

PROSPECTUS

B.A. / B.COM./ M.A.

&

SOFT SKILL DEVELOPMENT PROGRAMME

2009 - 2010



DDCE

Education for All

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION

UTKAL UNIVERSITY

BHUBANESWAR-751007

Admission Counseling : 9861420000

Phone : (0674) 2585312 ; Fax : (0674) 2581106

website : <http://www.ddceutkal.org>

Published by :

Director

Directorate of Distance & Continuing Education

Utkal University, Vanivihar

Bhubaneswar- 751 007-058.

Photograph & Cover Design :

Dr. Sanjay Kumar Acharya

Sr. Lecturer

Deptt. of AIHC&A

Utkal University, Vanivihar

Bhubaneswar.

DTP :

Ms. Diptimayee Dalai

No. of Copies : 3000

Printed at :

Capital Business Service & Consultancy

Bhubaneswar.

**Cost of Form : Rs.150/- (excluding service tax & Bank / Postal
Commission) from Bank / Post Office Counter
Rs.200/- by Post**

CONTENTS

	Page No.
■ <i>The Utkal University</i>	7
■ <i>Directorate of Distance & Continuing Education</i>	8-9
■ <i>Under Graduate General Courses</i> B.A. Pass & Hons Subject Code B.Com. Pass & Hons List of Exam. Centres for +3 Arts & Commerce Exam.	10-16
■ Master Degree Programme M.A. in English, Oriya, Sanskrit., Political Science, History, Public Administration & Education	17-20
■ Soft Skill Development Cell Spoken English Personality Development COMBO - Spoken English & Personality Development	21-24
■ Instructions for filling the form	25-32
■ <i>General Information</i>	33
■ <i>Courses at a Glance with Fee Structure , Important Date Lines & Payment Record</i>	34
■ <i>Academic Calendar</i>	35-36



Prof. Binayak Rath

Vice Chancellor

Message

Directorate of Distance & Continuing Education is a vibrant wing of the Utkal University. I am happy to learn about its initiative in Industry-Academia Collaboration, Co-ordinating placement drive of General Graduates for **Infosys and TCS**, Executive training programme of **India Post** and introduction of online assistance etc. Education for All is its motto and it helps the disadvantaged to reach the portals of higher education. This year Utkal University has also established the Social Exclusion and Inclusive Policy Study (SEIPS) at DDCE with funding from the UGC. I am confident that DDCE would take its initiative to greater heights in coming years. The University administration would continue to be supportive for its all round development.

In this age of emerging "Knowledge Economy" Open Distance Learning is the future for educating large number of students in the most cost effective manner. With dwindling resources and state support for education Distance learning needs to be a further strengthened with wider range of courses, larger number of learner and quality assurance. We must stand up to these challenges. I convey my best wishes to the students, teachers, counsellors and other stake-holders of DDCE to do their best.

Binayak Rath



Prof. S. P. Pani

Director

From the Director's Desk

DDCE, Utkal University has been an alternate window for education since last 47 years. Our cherished motto " **Education For All**" is a living ideal. Education for 'anyone, anytime and any where' is increasingly becoming the new *mantra* of the Open and Distance Learning family. ICT applications have changed the contours of ODL. Notwithstanding inherent difficulties of access and cost we have introduced limited E-Learning Modules ; provide course ware on CDs, accept online assignment, maintain digital data base and have state of the art networked computer labs. DDCE, Utkal University has been taking a number of initiatives to inch towards national and international goals. In the last two years we have taken a number of innovative initiatives to work towards our vision. Industry Academia collaboration have been carried forward with the offering of P.G. Diploma in Banking and Insurance Management in collaborative arrangement with ICICI Bank ; coordination of Placement drive of Infosys and TCS for graduate students of Orissa and training a number of batches in Soft Skill Development. DDCE has also forayed into corporate training. We have conducted few executive training programme in marketing and network software for executives of India Post. The University Grants Commission has also established of " **Centre for Social Exclusion and Inclusive Policy Studies** " (SEIPS) at DDCE, Utkal University. Last year several students have also been placed with reputed companies like Royal Bank of Scotland, Infosys, ICICI, SBI and LIC etc. Automated Receipt System has been introduced and the Library Automation would also be completed very soon. DDCE is publishing Search a Journal since 2007. We aspire to introduce multimedia course ware in coming years. Prof. Sukdeo Thorat, Chairman UGC, Prof. Hari Goutam, Former Chairman UGC and Justice P.N. Bhagwati Former Chief Justice of India visited DDCE during 2008-09. We are committed to quality network , infrastructure, learning resources and teaching learning process. DDCE would continue to strive for quality and excellence. I welcome all the new entrants to our family.

S. P. Pani

THE UTKAL UNIVERSITY



The ship in the crest symbolizes maritime activities, stalk of grain emphasizes the role of agriculture. The mount stands for mineral resources and the fort for the past military glory. The lamp and the book symbolize spread of light and learning and removal of ignorance. The motto of the University is **Satyam Param Dheemahi** (seek the highest truth).

The Utkal University founded in 1943 is the 17th University of the country and the first of Orissa province. Pandit Nilakantha Dash, Maharaja Krushna Chandra Gajapati, Pandit Godavarish Mishra, amongst other doyens of modern Orissa, played a leading role in the establishment of the University. On the 27th Nov. 1943, the Utkal University started functioning at Ravenshaw College (now University), Cuttack. It was originally an affiliating and examining body only. The University shifted to its present campus spread over 400 acres of land at Vanivihar in Bhubaneswar in 1962.

A number of Post-Graduate Departments and other centers were established in the University Campus. There are more than two hundred general affiliated colleges under the University. The University has eleven Autonomous Colleges under its jurisdiction. It has 28 constituent Post-Graduate Departments, 2 Constituent Law Colleges, a Directorate of Distance & Continuing Education and a number of centers like Population Studies, School of Women's Studies, Social Exclusion and Inclusive Policy Study Centre, Academic Staff College, a Pre-School and a High School etc. The University offers number of Self Financing Courses. The University also offers innovative teaching programmes in Yoga, Tourism and Journalism under UGC assistance.

The Utkal University is NAAC Accredited since 2004 with B++ status with a score little over 80%. Utkal University is recognised by the UGC. It is a member of the Indian Association of Universities and Commonwealth Association of Universities.

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION

The Directorate of Distance & Continuing Education is a constituent institution of the Utkal University established with the objective of providing quality education to the vast majority of working and adult learners and continuing education to all sections of the society through Distance and/or Continuing Education Mode. We aspire to create a learning society and fulfill the national objectives of education for all.

DDCE has grown out of The **UNIVERSITY EVENING COLLEGE** established in 1962. As the Evening College, it played an important role in providing higher education to a large section of the State and the Central Government Employees. As per UGC guidelines the University Evening College was converted to **DIRECTORATE OF CORRESPONDENCE COURSES (DCC)**. It worked as such from 1974 to 1996. As DCC, it offered courses leading to I.A./I.Com./B.A./B.Com. With the establishment of Council of Higher Secondary Education in the mid eighties, I.A./I.Com. programme was abolished. DCC offered B.Ed. Course for a brief period from 1987 to 1990. In the year 1996, in pursuance of the UGC guidelines, the DCC was converted into **DIRECTORATE OF DISTANCE & CONTINUING EDUCATION (DDCE)**. Since then DDCE has started moving in a new direction with vigour and dynamism. It is now committed to provide need based professional and employment oriented innovative courses along with the traditional ones.

Since 1997 DDCE is offering courses in Computer Application. In 1999 DDCE forayed into Management education. DDCE has also established Soft Skill Development Cell (SSDC) since 2006 to improve the employability of the students.

Presently DDCE has reoriented itself towards industry academia collaboration. It has collaborated with Genpact , HCL, ICICI Bank Ltd., Infosys and TCS etc. for placement and collaborative academic programmes. DDCE is also emphasizing training of the young teachers and authors and research scholars etc. It has also trained India Post Executives.

- It is located on the **National Highway No.-5 near Vanivihar Traffic Square , Bhubaneswar** spread over 10 Acres of land within the Utkal University Campus. The DDCE and the University Law College are on the South East Corner of the Vanivihar, the University Campus.
- There are 15 class rooms, three conference rooms and a spacious reading room. The Silver Jubilee Building provides adequate infrastructure.

