Regulation and Structure for Under Graduate Programme (B.A/B.Com/B.Sc) Under Utkal University Bhubaneswar

(As per CBCS System)
Effect from DDCE Admission Batch 2017-18

1. ELIGIBILITY :

Higher Secondary / +2 / Senior Secondary or any other equivalent examination passed from any Board / Council established by the Govt. of India or any State Govt. or any other equivalent examination recognized by Central Board of Secondary Education / Council of Higher Secondary / Dept. of Industry or any other Dept. of Govt. of Odisha or Utkal University. Those joining B.Sc. Programme must have passed the above examination under the faculty of Science / Technology / Engineering / Pharmacy etc. There shall be no such restriction for joining B.A/ B.Com stream.

2. COURSE STRUCTURE : The detailed Course structure is given below

(A) ARTS (PASS)

12 Core Papers: (**DSC -1**) Discipline Specific Core-1= 2 English + 2 MIL + 4 from Core Subject – 1

+(**DSC -2**) = 4 from Core Subject – 2

of 6 Credit each and 100 marks each

4 DSE Papers: (**DSE – 1**) Discipline Specific Elective-1 = 2 fromSubject – 1

+(**DSE – 2**) = 2 from Subject – 2

of 6 Credit each and 100 Marks each

2 AECC Papers of - 4 Credit each and 100 Marks each

4 SEC Papers of   - 4 Credit each and 100 marks each

2 GE Papers of   - 6 Credit each and 100 Marks each.

*A student can opt two Practical subjects as Discipline 1 & 2

SEMESTER – I

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	MIL (Odia/Hindi/Urdu/A.E.)	I	6	60	100
2	DSC – 1	A	6	60	100
3	DSC – 2	A	6	60	100
4	AECC-I	*Env. Studies*	4	40	100
TOTAL PAPER		4	22	220	400

SEMESTER – II

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	ENGLISH	I	6	60	100
2	DSC – 1	B	6	60	100
3	DSC – 2	B	6	60	100
4	AECC-II	*MIL (Communication) (Odia/Hindi/Urdu/A.E.)*	4	40	100
TOTAL PAPER		4	22	220	400

SEMESTER – III

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	*MIL (Odia /Hindi /Urdu/A.E)*	II	6	60	100
2	DSC – 1	C	6	60	100
3	DSC – 2	C	6	60	100
4	SEC – I	*(English Communication)*	4	40	100
TOTAL PAPER - 4			22	220	400

SEMESTER – IV

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	ENGLISH	II	6	60	100
2	DSC – 1	D	6	60	100
3	DSC – 2	D	6	60	100
4	SEC -II	*to be assigned*	4	40	100
TOTAL PAPER		4	22	220	400

SEMESTER – V

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	DSE – 1	A	6	60	100
2	DSE – 2	A	6	60	100
3	GE	I	6	60	100
4	SEC-III	*to be assigned*	4	40	100
TOTAL PAPER - 4		4	22	220	400

SEMESTER – VI

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	DSE – 1	B	6	60	100
2	DSE – 2	B	6	60	100
3	GE	II	6	60	100
4	SEC -IV	*to be assigned*	4	40	100
TOTAL PAPER		4	22	220	400
GRAND TOTAL			132	1320	2400

* AECC – Ability Enhancement Compulsory Course * SEC – Skill Enhancement Course
* DSC – Discipline Specific Core * DSE – Discipline Specific Elective * GE – Generic Elective
A pass candidate has to opt two pass subject as DSC-1 & DSC-2

(C) B.COM. SYLLABUS FOR REGULAR / PASS (CBCS)

