Annexure-5

PROJECT PROGRAM REPORT

Sl. No.	Program Name	Number of Pages
1	Master of Business Administration - INFORMATION SYSTEM MANAGEMENT	2-230
2	Master of Business Administration - Dietetics & Nutrition Management	
3	Master of Business Administration - AGRI BUSINESS MANAGEMENT	
4	Master of Business Administration - Tourism & Travel	
5	Master of Business Administration - Banking & Finance	
6	Master of Business Administration – Production	
7	Master of Business Administration - Finance Management	
8	Master of Business Administration – Marketing	
9	Master of Business Administration - Human Resource Management	
10	Bachelor of Business Administration - Marketing Management	
11	Master of Computer Applications - Computer Applications	
12	Master of Science - Computer Applications	
13	Master of Science - Information Technology	
14	Master of Science - INFORMATION TECHNOLOGY MANAGEMENT	
15	Master of Science - DATA SCIENCE	
16	Master of Commerce – MANAGEMENT	
17	Master of Commerce – Accountancy	
18	Master of Commerce – Finance	
19	Master of Social Work – NA	
20	Masters of Arts – Economics	
21	Masters of Arts – Education	
22	Masters of Arts – English	
23	Masters of Arts – Hindi	
24	Masters of Arts – History	
25	Masters of Arts – Odia	
26	Masters of Arts - Political Science	
27	Masters of Arts - Public Administration	
28	Masters of Arts – Sanskrit	
29	Masters of Arts – Sociology	
30	Bachelor of Commerce (Hons) - Accounting & Finance	
31	Bachelor of Arts (Hons) – Economics	
32	Bachelor of Arts (Hons) - Education	
33	Bachelor of Arts (Hons) – English	
34	Bachelor of Arts (Hons) – Hindi	
35	Bachelor of Arts (Hons) - History	
36	Bachelor of Arts (Hons) – Odia	
37	Bachelor of Arts (Hons) - Political Science	
38	Bachelor of Arts (Hons) – Sanskrit	
39	Bachelor of Arts (Hons) – Sociology	
40	Bachelor of Arts (Hons) – Urdu	

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- INFORMATION SYSTEM MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
Select elective courses shall be offered.				
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100

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		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		**Special Papers**		
	INFORMATION SYSTEM MANAGEMENT	1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100
		1330302248	SYSTEM ANALYSIS & DESIGN	100
	Select any one out of the following			
	FINANCIAL MANAGEMENT			
		1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	AGRI BUSINESS MANAGEMENT			
		1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
II Year 4th Sem	**BANKING AND INSURANCE MANAGEMENT**			
		1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	MARKETING MANAGEMENT			
		1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
Total Marks 800		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
	HUMAN RESOURCE MANAGEMENT			
		1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	PRODUCTION & OPERATION MANAGEMENT			
		1330302236	TOTAL QUALITY MANAGEMENT	100
		1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	TOUR & TRAVEL MANAGEMENT			
		1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	DIETETICS & NUTRITION MANAGEMENT			
		1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	PUBLIC POLICY MANAGEMENT			
		1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000
➢ In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.				

FACULTY

Master of Business Administration-Information & tech.	Dr. Pallabi Mishra	Asst. Professor, Utkal University	9437133190	Pallabi.iitkgp@gmail.com
	Ms. Mamun Mousumi Nayak	Lecturer, Utkal University	9437351695	mousumi.pmir@gmail.com
	Dr. P.K Guru	Recognized Counselor for DDCE	9437044351	pkguru@gmail.com

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 to12 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.

SELECTION PROCESS

- On line admission Test at DDCE for Business Management and Computer Science Programme.
- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
- Result shall be published in our website on the same day. No other communication shall be sent to you.
- Rolling on line Test shall be conducted subject to availability of seats.
- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

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.

DIRECTOR
Board of Distance & Continuing Education

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** - Integerequivalent 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

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CREDIT INDEX - Σ CREDIT POINT of course items in

GRADE POINT AVERAGE - CREDIT INDEX

ΣCREDIT

SEMESTER GRADE POINT AVERAGE (SGPA) = CREDIT INDEX for a Semester

ΣCREDIT

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

CREDIT INDEX of all previous Semester upto a Semester

ΣCREDIT

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

8. 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.

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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 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.

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.

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751004

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- DIETETICS & NUTRITION MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100

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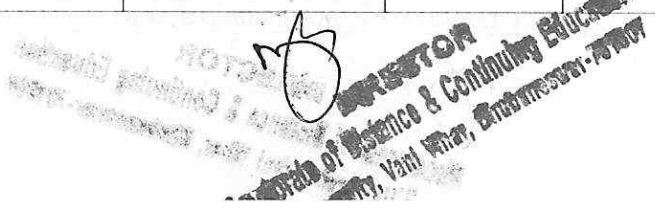
		1330302213	DISASTER MANAGEMENT.	100
		Select elective courses shall be offered.		
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		**Special Papers**		
II Year 4thSem Total Marks 800	**DIETETICS & NUTRITION MANAGEMENT**	1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	Select any one out of the following			
	FINANCIAL MANAGEMENT	1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	MARKETING MANAGEMENT	1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
	BANKING AND INSURANCE MANAGEMENT	1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	TOUR & TRAVEL MANAGEMENT	1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	HUMAN RESOURCE MANAGEMENT	1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	PRODUCTION & OPERATION MANAGEMENT	1330302236	TOTAL QUALITY MANAGEMENT	100
		1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	INFORMATION SYSTEM MANAGEMENT	1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100
		1330302248	SYSTEM ANALYSIS & DESIGN	100
	AGRI BUSINESS MANAGEMENT			
		1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
	PUBLIC POLICY MANAGEMENT	1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000
➢ In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.				

FACULTY

Master of Business Administration-Dietetics & Nutrition Management	Dr. Arya Kumari Panigrahi	Retd. Principal IHM	7008506864	panigrahi@gmail.com
	Dr. Indu Mohanty	Recognized Counselor for DDCE	9337103792	dr.indumohanty@gmail.com
	Ms. Sanghamitra Satapathy	Recognized Counselor for DDCE	9438562125	Sanghamitra.satapathy1968@gmail.com



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.

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The Course is offered under the Distance Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 10 to12 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.

SELECTION PROCESS

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- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
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- Result shall be published in our website on the same day. No other communication shall be sent to you.
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- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

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- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to füll fill admission criteria and also take admission in due date.

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- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

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.

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Board of Distance & Continuing Education
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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** - Integerequivalent 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 - $\frac{\textbf{CREDIT INDEX}}{\Sigma\textbf{CREDIT}}$

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Utkal University, Vani Vihar, Bhubaneswar-751007

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

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

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

8. 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.

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

b. 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 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.

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.

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PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- AGRI BUSINESS MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
Select elective courses shall be offered.				
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100

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Directorate of Distance & Continuing Education
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		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		Special Papers		
II Year 4th Sem Total Marks 800	AGRI BUSINESS MANAGEMENT	1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
	Select any one out of the following			
	FINANCIAL MANAGEMENT	1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	MARKETING MANAGEMENT	1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
	BANKING AND INSURANCE MANAGEMENT	1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	TOUR & TRAVEL MANAGEMENT	1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	HUMAN RESOURCE MANAGEMENT	1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	PRODUCTION & OPERATION MANAGEMENT	1330302236	TOTAL QUALITY MANAGEMENT	100
		1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	INFORMATION SYSTEM MANAGEMENT	1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100
		1330302248	SYSTEM ANALYSIS & DESIGN	100
	DIETETICS & NUTRITION MANAGEMENT	1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	PUBLIC POLICY MANAGEMENT	1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000
➢ In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.				

FACULTY

Master of Business Administration-Agri Business Management	Prof. Bhawan Dash	Retd. Prof., Utkal University	7008605864	sasmitams8895@gmail.com
	Dr. Sasmita Mishra	Recognized Counselor for DDCE	7978376858	sasmitams8895@gmail.com
	Dr. Millu Tripathy	Recognized Counselor for DDCE	7008433194	mctripathy@yahoo.co.in

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.

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MODE

The Course is offered under the Distance Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 10 to12 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.

SELECTION PROCESS

- On line admission Test at DDCE for Business Management and Computer Science Programme.
- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
- Result shall be published in our website on the same day. No other communication shall be sent to you.
- Rolling on line Test shall be conducted subject to availability of seats.
- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

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.

DIRECTOR
Institute of Distance & Continuing Education

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** - Integerequivalent 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) =

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

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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

8. 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.

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

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Tripura University, Suryamaninagar-799022

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 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.

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.

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Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751004

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- TOUR & TRAVEL MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
Select elective courses shall be offered.				
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100

DIRECTOR
Institute of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar, Orissa

		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		Special Papers		
	TOUR & TRAVEL MANAGEMENT	1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	Select any one out of the following			
	FINANCIAL MANAGEMENT			
		1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	AGRI BUSINESS MANAGEMENT			
		1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
II Year 4th Sem	BANKING AND INSURANCE MANAGEMENT			
		1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	MARKETING MANAGEMENT			
		1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
Total Marks 800		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
	HUMAN RESOURCE MANAGEMENT			
		1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	PRODUCTION & OPERATION MANAGEMENT			
		1330302236	TOTAL QUALITY MANAGEMENT	100
		1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	INFORMATION SYSTEM MANAGEMENT			
		1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100
		1330302248	SYSTEM ANALYSIS & DESIGN	100
	DIETETICS & NUTRITION MANAGEMENT			
		1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	PUBLIC POLICY MANAGEMENT	1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000
➢ In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.				

FACULTY

Master of Business Administration-Tourism & Travel Management	Dr. Sanat Kumar Patnaik	Recognized Counselor for DDCE	8763306400	sanatbita2@gmail.com
	Dr. Amrita Pani	Recognized Counselor for DDCE	9437108916	amrita65@gmail.com
	Ms. Pragyan Paramita	Recognized Counselor for DDCE	9437943816	pragnya.orissa@gmail.com

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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

MODE

The Course is offered under the Distance Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 10 to12 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.

SELECTION PROCESS

- On line admission Test at DDCE for Business Management and Computer Science Programme.
- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
- Result shall be published in our website on the same day. No other communication shall be sent to you.
- Rolling on line Test shall be conducted subject to availability of seats.
- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

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.

DIRECTOR
Utkal University, Vani Vihar, Bhubaneswar-751007

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** - Integerequivalent of each letter grade

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

(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 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

8. UNIVERSITY EXAMIANTION QUESTION PATTERN

DIRECTOR
Bharathiar University, Vinayaka Mission's University

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.

d. 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 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.

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.

DIRECTOR
Directorate of Science & Continuing Education

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.

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- BANKING & FINANCE MANAGEMENT

(COURSE CODE- 30304)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 40.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*
Cost of the form	Rs. 600/-	-
Course fees	Rs.36000/-	Rs.36000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.12000/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100

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		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
Select elective courses shall be offered.				
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		Special Papers		
II Year 4thSem	BANKING MANAGEMENT	1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	FINANCIAL MANAGEMENT			
		1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
Total Marks 800		1330302255	PROJECT VIVA	200
			TOTAL MARK	30000

FACULTY

Master of Business Administration-Banking & Finance	Prof. R.K Bal	Retd. Prof., Utkal University	9437077178	ranjan_bal@yahoo.com
	Dr. Rashmita Sahoo	Asst. Professor, Utkal University	9937034547	Shmitasahoo0703@gmail.com
	Mr. Debidutta Acharya	Recognized Counselor for DDCE	7008057265	debidutta.acharya@gmail.com

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 to12 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.

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- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
- Result shall be published in our website on the same day. No other communication shall be sent to you.
- Rolling on line Test shall be conducted subject to availability of seats.
- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

RESERVATION

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Director
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

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- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

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,

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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** - Integerequivalent 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.

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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

8. 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.

e. 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.

DIRECTOR
Institute of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

b. Two short type questions carrying 8 marks out of three 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.

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.

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- PRODUCTION & OPERATION MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
Select elective courses shall be offered.				
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		**Special Papers**		
	PRODUCTION	1330302236	TOTAL QUALITY MANAGEMENT	100

DIRECTOR
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Utkal University, Vani Vihar, Bhubaneswar-751007

	& OPERATION MANAGEMENT	1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	Select any one out of the following			
	FINANCIAL MANAGEMENT			
		1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	AGRI BUSINESS MANAGEMENT			
		1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
II Year 4th Sem	BANKING AND INSURANCE MANAGEMENT			
		1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	MARKETING MANAGEMENT			
		1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
Total Marks 800	HUMAN RESOURCE MANAGEMENT			
		1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	TOUR & TRAVEL MANAGEMENT			
		1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	INFORMATION SYSTEM MANAGEMENT			
		1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100
		1330302248	SYSTEM ANALYSIS & DESIGN	100
	DIETETICS & NUTRITION MANAGEMENT			
		1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	PUBLIC POLICY MANAGEMENT			
		1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000

- In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.

FACULTY

Master of Business Administration-Production	Dr. Dasarathi Sahu	Reader & HoD, Utkal University	9861109677	D_sahu2000@yahoo.com
	Dr.Jyotimayee Choudhury	Lecturer, Utkal University	8895046590	jyotimayeec@gmail.com
	Dr. Anil Kumar Mishra	Recognized Counselor for DDCE	9861131250	anilmishra5555@gmail.com

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 to12 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.

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Utkal University, Vani Vihar, Bhubaneswar-751007

SELECTION PROCESS

- On line admission Test at DDCE for Business Management and Computer Science Programme.
- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
- Result shall be published in our website on the same day. No other communication shall be sent to you.
- Rolling on line Test shall be conducted subject to availability of seats.
- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

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

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Utkal University, Vani Vihar, Bhubaneswar-751007

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** - Integerequivalent 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 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.

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Gujarat Vidyapith, Vani Vihar, Ahmedabad-380014

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

8. 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.

f. 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 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.

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.

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Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- FINANCIAL MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
Select elective courses shall be offered.				
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100

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		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		Special Papers		
	FINANCIAL MANAGEMENT	1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	Select any one out of the following			
	TOUR & TRAVEL MANAGEMENT			
		1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	AGRI BUSINESS MANAGEMENT			
		1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
II Year 4th Sem	BANKING AND INSURANCE MANAGEMENT			
		1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	MARKETING MANAGEMENT			
		1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
Total Marks 800		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
	HUMAN RESOURCE MANAGEMENT			
		1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	PRODUCTION & OPERATION MANAGEMENT			
		1330302236	TOTAL QUALITY MANAGEMENT	100
		1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	INFORMATION SYSTEM MANAGEMENT			
		1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100
		1330302248	SYSTEM ANALYSIS & DESIGN	100
	DIETETICS & NUTRITION MANAGEMENT			
		1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	PUBLIC POLICY MANAGEMENT	1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000
➢ In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.				

FACULTY

Master of Business Administration-Financial Management	Dr.S.S. Debasis	Asso.Professor, Utkal University	9437284361	Sathyaswaroop2000@yahoo.com
	Dr.Sabyasachi Das	Lecturer, Utkal University	9438184888	sadasutkaluniversity@gmail.com
	Dr. Rashmi Ranjeeta Das	Academic Consultant, Utkal University	9937642308	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

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

The Course is offered under the Distance Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. One Personal Contact Program (classes) of 10 to12 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.

SELECTION PROCESS

- On line admission Test at DDCE for Business Management and Computer Science Programme.
- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
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- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

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- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
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- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

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.

DIRECTOR
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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** - Integerequivalent 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.

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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

8. 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.

g. 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 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.

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.).

