

Information **Brochure**



DDCE
Education for All

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
UTKAL UNIVERSITY, VANI VIHAR
BHUBANESWAR, ODISHA
Website : www.ddceutkal.ac.in

INFORMATION BOOKLET

JUNE 2014



DDCE
Education for all

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION

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“That alone will be a true and living education which helps to bring out to full advantage, makes ready for the full purpose and scope of human life and all that is in the individual man, and which at the same time helps him to enter into his right relation with the life, mind and soul of the people to which he belongs and with that great total life, mind and soul of humanity of which he himself is a unit and his people and nation a living, a separate and yet inseparable member.”

-Sri Aurobindo





DDCE

Education for all

FOREWORD

The Directorate of Distance & Continuing Education, originally established as the University Evening College way back in 1962 has travelled a long way in the last 52 years. Nearly ninety thousand students have passed through the portals of this great temple of learning. We may not have numerous great tales of outstanding academic achievements but we have great tales of success in life, of recovering lost opportunities, tremendous satisfaction in life, turning points in career and those who feel that without us they would not be where they are today. There are also flashes when our students figure in best ten in their honours subjects. In 2014 we have as many as fifteen students within top ten of honours merit list of Education, Sanskrit, English and Public Administration, Accounting and Management Honours. Team DDCE feels proud and vindicated with the success stories of its students. Our perspective students must be free from despair and negative attitude. They must be enthusiastic, full of energy and confident of their future.

We are miles away from our vision and mission. Education for all and Any time - Anywhere - Any one Education are not mere slogans for us yet we alone cannot achieve a fragment of our goal without the support of all our stake holders- the civil society, government, our own University- teachers, administration and other facilitators and above all our students. We rededicate ourselves to our vision and mission.

The year 2013-14 have been a great year. His Excellency Shri S.C. Jamir, Hon'ble Governor of Odisha and our Chancellor visited DDCE for the first time. His Excellency Shri Pranab Mukherjee, our President had visited Utkal University in April 2013. DDCE has strengthened its infrastructure with addition of 4 class rooms, 4 Halls and a new Library. We have introduced Choice Based Credit Semester System for our P.G. Courses from 2013-14. Publication of result has been streamlined and timely publication of results has been ensured. Our IT application has advanced with online Admit Card for all examinations and online Mark Sheet for most examinations.

We welcome the 2014-15 Batch to our family. We urge upon our students to make commitments to utilize their time, body and mind for pursuit of knowledge. They must go beyond the print course material and Personal Contact Programme. They must increasingly use online open sources of knowledge, teach each other and interact more with faculty member including outsiders. They must overcome difficulties and limitation and shine. Let them remember- Satyam Param Dhimahee, 'meditate on the highest truth' the aphorism Utkal University has adopted in its logo and practice the same. Let our students shine as lamps and light thousand others lamps.

Team DDCE



"There is something radically wrong in the system of education that fails to arm boys and girls against social and other evils. That education alone is of value which draws out the faculties of a student so as to enable him or her to solve correctly the problems of life in every department."

- Gandhi





DDCE
Education for all

The logo of the University has a book and a lamp at the centre signifying pursuit of knowledge and kindling the light of knowledge. Be a lamp to yourself and others, a single lamp can lit thousand other lamps, are part of our traditional wisdom. The stalk of grain signifies Agriculture- the first sign of culture. Agriculture marks the evolution from food gathering to food production and birth of civilization. The mountain symbolizes the forest, natural flora and fauna, minerals and industry of Odisha. The ramparts of the fort signify Odisha's past military achievements. The ship signifies Odisha's rich maritime heritage. ***Satyam Param Dheemahi***, the aphorism, adopted by our University means '**Meditate on the Highest Truth**'. DDCE, Utkal University uses the University logo and has adopted "**Education for all**" as its motto.



"Blessed are the men and women whose minds are centered on the acquisition of knowledge, who possess sweet and amiable tempers, who cultivate truthfulness and other similar virtues, who are engaged in aesthetic work as prescribed by the Vedas".

- Dayananda Saraswati



OUR MISSION

- To Increase Access
- To Provide Quality Education
- To offer Innovative Need Based Courses
- To Improve Employability & Professional Competence
- To offer Online Interactive Education

OUR VISION

- To provide Higher Education for Anyone, Anytime and Anywhere
- To grow as a quality educational institution Meeting National and International goals of Higher Education

THE LEGEND (1962-2014)
DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION,
UTKAL UNIVERSITY

Utkal University

The Utkal University founded on 27.11.1943 is the mother University of Odisha. Pandit Nilakantha Dash, Maharaja Krushna Chandra Gajapati and Pandit Godavarish Mishra, amongst other doyens of modern Orissa, played a leading role in the establishment of the University. On 27th of Nov 1943, the Utkal University started functioning at Ravenshaw College (now University), Cuttack. Dr. Rajendra Prasad, the first President of India, laid down the foundation of the present 400 acre sprawling campus on 1st January 1958. The University thereafter was singularly honoured when a great educationist Dr. Sarvapalli Radhakrishnan, the second President of India inaugurated the present campus at Vani Vihar on 2nd January 1963. It was originally an affiliating and examining body only.

A number of Post-Graduate Departments and other centers were established in the University Campus. There are more than three hundred general affiliated colleges under the University. The University has thirteen Autonomous Colleges under its jurisdiction. It has 27 constituent Post-Graduate Departments, 2 Constituent Law Colleges, a Directorate of Distance & Continuing Education and a number of centers like Population Studies, School of Women's Studies, Ambedkar Study and Social Exclusion and Inclusive Policy Study , an Academic Staff College, a Pre-School and a High School etc. The University offers number of Self Financing Courses. The University also offers innovative teaching Programs in Yoga, Tourism and Journalism under UGC assistance.

Utkal University is recognized by the UGC. It is a member of the Indian Association of Universities and Commonwealth Association of Universities.

University Evening College

The Directorate of Distance and Continuing Education (DDCE) a constituent directorate of the Utkal University had a modest beginning as the University Evening College in October, 1962 with an objective to provide continuing education. The College offered I.A. and B.A. programme. It operated in the premises of BJB College, an affiliated college, under Utkal University. Shri Ram Chandra Rajguru, Shri Damodar Mishra , Shri Baidyanath Mishra and Shri Shiv Charan Panda were the Principals. Shri Purna Chandra Pattanaik, Shri Ashutosh Pattanaik, Sri Khitish Chandra Dey and Shri K.P.A. Pillai served as Vice Principals.

Directorate of Correspondence Courses

On 27th November, 1974, The University Evening College was converted into Directorate of Correspondence Courses under the auspices of Shri Gyan Chand, IAS, the Administrator. Dr. Ram Shankar Rath, took over as the OSD of DCC and served as its first Director from 29.10.1975 to 31.05.1993. The DCC offered I.A and B.A. Programmes from July 1975. B.Com was subsequently added and B. Ed was offered for a short duration. The DCC operated from the Administrative Block of the Utkal University. It was shifted to its present campus in 1987. The first floor of the DCC building was inaugurated on 1 January, 1995 by Prof. S.N. Acharya, Vice Chancellor. Shri A.N. Mishra served as the Director in-charge from 10.06.1993 to 24.11.1995. Prof. S.P. Pani took over as the Director from 25.11.1995.

Directorate of Distance and Continuing Education

As per the revised UGC guidelines for Open and Distance Learning, the DCC was converted to Directorate of Distance and Continuing Education w.e.f. 15.10.1996. Prof. G.K. Das, Vice Chancellor, Prof. Ajit K. Mohanty, Prof. K.B. Pattanaik, Prof. S.P. Pani and Shri Alekh Chandra Mishra, A.O., DDCE played an active role in giving new directions to the rechristened institution.

DDCE introduced several new programmes in succession besides BA, and B.Com (Pass and Hons.). M.A. in Odia and History in 1996, Political Science and Sanskrit in 1997, Public Administration, English and Education in 2000, Economics, M.Com and MSW in 2011 were introduced. M.A. Sociology was offered from 2000 to 2005 and has been revived since 2013. DDCE introduced courses in Computer Science in 1998 under the leadership of Shri A.K. Tripathy, IAS, and the Vice Chancellor. Subsequently, MCA in regular mode as an evening course was introduced in 1999 under the tutelage of Prof. G.N. Das, Vice Chancellor. DDCE offered B. Sc (ITM), BITM, and Diploma in Digital Art, BCA, DCA and PGDCA etc. for a short duration. DDCE introduced a Management Programme in 2000. At present, IMBA, MBA and PG Diplomas in Management (HR, MM, FM, POM, and TTM and DNM) are being offered under distance mode. From 2014-15 session DDCE is offering MBA Evening Program for working executives in face to face Regular Mode. Prof. R.K. Jena, the first Coordinator, Prof. S.K. Das, Prof. B.R. Mohanty, Prof. S. Sahoo, Prof. P.K. Sahoo, Prof. R.C. Mohapatra and others assisted DDCE. Post Graduate Diploma in Banking and Insurance Management (In Regular Face to Face Mode) in collaboration with ICICI Bank was introduced in 2007 at the initiative of Prof. L.N. Mishra, Vice Chancellor, Shri A.K. Tripathy IAS, Commissioner–cum–Secretary, Govt. of Odisha, Dept. of Higher Education, Shri K.V. Kamath, Chairman and Shri Paul Delima, DGM, ICICI Bank and Prof. S.P. Pani. Certificate and Diploma Courses in NGO Management in Odia medium were introduced 2010 in collaboration with UNAIDS, New Delhi. Prof. B.K. Rath, Vice

Chancellor, Ms. Sarita Yadav, UNAIDS and Prof. S.P. Pani provided the necessary leadership. This course stands suspended from 2014. The Soft Skill Development Cell was established in 2007. MSW, MCOM and M.A. Economics were introduced in 2011. M.A. in Hindi was introduced in 2013. The Internal Quality Assurance Cell, Utkal University has been functioning in DDCE since 2011. DDCE had also set up the Centre for Women's Studies in 1997. Prof. Sukhadeo Throat, Chairman, UGC inaugurated the Centre for Social Exclusion and Inclusive Policy Study established by DDCE on 23.02.2008. Both are now independent centers and stands shifted out of DDCE.

The PCP Block was added in 1997. An Extension Counter of the Syndicate Bank was opened on 16.09.1997 and was upgraded to a Branch on 10.11.2005. The foundation stone for the Silver Jubilee Building was laid by Prof. S.P. Pani on 14 July 1999. The Silver Jubilee Building stands on the place where Shri Rajendra Prasad, the first President of India, had laid the foundation stone of Utkal University on 1 January 1958. The office establishment and the library have been functioning in this building since January, 2005. Prof. P.K. Sahoo, Vice Chancellor, along with Prof. S.P. Pani, Director and Team DDCE laid the cornerstone of the 2nd Floor of the Silver Jubilee Building and Old Administrative Block on 30.06.2012. The second floor of the Silver Jubilee Building was inaugurated by Prof. P.K. Sahoo, Vice Chancellor, Prof. S.P. Pani, Director and Team DDCE on 13.05.2013. This floor has been now named as "TATHAGATA BHABAN". An image of Lord Buddha in Dharma Chakra Prabartan Mudra has been placed in the corridor. The library hall named after Bharata Ratna Ambedkar is located in the Tathagata Bhavan. A new complex of halls named after Indian noble laureates Mother Terrasa, Amartya Sen, C.V. Raman and R.N. Tagore now stands at the second floor of the old building. Those halls along with Ambedkar Hall were inaugurated on 27th November 2013 by His Excellency S.C. Jamir Hon'ble Governor of Odisha and our Chancellor.

Computerization was initiated in 1994. The first computer was procured in 1996. Today we have 3 computer labs, 100+ Computers, 5+ Servers, +5 Printers, Lease Internet Connectivity, and Structured LAN and have computerized admission, accounts and examination processes, initiated modest Online Learning for PGDBIM and operate the Utkal University Examination Management System.

Prof. A. Mishra, Prof. P.C. Tripathy, Prof. R.C. Mohapatra, Prof. B.C. Guru, Prof. H.K. Swain and Prof. R.K. Bal served as In-charge Directors. Presently the Utkal University is headed by His Excellency Shri S.C. Jamir, Hon'ble Governor of Odisha as the Chancellor. Prof. Ashok Kumar Das, is our Vice Chancellor.

Important Activities conducted at DDCE (2008-2014)

Year	Date	Event	Participants	Activity Conducted
2014	14 th March 2014	IT Training for Central Valuation Zone Officials	Representatives of central valuation Zones	IT Training
	28 th Feb to 27 th March 2014	Orientation course	College and University Teachers	Orientation course on teaching learning process
2013	27 Nov 2013	Chancellor's Visit	Vice Chancellor & Registrar and DDCE Students and staff	Inauguration of Nobel Laureate Halls and Library Hall
	6 th Oct to 9 th Oct 2013	Training program for UUEMS	All principals from affiliated colleges	Training Program on Exam Management
	28 th Oct 2013	Workshop on Question Preparation	Subject experts	Preparation of question for all P.G. courses
	5 th Aug to 31 st Aug 2013	Orientation course	University and college teachers	UGC sponsored orientation course
	31 st July to 21 st Aug 2013	Refresher course	College and University teachers	UGC sponsored refresher course on social science
	12 th July to 18 th July 2013	Workshop	Research scholars from English and Odia Depts	Traning on Translation studies
	7 th July 2013	Invited Lecture by Prof. P. K. Das., EFLU, Hyderabad	Research personnel	Talk on M. Foucault
	6 th July -2013	Short term course For scholars	Research personnel	UGC sponsored short term course on meta analysis by Prof. Damodar Suar from IIT KGP.
	20 th June to 10 th July 2013	Summer refresher/orientation program	Teachers from Government Colleges and Universities	UGC sponsored teachers training programe
	9 th May, 2013	Training Programme	Principals and Data Entry Operators	Training Programme for Principals and Data Entry Operators of colleges on Utkal University Examination Management System
	16 th April, 2013	Workshop	Subject Experts	Workshop on restructuring syllabus of Environmental Science and Science in Everyday Life for UG Courses
	4-31 March, 2013	Orientation Programme	College Teachers	Conducted in collaboration with UGC Academic Staff College, Utkal University. Young College and University teachers were trained. Participants drawn from Govt. Colleges, Rashtriya Sanskrit Santhan, OUAT and other Institutes both from inside and outside the state.
	13-14 March, 2013	Workshop	Authors	Authors were trained on preparation of courseware in Self Learning Pattern

	February,2013	Induction Training Programme	Academic Consultants of DDCE	The Academic Consultants were trained on various aspects of Distance Education
	29 th January to 18 th February,2013	Refresher Course in Education	College Teachers of Education	Conducted in collaboration with UGC Academic Staff College, Utkal University. Teachers of Education drawn from general colleges ,Teacher Education Colleges and Universities were trained.
2012	16 th Dec. 2012	Workshop	Subject Experts of Hindi, Computer Sc. And Commerce.	Development of Syllabus of M.A in Hindi, P.G.DCA, B.Com under Choice based Credit System.
2012	16 th Dec. 2012	Workshop	Subject Experts of Hindi, Computer Sc. And Commerce.	Development of Syllabus of M.A in Hindi, P.G.DCA, B.Com under Choice based Credit System.
	17 th Nov. 2012	Workshop	Subject Experts of Home Sc.	Development of Syllabus of Home Sc. Hons. & P.G under Choice based Credit System.
	3 rd Nov. 2012	Workshop	Subject Experts of Education	Development of Syllabus of Education Hons. & P.G under Choice based Credit System.
	21 st Sept. 2012	Workshop	Subject Experts of Hindi.	Development of Syllabus of Hindi under Choice based Credit System.
	15 th & 16 th Sept. 2012	Workshop	University Teachers.	Choice based Credit System.
	4 th Aug. 2012	UGC Regional Seminar	Registrars of Universities of Eastern India.	UGC Regional Seminar on Action Plan on Reforms of Affiliating System.
	25 th June-14 th July 2012	SUMMER COURSE	College & Universities Teachers.	UGC sponsored Summer course on Social Sciences: Issues & Challenges for 21 st Century.
	23 rd April.-30 th April 2012	Workshop	Subject Experts	Restructuring Curriculum for Courses Offered By DDCE.
	17 th -20 th of March 2012	Workshop	Research Scholars and College Teachers	Theories of Literature (English).
			Research Scholars and College Teachers	Translation Studies (Odia to English)
			Research Scholars and College Teachers	Research Methodology for Commerce & Management.
	4 th Jan -9 th of Feb.2012	Induction Training Program	Postal Assistants	Induction Training Program for newly recruited Postal Assistants conducted by P&T Dept., Govt. of India..
2011	19 th Dec. -22 nd Dec. 2011	Training Program	Data Entry Operators of Affiliated Colleges.	Training Program of DEO of Colleges under Utkal University Examination Management System.
	3 rd Dec. 2011	Workshop	Subject Experts	Restructuring Academic Programs of DDCE
	26 th & 27 th March 2011.	National Seminar	University Teachers & Research Scholars.	Social Exclusion and Social Justice in India

	12th Feb. & 13th Feb. 2011	National Conference	University Teachers & Research Scholars.	National Conference on ODL: Issues of Learning, Governance and Quality Assurance.
2010	15 th Feb.- 21 st Feb. 2010	National Level Integration Camp	NSS Student Volunteers & Teacher Co-ordinators.	National Level Integration Camp organised by NSS Bureau, Utkal University.
	4 th Jan.-06 th Jan 2010	ICLAS National Conference	Teachers & research Scholars.	The Indian Association For Commonwealth Literature and Language Studies.
2009	6th Dec. 2009	Regional Session of Orissa History Congress	University College Teachers & Research Scholars.	Orissa History Congress
	14 th & 15 th Sept. 2009	Workshop	Language Experts & Teachers.	Author's & Language editor's workshop for preparing Course ware of NGO Management Program.
	3rd March- 7th March. 2009	Workshop	University & College Teachers.	Preparation of "Question Bank" for Management and Commerce Stream
	18th & 19th Feb. 2009	Workshop	Subject Experts.	Preparation of Distance Education Study Materials for Arts & Commerce Jointly Held by Council of Higher Education Odisha & DDCE.
2008	12th May-27th May 2008	Training Program	Teachers.	Project Genesis 2nd phase training Program at Infosys.
	27th March-29th March 2008	Workshop	Doctoral & M.phil Scholars	Research Methodology for Humanities.
	10th March - 11th March 2008	Faculty Development Programme	Subject Experts	"The ICICI e-Learning Banking Simulation Modules"
	10th March - 16th March 2008	Executive Training Program	Executives from Postal Department.	Training Program in Marketing & Network Software for Executives of India Post
	30th & 31st Jan.2008	Campus Recruitment Drive	Students	Campus Recruitment Drive For Infosys.
	20th Jan.2008	State level Seminar	Public/ Teachers/Students.	On Gandhian Philosophy organised by DDCE on behalf of Govt. of Odisha



"Human education means the training that one gets from nature"

