's Name :

4. Guardian's Name :

5. Course applied for:

Affix yourself
 attested
 recent color
 passport size
 Photo graph

 Here.

6. Personal Details :

Blood Group	Sex	Religion	Date of Birth			Nationality	Mother Tongue
			Date	Month	Year		

7. Address:

Correspondence Address	Permanent Address
Phone /WhatsApp No. _____	Phone/ WhatsApp No. _____

8. Category:

9. Reservation Details:

A.	Schedule Tribe(ST)		E.	Ex-serviceman	
B.	Schedule Caste (SC)		F.	Serving Defense Personnel (SDP)	
C.	Physically / Orthopedically Handicapped(PH/OH)		G.	Children of Martyrs (CoM)	
D.	Are you an outside state applicant		H.	Others	

10. Academic Information (from H.S.C. Onwards):

Sl. No	Name of the Institution	Month & Year Of Joining	Month & Year Of Passing	Total Gross Marks	Marks Secured	Percentage of Marks	Remarks

11. Hostel seat required: Yes/No

UNDERTAKING

I do hereby agree to abide by the rules of the College and/ or Hostel. In the event of any disobedience of the rules as laid down by the Govt. or any authority empowered by them in this regard or should my conduct in the college be found not satisfactory, my name will automatically be removed from the College register. I further state that information furnished by me in this application is true and correct and any information, furnished by me if found incorrect, will render malleable for penal proceedings.

I further undertake that I will not be involved in any ragging activities in the college and hostel premises. I undertake that criminal case will be filled against me if, I indulge in any kind of ragging.

I hereby fully endorse the undertaking made by our child/ward.

Submitted by me

Full signature of Applicant Parent / Guardian with Address.

Full signature of Applicant

At: -----

Date: -----

Po: -----

Place: -----

PS : -----

Aadhar No. -----

Dist:-----

E -Mail: -----

State: -----

Pin:-----

Mobile No:-----

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Index No. : -----

ACKNOWLEDGEMENT

Name of the Applicant: -----

Subject applied for: -----

Signature of Receiving Officer