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- MARKETING MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	***At the time of Admission***	***Second Year***
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/ Semester	Subject	Paper	Title of the Paper	Max. Marks Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year	Elective	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E-BUSINESS	100

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Vani Vihar,

2nd Sem.	(Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
Select elective courses shall be offered.				
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		**Special Papers**		
II Year 4th Sem Total Marks 800	**MARKETING MANAGEMENT**	1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
	Select any one out of the following			
	FINANCIAL MANAGEMENT			
		1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	AGRI BUSINESS MANAGEMENT			
		1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
	BANKING AND INSURANCE MANAGEMENT			
		1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	TOUR & TRAVEL MANAGEMENT			
		1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	HUMAN RESOURCE MANAGEMENT			
		1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	PRODUCTION & OPERATION MANAGEMENT			
		1330302236	TOTAL QUALITY MANAGEMENT	100
		1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	INFORMATION SYSTEM MANAGEMENT			
		1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100
		1330302248	SYSTEM ANALYSIS & DESIGN	100
	DIETETICS & NUTRITION MANAGEMENT			
		1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	PUBLIC POLICY MANAGEMENT			
		1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000
➢ In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.				

DIRECTOR
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FACULTY

Master of Business Administration-Marketing Management	Dr. Muna Kalyani	Asso.Professor, Utkal University	9556749101	Dr.munakalyani@yahoo.com
	Dr. Manjusmita Dash	Lecturer Utkal University	9438296306	manjudash@ymail.com
	Ms. Susmita Rout	Recognized Counselor for DDCE	9437279158	susmitarout105@gmail.com

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 to12 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.

SELECTION PROCESS

- On line admission Test at DDCE for Business Management and Computer Science Programme.
- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
- Result shall be published in our website on the same day. No other communication shall be sent to you.
- Rolling on line Test shall be conducted subject to availability of seats.
- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for MBA Programme

1. ELIGIBILITY

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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** - Integerequivalent 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) =

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

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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

8. 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.

h. 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 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.

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.

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

PROJECT PROGRAM REPORT – 2021

MASTER OF BUSINESS ADMINISTRATION- HUMAN RESOURCE MANAGEMENT

(COURSE CODE- 30302)

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.

ELIGIBILITY: +3 or equivalent

No. of Seats: 500.

Course Duration: MBA-Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	***At the time of Admission***	***Second Year***
Cost of the form	Rs. 600/-	-
Course fees	Rs.30000/-	Rs.30000/-
Corpus fund	Rs.3600/-	-
SSDC	Rs.3,600/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

Programme Structure

Year/	Subject	Paper	Title of the Paper	Max. Marks

Semester				Total
I Year 1st Sem.	Core (eight papers Total Marks 800)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	100
		1330302102	BUSINESS REGULATORY FRAME WORK	100
		1330302103	FINANCIAL ACCOUNTING	100
		1330302104	BUSINESS ETHICS	100
		1330302105	HUMAN RESOURCE MANAGEMENT	100
		1330302106	MARKETING MANAGEMENT	100
		1330302107	FINANCIAL MANAGEMENT	100
		1330302108	ORGANIZATION BEHAVIOUR	100
I Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by DDCE. Total Marks 600)	1330302201	MANAGERIAL ECONOMICS	100
		1330302202	CORPORATE LAW& TAX COMPLIANCES	100
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	100
		1330302204	E- BUSINESS	100
		1330302205	COST AND MANAGEMENT ACCOUNTING	100
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	100
		1330302207	RETAIL MANAGEMENT	100
		1330302208	CORPORATE GOVERNANCE	100
		1330302209	AGRI BUSINESS MANAGEMENT	100
		1330302210	PUBLIC POLICY	100
		1330302211	MARKETING SERVICES	100
		1330302212	PROJECT MANAGEMENT	100
		1330302213	DISASTER MANAGEMENT.	100
		Select elective courses shall be offered.		
Year 3rd Sem.	Core (Eight papers Total Marks 800)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	100
		1330302110	PRODUCTION & OPERATION MANAGEMENT	100
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	100
		1330302112	BANKING & INSURANCE MANAGEMENT	100
		1330302113	MANAGEMENT INFORMATION SYSTEM	100
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	100
		1330302115	RESEARCH METHODOLOGY	100
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	100
Elective and Free Elective (Six papers)		**Special Papers**		
II Year 4th Sem Total Marks 800	**HUMAN RESOURCE MANAGEMENT**	1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	100
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	100
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	100
	Select any one out of the following			
	FINANCIAL MANAGEMENT	1330302221	FINANCIAL MARKET & INSTITUTIONS	100
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	100
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	100
	AGRI BUSINESS MANAGEMENT			
		1330302249	AGRI RURAL MARKETING	100
		1330302250	AGRI FINANCIAL MANAGEMENT	100
		1330302251	MICRO FINANCE MANAGEMENT	100
	BANKING AND INSURANCE MANAGEMENT			
		1330302227	RISK & CLAIMS MANAGEMENT	100
		1330302228	BANKING AND INSURANCE LAWS	100
		1330302229	BANKING AND INSURANCE MARKETING	100
	MARKETING MANAGEMENT			
		1330302224	CONSUMER BEHAVIOUR	100
		1330302225	ADVERTISING AND BRAND MANAGEMENT	100
		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	100
	TOUR & TRAVEL MANAGEMENT			
		1330302230	TOURISM & TRAVEL TRADE	100
		1330302231	HOTEL MANAGEMENT	100
		1330302232	TOUR ORGANISATIONS & TRAVEL MANAGEMENT	100
	PRODUCTION & OPERATION MANAGEMENT			
		1330302236	TOTAL QUALITY MANAGEMENT	100
		1330302237	PURCHASING & MATERIAL MANAGEMENT	100
		1330302238	OPERATION PLANNING CONTROL	100
	INFORMATION SYSTEM MANAGEMENT			
		1330302246	DBMS & RDBMS	100
		1330302247	ENTERPRISE RESOURCE PLANNING	100

DIRECTOR
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Utkal University, Vani Vihar, Bhubaneswar-751007

		1330302248	SYSTEM ANALYSIS & DESIGN	100
	DIETETICS & NUTRITION MANAGEMENT			
		1330302233	HUMAN SYSTEM MANAGEMENT	100
		1330302234	THERAPEUTIC MANAGEMENT	100
		1330302235	MICROBIAL MANAGEMENT AND FOOD INDUSTRY	100
	PUBLIC POLICY MANAGEMENT	1330302252	PUBLIC SYSTEM MANAGEMENT	100
		1330302253	ECONOMICS OF PUBLIC POLICY	100
		1330302254	PUBLIC POLICY ANALYSIS & EVALUATION	100
		1330302255	PROJECT VIVA	200
GRND TOTAL MARKS				3000
➢ In fourth semester, one has the option to select any two groups consisting of threepapers in each of the groups.				

FACULTY

Master of Business Administration-Human Resource Management	Dr.B.B. Mishra	Professor, Utkal University	9437134777	Bidhu.mishra@gmail.com
	Dr. Sujit Kumar Acharya	Asst. Professor, Utkal University	9861173173	sujitkacharya@ddceutkal.ac.in
	Ms. Sulochana Dash	Recognized Counselor for DDCE	9437607300	sulochanadash303@gmail.com

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.

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Regulations for MBA Programme

1. ELIGIBILITY

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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.

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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** - Integerequivalent 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.

Director
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar

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

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

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

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

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

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

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

8. 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..

i. 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 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.

9. COMMON QUESTIONS

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Utkal University, Vani Vihar, Bhubaneswar-751007

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.

PROJECT PROGRAM REPORT – 2021

BACHELOR IN BUSINESS ADMINISTRATION

INTEGRATED MASTER OF BUSINESS ADMINISTRATION

(COURSE CODE- 030307)

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.

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.

FEES STRUCTURE

Purpose	*At the time of Admission*	*Second Year*	*Third Year*
Cost of the form	Rs. 600/-	-	-
Course fees	Rs.12000/-	Rs.12000/-	Rs.12000/-
Corpus fund	Rs.3600/-	-	-
SSDC	Rs.3,600/-	-	-
Exam Fees	Rs.2,880/-	Rs.2,880/-	Rs.3,120/-

Course Structure of BBA and IMBA

Year/ Sem.	Category	Paper	Title of the Paper	Total Marks
BBA/IMBA I Year		13030702101	Management Concepts and Practices	100
		13030702102	English - I	100

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Utkal University, Vani Vihar, Bhubaneswar-751004

1st Sem. (500 Marks)	Core (Five papers)	13030702103	Business Mathematics	100
		13030702104	Psychology	100
		13030702105	Computer Fundamentals	100
BBA/IMBA I Year 2nd Sem. (500 Marks)	Core (Five papers)	13030702106	Financial Accounting	100
		13030702107	Fundamentals of Economics	100
		13030702108	Business Organization	100
		13030702109	Business Statistics	100
		13030702110	Information Technology in Business	100
BBA/IMBA II Year 3rd Sem. (500 Marks)	Core (Five papers)	13030702111	Organizational Behaviour	100
		13030702112	Cost Accounting	100
		13030702113	Managerial Economics	100
		13030702114	English - II	100
		13030702115	Web Fundamental	100
BBA/IMBA II Year 4th Sem. (500 Marks)	Core (Five papers)	13030702116	Quantitative Methods for Management	100
		13030702117	Business Economic & Environment	100
		13030702118	Business Regulatory Frame Work	100
		13030702119	Indian Ethos & Value	100
		13030702120	Management Accounting	100
BBA/IMBA III Year 5th Sem. (500 Marks)	Core (Five papers)	13030702121	Indian Economy & Macro Economics	100
		13030702122	Operation Research	100
		13030702123	Written & Oral Communication	100
		13030702124	Contemporary Indian Society & Culture	100
		13030702125	Research Methodology	100
BBA/IMBA III Year 6th Sem. (700 Marks)	Core (Six papers)	13030702126	Human Resources Management	100
		13030702127	Financial Management	100
		13030702128	Marketing Management	100
		13030702129	Production & Operation Management	100
		13030702130	Mgt. Information System	100
		13030702131	**Project Report**	200

FACULTY

Bachelor of Business Administration-Marketing Management	Dr. Minati Mohapatra	Recognized Counselor for DDCE	9561129920	mohapatraminati@gmail.com
	Dr. Sangram Mohanty	Retd. Prof. from IED	9937454110	smohanty@gmail.com
	Er. Ajit Kumar Acharya	Recognized Counselor for DDCE	7873999650	ajit.acharya@cutm.ac.in

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 to12 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.

SELECTION PROCESS

- On line admission Test at DDCE for Business Management and Computer Science Programme.

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- Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.
- On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.
- Result shall be published in our website on the same day. No other communication shall be sent to you.
- Rolling on line Test shall be conducted subject to availability of seats.
- For B.A/B.Com and M.A courses the selection process isfirst come first serve.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulations for 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

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Utkal University, Vani Vihar

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 - $\frac{\text{CREDIT INDEX}}{\Sigma\text{CREDIT}}$

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 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.

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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PROJECT PROGRAM REPORT – 2021

MASTER OF COMPUTER APPLICATIONS

(COURSE CODE-020704)

OBJECTIVES

- To provide domain knowledge in Computer Science to freshers as well as working executives.
- To impart knowledge and skill in various specialized areas of Computer Science
- To help individuals to discover and develop managerial skill.to identify, critically analyze, formulate and develop computer applications

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

No. of Seats: 60

Course Duration: Two Academic Year (4 Semesters)

Fees Structure:

	At the time of admission
Cost of Form	600/-
Course Fees	30,000/-
Exam Fees	2,980/-
Corpus Fund	3,600/-
Total	37,180/-

MASTER OF COMPUTER APPLICATIONS

(COURSE CODE-020704)

- **FIRST SEMESTER**

PAPER	SUBJECT	FULL MARK	L–T–P	CREDIT
CS 1.1	Mathematical Foundation of Computer Science	100	3-1-0	4
CS 1.2	Data and File Structure	100	3-1-0	4
CS 1.3	Computer Organization & Architecture	100	3-1-0	4
CS 1.4	Theory of Computation	100	3-1-0	4
CS 1.5	Computer Communication Network	100	3-1-0	4
CS 1.6	Practical - I – Data Structure Lab	50	0-0-6	2
CS 1.7	Practical - II – Computer Network Lab	50	0-0-6	2
	TOTAL	600		24

- **SECOND SEMESTER**

PAPER	SUBJECT	FULL MARK	L–T–P	CREDIT
CS 2.1	Operating Systems	100	3-1-0	4

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

CS 2.2	Database Concepts and Implementations	100	3-1-0	4
CS 2.3	Algorithm Design and Analysis	100	3-1-0	4
CS 2.4	Artificial Intelligence	100	3-1-0	4
CS 2.5	Cryptography and Network Security	100	3-1-0	4
CS 2.6	Practical - III – Operating Systems Lab	50	0-0-6	2
CS 2.7	Practical - IV – Database Lab	50	0-0-6	2
	TOTAL	600		24

- **THIRD SEMESTER**

PAPER	SUBJECT	FULL MARK	L–T–P	CREDIT
CS 3.1	Software Engineering	100	3-1-0	4
CS 3.2	Data Warehousing and Data Mining	100	3-1-0	4
CS 3.3	Compiler Design	100	3-1-0	4
CS 3.4	Java Programming	100	3-1-0	4
CS 3.5	Elective – I	100	3-1-0	4
CS 3.6	Practical - V - Java Programming Lab	50	0-0-6	2
CS 3.7	Practical -VI– Software Engineering Lab	50	0-0-6	2
	TOTAL	600		24

FOURTH SEMESTER

PAPER	SUBJECT	FULL MARK	L–T–P	CREDIT
CS 4.1	Elective- II	100	3-1- 0	4
CS 4.2	Elective – III	100	3-1- 0	4
CS 4.3	Elective – IV	100	3-1- 0	4
CS 4.4	Project Work/Dissertation & Presentation	200		8
CS 4.5	Grand Viva	100		4
	TOTAL	600		24
	GRAND TOTAL	2400		96
Elective – I-M.Sc.(Computer Science)				
1.	Distributed Systems	100	3-1- 0	4
2.	Object Oriented using UML	100	3-1- 0	4
3.	Computer and Society	100	3-1- 0	4
Elective – I-M.Sc.(IT & ITM)				
1.	ARM Processor	100	3-1- 0	4
2.	Combinatorics and Graph Theory	100	3-1- 0	4
3.	Wireless and Sensor Networks	100	3-1- 0	4
Elective – 2-M.Sc.(Computer Science)				
1.	Optimization Techniques	100	3-1- 0	4
2.	Computer Graphics and Animations	100	3-1- 0	4
3.	Unix Internals	100	3-1- 0	4
Elective – 2-M.Sc.(IT & ITM)				
1.	Mobile Computing	100	3-1- 0	4
2.	Machine Learning	100	3-1- 0	4
3.	Human Computer Interaction	100	3-1- 0	4
Elective – 3-M.Sc.(Computer Science)				
1.	Cloud Computing	100	3-1- 0	4
2.	Simulation Modelling	100	3-1- 0	4
3.	Bio Informatics	100	3-1- 0	4
Elective – 3-M.Sc.(IT & ITM)				
1.	Embedded System	100	3-1- 0	4
2.	Pattern Recognition	100	3-1- 0	4
3.	Data Science using Python	100	3-1- 0	4
Elective – 4-M.Sc.(Computer Science)				
1.	Internet of Things	100	3-1- 0	4
2.	Intrusion Detection System	100	3-1- 0	4
3.	Test Analysis	100	3-1- 0	4
Elective – 4-M.Sc.(IT & ITM)				
1.	Web Design	100	3-1- 0	4
2.	Block Chain Technology	100	3-1- 0	4
3.	Network Programming	100	3-1- 0	4

- **TOTAL 650 26**

****There will be a 12 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 .**

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FACULTY

Ms. Sony Snigdha Sahoo, M.Tech(CSE) is working as Assistant Professor in the Department of Computer Applications and Dr. Subas Chandra Mishra (MCA, MBA, M.Com, Ph.D) is working as Academic Consultant in the department of Computer Applications.Noted academicians and faculty members drawn from P.G Dept. of Computer Applications, Utkal University and other Institutes of repute act as Guest Faculty.