Course Structure		Category	Marks			Credits
			Theory	Practical /Internal	Total	
Semester I						
1.1	Environmental Studies	AECC-1	80	20 (I)	100	4
1.2	Financial Accounting	DSC-1	80	20 (I)	100	6
1.3	Business Law	DSC -2	80	20 (I)	100	6
1.4	Micro Economics	GE-1	80	20 (I)	100	6
Total			**320**	**80**	**400**	**22**
Semester-II						
2.1	English Communication	AECC-2	80	20 (I)	100	4
2.2	Corporate Accounting	DSC -3	80	20 (I)	100	6
2.3	Corporate Laws	DSC -4	80	20 (I)	100	6
2.4	Macro Economics	GE-2	80	20 (I)	100	6
Total			**320**	**80**	**400**	**22**
Semester III						
3.1	Human Resources Management	DSC-5	80	20 (I)	100	6
3.2	Management Principles & Application	DSC -6	80	20 (I)	100	6
3.3	E-Commerce	SEC-1	80	20 (I)	100	4
3.4	Personal Selling & Salesmanship	SEC-2	80	20 (I)	100	4
Total			**320**	**80**	**400**	**20**
Semester IV						
4.1	Cost and Management Accounting	DSC -7	80	20 (I)	100	6
4.2	Business Mathematics	DSC -8	80	20 (I)	100	6
4.3	Computer Applications in Business	SEC-3	80	20 (I)	100	4
4.4	Entrepreneurship	SEC-4	80	20 (I)	100	4
Total			**320**	**80**	**400**	**20**

	Course Structure		Category	Theory	Practical / Internal	Total	Credits
	Semester V						
5.1	Principles of Marketing		DSC -9	**80**	**20 (I)**	**100**	**6**
5.2	Fundamentals of Financial Management		DSC -10	**80**	**20 (I)**	**100**	**6**
5.3	**DSE-1 (Any one of the following)**		DSE-1	**80**	**20 (I)**	**100**	**6**
	A. Accounting and Finance	Financial Markets , Institution and Services					
	B. Banking and Insurance	Indian Banking and Insurance System					
	C. Financial Markets	Indian Financial System					
5.4	**DSE-2 (Any one of the following)**		DSE-2	**80**	**20 (I)**	**100**	**6**
	A. Accounting and Finance	Financial Statement Analysis and Reporting					
	B. Banking and Insurance	Merchant Banking and					
	C. Financial Markets	Financial Institutions and Services					
	Total			**320**	**80**	**400**	**24**
	Semester VI						
6.1	Auditing and Corporate Governance		DSC -11	**80**	**20 (I)**	**100**	**6**
6.2	Indirect Tax		DSC–12	**80**	**20 (I)**	**100**	**6**
6.3	**DSE-3 (Any one of the following)**		DSE-3	**80**	**20 (I)**	**100**	**6**
	A.Accounting and Finance	Corporate Tax Planning					
	B. Banking and Insurance	Fundamentals of Investment					
	C. Financial Markets	Financial Market Operations					
6.4	Business Research Methods and Project Work*		DSE-4	**50**	**50(I)**	**100**	**6**
	Total			**290**	**110**	**400**	**24**
	Grand Total			**1890**	**510**	**2400**	**132**

Notes:
- AECC- Ability Enhancement Compulsory Course
- GE- Generic Elective Course
- DSE- Discipline Specific Elective Course
- SEC- Skill Enhancement Course

(D) ARTS (HONS.)

14 Core Papers   (**C-1 to C-14**) of 6 Credit and 100 marks each
2 AECC Papers   (**AECC-1 & 2**) of 4 Credit and 100 marks each
2 SEC Papers   (**SEC-1 &2**) of4 Credit and 100 marks each
3 DSE Papers   (**DSE-1 to 4**) 6 Creditand 100 marks each:

and Project Report of 6 Credit ; 100 Marks (Project 80 + Viva 20)
4 GE Papers   (**GE-1 to 4**) of 6 Credit each and 100 marks each *

SEMESTER – I

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	1	6	60	100
2	CORE	2	6	60	100
3	GE	1	6	60	100
4	AECC - I	*Env. Studies*	4	40	100
TOTAL PAPER		4	22	220	400

SEMESTER – II

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	3	6	60	100
2	CORE	4	6	60	100
3	GE	2	6	60	100
4	AECC - II	MIL(Communication) Odia/Hindi/Urdu/A.E.	4	40	100
TOTAL PAPER		4	22	220	400

SEMESTER – III

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	5	6	60	100
2	CORE	6	6	60	100
3	CORE	7	6	60	100
4	GE	3	6	60	100
5	SEC - 1	*English Communication*	4	40	100
TOTAL PAPER - 5			28	280	500

SEMESTER – IV

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	8	6	60	100
2	CORE	9	6	60	100
3	CORE	10	6	60	100
4	GE	4	6	60	100
5	SEC –2	• *To be assigned from the Core*	4	40	100
TOTAL PAPER		5	28	280	500

