

Prospectus

Rules and Regulations for Admission in Government Vocational Junior Colleges (GVJCs) in Odisha during the Session 2015-16

(More details Ref:website: www.dheodisha.gov.in / www.dveodisha.in/Helpline-0674-2391916)

There are 231 Government Vocational Junior Colleges (GVJCs) in Odisha which are affiliated to the Council of Higher Secondary Education (CHSE), Odisha, Bhubaneswar.

There are 20 existing Vocational Trades coming under Six areas. Each GVJC offers two trades out of 20 trades. The area-wise trades are follows:

1. Name of Vocational Trades

Group A	Agriculture Area (Equivalent with Science)	Group-D	Business & Commerce Area (Equivalent with Commerce)
1	Inland Fisheries (IF)	13	Accountancy and Auditing (AA)
2	Horticulture (HORT)	14	Insurance (INS)
3	Crop Production (CP)	15	Office Management (OM)
4	Poultry Farming (PF)	16	Tax Assistant (TA)
5	Dairying (DAI)	Group-E	Home Science Area (Equivalent with Arts)
6	Sericulture (SERI)	17	Crèche & Pre-School Management (CPM)
Group-B	Health & Paramedical Area (Equivalent with Science)	18	Catering and Restaurant Management (CRM)
7	Medical Laboratory Technician (MLT)	Group-F	Humanities and Others Area (Equivalent with Arts)
Group-C	Engineering & Technology Area (Equivalent with Science)	19	Textile Designing (TD)
8	Audio Visual Technician (AVT)	20	Tourism and Travel Technique (TTT)
9	Building Maintenance (BM)		
10	Computer Technique (CT)		
11	Repair & Maintenance of Electrical Domestic Appliances (EDA)		
12	Repair and Maintenance of Power Driven Farm Machinery (PDFM)		

For continuance of a trade in a GVJC, minimum number of students is 08 and the maximum is 24. In case of CT trade, the minimum number of students is required 12 and the maximum is 24.

Additional Section may be allowed to the GVJC, with **approval of the Director, Vocational Education, Odisha**

2. The course structure

a. Compulsory subjects :

- English
- Modern Indian Language(MIL) : (i)Odia, (ii)Hindi, (iii) Bengali, (iv)Telugu, (v) Urdu, (vi)Sanskrit, (vii)Alternative English
- Environment Education
- Yoga

- Basic Foundation Course(BFC)

On the basis of fundamental knowledge, the BFC papers have been prepared for different groups. The details are as follows :

Basic Foundation Courses for vocational trades

Paper	Group A & B	Group C	Group D	Group E & F
I	Physics	Physics	Commerce	History
II	Chemistry	Chemistry	Commerce	Political Science
III	Biology	Mathematics	Economics	Economics

Trade-wise B.F.C. courses are as follows :

Group	Name of trade	Name of B.F.C. subjects	Group	Name of trade	Name of B.F.C. subjects
A.1	Inland Fisheries (IF)	Physics, Chemistry, Biology	D.1	Accountancy and Auditing (AA)	Commerce Commerce Economics
2	Horticulture (HORT)	-do-	2	Insurance (INS)	-do-
3	Crop Production (CP)	-do-	3	Office Management (OM)	-do-
4	Poultry Farming (PF)	-do-	4	Tax Assistant (TA)	-do-
5	Dairying (DAI)	-do-	E.1	Crèche & Pre-School Management (CPM)	History, Political Sc. Economics
6	Sericulture (SERI)	-do-	2	Catering and Restaurant Management (CRM)	-do-
B.1	Medical Laboratory Technician (MLT)	-do-	F.1	Textile Designing (TD)	-do-
C.1	Audio Visual Technician (AVT)	Physics, Chemistry, Mathematics	2	Tourism and Travel Technique (TTT)	-do-
2	Building Maintenance (BM)	-do-			
3	Computer Technique (CT)	-do-			
4	Repair & Maintenance of Electrical Domestic Appliances (EDA)	-do-			
5	Repair and Maintenance of Power Driven Farm Machinery (PDFM)	-do-			

b. Optional subjects

Each student can opt any **one** vocational trade out of **two** vocational trades offered at concerned GVJCs