MODE

The Course is offered under the Regular Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. Regular classes of 3 months duration are held for each semester covering theory , practical and project component as per syllabi. Students can meet teachers for guidance, counseling and doubt clearance.

SELECTION PROCESS

- **On line admission Test at DDCE for Business Management and Computer Science Programme.**
- **Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.**
- **On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.**
- **Result shall be published in our website on the same day. No other communication shall be sent to you.**
- **Rolling on line Test shall be conducted subject to availability of seats.**
- **For B.A/B.Com and M.A courses the selection process is first come first serve.**

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification***

Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)

- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Computer Science Programme.

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REGULATIONS FOR MCA PROGRAMME

1. ELIGIBILITY

1.1. Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.

Any other Graduate Degree recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level

Those Graduate who do not fulfill the conditions as above 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 .

1.2 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 . They shall be directly admitted into third semester .

2. AWARD OF DEGREE

Generally candidates shall be awarded Master of Computer Applications (MCA) Degree , however, those who have passed B. Sc. Computer Sc.(H) may opt for M. Sc in Computer Science , those who have passed B. Sc (Information Technology) may opt for M. Sc (Information Technology), those who have passed B. Sc (Information Technology & Management) may opt for M. Sc (Information Technology & Management),

3. DURATION

3.1 Three Years of Six Semesters (First to Sixth Semester) or Two years of Four Semesters (Third to Sixth Semester) those who have passed BCA / B. Sc. (Comp. Sc (H)) / B. Sc (IT) / B. Sc (ITM).

3.2 Odd semester is from July to December (i.e., 1st & 3rd& 5th semester). The examination shall be held normally in the month of December / January.

3.3 Even semester is from January to June (i.e., 2nd & 4th& 6th semester). The examination shall be held normally in the month of June / July.

3.4 A student would be required to complete the course within five academic years from the date of admission for those who have been admitted into 3 year Course and four academic years from the date of admission for those who have been admitted into 2 year course.

4. CONTACT HOUR

4.1 Under face to face Programme

1. credit points : 4 - 40 hours, (Theory)
2. credit points : 4 - 50 hours, (Practical)

5. GRADING SYSTEM

5.1

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'	49-40	5
Failed	'F'	Below 40	0

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

5.2 A student has to pass in both End Term and Mid Term Examination by securing 40 % of each paper .

DIRECTOR
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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 - ? **CREDIT POINT** of course items in

GRADE POINT AVERAGE - **CREDIT INDEX**

?? ? **CREDIT**

SEMESTER GRADE POINT AVERAGE (SGPA) =

CREDIT INDEX for a Semester

?? **CREDIT**

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

CREDIT INDEX of all previous Semester upto a Semester

?? **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 4.3 shall be printed on the backside of University Mark-sheet.

6. REPEAT AND IMPROVEMENT

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. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

6.3 Repeat and improvement has to be completed with 5- Yrs / 4-Yrs from the date of admission.

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 clause 6.1 has not been awarded.

8. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

8.1 End Term (Semester) University Examination shall be of 70 marks for all theory papers.

8.2 Mid Term Examination shall be of 30 marks for all theory papers.

8.3 Each Practical paper shall be of 50 marks .

8.4 The duration for 70 marks theory exam shall be of 3 hours

8.5 The duration for 50 marks Practical exam shall be of 3 hours

9. EVALUATION

9.1 The Answer Scripts of End Semester Examinations will be evaluated by the faculty members who are teaching the respective papers . External examiners shall be invited for Practicals and Projects in additions to Internals .

9.2 Gold medal and University position shall be granted to the students of PG Dept. of Computer Science & Applications. Further this shall be decided on the basis of result of 3rd, 4th, 5th and 6th semester only to the exclusion of 1st and 2nd semester .

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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

9. 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	

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

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 Counciland 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 the Course offered by the DDCE, Utkal University under approval of its Advisory Council and the Vice Chancellor.

Director
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar, Orissa

PROJECT PROGRAM REPORT – 2021

MASTER OF SCIENCE IN COMPUTER SCIENCE

(COURSE CODE-020312)

OBJECTIVES

- To provide domain knowledge in Computer Science to freshers as well as working executives.
- To impart knowledge and skill in various specialized areas of Computer Science
- To help individuals to discover and develop managerial skill to identify, critically analyze, formulate and develop computer applications

ELIGIBILITY:

a) Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.

Any other Graduate Degree recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level.

Those Graduate who do not fulfill the conditions as above 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 .

b) 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 . They shall be directly admitted into third semester

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

Course Duration: Two Academic Year (4 Semesters)

Fees Structure:

	At the time of admission
Cost of Form	600/-
Course Fees	30,000/-
Exam Fees	2,980/-
Corpus Fund	3,600/-
Total	37,180/-

MASTER OF SCIENCE IN COMPUTER SCIENCE
(COURSE CODE-020312)

FIRST SEMESTER

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

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Vani Vihar, Bhubaneswar-751007

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

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

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

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			

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Vinod University, Vani Vihar, Bhubaneswar-751007

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

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

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**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 .

FACULTY

S.No.	Name of the Faculty	Phone No.	Email ID
1	Dr. P.K.Behera , ,Asso Prof, Dept. of CSA , Utkal University	9437013358	p_behera@hotmail.com
2	Dr. M. Panda ,Asso Prof, Dept. of CSA, Utkal University	7008937695	mrutyunjaya.cs@utkaluniversity,ac.in

MODE

The Course is offered under the Regular Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. Regular classes of 3 months duration are held for each semester covering theory , practical and project component as per syllabi. Students can meet teachers for guidance, counseling and doubt clearance.

SELECTION PROCESS

- **On line admission Test at DDCE for Business Management and Computer Science Programme.**
- **Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.**
- **On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.**
- **Result shall be published in our website on the same day. No other communication shall be sent to you.**
- **Rolling on line Test shall be conducted subject to availability of seats.**
- **For B.A/B.Com and M.A courses the selection process isfirst come first serve.**

Reservation

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.

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➢ Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Computer Science Programme.

REGULATIONS

1. ELIGIBILITY

1.1. Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.
Any other Graduate Degree recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level
Those Graduate who do not fulfill the conditions as above 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 .
1.2 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 . They shall be directly admitted into third semester .

2. AWARD OF DEGREE

Generally candidates shall be awarded Master of Computer Applications (MCA) Degree , however, those who have passed B. Sc. Computer Sc.(H) may opt for M. Sc in Computer Science , those who have passed B. Sc (Information Technology) may opt for M. Sc (Information Technology), those who have passed B. Sc (Information Technology & Management) may opt for M. Sc (Information Technology & Management),

3. DURATION

3.1 Three Years of Six Semesters (First to Sixth Semester) or Two years of Four Semesters (Third to Sixth Semester) those who have passed BCA / B. Sc. (Comp. Sc (H)) / B. Sc (IT) / B. Sc (ITM).
3.2 Odd semester is from July to December (i.e., 1st & 3rd& 5th semester). The examination shall be held normally in the month of December / January.
3.3 Even semester is from January to June (i.e., 2nd & 4th& 6th semester). The examination shall be held normally in the month of June / July.
3.5 A student would be required to complete the course within five academic years from the date of admission for those who have been admitted into 3 year Course and four academic years from the date of admission for those who have been admitted into 2 year course.

4. CONTACT HOUR

4.1 Under face to face Programme
1. credit points : 4 - 40 hours, (Theory)
2. credit points : 4 - 50 hours, (Practical)

5. GRADING SYSTEM

5.1

Grade		Mark Secured from 100	Points
Outstanding	'O'	100-90	10
Excellent	'E'	89-80	9
Very Good	'A'	79-70	8

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Utkal University, Vani Vihar, Bhubaneswar-7

Good	'B'	69-60	7
Fair 'C'	59-50	6	
Pass 'D'	49-40	5	
Failed	'F'	Below 40	0

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

5.2 A student has to pass in both End Term and Mid Term Examination by securing 40 % of each paper .

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 - **CREDIT POINT** of course items in

GRADE POINT AVERAGE - CREDIT INDEX

CREDIT

SEMESTER GRADE POINT AVERAGE (SGPA) =

CREDIT INDEX for a Semester

CREDIT

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

CREDIT INDEX of all previous Semester upto a Semester

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 4.3 shall be printed on the backside of University Mark-sheet.

6. REPEAT AND IMPROVEMENT

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. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

6.3 Repeat and improvement has to be completed with 5- Yrs / 4-Yrs from the date of admission.

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 clause 6.1 has not been awarded.

8. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

8.1 End Term (Semester) University Examination shall be of 70 marks for all theory papers.

8.2 Mid Term Examination shall be of 30 marks for all theory papers.

8.3 Each Practical paper shall be of 50 marks .

8.4 The duration for 70 marks theory exam shall be of 3 hours

8.5 The duration for 50 marks Practical exam shall be of 3 hours

9. EVALUATION

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Utkal University, Vani Vihar, Bhubaneswar-751007

9.1 The Answer Scripts of End Semester Examinations will be evaluated by the faculty members who are teaching the respective papers . External examiners shall be invited for Practicals and Projects in additions to Internals .

9.2 Gold medal and University position shall be granted to the students of PG Dept. of Computer Science & Applications. Further this shall be decided on the basis of result of 3rd, 4th, 5th and 6th semester only to the exclusion of 1st and 2nd semester .

17.

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

18. 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	

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

20. 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.).

21. 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.

22. 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.

23. 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.)

24. 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.

25. 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.

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PROJECT PROGRAM REPORT – 2021

MASTER OF INFORMATION TECHNOLOGY

(COURSE CODE-020313)

OBJECTIVES

- To provide domain knowledge in Computer Science to freshers as well as working executives.
- To impart knowledge and skill in various specialized areas of Computer Science
- To help individuals to discover and develop managerial skill.to identify, critically analyze, formulate and develop computer applications

ELIGIBILITY:

c) Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.

Any other Graduate Degree recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level.

Those Graduate who do not fulfill the conditions as above 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 .

d) 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 . They shall be directly admitted into third semester

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

Course Duration: Two Academic Year (4 Semesters)

Fees Structure:

	At the time of admission
Cost of Form	600/-
Course Fees	30,000/-
Exam Fees	2,980/-
Corpus Fund	3,600/-
Total	37,180/-

MASTER OF INFORMATION TECHNOLOGY

(COURSE CODE-020313)

FIRST SEMESTER

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	

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SECOND SEMESTER

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

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

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

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

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Utkal University, Vani Vih, Bhubaneswa

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 .

FACULTY

S.No.	Name of the Faculty	Phone No.	Email ID
1	Mr.Haraprasad Naik, Asst. Prof, Dept. of CSA, Utkal University	7978683778	hnaik.cs@utkaluniversity.ac.in
2	Mr. Biswojit Nayak, Asst. Prof, Dept. of CSA, Utkal University	7978157551	biswojit22@gmail.com

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MODE

The Course is offered under the Regular Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. Regular classes of 3 months duration are held for each semester covering theory , practical and project component as per syllabi. Students can meet teachers for guidance, counseling and doubt clearance.

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- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
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- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Computer Science Programme.

REGULATIONS

1. ELIGIBILITY

1.1. Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.

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1.2 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 . They shall be directly admitted into third semester .

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Generally candidates shall be awarded Master of Computer Applications (MCA) Degree , however, those who have passed B. Sc. Computer Sc.(H) may opt for M. Sc in Computer Science , those who have passed B. Sc (Information Technology) may opt for M. Sc (Information Technology), those who have passed B. Sc (Information Technology & Management) may opt for M. Sc (Information Technology & Management),

3. DURATION

3.1 Three Years of Six Semesters (First to Sixth Semester) or Two years of Four Semesters (Third to Sixth Semester) those who have passed BCA / B. Sc. (Comp. Sc (H)) / B. Sc (IT) / B. Sc (ITM).

3.2 Odd semester is from July to December (i.e., 1st & 3rd& 5th semester). The examination shall be held normally in the month of December / January.

3.3 Even semester is from January to June (i.e., 2nd & 4th& 6th semester). The examination shall be held normally in the month of June / July.

3.6 A student would be required to complete the course within five academic years from the date of admission for those who have been admitted into 3 year Course and four academic years from the date of admission for those who have been admitted into 2 year course.

4. CONTACT HOUR

4.1 Under face to face Programme

1. credit points : 4 - 40 hours, (Theory)
2. credit points : 4 - 50 hours, (Practical)

5. GRADING SYSTEM

5.1

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'	49-40	5
Failed	'F'	Below 40	0

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

5.2 A student has to pass in both End Term and Mid Term Examination by securing 40 % of each paper .

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

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Vani Vihar, Bhubaneswar

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 - ∑ **CREDIT POINT** of course items in

GRADE POINT AVERAGE - **CREDIT INDEX**

∑∑ ∑ **CREDIT**

SEMESTER GRADE POINT AVERAGE (SGPA) =

CREDIT INDEX for a Semester

∑∑ **CREDIT**

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

CREDIT INDEX of all previous Semester upto a Semester

∑∑ **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 4.3 shall be printed on the backside of University Mark-sheet.

6. REPEAT AND IMPROVEMENT

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. Only one chance can be availed. The higher mark of the two chance (i.e. , first and the improvement) shall be valid.

6.3 Repeat and improvement has to be completed with 5- Yrs / 4-Yrs from the date of admission.

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 clause 6.1 has not been awarded.

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8. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

8.1 End Term (Semester) University Examination shall be of 70 marks for all theory papers.
8.2 Mid Term Examination shall be of 30 marks for all theory papers.
8.3 Each Practical paper shall be of 50 marks .
8.4 The duration for 70 marks theory exam shall be of 3 hours
8.5 The duration for 50 marks Practical exam shall be of 3 hours

9. EVALUATION

9.1 The Answer Scripts of End Semester Examinations will be evaluated by the faculty members who are teaching the respective papers . External examiners shall be invited for Practicals and Projects in additions to Internals .

9.2 Gold medal and University position shall be granted to the students of PG Dept. of Computer Science & Applications. Further this shall be decided on the basis of result of 3rd, 4th, 5th and 6th semester only to the exclusion of 1st and 2nd semester .

26.

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

27. 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	

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

29. 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.).

30. 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.

31. 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.

32. 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.)

33. 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.

34. 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.

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PROJECT PROGRAM REPORT – 2021
MASTER OF INFORMATION TECHNOLOGY & MANAGEMENT
(COURSE CODE-020314)

OBJECTIVES

- To provide domain knowledge in Computer Science to freshers as well as working executives.
- To impart knowledge and skill in various specialized areas of Computer Science
- To help individuals to discover and develop managerial skill.to identify, critically analyze, formulate and develop computer applications

ELIGIBILITY:

e) Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.

Any other Graduate Degree recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level.

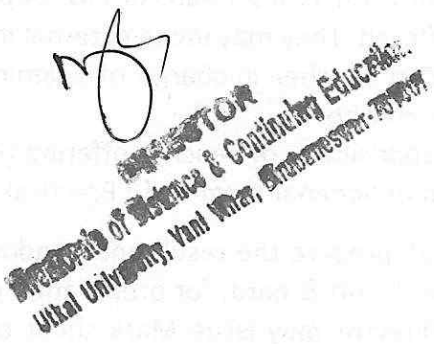
Those Graduate who do not fulfill the conditions as above can be admitted but they are required to pass two additional mathematics papers along with first semester and/or second semester. Unless they clear the mathematics papers they cannot be admitted to the 3rd Semester .

f) 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 . They shall be directly admitted into third semester .

No. of Seats: 500 maximum. DDCE reserves the right to admit less number of students.
Course Duration: Two Academic Year (4 Semesters)

Fees Structure:

	At the time of admission
Cost of Form	600/-
Course Fees	30,000/-
Exam Fees	2,980/-
Corpus Fund	3,600/-
Total	37,180/-



MASTER OF INFORMATION TECHNOLOGY & MANAGEMENT
(COURSE CODE-020314)

FIRST SEMESTER

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

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

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
CS 3.1	Operating System	100	3-1- 0	4

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Institute of Distance & Continuing Education

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

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

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

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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 .