SEMESTER – V

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	11	6	60	100
2	CORE	12	6	60	100
3	DSE	1	6	60	100
4	DSE	2	6	60	100
TOTAL PAPER		4	24	240	400

SEMESTER – VI

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	13	6	60	100
2	CORE	14	6	60	100
3	DSE	3	6	60	100
4	DSE	4 (Project)	6	60	100
TOTAL PAPER		4	24	240	400
GRAND TOTAL			148	1480	2600

(Project 80 + 20 Viva)

* *AECC – Ability Enhancement Compulsory Course*   * *SEC – Skill Enhancement Course*   * *DSE – Discipline Specific Elective*   * *GE – Generic Elective* *Hons students has to opt two Generic Elective   *Subjects A & B (containing 2 Papers) from   subjects available other than Core (Hons.)Subject. Subject **A** for Semester 1 & 3 another subject **B** for Semester 2 & 4.

* An Arts (Hons.)Student can Opt. maximum of two Practical Subjects.

(F) SYLLABUS FOR B.COM HONS. (CBCS)						
	Course Structure	**Category**	**Marks**			**Credits**
	Semester I		**Theory**	**Practical /Internal**	**Total**	
BCH-1.1	Environmental Studies	AECC-1	80	20 (I)	100	4
BCH-1.2	Financial Accounting	Core -1	80	20 (I)	100	6
BCH-1.3	Business Law	Core -2	80	20 (I)	100	6
BCH-1.4	Micro Economics	GE-1	80	20 (I)	100	6
	Total		320	80	400	22
	Semester-II					
BCH-2.1	English Communication	AECC-2	80	20 (I)	100	4
BCH-2.2	Corporate Accounting	Core -3	80	20 (I)	100	6
BCH-2.3	Corporate Laws	Core -4	80	20 (I)	100	6
BCH-2.4	Macro Economics	GE-2	80	20 (I)	100	6
	Total		320	80	400	22
	Semester III					
BCH-3.1	Human Resource Management	Core-5	80	20 (I)	100	6
BCH-3.2	Income-tax Law and Practice	Core -6	80	20 (I)	100	6
BCH-3.3	Management Principles and Application	Core -7	80	20 (I)	100	6
BCH-3.4	Business Statistics	GE-3	80	20 (I)	100	6
BCH-3.5	E-Commerce**(Compulsory)**	SEC-2	80	20 (I)	100	4
	Total		400	100	500	28
	Semester IV					
BCH-4.1	Cost and Management Accounting	Core -8	80	20 (I)	100	6
BCH-4.2	Business Mathematics	Core -9	80	20 (I)	100	6
BCH-4.3	Computer Applications in Business	Core -10	80	20 (I)	100	6
BCH-4.4	Indian Economy - Performance and Policies	GE-4	80	20 (I)	100	6
BCH-4.5	Entrepreneurship**(Compulsory)**	SEC-3	80	20 (I)	100	4
	Total		400	100	500	28

		Course Structure	Category	Theory	Practical / Internal	Total	Credits
	Semester V						
BCH-5.1	Principles of Marketing		Core -11	**80**	**20 (I)**	**100**	**6**
BCH-5.2	Fundamentals of Financial Management		Core -12	**80**	**20 (I)**	**100**	**6**
BCH-5.3	**DSE-1 (Any one of the following)**		DSE-1	**80**	**20 (I)**	**100**	**6**
	A. Accounting and Finance	Financial Markets , Institution and Services					
	B. Banking and Insurance	Indian Banking and Insurance System					
	C. Financial Markets	Indian Financial System					
BCH-5.4	**DSE-2 (Any one of the following)**		DSE-2	**80**	**20 (I)**	**100**	**6**
	A. Accounting and Finance	Financial Statement Analysis and Reporting					
	B. Banking and Insurance	Merchant Banking and Financial					
	C. Financial Markets	Financial Institutions and Services					
	Total			**320**	**80**	**400**	**24**
	Semester VI						
BCH-6.1	Auditing and Corporate Governance		Core -13	**80**	**20 (I)**	**100**	**6**
BCH-6.2	Indirect Tax Law		Core-14	**80**	**20 (I)**	**100**	**6**
BCH-6.3	**DSE-3 (Any one of the following)**		DSE-3	**80**	**20 (I)**	**100**	**6**
	A. Accounting and Finance	Corporate Tax Planning					
	B. Banking and Insurance	Fundamentals of Investment					
	C. Financial Markets	Financial Market Operations					
BCH-6.4	Business Research Methods and Project Work*		DSE-4	**50**	**50(I)**	**100**	**6**
	Total			**290**	**110**	**400**	**24**
Grand Total						**2600**	**148**

