

## **ACADEMIC SECTION**

### **FUNCTIONS:**

It is another section of the college. It deals with all Academic matters. It issues CLC, Migration Certificate, Registration Receipts, and Continue Certificate to students. Students apply for Migration Certificate and Original Degree Certificate through Academic Section. The Section sends Return of Intermediate and Return of Graduate to university. The Section deposits Registration Fee, Migration Fee, CDC Fee, Sports Council Fee, and Subject Fee at the University. The Section keeps Long Rolls and Common Application Forms of students after the admission is over. The section issues Identity Cards to students after admission. The Section also deals with the matter related to affiliation, opening of the new subjects and increase of seats in subjects. The section also works for the formation of Academic Council and Board of Studies. It conducts Academic Council Meeting and Academic Review Meetings. The section issues Time Table, Attendance Register and Progress Register.

### **STAFF:**

**DR. PRADIP KUMAR BEHERA: ACADEMIC BURSAR**

**SMT. ARATI SAHOO: CLERK**