3. Admission :

The following candidates are eligible to apply for admission to 1st Year class of +2 Vocational Stream for the session, 2015-16

- Fresh Candidates who have passed HSC Examination or its equivalent from any Board recognized by Government of Odisha.
- Candidates who have failed in any course of the +2 Vocational Examination
- Candidates detained in 1st year class of +2 Vocational Stream

4. Application Forms and Prospectus

The Application Forms and Prospectus are to be downloaded either from the **website: www.dheodisha.gov.in** / **from www.dveodisha.in** or may be obtained from the Office of the Principal, I/C of the GVJC concerned by making payment of a sum of Rs.20(Rupees Twenty) only in cash during office hours on all the working days.

- **Submission of Application Forms :**

Filled in application forms of the candidates along with the required enclosures, as indicated in **Common Application Form(CAF)** off line shall be submitted to the Office of the Principal of the GVJC concerned on or before the scheduled time and date by hand or by registered post as per the Govt. notification.

5. Procedure of Selection :

- **Selection Committee :**

Each GVJC shall have a selection committee under the Chairmanship of the Principal to select the candidates for admission. One teacher representative, preferably from among the vocational teachers, shall act as the Secretary of the Selection Committee. The Selection Committee may be assisted by the Ministerial staff of the GVJC for the purpose.

- **Selection Criteria**

Selection of candidates for admission shall be made purely on merit. For this, the percentage of aggregate marks secured by the candidates in the qualifying examination shall be taken into consideration.

- **Weightage for Selection :**

- Junior NCC cadets holding "A" Certificate shall be given an additional weightage of 5% marks over and above the aggregate percentage of marks secured by them in their qualifying examination.
- Candidate representing in the President Scouts and Guides shall be given an additional weightage of 10% marks over and above the aggregate percentage of marks secured by them in their qualifying examination.
- Candidate representing in the State and National level sports shall be given an additional weightage of 10% marks over and above the aggregate percentage of marks secured by them in their qualifying examination.
- Candidate representing in Inter-State School meet shall be given an additional weightage of 5% marks over and above the aggregate percentage of marks secured by them in their qualifying examination, provided the sports events are organized by Director, Sports or by the Board of Secondary Education, Odisha only.

6. Concession to Sports Personnel in Selection :

Candidate representing the country at the International level sports / games shall be selected directly for admission, based on their minimum percentage of pass mark, so prescribed.

- NOTE:
- (a) Not more than 10% of the total affiliation strength in each class shall be filled up on the basis of aforesaid weightage on various extra-curricular activities at the time of admission.
 - (b) Weightage wherever admissible, shall be available for the purpose of admission and not for selection of subjects/trades.
 - (c) A candidate can only avail himself/ herself of only one weightage whichever is higher.
 - (d) Certificates on NCC and Sports claiming weightage must be issued within two years preceding the date of admission.
 - (e) The certificate submitted is subject to verification from the Sports Director or other proper Authorities. Any information found incorrect shall lead to cancellation of admission at any time.

7. Reservation of Seats :

Subject to the rules or instructions of Government of Orissa, already issued or to be issued from time to time, the reservation of seats, trade-wise, shall be as follows :

- **SC & ST :**

08% and 12% of seat in a GVJC shall be reserved for SC and ST candidates respectively. The reserved seats are not inter-changeable.

SC & ST candidates selected for admission on general merit shall not be considered for selection under reserved seats. In case the number of candidates from among the SC & ST exceeds the number of seats reserved for them, the Principal at his / her discretion may increase the number of seats by another 8% for SC and 10% for ST candidates provided they have secured the minimum percentage of pass marks (G.O. No. 36979/HE dated 23.09.2004).

- **Burma Repatriates (BR) :**

2% of seats in the GVJCs shall be kept reserved for sons / daughters of bonafied Burma Repatriates (a certificate issued by the competent authority in this regard shall be submitted.)