Notes:
- AECC- Ability Enhancement Compulsory Course
- GE- Generic Elective Course
- DSE- Discipline Specific Elective Course
- SEC- Skill Enhancement Course

- *Paper No.BCH-6.4 (Business Research Methods & Project Work) will have 50 marks written examination and 50 marks project report.*

3. DURATION:

Three years of six semesters. Odd semester is from July to December (i.e. 1st, 3rd & 5th semester). The examination shall be held normally in the month of November/December. Even semester is from January to June (i.e. 2nd, 4th & 6th semester). The examination shall be held normally in the month of April/May. However, the Final Semester shall be conducted in April and result shall be published within 60 days from the date of completion of the examination. A student would be required to complete the course within six academic years from the date of admission.

4. Compulsory Registration for 1st Semester:

- Registration for 1st semester is compulsory. A candidate admitted to +3 Courses but not registered for 1st semester examination, his/her admission will be automatically cancelled.

- A candidate may take a blank Semester: A blank Semester has to be clubbed with next Odd or Even Semester as the case may be i.e. 2nd, 4th and 6th / 1st, 3rd and 5th.

- A student may clear backlog papers within 6 years and improvement, if any, has to be completed within 4 years starting from the year of admission batch.

5. Attendance:

A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately. Condonation in exceptional cases may be granted by Chairperson/Chairman/P.G.Council/the Principal (In case of affiliated colleges) to the extent of 15% on production of medical certificate.

The Syndicate or Examination Committee may grant further condonation of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter-University or inter- state competitions in Games and Sports or attending different recognized National camps. Under no circumstance, the condonation shall be beyond 25%.

6. WEIGHTAGE DISTRIBUTION (PERCENTAGE) FOR EVALUATION:

The Choice Based Credit System (CBCS) examination shall be of Semester pattern. Each semester examination shall consist of a **Mid-Semester (Internal) Examination** and **End Semester examination**. Mid Semester examination shall be conducted only for theory papers. End Semester Examination in theory papers carrying full marks above 50(e.g., 60, 75, 80 etc) shall be of 3 hours duration and practical shall be of **3hours (for full marks carrying 30)**. On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

7. MID SEMESTER EXAMINATION:

7.1 Mid semester examination will be of 01 hour duration for 20 marks. There shall be no pass mark in Mid Semester examination.

7.2 The papers of Mid Semester Examination will be valued by the teachers or any external faculty teaching that paper in the department/college.

7.3 A student who fails to appear in a mid Semester examination will be allowed to take the same examination with next batch of students only ONCE. However, it will be treated as a back examination. This rule is not applicable to the students appearing for Mid Semester component of V& VI Semester (UG). However, the candidates intending and eligible to appear in such examination shall have to apply to the PGC/Principal concerned in plain paper showing sufficient reasons thereof. If the PGC/Principal is satisfied, then she will be allowed to appear in the same examination.

7.4 There is no provision of Improvement examination for Mid -Semester examination in any paper of any Semester.

7.5 The Mid-Semester examination will be conducted at the end of Sept. /Feb. for Odd and Even Sem. Examination Respectively.

7.6 The College has to submit positively the Mid-Term marks by end of October/March to the Controller of Examinations for Odd & Even Semester respectively.

7.7 The College authority will preserve the Answer Script of the Mid-term examination for one year from the date of examination for future reference.

8. MARK DISTRIBUTION:

A. Subjects Without Practical :

Mid Term	Term End	Total
20	80	100

B. Subjects With Practical :

Mid Term	Term End		Total
	A-Theory	B-Practical	
20	50	30 (20 + 10 (Record))	100

C. (DSE – 4) for Hons. students (6th Semester)

Project 80 + Viva 20

DSE Papers for Hons. students may or may not have the Practical component as proposed by the respective Board of Studies. If there is no practical tutorial classes are allotted.