FACULTY

S.No.	Name of the Faculty	Phone No.	Email ID
1	Dr. Subhasish Mohapatra	7008844697	subasish.mohapatra@gmail.com
2	Dr Pandab Pradhan , OES	9437628327	ppradhan11@gmail.com

DIRECTOR

MODE

The Course is offered under the Regular Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. Regular classes of 3 months duration are held for each semester covering theory , practical and project component as per syllabi. Students can meet teachers for guidance, counseling and doubt clearance.

SELECTION PROCESS

- **On line admission Test at DDCE for Business Management and Computer Science Programme.**
- **Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.**
- **On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.**
- **Result shall be published in our website on the same day. No other communication shall be sent to you.**
- **Rolling on line Test shall be conducted subject to availability of seats.**
- **For B.A/B.Com and M.A courses the selection process isfirst come first serve.**

Reservation

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Computer Science Programme.

Regulations

1. ELIGIBILITY

1.1. Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.

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Any other Graduate Degree recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level

Those Graduate who do not fulfill the conditions as above 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 .

1.2 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 . They shall be directly admitted into third semester .

2. AWARD OF DEGREE

Generally candidates shall be awarded Master of Computer Applications (MCA) Degree , however, those who have passed B. Sc. Computer Sc.(H) may opt for M. Sc in Computer Science , those who have passed B. Sc (Information Technology) may opt for M. Sc (Information Technology), those who have passed B. Sc (Information Technology & Management) may opt for M. Sc (Information Technology & Management),

3. DURATION

3.1 Three Years of Six Semesters (First to Sixth Semester) or Two years of Four Semesters (Third to Sixth Semester) those who have passed BCA / B. Sc. (Comp. Sc (H)) / B. Sc (IT) / B. Sc (ITM).

3.2 Odd semester is from July to December (i.e., 1st & 3rd& 5th semester). The examination shall be held normally in the month of December / January.

3.3 Even semester is from January to June (i.e., 2nd & 4th& 6th semester). The examination shall be held normally in the month of June / July.

3.7 A student would be required to complete the course within five academic years from the date of admission for those who have been admitted into 3 year Course and four academic years from the date of admission for those who have been admitted into 2 year course.

4. CONTACT HOUR

4.1 Under face to face Programme

1. credit points : 4 - 40 hours, (Theory)
2. credit points : 4 - 50 hours, (Practical)

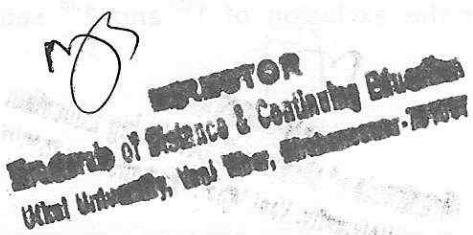
5. GRADING SYSTEM

5.1

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'	49-40	5
Failed	'F'	Below 40	0

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

5.2 A student has to pass in both End Term and Mid Term Examination by securing 40 % of each paper .



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 - ∑ **CREDIT POINT** of course items in

GRADE POINT AVERAGE - CREDIT INDEX

∑∑ ∑ **CREDIT**

SEMESTER GRADE POINT AVERAGE (SGPA) =

CREDIT INDEX for a Semester

∑∑ **CREDIT**

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

CREDIT INDEX of all previous Semester upto a Semester

∑∑ **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 4.3 shall be printed on the backside of University Mark-sheet.

6. REPEAT AND IMPROVEMENT

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. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

6.3 Repeat and improvement has to be completed with 5- Yrs / 4-Yrs from the date of admission.

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 clause 6.1 has not been awarded.

8. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

8.1 End Term (Semester) University Examination shall be of 70 marks for all theory papers.

8.2 Mid Term Examination shall be of 30 marks for all theory papers.

8.3 Each Practical paper shall be of 50 marks .

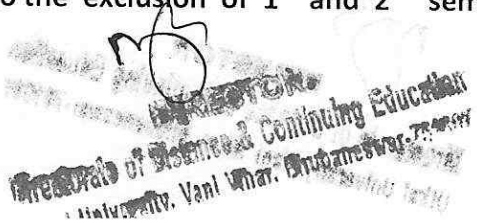
8.4 The duration for 70 marks theory exam shall be of 3 hours

8.5 The duration for 50 marks Practical exam shall be of 3 hours

9. EVALUATION

9.1 The Answer Scripts of End Semester Examinations will be evaluated by the faculty members who are teaching the respective papers . External examiners shall be invited for Practicals and Projects in additions to Internals .

9.2 Gold medal and University position shall be granted to the students of PG Dept. of Computer Science & Applications. Further this shall be decided on the basis of result of 3rd, 4th, 5th and 6th semester only to the exclusion of 1st and 2nd semester .



10.1 Those who have not passed Mathematics / Statistics at +2 Level they 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.

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.).

35. 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.
36. 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.
37. 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.)
38. 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.
39. 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.

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PROJECT PROGRAM REPORT – 2021

MASTER OF SCIENCE IN DATA SCIENCE

OBJECTIVES

- To provide domain knowledge in Computer Science to freshers as well as working executives.
- To impart knowledge and skill in various specialized areas of Computer Science
- To help individuals to discover and develop managerial skill.to identify, critically analyze, formulate and develop computer applications

ELIGIBILITY:

Passed (a) B.Sc. degree with Computer Science as a core subject or
(b) B.Sc. in Information Technology and Management or
(c) B.Sc. in Information Science and Telecommunication or
(d) BCA
with at least 50% marks in aggregate (45% for SC/ST candidates) in the qualifying examination.

No. of Seats: 40 maximum. DDCE reserves the right to admit less number of students.
Course Duration: Two Academic Year (4 Semesters)
iv) **Selection Procedure**: Career-cum-Entrance test (50% career + 50% Entrance).
v) **Admission Procedure**: Same as other sponsored courses.
vi) **Course Fee**: Rs.55, 000/- per year.

Programme Structure

Year/ Semester	Paper Code	Paper Title	Credit	Max. Marks		
				IA	Uni. Exam	Total
I Year I Semester	DS-1.1	Data Science with Python	4	30	70	100
	DS-1.2	Mathematics for Data Science	4	30	70	100
	DS-1.3	Probability and Statistical Techniques	4	30	70	100
	DS-1.4	Relational Database Systems	4	30	70	100
	DS-1.5	Data Structures and Algorithms	4	30	70	100
	DS-1.6	Python Lab	4			100
	DS-1.7	Relational Database Lab	2			50
	DS-1.8	Data Structure Lab	2			50
		Total	28			700
I Year II Semester	DS-2.1	Programming with R	4	30	70	100
	DS-2.2	Business Modeling and Data Analysis	4	30	70	100
	DS-2.3	Machine Learning	4	30	70	100
	DS-2.4	NoSQL Data Management	4	30	70	100
	DS-2.5	Distributed and Parallel Computing	4	30	70	100
	DS-2.6	R Lab	2			50
	DS-2.7	Business Data Analysis Lab	2			50
	DS-2.8	Machine Learning Lab	2			50
	DS-2.9	NoSQL Lab	2			50
		Total	28			700
		Summer Internship (to be evaluated in 3rd Semester)	4			100
II Year	DS-3.1	Big Data Technologies	4	30	70	100

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III Semester	DS-3.2	Data Visualization	4	30	70	100
	DS-3.3	Deep Learning	4			100
	DS-3.4	**Elective-I** (Any One): Data and Computer Security/ Optimization Methods/ Cloud Computing	4	30	70	100
	DS-3.5	**Elective-II** (Any One): Text and Natural Language Processing/ Web and Social Media Mining/ Bioinformatics and Computational Biology	4	30	70	100
	DS-3.6	Big Data Lab	4			100
	DS-3.7	Data Visualization Lab	4			100
		Total	32			800
II Year III Semester	DS-4.1	Comprehensive Viva	4			100
	DS-4.2	Capstone Project	12			300
		Total	16			400
		Grand Total	**104**			**2600**

FACULTY

S.No.	Name of the Faculty	Phone No.	Email ID
1	**Sri S.K. Sahoo, Asst. Prof., Dept. of CSE , TACT , BBSR**	8249875130	**esantoshsahoo@gmail.com**
2	**Dr. S. K. Pani, Principal , Dept. of CS , KEC., BBSR**	7008806040	skpani.india@gmail.com

MODE

The Course is offered under the Regular Mode. CHOICE BASED CREDIT SEMESTER (CBCS) is followed. Regular classes of 3 months duration are held for each semester covering theory , practical and project component as per syllabi. Students can meet teachers for guidance, counseling and doubt clearance.

SELECTION PROCESS

- **On line admission Test at DDCE for Business Management and Computer Science Programme.**
- **Personal interview (in addition to on Line Test) for MBA Evening, P.G Dip in Banking and Insurance Management and MCA course.**
- **On line Test shall consist at 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language and Quantitative Techniques.**
- **Result shall be published in our website on the same day. No other communication shall be sent to you.**
- **Rolling on line Test shall be conducted subject to availability of seats.**
- **For B.A/B.Com and M.A courses the selection process isfirst come first serve.**

Reservation

- 22.50% of seats shall be reserved for Scheduled Tribe Students.

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Computer Science Programme.

Regulations for M.Sc. Programme

1. ELIGIBILITY

1.1. Passed Bachelor of Computer Application (BCA) / Bachelor of Science with Computer Science (B . Sc. (Comp. Sc (H).) / Bachelor of Science in Information Technology (B. Sc. (IT)) / Bachelor of Science in Information Technology & Management (B . Sc. (ITM)) recognized by Utkal University.

Any other Graduate Degree recognized by the Utkal University with pass in Mathematics or Statistics as a subject at least of +2 or Senior Secondary Level

Those Graduate who do not fulfill the conditions as above 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 .

1.2 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 . They shall be directly admitted into third semester .

2. AWARD OF DEGREE

Generally candidates shall be awarded Master of Computer Applications (MCA) Degree , however, those who have passed B. Sc. Computer Sc.(H) may opt for M. Sc in Computer Science , those who have passed B. Sc (Information Technology) may opt for M. Sc (Information Technology), those who have passed B. Sc (Information Technology & Management) may opt for M. Sc (Information Technology & Management),

3. DURATION

3.1 Three Years of Six Semesters (First to Sixth Semester) or Two years of Four Semesters (Third to Sixth Semester) those who have passed BCA / B. Sc. (Comp. Sc (H)) / B. Sc (IT) / B. Sc (ITM).

3.2 Odd semester is from July to December (i.e., 1st & 3rd& 5th semester). The examination shall be held normally in the month of December / January.

3.3 Even semester is from January to June (i.e., 2nd & 4th& 6th semester). The examination shall be held normally in the month of June / July.

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Utkal University, Vani Vihar, Bhubaneswar-751004

3.8 A student would be required to complete the course within five academic years from the date of admission for those who have been admitted into 3 year Course and four academic years from the date of admission for those who have been admitted into 2 year course.

4. CONTACT HOUR

4.1 Under face to face Programme

1. credit points : 4 - 40 hours, (Theory)
2. credit points : 4 - 50 hours, (Practical)

5. GRADING SYSTEM

5.1

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'	49-40	5
Failed	'F'	Below 40	0

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

5.2 A student has to pass in both End Term and Mid Term Examination by securing 40 % of each paper .

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 - **CREDIT POINT** of course items in

GRADE POINT AVERAGE - **CREDIT INDEX**

CREDIT

SEMESTER GRADE POINT AVERAGE (SGPA) =

CREDIT INDEX for a Semester

CREDIT

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

CREDIT INDEX of all previous Semester upto a Semester

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 4.3 shall be printed on the backside of University Mark-sheet.

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6. REPEAT AND IMPROVEMENT

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. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

6.3 Repeat and improvement has to be completed with 5- Yrs / 4-Yrs from the date of admission.

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 clause 6.1 has not been awarded.

8. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

8.1 End Term (Semester) University Examination shall be of 70 marks for all theory papers.

8.2 Mid Term Examination shall be of 30 marks for all theory papers.

8.3 Each Practical paper shall be of 50 marks .

8.4 The duration for 70 marks theory exam shall be of 3 hours

8.5 The duration for 50 marks Practical exam shall be of 3 hours

9. EVALUATION

9.1 The Answer Scripts of End Semester Examinations will be evaluated by the faculty members who are teaching the respective papers . External examiners shall be invited for Practicals and Projects in additions to Internals .

9.2 Gold medal and University position shall be granted to the students of PG Dept. of Computer Science & Applications. Further this shall be decided on the basis of result of 3rd, 4th, 5th and 6th semester only to the exclusion of 1st and 2nd semester .

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

40. 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	

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Annamalai University, Vani Mahal, Chidambaram-608 002

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

42. 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.).

43. 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.

44. 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.

45. 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.)

46. 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.

47. 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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE -MASTER OF COMMERCE (MANAGEMENT)

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.

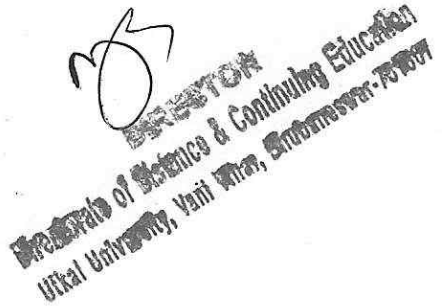
ELIGIBILITY: B.Com, BBA from Utkal University or any other University recognized by Utkal University, Chartered Accountants, Company Secretaries and Cost Accountants are eligible for admission. Experience with 5 years experience in corporate-Banking sector may be granted waiver of the discretion of DDCE.

No. of Seats: 200

Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120



MASTER OF COMMERCE (MANAGEMENT)
COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
	1st Semester	Core	MCM-1.1	Management Concepts and Practices	100
		Core	MCM-1.2	Quantitative Methods for Management	100
		Core	MCM-1.3	Business Economics & Environment	100
		Core	MCM-1.4	Financial Management	100
	2nd Semester	Core	MCM-2.1	Corporate Financial Accounting	100
		Core	MCM-2.2	Organization Behaviour	100
		Core	MCM-2.3	Marketing Management	100
		Core	MCM-2.4	Managerial Economics	100
		Core	MCM-2.5	Entrepreneurship Development	100
		Subject Discipline	MCM-3.3.1	Human Resources Planning & Development	100
			MCM-3.3.2	Consumer Behavior and Advertisement Management	100
			MCM-3.3.3	Merchant Banking and Financial services	100
	3rd Semester	*Elective Discipline Free Any Two*	**ECO-2.5**	**Budgetary System with special reference to India**	100
			MCM-3.5	**Business Ethics**	100
			PAD-4.3	**Disaster Management**	100
			PAD-2.3	**Development Administration**	100
			ENG-3.4.3	**Basics of English Written Communication**	100
	4th Semester	Core	MCM-4.1	Banking and Insurance Management	100
		Core	MCM-4.2	International Business	100
		Core	MCM-4.3	Corporate Legal Framework	100
		Core	MCM-4.4	Research Methodology	100
				TOTAL	**1800**

FACULTY: The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Dr.Maheswar Sahu, Professor commerce, and Dr.Sahadev Swain, Associate Professor Commerce are in overall charge of the programme.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

DIRECTOR
Board of Distance & Continuing Education

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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) =

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

DIRECTOR
Board of Studies & Continuing Education

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.

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

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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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE-MASTER OF COMMERCE (ACCOUNTANCY)

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.

