



OFFICE OF THE PRINCIPAL, S.C.S. (AUTONOMOUS) COLLEGE, PURI

ସାମନ୍ତ ଚନ୍ଦ୍ର ଶେଖର ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ପୁରୀ
Chandan Hazuri Road, Puri-752001 (Odisha), India

Email: principalscsacollege@gmail.com/ priscscollege.od@gov.in/ scsacollegepuri.od@gmail.com

Web: <http://scscollege.nic.in/>, Phone: 06752-222955

Letter No. 1941

Date. 01.07.2026

UNDERTAKING

The Samanta Chandra Sekhar (Autonomous) College, Puri, Odisha, India, affiliated to Utkal University, Vani Vihar, Bhubaneswar, has extended its compliance with the UGC guidelines pertaining to Public Self-Disclosure.

The institution has made the required disclosures available on its official website (<https://scscollege.nic.in/>) with unrestricted access to all stakeholders. The information is accessible without any requirement for login credentials or registration, and a search facility has been provided to ensure easy and convenient access to the disclosed information.

S. M. Mishra
01.07.2026

Coordinator, UGC
S.C.S (A) College, Puri

Principal, 01.07.26
S.C.S (A) College, Puri
Odisha
PRINCIPAL
S.C.S AUTONOMOUS COLLEGE
PURI, ODISHA



UGC Public Self Disclosure

1. Prevention of Sexual Harassment (PoSH) Guidelines Sexual Harassment Cell, S.C.S. (Autonomous) College, Puri

1. Overview

The Sexual Harassment Cell of S.C.S (Autonomous) College, Puri is established in compliance with the provisions of the Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act). The Cell is dedicated to creating and maintaining a safe, secure, and gender-sensitive environment for all students, teaching and non-teaching staff. It acts as a formal mechanism to address grievances related to sexual harassment and ensures prompt and fair redressal.

2. Objectives of PoSH in the College

- To prevent incidents of sexual harassment on campus.
- To promote a culture of respect, equality, and dignity.
- To provide a safe and supportive environment for learning and working.
- To establish a transparent and effective grievance redressal mechanism.
- To ensure awareness about rights, responsibilities, and legal provisions under the PoSH Act.

3. Internal Complaints Committee (ICC): Composition and Authorities

The college constitutes an Internal Complaints Committee (ICC) as per statutory norms. The ICC typically includes:

- **Presiding Officer:** A senior female faculty member (Chairperson).
- **Faculty Members:** Representatives from different departments.
- **Non-Teaching Staff Member:** To ensure administrative representation.
- **External Member:** From an NGO or association committed to women's rights or familiar with issues of sexual harassment.

ICC members of S.C.S. (A) College, Puri

1. Presiding Officer

Dr. Namita Mohanty, Asst. Prof. of Political Science

2. Two faculty members

- a) Smt. Sasmita Pramanik, Asst. Prof. of English
- b) Smt. Valivati Sarada, Asst. Prof. of Physics

3. Two members from non-teaching staff

- a) Smt. Khyamata Devi, Head Clerk
- b) Smt. Sikha Pattanaik, Asst. Librarian

4. One member from NGO

Mrs. Girija Manjari Panda, Secy./ Trustee, Aswasti Foundation Trust, Mangalaghat Square, near Mangaladhat Bridge, Puri (Regd. No. 41482004408) (Email: titunpanda1@gmail.com)

5. Student Representatives:

- a) Dhruva Sahoo, PG 1st Year (POLI24-001), Mob-9861025186
- b) Pooja Priyadarshini, UG 2nd Year (BA23-452), Mob-9439979769
- c) Rashmita Prusty, UG 1st Year (BA24-286), Mob-7855843163

Each member has clearly defined roles, including complaint handling, inquiry proceedings, documentation, and ensuring confidentiality. The ICC operates independently and is empowered to take necessary actions as per the PoSH Act.

4. Key Functions of ICC

- Receiving and registering complaints of sexual harassment.
- Conducting fair, unbiased, and time-bound inquiries.
- Recommending appropriate actions and disciplinary measures.
- Maintaining strict confidentiality throughout the process.
- Preparing annual reports on cases handled.
- Organizing awareness programs and training sessions.

5. Preventive Measures

- Conducting orientation programs for students and staff.
- Displaying PoSH guidelines and ICC contact details on campus.
- Organizing workshops, seminars, and gender sensitization programs.
- Ensuring proper lighting, surveillance, and safety measures within campus and hostels.
- Encouraging a culture of mutual respect and zero tolerance towards harassment.