The Project paper will be evaluated both by External & Internal Examiners

Remuneration to the Examiner (External / Internal) is Rs.20/- each per project

Project Fee of Rs.50/- shall be collected from each Hons.student at the time of Readmission to +3 III rd Year at the college level and the collected amount will be deposited in the examination account of respective colleges.

Evaluation of project shall be completed before the commencement of the 6th Semester Examination.

9. GRADE SYSTEM IN EACH PAPER (Mid+End Sem Exam) in a Semester

9.1 GRADING SYSTEM

Grade		Mark Secured from 100	Grade Points
Outstanding	'O'	90-100	10
Excellent	'A+'	80-89	9
Very Good	'A'	70-79	8
Good	'B+'	60-69	7
Above average	'B'	50-59	6
Fair	'C'	45-49	5
Pass	'D'	33-44	4
Failed	'F'	Below 33	0

N.B. A Candidate has to secure 33% or above to pass in each of the Papers.

The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.

The candidate securing 'C' Grade and above in Core/Honours papers in aggregate will be awarded Honours.

The candidate securing 'B' Grade and above in aggregate in first appearance will be awarded Honours with Distinction/Distinction (for pass/regular course).

Any candidate filling the forms for appearing in back papers/improvement shall not be awarded Distinction.

9.2 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: $\sum$**CREDIT POINT of** course items in **each Semester**

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

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$$\frac{\text{CREDIT INDEX}}{\sum\text{CREDIT}} \text{ of all previous Semesters up to the } 6^{th} \text{ Semester}$$

9.3 A student in order to retain honors has to secure Grade 'C' and above in Core papers. Further in order to obtain distinction a student has to secure 50% of marks in all the subjects taken together (excluding core) in 1st appearance. A candidate passing under hard case rule (2% grace mark) shall not be eligible to obtain distinction.

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

9.5 The details of grading system shall be printed on the backside of University Mark-sheet.

10. REPEAT EXAMINATION

10.1 A student has to clear back papers (i.e. in the paper/papers one has failed i.e having secured grade F or below 33% mark) by appearing at subsequent semester examinations within **six years** from the year/session of admission.

10.2 A student may appear improvement (repeat) in any number of Core papers (Honours) in the immediate subsequent examination if the candidate has obtained a grade below C (i.e. below 45%) in the paper concerned. The higher marks shall be retained. The Candidate securing grade, below **C**(i.e. below 45%) in the Core (Hons) Paper will be declared as Pass without honours.

11. HARD CASE RULE:

11.1 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.

11.2 0.5 (point five percent) grace mark can be given for award of B Grade (SGPA 7) in each semester provided grace mark under 11.1 has not been awarded. This willn't affects the distinction of the candidates.

11.3 **There will be no revaluation processes of the answer scripts.**

12. EXAMINATION QUESTION PATTERN (SUGGESTIVE)

12.1 The duration of end semester examination as reflected in Sl. No.6 above.

12.2 **For subject without having practical** full marks are 100 per paper out of which 20 marks is allotted for Mid-Semester Examination (Internal) and 80 marks for end semester examination.

* The question papers shall be divided into two parts such as Group-A & Group-B.

* Group- A will carry 10 short questions of two marks each .The answer should be within two sentences.

* There shall be 5 long type questions in Group –B with one alternative each have to be attempted and all questions shall be of equal value (5X 12 marks).

12.3 **For subject with practical** full marks are 100 per paper out of which 20 marks is allotted for Mid- Semester Examination, 50 is for End Semester Examination and 30 is for practical .

- The question papers shall be divided into two parts such as Group-A & Group-B.

  Group- A will carry 10 short questions of one mark each. The answer should be within two sentences.

- There shall be 5 long-type questions with one alternative each have to be attempted for subjects having practical. The questions shall be of equal value (5 x 8 Marks)

- Practical will carry 30 marks out of which 10 will be for records.

12.3 Model answers for long questions should be between 700 - 1000 words.

12.4 Each Dept shall have a designated Teacher in-charge of Examination to be decided by the Principal in addition to the Controller of Examinations of the College (applicable to autonomous colleges).

12.5 Suitable modifications may be made by the Autonomous Colleges keeping in view the UGC Guideline for Autonomous Colleges, University Guidelines from time to time and State Govt. Guidelines from time to time.

BROAD PRINCIPLES OF CREDIT TRANSFER

➢ There should be a small group to consider all cases of credit transfer . The group should consists of the following

Chairman -   Chairman P.G Council (for University affiliated colleges) /

Director, DDCE for DDCE/ Principals of the Autonomous College/Controller of Examinations, Utkal University.