-Panini



FEED BACK

**Student feedback is obtained after each Personal Contact Programme.
Following table reflects the result**

SL_NO.	Year	Subject	Punctuality (Avg. in %)	Content Knowledge (Avg. in %)	Course Coverage (Avg. in %)	Clarity of Expression & Language (Avg. in %)	Teaching Method (Avg. in %)	interaction (Avg. in %)	Use of teaching aids (Avg. in %)
1	2011-12	MBA	90.59	90.12	85.52	86.53	85.47	87.96	84.88
2		IMBA	84.42	84.68	82.14	90.90	82.58	78.03	80.03
3		All P.G. Diploma	90.72	93.61	87.67	87.24	83.60	87.17	82.82
4		M.A	96.47	95.07	89.52	93.83	93.18	91.95	89.79
1	2012-13	MBA	94.17	93.78	89.36	92.02	91.40	89.88	88.41
2		IMBA	90.06	89.29	82.53	90.32	87.11	88.90	89.14
3		All P.G. Diploma	87.82	93.98	85.73	88.62	85.10	89.67	84.89
4		N.G.O Management	96.73	100.00	96.56	100.00	100.00	100.00	100.00
5		M.A	94.06	93.30	89.92	91.49	92.06	91.53	88.42
6		B.A/B.Com	94.47	93.20	95.38	94.57	94.23	94.09	94.67
1	2013-14	MBA	95.00	97.23	93.00	90.00	91.40	89.88	88.41
2		IMBA	91.55	93.23	88.55	90.32	87.11	89.33	89.14
3		All P.G. Diploma	91.27	95.23	85.73	89.12	88.12	89.67	85.00
4		N.G.O Management	100.00	100.00	96.56	100.00	100.00	100.00	100.00
5		M.A	94.39	91.20	91.37	91.99	91.14	91.52	91.45
6		B.A/B.Com	93.45	92.11	94.23	94.57	94.23	98.05	92.36



"Education is something which makes man self-reliant and self-less". -Vedas



STUDENT INTAKE

SL.NO.	YEAR	INTAKE	TOTAL STUDENT STRENGTH
1	1975-1976	600	600
2	1976-1977	2489	3089
3	1977-1978	606	2420
4	1978-1979	3262	3868
5	1979-1980	520	3782
6	1981-1982	369	369
7	1982-1983	203	203
8	1983-1984	1376	1376
9	1986-1987	1376	1376
10	1987-1988	2131	3507
11	1988-1989	2674	5180
12	1989-1990	3086	5885
13	1990-1991	3086	6877
14	1991-1992	3455	8172
15	1992-1993	3054	8759
16	1993-1994	2696	8860
17	1994-1995	2365	8114
18	1995-1996	1475	6536
19	1996-1997	2297	6137
20	1997-1998	2556	6328
21	1998-1999	2111	6440
22	1999-2000	2261	6375
23	2000-2001	3551	9556
24	2001-2002	2812	10115
25	2002-2003	2390	9683
26	2003-2004	2023	5614
27	2004-2005	2455	5988
28	2005-2006	2386	6113
29	2006-2007	2487	5895
30	2007-2008	2752	5890
31	2008-2009	2854	6175
32	2009-2010	3427	6941
33	2010-2011	4111	7797
34	2011-2012	4446	8364
35	2012-2013	3762	8071
36	2013-2014	3806	9334

TEAM DDCE

Prof.-Cum-Director

Prof. S.P. Pani

Lecturers :

Dr. M.R. Behera (Odia)

Dr. P.P. Panigrahi (English)

Dr. S.K. Acharya (Business Administration),

Academic Consultants:

Mr. S.C. Mishra (Computer Science)

Ms. R.R. Das (Business Administration)

Mr. Nikunja Ranjan Dash (Education)

Mr. Giridhari Sahoo (Commerce)

Mr. Jayanta Kumar Dash (Pol. Science)

Ms. Renuka Kumar (Social work)

Ms. Pragyan Paramita (Hindi)

Library

Ms. Mitali Sahoo. Librarian

Software Team

Mr. Surya Narayan Rath(Consultant)

Mr. Aswini Kumar Gauda (Programmer)

Ms. Debasmita Sahoo (Programmer)

The Office

Sri Ganeswar Naik, S.O. Accounts

Sri Jogendranath Das S.O.Examination

Sri Raghunath Jena, Sr. Steno, Director's Estt.

Sri Asisa Kumar Mishra Jr. Executive-Examination

Ms. Litun Pradhan, Jr. Executive – Admin.

Smt. Meerashree Das, Sr. Asst., Accounts

Sri Aroop Pattnaik Jr. Asst. Accounts.

Sri Biswamohan K. C. Nayak Jr. Asst., Examination

Sri Bhagyadhar Prusty .Jr. Asst., Examination

Mrs. Suprita Mahana ,Jr. Asst., Dispatch
Mrs Tunibala Pati, Jr. Typist, Accounts
Ms. Sabita Mallik , Jr.Asst. Cum Data Entry Operator, Examinations
Mrs. Diptimayee Dalai, Jr.Asst. Cum Data Entry Operator, Accounts
Mrs. Laxmipriya Pani, Jr.Asst. Cum Data Entry Operator, Director's Establishment
Mrs. Manjulata Rout, Jr.Asst. Cum Data Entry Operator, Examinations
Ms. Banaja Paikaray, Data Entry Operator, Examinations
Ms. Anjali Acharaya, Data Entry Operator, Director's Establishment
Mr. Deepak Kumar Mohapatra, Data Entry Operator, Examinations
Ms. Soumaya Satyapriya Debata, Data Entry Operator, Examinations
Ms. Swapna Manjari Dash, Data Entry Operator, E-Receipt
Sri Sitaram Deheri, Jr.Asst.- Lesson Store
Sri Pradipta Kumar Swain, Jr.Asst- Dispatch
Sri Purnananda Pradhan, Jr. Asst- Student Help Desk

The Supportive Staff

Sri Chitta Ranjan Naik ,Academic & Examinations
Sri Bhaskar Chandra Chand, Academics
Smt. Kanti Paikaray ,Management Program
Sri Damodar Barik , Driver
Sri Bairagi Charan Singh, Driver
Sri Banambar Behera ,Accounts
Sri Braja Mohan Gochhayat, Lesson Dispatch, General course.
Sri Sridhar Naik, Library
Sri Landa Naik, Dispatch
Sri Chitta Ranjan Nayak ,Lesson Dispatch Management Course
Sri Tapan Kumar Ray, Student Help Desk
Sri Sankar Pradhan ,Gardener
Smt. Savitri Pradhan, Gardener
Sri Rabindra Jena, Gardener



DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
UTKAL UNIVERSITY : VANIVIHAR : BHUBANESWAR-751007

ACADEMIC CALENDAR FOR 2014-2015 (Subject to change)

PERSONAL CONTACT PROGRAM (CLASSES) SCHEDULE		
COURSE	SEMESTER /YEAR	FROM-TO
BA/BCOM	3RD YEAR	19.07.2014-28.07.2014
BBA/IMBA	3RD/5TH	
BA/BCOM	2ND YEAR	30.07.2014 – 08.08.2014
BBA/IMBA	7TH & 9TH SEM	
MA (Eng/Odia/Sans/Hin/Hist/Pol. Sc./Public Admn/Eco/Edn/Soc)/ MSW/MCOM	3RD SEM	11.08.2014-20.08.2014
MBA	3RD SEMESTER	21.08.2014-03.09.2014
BA/BCOM	1ST YEAR	04.09.2014-13.09.2014
BBA/IMBA/P.G. Diploma (All)	1 st SEM.	
EDUCATION PRACTICAL (HONS & PASS)	BA 1ST/2ND & 3RD YEAR	15.09.2014-17.09.2014
MBA	1 st SEM	15.09.2014-28.09.2014
MA (Eng/Odia/Sans/Hin/Hist/Pol. Sc./Public Admn/Eco/Edn/Soc)/ MSW/MCOM	1ST SEM	18.09.2014-27.09.2014
SSDC & YOGA	MBA/IMBA/BBA /PGDBIM (2014 admn. batch)	14.10.2014-23.10.2014
BBA/IMBA	2ND/4TH/6TH	08.01.2015-18.01.2015
MA (Eng/Odia/Sans/Hin/Hist/Pol. Sc./Public Admn/Eco/Edn/Soc)/ MSW/MCOM	4TH SEM	19.01.2015-28.01.2015
BBA/IMBA	8TH/10TH SEM	
MA (Eng/Odia/Sans/Hin/Hist/Pol. Sc./Public Admn/Eco/Edn/Soc)/ MSW/MCOM	2ND SEM	29.01.2015-07.02.2015
MBA	4TH SEM	08.02.2015-20.02.2015
PG DIPLOMA IN MANAGEMENT	2ND SEM	
MBA	2ND SEM	21.02.2015-06.03.2015

- Classes of Regular Face to Face Mode Courses would be notified in our Notice Board. MBA Evening classes would be held from Monday to Thursday from 6.00 p.m. to 9. p.m.
- PGDBIM Classes would be held from 8.00 a.m. to 11.00 a.m. and from 12.00 noon to 2.00 p.m. from Monday to Saturday.
- MCA Classes would be held from 7.00 a.m. to 12.30 p.m. from Monday to Saturday.
- Usual Puja Holidays and Summer Vacation shall also be applicable.

EXAMINATION SCHEDULE		
COURSE	SEMESTER/ YEAR	FROM-TO
IMBA/BBA	2ND/4TH/6TH/ 8TH/10TH SEMESTER	02.06.2014-28.06.2014
MBA/PG DIPLOMA	2ND/4TH SEMESTER	20.06.2014-29.06.2014
MA/MSW/MCOM(ANNUAL)	PART-I PART-II	30.06.2014-09.07.2014
MA/MSW/MCOM(SEMESTER)	2ND SEMESTER	14.07.2014-18.07.2014
MBA/PG DIPLOMA	1ST/3RD SEMESTER	17.11.2014-12.12.2014
BBA/IMBA	1ST/3RD/5TH/ 7TH/9TH SEMESTER	
MA/MSW/MCOM	1ST/3RD SEMESTER	02.01.2015-15.01.2015
BA/BCOM	3RD YEAR	3rd Week of Feb. 2015
BA/BCOM	2ND YEAR	2nd Week of March 2015
BA/BCOM	1ST YEAR	1st week of April 2015.
MBA/PG DIPLOMA	2ND/4TH SEMESTER	02.06.2015-29.06.2015
IMBA/BBA	2ND/4TH/6TH/ 8TH/10TH SEMESTER	
MA/MSW/MCOM	2ND/4TH SEMESTER	30.06.2015-18.07.2015
MA/MSW/MCOM	PART-I PART-II	
FOR UPDATES/ REVISIONS / NOTIFICATIONS VISIT www.ddceutkal.ac.in .		

- The MCA Exam Schedule shall be same as that of the P.G. Dept.
- Exam schedule of Management Program (Distance) shall be applicable for PGDBIM and MBA Evening Regular Mode course



"Education stands for humanism, for tolerance, for reason, for the adventures of ideas and for the search of the truth. It stands for the onward march of human race towards even higher objectives".

-Jawaharlal Nehru



The Core Faculty

Prof. S. P. Pani, Director

Email-susmit_1957@yahoo.co.in

Prof. S.P.Pani presently is the Director, Distance & Continuing Education and Director Internal Quality Assurance Cell of Utkal University, Bhubaneswar. He has served as a faculty member of the P.G. Dept. Of History of Utkal University, Sambalpur University, Ravenshaw College(now University) , V. Deb College, Jeypore and Regional Institute of Education (NCERT), Bhubaneswar. He was also the Principal of Aeronautic College, Sunabeda, a multi faculty Undergraduate College under HAL, Koraput Division. He was also the Director, College Development Council, Utkal University and Registrar, Central University of Orissa. He has done pioneering research work in intellectual history of Modern India. He has published more than 25 Research papers and 12 books. His major publications include: *Sri Aurobindo: Life and Thought, Gandhi, Aurobindo and Radhakrishnan on Bhagavadgita*(Co-author) , *Vivekananda, Aurobindo and Gandhi on Education*(Co-author), *Gandhi : The Forgotten Mahatma* (Ed.), *Essay on Contemporary Gender Issues*(Ed.) and *Word Image Music Post Colonial Readings in the Age of New Media*(Ed.). He has successfully guided 12 numbers of Ph.D. and D.Litt. scholars. Prof. Pani has delivered numerous lectures on topics relating to Modern Indian Thinkers, Quality of Higher Education and Educational Philosophy in various Colleges and Universities across India. Prof. Pani has acted as peer team member and co-ordinator for assessment of Colleges, Universities and UGC Academic Staff Colleges under NAAC, Bangalore. During 2011-12, he visited NEHU, Gorakhpur University and Bangalore University besides few colleges in Karnataka and Maharashtra as an expert of NAAC team. During 2013-14 he visited Mizoram central University. He delivered the Prof. Ram Reddy Memorial Lecture Open Distance learning in the IDEA conference held at Jammu University(2014) .He is presently the General Secretary at Odisha History Congress. He presented a paper titled "*Practical Message of Bhagbat Gita*" in University of Hyderabad (2013). Recently he delivered talk at UGC sponsored Seminar and other Seminars at BJB College, Bhubaneswar, Tulasi Womens College, Kendrapara, Indira Gandhi Women's College, Cuttack, D.K College, Jaleswar P.N. Autonomous College, Khurda, SVM College Jagatsingpur, Laxmipur College Laxmipur, MKCG Autonomous College Paralakhemdi, Aeronautics College, HAL, Sunabeda, and Leadership Development Centre KIIT University.

Dr. Mamata Rani Behera, Asst. Professor, Odia (M.A, M.Phil, Ph.D)

Email-mamatab712@gmail.com

Dr. Mamata Rani Behera is a Faculty in the Department of Odia, DDCE, and Utkal University. She has been educated at Sailabala Womens College and P.G. Department of Odia, Utkal

University. She has qualified UGC NET, JRF in the year 1993. She obtained her M.Phil and Ph.D Degree in the area of Modern Odia Poetry from Utkal University in the year 2000. She has published number of research articles in different Journals. She has also authored four books on Criticism, Poetry and Short Stories.

Dr. Prajna Paramita Panigrahi, Asst. Professor, English (M.A., M.Phil. Ph.D)

Email-prajna.p.panigrahi@gmail.com

Dr. P. P. Panigrahi is a Lecturer in English Department of DDCE, Utkal University. She was educated at Rama Devi Women's Autonomous College and PG Department of English, Utkal University. She obtained her Ph.D Degree from Utkal University in 2004. Apart from teaching English to regular Honours and Post Graduate students, she deals with Communicative English in professional MBA and MCA courses. Further, she conducts training in Spoken English and Personality Development. She has authored several critical papers and one book namely: The Voyage Within: Women in the works of Indian Women Novelists in English. Her other interests include Gender Studies and Literary Criticism.

Dr. Sujit Kumar Acharya, Asst. Professor, Business Admin. (M.B.A., MA PM & IR, M.Com, M.Phil., Ph.D).Email- sujit_acharya@hotmail.com & sujit_acharya@ddceutkal.org

Dr. Sujit K. Acharya is a Lecturer in Department of Business Administration, DDCE, Utkal University. Dr. Acharya holds MBA(HR), M.A. in Personnel Management & Industrial Relation, M.Com.(Finance), M.Phil (Com.), Ph.D. (PM&IR) from Utkal University. His area of specialization is HRM (Performance Appraisal). Dr. Acharya has over 13 years of teaching experience across disciplines like Commerce, Management, PM&IR and Soft Skills. In addition he is also an Expert Corporate and Personality Development Trainer. He has guided numerous Management Projects. Presently five research scholars are continuing their Ph.D under Dr. Acharya. To his credit he has attended numerous Seminars, Workshops and training programs. He has authored 21 number research papers in National level Journal and 02 in International Journal. He contributed numerous chapters to course ware for distance learners. Dr. Acharya is an accomplished Taekwon-Do Player and has represented India at International events. Recently he has published a paper "Representation of HRP in terms of Graphs" in International Journal of Business & Development Research.

Mr. Subas Chandra Mishra, Academic Consultant and Associate Coordinator for Computer Application Courses. Email- subaschm@gmail.com

Mr. Subas Chandra Mishra graduated from Utkal University, obtained MCA and M.Com from Sambalpur University. He is also a Microsoft Certified Engineer and a Cisco Certified Network Associate. He handles the Computer Science courses offered by the Directorate. He is in-charge of entire IT Hardware of DDCE.

Ms. Rashmi Ranjeeta Das: Academic Consultant and Associate Coordinator for Management Courses. Email- rashmi@ddceutkal.org

Ms. Rashmi Ranjeeta graduated from Utkal University. She obtained MBA (Finance & Marketing) and M.Sc (Environmental Science) from Utkal University. She has undergone Training Programs at INFOSYS, ICICI Bank and IIT, Kharagpur. She has attended two International and seven National Seminars and Conferences in India.

**Sri Nikunja Ranjan Dash, Academic Consultant, Education,
Email : nikunjaedn@ddceutkal.org**

Mr. Nikunja Ranjan Dash has published 03 Papers and has presented a paper in a seminar. He has co-ordinated Seminar, Refresher Course & Orientation Course conducted at DDCE, Utkal University. He worked as junior project fellow in R.I.E (NCERT), Bhubaneswar, and Lecturer in Education in Biju Pattanayk College of Science & Education, Bhubaneswar, and Guest Teacher in Ramakrishna Shiksha Kendra, Bhubaneswar. He takes keen interest in music. He had attended a National Workshop on Development of SLM organized at IGNOU, New Delhi in 2013-14.

**Mr. Jayanta Kumar Dash, Academic Consultant, Political Science
Email : jayanta@ddceutkal.org),**

Mr. Jayanta Kumar Dash graduated from Fakir Mohan University, obtained his Post Graduate Degree and M.Phil. Degree from P. G. Department of Political Science, Utkal University. His M.Phil. Dissertation entitled “**G-20: contributions and analysis**”. He has served as guest faculty for two years in J.K.B.K. GOVT. College Cuttack .He has presented paper in various seminars. He had attended a National Workshop on Development of SLM organized at IGNOU, New Delhi in 2013-14.

**Mr. Giridhari Sahoo: Academic Consultant, Commerce.
Email:giridhari@ddceutkal.org**

Mr.Giridhari Sahoo, graduated from Utkal University, obtained his M.Com Degree from P.G Department of Commerce, Utkal University and M.Phill Degree from School of Commerce and Management, Ravenshaw University.He has joined Ph.D programme in the P.G Department of Commerce, Utkal University after qualifying for the same. He is a life member of All India Accounting Association and All Odisha Commerce Association. To his academic credit he has attended numerous national & International seminars. He has Qualified UGC NET in Commerce and Inter CWA from ICAI.He has published two articles in reffered journals. He had attended a National Workshop on Development of SLM organized at IGNOU, New Delhi in 2013-14.

Ms. Renuka Kumar, Academic Consultant, MSW

Email- krenuka008@gmail.com

Ms. Renuka Kumar obtained her Master in Social Work from Pune University. Before joining DDCE Utkal University she had worked as College Teacher for Two years and in various NGO's for seven years in social sector. She has also attended seminars and conferences and presented research papers. She had attended a National Workshop on Development of SLM organized at IGNOU, New Delhi in 2014.