- **Martyrs of War (MW) :**

2% seats in GVJCs will be kept reserved for the sons / daughters of Martyrs in the war fought for the country (A certificate in this regard from the appropriate authority or the RajyaSainik Board shall be submitted).

- **Ex-serviceman and serving defence personnel (ESM & SDP):**

4% of seats in a GVJC will be kept reserved for sons / daughters / spouse of Govt. servant / defence service personnel on transfer within the normal time of admission and 1% seats shall be kept reserved for the sons / daughters / spouse of Ex-service man.

- **P.H.**

3% seats shall be kept reserved for Physically challenged Candidates in an academic session. Such candidates shall have to submit their PH Certificate issued in their favour by a Medical Officer not below the rank of Chief District Medical Officer indicating therein the degree of disability as 40% minimum

Note : The reserve seats shall not be interchangeable for any other category of candidates. The balance seats available on the last date of admission, after utilisation of general and reserved seats shall be filled up by the candidates kept in the waiting (Merit) list.

8. Procedure of Admission :

- Selected candidates shall be informed of their selection by post and the Principal of the GVJC concerned shall notify the names of the selected candidates on the Institutions Notice Board.
- The required documents, in original along with the Intimation Letter, original SLC/CLC and Conduct Certificate are to be produced before the Principal of the GVJC concerned at the time of admission for verification. The original SLC / CLC, Conduct Certificate, and Intimation Letter shall be retained in the Institution after admission.
- The admission process shall be completed as per CHSE Rules i.e. 04 (four) weeks without fine and 06 (six) weeks with fine from the date of publication of Annual Results and 03 (three) weeks without fine and subsequent 10 days with fine from the date of publication of Supplementary Result of BSE, Odisha or as per Govt. order.

9. Fee structure for +2 vocational students of the Government Vocational Junior Colleges (GVJCs) for the academic session 2015-16

A). C.H.S.E. Fees as per C.H.S.E letter No.10580 dt.4.07.2014

Sl.No	Fees	Revised Fee structure	
		(1 st Yr.)	(2 nd Yr.)
1.	Registration fees in respect of students passing from B.S.E. Odisha, Cuttack	50	-
2.	C.L.P.	-	-
3.	Sports and Literary	50	-
4.	Recognition	50	-
5.	Student Aid Fund	10	-
6.	Academic	45	-
7.	Syllabus preparation	05	-
8.	Examination Management Hub (E.M.H)	150	-
Total		360	-

*** Registration fees in respect of students passing from other Board is Rs.70/-**

(B). G.V.J.C. Fees

Sl.No.	Fee under different head	Revised	
		Revised Fees for (1 st Yr.)	Revised Fees for (2 nd Yr.)
1.	Admission	09	09
2.	Tuition fees per month	09	09
3.	Examination	40	40
4.	Magazine	15	15
5.	Abstract of attendance	01	01
6.	Common room	06	06
7.	Calendar	06	06
8.	Day Scholars Association	02	02
9.	Laboratory Deposits	10	10
10.	Identity Card	30	-
11.	Library Development	07	07
12.	Junior Red Cross	10	10
13.	Time Table	06	06
14.	Dramatic Society	10	10
15.	Reading Room	10	10
16.	Furniture repair	05	05
17.	G.I.S	02	02
18.	Supply of Syllabus	20	-
19.	Flag Day Celebration	02	02
20.	Proctorial Class	04	04
21.	Social Service Guild(SSG)	02	02
22.	+2 Cultural Association	09	09
23.	Academic	15	15
24.	College Development	250	250
25.	College Athletic Society	20	20
Total		500	450
Grand Total (A+B)		360+500=860	450

N.B :- (1) The tuition fees may be collected @ Rs. 9.00 per month from June onwards irrespective of the date of admission for one academic session.

(2) Fees may be revised by the CHSE, Odisha from time to time as per Government instructions.

(3) A student admitted to Computer Technique trade has to pay Rs.1000/- per annum as course fee over and above the normal fees. The course fee shall be collected at the time of admission and for 2nd year students, the same shall be collected after reopening of the GVJC. This course fee of Rs. 1000/- collected from students shall be utilized for payment of energy charges, purchase of peripherals, repair and maintenance of computers and engagement of watch and ward .