Convener -   Dy. Controller of Examination for University affiliated colleges Faculty member of DDCE for DDCE, Controller of Examination of respective Autonomous colleges for autonomous colleges.

Members -   Four teachers to be nominated by the Chairman, P.G. Council/ Director, DDCE/ Principal of Autonomous Colleges as the case   may be.

Waiver for courses covered under other colleges not withstanding differences in detailed course can be granted . Papers which one has not studied even though they are prescribed for earlier semesters can be covered by the students .

- **OTHER BROAD PRINCIPLES:**

➢ Student transferred after 1st semester examination cannot be given position or medal under autonomous colleges. Students who have failed / remained absent / appeared for improvement shall not be eligible for University Gold medal or Rank. Students who have been granted credit waiver under credit transfer system can't be awarded Gold medal or position.

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 five 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 / organisational 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

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 is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

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 - <u>CREDIT INDEX</u>

Σ**CREDIT**

SEMESTER GRADE POINT AVERAGE (SGPA) = <u>CREDIT INDEX</u> for a Semester

Σ**CREDIT**

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

<u>CREDIT INDEX</u> of all previous Semester upto a Semester

Σ**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 a paper as 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.

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 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	--	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours

UNIVERSITY EXAMIANTION QUESTION PATTERN

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

The following shall be the distribution for papers carry 70 marks theory exam.

a. Three essay type carrying 12 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

b. Three short type questions carrying 8 marks out of five is to be answered. Model answers should be between 500 - 700 words.

c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

The following shall be the distribution for papers carry 30 marks assignment exam.

a. Two essay type carrying 15 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

8.2 Distribution of marks for theory papers carrying 50 marks

a. Two essay type carrying 12 marks out of four is to be answered. Model answers should be between 700 - 1000 words.

b. Two short type questions carrying 8 marks out of three are to be answered. Model answers should be between 500 - 700 words.

c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

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 20017-18 academic session into P.G. Diploma courses have the choice of upgrading to MBA course in 2018-2019 academic session only. The marks secured in P.G. Diploma Examination shall be transferred to MBA Examination for respective common papers.

11. 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.).

12. 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.

13. 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.

14. 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.)

15. 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.

16. 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.

Regulations for IMBA/BBA Programme

1. Eligibility :

1.1.   +2/ Equivalent.

2. Duration :

2.1.   For BBA- Three years(six semester)

For IMBA- (ten Semester)

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 nine academic years from the date of admission.

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 is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

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 - $\sum$**CREDIT POINT** of course items in

GRADE POINT AVERAGE - <u>CREDIT INDEX</u>

$\sum$**CREDIT**

SEMESTER GRADE POINT AVERAGE (SGPA) = <u>CREDIT INDEX</u> for a Semester

$\sum$**CREDIT**

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

<u>CREDIT INDEX</u> of all previous Semester upto a Semester

$\sum$**CREDIT**

4.4. In additions 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.

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 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 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 :

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

7. 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 tests, term end test, seminars, presentation, guidance of dissertations and projects etc.)

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

9. 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.

10. The evaluation may be sole responsibility of Teacher offering the course (i.e. setting and evaluating for Unit test/ Quiz/ Presentation or Seminar term end/ Practical/ Dissertation/ project etc.)

11. 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 Dept. / Principal, Director may issue Mark Sheet cum Provisional result sheet to the candidates.

12. 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.

Regulations for P.G Diploma Programme

- ❖ **Post Graduate Diploma in Human Resources Management(PGDHRM)**
- ❖ **Post Graduate Diploma in Financial Management(PGDFM)**
- ❖ **Post Graduate Diploma in Marketing Management(PGDMM)**
- ❖ **Post Graduate Diploma in Dietetics and Nutrition Management(PGDD&NM)**
- ❖ **Post Graduate Diploma in Tour and Travel Management(PGDT&TM)**
- ❖ **Post Graduate Diploma in Production and Operation Management(PGDP&OM)**
- ❖ **Post Graduate Diploma in Agri Business Management(PGDABM)**
- ❖ **Post Graduate Diploma in Public Policy Management(PGDPPM)**
  &
- ❖ **Post Graduate Diploma in Banking and Insurance Management(PGDB&IM) (Face to Face Mode)**

1. ELIGIBILITY

1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.

