



BOOK OF INFORMATION 2025

ସୂଚନା ପୁସ୍ତିକା - ୨୦୨୫



CENTRE FOR DISTANCE AND ONLINE EDUCATION

Utkal University, Bhubaneswar-7, Odisha

Email: helpline@ddceutkal.ac.in

Website: www.ddceutkal.ac.in

Published by:

Director

Centre for Distance and Online Education

Utkal University, Bhubaneswar - 751007

Layout, Photography & Edited by:

Team DDCE

Cover :

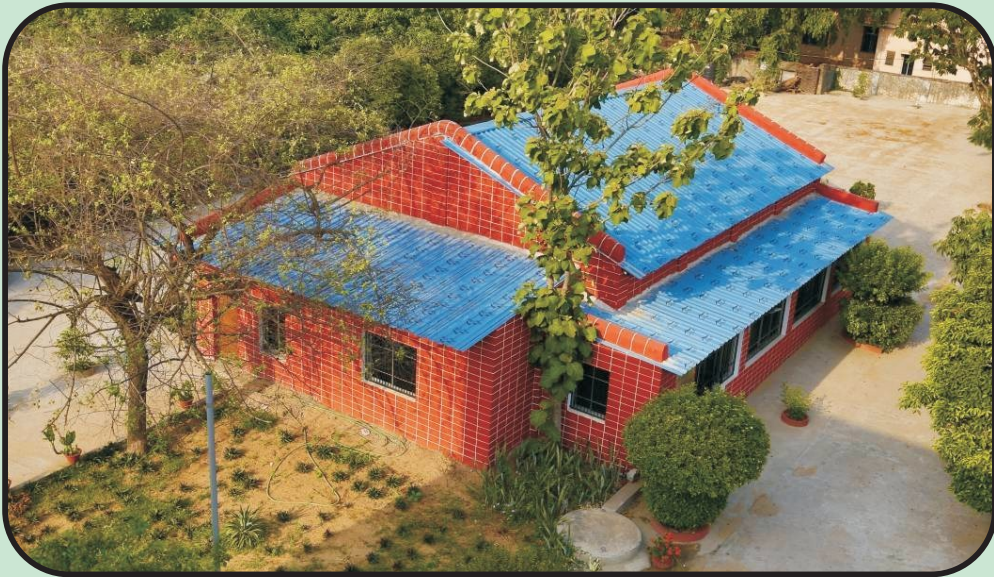
Silver Jubilee Building of DDCE inaugurated by Shree A. K. Samantaray, I.R.S. Administrator in present of Prof. S.P Pani, Director DDCE, Utkal University on 14th July 1999, Rathayatra.



CDOE, UTKAL UNIVERSITY

BOOK OF INFORMATION 2025

ସୂଚନା ପୁସ୍ତିକା - ୨୦୨୫



ଦୂରନିରନ୍ତର ଶିକ୍ଷା ନିର୍ଦ୍ଦେଶାଳୟ, ଉତ୍କଳ ବିଶ୍ୱବିଦ୍ୟାଳୟ
DIRECTORATE OF DISTANCE & CONTINUING EDUCATION