6. Procedure for Filing a Complaint

- **Mode of Submission:** Complaints can be submitted in writing (hard copy) to the ICC Presiding Officer or through official email.
- **Who Can File:** Any aggrieved woman (student, staff, or visitor).
- **Timeline:** Complaint should be filed within 3 months of the incident (extendable by ICC for valid reasons).
- **Assistance:** The ICC may assist the complainant in drafting the complaint if required.

7. Inquiry and Redressal Process

- Upon receipt of the complaint, the ICC acknowledges it and initiates a preliminary review.
- The respondent is informed, and both parties are given an opportunity to present their case.
- Inquiry is conducted following principles of natural justice.
- Proceedings are completed within 90 days.
- A report with findings and recommendations is submitted to the competent authority.
- The institution acts on the recommendations within 60 days.

8. Possible Actions (As per PoSH Act)

Depending on the severity of the case, the ICC may recommend:

- Written apology or warning.
- Counseling or community service.
- Suspension or termination (in case of staff).
- Disciplinary action as per college rules (in case of students).
- Filing of police complaint in serious cases.

9. Awareness and Capacity Building

The college regularly conducts:

- Gender sensitization workshops.
- Awareness campaigns on rights and legal provisions.
- Training sessions for ICC members to ensure effective functioning.
- Inclusion of PoSH awareness in student induction programs.

10. Commitment to a Safe Campus

SCS Autonomous College, Puri is firmly committed to maintaining a campus free from sexual harassment. The institution upholds the principles of dignity, equality, and respect for all

individuals. Through proactive measures, strict enforcement of policies, and continuous awareness efforts, the college strives to foster a secure and inclusive academic environment.

2. UGC (Redress of Grievances of Students) Regulations, 2023 and Composition of SGRC as per these Regulations

The **University Grants Commission (Redressal of Grievances of Students) Regulations, 2023** provides a structured mechanism to address student complaints across Higher Education Institutions (HEIs) in India. Published on **April 11, 2023**, these regulations supersede the older 2019 framework to enhance institutional accountability and transparency.

Institutional Setup

The regulation mandates a strict two-tier institutional setup to resolve conflicts efficiently:

Student Grievance Redressal Committee (SGRC): Established at the college/institutional level. It comprises a senior Professor as the Chairperson, four faculty members, and one student representative selected based on academic/sports performance.

- **Ombudsperson:** Appointed at the university level to hear secondary appeals if a student remains unsatisfied with the SGRC decision. The Ombudsperson must be a retired Vice-Chancellor, a prominent academician, or a former Judge.

Scope of Grievances

Students or admission applicants can lodge complaints regarding a wide variety of violations, including:

- **Admission issues:** Irregularities in the admission process, or withholding documents.
- **Financial disputes:** Non-refund of fees upon admission withdrawal, or delay in scholarships.
- **Academic standard lapses:** Delay in conducting exams, unfair evaluation, or withholding results.
- **Discrimination:** Harassment or differential treatment based on Caste (SC/ST), OBC, Gender, Minority status, or Disability.
- **Amenity failures:** Failure to deliver educational quality or amenities promised in the prospectus.

Strict Timelines & Process

- **Mandatory Online Portal:** Every HEI must host a dedicated online grievance portal for quick complaint filing.
- **Initial Resolution:** The institution must forward complaints to the SGRC within 15 days of online submission.
- **Appeals Window:** An aggrieved student must file an appeal with the Ombudsperson within 15 days of receiving the SGRC decision.
- **Final Judgment:** The Ombudsperson must make all continuous efforts to resolve the appeal within 30 days.

Students Grievances Redressal Cell:

- Chairperson : Administrative Bursar
- Members: 1. All Bursars
2. Dr. Namita Mohanty, Pol.Sc
3. HODs of Concerned Departments

3. The **UGC Guidelines for Institutional Development Plans (IDP) for Higher Education Institutions (HEIs)** serve as a strategic roadmap designed to help universities and colleges self-assess, outline their vision, and transition into holistic, multidisciplinary entities. Mandated under the **National Education Policy (NEP) 2020**, the IDP acts as an indispensable blueprint for infrastructure expansion, academic transformation, and financial sustainability over short, medium, and long-term horizons.

Core Objectives of the IDP Framework

- **Strategic Self-Determination:** Empowers HEIs to independently define their unique mission, vision, and operational goals.
- **Multidisciplinary Transition:** Equips standalone colleges to break rigid academic silos and adopt flexible curricular frameworks.
- **Talent Attraction:** Bridges structural and academic gaps to secure top-tier faculty and student researchers.
- **Holistic Ecosystems:** Unifies infrastructure upgrade projects, student mentorship, and socio-economic support systems into a singular master plan.