- It has its own building with nearly 30,000 sft. of carpet area for Office, Library, Counseling, Class Rooms , Examination Halls , Conference Halls, Publishing House and Computer Labs with all modern facilities . The **Silver Jubilee Building** is also well equipped.
- Its faculty include a **Professor-cum-Director** and qualified Reader, Lecturers and Academic Consultants. Besides, it utilizes the services of the eminent Professors and other Faculty Members of various Post-Graduate Departments of Utkal University and other Affiliated Colleges and Professional Organizations working with various public / private sector undertakings.
- Its Library is manned by trained and qualified librarians. The Library has **16205 books** and subscribes to several journals and newspapers related to the course. It has a reading room for the students. There is separate reading room with **2,334 books** for MCA and Management students.
- DDCE has more than 100 Computers and 9 Servers. It is a part of the Utkal University Campus Wide Network and E Governance Project. There are five LANs.
- There is a Branch of **Syndicate Bank** and one **ICICI ATM Counter** within DDCE premises.
- DDCE offers BA, B.Com, MA, MBA, IMBA, BBA, PG Diploma in Management under Distance Mode. It also offers MCA, PG Diploma in Banking & Insurance Management, Spoken English and Personality Development Courses under Continuing Education Programme.
- DDCE has not sought any approval from Distance Education Council or AICTE.

- There is no bad times to do right thing.
- Success is a journey.
- Work is God.

UNDER GRADUATE

3 YEAR DEGREE COURSE IN ARTS (GENERAL & HONOURS)

Compulsory Subjects-	◆	English
	◆	MIL (O) / A.E. / Hindi / Urdu
	◆	Indian Society & Culture
	◆	Environmental Studies
	◆	Population Studies
Elective Subjects-		Education / Indian Economy / Land Marks in Indian History / Indian Polity / Sanskrit
General & Honours Subjects-		Economics , Education, English, Hindi, History, Home Science, Oriya, Philosophy, Political Science, Public Administration, Sanskrit, Sociology.

COURSE STRUCTURE (PASS)

Paper	First Year	2nd Year	3rd Year
Compulsory	English-I - 100 MIL- I 100	English-II 100 MIL- II 100	I.S.C. 100 E.S. 50 P.S. 50
Elective	A-1 100	A-2 100	B-1 100 B-2 100
General (Non-Practical Subjects)	A-1 100 A-2 100	A-3 100 A-4 100	
Pass(Practical Subjects)	I- Theory 75 II- Theory 75 III- Practical 50	IV- Theory 75 V- Theory 75 VI- Practical 50	
Total :	500	500	400

= 1400

* Personal Contact Programmes (classes) will be held only on subjects taking into consideration of numbers of students offering the subject and availability of faculties.

** STUDY MATERIALS AS PER AVAILABILITY WILL BE SUPPLIED WITHIN THE THREE MONTHS FROM THE DATE OF ADMISSION. HOWEVER A STUDENT MAY OPT FOR SUBJECTS IN WHICH STUDY MATERIALS ARE NOT BE AVAILABLE. BEFORE 31ST DECEMBER,2009 ONE MAY CHANGE SUBJECTS ON PAYMENT OF RS.200/-. NO SUBJECT CHANGE WOULD BE ALLOWED AFTER 31ST DECEMBER.

COURSE STRUCTURE (HONOURS)

Paper	First Year	2nd Year	3rd Year
Compulsory	English-I - 100 MIL- I 100	English-II 100 MIL- II 100	I.S.C. 100 E.S. 50 P.S. 50
Elective	A-1 100 A-2 100		B-1 100 B-2 100
Hons (Non-Practical Subjects)	Paper-I- 100 Paper-II- 100	Paper-III- 100 Paper-IV- 100 Paper-V- 100 Paper-VI- 100	Paper-VII 100 Paper-VIII 100
Hons. (Practical Subjects)	I- Theory 75 II- Theory 75 III- Practical 50	IV- Theory 75 V- Theory 75 VI- Practical 50 VII-Theory 75 VII-Theory 75 IX- Practical 50	X-Theory 75 XI-Theory 75 XII-Practical 50
Total :	600	600	600

= 1800

Provided that a student offering Economics , Education, History, Political Science and Sanskrit as Pass or Honours subject shall not be allowed to take Indian Economy, Education, Land Marks in Indian History and Sanskrit respectively as the Elective Paper (s).

For further details see Instruction for filling up the application form vide item 9.



**UNDER GRADUATE THREE YEAR DEGREE COURSE
IN B.COM (PASS & HONOURS)**

Subjects for Pass students			Subjects for Honours students		
First Year			First Year		
CODE	PAPER NAME	MARKS	CODE	PAPER NAME	MARKS
BC 1.1	Communicative English	100	BCH 1.1	Communicative English	100
BC 1.2	Business Economics	100	BCH 1.2	Business Economics	100
BCP 1.3.1	Financial Accounting	100	BCH 1.3.1	Financial Accounting	100
BCP 1.3.2	Business Regulatory Frame Work	100	BCH 1.3.2	Business Regulatory Frame Work	100
BCP 1.3.3	Fundamentals of Entp.	100	BCH 1.3.3	Fundamentals of Entp.	100
	Total :	500	BCH 1.3.4	Business Mathematics	100
				Total :	600
Second Year			Second Year		
BC 2.1	Indian Society & Culture	100	BCH 2.1	Indian Society & Culture	100
BCP 2.2.1	Business Statistics	100	BCH 2.2.1	Business Statistics	100
BCP 2.2.2	Business Environment	100	BCH 2.2.2	Business Environment	100
BCP 2.2.3	Cost Accounting	100	BCH 2.2.3	Cost Accounting	100
BCP 2.2.4	Income Tax	100	BCH 2.2.4	Corporate A/C(Acct.Hons)/ Marketing Mgt.(Mgt. Hons)	100
	Total :	500	BCH 2.2.5	Income Tax (Acct.Hons)/100 Financial Mgt(Mgt. Hons)	100
				Total :	600
Third Year			Third Year		
BC 3.1.1	Environmental Studies	50	BCH 3.1.1	Environmental Studies	50
BCP 3.1.2	Computer Application	50	BCH 3.1.2	Computer Application	50
BCP 3.2.1	Management Accounting	100	BCH 3.2.1	Management Accounting	100
BCP 3.2.2	Principle of Business Mgt.	100	BCH 3.2.2	Principle of Business Mgt.	100
BCP 3.2.3	Auditing	100	BCH 3.2.3	Financial Statements Analysis & Reporting (Acct Hons)/ HRM (Mgt. Hons.)	100
	Total :	400	BCH 3.2.4	Indirect Taxes (Acct. Hons.) Bank Mgt. (Mgt. Hons.)	100
			BCH 3.2.5	Auditing (Acct. Hons.)/ Production Mgt.(Mgt. Hons.)	100
				Total :	600
				Grand Total :	1800
Grand Total : 1400			Note : Honours with class is awarded on the basis of marks secured in . Papers marked bold .		

A student may opt for Management Honours through Self Study. If atleast 10 Management Group student attend PCP, separate Honours classes will be held .

COURSE MATERIALS TO BE PROVIDED

DDCE will attempt to provide study materials to all the Pass and Accounting Honours students. Where ever study material is not provided , additional PCP (Classes) would be held to cover the course.

ELIGIBILITY (B.A. / B.Com)

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.

DURATION OF THE COURSE : 3 Years (To be completed within 5 years)

FEE STRUCTURE FOR +3 ARTS AND COMMERCE

Courses	Alongwith application 1st year		2nd installment by 31st July 2010 2nd year		3rd installment by 31st July 2011 3rd year		Fine for late deposit of Course Fee for 2 nd year/3 rd year
	Course Fees -	Rs.1,500/*	Course Fees -	Rs.1,500/*	Course Fees -	Rs.1,500/*	
BA/ B.Com General	Exam./ Regd. & other Fees -	Rs.600/*	Exam. & other Fees-	Rs.600/*	Exam.& other Fees -	Rs.750/*	Upto July - Nil From 1 st August Fine of Rs.200/-
	Corpus Fund -	Rs. 500/*	-	-	-	-	
	SSDC	Rs.1,200/*					
	Course Fees -	Rs.1,800/*	Course Fees -	Rs.1,800/*	Course Fees -	Rs.1,800/*	
BA/ B.Com Hons.	Exam. / Regd. & other Fees -	Rs.600/*	Exam. & other Fees-	Rs.600/*	Exam.& other Fees -	Rs.750/*	
	Corpus Fund -	Rs. 500/*	-	-	-	-	
	SSDC	Rs.1,200/*					
	Course Fees -	Rs.1,800/*	Course Fees -	Rs.1,800/*	Course Fees -	Rs.1,800/*	

* Course Fee / Exam Fees / Corpus Fund / SSDC Fees / Late Fee are payable through separate Bank Drafts drawn in favour of Director, DDCE, Utkal University payable at Bhubaneswar drawn on SYNDICATE BANK OR SBI. Late Fee applicable after last date.