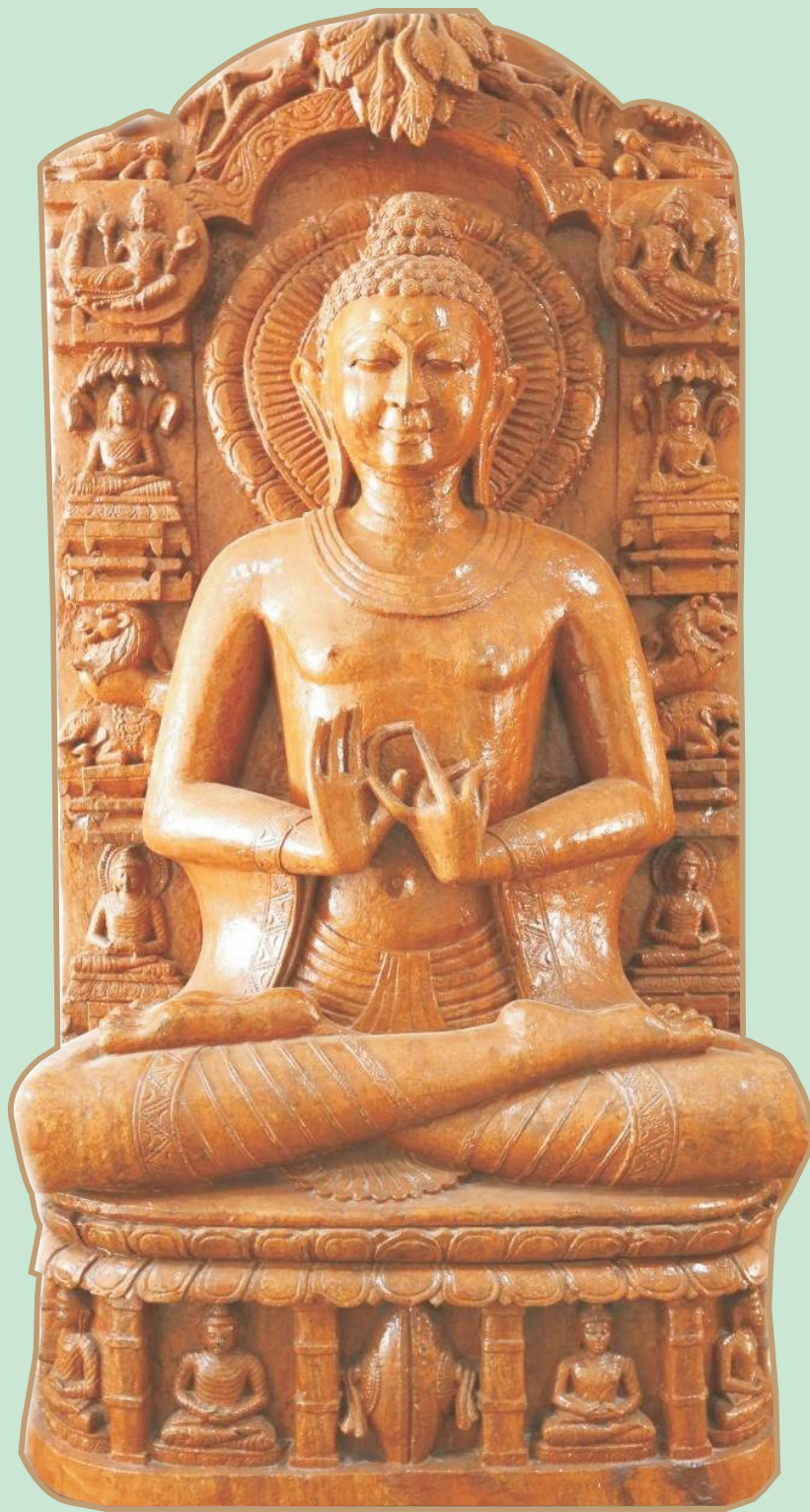
Utkal University, Bhubaneswar-7, Odisha

Email: helpline@ddceutkal.ac.in

Website: www.ddceutkal.ac.in

CDOE At a Glance





Gautama Buddha

University Theme Song
ଉଦ୍‌ବୋଧନ ସଙ୍ଗୀତ
ରଚନା - ପଣ୍ଡିତ ଶ୍ରୀ ଗୋଦାବରୀଶ ମିଶ୍ର

ତୁଙ୍ଗ - ଶିଖରୀ -ତୁଳ

କୁଞ୍ଜକାନନ - ମାଳ

ପୁଣ୍ୟ ଜଳଧି - ଜଳ

ଖେଳି ଉଠେ ସଞ୍ଜନେ,

ପ୍ରାଚୀ ଗଗନ - ଶିରେ

ଭାସି ଜନକ ନୀରେ

ଆସ ତପନ ଉର୍ଜ୍ଜ୍ୱ

ଏ ଉଜ୍ଜ୍ୱଳ ଭୁବନେ । ଘୋଷା ।

ତୁଙ୍ଗ - ଶିଖରୀ -ତୁଳ ...

ଆହା ଏ ଉଜ୍ଜ୍ୱଳ କିବା ସରଗ ଭୂମି

ବିଲ ବନ ଶୈଳ ସିନ୍ଧୁ ସୁଷମା ଘେନି

ଜନମି ଏ ଦେଶେ ଆଜି

ଏ ଜନନୀ କୋଳେ ରାଜି



ଧନ୍ୟ କୋଟି ନର ନାରୀ

ମର ନର ଜୀବନେ । ୧ ।

ପ୍ରାଚୀ ଗଗନ - ଶିରେ ... ଏ ଉଜ୍ଜ୍ୱଳ ଭୁବନେ (ଘୋଷା)

ତୁଙ୍ଗ - ଶିଖରୀ -ତୁଳ ...

ତୋ ଭଳି ଜନନୀ ଥାଉ ଜନମଭୂମି

କି ଦୁଃଖ ଏ ଓଡ଼ିଆର ପରାଣେ ପୁଣି ?

ମୋହନ ମୂରତି ସେହି

ଦିଅ ଗୋ ମା ଆଜି ଫେଇ

କୋଟିଏ ସନ୍ତାନ ତୋର

ପ୍ରଣାମୁ ଏ ଚରଣେ । ୨ ।

ପ୍ରାଚୀ ଗଗନ - ଶିରେ ... ଏ ଉଜ୍ଜ୍ୱଳ ଭୁବନେ (ଘୋଷା)



(Flower Decoration by the Staff of DDCE - Sri Banamber Behera)

COURSE NAME WITH CODE NUMBER

Management Programme	CODE
BBA	ODL 36601
MBA	ODL 36614
Computer Science & Application Programme (Face to Face Mode)	
MCA (2 Years)	ODL 36615
<i>POST GRADUATION (DISTANCE): (GENERAL)</i>	
M.Com.	ODL 36602
MSW (Social Work)	ODL 36603
M.A. Sociology	ODL 36604
M.A. Sanskrit	ODL 36605
M.A. Public Administration	ODL 36606
M.A. Political Science	ODL 36607
M.A. Odia	ODL 36608
M.A. History	ODL 36609
M.A. Hindi	ODL 36610
M.A. English	ODL 36611
M.A. Education	ODL 36612
M.A. Economics	ODL 36613

Our Legend Stones

UTKAL UNIVERSITY

Foundation: 27.11.1943

THE FOUNDATION OF THIS CAMPUS OF UTKAL UNIVERSITY

AT VANIVIHAR. BHUBANESWAR WAS LAID BY

Dr. RAJENDRA PRASAD,

THE FIRST PRESIDENT OF THE REPUBLIC OF INDIA

ON THE FIRST DAY OF JANUARY. 1958.

THIS CAMPUS OF THE UTKAL UNIVERSITY

AT VANIVIHAR. BHUBANESWAR. WAS INAUGURATED BY

Dr. S. RADHAKRISHNAN, BHARATARATNA,

PRESIDENT OF THE REPUBLIC OF INDIA

ON THE SECOND DAY OF JANUARY. 1963.



In the Crest of the Utkal University, the **Ship** symbolises maritime activities and the **Stalk of Corn** represents the beneficence of agriculture while the **Mount** and the **Fort** stand for natural bounty and the past military glory respectively of the land of Utkal. Against this background Utkal University seeks to spread light and learning, with **Lamp** and **Book** as emblems, and to propagate its highest ideal, **SATYAM PARAMA DHIMAHİ** meditate on the Highest Truth.

OUR VISION AND MISSION

VISION:

- To be a Centre of excellence in Higher Education with a focus on innovative teaching, learning, research, consultancy and extension activities for building a creative, enlightened and productive civil society.

MISSION:

- To provide the students with knowledge, skills, values and sensitivity necessary for successful citizenship.
- To create and disseminate knowledge through interdisciplinary research and creative inquiry in developing a meaningful and sustainable society.
- To equip the students with problem solving, leadership and teamwork skills and inculcating a sense of commitment to quality, ethical behavior and respect for others.
- To provide a platform for free flow of ideas where discovery and creativity will foster professional growth and will usher in a better world.
- To ensure academic excellence in this dynamic knowledge economy by exposing the students to new ideas, new ways of understanding, new ways of knowing in their journey of intellectual transformation.