Ms. Pragyan Paramita, Academic Consultant, Hindi

Email: pparamita@ddceutkal.org

Ms. Pragyan Paramita, obtained her Graduation and M.A. in Hindi from Rama Devi Women's Autonomous College, Bhubaneswar. She has completed her M.Phil from Ravenshaw University. She had attended a National Workshop on Development of SLM organized at IGNOU, New Delhi in 2014.



"The destiny of India is now shaped in her class rooms. This, we believe, is no mere rhetoric. In a world based on science and technology, it is education that determines the level of prosperity, welfare and security of the people. On the quality and number of persons coming out of our schools and colleges will depend our success in the great enterprise of national reconstruction; the principal objective of which is to raise the standard of living of our people".

-D.S. Kothari



COURSE OFFERED

Management Programme	CODE
MBA (2 Yr.)Distance)	30302
MBA 2 Year Evening Program (Regular Face to Face Mode)	30303
IMBA / BBA	30702
P.G. Diplomas	
Financial Management	30403
Marketing Management	30405
Human Resource Management	30406
Tour & Travel Management	30407
Dietetics & Nutrition Management	30408
Production & Operation Management	30409
Banking & Insurance Management (Regular)	30404
Computer Science & Application Programme	
MCA (3 Yr.)	20304
MCA (2 Yrs. Lateral)	20704
M.Sc. Computer Science & Application	20312
M.Sc. IT	20313
M.Sc. ITM	20314
UNDER GRADUATE PROGRAM: (GENERAL)	
<i>B.A. Pass/General</i>	10200
<i>B.A. Hons</i>	
Education Hons	10105
History Hons	10109
Odia Hons	10114
Pol. Science Hons	10116
Sanskrit	10119
Sociology Hons	10120
One may opt for other subjects	

B.Com Pass	030200
B.Com. Hons.	
Accounting Hons.	030101
Management Hons.	030102

POST GRADUATION (GENERAL)

M.A. Economics	10304
M.A. Education	10305
M.A. English	10306
M.A. Hindi	10308
M.A. History	10309
M.A. Odia	10314
M.A. Pol. Sc.	10316
M.A. Pub. Admn	10318
M.A. Sanskrit	10319
M.A. Sociology	10320
MSW	10326
M.Com.	30300



In our national perception, education is essential for all. This is fundamental to our all-round development, material and spiritual. Education has an articulating role... contribute to national cohesion, scientific temper and independence of mind and spirit... furthering the goals of socialism, secularizing and democracy. Education develops manpower as the ultimate guarantee of national self reliance. In sum education is unique investment in the present and future.

-National Education Policy, 1986



MANAGEMENT PROGRAM UNDER DISTANCE MODE

DDCE Utkal University forayed in to Management Program way back in 2000. Prof. S.K Das, Prof. B. Mohanty, Prof. R.K. Jena, Prof. S. Sahoo, Prof. P.K Sahoo (Our Present Vice Chancellor) and Prof. R.C Mohapatra, Faculty members drawn from the P G Dept. of Business Administration, Commerce and Personal Management and Industrial Relations, Utkal University were instrumental in giving shape to the Program. Prof. S.P.Pani, Director DDCE, Prof. M. Gangadharan, Andhra University and Prof. V Ramana XIMB, also played a key role.

Objectives:

- To provide domain knowledge in Management to working executives.
- To sharpen the conceptual, analytical, diagnostic ability and to hone the managerial skill of students.
- To impart knowledge and skill in various specialized areas of Management.
- To help individuals to discover their managerial ability and develop managerial skill.

Faculty :

Dr. Sujit Kumar Acharya, *M.Com, MA (PMIR), MBA, M. Phil, Ph.D*, heads the Dept. of Business Administration (sujit_acharya@ddceutkal.org). Ms. Rashmi Ranjita Das, MBA, is the Academic Consultant of Management Program (rashmi@ddceutkal.org). Noted academicians drawn from all over the country have authored the course ware. Faculty members drawn from P.G Dept. of Business Administration, Commerce, PM& IR and Psychology, Utkal University act as the core team for Personal Contact Program. Faculty members of leading Management Colleges also act as Guest Faculty.

Mode: The Course is offered under the Distance Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 10 to 12 days duration shall be held for each semester covering theory, practical and project component as per syllabi. Students can meet teachers for guidance, counseling and doubt clearance.

Courses offered under Management Program

- 2yrs Master of Business Administration. (Course Code- 30302) (Distance)
- 5yr Integrated MBA/ 3yr BBA. (Course Code- 30702) (Distance)
- One year PG Diploma in
 - ◆ FINANCIAL MANAGEMENT (**COURSE CODE- 30403**)
 - ◆ MARKETING MANAGEMENT (**COURSE CODE- 30405**)
 - ◆ HUMAN RESOURCE MANAGEMENT (**COURSE CODE- 30406**)

- ◆ TOUR AND HOSPITALITY MANAGEMENT (**COURSE CODE- 30407**)
- ◆ DIETETICS AND NUTRITION MANAGEMENT (**COURSE CODE- 30408**)
- ◆ PRODUCTION AND OPERATION MANAGEMENT (**COURSE CODE-30409**)
- P G Diploma in Banking & Insurance Management (30404) & and MBA Evening(30303) Programme are offered on Face to Face mode. These have been dealt separately.

Unique feature (Facilities)

- Choice based credit semester system with option to specialize in more than one area. Besides core subject, elective and free elective are offered. Students may even opt for elective courses from MA Economics, Public Administration, Sociology and MSW etc.
- The entire course material is available in Self learning pattern as in IGNOU and other leading universities.
- Soft Skill Development Courses including Yoga Classes are conducted to develop communication skill, emotional and social ability and as a part of man making process.
- DDCE has well stocked library available to students for reading.
- Excellent Learning Ambiance.

In the last 14 years DDCE has successfully trained more than four thousand students. Its alumni are now working in various organization including NALCO, BSNL, VSNL, INFOSYS, WIPRO, TCS, TATA Steel, TISCO, NINL, MCL, PPL, RSP, JINDAL, HINDAL Co., VEDANTA, COCACOLA, PESCI, as managers. A number of our alumni are also working in the academics.

Process of Application, Selection & Admission:

Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10th class onwards. Personally submit it or send by post.

You shall be allotted a slot for appearing the online test at DDCE. Result would be published on the same day. On selection produce all your originals for verification. On verification payment advice shall be generated by DDCE. You are required to make payment and take admission within 7 days from the selection. The last date of application and online test shall be 30th of June 2014 without late fees. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/06/2014 whichever is earlier. Those with valid MAT/XAT/CAT and similar test scores can be considered for waiver of online test. Govt. Employee and Armed Force / Police Personnel can also be considered for waiver of Entrance Test.

Entrance Test shall cover General Knowledge , English, Reasoning and Quantitative Aptitude.

EACH CANDIDATE IS REQUIRED TO CARRY A PHOTO IDENTITY CARD (DRIVING LICENSE / PAN CARD / VOTER'S I. CARD OR IDENTITY CARD ISSUED BY EMPLOYER / EDUCATIONAL INSTITUTE ETC.) FOR THE ONLINE TEST.

Master of Business Administration (Course Code- 30302)

UNDER CBCS (With effect from 2013)

Eligibility : Bachelor Degree holder in any discipline or equivalent.

No. of Seats : 500 maximum. DDCE reserves the right to admit less number of students.

Course Duration : Two Academic Years (4 Semester)

Fees Structure :

Purpose	At the time of Admission	Second Year.
Admission Processing Fees	Rs. 500/-	-
Course fees	Rs.25,000/-	Rs.25,000/-
Corpus fund	Rs.3000/-	-
SSDC	Rs.3000/-	-
Exam Fees	Rs.2400/-	Rs.2600/-

The Course of Study

Year/Sem.	Category	Paper No.	Title of the Paper	Total Marks
I Year 1st Sem. (800 marks)	Core (eight papers)	1330302101	Management Concepts and Practices	100
		1330302102	Business Regulatory Frame Work	100
		1330302103	Financial Accounting	100
		1330302104	Quantitative Methods for Management	100
		1330302105	Human Resource Management	100
		1330302106	Marketing Management	100
		1330302107	Financial Management	100
		1330302108	Organization Behaviour	100
I Year 2nd Sem. (800 marks)	Core (eight papers)	1330302109	Managerial Economics	100
		1330302110	Corporate Tax Law	100
		1330302111	Business Policy & Strategic Management	100
		1330302112	Management of Change & Strategic Issues	100
		1330302113	Cost and Management Accounting	100
		1330302114	Research Methodology	100
		1330302115	Retail Management	100
		1330302116	Production & Operation Management	100
		1330302201	Management Communication & Skill Development	100
		1330302202	Business Ethics & Corporate Governance	100
		1330302203	Entrepreneurship Development	100
		1330302204	Banking & Insurance Management	100
		1330302205	E- Business	100
		1330302206	International Business	100

II Year 3rd Sem. (600 marks)	Elective (Select any six Papers) Select papers shall be offered by DDCE.	1330302207	Management Information System	100
		1330302208	Indian Ethos & Value	100
		1330302209	Indian Society & Culture	100
		1330302210	Marketing Services	100
		1330302211	Business History	100
		1330302212	Project Management	100
		1330302213	Indian Economy	100
		1330302214	Event Management	100
		1330302215	Accounting Information System	100
		1330302216	Odiahan Studies(Geography/Economy/ Developmental Issues)	100
		1330302217	Indian Society & Culture	100
➤ Under the third Semester a student may choose a paper from MA Economics /Public admn./ Political Sc./ Sociology / MSW offered by DDCE subject to prior approval by the Director DDCE.				
II Year 4th Sem (1000 marks)	Elective and Free Elective (Eight Papers)	GROUP- A --HRM		
		1330302218	HRPD	100
		1330302219	MERRL	100
		1330302220	MTD	100
		1330302221	IHRM	100
		GROUP- B --FM		
		1330302222	FMI	10
		1330302223	MBFS	100
		1330302224	SAPM	100
		1330302225	IF	100
		GROUP- C --MM		
		1330302226	CB	100
		1330302227	APM	100
		1330302228	SDM	100
		1330302229	PBM	100
		GROUP- D --BIM		
		1330302230	MBIC	100
		1330302231	RCM	100
		1330302232	BIL	100
		1330302233	BIM	100
		GROUP- E --TTM		
		1330302234	TTT	100
		1330302235	HM	100
		1330302236	TMEM	100
		1330302237	TOTM	100
		GROUP- F --DNM		
		1330302238	DTM	100
		1330302239	HSM	100
		1330302240	MMFI	100
		1330302241	DDNM	100
		GROUP- G --POM		
		1330302242	TQM	100

		1330302243	PMM	100
		1330302244	OPC	100
		1330302245	TM	100
		GROUP- H --ISM		
		1330302246	DBMS & RDBMS	100
		1330302247	ERP	100
		1330302248	SAD	100
		1330302249	TB	100
	Core	1330302117	Project Viva	200

- In the fourth Semester, we offer eight groups of special papers A -H. Each group consists of four papers. One has to opt one group. Besides one has to choose four other Papers (as Free Elective) from other 7 groups (i.e excluding the specialization/ Elective paper group). These four papers can be also be drawn from a single group.
- The best way to predict the future is to create it.
- A manager is responsible for the application and performance of knowledge.

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EACH CANDIDATE IS REQUIRED TO CARRY A PHOTO IDENTITY CARD (DRIVING LICENSE / PAN CARD / VOTER'S I. CARD OR IDENTITY CARD ISSUED BY EMPLOYER / EDUCATIONAL INSTITUTE ETC.) FOR THE ONLINE TEST.



"Nothing is more purifying on earth than knowledge."

-The Bhagavad- Gita



Integrated Master of Business Administration

(Course Code- 30702)

(A Five Year Program)

Bachelor In Business Administration

(Course Code- 30702)

(A Three Year Program)

Eligibility : +2 or equivalent

No. of Seats : 100.

Course Duration : IMBA- Five Academic Years (10 Semesters) A student may discontinue after sixth semester or completion of BBA course.
BBA- Three Academic Years (06 Semesters).

Fees Structure :

<i>Purpose</i>	<i>At the time of Admission</i>	<i>Second Year</i>	<i>Third Year</i>	<i>Fourth Year</i>	<i>Fifth Year</i>
Admission Processing Fees	Rs. 500/-	-	-	-	-
Course fees	Rs.10,000/-	Rs.10,000/-	Rs.10,000/-	Rs.15,000/-	Rs.15,000/-
Corpus fund	Rs.3,000/-	-	-	-	-
SSDC	Rs.3,000/-	-	-	-	-
Exam Fees	Rs.2,400/-	Rs.2,400/-	Rs.2,600/-	Rs.2,400/-	Rs.2,600/-

Course Structure

(Course is under revision)
Course Code: 30702

Year/ Sem.	Category	Paper	Title of the Paper	Total Marks
I Year 1 st Sem.	Core (Five papers)	1330702101	Management Concepts and Practices	100
		1330702102	English - I	100
		1330702103	Business Mathematics	100
		1330702104	Psychology	100
		1330702105	Computer Fundamentals	100
I Year 2 nd Sem.	Core (Five papers)	1330702106	Financial Accounting	100
		1330702107	Fundamentals of Economics	100
		1330702108	Business Organisation	100
		1330702109	Business Statistics	100
		1330702110	Information Technology in Business	100

II Year 3rd Sem.	Core (Five papers)	1330702111	Organisational Behaviour	100
		1330702112	Cost Accounting	100
		1330702113	Managerial Economics	100
		1330702114	English - II	100
		1330702115	Web Fundamental	100
II Year 4th Sem.	Core (Five papers)	1330702116	Quantitative Methods for Management	100
		1330702117	Business Economic & Environment	100
		1330702118	Business Regulatory Frame Work	100
		1330702119	Indian Ethos & Value	100
		1330702120	Management Accounting	100
III Year 5th Sem.	Core (Five papers)	1330702121	Indian Economy & Macro Economics	100
		1330702122	Operation Research	100
		1330702123	Written & Oral Communication	100
		1330702124	Contemporary Indian Society & Culture	100
		1330702125	Research Methodology	100
III Year 6th Sem. (700 Marks)	Core (Six papers)	1330702126	Human Resources Management	100
		1330702127	Financial Management	100
		1330702128	Marketing Management	100
		1330702129	Production & Operation Management	100
		1330702130	Mgt. Information System	100
		1330702131	Summer Training Report	100
IV Year 7th Sem.	Core (Five papers)	1330702132	Management Comm. Skills & Development	100
		1330702133	Business Ethics & Corporate Governance	100
		1330702134	Industrial Laws	100
		1330702135	Business and company law	100
		1330702136	E-Business	100
IV Year 8th Sem.	Core (Five papers)	1330702137	Corporate & Tax Law	100
		1330702138	International Business	100
		1330702139	Entrepreneurship Development	100
		1330702140	Management Support System	100
		1330702141	Business Policy & Strategic Management	100
Year 9th Sem. (600 marks)	Elective & Free Electives (Six papers)		GROUP- A --HRM	
		1330702201	HRPD	100
		1330702202	MERRL	100
		1330702203	MTD	100
			GROUP- B --FM	
		1330702204	FMI	100
		1330702205	MBFS	100
		1330702206	SAPM	100
			GROUP- C --MM	
		1330702207	CB	100
		1330702208	APM	100
		1330702209	SDM	100

			GROUP- D --POM	
		1330702213	TQM	100
		1330702214	PMM	100
		1330702215	OPC	100
			GROUP- E --ISM	
		1330702216	DBMS & RDBMS	100
		1330702217	ERP	100
		1330702218	SAD	100

NB:

- In the 9th Semester we offer five specialization group (A-E) consists of three paper each.
- One has to opt one group (three papers). Besides one has to choose three papers from any other four groups. (i.e. excluding the specialization / Elective paper group opted). These three papers can also be drawn from a single group.

Year 10 th Sem. (600 marks)	Elective & Free Electives (Four papers)		GROUP- A --HRM	
		1330702219	IHRM	100
		1330702220	MCSI	100
			GROUP- B --FM	
		1330702221	IF	100
		1330702222	MA	100
			GROUP- C --MM	
		1330702223	PBM	100
		1330702224	MR & SERVICES	100
			GROUP- D --POM	
		1330702225	TM	100
		1330702226	LM	100
			GROUP- E --ISM	
		1330702227	TB	100
		1330702228	DS	100
	Core	1330702142	Project Viva	200

NB:

- In 10th Semester one will cover the rest two papers of the elective group opted in the 9th Semester.
- One will opt any two papers from any group (other than those opted earlier). These two papers can also be drawn from the same free Elective group opted in the 9th Semester.
- Total Mark in BBA-3200 & IMBA- 5400.

Process of Application, Selection & Admission:

Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10th class onwards. Personally submit it or send by post.

You shall be allotted a slot for appearing the online test at DDCE. Result would be published on the same day. On selection produce all your originals for verification. On verification payment advice shall be generated by DDCE. You are required to make payment and take admission within 7 days from the selection. The last date of application and online test shall be 30th of June 2014 without late fees. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/06/2014 whichever is earlier. Entrance Test shall cover General Knowledge , English, Reasoning and Quantitative Aptitude.

EACH CANDIDATE IS REQUIRED TO CARRY A PHOTO IDENTITY CARD (DRIVING LICENSE / PAN CARD / VOTER'S I. CARD OR IDENTITY CARD ISSUED BY EMPLOYER / EDUCATIONAL INSTITUTE ETC.) FOR THE ONLINE TEST.



"Education is common search for knowledge through critical interplay between teacher and pupil, and dialectics is the best method".

Socrates



POST GRADUATE DIPLOMA IN MANAGEMENT (A One Year Program)

FINANCIAL MANAGEMENT (COURSE CODE- 30403)

MARKETING MANAGEMENT (COURSE CODE- 30405)

HUMAN RESOURCE MANAGEMENT (COURSE CODE- 30406)

TOUR AND HOSPITALITY MANAGEMENT (COURSE CODE- 30407)

DIETETICS AND NUTRITION MANAGEMENT (COURSE CODE- 30408)

PRODUCTION AND OPERATION MANAGEMENT (COURSE CODE-30409)

Eligibility : Bachelor Degree holder in any discipline or equivalent

No. of Seats : 100 in each Program.