PERSONAL CONTACT PROGRAMME OR CLASSES AT DDCE

The Personal Contact Programme (classes) for B.A / B.Com students will be conducted in one phase, of 10 to 12 days of duration .

SCHEDULE

OCTOBER, 2009	PCP Class at DDCE	06.10.09 – 16.10.09	+3 1 st Yr. Arts
	PCP Class at DDCE		+3 1 st Yr. Commerce

SOFT SKILL DEVELOPMENT CELL (SSDC)

Soft Skill Development Cell shall organise a training programme covering aspects of Spoken English, Logical and Analytical Skill each year during the Personal Contact Programme. Every year 10-20 hrs. classes will be hold for Soft Skill Development. Fees are payable only in the First Year.

EXAM. SCHEDULE (TENTATIVE)

B.A / B.Com 1st Year	April / May
B.A / B.Com 2nd Year	March / April
B.A / B.Com 3rd Year	Feb / March

SELECTION: Candidate may get admitted by reporting with all relevant documents Original Certificates, CLC and Requisite Fees etc. Those who desire to get admitted through Post may send all relevant documents by Regd. Post, so as to reach latest by 07.08.2009.

Sale of Application

Form by Post-	Upto 07.08.09
At Bank / Post Office-	22.09.09

Submission of Form

By Post-	07.08.09
By Hand -	22.09.09

Admission

BA / BCom with usual fee	12.05.09 to 07.08.09
With Late fee Rs. 200/-	From 08.08.09 to 31.08.09
With Late fee Rs. 500/-	From 01.09.09 to 22.09.09

Guide Line for Students for different +3 Examinations :

There shall be three separate examinations, i.e, 1st Year, 2nd Year and 3rd Year to be held after completion of 1st / 2nd / 3rd Year of study respectively.

The results of above examinations are combined and declared after 3rd Year Examination.

The statement of marks secured by the candidate at the 1st / 2nd Examination will be communicated to all for their reference.

The candidates are allowed to reappear the examinations for 1st Year / 2nd Year if they **secure :**

- a) Less than 30% of marks in Pass theory paper (s).
- b) Less than 45% of marks in Hons. theory paper(s).
- c) Less than 40% of marks in Practical paper(s).

Form fill up for admission to 1st Year / 2nd Year Examination after completion of 1st year/2nd year of study is mandatory provisions under regulation. One who fails to do so, has to take readmission in the next academic session again in 1st / 2nd Year and take-up the examination thereafter.

Allotment of examination centers for all theory papers shall be finalised by the DDCE at it's own discretion irrespective of choice of the candidates. All Practical examination will be held at DDCE exclusively.

Students are advised to contact the Teachers / Programme Consultants / Examination Section / Admission Officials in connection with choice of subjects / availability of course materials / syllabus / personal contact programmes / examination schedules etc. to clear their doubts prior to admission into the course.

It will be the responsibility of the student to keep contact with the office of the DDCE in December every year as possibility of postal missing of informations regarding form fill-up is unavoidable. Regarding back paper appearance (for failed and absentee students) intimation will be sent only after publication of results by the University.

DDCE is not a Centre of Examinations for B.A./ B.Com. regular Exams.

Practical Examinations in Education & Home Science would be conducted at the DDCE premises after the end of the theory examination as per the programme of the University.

Controller of Examinations is the authority for all examination related matter. The Examination Regulation shall be valid under all circumstances.

STUDENTS SHOULD REGULARILY VISIT OUR WEBSITE www.ddceutkal.org FOR

INFORMATION REGARDING PUBLICATION OF RESULT, CLASS SCHEDULE, EXAMINATION SCHEDULE AND OTHER NOTICES.

LIST OF CENTRES FOR +3 ARTS & COMMERCE EXAMINATIONS

District	Code No.	Name of the Centres
Angul	01A	Govt. College, Angul, Arts & Com. (Pass & Hons)
Cuttack	01C	Gopabandhu Sc. College, Athagarh Arts & Com. (Pass & Hons)
	06C	S.B. Women's College, Cuttack, (for Women students only) Arts (Pass & Hons)
	08C	JKBK College, Cuttack, Arts (Pass & Hons.)
	10C	Choudwar College, Cuttack, Arts & Com. (Pass & Hons)
Kendrapara	01E	Kendrapara College, Kendrapara, Arts & Com. (Pass & Hons.)
Jagatsinghpur	01G	SVM College, Jagatsinghpur,
Jajpur	02J	V. N. College, Jajpur, Arts & Com. (Pass & Hons)
Nayagarh	01N	Nayagarh College, Arts & Com. (Pass & Hons)
Puri	04P	Nimapara College, Nimapara, Arts & Com. (Pass & Hons)
	07P	Mangala Mohavidyalaya, Kakatpur, Arts (Pass & Hons)
Khurda	03U	P. N. College, Khurda, Arts & Com. (Pass & Hons)
	12U	K.N. Women's College, Bhubaneswar, (for Women students only) . Arts & Com. (Pass & Hons)
	99U	For Bhubaneswar Centre Arts & Com. (Pass & Hons)

POST GRADUATE COURSES
TWO YEARS MASTERS' DEGREE IN ARTS(M.A.)
CURRICULUM STRUCTURE

The DDCE offers Post Graduate Courses in **Oriya, History, Political Science, Sanskrit, Education, English and Public Administration**. The curriculum structure shall be prescribed by Controller of Examinations from time to time. The Curriculum is subject to change without notice. There shall be one Personal Contact Programme (classes) of 10 to 12 days duration, **where students may get their doubts clarified by meeting teachers in a classroom situation**. Curriculum structure and Syllabus is subject to change from time to time without notice.

M.A. ORIYA *

1ST YEAR	2ND YEAR
<ul style="list-style-type: none"> ■ Purana O' Kavya ■ Prachina O' Madhya Jugiya ■ Oriya Kabita ■ Oriya Natya Sahitya ■ Oriya Sahitya-ra Itihasa ■ Bhasa Bigyana O' Oriya Bhasa 	<ul style="list-style-type: none"> ■ Katha Sahitya ■ Oriya Gadya Sahitya ■ Rangamancha Natya Tathya/ Adhunika Oriya Kavya O' Kabita. ■ Nataka Natyakara / Kabimananka Samparkare Adhayan ■ Tulanatmaka Sahitya & Anubada Kala

M.A. HISTORY

1st Year	2nd year
<ul style="list-style-type: none"> • Ancient Civilization & Medieval Societies • World History (1500 -1900 AD) • Twentieth Century World (1900-1945) • Twentieth Century World (1945-2000) 	<ul style="list-style-type: none"> • Historiography & Historical Concepts, Methods and Tools • Medieval India/ Modern India (3 Special Papers)

M.A. POLITICAL SCIENCE

1st Year <ul style="list-style-type: none">• Comparative Politics• Public Administration & Mgt.• Political Theory• International Politics	2nd year <ul style="list-style-type: none">• Political Thought• Indian Govt. & Politics• Indian & Local Admn. in India (Two Special Papers)
---	--

M.A. SANSKRIT**

1st Year <ul style="list-style-type: none">• Vedic Language & Literature• Grammar & Linguistics• Philosophy• Kavya Sastra• Kavya	2nd year <ul style="list-style-type: none">• History of Sanskrit Literature• Technical Literature• Ancient Indian History, Culture & Epigraphy• Group-B Sahitya (2 Special Papers)
---	--

EDUCATION**

1st Year <ul style="list-style-type: none">• Philosophical & Sociological Foundation of Education• Advanced Educational Psychology• Teacher Education• Modern Trends in Methods of Teaching Theory (any one of the following)<ul style="list-style-type: none">a) English, b) General Science, c) History, d) Oriya, e) Mathematics, f) Geography• Methodology of Educational Research and Statistics	2nd Year <ul style="list-style-type: none">• Curriculum Planning and Development• Educational Measurement & Evaluation• Special Paper Group-A (any one)<ul style="list-style-type: none">a) Education Technologyb) Comparative Education• Special Paper (Group-B)<ul style="list-style-type: none">a) Educational Administration & Supervisionb) Guidance and Counseling• Dissertation or Distance Education
--	---

M.A. ENGLISH *

1st Year <ul style="list-style-type: none">• Eng. Lit. from Chaucer to 1660• Restoration and 18th Century English Literature• 19th Century English Literature• Literary Criticism	2nd year <ul style="list-style-type: none">• 20th Eng. Literature• World Literature in English• American Literature (Two Special Papers)
---	---

(COURSE MATERIALS ONLY ON 'AMERICAN LITERATURE' CAN BE MADE AVAILABLE)

M.A. PUBLIC ADMINISTRATION

1st Year	2nd year
<ul style="list-style-type: none">• Administrative Theory• Comp. Public Administration• Indian Administration (Centre & State)• Local Administration	<ul style="list-style-type: none">• Public Personnel Administration• Organisational Behaviour & Management Process• Elective : H.R.M.