OBJECTIVES:

- To provide opportunity to those who are unable to pursue Higher Education in the conventional mode of teaching.
- To provide equal opportunity for Higher Education through distance mode.
- To provide opportunity to adult and working population to upgrade their knowledge, skill and qualifications and to advance their career perspective.
- To provide flexibility in enrolment in terms of age, choice of courses, methods of learning and appearance at examinations etc.
- To complement and supplement the Higher Education system of the state.
- To promote research and creation, dispersion and advancement of knowledge.
- To enable learners to overcome barriers: geographical, socio-economic and gender etc.
- To promote continuing education.
- To promote the cause of quality manpower under the faculty of Humanities and Social Sciences, Management and Business Studies and IT, Computer Science and Application.

OUR MOTTO

"Education for all"

THE LEGEND (1962-2018)

CENTRE FOR DISTANCE AND ONLINE EDUCATION, UTKAL UNIVERSITY

Utkal University

Utkal University, founded on 27.11.1943, is the mother University of Odisha. Dr. Rajendra Prasad, the first President of India, laid down the foundation of the present 400 acre sprawling campus on 1st January 1958. The University thereafter was singularly honored when a great educationist Dr. Sarvapalli Radha krishnan, the second President of India inaugurated the present campus at Vani Vihar on 2nd January 1963. A number of Post-Graduate Departments and other centres were established in the University Campus. There are more than three hundred general affiliated and autonomous colleges functioning under the University. It has 27 constituent Post-Graduate Departments, 2 Constituent institutions such as Law Colleges and Centre for Distance and Online Education is functioning.

Utkal University is recognized by the UGC. Utkal University has been reaccredited by NAAC with A+ Grade in the 3rd cycle (2023). Utkal University has also ranked with in the best 100 Universities as per NIRF.

Journey of CDOE, Utkal University:

- **University Evening College:** The Centre for Distance and Online Education (CDOE) a constituent directorate of the Utkal University, had a modest beginning as the University Evening College in October, 1962 with an objective to provide continuing education. The College offered I.A. and B.A. programme. Initially it was operated in the premises of BJB College, an affiliated college, under Utkal University.
- **Directorate of Correspondence Courses:** On 27th November, 1974, The University Evening College was converted into Directorate of Correspondence Courses under the auspices of our Administrator Shri Gyan Chand, IAS. Dr. Ram Shankar Rath, took over as the OSD of DCC and served as its first Director from 29.10.1975 to 31.05.1993. The DCC offered I.A and B.A. Programmes from July 1975. B.Com was subsequently added and B. Ed was offered for a short duration. The DCC operated from the Administrative Block of the Utkal University. It was shifted to its present campus in 1987. The first floor of the DCC building was inaugurated on 1 January, 1995 by Prof. S.N. Acharya, Vice Chancellor.
- **Directorate of Distance and Continuing Education:** As per the revised UGC guidelines for Open and Distance Learning, the DCC was converted to Directorate of Distance and Continuing Education w.e.f. 15.10.1996. during the Vice- Chancellorship of Prof. G.K. Das. DDCE introduced several new programmes in succession besides BA, and B. Com (Pass and Hons.). M.A. in Odia and History in 1996, Political Science and Sanskrit in 1997, Public Administration, English and Education in 2000, Economics, M.Com and MSW in 2011 were introduced. M.A. Sociology was offered from 2000 to 2005 and has been revived since 2013. DDCE introduced courses in Computer Science in 1998 under the leadership of Shri A.K. Tripathy, IAS, and the Vice Chancellor. Subsequently, MCA in face to face mode as an evening course was introduced in 1999 under the tutelage of Prof. G.N. Das, Vice Chancellor. DDCE offered B. Sc (ITM), BITM, and Diploma in Digital Art, BCA, DCA and PGDCA etc. for a short duration. DDCE introduced a Management Programme in 2000. From 2014-15 session, DDCE is offering MBA Evening Program for working executives in face to face Mode. Post Graduate Diploma in Banking and Insurance Management (In Face to Face Mode) in collaboration with ICICI Bank was introduced in 2007. Certificate and Diploma Courses in NGO Management in Odia medium were introduced 2010 in collaboration with UNAIDS, New Delhi. The Soft Skill Development Cell was established in 2007. M.A. in Hindi was introduced in 2013. The Internal Quality Assurance Cell, Utkal University was functioning in DDCE from 2011 to 2014. DDCE had also set up the Centre for Women's Studies in 1997. Prof. Sukha deo Throat, Chairman, UGC inaugurated the Centre for Social Exclusion and Inclusive Policy Study established by DDCE on 23.02.2008. Both are now independent centres and stands shifted out of DDCE.

The PCP Block was added in 1997. An Extension Counter of the Syndicate Bank was opened on 16.09.1997 and was upgraded to a Branch on 10.11.2005. In the year 2022, the bank was merged with Canara Bank. The foundation stone for the Silver Jubilee Building was laid by Prof. S.P. Pani on 14th July 1999. The office establishment and the library have been functioning in this building since January, 2005. Prof. P.K. Sahoo, Vice Chancellor laid the cornerstone of the 2nd Floor of the Silver Jubilee Building and Old Administrative Block on 30.06.2012. The second floor of the Silver Jubilee Building was inaugurated by Prof. P.K. Sahoo, Vice Chancellor on 13.05.2013. This floor has been now named as "TATHAGATA BHABAN". An image of Lord Buddha in Dharma Chakra Prabartan Mudra has been placed in the corridor. The library hall named after Bharata Ratna Ambedkar is located in the Tathagata Bhavan. A new complex of halls named after Indian noble laureates Mother Teresa, Amartya Sen, C.V. Raman and R.N. Tagore now stands at the second floor of the old building. Those halls along with Ambedkar Hall were inaugurated on 27th November 2013 by His Excellency S.C. Jamir Hon'ble Governor of

Odisha and our Chancellor. The Centre for Teacher Education was inaugurated by Honourable Chancellor, Utkal University on 27th November 2016. Virtual Tutorial Project was inaugurated by Honourable Vice Chancellor, Utkal University on 1st February 2017. Civil Service Coaching Centre of Utkal University was inaugurated by Shri G.V.V Sharma, IAS, Principal Secretary to Govt. of Odisha on 20th March 2017. The Foundation stone of Platinum Jubilee Building was laid by Prof (Dr.) A.K. Das, Vice Chancellor. On 27th November 2017 His Excellency Dr. S.C. Jamir, Hon'ble Governor of Odisha and our Chancellor has inaugurated the renovated Heritage Hall, the Shree Mandap and the Platinum Jubilee building.