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

Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

MASTER OF COMMERCE (ACCOUNTANCY)
COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
	1st Semester	Core	MCM-1.1	Management Concepts and Practices	100
		Core	MCM-1.2	Quantitative Methods for Management	100
		Core	MCM-1.3	Business Economics & Environment	100
		Core	MCM-1.4	Financial Management	100
	2nd Semester	Core	MCM-2.1	Corporate Financial Accounting	100
		Core	MCM-2.2	Organization Behaviour	100
		Core	MCM-2.3	Marketing Management	100
		Core	MCM-2.4	Managerial Economics	100
		Core	MCM-2.5	Entrepreneurship Development	100
	3rd Semester	*Subject Discipline*	MCM-3.1.1	Advance Accounting	100
			MCM-3.1.2	Cost and Management Accounting	100
			MCM-3.1.3	Corporate Tax Planning	100
		Elective Discipline Free Any Two	**ECO-2.5**	**Budgetary System with special reference to India**	100
			MCM-3.5	**Business Ethics**	100
			PAD-4.3	**Disaster Management**	100
			PAD-2.3	**Development Administration**	100
			ENG-3.4.3	**Basics of English Written Communication**	100
	4th Semester	Core	MCM-4.1	Banking and Insurance Management	100
		Core	MCM-4.2	Research Methodology	100
		Core	MCM-4.3	Project/Essay	100
		Core	MCM-4.4	Project/Essay-Viva	100
				TOTAL	**1800**

FACULTY: The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Dr.Ranjan Kumar Bal, Professor Commerce , and Dr.Rabindra Kumar Swain, Assistant Professor Commerce are in overall charge of the programme.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

DIRECTOR
School of Distance & Continuing Education
Utkal Univ, Vani Vihar, Bhubaneswar

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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

DIRECTOR
Directorate of Distance & Continuing Education

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.

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) =

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

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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.

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

DIRECTOR
Directorate of Distance & Continuing Education

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.

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE MASTER OF COMMERCE (FINANCE)

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.

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

Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

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Utkal University, Vani Vihar, Bhubaneswar-751007

MASTER OF COMMERCE(FINANCE)
Course Code–030300
COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
	1st Semester	Core	MCM-1.1	Management Concepts and Practices	100
		Core	MCM-1.2	Quantitative Methods for Management	100
		Core	MCM-1.3	Business Economics & Environment	100
		Core	MCM-1.4	Financial Management	100
	2rd semester	Core	MCM-2.1	Corporate Financial Accounting	100
		Core	MCM-2.2	Organization Behaviour	100
		Core	MCM-2.3	Marketing Management	100
		Core	MCM-2.4	Managerial Economics	100
		Core	MCM-2.5	Entrepreneurship Development	100
	3rd Semester	*Subject Discipline*	MCM-3.1	Financial Markets and Institution	100
			MCM-3. 2	Derivative and Risk Management	100
			MCM-3. 3	Security Analysis & Portfolio Management	100
		Elective Discipline Free Any Two	**ECO-2.5**	**Budgetary System with special reference to India**	100
			MCM-3.5	**Business Ethics**	100
			PAD-4.3	**Disaster Management**	100
			PAD-2.3	**Development Administration**	100
			ENG-3.4.3	**Basics of English Written Communication**	100
	4thSemester	Core	MCM-4.1	Banking and Insurance Management	100
		Core	MCM-4.2	Research Methodology	100
		Core	MCM-4.3	Project/Essay	100
		Core	MCM-4.4	Project/Essay Viva	100
				TOTAL	**1800**

FACULTY: The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Dr. Biswo Ranjan Mishra, Asst. Professor, biswomishra@gmail.com and Dr.Prabodha Kumar Hota, Professor Commerce,are in overall charge of the programme.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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

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Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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) =

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

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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.

I. 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.

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DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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CERTIFICATION

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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.

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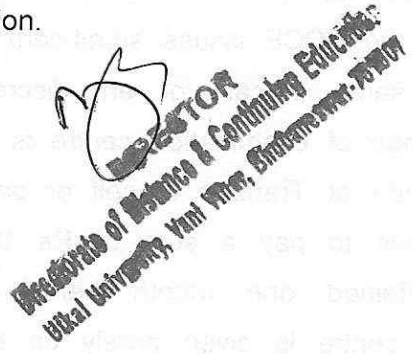

PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE MASTER OF ARTS IN SOCIAL WORK
(COURSE CODE-010326)

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.

ELIGIBILITY: Any graduate with Sociology as a subject from Utkal University or any other University recognized by Utkal University under 10+2+3 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

Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

MASTER OF ARTS IN SOCIAL WORK
Course Code-010326
COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	MSW-1.1	History and Field of Social Work	100
		Core	MSW-1.2	Man and Society	100
		Core	MSW-1.3	Human Growth and Development- Developmental Psychology	100
		Core	MSW-1.4	Social Work Research and Statistics	100
	2nd Semester	Core	MSW-2.1	Social Work Methods	100
		Core	MSW-2.2	Social Work Administration	100
		Core	MSW-2.3	Social Problems, Social Policy, Social Legislation and Social Development	100
		Core	MSW-2.4	Social Work with Weaker Section	100
		Core	MSW-2.5	Concurrent field work	100
2nd YEAR	3rd Semester	*Elective Discipline Specific Any Three*	MSW-3.1	Labour Welfare	100
			MSW-3.2	Family & Child Welfare	100
			MSW-3.4	Gender Studies	100
			MSW-3.5	Community Development	100
			MSW-3.6	Correctional Social Work	100

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Utkal University, Vani Vihar, Bhubaneswar-751007

			MSW-3.7	Study of NGOs	100
		Elective Discipline Free Any Two	**MCM-2.2**	**Organizational Behaviour**	100
			PAD-2.3	**Development Administration**	100
			PAD-4.3	**Disaster Management**	100
			HIS-3.3.3	**Nationalist Movement In India**	100
			ENG-3.4.3	**Basics of English Written Communication**	100
	4th Semester	Core	MSW-4.1	Studies in Rural Development	100
		Core	MSW-4.2	Human Rights & Duties	100
		Core	MSW-4.3	Dissertation with Viva-Voce	200
				TOTAL	**1800**

FACULTY:

Dr. Renuka Kumar	Academic Consultant, DDCE, Utkal University	9437536898	renuka@ddceutkal.org
Dr. Bijaylaxmi Sahoo	Guest Faculty, Utkal University	7894349359	bijaylaxmi.msw@gmail.com

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, counseling and doubt clearance.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

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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

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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.

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) =

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

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.

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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.

m. 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.

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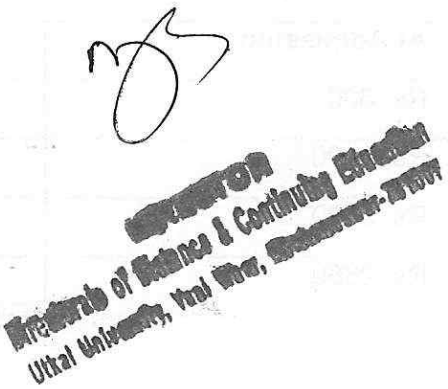
Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all dues. Original Degrees / Diplomas are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



PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSESMASTER 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.

ELIGIBILITY: Any graduate who has studied Economics at graduate level including BA/ B. Com/ B. Tech/B.A. LLB/ B. Sc. LLB/ B. Com LLB etc. Bank officials and Corporate Executives with at least three years experience may be granted waiver of the discretion of DDCE.

No. of Seats: 200

Course Duration: 2 Academic Years (Four Semesters):

FEES STRUCTURE

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

POST GRADUATE COURSES

MASTER OF ARTS IN ECONOMICS
Course Code – 010304
COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	ECO-1.1	History of Economic Thought	100
		Core	ECO-1.2	Principles of Public Finance and Fiscal Policy	100
		Core	ECO-1.3	Microeconomic Theory	100
		Core	ECO-1.4	Macroeconomic Theory	100
	2nd Semester	Core	ECO-2.1	Economics of Development and Growth	100
		Core	ECO-2.2	International Trade	100
		Core	ECO-2.3	Economics of Agriculture	100
		Core	ECO-2.4	Problems of Indian Agriculture	100
		Core	ECO-2.5	Budgetary System with Special reference to India	100

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Directorate of Distance & Continuing Education
Vani Vihar, Bhubaneswar-751007

2nd YEAR	3rd Semester	*Elective Discipline Specific Any Three*	ECO-3.1	Mathematical Economics	100
			ECO-3.2	Econometrics	100
			ECO-3.3	International Monetary Management	100
			ECO-3.4	Planning and Regional Economics	100
			ECO-3.5	Rural Development	100
			ECO-3.6	International Economics	100
		Elective Discipline Free Any Two	**MCM-2.2**	**Organizational Behaviour**	100
			HIS-4.2	**Women in India**	100
			PAD-2.3	**Development Administration**	100
			HIS-3.3.3	**Nationalist Movement In India**	100
			ENG-3.4.3	**Basics of English Written Communication**	100
	4th Semester	Core	ECO-4.1	Regional Economics	100
		Core	ECO-4.2	Research Methodology	100
		Core	ECO-4.3	Project/Essay	100
		Core	ECO-4.4	Project/Essay Viva	100
				TOTAL	**1800**

Faculty: The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Dr.Siba Sankar Mohanty, Associate Professor Economics , and Dr.Alok Behera, Assistant Professor Economics are in overall charge of the programme.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.

DIRECTOR
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- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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.

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- **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.

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) =

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

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.

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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.

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

n. 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.

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Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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EXAMINATION SYSTEM

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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

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

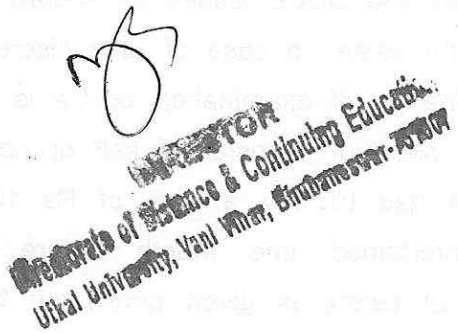
Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all dues. Original Degrees / Diplomas are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



PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSESMASTER OF ARTS IN EDUCATION (COURSE CODE-010305)

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.

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 are also eligible. Those who are in teaching profession with at least 5 years experience may be granted waived of the discretion of DDCE.

No. of Seats: 600

Course Duration: 2 Academic Years (Four Semesters):

FEES STRUCTURE

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

MASTER OF ARTS IN EDUCATION
Course Code-010305
Course Structure

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	EDU-1.1	Philosophical Foundation of Education	100
		Core	EDU-1.2	Sociological Foundation of Education	100
		Core	EDU-1.3	Advance Education Psychology	100
		Core	EDU-1.4	Teachers Education	100
	2nd Semester	Core	EDU-2.1	Modern Trends in Methods of Teaching : English/ Odia/ History/Math/Science/Geography Theory	100
		Core	EDU-2.2	Educational Technology	100
		Core	EDU-2.3	Methods of Educational Research and Statistics	100
		Core	EDU-2.4	Educational Planning and Management	100
		Core	EDU-2.5	Comparative Education: UK/USA/India	100
2nd	mes	***Elective Discipline***	EDU-3.1	Modern Trends in Methods of Teaching : English/ Odia/ History/Math/Science/Geography Theory	100

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		Specific Any Three	EDU-3.2	Special Education	100
			EDU-3.3	Guidance and Counselling in Education	100
			EDU-3.4	Modern Educational Thinkers	100
			EDU-3.5	Distance Education	100
			EDU-3.6	Early Childhood Education	100
		Elective Discipline Free Any Two	MCM-2.2	Organizational Behaviour	100
			HIS-4.2	Women in India	100
			PAD-2.3	Development Administration	100
	4th Semester	Core	EDU-4.1	Curriculum Planning & Development	100
		Core	EDU-4.2	Tools & Technique of Education Measurement & Evaluation	100
		Core	EDU-4.3	Dissertation/Essay with Viva-Voce	200
				TOTAL	**1800**

To be answered in ENGLISH.

Faculty:

Dr. Dhirendra Kumar Mohapatra,	ASSO.PROFESSOR	9437287770	dhiramohapatra@gmail.com
Dr. Sanjaya Ketan Swain	ASSO.PROFESSOR	9437226657	sanjayketanswain@gmail.com

*The faculty is drawn from R.I.E (NCERT) & Nalini Devi Teacher Training Institute, Dept. of UDTE, Utkal University and other colleges.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.

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- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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.

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Utkal University, Vani Vihar, Bhubaneswar-751004

- **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.

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) =

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

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.

o. 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.

DIRECTOR
School of Science & Continuing Education
Gujarat University, Navrangpura, Ahmedabad-380009

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.

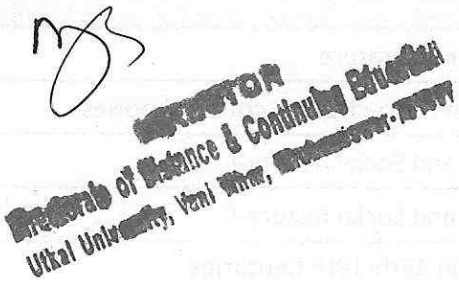
Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all dues. Original Degrees / Diplomas are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



PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE MASTER OF ARTS IN ENGLISH
(COURSE CODE-010306)

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.

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

Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

MASTER OF ARTS IN ENGLISH
Course Code-010306
Course Structure

Year / Semester		Category		Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core		ENG-1.1	Concepts in Literature	100
		Core		ENG-1.2	Classical and neo-classical critical theories	100
		Core		ENG-1.3	Literature and Social history-I	100
		Core		ENG-1.4	Literature and Social history-II	100
	2nd Semester	Core		ENG-2.1	The novel in 18th-19th Centuries	100
		Core		ENG-2.2	Non Fiction –letter, Essay, biography and Auto-biography.	100
		Core		ENG-2.3	Theory- Romantic & Victorian theory & Criticism	100
		Core		ENG-2.4	Romantic Poetry	100
		Core		ENG-2.5	Fiction 19th-20th centuries	100
2nd YEAR	3rd Semester	GROUP		ENG-3.1.1	Renaissance drama-Shakespearian (with alternate play)	100
		Discipline Select Any One	A	ENG-3.1.2	The 20th Century (with alternate play)	100
				ENG-3.1.3	Modern Drama (with alternate play)	100
			B	ENG-3.2.1	Victorian Poetry (with alternate play)	100
				ENG-3.2.2	Modern Poetry(with alternate play)	100

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				ENG-3.2.3	Literature of Europe (with alternate play)	100
			C	ENG-3.3.1	20th Century Criticism	100
				ENG-3.3.2	American Literature-I	100
				ENG-3.3.3	American Literature-II	100
			D	ENG-3.4.1	Commonwealth Literature-I	100
				ENG-3.4.2	Commonwealth Literature-II	100
				ENG-3.4.3	Basics of English Written Communication	100
		Elective Discipline Free Any Two		**ODA-1.1**	**Odia Sahityara Itihas ##**	100
				HIS-4.2	**Women in India**	100
				MCM-4.4	**Research Methodology**	100
				HIS-3.3.3	**Nationalist Movement In India**	100
				HIS-3.6	**British History**	100
	4th Semester	Core		ENG-4.1	Contemporary Indian writing in English-I	100
		Core		ENG-4.2	Contemporary Indian writing in English-II	100
		Core		ENG-4.3	Essay Writing and Viva-Voce	200
					TOTAL	**1800**

To be answered in ODIA

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. prajna.p.panigrahi@gmail.com

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

DIRECTOR
Board of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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)

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- **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.

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) =

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

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

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

p. 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.

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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.**

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751004

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.

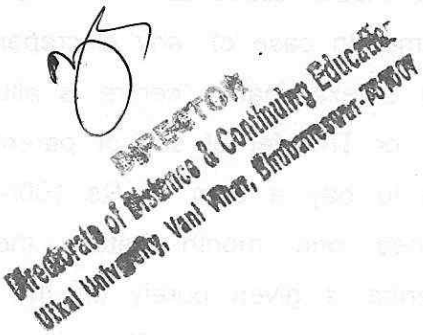
Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all dues. Original Degrees / Diplomas are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



PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSESMASTER OF ARTS IN HINDI
(COURSE CODE–010308)

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.