Key Components of an Institutional Development Plan

Higher Education Institutions must structure their IDPs around several vital pillars of institutional growth:

1. Strategic Goals & SWOC Analysis

- Conduct a thorough **Strengths, Weaknesses, Opportunities, and Challenges (SWOC)** assessment.
- Formulate 5–7 central strategic goals aligned closely with national education targets.
- Quantify milestones using time-bound indicators and measurable targets.

2. Academic and Research Enablers

- Modernize curricula to accommodate the **Multiple Entry and Exit System (MEES)**.
- Build robust [University-Industry Linkages](#) for mandatory student internships and apprenticeships.
- Set up Technology Transfer Offices (TTOs) and Incubators to commercialize research and file intellectual property.

3. Governance and Decentralized Leadership

- Implement a tripartite governance model combining governing bodies, administration, and active faculty voices.
- Adopt decentralized leadership pathways alongside explicit succession planning.
- Leverage digital workflows and institutional Enterprise Resource Planning (ERP) systems to maximize administrative transparency.

4. Physical and Digital Infrastructure

- Upgrade classrooms into smart interactive learning spaces and expand high-bandwidth Wi-Fi networks.
- Expand specialized laboratories, digital libraries, virtual studios, and ODL (Open and Distance Learning) infrastructure.

- Integrate eco-friendly elements such as solar energy harvesting and universal ramps for Divyangjan accessibility.

5. Student Support and Inclusivity

- Provide dedicated psychological counseling, career placement guidance, and financial assistance schemes.
- Create structured equal-opportunity protocols tailored for Socio-Economically Disadvantaged Groups (SEDGs).
- Build proactive alumni networks to secure mentorship opportunities, external funding, and industry tie-ins.

6. Financial Sustainability

- Diversify institutional funding streams away from tuition fees by targeting corporate social responsibility (CSR) pools, alumni endowments, and consultative services.
- Formulate clear budgetary prioritizations based strictly on the actions written inside the IDP.

Phase-Wise Implementation Process

The UGC recommends a strict chronological loop to execute and maintain the development plan:

1. **Needs Assessment:** Engage faculty, students, and external partners to locate systemic capacity bottlenecks.
 2. **Drafting Action Plans:** Group institutional targets into short-term (5 years), medium-term (10 years), and long-term horizons.
 3. **Execution Tracking:** Use standard progress tracking tools (like the mathematical S-Curve) to monitor project pacing.
 4. **Course Correction:** Hold periodic open-house feedback loops to review development shortfalls and realign operations dynamically.
4. **Accessibility guidelines for higher education institutions require a holistic framework** that covers physical infrastructure, digital platforms, inclusive curricula, and institutional governance to ensure barrier-free participation for students with disabilities. Globally and nationally, frameworks like the **University Grants Commission (UGC) Accessibility Guidelines**, India's **Rights of Persons with Disabilities (RPwD) Act 2016**, and international standards like the **Web Content Accessibility Guidelines (WCAG)** govern these mandates.

❖ Built Infrastructure & Campus Mobility

Universities must ensure universal accessibility across all indoor and outdoor physical environments.

- **Ramps & Lifts:** Mandatory installation of gentle-slope ramps with handrails alongside all primary staircases.
- **Tactile Paving:** Ground surface indicators to assist visually impaired individuals in campus navigation.
- **Reserved Parking:** Dedicated parking spaces of at least 3000 mm × 2400 mm for adapted two-wheelers, and 5000 mm × 3600 mm for cars with wide transfer zones.
- **Accessible Restrooms:** Unisex toilets equipped with grab bars, wide doorways, lower washbasins, and emergency buttons.
- **Signage:** High-contrast, Braille-enabled visual layouts for directions, room numbers, and emergency exits.

❖ **Digital & ICT Accessibility**

Information and Communication Technology (ICT) hardware and software procurement must follow strict digital inclusion laws.

- **Web Standards:** Websites and learner management portals must comply with [WCAG 2.2](#) (Level AA) standards to ensure content is perceivable, operable, understandable, and robust.
- **Screen Readers:** Digital documents must be formatted dynamically to support screen readers like NVDA or JAWS.
- **Procurement Compliance:** Hardware and library terminals should meet regional digital accessibility criteria, such as **IS 17802** in India.