- **Centre for Distance and Online Education (CDOE):** As per the DEB-ODL guideline the name of DDCE was renamed as Centre for Distance and Online Education (CDOE) w.e.f. June 2023. Prof. Krishna Chandra Rath was the initial Director of CDOE, Utkal University. At present Prof. Chinmay Pradhan is continuing as the Director of CDOE, Utkal University since 14.11.2024.

OUR DIRECTORS

UTKAL UNIVERSITY EVENING COLLEGE 1962 to 1974

DIRECTORATE OF CORRESPONDENCE COURSE (DCC)

Prof. Rama Sankar Rath, (OSD)	27.11.1974 to 28.10.1975
Prof. Rama Sankar Rath	29.10.1975 to 31.05.1993
Sri Achuta Nanda Mishra, (I/C)	10.06.1993 to 24.11.1995
Prof. Susmita Prasad Pani	25.11.1995 to 14.10.1996

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION (DDCE)

Prof. Susmita Prasad Pani	15.10.1996 to 30.09.2000
Prof. (Mrs.) Aruna Mishra (I/C)	01.10.2000 to 20.03.2002
Prof. Pradeep Chandra Tripathy (I/C)	20.03.2002 to 01.07.2002
Prof. Ramesh Chandra Mohapatra (I/C)	01.07.2002 to 25.11.2002
Prof. Bhikari Charan Guru (I/C)	25.11.2002 to 05.06.2003
Prof. Prasanta Kumar Sahoo (I/C)	05.06.2003 to 04.02.2004
Prof. Hare Krushna Swain (I/C)	04.02.2004 to 03.11.2004
Prof. Susmita Prasad Pani	03.11.2004 to 20.04.2010
Prof. Ranjan Kumar Bal (I/C)	20.04.2010 to 08.12.2010
Prof. Susmita Prasad Pani	08.12.2010 to 30.11.2017
Dr. Sujit Kumar Acharya (I/C)	30.11.2017 to 21.01.2021
Prof. Namita Das (I/C)	22.01.2021 to 30.03.2022
Prof. Krishna Chandra Rath (I/C)	31.03.2022 to 29.10.2023

CENTRE FOR DISTANCE & ONLINE EDUCATION (CDOE)

Prof. Krishna Chandra Rath	30.10.2023 to 14.11.2024
Prof. Chinmay Pradhan	14.11.2024 till date

FOR MORE INFORMATION, PLEASE CONTACT

Director	Professor Chinmay Pradhan Professor Dept. of Botany, Utkal University (M. A, M.Phil., M.Sc., Ph.D.) Email ID: director@ddceutkal.ac.in
MBA & BBA	Dr. Sujit Kumar Acharya Associate Professor, Business Admin. (M.B.A., MA PM & IR, M. Com, M.Phil., Ph.D.) Email- sujitkacharya@gmail.com Dr. Rashmi Ranjeeta Das Faculty Management Courses. (MBA, M. Com, Ph.D.) Email- rashmiddce@gmail.com
Master of Commerce	Dr. Biswo Ranjan Mishra Asst. Professor Stage-II, Commerce (M. Com (Gold Medallist), M.Phil., LLB, MBA, M.A (Eco.), Ph.D., UGC (Net) Email- biswomishra@gmail.com Dr. Tanmoy Kumar Satpathy Faculty in Commerce. M.Com, MBA, Ph.D. Email- tanmoysatpathyddce@gmail.com
MCA	Ms. Sony Snigdha Sahoo Asst. Professor, Computer Science and Application B.Tech. (CSE), M.Tech. (CSE) Email- sonyddce@gmail.com Dr. Subas Chandra Mishra Faculty Computer Application. (M. Com, Ph.D.,MCA, M. Tech (CS), MBA,MCSE, CCNA) Email- subaschm@gmail.com
MA in English	Dr. Prajna Paramita Panigrahi Asst. Professor, English (M.A., M.Phil. Ph.D.) Email- prajna72engddce@gmail.com Mrs. Priyanka Priyadarshini Faculty in English (M. A, B. ED) Email: privankaddce@gmail.com
MA in Odia	Dr. Mamata Rani Behera Asst. Professor, Odia (M.A, M.Phil., Ph.D., D.Litt.) Email- mamataddce@gmail.com Dr. Meenakshi Bala Pradhan Faculty in Odia MA, B. ED, Ph.D., Email: meenakshiddce@gmail.com Mr. Narayan Panda Faculty in Odia MA, UGC-NET Email: pandanarayan518@gmail.com
Master in Social Work	Dr. Renuka Kumar Faculty in MSW (MSW, M.A. Sociology, Ph.D.) Email: renukaddce@gmail.com
MA in Hindi	Dr. PragyanParamita Faculty in Hindi (MA, M.Phil., Ph.D.) Email: pragyanhindiddce@gmail.com

MA in Public Administration	Dr. Sulochana Dash Faculty in Public Administration & Political Science MBA, M.A (Pub. Admin), M.Phil. MA PMIR., Ph.D. Email - sulochanaddce@gmail.com
MA in Sociology	Dr. Pralap Kumar Sethy Faculty in Sociology M.A, M.Phil., Ph.D., UGC-NET Email - pralapddce@gmail.com
MA in Education	Dr. Diptansu Bhusan Pati Faculty in Education M.A, Ph.D in Education Email- diptansuddce@gmail.com Ms. Anita Natha Faculty in Education MA, M.Phil, B.Ed in Education Email: anitaddce@gmail.com
MA in Sanskrit	Dr. Beenapani Mishra Faculty in Sanskrit M.A, M.Phil., Ph.D., MDHCYS Email- beenapaniddce@gmail.com
MA in Political Science	Dr. Badrinath Das Faculty in Political Science & Public Admn. M.A, M.Phil., Ph.D. Email- badriddce@gmail.com
MA in Economics	Mr. Prabhat Kumar Mohapatra Faculty in Economics MA, UGC-NET Email - prabhatddce@gmail.com