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

Course Duration: 2 Academic Years (Four Semesters):

FEES STRUCTURE

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

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MASTER OF ARTS IN HINDI
Course Code–010308
Course Structure

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	HIN-1.1	Hindi Sahitya Ka Itihash (Prachin, Madhyakal, Ritikal)	100
		Core	HIN-1.2	Hindi Sahitya Ka Adhunik Itihash	100
		Core	HIN-1.3	Bhartiya Kavya Shastra	100
		Core	HIN-1.4	Paschatya Kavya Shastra	100
	2nd Semester	Core	HIN-2.1	Prachin Kavya	100
		Core	HIN-2.2	Madhyakalin Kavya	100
		Core	HIN-2.3	Adhunik Kavya	100
		Core	HIN-2.4	Upanyas Aur Kahani	100
		Core	HIN-2.5	Natak, Ekanki Aur Nibandh	100
2nd YEAR	3rd Semester	*Elective Discipline Specific Any Three*	HIN-3.1	Prayojan Mulak Hindi(Karyalayee Hindi, Paribhasik Shabdabali Hindi Ka Vividh Roop: Rajbhasha, Rashtrabhasha, Sanchar Bhasa, Kavyabhasha)	100
			HIN-3.2	Hindi Ka Prayojan(Patrakarita, Electronic Media, Advertisement, Film Appreciation)*	100
			HIN-3.3	Nari Vimarsh*	100
			HIN-3.4	Anuvad Siddhant Aur Prayog*	
			HIN-3.5	Dalit Vimarsh	100
			HIN-3.6	Patrakarita	100
			HIN-3.7	Vishesh Adhyayan- Tulasi Das*	100
		Elective Discipline Free Any Two	**ODA-1.1**	**Odia Sahityara Itihas ##**	100
			ODA-3.4.1	**Jagannath Sanskruti ##**	100
			ENG-3.4.3	**Basics of English Written Communication ###**	100
			HIS-3.3.3	**Nationalist Movement In India**	100
	4th Semester	Core	HIN-4.1	Bhasa Vigyan Ke Samanya Siddhant	100
		Core	HIN-4.2	Hindi Bhasa Ka Vikas Aur Boliyan	100
		Core	HIN-4.3	Essay Writing and Viva-Voce	200
				TOTAL	**1800**

To be answered in ODIA.
To be answered in ENGLISH.

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Faculty:

Dr. Pragyan Paramita	Academic Consultant (Hindi) DDCE, Utkal University	8763007362	pparamita@ddceutkal.org
Dr. Susanta Kumar Biswal	Assistant Professor (Hindi) S.B. Womens (Auto.)College, Cuttack	9437297510	sushantabiswal2017@gmail.com

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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

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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

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Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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) =

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

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.

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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.

q. 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.

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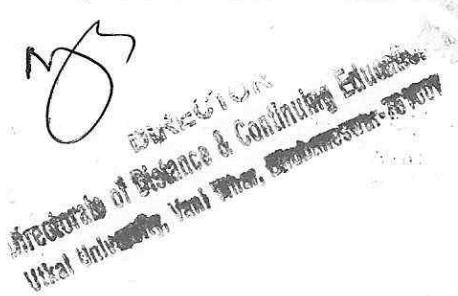

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DUPLICATE REGISTRATION NO., CLC & IDENTITY CARD

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PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE MASTER OF ARTS IN HISTORY (COURSE CODE –010309)

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.

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

No. of Seats: 200

Course Duration: 2 Academic Years (Four Semesters):

FEES STRUCTURE

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

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MASTER OF ARTS IN HISTORY
Course Code –010309
COURSE STRUCTURE

Year / Semester		Category		Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core		HIS-1.1	Ancient Civilizations	100
		Core		HIS-1.2	Medieval Societies	100
		Core		HIS-1.3	World History(1500-1900 A.D)	100
		Core		HIS-1.4	Twentieth Century of World (1900-1945)	100
	2nd Semester	Core		HIS-2.1	Twentieth Century of World (1945-2000)	100
		Core		HIS-2.2	Historical Theory and Methods	100
		Core		HIS-2.3	Indian Historiography	100
		Core		HIS-2.4	Cultural Heritage of India	100
		Core		HIS-2.5	Contemporary History of India from 1947-2010	100
2nd YEAR	3rd Semester	GROUP				
		Elective Subject Discipline Select Any One Group	A	HIS-3.1.1	Political and Administrative History of Ancient India(Early time to 1st Century BC)	100
				HIS-3.1.2	Political and Administrative History of Ancient India(1st Century BC to 8th Century AD)	100
				HIS-3.1.3	Political and Administrative History of Ancient India(8th Century AD to 12th Century AD)	100
			B	HIS-3.2.1	Political and Administrative History of Medieval India(1206-1526)	100
				HIS-3.2.2	Political and Administrative History of Medieval India(1526-1707)	100
				HIS-3.2.3	Socio-Cultural and Economic History of Medieval India	100
			C	HIS-3.3.1	Constitutional & Administrative History of Modern India	100
				HIS-3.3.2	Socio-Cultural & Economic History of Modern India	100
				HIS-3.3.3	Nationalist Movement In India	100
			D	HIS-3.4.1	History of Odisha (From earliest times to 1434 A.D)	100
				HIS-3.4.2	History of Ancient Odisha (From 1435 A.D to 1803 A.D)	100
				HIS-3.4.3	History of Odisha (From 1803 to 1948 A.D)	100
		ELECTIVE PAPERS		**HIST**	Cultural Heritage Management	100
				POL.SC 3.2	Indian Society and Polity	100
				PAD 4.3	Disaster Management	***100***
	4th Semester	Core		HIS-4.1	History of Science and Technology in India	100
		Core		HIS-4.2	Women in India	100
		Core		HIS-4.3	Essay Writing Viva/ Project Viva	200
					TOTAL	**1800**

DIRECTOR
Directorate of Distance & Continuing Education

To be answered in ENGLISH.

FACULTY:

DR. MADHAB CHANDRA SETHI	ASST.PROFESSOR	9861788559	madhab.setty@gmail.com
DR. AJIT KUMAR SAHOO	ASST.PROFESSOR	8763049512	ajit.remember@gmail.com

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, counseling and doubt clearance.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
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DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
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- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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

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Utkal University, Vani Vihar, Bhubaneswar-751007

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)
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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.

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Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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) =

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

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

DIRECTOR
Utkal University, Bhubaneswar-751007

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.

r. 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

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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 .

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE MASTER OF ARTS IN ODIA
(COURSE CODE –010314)

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.

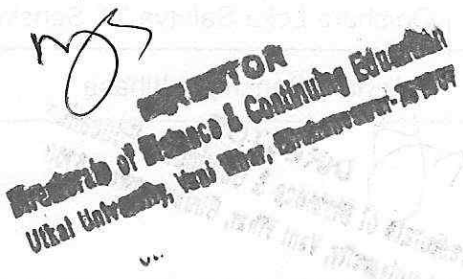
Eligibility : Any graduate (with Odia as subject at least +2 level) from Utkal University or any other University recognized by Utkal University under 10+2+3 is eligible to take admission.

No. of Seats: 500

Course Duration: 2 Academic Years (Four Semesters):

FEES STRUCTURE

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120



MASTER OF ARTS IN ODIA
Course Code –010314
COURSE STRUCTURE

Year / Semester		Category		Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core		ODA-1.1	Odia Sahitya Ra Itihasa-I	100
		Core		ODA-1.2	Odia Sahitya Ra Itihasa-II	100
		Core		ODA-1.3	Bhasa Vigyan 'O' Odia Byakarana	100
		Core		ODA-1.4	Sahitya O Sahitya Tatwa	100
	2nd Semester	Core		ODA-2.1	Puruna Kabya `O` Adhunika Kabita	100
		Core		ODA-2.2	Upanyasa, Galpa `O` Nataka	100
		Core		ODA-2.3	Prabandha, jibani, `O` Bhamana Sahitya	100
		Core		ODA-2.4	Odia Bhasare Jogajogo (Communicative Odia)	100
		Core		ODA-2.5	Anubada Tatwa `O` Prayoga	100
2nd YEAR	3rd Semester	GROUP		ODA-3.1.1	Linguistic-I	100
		Elective Subject Discipline Select Any One Group	A	ODA-3.1.2	Linguistic-II	100
				ODA-3.1.3	Linguistic-III	100
			B	ODA-3.2.1	Ranga Mancha O Natya Tatwa - I	100
				ODA-3.2.2	Natya Tatwa - II	100
				ODA-3.2.3	Natak O Natyakar - III	100
			C	ODA-3.3.1	Adhunika Kabita - I	100
				ODA-3.3.2	Adhunika Kabi O Kabita - II	100
				ODA-3.3.3	Swadhinata Parara Kabita - III	100
			D	ODA-3.4.1	Shree Jagannath Sanskruti O Odisha ra Dharma Dhara - I	100
				ODA-3.4.2	Shree Jagannath Sanskruti O Odisha ra Dharma Dhara - II	100
				ODA-3.4.3	Shree Jagannath Sanskruti O Odisha ra Dharma Dhara - III	100
		Elective Discipline Free Any Two		**HIS-4.2**	**Women in India**	100
				HIS-3.3.3	**Nationalist Movement In India**	100
				ODA-3.5	**Pratibesi Sahitya**	100
				ENG-3.4.3	**Basic of English Written Communication ##**	
	4th Semester	Core		ODA-4.1	Odishara Loka Sahitya 'O' Sanskruti	100
		Core		ODA-4.2	Odishara Sankhipta Itihasa	100

DIRECTOR
Directorate of Distance & Continuing Education
University, Vani Vihar, Bhubaneswar-751007

		Core	ODA-4.3	Dirgha Prabandha 'O' Sakhatkar	200
				TOTAL	**1800**

To be answered in ENGLISH.

FACULTY: The department of Odia is headed by Dr. Mamata Rani Behera .The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Prof krusna Chandra Pradhan Professor,Central University ,Koraput,Odisha.One may reach Dr.Mamatarani at mamatab712@gmail.com and Prof Pradhan at kcp.odia.su@gmail.com.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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

DIRECTOR
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Utkal University, Vani Vihar, Bhubaneswar-751

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.

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) =

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

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.

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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.

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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.

DIRECTOR
Directorate of Distance & Continuing Education
Vani Vihar, Bhubaneswar-751007

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.

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

s. 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.).

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DIRECTOR
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Utkal University, Vani Vihar, Bhubaneswar-751007

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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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE M.A. IN POLITICAL SCIENCE (COURSE CODE –010316)

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.

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

No. of Seats: 200

Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

M.A. IN POLITICAL SCIENCE
Course Code –010316
COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	PSC-1.1	Comparative politics- Concepts and Methods	100
		Core	PSC-1.2	Administrative theory: Principles and Approaches	100
		Core	PSC-1.3	International relations: Major concepts and theories	100
		Core	PSC-1.4	Western Political Thinker I (Ancient and Medieval)	100
	2nd Semester	Core	PSC-2.1	Indian Government and Politics:Basics /Political Ideologies/ Nation Building and National Integration in India.	100
		Core	PSC-2.2	Comparative political processes	100
		Core	PSC-2.3	Global politics: contemporary challenges and issues	100
		Core	PSC-2.4	Contemporary debates in political theory	100
		Core	PSC-2.5	Western Political Thinker II (Modern)	100
2nd YEAR	3rd Semester	***Elective Discipline Specific Any Three***	PSC-3.1	Public administration and management	100
			PSC-3.2	Human Right	100
			PSC-3.3	Society and Polity in India	100
			PSC-3.4	Gender and Politics	100
			PSC-3.5	Research Methodology and Statistical Methods	100
			PSC-3.6	Contemporary Political Theory	100
		Elective Discipline Free Any Two	**MCM-2.2**	**Organizational Behaviour**	100
			PAD-2.3	**Development Administration**	100
			PAD-4.3	**Disaster Management**	100
			HIS-3.3.3	**Nationalist Movement In India**	100
			ENG-	**Basics of English Written Communication**	100

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			3.4.3		
	4th Semester	Core	PSC-4.1	Indian Political Ideas	100
		Core	PSC-4.2	India and The World	100
		Core	PSC-4.3	Political Sociology: Ideas and Concepts	100
		Core	PSC-4.4	Society and Polity in India	100
				TOTAL	**1800**

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

FACULTY DETAILS

L. O.	NAME OF THE PROGRAMME	FACULTY			
	M.A POLITICAL SCIENCE	**NAME OF THE FACULTY**	**DESIGNATION**	**PH.NO**	**E-MAIL**
		Prof.Amareswar Mishra	**Retd. Professor, Political Science, Utkal University**	**9437018200**	**amareswarbubble@gmail.com**
		Dr.Smita Nayak	**Professor of Political Science, Utkal University**	**9861083060**	**nayaksmita1992@gmail.com**

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.

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Utkal University, Vani Vihar, Bhubaneswar-751...

- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Caste certificate for SC & ST candidates.
- Each candidate is required to submit a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.).

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

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 (If Any)

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

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Utkal University, Vani Vihar, Bhubaneswar-751004

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.

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

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CUMULATIVE GRADE POINT AVERAGE(CGPA) =

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

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.

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.

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Directorate of Distance & Continuing Education

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

t. 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 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 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 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.

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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751...

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.

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

MASTER OF ARTS IN PUBLIC ADMINISTRATION

(Course Code–010318)

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 is public affairs management.
- Enhance research capacity.

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

No. of Seats: 200

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Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

MASTER OF ARTS IN PUBLIC ADMINISTRATION
Course Code–010318
COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	PAD-1.1	Administrative Theory	100
		Core	PAD-1.2	Comparative Public Administration	100
		Core	PAD-1.3	Indian Administration	100
		Core	PAD-1.4	Administrative Thinkers	100
	2nd Semester	Core	PAD-2.1	Organizational Behavior & Management Process	100
		Core	PAD-2.2	Public Personnel Administration	100
		Core	PAD-2.3	Development Administration	100
		Core	PAD-2.4	Local Governance	100
		Core	PAD-2.5	Research Methodology	100
2nd YEAR	3rd Semester	*Elective Discipline Specific Any Three*	PAD-3.1	Good Governance	100
			PAD-3.2	Public Policy	100
			PAD-3.3	Financial Administration in India	100
			PAD-3.4	Urban Development	100
			PAD-3.5	Indian Economics	100
			PAD-3.5	Environmental Impact Assessment and Social Impact Assessment	100
			PAD-3.6	Planning and Regional Economics	100
		Elective Discipline Free Any Two	**HIS-2.4**	**Cultural Heritage Management**	100
			HIS-4.2	**Women in India**	100
			PSC-3.3	**Society and Polity in India**	100
			HIS-3.3.3	**Nationalist Movement In India**	100
			ENG-3.4.3	**Basics of English Written Communication**	100
	4th Semester	Core	PAD-4.1	International Administration	100
		Core	PAD-4.2	Human Resource and Management	100
		Core	PAD-4.3	Disaster Management	100

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Utkal University, Vani Vihar, Bhubaneswar-751007

		Core	PAD-4.4	Rural Development	100
				TOTAL	**1800**

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

FACULTY DETAILS

L. O.	NAME OF THE PROGRAMME	FACULTY			
	M.A PUBLIC ADMINISTRATION	**NAME OF THE FACULTY**	**DESIGNATION**	**PH.NO**	**E-MAIL**
		Prof.Niranjan Pani	**Retd.Professor PG Department of Public Administration, Utkal University**	**9437081346**	**paniniranjan@gmail.com**
		Prof.Swarnamayee Tripthy	**Retd. Professor, PG Department of Public Administration, Utkal University**	**9438013946**	**smtripathy2010@gmail.com**

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751004

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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.
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

DIRECTOR
Directorate of Distance & Continuing Education

- **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.

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) =

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

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.

Director
Institute of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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.

u. 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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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 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 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.**

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE MASTER OF ARTS IN SANSKRIT
(COURSE CODE–010319)

OBJECTIVES

- To provide advanced level Teaching- Learning facility in the discipline of Sanskrit.
- To impart skill and knowledge base in Sanskrit to students to equip them for their career.
- To offer education to policy makers, corporate citizens, socio-political activist and others.