Course Duration : One Academic Year. (2 Semesters)

Fees Structure :

Purpose	At the time of Admission
Admission Processing Fees	Rs. 500/-
Course fees	Rs.18,000/-
Corpus fund	Rs.3,000/-
SSDC	Rs.3,000/-
Exam Fees	Rs.2,600/-

Course Structure: PGDHRM

(COURSE CODE- 30406)

Year/ Sem.	Category	Paper	Title of the Paper	Total Marks
I Year 1st Sem.	Core (Five papers)	1330406101	Management Concepts and Practices	100
		1330406102	Managerial Communication Skill Development	100
		1330406103	Research Methodology	100
		1330406104	Organisation Behaviour	100
		1330406105	Human Resource Management	100
I Year 2nd Sem.	Core (Five papers)	1330406106	Human Resources Planning & Development	100
		1330406107	Managing Employee Relation & Related Laws	100
		1330406108	Management of Training & Development	100
		1330406109	International Human Resources Management	100
		1330406110	Project Report & Viva-voce.	100

Course Structure: PGDMM

(COURSE CODE- 30405)

Year/ Sem.	Category	Paper	Title of the Paper	Total Marks
I Year 1st Sem.	Core (Five papers)	1330405101	Management Concepts and Practices	100
		1330405102	Managerial Communication Skill Development	100
		1330405103	Research Methodology	100
		1330405104	Organisation Behaviour	100
		1330405105	Marketing Management	100
I Year 2nd Sem.	Core (Five papers)	1330405106	Consumer Behaviour	100
		1330405107	Advertising & Promotion Management	100
		1330405108	Sales & Distribution Management	100
		1330405109	Product & Brand Management	100
		1330405110	Project Report & Viva-voce.	100

Course Structure: PGDFM

(COURSE CODE- 30403)

Year/ Sem.	Category	Paper	Title of the Paper	Total Marks
I Year 1st Sem.	Core (Five papers)	1330403101	Management Concepts and Practices	100
		1330403102	Managerial Communication Skill Development	100
		1330403103	Research Methodology	100
		1330403104	Accounting for Decision Making	100
		1330403105	Financial Management	100
I Year 2nd Sem.	Core (Five papers)	1330403106	Financial Market & Institution	100
		1330403107	Merchant Banking & Financial Services	100
		1330403108	Security Analysis & Portfolio Management	100
		1330403109	International Finance	100
		1330403110	Project Report & Viva-voce.	100

Course Structure: PGDDNM

(COURSE CODE- 30408)

Year/ Sem.	Category	Paper	Title of the Paper	Total Marks
I Year 1st Sem.	Core (Five papers)	1330408101	Management Concepts and Practices	100
		1330408102	Managerial Communication Skill Development	100
		1330408103	Research Methodology	100
		1330408104	Organisational Behaviour	100
		1330408105	Food & Nutritional Management	100
I Year 2nd Sem.	Core (Five papers)	1330408106	Human System Management	100
		1330408107	Therapeutic Management	100
		1330408108	Microbial Management & Food Industry	100
		1330408109	Public Health Policy and Health Management	100
		1330408110	Project Report & Viva-voce.	100

Course Structure: PGDTHM

(COURSE CODE- 30407)

Year/ Sem.	Category	Paper	Title of the Paper	Total Marks
I Year 1 st Sem.	Core (Five papers)	1330407101	Management Concepts and Practices	100
		1330407102	Managerial Communication Skill Development	100
		1330407103	Research Methodology	100
		1330407104	Organisation Behaviour	100
		1330407105	Tourism in Orissa	100
I Year 2 nd Sem.	Core (Five papers)	1330407106	Tourism & Travel Trade	100
		1330407107	Hotel Management	100
		1330407108	Tourism Marketing & Event Mgt	100
		1330407109	Tour Organization & Travel Mgt	100
		1330407110	Project Report & Viva-voce.	100

Process of Application, Selection & Admission:

Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10th class onwards. Personally submit it or send by post.

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EACH CANDIDATE IS REQUIRED TO CARRY A PHOTO IDENTITY CARD (DRIVING LICENSE / PAN CARD / VOTER'S I. CARD OR IDENTITY CARD ISSUED BY EMPLOYER / EDUCATIONAL INSTITUTE ETC.) FOR THE ONLINE TEST.



"That is true education which leads to freedom... that education which delays our freedom is to be shunned, it is satanic, and it is sinful."

-Gandhi



Master of Business Administration
(Course Code- 30303)
UNDER CBCS (With effect from 2013)
UNDER FACE TO FACE MODE (Evening Program)

DDCE, Utkal University is launching MBA Evening Regular program under face to face mode with total intake of 32 students from the session 2014-15.

Objectives:

- To provide and upgrade knowledge and skill of working executives.
- To improve the efficiency of working executives.
- To facilitate 'Back to Class Room' and bring in new energy, innovation and fire for change amongst business executives.

Eligibility: Bachelor Degree holder in any discipline or equivalent. Those born before 1st June 1982. Only working personnel with at least 3 years work experience.

Course Duration: Two Academic Years (4 Semester)

Fees Structure:

<i>Purpose</i>	<i>At the time of Admission</i>	<i>Second Year.</i>
Admission Processing fees	Rs. 500/-	-
Course fees	Rs.30,000/-	Rs.30,000/-
Corpus fund	Rs.3000/-	-
SSDC	Rs.10,000	-
Exam Fees	Rs.2400/-	Rs.2600/-

Mode : The course is offered under **Face to Face Regular Continuing Education Program** (Not under distance mode). The student would be required to attend evening classes on four week days (6 P.M to 9 P.M). 75% attendance is the minimum requirement. For appearing examination 15% waiver on medical grounds can be granted at DDCE discretion.

The Course of Study

Year/Sem.	Category	Paper No.	Title of the Paper	Total Marks
I Year 1st Sem. (800 marks)	Core (eight papers)	1330302101	Management Concepts and Practices	100
		1330302102	Business Regulatory Frame Work	100
		1330302103	Financial Accounting	100
		1330302104	Quantitative Methods for Management	100
		1330302105	Human Resource Management	100
		1330302106	Marketing Management	100
		1330302107	Financial Management	100
		1330302108	Organization Behaviour	100

I Year 2nd Sem. (800 marks)	Core (eight papers)	1330302109	Managerial Economics	100
		1330302110	Corporate Tax Law	100
		1330302111	Business Policy & Strategic Management	100
		1330302112	Management of Change & Strategic Issues	100
		1330302113	Cost and Management Accounting	100
		1330302114	Research Methodology	100
		1330302115	Retail Management	100
		1330302116	Production & Operation Management	100
II Year 3 rd Sem. (600 marks)	Elective (Select any six Papers) Select papers shall be offered by DDCE.	1330302201	Management Communication & Skill Development	100
		1330302202	Business Ethics & Corporate Governance	100
		1330302203	Entrepreneurship Development	100
		1330302204	Banking & Insurance Management	100
		1330302205	E- Business	100
		1330302206	International Business	100
		1330302207	Management Information System	100
		1330302208	Indian Ethos & Value	100
		1330302209	Indian Society & Culture	100
		1330302210	Marketing Services	100
		1330302211	Business History	100
		1330302212	Project Management	100
		1330302213	Indian Economy	100
		1330302214	Event Management	100
		1330302215	Accounting Information System	100
		1330302216	Odiahan Studies(Geography/Economy/ Developmental Issues)	100
		1330302217	Indian Society & Culture	100
➤ Under the third Semester a student may choose a paper from MA Economics /Public admn./ Political Sc./ Sociology / MSW offered by DDCE subject to prior approval by the Director DDCE.				
II Year 4 th Sem (1000 marks)	Elective and Free Elective (Eight Papers)	GROUP- A --HRM		
		1330302218	HRPD	100
		1330302219	MERRL	100
		1330302220	MTD	100
		1330302221	IHRM	100
		GROUP- B --FM		
		1330302222	FMI	10
		1330302223	MBFS	100
		1330302224	SAPM	100
		1330302225	IF	100
		GROUP- C --MM		
		1330302226	CB	100
		1330302227	APM	100
		1330302228	SDM	100
		1330302229	PBM	100
		GROUP- D --BIM		
		1330302230	MBIC	100
		1330302231	RCM	100
		1330302232	BIL	100
		1330302233	BIM	100
		GROUP- E --TTM		
		1330302234	TTT	100
		1330302235	HM	100
		1330302236	TMEM	100
		1330302237	TOTM	100

		GROUP- F --DNM	
		1330302238	DTM
		1330302239	HSM
		1330302240	MMFI
		1330302241	DDNM
		GROUP- G --POM	
		1330302242	TQM
		1330302243	PMM
		1330302244	OPC
		1330302245	TM
		GROUP- H --ISM	
		1330302246	DBMS & RDBMS
		1330302247	ERP
		1330302248	SAD
		1330302249	TB
	Core	1330302117	Project Viva
<ul style="list-style-type: none"> • In the fourth Semester, we offer eight groups of special papers A-H. Each group consists of four papers. One has to opt one group. Besides one has to choose four other Papers (as Free Elective) from other 7 groups (i.e excluding the specialization/ Elective paper group). These four papers can be also be drawn from a single group. • The best way to predict the future is to create it. • A manager is responsible for the application and performance of knowledge. 			

Unique features (Facilities)

- Choice based credit semester system with option to specialize in more than one area. Besides core subject, elective and free elective are offered.
- The entire course material is available in Self Learning Pattern as in IGNOU and other leading universities.
- DDCE has well stocked library available to students for reading.
- Excellent Learning Ambience.

Process of Application, Selection & Admission:

Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10th class onwards. Personally submit it or send by post.

You shall be allotted a slot for appearing the online test at DDCE. Result would be published on the same day. You would be required to appear at a Personal Interview. On selection produce all your originals for verification. On verification payment advice shall be generated by DDCE. You are required to make payment and take admission within 7 days from the selection. The last date of application and online test shall be 30th of June 2014 without late fees. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/06/2014 whichever is earlier. Entrance Test shall cover General Knowledge , English, Reasoning and Quantitative Aptitude.

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P.G. DIPLOMA IN BANKING AND INSURANCE MANAGEMENT

Course Code – 30404

Objectives:

- To create a manpower pool for employment in Banking and Insurance Sector.
- To enhance the placement opportunity and to provide teaching-learning support for pursuance of career in Banking and Insurance sector.
- To bridge the gap between the requirement of the industry and corporate sector and the curriculum offered in the University.
- To facilitate industry academic collaboration for better education of the students.

Eligibility : Bachelor Degree holder in any discipline or equivalent.

Age Bar : Those born after 31st May 1991 are only eligible. SC/ST Students would enjoy usual relaxation.

No of Seats : **24 (Reservation policy of Utkal University applicable)**

Duration : **One Academic Year**

Course Fees : **Rs.25, 000/- .**

Exam Fees : **Rs. 2,600/-.**

SSDC : **Rs.10, 000/-**

Corpus Fund : **Rs. 3,000/- .**

Teaching

Learning : Classes shall be held from 8.00 A.M. to 2.00 P.M. in the DDCE. The students may utilize the ICICI Bank E-learning Centre as per suitability.

Mode : The course is offered under face to face regular Continuing Education Program (Not under distance mode). The student would be required to attend classes on all days. In order to be eligible for appearing the University Examination 75% attendance is the minimum requirement.

Tentative : First Semester **December, 2014/** Second Semester **May, 2015.**

Examination Schedule

This is a Regular Face to Face Mode Program and is not under Distance Mode.

Process of Application, Selection & Admission:

Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10th class onwards. Personally submit it or send by post.

You shall be allotted a slot for appearing the online test at DDCE. Result would be published on the same day. You would be required to appear at a Personal Interview. On selection produce all your originals for verification. On verification payment advice shall be generated by DDCE. You are required to make payment and take admission within 7 days from the selection. The last date of application and online test shall be 30th of June 2014 without late fees. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/06/2014 whichever is earlier. Entrance Test shall cover General Knowledge , English, Reasoning and Quantitative Aptitude.

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"We act as if the tasks of education were to infuse in the child or the adolescent the very science or knowledge of the adult - that is to say, of the philologist, the historian, the grammarian, the scientists, etc, the most specialized experts. So we try to cram young people with a chaos of either condensed, dogmatized, text bookishly cut out or else made so easy that they are reduced to the vanishing point. As a result, we run the risk of producing either an instructed bewildered intellectual dwarf, or an ignorant intellectual dwarf playing adults with our science."

-Jacques Martian



INDUSTRY – ACADEMIA IN COLLABORATION: ICICI BANK WITH UTKAL UNIVERSITY

(Subject to renewal of MoU with ICICI Bank)

The Industry – Academia collaboration between ICICI Bank and Utkal University is a giant step forward in creating a pool of banking literate pre-employment force in the country. This initiative will provide students industry specific learning on Banking and Financial Services. The Banking and Financial Services Industry (BFSI) is growing rapidly and this venture will enable the education sector to align its curriculum with banking industry needs. This will effectively bridge the gap between the industry need and the curriculum offered in Universities. This will also enable the banking industry to have a ready source of trained entry-level employees.

ICICI Bank has collaborated with Utkal University to make available course content, e-learning courses and faculty familiarization programs. ICICI Bank has set up a Learning Centre along with a bank lab simulator at DDCE, in the University.

The curriculum covers the basics of banking, retail credit, corporate and business credit, rural finance, customer service and business etiquette amongst others. This offering is a blend of Instructor Led Training (ILT), assignments and self paced e-learning and skill enhancement/simulator lab sessions. The ILT aspect is being supported by ICICI Bank through its faculty familiarization workshops via the Train the Trainer methodology. The e-learning modules are a self-paced self-learning exercise.

To make the e-learning modules accessible to the students, ICICI Bank has facilitated an on-line Campus Learning Management System (Campus LMS) which will host the banking e-learning modules. This internet link will be the window into the world of banking for students. This initiative offers interactive and engaging e-learning modules on Foundations of Banking spanning 40 e-learning days. Courses covering banking basics, quality, processes, compliance, behavior/skill related and insurance are focus areas. The courses are followed by an assessment session – on clearing the same, the student will be awarded a certificate by DDCE.

Skill enhancement is a very important element of this initiative. The simulator learning offers exposure to the practical feel of transactions in the banking industry. Simulation based learning would allow students to practice transaction processing, application of knowledge and practice of soft skills.

The blend of theoretical information, self paced e-learning courses and practice/skill development education will provide adequate knowledge and practice for students who wish to commence their career in banking. This collaboration will help academia prepare young people to handle banking transactions and services. Banks would be only too glad to hire skilled employees who are equipped to perform the tasks.

This collaboration is likely to change the face of young banking recruits – from tentative starters to confident professionals.

DDCE Utkal University is offering the course; DDCE is responsible for teaching-learning and conduct of examination. ICICI has extended it's collaboration to assist the Utkal University by gifting a state of Art Banking Lab and providing E-learning course ware.

Curriculum The curriculum structure has two parts – the prescribed syllabus of Utkal University and the Foundation in Banking E-learning modules of ICICI Bank.

Structure :

UTKAL UNIVERSITY CURRICULUM STRUCTURE FOR P.G. DIPLOMA IN BANKING AND INSURANCE MANAGEMENT

FIRST SEMESTER		SECOND SEMESTER	
Paper – I	Management Concept & Practices	Paper – VI	Management of Banking & Insurance Companies
Paper – II	Managerial Communication Skill Development	Paper – VII	Risk & Claims Management
Paper – III	Research Methodology	Paper –	Banking & Insurance Laws
Paper – IV	Accounting for Decision Making	Paper – IX	Banking & Insurance Marketing
Paper – V	Financial Management	Paper – X	Project Report & Viva-voice

THE E-LEARNING MODULES OF ICICI BANK*

Course structure consists.

Banking An Introduction and its evolution. Cash Management Services, Business Math, Accounts related matters, various types of loan transactions process. Financial Accounting, Indian Financial Systems, Macroeconomics, Regulatory Environment for Banking and Monetary Policy, Types of Customers , Life Insurance Products, , Trade Services, Treasury Function, Anti Money Laundering, Asset Servicing at Branches, Banking Daily Receipt Entry (DRE) Process, Basics of Investing, Basics of Process Management, Bullion - Business and Operations, C Tran Loans and Cards Repayment Management, Channel Financing, Complaints Handling, Corporate Internet Banking, Credit Card related matters, Customer related Service, Emergency Response Procedures, Foreign Exchange Services, Group Code of Business Conduct and Ethics, ICICI Bank Credit Cards, Internal Control Over Financial Reporting- Non - RAPG Non Home, Introduction to Retail Banking, Investment Fraud and Prevention, IT – ITES , Marketing Concepts for Bankers, MSE Code of Commitment, NRI Services, Reputation Management, Risk and Compliance, Sample Module for Guest User, Scrutiny Process for I Kit Account Opening, SEG Branch Processes, Small and Medium Enterprises, Tele selling Skill Builder (Deposits), Introduction to Mutual Funds, Corporate Attire, Grooming and Etiquette for Men and Women, Open Office Calc - Charts,

Open Office Impress matters, animation and more tools, Open Office Writer - Content Formatting, RBO Cash, Basics of Finance, Cheque Deposit Machine, , Currency Management, , Dynamic Queue Management, E-Search, Mortgage Finance - Credit and Documentation, Personal Effectiveness Refresher, Private Banking Relationship Management Process, Property Assessment, , Basics of Retail Asset Finance, Collective Investment Scheme, Factoring, Farm Equipments Loans, Different aspect of Finance, , General Insurance, Global Remittances, ICICI Bank Vehicle Finance, Negotiable instruments Acts, Non Performing Assets , Quick Cash Deposit & Fast Cash, Retail Demat Program ,Retail Deposit Products Salary, Retail Outward Remittance, Retailing Gold Pieces, Rural Education Institutional Finance , Banking Ombudsman Scheme 2006, Business Continuity Management Regulatory Environment of Banking

***Subject to Revision by ICICI Bank**

BROAD REGULATION

(Regulation under revision)

**Regulations for MBA and P.G. Diploma in Management Programme
(Distance & Evening)**

1. ELIGIBILITY

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.
- 1.2 CLC Requirement shall not be insisted upon for students pursuing the course under distance mode provided required information is available.

2. DURATION

- 2.1 Two years of four semester in toto.
- 2.2 Odd semester is from June to December (i.e., 1st & 3rd semester).
The examination shall be held normally in the month of November - December.
- 2.3 Even semester is from January to June (i.e., 2nd & 4th semester).
The examination shall be held normally in the month of May - June.
- 2.4 A student would be required to complete the course within four academic years from the date of admission.
- 2.5 A student may opt for fast track of completing all the four semester in one year provided s/he has at least 2 (two) years industry / organizational experience

and has passed a PG Diploma course in Management from a University or holds a PGDBM certificate from an AICTE approved institute or from IIM (s), XLRI and XIMB.(This would be allowed at the discretion of the Director, DDCE)

3. CONTACT HOUR

3.1 Under face to face Programme

2 credit points :- 20 hours,

3 credit points :- 30 hours,

4 credit points :- 40 hours,

3.2 Under Distance Mode

2 credit points :- 10 hours,

3 credit points :- 15 hours,

4 credit points :- 20 hours,

4. GRADING SYSTEM

Grade		Mark Secured from 100	Points
Outstanding	‘O’	100-90	10
Excellent	‘E’	89-80	9
Very Good	‘A’	79-70	8
Good	‘B’	69-60	7
Fair ‘C’	59-50	6	
Pass ‘D’	49-36	5	
Failed	‘F’	Below 36	0

N.B. A Candidate has to secure Grade -D or above to pass in each of the Papers

4.2 A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

4.3 A student’s level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) X (a) for each course item

CREDIT INDEX - $\sum \text{CREDIT POINT}$ of course items in

GRADE POINT AVERAGE - $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA) = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for a Semester

CUMULATIVE GRADE POINT AVERAGE (CGPA) = $\frac{\text{CREDIT INDEX of all previous Semester upto a Semester}}{\sum \text{CREDIT}}$

4.4 In addition to the points marks/percentage would also be awarded and shall also be reflected in the Mark Sheet.

4.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark-sheet.