Sections with Section Officer, Dealing Assistants and Supportive Staff

- ❖ Sri Ashok Kumar Mishra, *S.O, Accounts and Examination*
- ❖ Sri Aswini Kumar Gouda, *Programmer*
- ❖ Sri Rajendra Kumar Mishra, *Programmer*
- ❖ Sri Sumit Kumar Mishra, *Programmer*
- ❖ Ms. Mitali Sahoo, *Librarian*
- ❖ Sri Asisa Kumar Mishra, *Jr. Executive*
- ❖ Ms. Litun Pradhan, *Jr. Executive*
- ❖ Ms. Sabita Mallik, *Jr. Asst.*
- ❖ Mrs. Diptimayee Dalai, *Jr. Asst.*
- ❖ Mrs. Manjulata Rout, *Jr. Asst.*
- ❖ Mrs. Laxmipriya Pani, *Jr. Asst.*
- ❖ Sri. Sitaram Deheri, *Jr. Asst.*
- ❖ Sri. Pradipta Kumar Swain, *Jr. Asst.*
- ❖ Sri. Purnananda Pradhan, *Jr. Asst.*
- ❖ Ms. Swapna Manjari Dash, *DEO.*
- ❖ Ms. Banaja Paikaray, *DEO.*
- ❖ Mr. Deepak Kumar Mohapatra, *DEO.*
- ❖ Ms. Sonali Samantaray, *DEO.*
- ❖ Ms. Chinmayee Nanda, *DEO.*
- ❖ Sri. Pradip Kumar Senapati, *Hardware & Network*
- ❖ Sri Damodar Barik, *Driver*
- ❖ Sri Bairagi Charan Singh, *Driver*
- ❖ Smt. Kanti Paikaray, *Peon*
- ❖ Sri Banambar Behera, *Supportive Staff*
- ❖ Sri Braja Mohan Gochhayat, *Supportive Staff*
- ❖ Sri Sridhar Naik, *Supportive Staff*
- ❖ Sri Landa Naik, *Supportive Staff*
- ❖ Sri Chitta Ranjan Nayak, *Supportive Staff*
- ❖ Sri Balaram Sethy, *Electrician*
- ❖ Sri Rabindra Jena, *Supportive Staff*
- ❖ Sri Mangru Mundagadia, *Supportive Staff*
- ❖ Sri Srikanta Kumar Ojha, *Gardener*
- ❖ Sri Pitambara Behera, *Gardener*



ADMISSION PROCESS

➤ **THE LAST DATE OF ADMISSION FOR THE SESSION 2025: WILL BE NOTIFIED IN THE WEBSITE**

ONLINE ADMISSION PROCESS FOR PG COURSES:

- Step- 1: Registration of the Applicant:** The applicant needs to register through a link available in the CDOE website(<https://ddceutkal.ac.in/admission.asp>) and click **New Student Registration**. Here the applicant needs to submit his/ her name, E-mail id, Name of the course, Mobile no., and Date of Birth (as per the Birth Certificate / Matric Certificate)
- Step- 2:** After New Registration a student will get an auto generated Email, where the form number will be mentioned.
- Step-3:** Login with Form No & DOB and read the instructions carefully.
- Step-4:** Create the Academic Bank Credit (ABC) Id and DEB Id while filling up the application form. Such will facilitate in verification of the documents.
The process for creating ABC Id: https://ddceutkal.ac.in/notice/ABC_Notice_2024.pdf
The process for creating DEB Id: <https://deb.ugc.ac.in/StudentDEBId>
- Step-5:** Fill-up all the details of the form correctly then click **Submit & Continue**.
- Step-6:** Upload your Photograph (Max Size :100 KB) & Signature (Max Size: 50 KB) in .jpg format only.
- Step- 7:** Upload all required documents/certificates in .pdf format (Max Size:1 MB each)
- Step-8:** After clearance& verification of documents from CDOE, Payment link will be activated.
(CDOE will verify all documents through online, if required the candidate will be called for physical verification of certificates.)
- Step-9:** After successful submission of the fees and verification by CDOE Officials, the student will get an e-ID card, e-receipt, and e-Prospectus. One may collect the printed identity card from CDOE, Utkal University. After the generation of e-Id card, the study material page will be activated at the student's portal.

ONLINE ADMISSION PROCESS FOR MANAGEMENT & COMPUTER SCIENCE COURSES:

The Step 1- to 7 are same as above. After Step-7, CDOE will intimate the short listed candidates for online /offline test. The personal interview is mandatory only for MCA (Morning face to face PCP) and MBA (Evening face to face PCP). After successfully qualifying in the test and considering the carrier marks (only applicable for MCA course) and other admission criteria a student will proceed to the next step i.e Step - 8 & 9.

- The details of number of seats, reservation criteria and selection process are mentioned in the e-Prospectus.
- After admission the student can collect the study material from the counter (carry to ID card / e-receipt for verification)
- A candidate may directly come to CDOE, Utkal University campus for admission with all required documents. The admission helpdesk will facilitate the admission process. However once needs to fill up the online form prior to the admission at CDOE.
- Students are requested to visit website i.e. <https://ddceutkal.ac.in/> for more updates and the important date line.
- All the terms and conditions are mentioned in the prospectus. Students are advised to go through all before admission.

