

## PLEASE NOTE

- We do not send information on Schedule of Examination by post. One has to visit our website for all the notices.
- Telephonic enquiry cannot be treated as authentic. Notices in web and variations in web are only authentic.
- 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. Renewal is due in 2015 and the process has been initiated.
- DDCE shall not be responsible for any postal delay.
- For update student must visit [www.ddceutkal.ac.in](http://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 admits card has been introduced. Please visit [www.ddceutkal.ac.in](http://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 OSTEC 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.

## CENTRES FOR EXAMINATION

<b>BA/B.Com</b>	<p>B.B. MOHAVIDYALAYA, CHANDIKHOLE</p> <p>CHOUDWAR COLLEGE, CHOUDWAR</p> <p>DHARMASALA MOHAVIDYALAYA, DHARMASALA</p> <p>Directorate of Distance &amp; Continuing Education, Utkal University</p> <p>G.M. LAW COLLEGE, PURI</p> <p>MANGALA MAHAVIDYALAYA, KAKATAPUR</p> <p>MOHAN SUBUDHI DEGREE COLLEGE, BARAMBA</p> <p>P.S.S.J. COLLEGE, BANARPAL</p> <p>R.S.(DEGREE) MAHAVIDYALAYA, ODAGAON</p> <p>THE LAW COLLEGE, CUTTACK</p> <p>D.S. LAW COLLEGE KENDRAPARA</p> <p>ANCHALIKA DEGREE MAHAVIDYALAYA TALAMULA</p>
<b>All M.A.</b>	<b>DDCE SHALL BE THE CENTRE/ PROPOSED P.G. EXAM CENTERS PURI, CUTTACK AND BHUBANESWAR</b>
<b>MBA</b>	<b>DDCE SHALL BE THE CENTRE</b>
<b>MCA</b>	
<b>ALL P.G. DIPLOMA</b>	

## **NOTE FOR PHYSICALLY CHALLENGED**

**In case of physically challenged person/ students special facilities are extended by the COE at his discretion**

1. Additional 30 minutes time is allowed. In case of writing inability (particularly blind/disability in hand etc.) and a writer can be engaged. Physically challenged students have to produce I. Card from State Social Welfare Board. The writer must be pursuing a lower course (for example B.A. candidates are to engage a writer, who is a student at +2 or for M.A. one who is a student of +3), in a recognized college under CHSE/University etc. it is the responsibility of the candidate to identify a writer and apply in the COE, Utkal University for approval at the centre through the Director DDCE. The application must be submitted at least a fortnight before the commencement of examination with the photocopy of physically disabled certificate issued by CDMO. Without prior approval no writer will be allowed. In rare of rarest case COE may give permission to an alternate writer.
2. The candidate is to carry the original physically disabled certificate during the examination and has to produce if asked by the Centre Superintend.
3. In case of Blind Candidates separate seats will be arranged both for the scribe and the examinee. The Scribe is not allowed to take any material inside the exam hall.

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### **TRANSCRIPT**

Those seeking employment and admission outside India may require transcripts. They have to

apply to the Controller of Examinations, Utkal University, Vani Vihar, Bhubaneswar-751004. A fees of Rs 250(subject to change) is payable to the Comptroller of Finance Utkal University through Bank challan at State Bank of India, Utkal University, Vani Vihar, Bhubaneswar. There are no 'online' arrangements. Students are advised to contact the office of Controller of Examination either personally or through their contacts at Bhubaneswar.

### **Migration**

Those who have received online Registration Number I,e. since 2011 admission Batch can receive their migration from Director, DDCE, Utkal University. Those who had joined as fresh students of Utkal University since 1997 can also receive their migration certificate from Director DDCE. All are required to E-Mail their application to [director@ddceutkal.ac.in](mailto:director@ddceutkal.ac.in). DDCE would guide them. Only e applications shall be processed. They would be required to surrender their registration number and pay requisite fees.