ELIGIBILITY: +3 or equivalent

No. of Seats: 200.

Course Duration:Two Academic Years (04 Semesters).

FEES STRUCTURE

Purpose	***At the time of Admission***	***Second Year***
Cost of the form	Rs. 600/-	-
Course fees	Rs.8400/-	Rs.8400/-
Corpus fund	Rs.3000/-	-
Exam Fees	Rs.3080/-	Rs.3080/-

MASTER OF ARTS IN SANSKRIT
Course Code–010319
COURSE STRUCTURE

NOTE: NO COURSE MATERIAL IN SANSKRIT IS AVAILABLE. THE MEDIUM OF INSTRUCTION AND EXAMINATION FOR SANSKRIT IS DEVANAGIRI SCRIPT

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	SAN-1.1	Vedic Language & Literature	100
		Core	SAN-1.2	Grammar (SidhantaKaumudi)	100
		Core	SAN-1.3	Systems of Indian Philosophy-I	100
		Core	SAN-1.4	Sanskrit Prose and Poetry	100
	2nd Semester	Core	SAN-2.1	Sanskrit Plays, Poetics and Dramaturgy-I	100
		Core	SAN-2.2	Ancillary Vedic Literature	100
		Core	SAN-2.3	Philology and Introduction to Grammar	100
		Core	SAN-2.4	Systems of Indian Philosophy-II	100
		Core	SAN-2.5	Sanskrit Plays	100
2nd YEAR	3rd Semester	GROUP			
		Discipline Elective Subject: A(Veda)	SAN-3.1	History of Vedic, Epic and Classical Sanskrit Literature	100
			SAN-3.2	Vedic Literature (Veda)- Samhita Text	100
			SAN-3.3	Scientific Literature in Sanskrit	100
		B(Sahitya)	SAN-3.4	Poetics and Dramaturgy-II	100
			SAN-3.5	Different Schools of Kavyashastra	100
			SAN-3.6	Classical Literature (Sahitya)Prose & Poetry	100

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Utkal University, Vani Vihar, Bhubaneswar-751...

			C(Vyakaran)	SAN-3.7	Grammar (Vyakarana) Krdanta and Atmanepada	100
				SAN-3.8	Communicative Sanskrit	100
				SAN-3.9	Grammar (Vyakarana)Philosophical Texts-I	100
			D (Darshan)	SAN-3.10	History of Purana Literature and Essay related to the Subjects	100
				SAN-3.11	Ethics in Sanskrit Literature	100
				SAN-3.12	Philosophy (Darshana) Nyayasutra and Vakyapadiya	100
		Elective Discipline Free Any Two		**ODA-1.1**	**Odia Sahityaraltihas ##**	100
				ENG-3.12	**Basic of English Written Communication ###**	100
				HIS-4.2	**Women in India ###**	100
	4th Semester	Core		SAN-4.1	Dramaturgy and Technical Literature	100
		Core		SAN-4.2	Ancient Indian History, Culture and Epigraphy	100
		Core		SAN-4.3	Essay Writing Viva/ Project Viva	200
					TOTAL	**1800**

To be answered in ODIA/SANSKRIT.
To be answered in ENGLISH.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

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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

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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.

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) =

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

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

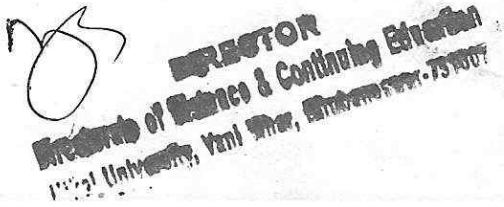
3.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark-sheet.

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.

v. 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

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Utkal University, Vani Vihar, Bhubaneswar-751007

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

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Utkal University, Vani Vihar, Bhubaneswar-751 007

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.

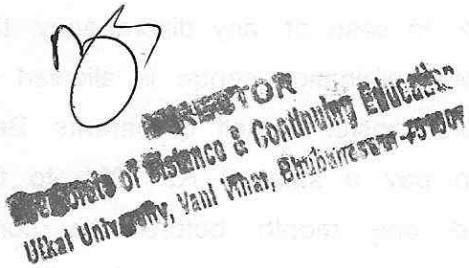
Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all dues. Original Degrees / Diplomas are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



PROJECT PROGRAM REPORT – 2021

POST GRADUATE COURSE MASTER OF ARTS IN SOCIOLOGY

(COURSE CODE–010320)

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.

ELIGIBILITY: Any graduate with Sociology as a subject at graduation from Utkal University or any other University recognized by 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

Course Duration: 2 Academic Years (Four Semesters):

Fees Structure

	At Admission	Second Year
Cost of the Form	Rs. 600	
Course Fees	Rs. 8400	Rs.8400
Corpus Fund	Rs. 3000	--
Exam. Fees	Rs. 2880	Rs. 3120

MASTER OF ARTS IN SOCIOLOGY

Course Code–010320

COURSE STRUCTURE

Year / Semester		Category	Paper Code	Title of the Paper	Max. Mark
1st YEAR	1st Semester	Core	SOC-1.1	Introduction to Sociology	100
		Core	SOC-1.2	Perspectives of Indian Society-I	100
		Core	SOC-1.3	Classical Sociological Theory	100
		Core	SOC-1.4	Research Methodology-I	100
	2nd Semeste	Core	SOC-2.1	Modern Sociological Theory	100
		Core	SOC-2.2	Perspectives of Indian Society-II	100
		Core	SOC-2.3	Research Methodology-II	100

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Directorate of Distance & Continuing Education

		Core	SOC-2.4	Sociology of Globalization	100
		Core	SOC-2.5	Rural Sociology	100
2nd YEAR	3rd Semester	*Elective Discipline Specific Any Three*	SOC-3.1	Gender Studies	100
			SOC-3.2	Sociology of Health	100
			SOC-3.3	Sociology of Environment	100
			SOC-3.4	Sociology of Movements	100
			SOC-3.5	Sociology of NGOs	100
			SOC-3.6	Sociology of Education	100
			SOC-3.7	Sociology of Ageing	100
		Elective Discipline Free Any Two	**MCM-2.2**	**Organizational Behaviour**	100
			PAD-2.3	**Development Administration**	100
			PAD-4.3	**Disaster Management**	100
			HIS-3.3.3	**Nationalist Movement In India**	100
			ENG-3.4.3	**Basics of English Written Communication**	100
	4thSemester	Core	SOC-4.1	Sociology of Development	100
		Core	SOC-4.2	Urban Sociology	100
		Core	SOC-4.3	Political Sociology	100
		Core	SOC-4.4	Rural Development	100
				TOTAL	**1800**

FACULTY:

Prof. Navaneeta Rath	Professor, Utkal University	9437211588	navaneeta.rath@gmail.com
Dr. Rabindra Garada	Associate Professor, Utkal University	9437517126	rabindragarada@rediffmail.com

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.

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- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
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- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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

DIRECTOR
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Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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) =

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

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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.

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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.

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

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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.

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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.

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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.

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PROJECT PROGRAM REPORT – 2021

UNDER GRADUATE PROGRAMME (B.COMHONS)

OBJECTIVE

- To provide domain knowledge in the area of Commerce to promote trade, industry and Economy.
- To sharpen the conceptual andanalytical skills of students to create employability and managerial ability.
- To create opportunity among the students for the sustainable development of the nation.

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

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters):

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
B.COM HONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

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(F) SYLLABUS FOR B.COM HONS.

B.Com. Hons. (CBCS) for the Academic Year 2016-17

	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**

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	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 Services					
	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**

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

- **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.***

FACULTY: The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Dr.Harihara Mishra, Associate. Professor, Commerce andDr.Jayadev Sahu, Associate professor, Commerce are in overall charge of the programme.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science 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.

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Utkal University, Vani Vihar, Bhubaneswar-751007

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

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Utkal University, Vani Vihar, Bhubaneswar-751007

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.

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) =

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

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.

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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.

x. 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

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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.

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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.**

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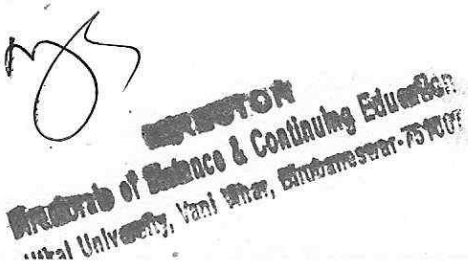

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Identity Card will be issued to the student on completion of admission process. Duplicate Identity Card will be issued on payment of Rs. 50/-. If a student applies for CLC after 5 Years from the normal duration of the course he / she has to deposit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

DIRECTOR
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PROJECT PROGRAM REPORT – 2021

UNDER GRADUATE PROGRAMME(BA HONS ECONOMICS)

OBJECTIVE

- To provide basic level Teaching- Learning facility in the different disciplines of arts.
- To impart skill and knowledge base in arts students to equip them for career in arts, culture, history, 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, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

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Utkal University, Vani Vihar, Bhubaneswar-751004

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

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

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Utkal University, Vani Vihar, Bhubaneswar-751

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.

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

FACULTY: The faculty is drawn from the P.G. Departments of the Utkal University and other universities and colleges of Bhubaneswar. Dr.Atal Bihari Das, Assistant Professor Economics , and Dr.Swayamprava Mishra, Assistant Professor Economics are in overall charge of the programme.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Programme

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 *

Utkal University, Vani Vihar, Bhubaneswar-75

PROJECT PROGRAM REPORT – 2021

UNDER GRADUATE PROGRAMME(BA HONS)

Bachelor of Arts (Hons) - EDUCATION

OBJECTIVE

- To provide basic level Teaching- Learning facility in the different disciplines of arts.
- To impart skill and knowledge base in arts students to equip them for career in arts, culture, history, 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, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

Sl. No.	Semester	Number	Title of the Course	Marks	Credit
1	1st	DSC.H.EDU.1	Educational Philosophy	60+25+15	6
2		DSC.H. EDU..2	Educational Psychology	60+25+15	6
3		GE	G.E.-1.1	60+25+15	6
4		AECC.	Environmental Studies	60+25+15	4

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Utkal University, Vani Vihar, Bhubaneswar-751004

5	2nd	DSC.H. EDU.3	Educational Sociology	60+25+15	6
6		DSC.H. EDU.4	Changing Pedagogical Perspectiv	60+25+15	6
7		GE	G.E.-2.1	60+25+15	6
8		AECC	MIL(Odia/ Hindi / Urdu/ A.E)	60+25+15	4
9	3rd	DSC.H. EDU.5	Educational Assessment and Evaluation	60+25+15	6
10		DSC.H. EDU.6	Educational Research	60+25+15	6
11		DSC.H. EDU.7	Statistics in Education	60+25+15	6
12		GE	G.E-1.2	60+25+15	6
13		SEC	English Communication	60+25+15	4
14	4th	DSC.H. EDU.8	History of Education in India	60+25+15	6
15		DSC.H. EDU.9	Curriculum Development	60+25+15	6
16		DSC.H. EDU.10	Guidance and Counseling	60+25+15	6
17		GE.	G.E:-2.2	60+25+15	6
18		SEC-II	SEC-II	60+25+15	4
19	5th	DSC.H. EDU.11	Development of Education in Odisha	60+25+15	6
20		DSC.H. EDU.12	Information and Communication Technology in Education	60+25+15	6
21		DSE.H. EDU.1	A. Pedagogy of language (English) B. Pedagogy of language (Odia	60+25+15	6
22		DSE.H. EDU.2	A. Pedagogy of Social Sciences B. Pedagogy of Mathematics	60+25+15	6
23	6th	DSC.H. EDU.13	Contemporary Trends and Issues in Indian Education	60+25+15	6
24		DSC.H.EDU.14	Educational Management and Leadership	60+25+15	6
25		DSE.H. EDU.3	A. Policy and Practices in School Education in India B. Policy and Practices in Higher Education in India	60+25+15	6
26		DSE.H. EDU.4	Inclusive Education (Theory)/Project Report	60+25+15	6
		TOTAL		**2600**	

** 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.

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

** 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.

FACULTY:

Dr. Sujata Patnaik	ASSO.PROFESSOR	9437966119	r_sujata27@yahoo.com
Mr. Rabi Narayan Mandal,	ASST.PROFESSOR	9438669659	mandal.rabinarayan@gmail.com

The faculty is drawn from R.I.E (NCERT) & Nalini Devi Teacher Training Institute, Dept. of UDTE, Utkal University and other colleges.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Programme

ARTS (HONS)

14 Core Papers (**C-1 to C-14**) of 6 Credit and 100 marks each

DIRECTOR
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Utkal University, Vani Vihar, Bhubaneswar-751007

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 *

PROJECT PROGRAM REPORT – 2021

UNDER GRADUATE PROGRAMME(BA HONS ENGLISH)

OBJECTIVE

- To provide basic level Teaching- Learning facility in the different disciplines of arts.
- To impart skill and knowledge base in arts students to equip them for career in arts, culture, history, 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, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

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

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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

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

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.

FACULTY: The department of English is headed by Dr. Prajna Paramita Panigrahi. Other faculty is drawn from the P.G. departments of the Utkal University and other universities and colleges of Bhubaneswar.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.

DIRECTOR
School of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Programme

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 *

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PROJECT PROGRAM REPORT – 2021

UNDER GRADUATE PROGRAMME

Bachelor of Arts (Hons) - Hindi

OBJECTIVE

- To provide basic level Teaching- Learning facility to the BA Hindi disciplines.
- To impart skill and knowledge base in the students to equip them for making career in this literature line.
- To offer education to policy makers, corporate citizens, socio-political activist and others to enable them to understand the society, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2120/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

Sl.No.	Semester	Number	Title of the Course	Marks	Credit
1	1st	DSC.H.HIN.1	Hindi Sahitya Ka Itihaash (Part- 1)	80+20	6
2		DSC.H. HIN.2	Bhakti Kalin Hindi Kavita	80+20	6
3		GE	G.E.-1.1	80+20	6
4		AECC.	Environmental Studies	80+20	4
5	2nd	DSC.H. HIN.3	Hindi Sahitya Ka Itihaash (Part- 2)	80+20	6
6		DSC.H. HIN.4	Krishna Bhakti Evam Ritikalin Hindi Kavita	80+20	6

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

7		GE	G.E.-2.1	80+20	6
8		AECC	MIL(Odia/ Hindi / Urdu/ A.E)	80+20	4
9	3rd	DSC.H. HIN.5	Anuvad Siddhant	80+20	6
10		DSC.H. HIN.6	Hindi Katha Sahitya (Upanyas)	80+20	6
11		DSC.H. HIN.7	Hindi Katha Sahitya (Kahani)	80+20	6
12		GE	G.E-1.2	80+20	6
13		SEC	English Communication	80+20	4
14	4th	DSC.H. HIN.8	Katha Ittar Gadya Sahitya	80+20	6
15		DSC.H. HIN.9	Aadhunik Hindi Kavita (1)	80+20	6
16		DSC.H. HIN.10	Bhasha Vigyan Aur Hindi Bhasha	80+20	6
17		GE.	G.E.-2.2	80+20	6
18		SEC		80+20	4
19	5th	DSC.H. HIN.11	Hindi Natak Aur Rangmanch	80+20	6
20		DSC.H. HIN.12	Bhartiya Kavya Shastra	80+20	6
21		DSE.H. HIN.1	Tulsi Das	80+20	6
22		DSE.H. HIN.2	Premchand	80+20	6
23	6th	DSC.H. HIN.13	Aadhunik Hindi Kavita (2)	80+20	6
24		DSC.H. HIN.14	Paschatya Kavya Shastra	80+20	6
25		DSE.H. HIN.3	Karyalayi Hindi	80+20	6
26		DSE.H. HIN.4	Pariyojana Karya	80+20	6
			TOTAL	**2600**	