COURSE NAME WITH CODE NUMBER

Management Programme	CODE
BBA	ODL 36601
MBA	ODL 36614

Computer Science & Application Programme (Face to Face Mode)

MCA (2 Years)	ODL 36615
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POST GRADUATION (DISTANCE): (GENERAL)

M.Com.	ODL 36602
MSW (Social Work)	ODL 36603
M.A. Sociology	ODL 36604
M.A. Sanskrit	ODL 36605
M.A. Public Administration	ODL 36606
M.A. Political Science	ODL 36607
M.A. Odia	ODL 36608
M.A. History	ODL 36609
M.A. Hindi	ODL 36610
M.A. English	ODL 36611
M.A. Education	ODL 36612
M.A. Economics	ODL 36613



MANAGEMENT PROGRAMME

No Objection Certificate (NOC) issued by AICTE, New Delhi.

BACHELOR IN BUSINESS ADMINISTRATION (BBA - ODL 36601)

Duration: Three Years (Six Semesters)

Number of Seats: 100

Mode/Medium: Distance/English

Eligibility: +2 or equivalent

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Seats are reserved as per the provision laid by PG Council, Utkal University.

Course Fees:

Course	At the time of admission				2 nd year		3 rd year	
	Admission Processing Fees (Rs)	Course Fee (Rs)	*Exam Fee(Rs)	Corpus Fund (Rs.)	Course Fee (Rs.)	Exam Fee (Rs.)	Course Fee (Rs.)	Exam Fee (Rs.)
BBA	600	12000	3400*	3600	12000	3100	12000	3400*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

- **PCP (Personal Contact Programme):** Semester wise Personal Contact Programme (PCP/ class) will be conducted for 10 to 15 days (online/offline). Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

Course Structure

SEMESTER-I-(500 Marks) (20 Credits)				
Paper	Title of the Paper	University Marks	Assignment Mark	Credit
13030702101	Business Organization	70	30	4
13030702102	English - I	70	30	4
13030702103	Business Mathematics	70	30	4
13030702104	Psychology	70	30	4
13030702105	Computer Fundamentals	40	30- Lab-30	4
SEMESTER-II-(500 Marks) (20 Credits)				
13030702106	Financial Accounting	70	30	4
13030702107	Fundamentals of Economics	70	30	4
13030702108	Management Concepts and Practices	70	30	4
13030702109	Business Statistics	70	30	4
13030702110	Information Technology in Business	40	30- Lab-30	4
SEMESTER-III-(500 Marks) (20 Credits)				
13030702111	Organizational Behaviour	70	30	4
13030702112	Cost Accounting	70	30	4
13030702113	Managerial Economics	70	30	4
13030702114	Introduction to Banking	70	30	4
13030702115	Business Ethics	70	30	4
SEMESTER-IV-(500 Marks) (20 Credits)				
13030702116	Quantitative Methods for Management	70	30	4
13030702117	Business Economic & Environment	70	30	4
13030702118	Business Regulatory Frame Work	70	30	4

13030702119	Indian Ethos & Value	70	30	4
13030702120	Management Accounting	70	30	4
SEMESTER-V-(500 Marks) (20 Credits)				
13030702121	Introduction to Insurance	70	30	4
13030702122	Indian Economics & Macro Economics	70	30	4
13030702123	Written & Oral Communication	40	30- Lab-30	4
13030702124	Contemporary Indian Society & Culture	70	30	4
13030702125	Research Methodology	70	30	4
SEMESTER-VI-(600 Marks) (28 Credits)				
13030702126	Human Resources Management	70	30	4
13030702127	Financial Management	70	30	4
13030702128	Marketing Management	70	30	4
13030702129	Production & Operation Management	70	30	4
13030702130	Mgt. Information System	70	30	4
13030702131	Project Report	100		8
		Total Mark=3100		124



MASTER OF BUSINESS ADMINISTRATION - MBA (ODL 36614)

Duration:	Two Years (Four Semesters)
Number of Seats:	600
Mode/Medium:	Distance/English
Eligibility:	Bachelor Degree holder in any discipline or equivalent
Selection Procedure:	

- Online Test followed by First come first serve basis.
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Seats are reserved as per the provision laid by PG Council, Utkal University.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Admission Processing Fee (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MBA	600	30000	4400*	3600	30000	4400*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

- **PCP in Phase wise:** Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.
- **PCP/ Classes in face to face:** The PCP will be conducted on weekdays from Monday to Friday during evening time in face to face mode on regular basis, where a batch of 40 students will take admission. The working executives who are unable to attend the PCP during office hours have the provision to join the programme. A student has to pay additional 6000/- (year wise towards course fees) for enrolling in the MBA (Evening face to face PCP).

Programme Structure

SEMESTER-I-(800 Marks) (32 Credits)						
Year /Sem.	Category	Paper No.	Name of the Paper	Univer sity Marks	Assignme nt Mark	Credit
1st Year 1st Sem.	Core (eight papers Total Marks 800 & Total Credit point 32)	1330302101	MANAGEMENT CONCEPTS AND PRACTICES	70	30	4
		1330302102	BUSINESS REGULATORY FRAME WORK	70	30	4
		1330302103	FINANCIAL ACCOUNTING	70	30	4
		1330302104	BUSINESS ETHICS	70	30	4
		1330302105	HUMAN RESOURCE MANAGEMENT	70	30	4
		1330302106	MARKETING MANAGEMENT	70	30	4
		1330302107	FINANCIAL MANAGEMENT	70	30	4
		1330302108	ORGANIZATION BEHAVIOUR	70	30	4
SEMESTER-II-(600 Marks) (24 Credits)						
1st Year 2nd Sem.	Elective (Select any Six Papers) Selected papers shall be offered by CDOE. Total Marks 600 & Total Credit point 24)	1330302201	MANAGERIAL ECONOMICS	70	30	4
		1330302202	CORPORATE LAW& TAX COMPLIANCES	70	30	4
		1330302203	BUSINESS POLICY & STRATEGIC MANAGEMENT	70	30	4
		1330302204	DISASTER MANAGEMENT	70	30	4
		1330302205	COST AND MANAGEMENT ACCOUNTING	70	30	4
		1330302206	QUANTITATIVE METHODS FOR MANAGEMENT	70	30	4
		1330302207	RETAIL MANAGEMENT	70	30	4
		1330302208	CORPORATE GOVERNANCE	70	30	4

SEMESTER-III-(800 Marks) (32 Credits)