❖ **Curriculum & Examination Systems**

Universities must move away from rigid instructional architectures and adopt the **Universal Design for Learning (UDL)** framework.

- **Flexible Teaching:** Delivery of multi-format study content including e-text, audiobooks, sign-language videos, and captioned videos.
- **Library Resources:** Allocation of assistive devices like braille embossers, speech-to-text software, and text magnifiers in reading rooms.
- **Exam Accommodations:** Systemic integration of extra writing time, customized question formats, and scribe facilities during evaluations.

❖ **Governance & Monitoring Mechanisms**

A systematic institutional layout ensures continuous execution and policy oversight.

- **Equal Opportunity Cell:** Formation of a specialized internal committee to process student needs and execute reasonable accommodations.
- **Accessibility Audits:** Scheduled periodic audits of campus premises and digital infrastructure to proactively identify and rectify compliance gaps.
- **Sensitisation Programs:** Regular capacity-building workshops for educators, administrative personnel, and students to foster a collaborative culture.

5. Guidelines for Establishment of Research and Development Cell in HEIs

The UGC guidelines mandate that Higher Education Institutions (HEIs) establish Research & Development Cells (RDCs) to build a robust research ecosystem aligned with the **National Education Policy (NEP) 2020**. The cell promotes quality research, faculty capacity building, industry-academia collaboration, and adherence to high ethical and integrity standards.

1. Governance & Administrative Structure

To ensure functional autonomy, the RDC must be governed by a structured framework:

- **Research Advisory Council (RAC):** The apex body chaired by the Vice-Chancellor, Principal, or their nominee.
- **Director of RDC:** Nominated from among the HEI's most distinguished researchers.
- **Functional Committees:** Dedicated committees to oversee **Finance & Infrastructure, Research Program & Policy, Collaboration & Community, and IPR/Innovation/Incubation.**

2. Key Objectives & Functions

The RDC's core mandate covers several core pillars:

- **Human Elements:** Fostering engagement among faculty, research staff, scholars, and students.
- **Resource Management:** Managing the flow of **grants and funds**, and optimizing logistics (building, labs, equipment).
- **Research Information Management System (RIMS):** Utilizing standard RIMS software to track databases, publications, fellowships, patents, and collaborations.

3. Collaboration & Mentorship

- **Industry & National Ties:** Aligning research with national missions (*Atma-Nirbhar Bharat*), Start-up India, and Sustainable Development Goals.
- **Mentorship:** New or less-established HEIs are instructed to connect with and be mentored by established HEIs.

4. Integrity, Ethics, & Publication

- **Plagiarism Checks:** HEIs must provide standard plagiarism-checking software accessible to all researchers.
- **Predatory Journals:** RDCs are expected to raise awareness and discourage dubious publishing practices.
- **Quality Benchmarks:** RDCs conduct internal evaluations and recommend publishing only in **Scopus-indexed, Web of Science, or UGC-CARE** recognized journals.
 - **Research Committee:**
 - ✓ Dr. Dillip Kumar Swain, Odia
 - ✓ Dr. Bhabani Shankar Sahoo, com
 - ✓ Dr. Sachidananda Sahoo, Mathematics
 - ✓ Dr. Pallabi Mishra, Zoology
 - ✓ Dr. Pratap Behera, Physics
 - ✓ Dr. Gayatree Barik, Chem

UGC Fee Refund Policy:

The UGC fee refund policy outlines exact timeframes for claiming tuition reimbursements. For the 2025-26 academic years, students withdrawing admission by September 30 are entitled to a full refund. Those withdrawing between October 1 and October 31 receive a refund with a maximum deduction of ₹1,000.

Institutions must follow these tiered percentage deductions for notices of withdrawal:

Withdrawal Timeline	Refund Percentage
On or before September 30	100% (Max ₹1,000 processing fee)
October 1 to October 31	100% (Max ₹1,000 processing fee)
15 days or more before last admission date	100%
Less than 15 days before last admission date	90%
Up to 15 days after last admission date	80%
15 to 30 days after last admission date	50%
More than 30 days after last admission date	0%

Critical Guidelines for 2025-26:

- **Processing Time:** All refunds must be processed and returned to the student within **15 days** of the formally submitted withdrawal request.
- **Original Certificates:** Higher Education Institutions (HEIs) are strictly prohibited from holding onto original academic or personal certificates. Only attested photocopies may be retained for administrative files.

- **Penalties:** If a college or university violates these guidelines, they are liable for punitive action, which can include the loss of grants or university recognition. If an institution delays or denies a valid refund, you can file a complaint using the [UGC Redressal of Grievances of Students Regulations](#).