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FACULTY:

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Parbati Barik	Guest Faculty, Utkal University Vanivihar, Bhubaneswar	9853058634	parbatibarik2015@gmail.com
Rasmita Swain	Lecturer, U.N. Autonomous College, Adaspur	7978318094	rasmita.swain533@gmail.com

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
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Regulation and Structure for Under Graduate Programme

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**)of 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 *

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

UNDER GRADUATE PROGRAMME(BA HONS)

Bachelor of Arts (Hons) - HISTORY

OBJECTIVE

- To provide basic level Teaching- Learning facility in the different disciplines of arts.
- To impart skill and knowledge base in arts students to equip them for career in arts, culture, history, 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, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

Sl.No.	Semester	Number	Title of the Course	Marks	Credit
1	1st	DSC.H.HIS.1	History of India-I	80+20	6
2		DSC.H. HIS.2	Social Formations and Cultural Patterns of the Ancient World	80+20	6
3		GE	G.E.-1.1	80+20	6
4		AECC.	Environmental Studies	80+20	4
5	2nd	DSC.H. HIS.3	History of India-II	80+20	6
6		DSC.H. HIS.4	Social Formations and Cultural Patterns of the Medieval World	80+20	6
7		GE	G.E.-2.1	80+20	6

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

8		AECC	MIL(Odia/ Hindi / Urdu/ A.E)	80+20	4
9	3rd	DSC.H. HIS.5	History of India-III (c.750-1206)	80+20	6
10		DSC.H. HIS.6	Rise of Modern West-I	80+20	6
11		DSC.H. HIS.7	History of India-IV (c.1206-1526)	80+20	6
12		GE	G.E-1.2	80+20	6
13		SEC	English Communication	80+20	4
14	4th	DSC.H. HIS.8	Rise of Modern West-II	80+20	6
15		DSC.H. HIS.9	History of India-V (c.1526-1750)	80+20	6
16		DSC.H. HIS.10	Historical Theories and Methods	80+20	6
17		GE.	G.E.-2.2	80+20	6
18		SEC-II	SEC-II	80+20	4
19	5th	DSC.H. HIS.11	History of Modern Europe-I(c.1780-1880)	80+20	6
20		DSC.H. HIS.12	History of India-VII (1750-1857)	80+20	6
21		DSE.H. HIS.1	History and Culture of Odisha - I	80+20	6
22		DSE.H. HIS.2	History and Culture of Odisha - II	80+20	6
23	6th	DSC.H. HIS.13	History of India-VIII (C.1857-1950)	80+20	6
24		DSC.H. HIS.14	History of Modern Europe-II(1880-1939)	80+20	6
25		DSE.H. HIS.3	History and Culture of Odisha- III	80+20	6
26		DSE.H. HIS.4	Project Report	80+20	6
TOTAL				**2600**	

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

(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.

DIRECTOR
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Utkal University, Vani Vihar, Bhubaneswar-751007

FACULTY:

DR.BINOD BIHARI SATPATHY	ASST.PROFESSOR	9438676420	binod558@gmail.com
MR. KAIBALYA CHARAN PATI	ASST.PROFESSOR	9438248247	kaibalyapati@gmail.com

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

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- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
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DOCUMENTS REQUIRED FOR ADMISSION

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- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Programme

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 *

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021
UNDER GRADUATE PROGRAMME(BA HONS ODIA)

OBJECTIVE

- To provide basic level Teaching- Learning facility in the different disciplines of arts.
- To impart skill and knowledge base in arts students to equip them for career in arts, culture, history, 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, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

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

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University, Vani Vihar, Bhubaneswar-751007

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)

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

** 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.

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.

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Programme

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 *

DIRECTOR
Directorate of Distance & Continuing Education
Vani Vihar, Bhubaneswar-7510

PROJECT PROGRAM REPORT – 2021

UNDER GRADUATE PROGRAMME(BA HONS – POLITICAL SCIENCE)

OBJECTIVE

- To provide basic level Teaching- Learning facility in the different disciplines of arts.
- To impart skill and knowledge base in arts students to equip them for career in arts, culture, history, 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, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

SEMESTER – I

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	POL.SC PAPER-1	6	60	100
2	CORE	POL.SC PAPER-2	6	60	100
3	GE - A1	OTHER THAN POL.SC CORE	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	POL.SC PAPER-3	6	60	100
2	CORE	POL.SC PAPER-4	6	60	100
3	GE- B1	OTHER THAN POL.SC & GE A	6	60	100
4	AECC - II	MIL(Communication)	4	40	100

DIRECTOR Directorate of Science & Continuing Education

		Odia/Hindi/Urdu/A.E.			
TOTAL PAPER		4	22	220	400

SEMESTER – III

SL NO	NAME OF THE COURSE	PAPER	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	POL.SC PAPER-5	6	60	100
2	CORE	POL.SC PAPER-6	6	60	100
3	CORE	POL.SC PAPER-7	6	60	100
4	GE A2	OTHER THAN POL.SC	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	POL.SC PAPER-8	6	60	100
2	CORE	POL.SC PAPER-9	6	60	100
3	CORE	POL.SC PAPER-10	6	60	100
4	GE B2	OTHER THAN POL.SC & GE A	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	POL.SC PAPER-11	6	60	100
2	CORE	POL.SC PAPER-12	6	60	100
3	DSE	POL.SC - 1	6	60	100
4	DSE	POL.SC-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	POL.SC PAPER-13	6	60	100
2	CORE	POL.SC PAPER-14	6	60	100
3	DSE	POL.SC - 3	6	60	100
4	DSE	POL.SC - 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.

FACULTY: Thefaculty of the programme is as follows.

FACULTY DETAILS

SL.	NAME OF THE PROGRAMME	FACULTY

1	M.A POLITICAL SCIENCE	NAME OF THE FACULTY	DESIGNATION	PH.NO	E-MAIL
		Dr.Jayanta Kumar Dash	Asst. Prof. in Political Science,	9853518337	jayantadashcool@gmail.com
		Dr.Nibedita Mohanty	Asst. Prof. in Political Science,	9438015026	nity1983@gmail.com

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.)

Regulation and Structure for Under Graduate Programme

ARTS (HONS (POL.SC))

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 *

DIRECTOR
Directorate of Science & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

BACHELOR OF ARTS (HONS)-SANSKRIT (010119)

1st Year (08 Papers : 800 Marks)					
Sl. No.	**Semester – I**	**Marks-Credits**	**Sl. No.**	**Semester-II**	**Marks-Credits**
1	Core Course (SKT.)-1	(100 -6)	5	Core Course (SKT.)-3	(100-6)
2	Core Course (SKT.)-2	(100 -6)	6	Core Course (SKT.)-4	(100-6)
3	AECC-1Env. Studies	(100 -4)	7	AECC-2 M.I.L. (A.ENG/ ODIA/ SANS/ HINDI)	(100-4)
4	Generic Elective- 1 (If SKT.)	(100-6)	8	Generic Elective- 2 (If SKT.)	(100-6)
	(6+6+4+6 = 22 Credits)	**400 Marks**		**(6+6+4+6 = 22 Credits)**	**400 Marks**

2nd Year (10 Papers : 1000 Marks)					
Sl. No.	**Semester – III**	**Marks-Credits**	**Sl. No.**	**Semester-IV**	**Marks-Credits**
9	Core Course (SKT.)-5	(100 -6)	14	Core Course (SKT.)-8	(100-6)
10	Core Course (SKT.)-6	(100 -6)	15	Core Course (SKT.)-9	(100-6)
11	Core Course (SKT.)-7	(100 -6)	16	Core Course (SKT.)-10	(100-6)
12	SEC-1 Eng. Communicative	(100-4)	17	SEC-2 Office Management	(100-4)
13	Generic Elective- 3 (If SKT.)	(100-6)	18	Generic Elective- 4 (If SKT.)	(100-6)
	(6+6+6+6+4+6 = 28 Credits)	**500 Marks**		**(6+6+6+6+4+6 = 28 Credits)**	**500 Marks**

3rd Year (8 Papers : 800 Marks)					
Sl. No.	**Semester – V**	**Marks-Credits**	**Sl. No.**	**Semester-VI**	**Marks-Credits**
19	Core Course (SKT.)-11	(100 -6)	23	Core Course (SKT.)-13	(100-6)
20	Core Course (SKT.)-12	(100 -6)	24	Core Course (SKT.)-14	(100-6)
21	DSE (SKT) – 1	(100 -6)	25	DSE (SKT) – 3	(100-6)
22	DSE (SKT) – 2	(100-6)	26	DSE (SKT) – 4 (Project)	(100-6)
	(6+6+6+6 = 24 Credits)	**400 Marks**		**(6+6+6+6 = 24 Credits)**	**400 Marks**

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Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

Grand Total: 26Papers
Grand Total Credits:148(22+22+28+28+24+24)
Grand Total Marks: 2600 (400+400+500+500+400+400)
CC= Core Course-1400
DSE= Discipline Specific Elective-
400 GE= Generic Elective- 400
SEC= Skill Enhancement Course- 200
AECC= Ability Enhancement Compulsory Course- 200

ABBREVIATION: 1. CC= Core Course, 2. **DSE**= Discipline Specific Elective, 3. **GE**= Generic Elective, 4. **SEC**= Skill Enhancement Course, 5. **AECC**= Ability Enhancement Compulsory Course

OBJECTIVE

- To provide basic level Teaching- Learning facility in the Sanskrit discipline.
- To impart skills and knowledge to equip them for their career in Sanskrit.
- To offer education to policy makers, corporate citizens, socio-political activist and others.

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.

No. of Seats: Unlimited

Course Duration:3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees	3rd year fees
BAHONS (Sanskrit)	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2120/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

DIRECTOR
Board of Distance & Continuing Education
Utkal Univ, Bhubaneswar-751

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
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- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

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- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Sociology Hons. Programme

HONOURS PAPERS: Core Paper – 14 papers

Discipline Specific Elective – 4 papers

Generic Elective for non-Sociology students – 4 papers

Marks per paper - Midterm: 20 marks, End term: 80 marks, Total – 100 marks

Credit per paper – 6 Teaching hours per paper – 50 hours + 10 hours tutorial

DIRECTOR
Directorate of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751007

PROJECT PROGRAM REPORT – 2021

BACHELOR OF ARTS (HONS)- SOCIOLOGY (010120)

OBJECTIVE

- To provide basic level Teaching- Learning facility in the Sociology discipline.
- To impart skills and knowledge to equip them for career in socialdevelopment fields.
- To offer education to policy makers, corporate citizens, socio-political activist and others to enable them to understand the society, culture, polity, education and to enhance their professional competency.

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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees	3rd year fees
BAHONS (Sociology)	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2120/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure

COURSE STRUCTURE

Sl.No.	Semester	Number	Title of the Course	Marks	Credit
1	1st	DSC.H.SOC.1	Introduction to Sociology-I	80+20	6
2		DSC.H.SOC.2	Introduction to Sociology-II	80+20	6
3		GE	G.E.-1.1	80+20	6
4		AECC.	Environmental Studies	80+20	4
5	2nd	DSC.H.SOC.3	Indian Society	80+20	6
6		DSC.H.SOC.4	Sociology of Environment	80+20	6
7		GE.H.SOC.2	G.E.-2.1	80+20	6

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Utkal University, Vani Vihar, Bhubaneswar-751007

8		AECC	MIL(Odia/ Hindi / Urdu/ A.E)	80+20	4
9	3rd	DSC.H.SOC.5	Classical Sociological Thinkers	80+20	6
10		DSC.H.SOC.6	Social Change & Development	80+20	6
11		DSC.H.SOC.7	Sociology of Gender	80+20	6
12		GE	G.E-1.2	80+20	6
13		SEC	English Communication	80+20	4
14	4th	DSC.H.SOC.8	Rural Sociology	80+20	6
15		DSC.H.SOC.9	Globalization & Society	80+20	6
16		DSC.H.SOC.10	Marriage, Family and Kinship	80+20	6
17		GE.	G.E.-2.2	80+20	6
18		SEC	Modern Office Management	80+20	4
19	5th	DSC.H.SOC.11	Research Methodology	80+20	6
20		DSC.H.SOC.12	Social Movements in India	80+20	6
21		DSE.H.SOC.1	Sociology of Health	80+20	6
22		DSE.H.SOC.2	Sociology of Education	80+20	6
23	6th	DSC.H.SOC.13	Population & Society	80+20	6
24		DSC.H.SOC.14	Social Disorganization & Deviance	80+20	6
25		DSE.H.SOC.3	Urban Sociology	80+20	6
26		DSE.H.SOC.4	Field Work & Dissertation / Tribes of India	80+20	6
TOTAL				**2600**	

** 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.

FACULTY:

Dr. Tanaya Mohanty	Assistant Professor, Utkal University	8895267124	tanaya.mohanty309@gmail.com
Sasmita Soren	Assistant Professor, Utkal University	8895876205	sorensasmita2010@gmail.com

DIRECTOR
School of Distance & Continuing Education
Utkal University, Vani Vihar, Bhubaneswar-751004

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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Sociology Hons. Programme

HONOURS PAPERS: Core Paper – 14 papers

Discipline Specific Elective – 4 papers

Generic Elective for non-Sociology students – 4 papers

Marks per paper - Midterm: 20 marks, End term: 80 marks, Total – 100 marks

Credit per paper – 6 Teaching hours per paper – 50 hours + 10 hours tutorial

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Utkal University, Vani Vihar, Bhubaneswar-751007

Utkal Uni...

PROJECT PROGRAM REPORT – 2021
UNDER GRADUATE PROGRAMME(BA HONS URDU)

OBJECTIVE

- To provide basic level Teaching- Learning facility in the different disciplines of arts.
- To impart skill and knowledge base in arts students to equip them for career in arts, culture, history, 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, culture, polity, education and to enhance their professional competency.

ELIGIBILITY: 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.

No. of Seats: Unlimited

Course Duration: 3 Academic Years (Six Semesters)

Fees Structure

Courses		1st year fees (At the time of admission)	2nd year fees (July 2014)	3rd year fees (July 2015)
BAHONS	Cost of Form	600	-	-
	Course Fees -	Rs.6,000/*	Rs.6,000/-*	Rs.6,000/*
	Exam./ Fees -	Rs.2020/-*	Rs. 1920/-*	Rs. 2120/-*
	Corpus Fund -	Rs. 1800 /-*	-	-

Regulation and Structure for Under Graduate Programme(BA HONS)

COURSE STRUCTURE

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

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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

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Directorate of Distance & Continuing Education
Utkal University, Bhubaneswar-751007

3	DSE	3	6	60	100
4	DSE	4 *(Project)*	6	60	100
TOTAL PAPER		4	24	240	400
GRAND TOTAL			148	1480	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.

SELECTION PROCESS

- First come first serve
- All eligible SC/ST student shall be admitted provided they take admission within due date.

RESERVATION

- 22.50% of seats shall be reserved for Scheduled Tribe Students.
- 16.25% of seats shall be reserved for Scheduled Caste students.***(Vide Notification Government of Odisha Department of Higher Education No. 11710 / HE: Bhubaneswar, the 1st June, 2015. HE-FE-III-Admn.-64/14)***
- Reservation policy of PG Council, Utkal University shall be applicable.
- All reserved category students have to full fill admission criteria and also take admission in due date.

DOCUMENTS REQUIRED FOR ADMISSION

- A set of self attested copies of mark sheets and certificates from 10th class onwards along with originals are required for verification.
- Original C.L.C. and Migration Certificate (for the Candidates from other than Utkal University).
- Caste certificate for SC & ST candidates.
- Each candidate is required to carry a photo identity card (Aadhar Card/Driving license / PAN Card / Voter's I Card or Identity card issued by employer / educational institute etc.) for the online test for Management and Computer Science Programme.

Regulation and Structure for Under Graduate Programme

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 *

DIRECTOR
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