1.2 A student may concurrently pursue any of the PG Diploma Courses with any other courses on regular mode. In such cases CLC shall not be insisted upon.

2. DURATION

2.1 One year of two semester in toto.

2.2 Odd semesteris from June to December(i.e., 1st semester). The examination shall be held normallyin the month of November - December.

2.3 Even semester is from January to June(i.e., 2nd semester). The examination shall be held normallyin the month of May - June.

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

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 is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

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 - $\sum$**CREDIT POINT** of course items in

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

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

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

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

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.

6. HARD CASE RULE

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

7. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

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

7.2 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	--	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours

UNIVERSITY EXAMIANTION QUESTION PATTERN

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

The following shall be the distribution for papers carry 70 marks theory exam.

a. Three essay type carrying 12 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

b. Three short type questions carrying 8 marks out of five is to be answered. Model answers should be between 500 - 700 words.

c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

The following shall be the distribution for papers carry 30 marks assignment exam.

a. Two essay type carrying 15 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

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

20017-18 academic session into P.G. Diploma courses have the choice of upgrading to MBA course in 2018-2019 academic session only. The marks secured in P.G. Diploma Examination shall be transferred to MBA Examination for respective common papers.

11. 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.).

12. 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.

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15. 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.

16. 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.

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)

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

Course Structure
EFFECTIVE FROM 2014 – 15 ACADEMIC SESSIONS 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
Any two from followings (CS 1.5 & CS 1.6)				
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
Any One from followings (CS 2.6)				
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.

MODEL REGULATION FOR POST GRADUATE PROGRAMME DDCE
UNDER CBCS (WITH EFFECT FROM 2017)

1. **DURATION**

1.1 At least two years of four semester in toto. In case of professional courses the duration may be more.

1.2 Odd semester is from June to December (i.e., 1st & 3rd semester). The examination shall be held normally in the month of November - December.

1.3 Even semester is from January to June (i.e., 2nd & 4th semester). The examination shall be held normally in the month of May - June.

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

2. **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.

3.1 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 is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

3.2   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.

3.3   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.

$$\text{CREDIT POINT -} \quad \text{(b) X (a) for each course item}$$

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

$$\text{GRADE POINT AVERAGE -} \quad \underline{\text{CREDIT INDEX}}$$

$$\sum \text{CREDIT}$$

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

$$\sum \text{CREDIT}$$

$$\text{CUMULATIVE GRADE POINT AVERAGE(CGPA)} =$$

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

$$\sum \text{CREDIT}$$

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

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

4. REPEAT EXAMINATION

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

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

4.3 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.

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

5. HARD CASE RULE

5.1 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.

5.2 .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.

6. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

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

6.2 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	--	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours

7. UNIVERSITY EXAMIANTION QUESTION PATTERN

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

The following shall be the distribution for papers carry 70 marks theory exam.

a. Three essay type carrying 12 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

b. Three short type questions carrying 8 marks out of five is to be answered. Model answers should be between 500 - 700 words.

c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

The following shall be the distribution for papers carry 30 marks assignment exam.

a. Two essay type carrying 15 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

8. 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.).

9. 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.

10. 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.

11. 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.)

12. 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.

13. 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.

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. additional centers are arranged in select affiliated colleges.

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. 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.

General Guidelines:

➢ DDCE does 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.

➢ DDCE does not provide any Hostel Accommodation.

➢ DDCE does not provide placement service.

➢ DDCE does not lend books from our Library.

➢ DDCE does not provide any travel concession.

➢ DDCE does 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 was granted in 2016 and is valid up to 2019.

- ➢ DDCE shall not be responsible for any postal delay.

- ➢ For update student must visit www.ddceutkal.ac.in.

- ➢ 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.

- ➢ A U.G. student may change elective subject latest by October with payment fees of Rs. 200/- in the year of admission.

- ➢ A U.G. student can change honours subject within the date of admission on payment of fees Rs.500/-. However after last date one can't change honours. Similarly a P.G student may change the subject within last date of admission on payment of fees of Rs.500/-. However after last date one can't change P.G subject.

- ➢ A student must obtain a fresh I card on change of subject.

- ➢ 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.

- ➢ 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.

- ➢ 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.