GENERAL & EXAMINATION INSTRUCTIONS

- We do not send information on Schedule of Examination by post. One has to visit our website for all the notices.
- DDCE shall not be responsible for any postal delay.
- 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 2016 and the process has been initiated.
- For update student must visit www.ddceutkal.ac.in.
- The last Date for depositing the readmission fees is 31st July every year. If the last Date is holiday then the next day one can deposit the fees without fine. No notice shall be issued for this.
- Fees deposited after the Due date the candidate has to pay Rs. 500/- in addition to the readmission fees.
- Please note that DDCE remains closed on all public holidays including every second Saturday of the month and all Sundays. We follow the Utkal University Holiday List (for its office).
- 2016 Calendar has been printed in this Brochure please note that under the order of the Vice-Chancellor additional Holidays are declared.
- No additional sheet shall be provided. Your answer should be precise, to the point and you must use space judiciously. Additional margins must not be used. Your handwriting should be legible.
- No temporary absence is allowed during the first hour. For 3hr. duration exam only 1 (max) and for a 4hr. duration exam only 2 (max) temporary absence is allowed. You must not carry answer script or question paper outside the hall under any circumstances. Temporary absence beyond 5 minutes is not allowed. Temporary absence is permitted by the invigilator.
- No examinee should carry anything to the hall except pen, pencil, eraser, I- card, Admit card, permission letter, non- scientific calculator (where allowed), scale, purse, sharpener and refills. Carrying MOBILES PHONE OR ANY OTHER GADGET is strictly prohibited. DDCE has no

arrangement for safe keeping of your mobiles. Placing mobiles / bags etc at a common identified place is at your own risk. DDCE shall bear no responsibility for theft etc.

- Please park your two wheelers / other vehicles at designated place only. Parking at DDCE is at owner's risk. You are advised to double lock your vehicles. DDCE shall bear no responsibility for the safe keeping of vehicles. Number of Thefts have been reported in past.
- Physically challenged / Differently abled/Nursing mother/ pregnant women etc. who require special arrangement need to apply to Controller of Examination (COE) at least 15 days before the commencement of examination. In case of a writer being engaged, complete details of the writer including ID Proof and highest educational qualification etc. are to be provided and this needs to be approved by the director DDCE and controller of examination, Utkal University. DDCE shall not take any responsibility unless all formalities are completed as above. In case of multiple writers, the details of scribe are also to be produced. Writers should be students pursuing a lower course.
- Examinees are subject to physical check up by officials both at the gate and in the examination hall.
- Indiscipline in any form and malpractice in any form shall be seriously viewed.
- Students are required to download admit cards, verify centers of examinations, subjects etc. well before commencement.
- Students are required to carry sealed water battle (Poly pouch/ packet is not allowed) to the examination hall.
- All PG/MBA/OTHER EXAMINATION under CBCS have two components - (university/ Internal)- appearance and passing in both components is a requirement . Appearance at only one part would automatically lead to failure.
- Failed candidates are required to attend both assignment test and university exam.
- If any examinee will found misbehaving the invigilator then serious action will be taken against him/her.
- If a student refuses to sign the Mal Practice form then the Center Superintendent can also book the candidate.
- Visit www.ddceutkal.ac.in for Examination schedules.
- In case of Malpractice, the decision is taken by the appropriate committees of the university. A candidate may reappear at the subsequent examination with an undertaking.
- In case of non availability of marks or being marked absent in spite of presence, Candidate is required to obtain attendance and memo copies. Further such candidates are to fill up form for re-appearance pending location of marks.

I have read the above, understood the content and I agree.

(**Signature)**

Name:_____

Course:_____

Enrollment No:_____