5. REPEAT AND IMPROVEMENT

5.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.

5.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

5.3 Repeat and improvement has to be completed with 4-Yrs from the date of admission.

6. HARD CASE RULE

6.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.

6.2 .5 (point five percent) grace mark can be given for award of B Grade in each semester provided grace mark under 6.1 has not been awarded.

7. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

7.1 Semester end University Examination shall be of 100 marks for all papers.

7.2 For papers involving practical the distribution shall be 50 Theory marks and 50 marks Practical.

7.3 The duration for 100 marks theory exam shall be 4 hours, for 50 marks theory exam duration shall be 2 hours.

8. UNIVERSITY EXAMINATION QUESTION PATTERN

8.1 There shall be three types of questions – Essay/Descriptive , short answer & objective. The following shall be the distribution for papers carry 100 marks.

- a. Five essay type carrying 12 marks out of seven is to be answered. Model answers should be between 700 - 1000 words.
- b. Four short type questions carrying 6 marks out of six is to be answered. Model answers should be between 150 - 250 words.
- c. Eight objective type questions carrying 2 marks out of ten is to be answered. Model answers should be between one - two sentences.

8.2 Distribution of marks for theory papers carrying 50 marks

- a. Three essay type carrying 10 marks out of five is to be answered. Model answers should be between 700 - 1000 words.
- b. Two short type questions carrying 5 marks out of three is to be answered. Model answers should be between 150 - 250 words.
- c. Five objective type questions carrying 2 marks out of seven is to be answered. Model answers should be between one - two sentences.

9. COMMON QUESTIONS

Common question papers shall be set for common papers for MBA & All P.G. Diplomas. Common examination will be held.

10. Students admitted into P.G. Diploma Course and completing the course in the same academic year may get admitted into MBA in the next academic session. Such students shall enjoy waiver for the papers completed under P.G. Diploma course . This up-gradation shall be allowed within one year only. For example students admitted in 2009-10 academic session into P.G. Diploma courses have the choice of upgrading to MBA course in 2010-2011 academic session only. The marks secured in P.G. Diploma Examination shall be transferred to MBA Examination for respective common papers. Such candidates shall surrender their provisional certificate and mark-sheets. Fresh mark-sheets for MBA would be issued.
11. Addition to the Regulation of **2006 & 2000** of DDCE Management Programme (i.e. MBA & PGDiplomas) . Wherever internal or college mark is not available the marks proportionate to the marks secured in that paper in the University examination shall be awarded to facilitate publication of result. All other clauses of respective regulation of 2000-2006 shall remain unchanged.

Regulations for I-MBA Programme

1. Eligibility :

1.1. +2 / Equivalent.

1.2 Any student who has passed Diploma from State Council of Vocational and Technical Education established by Govt.

2. Duration :

2.1 Five years of ten semester in toto.

2.2 Odd semester is from June to December (i.e. 1st, 3rd , 5th,7th, 9th semester).
The examination shall be held in tentatively the month of December.

2.3 Even semester is from January to May (i.e. 2nd, 4th, 6th, 8th, 10th semester).
The examination shall be held in tentatively the month of June.

2.4 A student would be required to complete the course within eight academic years from the date of admission.

3. Contact Hour :

3.1 Under Personal Contact Programme,

2 credit points :- 10 hours,

3 credit points :- 15 hours,

4 credit points :- 20 hours,

4. Grading System :

4.1. Grade Mark Secured from 100 Points

Qustanding	‘O’	100-90	10
Excellent	‘E’	89-80	9
Very Good	‘A’	79-70	8
Good	‘B’	69-60	7
Fair	‘C’	59-50	6
Pass	‘D’	49-36	5
Failed	‘F’	Below 36	0

N.B. A Candidate has to secure Grade -D or above to pass in each of the Papers

4.2. A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

4.3 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) X (a) for each course item

CREDIT INDEX - Σ **CREDIT POINT** of course items in

GRADE POINT AVERAGE - $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA) = $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$ for a Semester

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

$\frac{\text{CREDIT INDEX of all previous Semester upto a Semester}}{\Sigma \text{ CREDIT}}$

4.4 In addition to the points marks / percentage would also be awarded and shall also be reflected in the Mark Sheet.

4.5 After successfully completion of the first six semester examination students would awarded Bachelor Degree in Business Administration In addition to grade specified at para 4.1 Class / Division shall be awarded at BBA level as follows :

36% and above but less than 45% : Pass without Hons.

45% and above but less than 50% : 2nd Class Hons.

50% and above but less than 60% : 2nd Class Hons with Distinction.

60% and above : 1st Class Hons with Distinction.

(However in case Distinction student has to secure the above average percentage of mark in the six semesters in one / first chance)

5. Repeat and Improvement :

- 5.1 A student has to clear back papers (i.e. in the paper/papers one has failed) by appearing at subsequent three semester examinations.
- 5.2 A student may appear improvement in any paper / papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chance (i.e. first and the improvement) shall be valid.

6 Hard Case Rule :

- 6.1 1% of grace mark on the aggregate mark subject to maximum of 3 (three) marks in single paper taking aggregate as a subject shall be given. This shall be applicable in each semester.



"Philosophy and education renders service to each other. Education becomes the laboratory of philosophy. Society should be interpreted to the child through daily living in the class room, which acts as a miniature society. Education leads to no final end. It is something continuous, a reconstruction of accumulated experience, which must be directed towards social efficiency. Education is life, not nearly a preparation of life".

-Dewey



MASTER OF COMPUTER APPLICATION (3 Yr)

Course Code – 20304

MASTER OF COMPUTER APPLICATION (2 Yr)

Course Code – 20704

MASTER OF SCIENCE IN COMPUTER SCIENCE

Course Code – 20312

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

Course Code – 20313

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY & MANAGEMENT

Course Code – 20314

UNDER CBCS (With effect from 2014)

UNDER FACE TO FACE MODE (Morning Program)

MCA Program has been introduced as a **Regular** course by the Directorate of **Distance & Continuing Education** since the ACADEMIC SESSION 1999-2000. From academic session 2014 – 15 the classes will be held at morning session i.e from 7.00 A. M onwards daily.

Objective : The objective of the 3 Year MCA course is to provide skill development and knowledge up gradation for fresher's as well as those who are in employment either in IT Sector or other organizations. To facilitate and promote cross migration of school and college teachers of allied faculties like Mathematics, Statistics, Physics, Chemistry, Commerce and Management etc. to the field of Computer Applications. The 2 Year MCA / M. Sc. Comp. Sc. / M. Sc. IT / M. Sc. ITM Course is designed to provide an opportunity to the students who hold BCA / B. Sc. (Comp. Sc (H).) / B. Sc. (IT) / B . Sc. (ITM) degree recognized by Utkal University.

Faculty : The program operates under the direct supervision of the Director, DDCE. The faculties are drawn from the P.G. Departments of the Utkal University and other Universities and Colleges of Bhubaneswar.

Eligibility : Any Graduate Degree under 10+2+3 pattern recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level are eligible for 3 year course.

OR

Those who have Passed Bachelor of Computer Application (BCA)/Bachelor of Science with Computer Science (Hon's) / Bachelor of Science in Information Technology

(B.Sc.(IT)) / Bachelor of Science in Information Technology & Management (B.Sc.(ITM)) recognized by Utkal University are eligible for 2 year course .

OR

Those Graduate who do not fulfill the conditions as above (i.e either A or B) can be admitted but they are required to pass two additional mathematics papers along with first semester and/or second semester. Unless they clear the mathematics papers they cannot be admitted to the 3rd Semester . Such candidates are eligible for 3 year course .

The first and second semesters shall be waived for all those who have passed BCA / B. Sc. (Comp. Sc (H)) / B. Sc (IT) / B. Sc (ITM) i.e. conditions under B . They shall be directly admitted into third semester.

No. of Seats	:	40 each
Reservations	:	As per University Admission Rules.
Selection	:	Career, Online Test and Personal Interview. The online test shall consist of 100 single answer multiple choice questions of one hour duration. Questions shall relate to Reasoning, Mathematics (+2 standard), English, Comprehension and General Knowledge. The entrance test shall be held online in our computer laboratory. Personal interview shall be held on the same day for those who qualify in online test . The result would be published on the same day, the student has to take admission within 7 days,
Course Duration	:	a. 3 Academic Years (Six Semesters) (i.e First to Sixth Semester) for any graduate admitted in MCA Programme. b. 2 Academic Years (Four Semesters as i.e Third to Sixth Semester for those who have passed BCA / B.Sc.(Comp.Sc(H))/B.Sc(IT)/ B. Sc (ITM).)
Course Fees	:	Rs.25,000/- per Year
Corpus Fund	:	Rs. 3,000/- (One time)
Exam. Fees	:	Rs. 2,400/- (First Year)
Mode	:	The Program is under the continuing mode. Both Theory and Practical classes shall be conducted morning i.e from 7.00 A.M onwards.
Facilities	:	◆ Well equipped Computer Laboratory. ◆ Reading Room

- ◆ Lending Library facility is not available
- ◆ No Hostel facility is available.

**Syllabus &
Regulations**

: The Syllabus prescribed by the Utkal University from time to time shall be followed.

Attendance

: The course is offered under continuing mode. Attending classes regularly is compulsory. One has to attend at least 75% classes to be eligible to appear at the semester examinations. Waiver of shortage of attendance may be allowed maximum upto 15% on medical grounds.

Exam. Pattern

: The semester system of examinations are conducted by the University. The course structure is subject to revision from time to time.

Process of Application, Selection & Admission:

Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10th class onwards. Personally submit it or send by post.

You shall be allotted a slot for appearing the online test and personal interview at DDCE. Result would be published on the same day. On selection produce all your originals for verification. On verification payment advice shall be generated by DDCE. You are required to make payment and take admission within 7 days from the selection. The last date of application and online test shall be 30th of June 2014 without late fees. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/06/2014 whichever is earlier.



"Natural education, unlike the artificial and formal education of society, enables one to become social, and moral and rational while remaining true to one's own nature. If one is educated to be a man, not a priest, a soldier or an attorney one will be able to do what is needed by any situation".

-Rousseau



WE DO NOT PROVIDE ANY PLACEMENT ASSISTANCE. STUDENTS GET EMPLOYED THROUGH SELF INITIATIVES.

Course Structure (Course is under revision)

EFFECTIVE FROM 2014 – 15 ACADEMIC SESSION IN REGULAR MODE

FIRST SEMESTER (9 Papers)

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS 1.1	Introduction to Information Technology	100	3-1- 0	4
CS 1.2	Programming Logic & C Programming	100	3-1- 0	4
CS 1.3	Discrete Mathematics	100	3-1- 0	4
CS 1.4	Probability & Statistics	100	3-1- 0	4
<i>Any two from followings (CS 1.5 & CS 1.6)</i>				
1.	Accounting & Financial Management	100	3-1- 0	4
2.	Principles of Management	100	3-1- 0	4
3.	Business & Communicative English	100	3-1- 0	4
4.	Editing Skills	100	3-1- 0	4
CS 1.7	Practical - I	50	0-0-6	4
CS 1.8	Practical - II	50	0-0-6	4
CS 1.9	Practical - III	50	0-0-6	4

TOTAL 750

36

SECOND SEMESTER (9 Papers)

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS 2.1	DATA STRUCTURE	100	3-1- 0	4
CS 2.2	Digital circuit & Logic Design	100	3-1- 0	4
CS 2.3	Object Oriented Programming using C++	100	3-1- 0	4
CS 2.4	Quantitative Techniques	100	3-1- 0	4
CS 2.5	Numerical Analysis	100	3-1- 0	4
<i>Any One from followings (CS 2.6)</i>				
1.	Organisational Behaviour	100	3-1- 0	4
2.	Business Economics	100	3-1- 0	4
3.	Marketing Management	100	3-1- 0	4
CS 2.7	Practical - I	50	0-0-6	4
CS 2.8	Practical - II	50	0-0-6	4
CS 2.9	Practical - III	50	0-0-6	4

TOTAL 750

36

THIRD SEMESTER (9 Papers)

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS 3.1	Operating System	100	3-1- 0	4
CS 3.2	Data Communication & Computer Networks	100	3-1- 0	4
CS 3.3	Microprocessor & Assembly Language Programming	100	3-1- 0	4
CS 3.4	Database Management System	100	3-1- 0	4
CS 3.5	Computer Architecture	100	3-1- 0	4
CS 3.6	Theory of Computation	100	3-1- 0	4
CS 3.7	Practical - I	50	0-0-6	4
CS 3.8	Practical - II	50	0-0-6	4
CS 3.9	Practical - III	50	0-0-6	4
TOTAL 750				36

FOURTH SEMESTER (9 Papers)

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS 4.1	Software Engineering	100	3-1- 0	4
CS 4.2	Artificial Intelligence	100	3-1- 0	4
CS 4.3	Internet & Java Programming	100	3-1- 0	4
CS 4.4	Computer Graphics	100	3-1- 0	4
CS 4.5	Combinatorics & Graph Theory			
CS 4.6	Advance Computer Network	100	3-1- 0	4
CS 4.7	Practical - I	50	0-0-6	4
CS 4.8	Practical - II	50	0-0-6	4
CS 4.9	Practical - III	50	0-0-6	4
TOTAL 750				36

FIFTH SEMESTER (9 Papers)

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS 5.1	Data mining & Data Warehousing	100	3-1- 0	4
CS 5.2	Analysis & Design of Algorithms	100	3-1- 0	4
CS 5.3	Compiler Design	100	3-1- 0	4
For MCA Students (CS 5.4, CS 5.5, CS 5.6) (Any Three from the followings)				
1.	Distributed Systems	100	3-1- 0	4
2.	Parallel Computing	100	3-1- 0	4
3.	Digital Image Processing	100	3-1- 0	4
4.	Computer Network Security	100	3-1- 0	4
5.	Web Engineering	100	3-1- 0	4

For M.Sc. (Computer Science) Students (CS 5.4, CS 5.5, CS 5.6) (Any Three from the followings)				
1.	Realtime Systems	100	3-1- 0	4
2.	Soft Computing	100	3-1- 0	4
3.	Client Server Computing	100	3-1- 0	4
4.	Computer Vision	100	3-1- 0	4
5.	Bioinformatics	100	3-1- 0	4
For MIT / M.Sc. (IT / ITM) Students (CS 5.4, CS 5.5, CS 5.6) (Any Three from the followings)				
1.	Computer Network Security	100	3-1- 0	4
2.	Embedded System	100	3-1- 0	4
3.	Cloud Computing	100	3-1- 0	4
4.	Mobile Computing	100	3-1- 0	4
5.	Pattern Recognition	100	3-1- 0	4
CS 5.7	Practical - I	50	0-0-6	4
CS 5.8	Practical - II	50	0-0-6	4
CS 5.9	Practical - III	50	0-0-6	4
CS 5.10	Pre Placement Techniques (Non Credit)			
TOTAL 750			36	

SIXTH SEMESTER (PROJECT WORK FOR 16 WEEKS)**

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS 6.1	Grand Viva	100		4
	Dissertation / Project & Presentation	300		8
TOTAL 400			12	

**There will be a 16 weeks project work to be undertaken by the students in any Industry / Institution. At the end of the project there will an evaluation of the project for 12 credits by an External & Internal Examiner .

Those who have not passed Mathematics / Statistics at +2 Level have to pass a Bridge Course consisting of two +2 Level Mathematics Course (Non Credit).

BRIDGE COURSE

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS B.1	Mathematical Foundation for Computer Science - I	100	40 Hours	
CS B.2	Mathematical Foundation for Computer Science - II	100	40 Hours	

The examination for the above Non Credit papers shall be conducted during first and / or second semester of MCA Programme.

UNDER GRADUATE THREE YEAR DEGREE COURSE IN ARTS (GENERAL & HONOURS)

Course Code. B.A Pass/General. 10200, B.A Hons Economics- 10104, Education -10105, History -10109, Odia -10114, Pol. Science -10116, Sociology-10120, Sanskrit.

- Compulsory Subjects**
- ◆ English
 - ◆ MIL Odia or A.E. or Hindi or Urdu
 - ◆ Indian Society & Culture
 - ◆ Environmental Studies
 - ◆ Population Studies

Elective Subjects : Education / Indian Economy / Land Marks in Indian History / Indian Polity / Sanskrit

General & Honours Subjects : Education, History, Odia, , Political Science, Sociology, Sanskrit.

COURSE STRUCTURE (PASS)

General : Economics , Education, History, Odia, Political Science , Sociology & Sanskrit
(Course material for limited subjects are only available)

Paper	First Year	2nd Year	3rd Year	
Compulsory	English-I - 100 MIL- I 100	English-II 100 MIL- II 100	I.S.C. 100 E.S. 50 P.S. 50	
Elective	A-1 100	A-2 100	B-1 100 B-2 100	
General (Non-Practical Subjects)	A-1 100 A-2 100	A-3 100 A-4 100		
Pass (Practical Subjects)	I- Theory 75 II- Theory 75 III- Practical 50	IV- Theory 75 V- Theory 75 VI- Practical 50		
Total :	500	500	400	= 140

COURSE STRUCTURE (HONOURS)

Paper	First Year	2nd Year	3rd Year	
Compulsory	English-I - 100 MIL- I 100	English-II 100 MIL- II 100	I.S.C. 100 E.S. 50 P.S. 50	
Elective	A-1 100 A-2 100		B-1 100 B-2 100	
Hons (Non-Practical Subjects)	Paper-I- 100 Paper-II- 100	Paper-III- 100 Paper-IV- 100 Paper-V- 100 Paper-VI- 100	Paper-VII 100 Paper-VIII 100	
Hons. (Practical Subjects)	I- Theory 75 II- Theory 75 III- Practica 50	IV- Theory 75 V- Theory 75 VI- Practic 50 VII-Theory 75 VII-Theory 75 IX- Practical 50	X-Theory 75 XI-Theory 75 XII-Practical 50	
Total :	600	600	600	= 1800

Each student is required to opt for two elective subjects. Elective subjects are to be different from Pass or Hons. Subject. For example one cannot choose History as Hons. and Landmarks in Indian History as an elective.



"The art of education must be significantly raised in all its facets to become a science that is to be built on and proceeds from deepest knowledge of human nature". (Pestalozzi) "Natural criterion for pedagogy is freedom and the only method is experience".

-Leo Tolstoy



UNDER GRADUATE THREE YEAR DEGREE COURSE **IN B.COM (PASS & HONOURS)** **(Course is under revision)**

Course Code . B.Com Pas/General. 30200, B.Com Hons Accounting -30101, Management-30102.