10. Exemption of Tuition and Admission Fees :

- Students belonging to ST/SC are exempted from payment of tuition fees and admission fees on production of Caste Certificate. Similarly, orphan students are also exempted from payment of tuition fees and admission fees on production of supporting documents vide Govt. letter No.33557(11)/HE dt.15.09.2011.
- Women students are also exempted from paying tuition fees. They will however pay other fees prescribed.
- Visually challenged Hearing impaired and dumb students are exempted from paying their monthly tuition fees vide Govt. letter No.27546(16)/HE dt.14.09.2009.
- Orthopedically handicapped students with disability of more than 75% are exempted from paying their monthly tuition fees vide Govt. Letter No.27546(16)/HE dt.14.09.2009.

• Default Fines :

Default fines should be levied at GVJC according to the following rules. The Principal may, however, relax the rules at his discretion

- Up to the end of the month a student should be required to pay a default fine of Rs.2/(Rupees Two)only for each day of delay excluding the days on which the GVJC office is closed (Sunday/Holidays)
- If a student fails to pay his dues before the end of the month, his name shall be struck off. If he is readmitted, he shall be required to pay in addition to his due for the month at the end of which him name was struck off, the usual admission fees equal to the ordinary monthly fees of the class. In exceptional cases the Principal can exempt the re-admission fees.

11. Re-admission Fees :

- On being promoted to the 2nd year class, students are required to pay readmission fees along with College, Council and other dues before commencement of the class. They need not apply for such readmission in the same institution.
- The students, promoted to the 2nd year class, seeking admission in any other GVJCs, need to apply and their cases shall be considered as per the regulations of the CHSE, Odisha.
- Students studying in 1st year and 2nd year classes intending for a transfer to another college may apply. Their cases may be considered only if seats in the same trade are available in the GVJCs where they intend to take admission on transfer. Such transfer will be governed by per the rules of the CHSE, Odisha

12. Scholarships & Stipends

The terms and conditions for provision of Scholarships and stipends applicable for +2 General streams(Arts, Science, Commerce) is also applicable for the students of Vocational stream.

13. Syllabus and Examination:

The duration of the course is two years, at the end of 2nd year the examination is conducted by the Council of Higher Secondary Education (CHSE), Odisha which also issues certificates to the passouts . The examination consists of the four compulsory subjects i.e.English, MIL , Environmental

Education and Yoga and Basic Foundation Course (BFC). Besides these, there are two theory papers and two practical papers related to the trade subjects. There are in total 34 working weeks in an academic session. The courses in all trades has been designed by CHSE and the details of number of periods allotted per year per paper is given below:

Distribution of periods and marks

Name of the subject /paper	Number of periods per week	Number of periods per session	1 st Year (Marks)	2 nd Year (Marks)
English	04	136	100	100
MIL(O)	04	136	100	100
Environmental Education *	02	68	100	-
Yoga **	02	68	100	-
BFC-1	02	68	50	50
BFC-2	02	68	50	50
BFC-3	02	68	50	50
Trade Theory Paper-I	03	102	50	50
Trade Theory Paper-II	03	102	50	50
Practical Paper-1	03+03=06	204	50	50
Practical Paper-2	03+03=06	204	50	50
			750	750

*** Environmental Education (Compulsory) 100 marks**

The Environmental Education will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year +2 course and the Grades (A+, A, B, C, D, in order of merit) are to be awarded by the Council subsequently. The Grade secured in the Environmental Education (EE) will not affect the result of the candidate.

**** Yoga : (Compulsory)**

Yoga will be taught as a compulsory subject and assessed at the College level for 100 Marks (50 Marks in Theory and 50 Marks in Practical). The theory examination shall be conducted at the end of 1st year class (11th Class) and Practical examination shall be conducted at the time of test Examination in 2nd Year (12th class)

The Grades are to be awarded by the college and the same shall be recorded in the body of the pass certificate given by the secured in Yoga will not affect the result of the candidate.