2nd Year 3rd Sem.	Core (Eight papers Total Marks 800 & Total Credit point 32)	1330302109	MANAGEMENT OF CHANGE & STRATEGIC ISSUES	70	30	4
		1330302110	PRODUCTION & OPERATION MANAGEMENT	70	30	4
		1330302111	ENTREPRENEURSHIP DEVELOPMENT	70	30	4
		1330302112	BANKING & INSURANCE MANAGEMENT	70	30	4
		1330302113	MANAGEMENT INFORMATION SYSTEM	70	30	4
		1330302114	INTERNATIONAL BUSINESS AND FINANCE	70	30	4
		1330302115	RESEARCH METHODOLOGY	70	30	4
		1330302116	BUSINESS ECONOMIC ENVIRONMENT	70	30	4

SEMESTER-IV-(600 Marks) (24 Credits theory + 16 Credit in Project) = 40 Credit**A student will select any two groups under CBCS pattern.**

2nd Year 4th Sem.	Financial Management	1330302221	FINANCIAL MARKET & INSTITUTIONS	70	30	4
		1330302222	MERCHANT BANKING & FINANCIAL SERVICES	70	30	4
		1330302223	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	70	30	4
	Marketing Management	1330302224	CONSUMER BEHAVIOUR	70	30	4
		1330302225	ADVERTISING AND BRAND MANAGEMENT	70	30	4
		1330302226	PRODUCT & SALES DISTRIBUTION MANAGEMENT	70	30	4
	Banking And Insurance Management	1330302227	RISK & CLAIMS MANAGEMENT	70	30	4
		1330302228	BANKING AND INSURANCE LAWS	70	30	4
		1330302229	BANKING AND INSURANCE MARKETING	70	30	4
	Human Resource Management	1330302218	HUMAN RESOURCE PLANNING AND DEVELOPMENT.	70	30	4
		1330302219	MANAGING EMPLOYEE RELATION & RELATED LAWS	70	30	4
		1330302220	MANAGEMENT OF TRAINING AND DEVELOPMENT	70	30	4
	Production & Operation Management	1330302236	TOTAL QUALITY MANAGEMENT	70	30	4
		1330302237	PURCHASING & MATERIAL MANAGEMENT	70	30	4
		1330302238	OPERATION PLANNING CONTROL	70	30	4
	Information System Management	1330302246	DBMS & RDBMS	70	30	4
		1330302247	ENTERPRISE RESOURCE PLANNING	70	30	4
		1330302248	SYSTEM ANALYSIS & DESIGN	70	30	4
		1330302255	PROJECT VIVA- 100 mark for Report & 100 marks for Presentation	100	100	8 + 8
	Total Mark/ Credit				3000	128



MASTER OF COMPUTER APPLICATIONS (MCA – 36615)

Duration:	Two Years (Four Semesters)
Number of Seats:	64
Mode/Medium:	Distance/English
Eligibility:	The candidate should have passed BCA/Bachelor Degree in Computer Science Engineering or equivalent Degree OR passed B.Sc./B.Com./BA with Mathematics at 10+2 level or at Graduation Level - with additional Bridge Courses if required. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

Selection Process:

- On line admission Test followed by a personal interview.
- On line Test shall consist of 100 Multiple Choice Questions covering Reasoning, Comprehension, English Language, Computer fundamentals and Quantitative Techniques.
- Selection shall be on the basis of Career, Entrance and PI.
- Reservation Policy of P G Council shall be applicable.

FEES STRUCTURE:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MCA	600	30000	4400*	3600	30000	4400*

COURSE STRUCTURE

SEMESTER-I (24 Credit)			
Paper Code	Title of the Paper	Marks	Credit
MCA 1.1	Mathematical Foundation of Computer Science	100	4
MCA 1.2	Data and File Structure	100	4
MCA 1.3	Computer System Architecture	100	4
MCA 1.4	Theory of Computation	100	4
MCA 1.5	Computer Network	100	4
MCA 1.6	Data and File Structure Lab	50	2
MCA 1.7	Computer Network Lab	50	2
TOTAL		600	24
SEMESTER-II (24 Credit)			
Paper Code	Title of the Paper	Marks	Credit
MCA 2.1	Database Systems	100	4
MCA 2.2	Algorithm Design and Analysis	100	4
MCA 2.3	Operating Systems	100	4
MCA 2.4	Artificial Intelligence	100	4
MCA 2.5	Cryptography and Network Security	100	4
MCA 2.6	Operating Systems Lab	50	2
MCA 2.7	Database Systems Lab	50	2
TOTAL		600	24
SEMESTER-III (24 Credit)			
Paper Code	Title of the Paper	Marks	Credit
MCA 3.1	Java Programming	100	4
MCA 3.2	Compiler Design	100	4
MCA 3.3	Data Warehousing and Data Mining	100	4
MCA 3.4	Software Engineering	100	4
MCA 3.5	(EL-1) Computer Graphics and Animation	100	4
MCA 3.6	Java Programming Lab	100	4
MCA 3.7	Software Engineering Lab	100	4
TOTAL		600	24

SEMESTER-IV (24 Credit)			
Paper Code	Title of the Paper	Marks	Credit
MCA 4.1	(EL-2) Mobile Computing	100	4
MCA 4.2	(EL-3) Cloud Computing	100	4
MCA 4.3	(EL-4) Internet of Things	100	4
MCA 4.4	Project Work/Dissertation	300	12
	TOTAL	600	24
GRAND TOTAL		2400	96

**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 be an evaluation of the project for 12 credits by an External & Internal Examiner.

A student has to pass following additional bridge courses if required.

BRIDGE COURSE

PAPER	SUBJECT	FULL MARK	L – T – P	CREDIT
MCA B.1	Mathematical Foundation for Computer Science – I	100	40 Hours	
MCA B.2	Mathematical Foundation for Computer Science – II	100	40 Hours	

MODE

The Course is under CHOICE BASED CREDIT SEMESTER (CBCS). Classes are held for each semester covering theory, practical and project component as per syllabi during morning hour. Students can meet teachers for guidance, counselling and doubt clearance.