Subjects for Pass students			Subjects for Honours students		
First Year			First Year		
CODE	PAPER NAME	MARKS	CODE	PAPER NAME	MARKS
BC 1.1	Communicative English	100	BCH 1.1	Communicative English	100
BC 1.2	Business Economics	100	BCH 1.2	Business Economics	100
BCP 1.3.1	Financial Accounting	100	BCH 1.3.1	Financial Accounting	100
BCP 1.3.2	Business Regulatory Frame Work	100	BCH 1.3.2	Business Regulatory Frame Work	100
BCP 1.3.3	Fundamentals of Entp.	100	BCH 1.3.3	Fundamentals of Entp.	100
	Total :	500	BCH 1.3.4	Business Mathematics	100
				Total :	600
Second Year			Second Year		
BC 2.1	Indian Society & Culture	100	BCH 2.1	Indian Society & Culture	100
BCP 2.2.1	Business Statistics	100	BCH 2.2.1	Business Statistics	100
BCP 2.2.2	Business Environment	100	BCH 2.2.2	Business Environment	100
BCP 2.2.3	Cost Accounting	100	BCH 2.2.3	Cost Accounting	100
BCP 2.2.4	Income Tax	100	BCH 2.2.4	Corporate A/C(Acct.Hons)/ Marketing Mgt.(Mgt. Hons)	100
	Total :	500	BCH 2.2.5	Income Tax (Acct.Hons)/ Financial Mgt(Mgt. Hons)	100
				Total :	600
Third Year			Third Year		
BC 3.1.1	Environmental Studies	50	BCH 3.1.1	Environmental Studies	50
BCP 3.1.2	Computer Application	50	BCH 3.1.2	Computer Application	50
BCP 3.2.1	Management Accounting	100	BCH 3.2.1	Management Accounting	100
BCP 3.2.2	Principle of Business Mgt.	100	BCH 3.2.2	Principle of Business Mgt.	100
BCP 3.2.3	Auditing	100	BCH 3.2.3	Financial Statements Analysis & Reporting (Acct Hons)/ HRM (Mgt. Hons.)	100
	Total :	400	BCH 3.2.4	Indirect Taxes (Acct. Hons.) Bank Mgt. (Mgt. Hons.)	100
			BCH 3.2.5	Auditing (Acct. Hons.)/ Production Mgt.(Mgt. Hons.)	100
				Total :	600
				Grand Total :	1800
Grand Total : 1400			Note : Honours with class is awarded on the basis of marks secured in . Papers marked bold .		

A student may opt for Management Honours through Self Study. If at least 10 Management Group student attend PCP, separate Honours classes will be held . **Course Material for Limited Subjects are available**

COURSE MATERIALS TO BE PROVIDED

DDCE will attempt to provide study materials to all the Pass and Accounting Honours students. Where ever study material is not provided , additional PCP (Classes) would be held to cover the course. **Before choosing subjects verify availability of course material**

ELIGIBILITY (B.A. / B.Com)

A candidate must have passed Higher Secondary Examination in 10+2 pattern of education or any other equivalent examination. Students who have passed Three Year Diploma from Orissa State Technical Education Council are also eligible.

DURATION OF THE COURSE: 3 Years (To be completed within 5 years)

FEE STRUCTURE FOR +3 ARTS AND COMMERCE (B.A. / B.Com.)

Courses		1st year fees (At the time of admission)	2 nd year fees (July 2014)	3 rd year fees (July 2015)	Fine for late deposit of Course Fee for 2 nd year/3 rd year
Admission Processing Fee		Rs. 500/-			
BA/ B.Com General	Course Fees -	Rs.4,000/*	Rs.4,000/*	Rs.4,000/*	Upto July - Nil From 1 st August Fine of Rs.500/-
	Exam./ Regd. & other Fees -	Rs.800/*	Rs. 800/*	Rs. 1000/*	
	Corpus Fund -	Rs. 1,500/*	-	-	
Admission Processing Fee		Rs. 500/-			
BA/ B.Com Hons.	Course Fees -	Rs.5,000/*	Rs.5,000/*	Rs.5,000/*	
	Exam. / Regd. & other Fees -	Rs.800/*	Rs.800/*	Rs.1000/*	
	Corpus Fund -	Rs. 1500/*	-	-	

PERSONAL CONTACT PROGRAM OR CLASSES AT DDCE

The Personal Contact Program (classes) for B.A / B.Com students will be conducted in one phase, of 10 to 12 days of duration . Consult the Academic calendar.

Students of Education Hons/Pass must attend practical classes as per schedule.

Guide Lines for Students for different +3 Examinations:

Allotment of examination centers for all theory papers shall be finalized by the DDCE at its own discretion irrespective of choice of the candidates. **All Practical examination will be held at DDCE exclusively.**

Students are advised to contact the Teachers / Program Consultants / Examination Section / Admission Officials in connection with choice of subjects / availability of course materials / syllabus / personal contact Programs / examination schedules etc. to clear their doubts prior to admission into the course.

It will be the responsibility of the student to keep contact with the office of the DDCE in December every year as possibility of postal missing of informations regarding form fill-up is unavoidable. Regarding repeat paper appearance (for failed and absentee students) intimation will be sent only after publication of results by the University. **Students must download Admit Cards/ Mark Sheet / Examination Schedule from our website.**

DDCE is not a Centre of Examinations for B.A./ B.Com. Regular Exams.

Practical Examinations in Education would be conducted at the DDCE premises after the end of the theory examination as per the Program of the University.

Controller of Examinations is the authority for all examination related matter. The Examination Regulation shall be valid under all circumstances.

STUDENTS SHOULD REGULARLY VISIT OUR WEBSITE **www.ddceutkal.org** FOR INFORMATION REGARDING PUBLICATION OF RESULT, CLASS SCHEDULE, EXAMINATION SCHEDULE AND OTHER NOTICES. **NO INDIVIDUAL INTIMATION** by post would be sent.

Application /Admission Process:

Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/ or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August.



"Education is the realization of the Self."

-Sankaracharya



BROAD REGULATION for B.A /B.Sc./B.Com. from 2012-13 Admission Batch onwards

1. Registration for 1st year examination as a regular candidates is compulsory w.e.f 2011 admission batch.
2. Examination for each year is distinct and separate. Examinees have to pass the examination in each year separately.
3. One has to secure at least 30 % marks in each paper (both in theory and practical) to pass the examination.
4. 2 % of the total marks in every year may be awarded as grace in all the uncommunicated papers (distributed over papers) subject to maximum 6 marks in a paper to make a candidate pass the said examination. Grace may be divided over theory and practical components.
5. Division/ Class will be awarded only after passing the examinations in all the three years. Passed candidates securing 60 % marks in Honours components will be awarded First Class Honours. Passed candidates securing 45 % or more bet less than 60 % marks in Honours components will be awarded Second Class Honours. Candidates not coming in the above categories, but have passed all the examinations, will be declared to have passed the examination as B.A/B.Sc/B.Com. General.
6. One examinee may be allowed to improve his performance in any of all papers of subject on subsequent year(s). such improvement will not hamper Distinction if awarded in earlier attempt(s). Higher mark secured shall remain valid.
7. 0.5 % marks of the total marks of all Honours papers may be awarded as grace marks to a successful candidate for improvement in division/class (i.e from 2nd Divn. To 1st Divn. Or from without Honours to 2nd Divn.)
8. The candidates who have passed all the papers of subjects other than Honours in regular attempts and have not availed any grace marks in those papers and have secured 50 % marks in aggregate of subjects other than Honours will be awarded Distinction.
9. Candidates enrolled for 1st examination as a regular candidate, may appear the 2nd and 3rd year examination simultaneously in the 3rd year even though he/she has not enrolled for 2nd year examination as a regular candidate.
10. One has to clear all the examinations within 6 years from registration for 1st year examination. (For example students taking admission in 2012 have to clear by 2018). The system Back/Re-back/Special examination shall stand replaced with this provision.

TENTATIVE LIST OF +3 ARTS & COMMERCE EXAMINATION CENTRES

Sl.No.	CENTER	Center Code
1	P.S.S.J. COLLEGE, BANARPAL, ANGUL (09A)	1009
2	MOHAN SUBUDHI DEGREE COLLEGE, BARAMBA, CUTTACK	2002
3	OPS MOHAVIDYALAYA, HINDOL ROAD, ANGUL	3010
4	CHOUDWAR COLLEGE, CHOUDWAR, (10C)	2009
5	THE LAW COLLEGE, CUTTACK	2100
6	H.N.S.COLLEGE,CHANDOL, KENDRAPARA	4010
7	TULASI WOMEN'S COLLEGE,KENDRAPARA	4009
8	SARALA MOHAVIDYALAYA , RAHAMA, JAGATSINGHPUR (04 G)	5004
9	B.B.MOHAVIDYALAYA, CHANDIKHOL, JAJPUR	6005
10	DHARMASALA COLLEGE, DHARMASALA, JAJPUR	6008
11	NAYAGARH PRAJAMANDAL MAHILA (DEGREE) MAHAVIDYALAYA, NAYAGARH	7008
12	RAGHUNATH SAMABAYA (DEGREE) MAHAVIDYALAYA, ODAGAON, NAYAGARH	7006
13	MANGALA MOHAVIDYALAYA, KAKATPUR, PURI	8007
14	G.M. LAW COLLEGE, PURI	8100
15	DDCE, UTKAL UNIVERISITY	9090

Allotment of Centre and Change of Centre is not a matter of right.



"Mind is itself free; but, if it does not actualize this possibility, it is in no true sense free, either for itself or for another. Education is influencing of man by man, himself through his own efforts. The attainment of perfect manhood as the actualization of the freedom essential to mind constitutes the nature of education in general."

-J.K. Fredrich Rosen Kranz



POST GRADUATE COURSES MASTER OF ARTS IN ECONOMICS

Course Code –10304

Objective: Economics is a primary social science and now it is also accepted as a science subject. Economics is core to the study of all professional courses like Engineering, Management, Law and even Medicine. The objective of the course includes the following:

- ◆ To create skilled manpower for employment in the areas of economic policy, banking, insurance, business and other fields.
- ◆ To promote research in social science field.
- ◆ To enhance the employability of students through add-on knowledge of Economics.

Faculty : The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar.

Eligibility : Any graduate BA/ B. Com/ B. Tech/B.A. LLB/ B. Sc. LLB/ B. Com LLB etc.

No. of Seats : 200

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters):

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	—
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory , practical and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- All time consultation to the student by the Academic Consultant in Economics.
- Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/ Semester	Category	Paper Code	Title of the Paper	Maximum Marks
I Year 1st Semester	Core	1310304101	History of Economic Thought	100
	Core	1310304102	Principles of Public Finance and Fiscal Policy	100
	Core	1310304103	Microeconomic Theory	100
	Core	1310304104	Macroeconomic Theory	100
I Year 2nd Semester	Core	1310304105	Economics of Development and Growth	100
	Core	1310304106	International Trade	100
	Core	1310304107	Economics of Agriculture	100
	Core	1310304108	Problems of Indian Agriculture	100
	Core	1310304109	Budgetary System with special reference to India	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310304201	Mathematical Economics	100
		1310304202	Econometrics	100
		1310304203	International Economics	100
		1310304204	International Economic Relations	100
		1310304205	Managerial Economics	100
		1310304206	International Monetary Management	100
		1310304207	Cooperation Principles and Management	100
		1310304208	Problems of co-operation in India	100
		1310304209	Economics of Public Sectors in India	100
		1310304210	Business Economics and Environment	100
		1310304211	Planning and Regional Economics	100
		1310304212	Rural Development	100
		1310304213	Organizational Behavior	100
II Year 4th Semester	Core	1310304110	Banking and Monetary Management	100
	Core	1310304111	Regional Economics	100
	Core	1310304112	Dissertation with Viva voce	200
			Total	1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.	

MASTER OF ARTS IN EDUCATION

Course Code-10305

Objective

- ◆ To provide Post Graduate level course in Education. The focus is on Education as a Liberal Art and Social Science.
- ◆ To equip Education Honours students for career in teaching and research
- ◆ To equip persons across disciplines as educational administrators, educators and policy makers.
- ◆ To provide a deep understanding on Education.

Faculty: The faculty is drawn from R.I.E (NCERT) & Nalini Devi Teacher Training Institute, and other colleges. Sri Nikunja Ranjan Dash is the Academic Consultant. You can reach him through Email-nikunjaedn@ddceutkal.org

Eligibility: Any graduate from Utkal University or Any other University with Education as a subject (Hons /Pass / Elective) at graduation level. Those with B.Ed / D.Ed/ Any other recognized teacher's training program under Government/ Board/University are also eligible. Those who are in teaching profession with at least 5 years experience may be granted waiver at the discretion of DDCE.

No. of Seats : 200

Mode of Selection : First come first serve basis

Course Duration : 2 Academic years (4 semesters)

Fees Structure

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	—
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory , practical and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ Consultation to the student by the Academic Consultant in Education
- ◆ Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/ Semester	Category	Paper Code	Title of the Paper	Max. Marks
I Year 1st Semester	Core	1310305101	Philosophical foundation of Education	100
	Core	1310305102	Sociological Foundation of Education	100
	Core	1310305103	Advance Educational Psychology	100
	Core	1310305104	Teachers Education	100
I Year 2nd Semester	Core	1310305105	Modern Trends in Methods of Teaching/ English/Odia/ History/ Math/ Science/ Geography- Theory-100	100
	Core	1310305106	Educational Technology	100
	Core	1310305107	Methods of Educational Research and Statistics	100
	Core	1310305108	Educational Planning and Management	100
	Core	1310305109	Comparative Education: UK/USA/ India	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310305201	Modern Trends in Methods of Teaching English / Odia/ History/Math/Science/Geography Practical-100	100
		1310305202	Modern Educational Thinkers	100
		1310305203	Western Educational Thinkers	100
		1310305204	Educational Policy documents of India since independence.	100
		1310305205	Education in Odisha	100
		1310305206	Distance Education	100
		1310305207	Adult and Non-formal Education	100
		1310305208	Inclusive Education	100
		1310305209	Special Education	100
		1310305210	Early Childhood Education	100
		1310305211	Guidance and Counseling in Education	100
II Year 4th Semester	Core	1310305110	Curriculum Planning and Development	100
	Core	1310305111	Tools and Technique of Educational Measurement and Evaluation	100
	Core	1310305112	Dissertation (Dissertation 100 + Viva Voce and Presentation-100)	200
			Total	1800
ADMISSION PROCESS			<p>Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10th class onw ards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.</p>	

MASTER OF ARTS IN ENGLISH

Course Code-10306

Objective:

- ◆ To provide P.G. Course in English Literature.
- ◆ To prepare skilled manpower to teach English Language and Literature.
- ◆ To improve writing skill in English Language and to equip translators, copy writers and content developers
- ◆ To promote English as an international link language.

Faculty : The Dept. of English is headed by Dr. P.P. Panigrahi. Other faculty is drawn from the P.G. Department of Utkal University and other universities and colleges of Bhubaneswar. You can reach her at : prajna.p.panigrahi@gmail.com

Eligibility : Any graduate with English as a subject from Utkal University or any other University recognized by Utkal University is eligible to take admission.

No. of Seats : 200

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- Consultation to the student by the Faculty in English.
- Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/Semester	Category	Paper Code	Title of the Paper	Max.Marks
I Year 1st Semester	Core	1310306101	Concepts in Literature	100
	Core	1310306102	Classical and neo-classical critical theories	100
	Core	1310306103	Literature and Social history-I	100
	Core	1310306104	Literature and Social history-II	100
I Year 2nd Semester	Core	1310306105	The novel in 18 th -19 th Centuries	100
	Core	1310306106	Non Fiction –letter, Essay, biography and Auto -biography.	100
	Core	1310306107	Theory- Romantic & Victorian theory & Criticism	100
	Core	1310306108	Romantic Poetry	100
	Core	1310306109	Fiction 19 th -20 th centuries	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310306201	Renaissance drama- Shakespearian (with alternate play)	100
		1310306202	The 20 th Century (with alternate play)	100
		1310306203	Modern Drama (with alternate play)	100
		1310306204	Victorian Poetry (with alternate play)	100
		1310306205	Modern Poetry (with alternate play)	100
		1310306206	Literature of Europe (with alternate play)	100
		1310306207	20 th Century Criticism	100
		1310306208	American Literature-I	100
		1310306209	American Literature-II	100
		1310306210	Commonwealth Literature-I	100
		1310306211	Commonwealth Literature-II	100
		1310306212	Communicative English	100
		1310306213	Basics of Written Communication	100
II Year 4th Semester	Core	1310306110	Contemporary Indian Writing in English-I	100
	Core	1310306111	Contemporary Indian Writing in English-II	100
	Core	1310306112	Essay: on a writer (20 Numbers) –(Any Ten)	100
	Core	1310306113	Dissertation	100
			Total	1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.	

MASTER OF ARTS IN HINDI

Course Code –10308

Objective:

- ◆ To encourage teaching, learning and research relating to Hindi language and literature.
- ◆ To promote Hindi amongst non-Hindi speaking people both at National and International level.
- ◆ To promote Hindi, our national language as an instrument of national integration.
- ◆ To equip students with aspects of Hindi language and literature and enable them to teach Hindi at various level.

Faculty : The faculty is drawn from the Teachers Ravenshaw University, P.G. Dept. Of Hindi, R.D. Women's College and other Colleges. Ms Pragyan Paramita is the Academic consultant. You can reach her at pparamita@ddce.org.

Eligibility : Any graduate with Hindi as a subject from Utkal University or any other University recognized by Utkal University under 10+2+3 is eligible to take admission.

No. of Seats : 200

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ Consultation during PCP..
- ◆ Reading Room

COURSE STRUCTURE

Year/ Semester	Category	Paper Code	Title of the Paper	Max. Marks
I Year 1st Semester	Core	1310308101	History of Hindi Literature(Ancient and Medieval)	100
	Core	1310308102	History of Hindi Literature-(Modern)	100
	Core	1310308103	Indian Poetics	100
	Core	1310308104	Western Poetics	100
I Year 2nd Semester	Core	1310308105	Ancient Poetry(Text)	100
	Core	1310308106	Medieval Poetry(Text)	100
	Core	1310308107	Modern Poetry(Text)	100
	Core	1310308108	Novel and Story (Text) (Short Stories)	
	Core	1310308109	Drama, One Act Play and Essay(Text)	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310308201	Prayojan Mulak Hindi(Karyalayee Hindi, Paribhasik Shabdabali Hindi Ka Vividh Roop: Rajbhasha, Rashtrabhasha, Sanchar Bhasa, Kavyabhasha)	100
		1310308202	Hindi Ka Prayojan(Patrakarita, Electronic Media, Advertisement, Film Appreciation)	100
		1310308203	Nari Vimarsh	100
		1310308204	Theory & Practice of Translation	100
		1310308205	Dalit Vimarsh	100
		1310308206	Tulantmak Sahitya	100
		1310308207	Patrakarita	100
		1310308208	Special Study- Tulasi Das	100
		1310308209	Adhunik Bharatiya Sahitya	100
II Year 4th Semester	Core	1310308110	General Principles of Language	100
	Core	1310308111	Hindi Bhasa Ka Vikas Aur Boliyan	100
	Core	1310308112	Project Work(Translation of 40 pages English or Odia to Hindi)	100
	Core	1310308113	Dissertation	100
			Total	1800
ADMISSION PROCESS			<p>Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.</p>	

MASTER OF ARTS IN HISTORY

Course Code –10309

Objective :

- ◆ To enable the students to understand the growth and development of human civilization from ancient period up to present.
- ◆ To facilitate a dialogue between past, present and future.
- ◆ The student would acquire knowledge and understanding of various aspects of History like ancient and mediaeval civilization, emergence at modern times through industrial revolution, growth of democracy and socialism, international relationship, regional history and historiography etc.
- ◆ To equip students for career in teaching at school, college and university level, public service and to also act as a generalist.