- No course material would be provided for Education / Sanskrit. The topics would be covered in PCP (Classes for teaching).
- Students seeking Admission into English / Oriya / would be required to purchase the prescribed text (Poem / Novels / Drama etc.) from market and DDCE would provide supportive literature. Course material would be provided as far as possible. Wherever material is not provided, the same topics shall be covered in the PCP (Classes).

STUDENT OF MA IN ENGLISH, HISTORY, POL.SCIENCE, PUBLIC ADMINISTRATION ARE REQUIRED TO ANSWER IN ENGLISH IN EXAMINATION.

PCP SCHEDULE

OCTOBER, 2009	PCP Class at DDCE	20.10.09 – 31.10.09	M.A. Part – I
----------------------	-------------------	---------------------	---------------

IMPORTANT INFORMATION FOR MA IN / ORIYA / HISTORY/ POL. SCIENCE / SANSKRIT/ ENGLISH / PUBLIC ADMINISTRATION / EDUCATION

- Eligibility** : Any Graduate (10+2+3)or Equivalent
- For Education** : Any Graduate (10+2+3) with education as a subject of study at graduation level or B.Ed. from recognised University.
- Number of Seats** : 200 each
- Duration** : 2 Years

Fees Structure :

M.A.	Alongwith application 1st year		2nd installment by 31st July 2010 2nd year		Fine for late deposit of Course Fee for 2 nd year	Repeat & Whole
M.A. in Oriya, History, Political Science, Sanskrit, English, & Public Admn.	Course Fees -	Rs.3,000/-	Course Fees -	Rs.3,000/-	Upto July - Nil From 1st August Fine of Rs.200/-	Repeat and Whole Fee structure is different.
	Exam.& other Fees -	Rs.600/-	Part-II Exam. & other Fees-	Rs.800/-		
	Corpus Fund	Rs. 500/-	–	–		
Education	Course Fees -	Rs.5,000/-	Course Fees -	Rs.5000/-		
	Exam.& other Fees -	Rs.600/-	Part-II Exam. & other Fees-	Rs.800/-		
	Corpus Fund	Rs. 500/-	–	–		

* Fees are payable through three separate Bank Drafts drawn in favour of Director, DDCE, Utkal University payable at Bhubaneswar drawn on SBI / Syndicate Bank.

Selection	Candidate may get admitted by reporting with all relevant documents like Original Certificates, CLC and Requisite Fees etc. Those who desire to get admitted through Post may send all relevant documents by Regd. Post, so as to reach latest by 07.08.2009.
-----------	---

Admission Schedule

MA - With usual fees	12.05.09 to 17.08.09
With Late fee Rs. 200/-	From 18.08.09 to 31.08.09
With Late fee Rs. 500/-	From 01.09.09 to 23.09.09
Exam. Pattern	Annual
Exam. Schedule	May/June (Tentative)
Centre of Examination	Utkal University

(Course material would be provided as far as possible. Wherever material is not provided the same topics shall be covered in the PCP.)

SOFT SKILL DEVELOPMENT PROGRAMMES

Utkal University has established a Soft Skill Development Cell at DDCE to increase the employability of the students. It has trained its Faculty through Genpact a leading B.P.O. under G.E.

All require Soft Skills to succeed in life. The need of students and job seekers are emphasized to facilitate success in interviews. However, every one can benefit. The programmes offered by Soft Skills Development Cell are specially designed to serve the needs of -

■	Graduates/ Post Graduates/ Professional Degree holders like B.Tech and MCA, and Doctoral students etc.
■	Job seekers in IT/BPO Sector.
■	Job seekers in Corporate/ Public Sector, Governmental Sectors/
■	NGOs/ Teachers (School/ Colleges/ Professional).
■	Those who aspire to improve their personality.

The programmes are designed to enable the students to face interviews with greater confidence, to develop their ability to work in BPO Sector and other service sector. Those who are also employed/ self employed need these skills to succeed in their organization.

WHAT IS SOFT SKILL ?

Core competency in Accountancy, Medicine, Engineering, Economics and Literature etc. are acquired at Colleges/ Universities. In addition to these hard skills we require soft skills to get jobs and succeed in jobs.

■	Communication Skills - Verbal and Non-verbal.
■	Interpersonal Skills
■	Presentation Skills
■	Skills to Participate effectively in Group Discussion and Personal Interviews.
■	Effective Public Speaking-Debate and Extempore
■	Positive Body Language
■	Developing internationally recognized neutral English pronunciation
■	Developing the Right sense of Dressing and Make-up


As a whole we have to develop our personality and right kind of attitude to succeed in life. We must become a whole person and flower out. Our potentiality should manifest.

Spoken English

75 hrs -- 3 hrs per day for 25 days classes would be held only on week days

Morning Batch: 8 A.M. to 11 A.M., Monday to Friday

Curriculum:

PRONOUNCIATION	GRAMMAR	FLUENCY
<ul style="list-style-type: none"> ◆ Introduction to Sounds- Difference between Alphabets & Sounds Consonant/Vowel sounds ◆ Speech Organs & Production of Sounds Place of Consonants & Vowels. ◆ Syllables & Syllable Stress- Rules ◆ Word Stress-Rules ◆ Intonation-Rising/Falling ◆ Exercises on Vowels/ Consonants ◆ Tongue Twisters ◆ Phrasal Verbs ◆ Voice/Speech ◆ Quality of Voice 	<ul style="list-style-type: none"> ◆ Construction of simple sentences ◆ Difference between simple, complex & compound sentences-breaking up of sentence structure ◆ Word Order—Sub- Verb-Object- Agreement ◆ Different parts of speech ◆ Time, Tense ◆ Verb—State & Events ◆ Modals & Auxiliaries ◆ Noun  ◆ Article—a, an, the 	<ul style="list-style-type: none"> ◆ Free speech activities ◆ Role Playing ◆ Conversation ◆ Reading Exercises ◆ Telephonic Etiquettes ◆ Oral presentation ◆ Listening
ORAL	ORAL	ORAL
<ul style="list-style-type: none"> ◆ Vowels Practice Consonants Practice Reading 	<ul style="list-style-type: none"> ◆ Free Speech/Writing Problems Use of Dictionary 	<ul style="list-style-type: none"> ◆ Common Errors Mis-spelt words in Indian English-MTI Coping with the conflict

University Trained Faculty

Continuous evaluation on daily basis. A five point scale is applied for grading.

A --- Excellent 75%+

B --- Very Good 60% & above but less than 75%

C --- Good 50% & above but less than 60%

D --- Satisfactory 36% & above but less than 50%

E --- Poor Less than 36%

Certification:	Certificate will be issued by the Cell under the signature of Vice-Chancellor & Director, DDCE, Utkal University.
----------------	---

Personality Development	
Duration:	50 hrs -- 2 hrs per day for 25 days classes would be held only on week days
Time:	2 p.m. TO 4 p.m., Monday to Friday
Curriculum:	

Personality Development	
❖	Time management
❖	Stress management
❖	Leadership qualities
❖	Decision making
❖	Motivation
❖	Group discussion
❖	Interview techniques
❖	Interpersonal conversation

Faculty:	University Trained Faculty
Evaluation:	Continuous evaluation on daily basis. A five point scale is applied for grading. A --- Excellent 75%+ B --- Very Good 60% & above but less than 75% C --- Good 50% & above but less than 60% D --- Satisfactory 36% & above but less than 50% E --- Poor Less than 36%
Certification:	Certificate will be issued by the Cell under the signature of Vice-Chancellor & Director, DDCE, Utkal University.

Programme Offered			
COURSE	DURATIONS	FEES	TIMING
<u>Spoken English</u>	25 Days	Rs.2000/-	Monday to Friday 8am-11am
<u>Personality Development</u>	25 Days	Rs.2000/-	Monday to Friday 2pm-4pm
COMBO- Spoken English & Personality Development.	50 Days	Rs.3000/-	Monday to Friday 4pm-7pm
❖ <u>Spoken English (Modules We offer)</u>			
❖ <u>Personality Development (Modules We offer)</u>			

Project Genesis

DDCE offers "Project Genesis" programme , in collaboration with Infosys for its graduate students. We are happy to announce that Infosys had already recruited 200 general Graduates across the state, under the said programme. We are hopeful of making it more successful this year.