Marks	Grades
70 % and above	Gr - A+
60% to 69%	Gr - A
50% to 59%	Gr - B
35% to 49%	Gr - C
Below 35%	Gr - D

As per provision, the vocational students will get promotion in 1st year through college examination and the final examination will be conducted at the end of 2nd year by CHSE. Division/Grade will be awarded to the students as per CHSE examination.

The admission process is same as adopted for +2 Arts, Science and Commerce stream.

For any other information contact **website: www.dheodisha.gov.in / from**

www.dveodisha.in

Any addition/alteration/change will be reflected in the above referred website.

Common Application Form

FOR ADMISSION TO +2 VOCATIONAL JUNIOR COLLEGE

Index Number _____ Signature of the receiving

official

Name of the College applied :

Name of the Trade :

1. Applicant's Name :

2. Father's Name :

3. Mother's Name :

Affix your self-attested (on the front) recent colour passport size photograph here

4. Personal Details

a.	Blood Group	b.	Sex	c.	Religion	d.	Date of birth
							/ /

5. Address for Correspondence

PIN code

Telephone Mobile

e.mail

6. Reservation Details

a. Schedule Tribe(ST) <input style="width: 60px;" type="text"/>	b. Schedule Caste (SC) <input style="width: 60px;" type="text"/>
c. Ex-Service Man(ESM) <input style="width: 60px;" type="text"/>	d. Serving Defence Personnel(SDP) <input style="width: 60px;" type="text"/>
e. Are you an outside State Applicant (OSA) <input style="width: 60px;" type="text"/>	

7. Weightage Details

a. NCC <input style="width: 50px;" type="text"/>	b. Scout & Guide <input style="width: 50px;" type="text"/>	c. Sports
		State
		National
		International

8. Details of marks secured in 10th Board Examination

a. Mark secured in each subject in 10th Board Examination

English	Math.	Science	Social Science	Total marks secured	Maximum Marks

b. Have you passed 10th Board Exam. Compartmentally? If yes

Name of the subject	Fail mark in previous Exam.	Pass mark in Compartmental Exam.

PTO

UNDERTAKING

I do hereby agree to abide by the rules of college. I undertake that should any indiscipline and disobedience instance of the rules laid down by the Government or any authority empowered by them in this regard or should any conduct in the college is found not satisfactory, my name will automatically be removed from the college. I undertake that information furnished by me in this application is true and correct and I undertake that any wrong information furnished by me, detected afterwards will be treated as cognizable offence.

I further undertake that I will not involve in any ragging activities in the college and hostel premises. I understand that criminal case will be filed against me if I indulge in ragging.

I hereby fully endorse the undertaking made by
Our child/ward

Submitted by me

Signature or thumb impression of parents/guardian

Date _____ Place _____

Full Signature of Applicant

Date _____ Place _____

Enclosures (The following documents would enclose along with the CAF)

- 1. One self-addressed envelope (25X10 cm) without postage stamp.**
- 2. One self-signed (on the front side) colour passport size photograph to be affixed in the CAF**
- 3. Certified true copy of the HSC Mark Sheets-cum-Provisional Certificate (or equivalent Board)**
- 4. Certified true copy of the PH/OH certificate from CDMO of District/SDMO of Sub-Division/CMO of Capital Hospital**
- 5. Certified true copy of the CoM Certificate from District Collector**
- 6. Certified true copy of permanent resident/nativity certification (for OSA & OLNS candidates)**
- 7. Certified true copy of the Sports Certificate from the Competent Authorities and counter signed by Director, Sports**
- 8. Certified true copy of the HSC mark Sheets-cum-Provisional Certificate(or equivalent Board) of Compartmental Exam.**

INTIMATION LETTER

(Provisional)

No.....

INDEX No

Date:

To

.....

(The applicant is to write his/her full name)

You have been selected for admission/kept in the waiting list for selection with(trade) intoyear of Vocational course. You should report to the office of the undersigned during the working hour betweena.m. top.m. failing which your case will not be considered for admission/selection. You should report with all your requisite documents as mentioned in theCAF for the purpose.

PRINCIPAL I/C
Govt. Vocational Junior College