Faculty : The faculty is drawn from the P.G. departments of the Utkal University and other universities and colleges of Bhubaneswar.

Eligibility : Any graduate from Utkal University or any other University recognized by Utkal University is eligible to take admission.

No. of Seats : 200

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ Consultation by the Academic Consultant in History.
- ◆ Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/ Semester	Category	Paper Code	Title of the Paper	Max. Mark
I Year 1st Semester	Core	1310309101	Ancient Civilizations	100
	Core	1310309102	Medieval Societies	100
	Core	1310309103	World History(1500-1900 A.D)	100
	Core	1310309104	Twentieth Century of World (1900-1945)	100
I Year 2nd Semester	Core	1310309105	Twentieth Century of World (1945-2000)	100
	Core	1310309106	Historical Theory and Methods	100
	Core	1310309107	Indian Historiography	100
	Core	1310309108	Cultural Heritage of India	100
	Core	1310309109	Contemporary History of India from 1947-2010	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310309201	Political and Administrative History of Ancient India(Early time to 1 st century B.C)	100
		1310309202	Political and Administrative History of Ancient India(1 st Century B.C to 8 th Century A.D)	100
		1310309203	Political and Administrative History of Ancient India(8 th -12 th Century A.D)	100
		1310309204	Political and Administrative History of Medieval India(1206-1526)	100
		1310309205	Political and Administrative History of Medieval India(1526-1707)	100
		1310309206	Socio-Cultural and Economic History of Medieval India	100
		1310309207	History of Odisha (From earliest times to 1435 A.D)	100
		1310309208	History of Ancient Odisha (From 1435 A.D to 1803 A.D)	100
		1310309209	History of Odisha (From 1803 to 1948 A.D)	100
		1310309210	Nationalist Movement In India	100
		1310309211	Constitutional and Administrative History of Modern India	100
		1310309212	History of Far East	100
		1310309213	Socio-cultural and Economic History of Modern India	100
		1310309214	History of Science and Technology in India	
II Year 4th Semester	Core	1310309110	History of Depressed Class Movement in India	100
	Core	1310309111	History of Women in India	100
	Core	1310309112	Dissertation with Viva Voce and Essay	200
			Total	1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.	

MASTER OF ARTS IN ODIA

Course Code –10314

Objective :

- ◆ To provide Post Graduate Education in Odia
- ◆ To promote research in Odia language, literature and culture
- ◆ To equip manpower to act as culture , teachers, translators content developers in Odia language and literature.
- ◆ To meets the needs of the general public to enrich their knowledge about their own language, literature and cultural heritage.
- ◆ To facilitate a dialogue between past, present and future.

Faculty : The department of Odia is headed by Dr. Mamata Rani Behera . Other faculty is drawn from the P.G. departments of the Utkal University and other universities and colleges of Bhubaneswar. You can reach her at mamtab712@gmail.com.

Eligibility : Any graduate (with Odia as subject at least +2 level) from Utkal University or any other University recognized by Utkal University under 10+2+3 is eligible to take admission.

No. of Seats : 200

Reservations : Not Applicable.

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ Consultation to the student by the faculty in Odia.
- ◆ Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/ Semester	Category	PaperCode	Title of the Paper	Max. Marks
I Year 1st Semester	Core	1310314101	History of Odia Literature-I	100
	Core	1310314102	History of Odia Literature-II	100
	Core	1310314103	Language and Linguistic	100
	Core	1310314104	Literature and Literary Theories	100
I Year 2nd Semester	Core	1310314105	Epic(Purana) Poems and Modern Poems	100
	Core	1310314106	Stories and Novels	100
	Core	1310314107	Essay, Biography and Travelogue	100
	Core	1310314108	Odia Grammar	100
	Core	1310314109	Translation- Theories and Application	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310314201	Linguistic-I	100
		1310314202	Linguistic-II	100
		1310314203	Linguistic-III	100
		1310314204	Theatre and Theories of Dramatics	100
		1310314205	Theories of Dramatics	100
		1310314206	Drama and Dramatics	100
		1310314207	Modern Poetry	100
		1310314208	Modern Poetry and Poets.	100
		1310314209	Post Independent Odia Poetry	100
		1310314210	Jagannath Cult and Religion-I	100
		1310314211	Jagannath Cult and Religion-II	100
		1310314212	Jagannath Cult and Religion-III	100
II Year 4th Semester	Core	1310314110	Odisha's Folk Literature and Culture	100
	Core	1310314111	Short History of Odisha	100
	Core	1310314112	Essay: on a writer and his work (20 Numbers) – (Any Ten)	100
	Core	1310314113	Dissertation	100
			Total	1800
ADMISSION PROCESS			<p>Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.</p>	

M.A. IN POLITICAL SCIENCE

Course Code –10316

Objective:

- ◆ Understanding of political thought, system, institutions and their working is crucial to all human endeavors including social, scientific, and industrial and all other fields. The principal objective is to disseminate domain knowledge in these fields.
- ◆ M.A. Political Science curriculum covers aspects of Political Theory. Political Thought, Political Sociology, Human Rights, Administration, Research Methodology, Comparative Politics, Political Culture, Contemporary Challenges and Issues, Environmental Development, Indian Government and Politics, International Relations and Position of women in India etc.
- ◆ To equip students for career in teaching, research, public service, civil service and service sector in general.

Faculty : The faculty is drawn from the P.G. departments of the Utkal University and other universities and colleges of Bhubaneswar. **Mr. Jayanta Kumar Dash**, M.A, M.Phil, Academic Consultant, is in charge of the programme. One may reach Mr.J. K. Dash at jayanta@ddceutkal.org

Eligibility : Any graduate from Utkal University or any other University recognized by Utkal University is eligible to take admission.

No. of Seats : 200

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ Consultation to the student by the Academic Consultant in Political Science.
- ◆ Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/ Semester	Category	Paper Code	Title of the Paper	Total
I Year 1st Semester	Core	1310316101	Comparative politics- Concepts and Methods	100
	Core	1310316102	Administrative theory: Principles and Approaches	100
	Core	1310316103	International relations: Major concepts and theories	100
	Core	1310316104	Western Political Thought (Ancient and Me dieval)	100
I Year 2nd Semester	Core	1310316105	Indian Government and Politics: Basics/Political Ideologies/Nation Building and National Integration in India	100
	Core	1310316106	Comparative political processes	100
	Core	1310316107	Global politics: contemporary challenges and issues	100
	Core	1310316108	Contemporary debates in political theory	100
	Core	1310316109	Western Political Thought (Modern)	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310316201	Public administration and management	100
		1310316202	Political Sociology: Ideas and Concepts	100
		1310316203	Human Right	100
		1310316204	Society and Polity in India	100
		1310316205	Gender and Politics	100
		1310316206	Research Methodology and Statistical Methods	100
		1310316207	Contemporary Political Theory	100
		1310316208	Culture, Politics and Society in India	100
		1310316209	Women in India	100
		1310316210	Contemporary International Studies	100
		1310316211	Environment and development: policy and politics	100
II Year 4th Semester	Core	1310316110	Indian Political Ideas	100
	Core	1310316111	India and the world	100
	Core	1310316112	Dissertation and Viva Voce	200
			Total	1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.	

MASTER OF ARTS IN PUBLIC ADMINISTRATION

Course Code –10318

Objective:

- ◆ Equip the students with required knowledge of general administrative setup of the country.
- ◆ Prepare high level human resources in the area of Public Administration, development of administration, policy formulation and analysis, global governance, human resource development and contemporary issues in public affairs management.
- ◆ Enhance research capacity.

Faculty : The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Mr. Jayanta Kumar Dash, M.A, M.Phil, Academic Consultant, Political Science is in charge of the programme. One may reach Mr.J. K. Dash at jayanta@ddceutkal.org

Eligibility : Any graduate from Utkal University or any other University recognized by Utkal University is eligible to take admission.

No. of Seats : 200

Reservations : Not Applicable.

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fee	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to 10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ All time consultation to the student by the Academic Consultant in Political Science.
- ◆ Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/ Semester	Category	Paper Code	Title of the Paper	Max. Marks
I Year 1st Semester	Core	1310318101	Administrative Theory	100
	Core	1310318102	Comparative Public Administration	100
	Core	1310318103	Indian Administration	100
	Core	1310318104	Administrative Thinkers	100
I Year 2nd Semester	Core	1310318105	Organizational Behavior & Management Process	100
	Core	1310318106	Public Personnel Administration.	100
	Core	1310318107	Development Administration	100
	Core	1310318108	Local Governance.	100
	Core	1310318109	Research Methodology	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310318201	Disaster Management	100
		1310318202	Good Governance	100
		1310318203	Public Policy	100
		1310318204	Financial Administration in India	100
		1310318205	Urban Development	100
		1310318206	Cultural Heritage Management	100
		1310318207	Indian Economics	100
		1310318208	Rural Development	100
		1310318209	Women in India	100
		1310318210	Environmental Impact Assessment and Social Impact Assessment	100
	Elective	1310318211	Planning and Regional Economics	100
II Year 4th Semester	Core	1310318110	International Administration	100
	Core	1310318111	Human Resource and Management	100
	Core	1310318112	Dissertation	200
			Total	1800
ADMISSION PROCESS			<p>Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10th class onwards. Visit DD CE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.</p>	

MASTER OF ARTS IN SANSKRIT

Course Code –10319

Objective :

- ◆ To enhance the understanding of Indian languages, literature, culture, yoga, spirituality and the eternal India.
- ◆ To equip the students to teach Sanskrit at school and college level.
- ◆ To promote teaching, learning and research process in the discipline of Sanskrit.
- ◆ To meet the demands of the elite to get acquainted with classical India as available through Sanskrit literature.

Faculty : The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar.

Eligibility : Any graduate with Sanskrit as a subject from Utkal University or any other University recognized by Utkal University under 10+2+3 is eligible to take admission.

No. of Seats : 200

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.4000	Rs.4000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ Consultation by the Academic Consultant in Sanskrit.
- ◆ Reading Room with numbers of reference books.

Note: NO COURSE MATERIAL IN SANSKRIT IS AVAILABLE. THE MEDIUM OF INSTRUCTION AND EXAMINATION IS SANSKRIT -DEVANAGIRI

COURSE STRUCTURE

Year/Semester	Category	Paper Code	Title of the Paper	Total Mark
I Year 1st Semester	Core	1310319101	Vedic Language & Literature	100
	Core	1310319102	Grammar (Sidhanta Kaumudi)	100
	Core	1310319103	Systems of Indian Philosophy-I	100
	Core	1310319104	Sanskrit Prose and Poetry	100
I Year 2 Semester	Core	1310319105	Sanskrit Plays, Poetics and Dramaturgy-I	100
	Core	1310319106	Ancillary Vedic Literature	100
	Core	1310319107	Philology and Introduction to Grammar	100
	Core	1310319108	Systems of Indian Philosophy-II	100
	Core	1310319109	Sanskrit Plays	
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310319201	Poetics and Dramaturgy-II	100
		1310319202	History of Vedic, Epic and Classical Sanskrit Literature	100
		1310319203	Vedic Literature (Veda) - Samhita Text	
		1310319204	Vedic Literature (Veda) <i>Brahmana, Aranyaka and Upanisad</i> texts	
		1310319205	Classical Literature (Sahitya) Prose & Poetry	100
		1310319206	<i>Vedanga- Nirukta</i>	
		1310319207	Different Schools of <i>Kavyashastra</i>	100
		1310319208	Grammar (Vyakarana) <i>Krdanta and Atmanepada</i>	100
		1310319209	Grammar (Vyakarana) Philosophical Texts-I	100
		1310319210	Grammar (Vyakarana) Philosophical texts-II and Essay	100
		1310319211	Philosophy (Darshana) <i>Nyayasutra and Vakyapadiya</i>	100
		1310319212	Philosophy (Darshana) <i>Nyayasiddhantamuktavali and Jaimini Sutr</i>	100
		1310319213	Philosophy (Darshana) <i>Nyayasiddhantamuktavali and Yogasutra</i>	100
		1310319214	Epics and Puranas Chronology, History and Geography)	100
		1310319215	History of Purana Literature and Essay related to the Subjects	100
		1310319216	Ethics in Sanskrit Literature	100
		1310319217	Communicative Sanskrit	100
		1310319218	Scientific Literature in Sanskrit	100
		1310319219	Yoga for Personality Development and Stress Management Yoga and Stress Management	100
II Year 4 Semester	Core	1310319110	Dramaturgy and Technical Literature	100
	Core	1310319111	Ancient Indian History, Culture and Epigraphy	100
	Core	1310319112	Dissertation	200
			Total	1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.	

MASTER OF ARTS IN SOCIOLOGY

Course Code –10320

Objective:

- ◆ To provide advanced level Teaching- Learning facility in the discipline of Sociology.
- ◆ To impart skill and knowledge base in sociology to students to equip them for career in NGO Sector, Development Administration and Policy making etc.
- ◆ To offer education to policy makers, corporate citizens, socio-political activist and others to enable them to understand the society, social dynamics and complexities and to enhance their professional competency.
- ◆ To promote research and academics in the field of Sociology.

Faculty : The faculty is drawn from the P.G. departments of the Utkal University and other universities and colleges of Bhubaneswar.

Eligibility : Any graduate from Utkal University is eligible to take admission. People working in social sector with more than 5 years experience may be granted waiver of the discretion of DDCE.

No. of Seats : 200

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- Consultation to the student by the Academic Consultant in Sociology.
- Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/Semester	Category	Paper Code	Title of the Paper	Max. Marks
I Year 1st Semester	Core	1310320101	Introduction to Sociology	100
	Core	1310320102	Perspectives of Indian Society-I	100
	Core	1310320103	Classical Sociological Theory	100
	Core	1310320104	Research Methodology-I	100
I Year 2nd Semester	Core	1310320105	Modern Sociological Theory	100
	Core	1310320106	Perspectives of Indian Society-II	100
	Core	1310320107	Research Methodology-II	100
	Core	1310320108	Sociology of Globalization	100
	Core	1310320109	Rural Sociology	
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310320201	Gender Studies	100
		1310320202	Sociology of Health	100
		1310320203	Sociology of Environment	
		1310320204	Sociology of Movements	
		1310320205	Sociology of Crime & Deviance	100
	Elective	1310320206	Sociology of NGOs	
		1310320207	Sociology of Education	100
		1310320208	History of depressed class movement in India	100
		1310320209	Sociology of ageing	100
II Year 4th Semester	Core	1310320110	Sociology of Development	100
	Core	1310320111	Urban Sociology	100
	Core	1310320112	Dissertation-I	100
			Total	1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.	

MASTER OF ARTS IN SOCIAL WORK

Course Code –10326

Objective:

- ◆ To equip all those who are interested in social work with the necessary knowledge and skill.
- ◆ To promote teaching- learning and research in the field of social work.

Faculty : The faculty is drawn from the P.G. departments of the Utkal University and other universities and colleges of Bhubaneswar. Ms. Renuka Kumar, Academic Consultant, Social Work, is in overall charge.

Eligibility : Any graduate from Utkal University or any other University recognized by Utkal University under 10+2+3 is eligible to take admission.

No. of Seats : 100

Mode of Admission : First come first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ Consultation to the student by the Academic Consultant in Sociology.
- ◆ Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/Semester	Category	Paper Code	Title of the Paper	Max. Marks
I Year /1st Semester	Core	1310326101	History and Field of Social Work	100
	Core	1310326102	Man and Society	100
	Core	1310326103	Human Growth and Development- Developmental Psychology	100
	Core	1310326104	Social Work Research and Statistics	100
I Year /2nd Semester	Core	1310326105	Social Work Methods	100
	Core	1310326106	Social Work Administration	100
	Core	1310326107	Social Problems, Social Policy, Social Legislation and Social Development	100
	Core	1310326108	Social Work with Weaker Section	100
	Core	1310326109	Concurrent field work	
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310326201	Labour Welfare	100
		1310326202	Correctional Social Work	100
		1310326203	Basic concept of Management	100
		1310326204	History of Depressed Class Movement	100
		1310326205	Indian Public Administration	100
	Elective	1310326206	Organizational Behavior	100
		1310326207	Human Right and Duties	100
		1310326208	Indian Society	100
		1310326205	Women In India	100
		1310326206	Odishan Society	100
		1310326207	Basic of Urban Studies	100
		1310326208	Basic of Population Studies	100
II Year/ 4th Semester	Core	1310326107	Studies in Rural Development	100
	Core	1310326108	Human Right and duties	100
	Core	1310326109	Dissertation-I	100
			Total	1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.	

MASTER OF COMMERCE

Course Code –30300

Objective:

- ◆ To equip student with knowledge and skill in the field of Trade and Commerce, Accounts, Finance, Marketing, Management and other related domains.
- ◆ To provide Post Graduate Education and to promote research in Commerce.
- ◆ To generally serve the society and meet national and international goals of sustainable development through education in Commerce.

Faculty : The faculty is drawn from the P.G. departments of the Utkal University and other universities and colleges of Bhubaneswar. Mr. Giridhari Sahoo, M.Com, M.Phil, Academic Consultant, Commerce is in overall charge of the programme. One may reach Mr. G. Sahoo at giridhari@ddceutkal.org

Eligibility : B.Com, BBA from Utkal University or any other University recognized by Utkal University, Chartered Accountants, Company Secretaries and Cost Accountants are eligible for admission. Experience with 5 years experience in corporate-Banking sector may be granted waiver of the discretion of DDCE.

No. of Seats : 200

Mode of Admission : First cum first serve basis.

Course Duration : 2 Academic Years (Four Semesters).

Fees Structure :

	At Admission	Second Year
Admission Processing Fees	Rs.500	
Course Fees	Rs.7000	Rs.7000
Corpus Fund	Rs.2500	--
Exam. Fees	Rs.2400	Rs.2600

Mode: The Course is offered under the Distance mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 7 to10 days duration shall be held for each semester covering theory and project component as per syllabi. Students can meet teachers for guidance, counselling and doubt clearance.

Facilities:

- ◆ All time consultation to the student by the Academic Consultant in Commerce.
- ◆ Reading Room with large numbers of reference books.