- Faculty: Trained by Infosys under the Project Genesis Program.
- Recruitment: DDCE conducts the recruitment drive, taking into account all the colleges under Orissa.
- Eligible: +3 Final Year (BA/B.Com / BCA/ BBA etc.) (Students pursuing the graduate programme, under any college in Orissa.) , those who would complete the course by 2009.
- Selection: The selection process is done by Infosys only. DDCE only facilitates the holding of campus. The procedure includes: Written test, Group Discussion, and Personal interview. There is no career marking.
- Curriculum : Language Enhancement Skills.
 - Phonetics
 - Group discussion
 - Writing skills
 - Personal Interview
 - Grammar
 - Reading skills
 - Listening skills

Analytical Skills

- Mingling
- Creativity/personalities
- Decision making tree
- Fish bone analysis
- Brain storming sessions
- Mind mapping
- Pareto chart

Important Information

1. The Training Programme will start from first week of Every Month.
2. One may apply online . Visit our Website: www.utkalsoftskill.org or E-Mail the form to utkalsoftskill@yahoo.co.in
3. Fess payable through Crossed Demand Draft on SBI / Syndicate Bank payable to Co-ordinator, SSDC, Utkal University at Bhubaneswar be sent along with form. In case the candidate is not accommodated the Demand Draft would be returned.
4. One batch would consist of only 15 students.

INSTRUCTIONS FOR FILLING AND SUBMITTING THE APPLICATION FORM

Please read the instructions given below carefully before filling up the application form. You should complete the entries, item wise, on a plain paper or on a photo copy and after proper scrutiny, transfer the same to the application form to avoid any possibility of incorrect and confusing entries. The entries in the application forms must be made in CAPITAL LETTERS IN ENGLISH only except signature. Any overwriting on the application form will make it liable for rejection.

Please affix your stamp size photograph with paste in the space provided at right hand top corner of the Application Form. Do not pin the photograph. The photograph should be attested on the front side.

Please don't write any thing in the box "FOR OFFICE USE ONLY".

1. COURSE CODE :		
	COURSE	CODE
UNDER GRADUATE PROGRAMME : (GENERAL)		
	B.A. Pass	301
	B.A. Hons	
	History Hons	322
	Pol. Science Hons	323
	Economics Hons	324
	Oriya Hons	325
	Philosophy Hons	326
	Sanskrit Hons	327
	Education Hons	328
	Sociology Hons	329
	Home Science Hons	330
	English Hons	331
	Public Administration Hons	332
	Any other	333

	COURSE	CODE
MASTER OF ARTS (M.A.)	B.Com Pass	350
	B.Com. Hons.	
	Accounting Hons.	351
	Management Hons.	352
	M.A. Oriya	361
	M.A. History	362
	M.A. Pol. Sc.	363
	M.A. Sanskrit	364
	M.A. Education	365
	M.A. English	366
Soft Skill Development Cell	M.A. Pub. Admn	367
	Spoken English	501
	Personality Development	502
	COMBO Model	503

Example : A student seeking entry into 1st year Oriya Hons. would fill the column as follows

Course

Code

B.A.

325

2. Write your Surname, First Name, and Middle Name in Capital letters as spelt in your Matriculation / H.S.Certificate as illustrated below :

M I S H R A

S U J A L

K U M A R

3. Write the name of your father as recorded in your Matriculation / H.S. Certificate, leaving one block between two words as illustrated below.

S	U	R	Y	A	N	A	R	A	Y	A	N	M	I	S	H	R	A
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

4. Write the name of your mother, leaving one block between two words as illustrated in Sl. No.-3 above.

5. Write your date of birth as recorded in your Matriculation / H.S. Certificate. For Example if your date of birth is 23rd May 1987 , enter figures as follows :

2	3
---	---

DATE

0	5
---	---

MONTH

1	9	8	7
---	---	---	---

YEAR

6. Mention the name and place of the educational institution last attended and year of leaving the institution as per your CLC / SLC

(Applicants of BA/B.Com./M.A. should submit the original CLC/ SLC along with application. MCA Applicants may submit the CLC on selection.)

7. In case you have been registered under Utkal University, write your Registration Number. Do not write your CHSE Regd. Number. Kindly enclose Migration Certificate (at the time of admission) if you have passed qualifying examination from Utkal University / Board other than CHSE / OSTEC.

8. Tick the appropriate category.

9. (A) CHOICE OF SUBJECTS FOR B.A PASS / HONOURS STUDENTS

(B) Write Pass or Hons.

(C) M.A. applicants to choose their Special Paper group.

9.(A) CHOICE OF SUBJECTS FOR B.A. PASS / HONOURS STUDENTS

Column-I	Column -II	Column -III	Column-IV	Column-V
COMPULSORY	One to be chosen	One to be chosen	ONE SUBJECT TO BE CHOSEN	CHOOSE TWO (A & B) CORRESPONDING TO THE SUBJECT AT COLUMN-IV
1st Year	1st Year-P-1	GENERAL (Pass) OR HONOURS	ECONOMICS	Education/ Landmarks in Indian History / Indian Polity/ Sanskrit
ENGLISH- P-1	MIL		Landmarks in Indian History / Indian Economy/ Indian Polity/ Sanskrit	
2ND Year	ORIYA		EDUCATION	Landmarks in Indian History / Indian Economy/ Indian Economy/ Indian Polity/ Sanskrit
ENGLISH- P-2	OR		ENGLISH (Can't be chosen as a Pass subject)	Landmarks in Indian History / Education / Indian Economy/ Indian Polity/ Sanskrit
3RD Year	ALTERNATIVE ENGLISH		HINDI	Education/ Landmarks in Indian History / Indian Economy / Indian Polity/ Sanskrit
INDIAN SOCIETY & CULTURE	OR		HISTORY	Education/ Indian Economy / Indian Polity/ Sanskrit
ENVIRONMENTAL STUDIES	URDU		HOME SCIENCE	Education/ Landmarks in Indian History / Indian Economy / Indian Polity/ Sanskrit
AND	2ND Year-P2		ORIYA	Education/ Landmarks in Indian History / Indian Economy / Indian Polity/ Sanskrit
POPULATION STUDIES	OR		PHILOSOPHY	Education/ Landmarks in Indian History / Indian Economy / Indian Polity/ Sanskrit
	ALTERNATIVE ENGLISH		POLITICAL SCIENCE	Education/ Landmarks in Indian History / Indian Economy / Sanskrit
	OR	PUBLIC ADMINISTRATION	Education/ Landmarks in Indian History / Indian Economy Sanskrit	
	HINDI	SANSKRIT	Education/ Landmarks in Indian History / Indian Economy / Indian Polity	
	OR	SOCIOLOGY	Communicative English / Education/ Landmarks in Indian History / Indian Economy / Indian Polity/ Sanskrit	
	URDU			

WRITE YOUR CHOICE HERE & THEN POST IT IN THE FORM

1. English 2. Indian Society & Culture 3. Environmental Studies		A-
		B-

FULL NAME OF THE APPLICANT

10. Centre of Examinations- Select three examination centers in order of preference : See the list at Page No. 14 . This is applicable for BA/ B.Com. only. For all other courses Utkal University is the centre.
11. Educational Qualifications should be mentioned in the appropriate column.
12. a) Write in block capital letters. Use one box for one letter. Leave one box after each word , Telephone No. with STD Code , write Pin Code, .

Example:

D	I	L	L	I	P		K	U	M	A	R		M	U	R	M	U
2	0	B	I	R	S	A	M	U	N	D	A		N	A	G	A	R
K	U	T	A	S	I	N	G	H	A								
B	O	L	A	N	G	I	R										
P	I	N	:	-	7	6	7	0	6	8							
PhoneNo. if any	:	-	0	6	7	4	-	2	5	8	5	3	1	2			
MobileNo.	0	9	4	3	7	0	1	8	3	6	0						

- b) Give the detail as per above.
- c) Give your email address, if any.

Consult Fee Structure at respective pages :

13. (1) Mention the informations of regarding payment of Course Fee .
- (2) Give details of Exam. Fees paid through Separate Draft.
- (3) Give details of Corpus Fees paid through a separate Draft.
- (4) Give details SSDC Fees paid through a separate Draft (Not applicable for MA students). All draft should be drawn on SBI or Syndicate Bank.
14. Declaration- Sign in the appropriate place mentioning the date and place.
15. Do not write any thing in the " BOX FOR OFFICE USE" only.

DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION FORM

1. Application form duly filled in.
2. Self attested copies of Mark Sheets and Certificates of all Examinations passed from H.S.C. onwards.
3. i) Those submitting application form through post are required to send the Original Certificate with the form.

ii) Those submitting the form at DDCE are required to produce the Original Certificates (Secondary / Higher Secondary / Graduation Mark-sheet & Certificate) for verification . They are advised to collect back the Original Certificates immediately after verification.
4. Original Migration Certificate (for other than graduates of Utkal University or +2 passed of CHSE or OSTEC).
5. The Original CLC / SLC be enclosed , if applicable.
6. Attested Caste Certificate (for S.C. and S.T. students) should be enclosed by BA/ B.Com applicants only.
7. Five self addressed Envelopes 11 X 5 C.M. (unstamped)

8. PAYMENT

Applicants for BA / B.Com. / M.A./SSDC must pay the required course fee through Crossed Demand Draft drawn on SBI / Syndicate Bank in favour of Director, DDCE, Utkal University payable at Bhubaneswar . Consult the respective pages relating to the courses for fees and installment structure.

One must write clearly one's Name, Address, Purpose of payment and Enrolment Number (after allotment) on the reverse side of the Draft. All are advised to retain photocopies of the draft, counter foil issued by Bank for Draft as those would be required for settling discrepancy in future. This instruction must be followed. Subsequent installments / annual payments are to be made as per schedule.

At the Time of Admission separate Bank Drafts are to be deposited for Course Fees, Examination Fees, Corpus and SSDC Fees.

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 along with the course details. The Controller of Examinations, Utkal University publishes a general schedule of all University Examinations in leading local dailies. The detailed programme of various examinations are also communicated to all affiliated colleges of the University.

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 for First-Degree and 1st year P.G. Examination. They are required to deposit the Examination Fees as per instruction from DDCE. For all other examinations, forms are filled up six months before the scheduled date. If a student does not receive the examination form at least four month before the scheduled time, he should contact us immediately . Before the commencement of the examination, the DDCE issues a permission letter specifying the subjects of examination, and information about the centre of examination and the programme. 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 three months 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 back exam. form with an undertaking without waiting for the award of punishment.

The B.A/ B.Com students are to note the followings :

The students who pass / fail / remain absent / in the First / Second-Degree Exam. have to fill up the form for Second / Third-Degree Exam. even though they may not appear the Final Degree Exam. , otherwise they are not eligible to appear the final Degree Exam.(Back).

The candidates have to fill-up the exam form for the First / Second / Final-Degree (Back)/ Final Degree (Back) Exam., only once within two consecutive years.

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 despatch these alongwith 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.

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/-.

GENERAL INFORMATION / CONDITIONS

- Any fees paid once shall not be refunded under any circumstance. Hence every student must verify his eligibility before depositing any amount. And as such students are advised to pay the required admission fees through crossed bank draft and retain documents. In case one is found ineligible the draft can be returned on rejection of form, by authority.
- SC/ST students taking admission under Self-Financing courses do not receive any scholarship. However those taking admission under B.A. / B.Com / M.A. Course may apply for post-matric scholarship. Forms are to be obtained from District Welfare Officer. DDCE does not guarantee award of scholarship.
- Any first year B.A. / B.Com. students who desires to change his subject may do so within 15 days from the last date of admission. Students are not allowed to change their subject at M.A. . For example, a student admitted in History can not be allowed to change his subject to Pol. Science. Further a student may change his special paper group within 15 days from the last date of admission at M.A. level. After that a fees of Rs.200/- will be applicable for +3 students.
- Fee structure is subject to change from time to time without any prior notice.
- Students are advised to keep in touch with their respective examination centres for the exact schedule. The general Schedule of Examination is notified in leading news papers by the Controller of Examinations.
- DDCE takes no responsibility for postal delay or losses.
- The curriculum structure and syllabus indicated in Prospectus is subject to change without notice.
- Any dispute is subject to jurisdiction of SDJM, Bhubaneswar only. The relation between student and DDCE, Utkal University is not that of a consumer and service provider.
- DDCE does not provide any hostel accommodation. Students have to make their own arrangement for stay during Personal Contact Programme and Examinations.

PAYMENT RECORD TO BE MAINTAINED BY STUDENT

Kindly note down details of your payments made to DDCE

	Details of payment like Draft No/ Issuing Bank/ Amount/ Date
1 st Year (Admission)	Course Fee –
	Exam. Fee-
	Corpus Fund-
	SSDC Fee-
2 nd year	Course Fee –
	Exam. Fee –
3 rd year	Course Fee –
	Exam. Fee –
SSDC	Course Fee-

Our Bankers : SBI & Syndicate Bank.



ACADEMIC CALENDAR FOR 2009-2010

MONTH	EVENT	DATE	COURSE
JUNE,2009	Examination	Detailed scheduled to be notified	PG Part-I PG Part-II & (All)
JULY,2009	PCP class at DDCE	09.07.09-18.07.09	+3 3 rd Yr. Commerce
	PCP class at DDCE	09.07.09-18.07.09	+3 2 nd Yr. Commerce
	PCP class at DDCE	16.07.09-28.07.09	+3 3 rd Yr. Arts
AUGUST,2009	PCP class at DDCE	18.08.09-30.08.09	MA Part-II (All Subjects)
SEPTEMBER,2009	PCP class at DDCE	01.09.09-11.09.09	+3 Commerce 2 nd Yr.
	PCP class at DDCE		+3 Arts 2 nd Yr.
OCTOBER,2009	PCP class at DDCE	06.10.09-16.10.09	1 st Yr. Arts
	PCP class at DDCE		1 st Yr. Commerce
	PCP class at DDCE	20.10.09-31.10.09	MA Part-I
MARCH,2010	Examination	Detailed scheduled to be notified	+3 Arts / Commerce
	Examination	Detailed scheduled to be notified	+3 2 nd Yr. Arts / Commerce
MAY,2010	Examination	Detailed scheduled to be notified	+3 2 nd Yr. Arts / Commerce

EXAMINATION / READMISSION SCHEDULE

COURSE	YEAR / SEMESTER	RE-ADMISSION FEE	DUE DATE	EXAM FEE	DUE DATE
B.A. / B.Com.	2 nd Year (2008 Batch)	General- Rs.1500/- Hons.- Rs.1800/-	31 st July,2009 Fine Rs.200/- from 1 st August,09	Exam Fee-Rs.600/-	31 st July,2009 Fine Rs.200/- from 1 st Aug.,09
	3 rd Year (2007 Batch)	General- Rs.1500/- Hons.- Rs.1800/-	31 st July,2009 Fine Rs.200/- from 1 st August,09	Exam Fee-Rs.750/-	31 st July,2009 Fine Rs.200/- from 1 st Aug.,09
M.A. other than Education	2 nd Year (2008 Batch)	Course Fee- Rs.3000/-	31 st July,2009 Fine Rs.200/- from 1 st August,09	Part-II- Rs.800/- Whole- Rs.1200/-	Within 15 days from publication of the result.
	2 nd Year (2008 Batch)	Course Fee- Rs.5000/-	31 st July,2009 Fine Rs.200/- from 1 st August,09	Part-II- Rs.800/- Whole- Rs.1200/-	Within 15 days from publication of the result.

10. a) Name of the College from which the candidate passed the +2 Examination _____

b) Year of passing the +2 Examination _____

11. The date of admission to the +3 Degree Course _____

Previous Roll No.

12. Year of admission to the First University Exam. of +3 Degree Course previously, if any
(Admit Cards and Mark Sheets to be attached)

Examination	Year	
First	200	
Second	200	
Final	200	
Special	200	

N. B. :- If it is back appearance, show as FIRST BACK / SECOND BACK/ 1st Special/ 2nd Special

13. Amount of fees deposited Bank Draft / Challan No. Date Amount Rs.

a) Examination Fees	Rs.	e) Enrolment fee	Rs.
b) Fee for Marks	Rs.	f) Registration fee	Rs.
c) Supervision Charges	Rs.	g) Other fees	Rs.
d) Centre Charges	Rs.	h) Late fee	Rs.
		Total	Rs.

(In words Rupees only).

Dated :

.....
(Signature of the candidate in full)

14. Address for Correspondence (Present)

Name
At
Po
Ps
Via
Dist
Pin

Name
At
Po
Ps
Via
Dist
Pin

(Permanent)

CERTIFICATE

15. a) Certified that (1) the particulars given above by the candidate are correct. (2) That I have verified his / her certificates in original of the qualifying examination and the registration receipt. (3) That his / her conduct has been good. (4) That he / she has studied diligently and he / she has satisfactorily passed the college / DDCE Annual Examination and other tests and there is all probability of his / her passing the examination. Nothing is known to me against his / her moral character. (5) That the candidate has secured the percentage of attendance prescribed under regulation and (6) That the fees prescribed by the University have been paid by the candidate and deposited to the credit of University General Fund Account in the State Bank of India in shape of BD.

b) Certified that the result of the candidate has not been withheld nor he / she has been debarred from appearing the present examination for being reported to have infringed the rules of examination discipline.