The UGC Curbing the Menace of Ragging in Higher Educational Institutions (Second Amendment) Regulations, 2013, notified on December 25, 2013, simplifies anti-ragging compliance across Indian universities. It eliminates the need for physical notary verification, replacing it with a mandatory annual online undertaking by students and their parents.

Key Provisions & Changes Introduced

- **Removal of Notary Affidavits:** The amendment deleted the requirement for students and parents to have their anti-ragging affidavits solemnized, signed, and affirmed in the presence of an Oath Commissioner.
- **Mandatory Digital Undertaking:** It streamlined the system into a digitized process. Every student and their parent/guardian must submit an online undertaking every academic year.
- **Criminal Liability Reaffirmed:** The regulations maintain that ragging is a strict criminal offense, and offenders are subject to severe punitive actions, such as suspension, expulsion from the institution, and heavy fines.

How to Comply

Students and parents can submit their mandatory online anti-ragging undertakings through the official [National Anti-Ragging Portal](#) or [Aman Movement Portal](#).

Educational institutions are required to collect confirmation of this submission and prominently display contact details for their Anti-Ragging Committees and Anti-Ragging Squads on campus notice boards and during admissions.

Guidelines to provide equitable opportunities for Socio-Economically Disadvantaged Groups (SEDGs) in Higher Educational Institutions (HEIs) focus on inclusive access, tailored academic support, campus safety, and grievance redressal. These frameworks, mandated by bodies like the UGC, aim to empower students from marginalized communities, rural backgrounds, and lower-income families.

Institutions must implement targeted policies across the following key areas:

1. Inclusive Access & Academic Support

- **Bridge Courses:** Offer remedial and bridge courses to help students from diverse educational backgrounds catch up and excel in rigorous academic environments.
- **Earn-While-Learn Programs:** Create part-time, campus-based employment opportunities (e.g., library or administrative assistants) to provide financial assistance and professional experience without disrupting studies.
- **Outreach Programs:** Establish special education zones and outreach initiatives to boost application rates from remote and socioeconomically disadvantaged areas.

2. Basic Facilities & Student Welfare

- **Financial Aid:** Actively publicize and facilitate access to scholarships, fellowships, and tuition waivers.
- **Dedicated Budgeting:** Allocate institutional funds or seek CSR partnerships specifically to support the welfare and basic needs of SEDG students.
- **Supportive Environment:** Extend basic amenities and resources that ensure a healthy, inclusive, and physically accessible environment for all.

3. Institutional Governance & Support

- **Establish a SEDG Cell:** Set up a dedicated Socio-Economically Disadvantaged Group (SEDG) Cell or **Equal Opportunity Cell (EOC)** to act as the central monitoring and implementation body.
- **Counseling & Mentoring:** Appoint social workers, counselors, and faculty mentors to provide academic, social, and emotional support to help students adjust to campus life.
- **Grievance Redressal:** Implement a transparent, time-bound mechanism (e.g., resolving complaints within 15 days) to address grievances without compromising the student's safety, privacy, or dignity.
 - **Anti Ragging and Minority Protection Cell**
 - ✓ **Dr. Rupesh Kumar Moharana, Eco**
 - ✓ **Dr. Suprava Sahoo, Odia**
 - ✓ **Dr. Bidyut Prava Nayak, TE**
 - ✓ **Dr. Bijay Kumar Sahoo, Sociology**
 - ✓ **Dr. Pratap Kumar Behera, Physics**
 - ✓ **Shri Pragyans Ranjan Sahoo, Eng**
 - ✓ **Superintendents of all Hostels**

Equal Opportunity Cell

Chairperson: Principal (Ex-officio)

Coordinator: Dr. Saswati Subhadarshini, Eng

Members (Teaching) 1. Dr. Suprava Sahoo, Odia

1. Miss. Mamuni Marandi, Odia
2. Shri. Manmohan Polei, Zoo
3. Shri. Goutam Sethy, Psychology

Members (Civil Society) 1. Mrs. Girija Manjari Panda, Secy, Aswasti Foundation

2. Dhruva Sahoo, PG 2nd Yr Roll-POL124-001

3. Pooja Priyadarshini, UG 3rd Yr Roll-BA23-452

S. M. Shra
01.07.2026
Coordinator, UGC
S.C.S (A) College, Puri

[Signature]
Principal, 11/21/26
S.C.S (A) College, Puri
Odisha
PRINCIPAL
S.C.S AUTONOMOUS COLLEGE
PURI, ODISHA