COURSE STRUCTURE

Year/ Semester	Subject	Paper Code	Title of the Paper				Max. Marks
I Year 1st Semester	Core	1330300101	Management Concepts and Practices				100
	Core	1330300102	Quantitative Methods for Management				100
	Core	1330300103	Business Economics & Environment				100
	Core	1330300104	Financial Management				100
I Year 2nd Semester	Core	1330300105	Corporate Financial Accounting				100
	Core	1330300106	Organization Behaviour				100
	Core	1330300107	Marketing Management				100
	Core	1330300108	Managerial Economics				100
	Core	1330300109	Entrepreneurship Development				100
II Year 3rd Semester	Specialization Group		Group-A	Group-B	Group-C	Group-D	
Any One Group- A/B/C/D	Elective	1330300201	Advance Accounting	Financial Markets and Institution	Marketing Research & Consumer Behaviour	Human Resources Planning & Development	100
		1330300202	Accounting Information System	Merchant Banking & Financial Services	Marketing Services & Advertising management	Managing Employee Relation & Related Laws	100
		1330300203	Business Taxation	Security Analysis & Portfolio Management	Product & sales Management	Management of training & development	100
Any Two from Elective	Elective*	1330300204	Production & Operation Management				100
		1330300205	Cost and Management Control				100
		1330300206	Business Policy & Strategic Management				100
		1330300207	International Business				100
		1330300208	Purchasing of Materials Management				100
		1330300209	Advanced Financial Management				100
		1330300210	Economic Analysis for Decision Making				100
		1330300211	Business History				100
II Year 4th Semester	Core	1330300110	Banking and Insurance Management				100
	Core	1330300111	Research Methodology				100
	Core	1330300112	Dissertation				200
			Total				1800
ADMISSION PROCESS			Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate, a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.				

Extracts from Under Choice Based Credit Semester System Model Regulation for Post Graduate Programme DDCE

1. ELIGIBILITY

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University, provided one qualifies in the Entrance Test securing at least 40%. Relaxation of 5% for SC/ST candidate would be allowed. Entrance Test may be waived for Distance learners.
- 1.4. **Admission Policy** would be decided by the P.G. Council , M.S. Law College and **DDCE** respectively.

2. DURATION

- 2.1 At least two years of four semester in toto. In case of professional courses the duration may be more.
- 2.2 Odd semester is from June to December (i.e., 1st & 3rd semester). The examination shall be held normally in the month of November - December.
- 2.3 Even semester is from January to June (i.e., 2nd & 4th semester). The examination shall be held normally in the month of May - June.
- 2.4 A student would be required to complete the course within four academic years from the date of admission.

3. CREDIT DISTRIBUTION

A. THEORY PAPER

Teaching Hours	Students input outside class	Credit Point
40 hours	80-100 hours	4
30 hours	40-60 hours	3
20 hours	20-40 hours	1

B. PRACTICAL PAPERS

Teaching Hours	Students input outside class	Credit Point
40 hours	30-40 hours	3
30 hours	20-30 hours	2
20 hours	10-20 hours	1

C. DISSERTATION PAPER

Contact hour with the teacher	Students input outside class	Credit Point
20 hours	100 or more hours	4

D. SEMESTER- 90 DAYS OF TEACHING AND EVALUATION**E. MINIMUM CREDIT POINT REQUIRED FOR POST GRADUATE DEGREE - 72****F. DISTRIBUTION OF CREDIT POINTS**

Hard core course	Core Elective Courses	Allied Elective Courses	Free Elective Courses	Audit Courses
32	16	16	08	16

- ◆ **Hard core courses** are to be pursued from the P.G. Department where a student has taken admission (Compulsory courses)
- ◆ **Core Elective Courses** are to be pursued from the P.G. Department where a student has taken admission (Special Paper course)
- ◆ **Allied Elective courses** can be pursued from allied department. Each P.G. Department would prepare the list of allied departments.
- ◆ **Free Elective** courses can be pursued in any P.G. Department or from DDCE, University Law College or such other educational institution to be decided by the P.G. Council. The student may pursue such course in his own department also.
- ◆ **Audit courses** are those which the student pursues under any department without opting to go through any examination in any P.G. Department or from DDCE, University Law College or such other educational institution to be decided by the P.G. Council. No credit would be awarded for audit courses. However the certificate shall specify course completion. In case the student opts to go through examination process credit shall be assigned, but shall not be taken into account for awarding cumulative grade point average.

4. GRADING SYSTEM

Grade		Mark Secured from 100	Points
Outstanding	‘O’	100-90	10
Excellent	‘E’	89-80	9
Very Good	‘A’	79-70	8
Good	‘B’	69-60	7
Fair	‘C’	59-50	6
Pass	‘D’	49-36	5
Failed	‘F’	Below 36	0

N.B. A Candidate has to secure Grade -D or above to pass in each of the Papers

5.2 A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

5.3 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) X (a) for each course item

CREDIT INDEX - Σ **CREDIT POINT** of course items in

GRADE POINT AVERAGE - **CREDIT INDEX**

Σ **CREDIT**

SEMESTER GRADE POINT AVERAGE (SGPA) = $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$ for a Semester

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

CREDIT INDEX of all previous Semester upto a Semester

Σ **CREDIT**

5.4 In addition to the points marks/percentage would also be awarded and shall also be reflected in the Mark Sheet.

5.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark-sheet.

6. REPEAT EXAMINATION

6.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.

6.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. The higher marks shall be retained.

6.3 Repeat and improvement has to be completed with 4-Yrs from the date of admission. In case of three year duration, the course may be completed within 5 years.

6.4 There shall not be any distinction between repeat and improvement.

7. HARD CASE RULE

7.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.

7.2 .5 (point five percent) grace mark can be given for award of B Grade in each semester provided grace mark under 6.1 has not been awarded.

8. EXAMINATION QUESTION PATTERN (SUGGESTIVE)

8.1 There shall be three types of questions – Essay/Descriptive , short answer & objective.

The following shall be the distribution for papers carry 100 marks.

- a. Five essay type carrying 12 marks out of seven is to be answered. Model answers should be between 700 - 1000 words.
- b. Four short type questions carrying 6 marks out of six is to be answered. Model answers should be between 150 - 250 words.
- c. Eight objective type questions carrying 2 marks out of ten is to be answered. Model answers should be between one - two sentences.

8.2 Distribution of marks for theory papers carrying 50 marks

- a. Three essay type carrying 10 marks out of five is to be answered. Model answers should be between 700 - 1000 words.
- b. Two short type questions carrying 5 marks out of three is to be answered. Model answers should be between 150 - 250 words.
- c. Five objective type questions carrying 2 marks out of seven is to be answered. Model answers should be between one - two sentences.

9. In case of P.G. Dept. M.S. Law College the teacher offering the course shall be responsible completely for the evaluation (setting papers, conducting unit test, term end test, seminars, presentation, guidance of dissertations and projects etc.).

10. The Departmental Teacher Council, Teacher Council of P.G. Dept. of Law & M.S. Law College and teacher Council of DDCE along with concerned Heads of P.G. Depts. of the University shall act as the Board of Study for the courses offered. They may invite external members.

11. Each Dept shall have a designated Teacher in-charge of Examination to be decided by the Head, Principal , or Director as the case may be.

12. The Evaluation would be sole responsibility of Teacher offering the course (i.e. Setting & evaluating for Unit test / Quiz / Presentation or Seminar term end / Practical / Dissertation / Project etc.)

13. The Dept. Law College , DDCE shall prepare the result and handover the same (Tabulation Register.) to Controller of Examinations (both soft & hard) for preparation of certificates and mark sheets. The Head of the Dept. / Principal , Director may issue Mark sheet cum Provisional result sheet to the candidates.

14. Suitable modifications may be made for P.G. Courses offered by the DDCE, Utkal University under approval of its Advisory Council and the Vice Chancellor.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

DOCUMENT TO BE PRODUCED AT THE TIME OF ADMISSION
<ol style="list-style-type: none">1. Print out of online filled in application form.2. Stamp size Photographs.3. Original & Self Attested Photocopies of Mark sheets/ Certificates of all Examination passed.4. Original C.L.C.5. Utkal University Registration Number if any.6. Migration Certificate if applicable.7. Those applying through Post are to send all the above through Regd. Post only.8. SC / ST / OBC Certificate if applicable.9. Requisite fees through separate Bank Drafts10. Experience Certificate with Bank Pass Book for verification of Salary Transfer (in case of MBA Evening Programme Only)

PLEASE NOTE

- Fees once deposited cannot be refunded
- We do not provide any Hostel Accommodation
- We do not provide placement service
- We do not lend books from our Library.
- We do not provide any travel concession.
- We do not provide entire course material. For language and literature subject student is required to procure the prescribed text. Partly course material is placed in our website. In place of printed material we provide at times DVDs/ CDs.
- Our students do not receive any scholarship or stipend from Govt. Agency.
- Course Fees are not reimbursable from any other source.
- DDCE Utkal University has been inspected by a joint team of UGC-AICTE-DEC in January 2013 and it stands recognized.
- DDCE shall not be responsible for any postal delay.
- For updates student must visit www.ddceutkal.ac.in

EXAMINATION SYSTEM

The DDCE , Utkal University is a constituent college of the Utkal University. All Degree / Diploma Examinations are conducted by the Controller of Examinations, Utkal University. Normal examination schedule has been indicated in the Academic Calendar (Pg.....). The Controller of Examinations, Utkal University publishes a general schedule

of all University Examinations in leading local dailies. The detailed Program of various examinations are also communicated to all affiliated colleges of the University. DDCE shall be the Centre of Examination for all courses for BA/B.Com.

Centres of Examination are indicated along with the course details. The Controller of Examinations and the Director, DDCE at their discretion may change the centre of examination of any student. At the time of admission, the students are **required to fill up their examination forms online**. They are required to deposit the Examination Fees as per instruction from DDCE. For all other examinations, forms are filled up online six months before the scheduled date. Before the commencement of the examination, the DDCE issues admit card specifying centre of examination online. Student is required to download the same. In case of any discrepancy, the student is required to report to the DDCE in person. Change of examination centre is allowed only on the event of the death of parent/legal guardian and/ or Transfer of self or parents. Besides the usual fees payable to the University, a student has to pay a sum of Rs. 100/- to the DDCE for centre change. Such request will be entertained one month before the commencement of the examination. Permission for change of centre is given purely on the discretion of the Director, DDCE and/or Controller of Examinations, Utkal University. A student has to carry the DDCE Identity Card to the centre of examination.

Candidates, who are booked under malpractice have to fill-up the repeat exam. form with an undertaking without waiting for the award of punishment.

Arrangement for down loading admit card has been introduced. Please visit www.ddceutkal.ac.in. Arrangement for Online form fill up is under process. **PLEASE NOTE DDCE WOULD NOT ISSUE** any individual communication regarding examination. **PLEASE DOWNLOAD ADMIT CARD & PROGRAMME.**

CERTIFICATION

The University Registration Number is issued by the DDCE on behalf of the Controller of Examinations, Utkal University. Students passing out the qualifying examination from Boards other than C.H.S.E., Orissa and OSTECH are required to submit Migration Certificate along with the application form. Migration Certificate is issued by the Controller of Examinations, Utkal University on payment of prescribed fees and the application form are to be deposited for obtaining the same.

Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all

dues. Original Degrees / Diplomas are issued by the Controller of Examinations. One may download mark sheet from our website.

Students discontinuing before completion of any course are to apply for C.L.C. in prescribed forms, to the DDCE .

DUPLICATE REGISTRATION NO., CLC & IDENTITY CARD

For duplicate Registration Number a candidate is to pay Rs. 70/-. For duplicate CLC an affidavit is required and a fee of Rs. 200/- is to be paid.

Identity Card will be issued to the student on completion of admission process. Duplicate Identity Card will be issued on payment of Rs. 50/-. If a student applies for CLC after 5 Years from the normal duration of the course he/she has to deposit Rs.500/- and produce an affidavit with all relevant information / declaration.

- ◆ **Any fees paid once shall not be refunded under any circumstance.** Hence every student must verify his eligibility before depositing any amount. And as such students are advised to pay the required admission fees only on receipt of Demand Note from DDCE.
- ◆ Any first year B.A. / B.Com. students who desires to change his subject may do so within 15 days from the last date of admission. Students are not allowed to change their subject at M.A. . For example, a student admitted in History cannot be allowed to change his subject to Pol. Science. Further a student may change his special paper group within 15 days from the last date of admission at M.A. level. After that a fees of Rs.200/- will be applicable for +3 students.
- ◆ Fee structure is subject to change from time to time without any prior notice.
- ◆ Students are advised to keep in touch with their respective examination centers for the exact schedule. The general Schedule of Examination is notified in leading news papers by the Controller of Examinations and in our website.
- ◆ DDCE takes no responsibility for postal delay or losses.
- ◆ The curriculum structure and syllabus indicated in Prospectus is subject to change without notice.
- ◆ Any dispute is subject to jurisdiction of SDJM, Bhubaneswar only. The relation between student and DDCE, Utkal University is not that of a consumer and service provider.
- ◆ DDCE does not provide any hostel accommodation. Students have to make their own arrangement for stay during Personal Contact Program and Examinations.

Various forms (such as Examination Form Fillup, Application for Original Degree, Migration Certificate, CLC and Rectification of Results etc.) are available in our website.

ADMISSION SCHEDULE 2014-2015 SESSION

Course/ No. of Seats	Mode/Medium of Instruction	Eligibility	Selection process	Admission schedule & Other
MBA, P.G. Dip. HR / MM / D&NM / FM/ T&TM/ POM (500)	Distance/English	Any Graduate/Equivalent	Through Online Entrance Test at DDCE	Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10 th class onwards. Personally submit it or send by post. You shall be allotted a slot for appearing the online test at DDCE. Result would be published on the same day. On selection produce all your originals for verification. On verification payment advice shall be generated by DDCE. You are required to make payment and take admission within 7 days from the selection. The last date of application and online test shall be 30 th of June 2014 without late fees. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/06/2014 whichever is earlier.
IMBA / BBA (100)	Distance/English	+2 / Equiv.		
MCA (40)/M Sc Computer Sc/MIT	Regular/ English	Any Graduate with pass in Math/Statistics at +2 level (bridge course offered) OR BCA/BITM/BIT/Computer Science Hons Passing with Math/ Statistics at +2 level and BCA /BIT/B Sc computer science from Utkal University		
MCA - Lateral Entry (40)	Regular/ English	Any Graduate or equivalent. Those born before 1 st June 1982 and working executive / personnel with at least 3 year experience.	Through Online Test, and Personal Interview at DDCE	Apply Online and submit the printout along with a set of attested copies of mark sheets and certificates from 10 th class onwards. Personally submit it or send by post. You shall be allotted a slot for appearing the online test and personal interview at DDCE. Result would be published on the same day. On selection produce all your originals for verification. On verification payment advice shall be generated by DDCE. You are required to make payment and take admission within 7 days from the selection. The last date of application and online test shall be 30 th of June 2014 without late fees. Process would commence from 01/06 /2014 and continue up to filling up of seats or 30/06/2014 whichever is earlier.
MBA (64) Evening	Regular /English	Any Graduate/ Equivalent & born after 31 st May 1991	Through Online Test, and Personal Interview at DDCE	
P.G. Dip. in Banking & Insurance Mgt. (24)	Regular/ English	+2/ Equivalent	First come first serve	
B.A. (Pass & Hons.) Unlimited	Distance/ English/Odia	+2/ Equivalent	First come first serve	Apply on line. Upload photograph and signature. Take a print out. For assistance you may visit DDCE. Attach all mark sheets and certificates 10 th class onwards. Visit DDCE office with originals for spot admission. On verification of your eligibility and originals and submission of CLC and/or migration certificate , a demand note shall be generated. On payment of fees in cash at bank or demand drafts you shall be admitted. Late fees of Rs.500/- is applicable for August. Process would commence from 01/06/2014 and continue up to filling up of seats or 30/08/2014 whichever is earlier.
B.Com.(Pass & Hons.) Unlimited	Distance/ English	Education at +3 Level or equivalent	First come first serve	
M.A Education (200)	Distance/ English	Economics at +3 level or equivalent	First come first serve	
M.A Economics (200)	Distance/ English	Any Graduate with 50% in aggregate	First come first serve	
M.S.W. (200)	Distance/ English	Any Graduate / Equivalent	First come first serve	
M.A (History / Political Science / English / Public Admin /Sociology) (200 each)	Distance/ English	Any Graduate / Equivalent	First come first serve	
M.A (Odia)(200)	Distance/ Odia	Any Graduate / Equivalent	First come first serve	
M.A Sanskrit (200)	Distance/ Sanskrit in Devanagiri	Sanskrit at +3 Level or equivalent	First come first serve	
M.A., Hindi (200)	Distance/ Hindi	Hindi at +3 Level or equivalent	First come first serve	
M.Com. (200)	Distance/ English	B.Com. / BBA/Chartered/Cost Accountant	First come first serve	

FOR DETAILS AND UPDATES Visit ddceutkal.ac.in

**DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
UTKAL UNIVERSITY :VANVIHAR : BHUBANESWAR-751007
FEES STRUCTURE FOR ADMISSION SESSION 2014-2015**

Course	At the time of admission					2 nd year		3 rd year		4 th year		5 th year	
	Cost of Form (Rs.)	Course Fee (Rs.)	Exam. Fee(R s.)	SSDC (Rs.)	Corpus Fund (Rs.)	Course Fee (Rs.)	Exam Fee (Rs.)	Course Fee (Rs.)	Exam Fee (Rs.)	Course Fee (Rs.)	Exam Fee (Rs.)	Course Fee (Rs.)	Exam Fee (Rs.)
MBA(Distance Mode)	500	25000	2400	3000	3000	25000	2600						
MBA(Evening Regular Program)	500	30000	2400	10000	3000	30000	2600						
P.G. Dip. HR / MM / D&NM / FM/ T&TM/ POM(Distance Mode)	500	18000	2600	3000	3000								
IMBA / BBA(Distance Mode)	500	10000	2400	3000	3000	10000	2400	10000	2600	15000	2400	15000	2600
P.G. Dip. in Banking & Insurance Mgt.(Morning Regular Mode)	500	25000	2600	10000	3000								
MCA .(Morning Regular Mode)	500	25000	2400		3000	25000	2400	25000	2600				
MCA - Lateral Entry. MSc.CS/MSc.IT/M.Sc.ITM (Morning Regular Mode)	500	25000	2400		3000	25000	2600						
M.A (Oriya / History / Political Science / English / Public Admin /Sociology /Economics /Education M.S.W./ Hindi/ M.Com.)(Distance Mode)	500	7000	2400		2500	7000	2600						
M.A Sanskrit(Distance Mode)	500	4000	2400		2500	4000	2600						
B.A/B.Com.(Hons.)(Distance Mode)	500	5000	800		1500	5000	800	5000	1000				
B.A/B.Com.(Pass)	500	4000	800		1500	4000	800	4000	1000				

FOR GENERATION OF DEMAND NOTE CONTACT HELP DESK AT DDCE

Readmission /Admission Late Fee for August Rs. 500/-
FOR UPDATES VISIT ddceutkal.ac.in OR ddceutkal.org

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DIRECTOR