Date :

DIRECTOR
DIRECTORATE OF DISTANCE &
CONTINUING EDUCATION UTKAL UNIVERISTY

10. a) Name of the College from which the candidate passed the +2 Examination _____

b) Year of passing the +2 Examination _____

11. The date of admission to the +3 Degree Course _____

Previous Roll No.

12. Year of admission to the First University Exam. of +3 Degree Course previously, if any
(Admit Cards and Mark Sheets to be attached)

Examination	Year	
First	200	
Second	200	
Final	200	
Special	200	

N. B. :- If it is back appearance, show as FIRST BACK / SECOND BACK/ 1st Special/ 2nd Special

13. Amount of fees deposited Bank Draft / Challan No. Date Amount Rs.

a) Examination Fees	Rs.	e) Enrolment fee	Rs.
b) Fee for Marks	Rs.	f) Registration fee	Rs.
c) Supervision Charges	Rs.	g) Other fees	Rs.
d) Centre Charges	Rs.	h) Late fee	Rs.
		Total	Rs.

(In words Rupees only).

Dated :

.....
(Signature of the candidate in full)

14. Address for Correspondence (Present)

Name
At
Po
Ps
Via
Dist
Pin

Name
At
Po
Ps
Via
Dist
Pin

(Permanent)

CERTIFICATE

15. a) Certified that (1) the particulars given above by the candidate are correct. (2) That I have verified his / her certificates in original of the qualifying examination and the registration receipt. (3) That his / her conduct has been good. (4) That he / she has studied diligently and he / she has satisfactorily passed the college / DDCE Annual Examination and other tests and there is all probability of his / her passing the examination. Nothing is known to me against his / her moral character. (5) That the candidate has secured the percentage of attendance prescribed under regulation and (6) That the fees prescribed by the University have been paid by the candidate and deposited to the credit of University General Fund Account in the State Bank of India in shape of BD.

b) Certified that the result of the candidate has not been withheld nor he / she has been debarred from appearing the present examination for being reported to have infringed the rules of examination discipline.

Date :

DIRECTOR
DIRECTORATE OF DISTANCE &
CONTINUING EDUCATION UTKAL UNIVERISTY

10. a) Name of the College from which the candidate passed the +2 Examination _____

b) Year of passing the +2 Examination _____

11. The date of admission to the +3 Degree Course _____

Previous Roll No.

12. Year of admission to the First University Exam. of +3 Degree Course previously, if any
(Admit Cards and Mark Sheets to be attached)

Examination	Year	
First	200	
Second	200	
Final	200	
Special	200	

N. B. :- If it is back appearance, show as FIRST BACK / SECOND BACK/ 1st Special/ 2nd Special

13. Amount of fees deposited Bank Draft / Challan No. Date Amount Rs.

a) Examination Fees	Rs.	e) Enrolment fee	Rs.
b) Fee for Marks	Rs.	f) Registration fee	Rs.
c) Supervision Charges	Rs.	g) Other fees	Rs.
d) Centre Charges	Rs.	h) Late fee	Rs.
		Total	Rs.

(In words Rupees only).

Dated :

.....
(Signature of the candidate in full)

14. Address for Correspondence (Present)

Name
At
Po
Ps
Via
Dist
Pin

Name
At
Po
Ps
Via
Dist
Pin

(Permanent)

CERTIFICATE

15. a) Certified that (1) the particulars given above by the candidate are correct. (2) That I have verified his / her certificates in original of the qualifying examination and the registration receipt. (3) That his / her conduct has been good. (4) That he / she has studied diligently and he / she has satisfactorily passed the college / DDCE Annual Examination and other tests and there is all probability of his / her passing the examination. Nothing is known to me against his / her moral character. (5) That the candidate has secured the percentage of attendance prescribed under regulation and (6) That the fees prescribed by the University have been paid by the candidate and deposited to the credit of University General Fund Account in the State Bank of India in shape of BD.

b) Certified that the result of the candidate has not been withheld nor he / she has been debarred from appearing the present examination for being reported to have infringed the rules of examination discipline.

Date :

DIRECTOR
DIRECTORATE OF DISTANCE &
CONTINUING EDUCATION UTKAL UNIVERISTY



FOR OFFICE USE
Not to be filled in by the candidate
UTKAL UNIVERSITY

Verified all particulars

Roll Number

Dated Signature of Authorised Official

(To be assigned by the University)

(College/Department level)

PARTICULARS TO BE FILLED IN BY THE CANDIDATE IN OWN HANDWRITING

Utkal University Regd. No. _____ of 20 _____ Whole/Part-II/Part-I/ _____

DDCE Enrolment No. _____

MASTER OF ARTS (TRADITIONAL) EXAMINATION (PART- I) OF
ORY/HIST / POL.SC. / SANS / EDN/ENG / PUB.ADMN. / SOC 2007

1. Name (To be written in block letters)

(In English)

.....

(In Oriya)

2. Name and Address of (both) Father

.....

.....

.....

Guardian

.....

.....

3. Permanent Address

.....

.....

.....

4. Nationality

.....

5. a) Whether the candidate belongs to
Scheduled Caste/Scheduled Tribe(Name of
the Caste or Tribe should be mentioned)

.....

b) Whether Male or Female

.....

6. Date of Birth (In Christian Era)

(In Figures)

(In Words)

7. Year of Passing the Matriculation Examination

.....

8. Year of Graduation(Mention the Faculty of
Arts/Science/Commerce or otherwise)

Year

Faculty

9. Session of Admission in P.G. Course

i) Name of the College

.....

ii) Admission Session 20

.....

10.Name of the Centre where to be examined

DDCE, UTKAL UNIVERSITY

11.Subject and Papers to be offered

a) Name of the Subject

b) Whether he/she wants to appear in the Whole Examination or any part thereto (In case of repeat mention the name of Papers also)

Part-I Paper
Part-II
Whole

c) If Whole or Part-II mention the name of Special Paper.

Paper-VII(Group)
Paper-VIII (Group

12.The Year, Month and Roll Number of passing the Part- I, Examination (in case of appearing Part –II, Examination.

Roll Number
Month Year

13.The Year, Month and Roll No. of Previous appearance in case Repeating (after passing)

Part-I Roll Number Roll No..... Month..... Year.....

Part-II Roll Number Roll No..... Month..... Year.....

Whole Roll Number Roll No..... Month..... Year.....

14.I hereby undertake to abide by the decision of the University in regard to my results in case it is found later that my admission is irregular. I, further, agree that the Orissa Conduct of Examination Act-2 of 1988 is applicable to me for this examination and I will use **Royal Blue Ink** in all my answer scripts.

**Signature of the candidate(In Full)
Present Address**

.....
.....
.....
.....

Date

Phone No. with STD Code -

CERTIFICATE

I certify that the above mentioned name has satisfied me by the production of his/her diploma that he/she has passed the BA/ B.Sc./B.Com. Examination 20..... that he/she has diligently and regularly prosecuted his/her studies : that his/her conduct has been good : that he/she signed the above application in my presence or before that of a person duly authorised by me in this behalf : that I know nothing against his/her character : that the statement mentioned above is to be true and for any irregularity found later on I shall be held responsible for the same.

Date

**DIRECTOR
DDCE, UTKAL UNIVERSITY**

INSTRUCTIONS

1. No applications shall be entertained unless it is properly filled in all columns and submitted alongwith necessary documents in conformity with the Regulations and instructions of the University.
2. No candidate shall be allowed to offer any course unit Subject or paper other than those mentioned in this application, provide the candidate is eligible under the Regulations to offer such Subject or paper.
3. No application for admission to the examinations shall be entertained after the due date.
4. **FEES PAYABLE** : As per notification.



FOR OFFICE USE
Not to be filled in by the candidate
UTKAL UNIVERSITY

Verified all particulars

Roll Number

Dated Signature of Authorised Official

(To be assigned by the University)

(College/Department level)

PARTICULARS TO BE FILLED IN BY THE CANDIDATE IN OWN HANDWRITING

Utkal University Regd. No. _____ of 20 _____ Whole/Part-II/Part-I/ _____

DDCE Enrolment No. _____

MASTER OF ARTS (TRADITIONAL) EXAMINATION (PART- II) OF
ORY/HIST / POL.SC. / SANS / EDN/ENG / PUB.ADMN. / SOC 2007

1. Name (To be written in block letters)

(In English)

.....

(In Oriya)

2. Name and Address of (both) Father

.....

.....

.....

.....

Guardian

.....

.....

3. Permanent Address

.....

.....

.....

4. Nationality

.....

