

# ADMISSION SCHEDULE

- **ADMISSION TO ALL COURSES IS SUBJECT TO AVAILABILITY OF SEATS.**
- **LAST DATE FOR ADMISSION WITH USUAL FEES IS UPTO 31<sup>st</sup> OCTOBER 2022.**
- **LAST DATE FOR ADMISSION FEES WITH LATE FINE Rs.200/- IS UPTO 30<sup>th</sup> NOVEMBER 2022.**
- **ALL PENDING CASES, POLICE/DEFENSE PERSONAL ADMISSION WILL BE OVER BY THE END OF DECEMBER, 2022.**

## ONLINE ADMISSION PROCESS

- Step- 1: Registration of the Applicant:** The applicant needs to register him/her self through a link available in the DDCE website (<https://ddceutkal.ac.in/admission.asp>) and click **New Student Registration** Button. Here the applicant needs to submit his/ her name, E-mail id, Name of the course, Mobile no., and Date of Birth.
- Step- 2:** After New Registration you will get an auto generated Email, where your form no is mentioned.
- Step-3:** Login with Form No & DOB read the instruction carefully.
- Step-4:** Fillup all details of the form correctly then click **Submit& Continue** button.
- Step-5:** Upload your Photograph format (Max Size :100 KB)& Signature (Max Size : 50 KB) in .jpg format only.
- Step- 6:** Upload all required documents in .pdf format (Max Size:1 MB each)
- Step-7:** After clearance from DDCE, proceeds for the payment.
- Step-8:** After successful submission of the fees and verified by DDCE Official, the student will get the e-ID card, e-receipt, and e-Prospectus.

## DDCE FOLLOWS FIRST COME FIRST SERVE PRINCIPLE

The **ONLINE** Admission Test for MBA Evening Program, MBA in Banking and Finance and MCA Program (Face to Face Mode) is on **ROLLING ENTRANCE BASIS**. Candidates have to appear **Personal Interview** on any working day. Those who have qualified can take admission immediately. Conduct of online Personal Interview is also subject to availability of seats. Reservation policy of P.G. Council, Utkal University shall be applicable for Face to Face mode courses. All SC/ST students meeting the minimum requirements of admission shall be admitted into various courses under Distance Mode.

**NO EXTENSION OF DATE beyond last date of admission is permitted. However defence personnel shall be considered on a case by case basis.**