5. a) Whether the candidate belongs to
 Scheduled Caste/Scheduled Tribe(Name of
 the Caste or Tribe should be mentioned)

.....

b) Whether Male or Female

.....

6. Date of Birth (In Christian Era)

(In Figures)

(In Words)

7. Year of Passing the Matriculation Examination

.....

8. Year of Graduation(Mention the Faculty of
 Arts/Science/Commerce or otherwise)

Year

Faculty

9. Session of Admission in P.G. Course

i) Name of the College

.....

ii) Admission Session 20

.....

10.Name of the Centre where to be examined

DDCE, UTKAL UNIVERSITY

11.Subject and Papers to be offered

a) Name of the Subject

b) Whether he/she wants to appear in the Whole Examination or any part thereto (In case of repeat mention the name of Papers also)

Part-I Paper
Part-II
Whole

c) If Whole or Part-II mention the name of Special Paper.

Paper-VII(Group)
Paper-VIII (Group

12.The Year, Month and Roll Number of passing the Part- I, Examination (in case of appearing Part -II, Examination.

Roll Number
Month Year

13.The Year, Month and Roll No. of Previous appearance in case Repeating (after passing)

Part-I Roll Number Roll No..... Month..... Year.....

Part-II Roll Number Roll No..... Month..... Year.....

Whole Roll Number Roll No..... Month..... Year.....

14.I hereby undertake to abide by the decision of the University in regard to my results in case it is found later that my admission is irregular. I, further, agree that the Orissa Conduct of Examination Act-2 of 1988 is applicable to me for this examination and I will use **Royal Blue Ink** in all my answer scripts.

**Signature of the candidate(In Full)
Present Address**

.....
.....
.....
.....

Date

Phone No. with STD Code -

CERTIFICATE

I certify that the above mentioned name has satisfied me by the production of his/her diploma that he/she has passed the BA/ B.Sc./B.Com. Examination 20..... that he/she has diligently and regularly prosecuted his/her studies : that his/her conduct has been good : that he/she signed the above application in my presence or before that of a person duly authorised by me in this behalf : that I know nothing against his/her character : that the statement mentioned above is to be true and for any irregularity found later on I shall be held responsible for the same.

Date

**DIRECTOR
DDCE, UTKAL UNIVERSITY**

INSTRUCTIONS

1. No applications shall be entertained unless it is properly filled in all columns and submitted alongwith necessary documents in conformity with the Regulations and instructions of the University.
2. No candidate shall be allowed to offer any course unit Subject or paper other than those mentioned in this application, provide the candidate is eligible under the Regulations to offer such Subject or paper.
3. No application for admission to the examinations shall be entertained after the due date.
4. **FEES PAYABLE** : As per notification.

UTKAL UNIVERSITY : VANIVIHAR
BHUBANESWAR-751004
APPLICATION FORM FOR ISSUE OF ORIGINAL DIPLOMA CERTIFICATE
(TO BE FILLED IN BY THE CANDIDATE)

1. Name of the Candidate (Capital letter) :
2. Name of the Examination passed :
3. Year & Month of Examination :
4. University Roll Number :
5. Registration Number :
6. College from which appeared : D.D.C.E. , Utkal University
7. Subjects offered :
 (If the candidate has passed compartmentally or part by part, the subject in each examination be mentioned with Roll Number, year and month of examination Annual / Supplementary)
8. Class / Grade / Hons. /Pass / Distn./ Division / Compartmental obtained :
9. Amount of fees deposited : Rs.150/- (Rupees. One hundred Fifty) only through Demand Draft Drawn in favour of the Comptroller of Finance, Utkal University, payable at Bhubaneswar.
10. Nature of deposit :
 a) Bank Draft No. Date :
 b) Bank Challan No. Date :
11. Address in which diploma / Certificate is to be sent :
 Name : : Village / Place :
 Post : : Via (If any) :
 State : : Pin Code No. :
 Date :
 Place : **Full signature of the candidate**

FOR USE IN THE OFFICE OF THE D.D.C.E.

Endorsement No.

Certified that a student of this Institution has passed the examination held in the month , 20 and he/she has signed this application form in my presence . The Diploma / Certificate may be issued to him/her checked and found correct.

Dealing Personnel / officer Stamp

PRINCIPAL / HEAD

FOR UNIVERSITY USE

General Diary No. _____ Date _____ Section Diary No. _____

Date of issue of Diploma / Certificate



U T K A L
U N I V E R S I T Y
D D C E
Education for All

UTKAL UNIVERSITY : VANIVIHAR
APPLICATION FORM FOR ISSUE OF A MIGRATION CERTIFICATE
(To be filled in by the student)

From

.....
.....
.....

To

The Registrar
Utkal University , Vanivihar, Bhubaneswar-751004.
(Through the Principal / Headmaster College/High School)

Ref : Your Letter No.

Dated

Sir,

I beg to request you kindly issue a Migration Certificate in my favour as I intend to join the University for further studies. I passed / appeared at the examination of the Utkal University held in the month of 20 with Roll No. having been sent up from College / High School or I am at present reading in year / Class in College. My University Registration No. of 19 I am leaving this University to take up Course in the said University. I have deposited the prescribed fee of Rs. 100/- in the State Bank of India Branch / in the University Office on / sent the amount by M.O. and the receipt in support of my payment is herewith.

In the circumstances, I request that the Migration Certificate paid for my kindly be issued to be at your earliest convenience.

I beg to remain Sir,

Yours faithfully,

Date :

Place :

Signature (in full) of the candidate

The Non-collegiate candidate may get this form attested by a Gazetted Officer with designation and seal.

Attested

N.B: (1) Please strike out the words not required.

UTKAL UNIVERSITY : VANIVIHAR
INFORMATION REQUIRED FOR ISSUE OF A MIGRATION CERTIFICATE
(To be filled in by the Institution recommending the application)

1. Name of the College / High School :
 2. Name of the student :
 3. Examination passed with Year and Roll No. :
or if he / she still a student of the Institution
should be stated in Class in which he/she is
reading.
 4. Whether the Fee of Rs. 100/- has been paid :
to the University direct or credited to the
University account in the State Bank of India
(Name of the Bank should be stated and the
receipt should be attached)
 5. Date of Birth as entered in the College / High :
School Admission Register .
 6. Date of first admission to College under the :
University after passing the Matriculation /H.Sc.
or any other examination.
 7. Name of the College :
 8. Registered No. as a student of this University :
 9. Date of leaving the College / High School :
 10. Conduct and Character of the student during his :
/ her College / School career.
 11. Opinion of the Principal / Headmaster as to the :
University's granting the applicant a Migration :
Certificate.
 12. Degree or Course the student wants to take in :
the University he/she wants to join.
-

Memo No.

Date

Forwarded to the Registrar, Utkal University, Bhubaneswar with application of
.....(in original) with reference to his / her
Letter No.Dt for necessary action.

PRINCIPAL / HEADMASTER
.....**COLLEGE / HIGH SCHOOL**
(Seal of the Institution must be used)

RULES AND INSTRUCTIONS

- 1.a) Regular students intending to obtain a Migration Certificate from the University should apply for the same through the Head of the institution they last studied under this University.
- b) Non-collegiate students who have not attended any College under this University but registered names of students of this University should submit their applications in this form for issue of Migration Certificate direct to the University with an attestation by a Gazetted Officer.
- c) Students should surrender their Registration Receipt in Original while applying for issue of the Migration Certificate.

**DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
UTKAL UNIVERSITY : VANIVIHAR
BHUBANESWAR-751004.**

**APPLICATION
FOR
ISSUE OF COLLEGE LEAVING CERTIFICATE**

1. Name of the applicant (in Block Letters) :
2. Examination appeared with year of Exam. :
3. Examination Center :
4. Exam. Roll No. :
5. Date of Birth :
6. Registration Number :
7. Enrolment Number :
8. Whether Passed (Mention Division) :
9. Subjects Offered :
.....
10. Reason for Taking C.L.C. :

(Full Signature of the Applicant)

Address :

AT :

PO: :

PS :

DIST: :

PIN: :

FOR OFFICE USE ONLY

VERIFIED AND FOUND CORRECT :

**ISSUE CLC
SECTION OFFICER**

Please Note :

1. Identity Card be produced along with the application and surrendered on receipt of CLC.
2. For Registered Post despatch requisite fee in shape of Postal Stamp on the self addressed envelop.
3. In case of authorisation the signature of the agent be attested by the applicant and it is to be accepted by the Director.
4. CLC will only be issued after clearance of outstanding dues if any, examination results and Library clearances
5. Send photocopies of proof of Course Fee deposits and Provisional Certificate etc. if available for ready reference.

(E:\Di\Exam_1-160)