MASTER OF COMMERCE (ODL 36602)

Duration: Two Years (Four Semesters)
Mode/Medium: Distance/English
Eligibility: B. Com/BBA /MBA/ MA PMIR/PG Dip Mgt, CA, CS and Cost Accounting students are eligible. The Degree must be recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
Master of Commerce	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
MCM-101	Management Concepts and Practices	100	4
MCM-102	Quantitative Methods for Management	100	4
MCM-103	Business Economics & Environment	100	4
MCM-104	Advanced Financial Management	100	4
SEMESTER-II (20 Credits)			
MCM-201	Corporate Financial Accounting	100	4
MCM-202	Business Ethics & Corporate Governance	100	4
MCM-203	Marketing Management	100	4
MCM-204	Managerial Economics	100	4
MCM-205	Entrepreneurship Development	100	4
SEMESTER-III (20 Credits)			
MCM-301	Corporate Law & Tax compliance	100	4
MCM-302	Advanced Cost & Management Accounting	100	4
MCM-303	Human Resource Planning & Development	100	4
Elective Papers (Student has to choose any two elective papers)			
PG-313	Budgetary System with Special Reference to India	100	4
PG-304	Organizational Behavior	100	4
PG-305	Women In India	100	4
SEMESTER-IV (24 Credits)			
MCM-401	Banking & Insurance Management	100	4
MCM-402	Merchant Banking & Financial Services	100	4
PG-403	Research Methodology	100	4
PG-404	Disaster Management	100	4
PG-405	Project Work & Viva	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN SOCIAL WORK (ODL 36603)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/English
Eligibility:	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Social Work	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
MSW-101	History, Philosophy and Fields of Social Work	100	4
MSW-102	Man and Society	100	4
MSW-103	Human Growth and Development	100	4
MSW-104	Social Case Work	100	4
SEMESTER-II (20 Credits)			
MSW-201	Social Group Work	100	4
MSW-202	Social Work Administration	100	4
MSW-203	Social Problems, Policy, Legislation and Development	100	4
MSW-204	Social Work with Weaker Section	100	4
MSW-205	Studies on Voluntary Organisation	100	4
SEMESTER-III (20 Credits)			
MSW-301	Labour Welfare	100	4
MSW-302	Family & Child Welfare	100	4
MSW-303	Correctional Social Work	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
SEMESTER-IV (24 Credits)			
MSW-401	Community Development	100	4
MSW-402	Human Rights and Duties	100	4
P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
P.G-405	Project preparation and Viva Voice	200	8
Total Marks/Credit		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN SOCIOLOGY (ODL 36604)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/English
Eligibility:	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Sociology	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
SOC-101	Introduction to Sociology	100	4
SOC-102	Perspectives of Indian Society-I	100	4
SOC-103	Classical Sociological Theory	100	4
SOC-104	Gender Studies	100	4
SEMESTER-II (20 Credits)			
SOC-201	Modern Sociological Theory	100	4
SOC-202	Perspectives of Indian Society-II	100	4
SOC-203	Sociology of Ageing	100	4
SOC-204	Sociology of Globalization	100	4
SOC-205	Rural Sociology	100	4
SEMESTER-III (20 Credits)			
SOC-301	Sociology of Health	100	4
SOC-302	Sociology of Environment	100	4
SOC-303	Sociology of Education	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
SEMESTER-IV (24 Credits)			
SOC-401	Sociology of Development	100	4
SOC-402	Urban Sociology	100	4
P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
P.G-405	Project preparation and Viva Voice	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN SANSKRIT (ODL 36605)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/Devanagiri
Eligibility:	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Sanskrit	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
SAN -101	Vedic Language & Literature	100	4
SAN -102	Grammar (SidhantaKaumudi)	100	4
SAN -103	Systems of Indian Philosophy-I	100	4
SAN -104	Sanskrit Prose and Poetry	100	4
SEMESTER-II (20 Credits)			
SAN -201	Sanskrit Plays, Poetics and Dramaturgy-I	100	4
SAN -202	Ancillary Vedic Literature	100	4
SAN -203	Philology and Introduction to Grammar	100	4
SAN -204	Systems of Indian Philosophy-II	100	4
SAN -205	Sanskrit Plays	100	4
SEMESTER-III (20 Credits)			
SAN -301	Poetics and Dramaturgy-II	100	4
SAN -302	Different Schools of Kavyashastra	100	4
SAN -303	Classical Literature (Sahitya) Prose & Poetry	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
P.G-311	Ethics in Sanskrit Literature	100	4
P.G-312	Scientific Literature in Sanskrit	100	4
SEMESTER-IV (24 Credits)			
SAN-401	Dramaturgy and Technical Literature	100	4
SAN-402	Ancient Indian History, Culture and Epigraphy	100	4
P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
PG -405	Project preparation and Viva Voice	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN PUBLIC ADMINISTRATION (ODL 36606)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/English
Eligibility:	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Pub. Ad.	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
PAD-101	Administrative Theory	100	4
PAD-102	Comparative Public Administration	100	4
PAD-103	Indian Administration	100	4
PAD-104	Administrative Thinkers	100	4
SEMESTER-II (20 Credits)			
PAD-201	Management and Administration	100	4
PAD-202	Public Personnel Administration in India	100	4
PAD-203	Development Administration	100	4
PAD-204	Local Governance	100	4
PAD-205	Financial Administration in India	100	4
SEMESTER-III (20 Credits)			
PAD-301	Rural Development	100	4
PAD-302	Urban Development	100	4
PAD-303	Good Governance	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
P.G-308	Pratibeshi Sahitya	100	4
P.G-309	Odishara Sankhitya Itihas	100	4
P.G-310	Diasporic Women Writers	100	4
P.G-311	Ethics in Sanskrit Literature	100	4
P.G-312	Scientific Literature in Sanskrit	100	4
P.G-313	Budgetary System with Special Reference to India	100	4
SEMESTER-IV (24 Credits)			
PAD-401	Human Resource Management	100	4
PAD-402	Society and Polity in India	100	4
P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
PAD-405	Project preparation and Viva Voice	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN POLITICAL SCIENCE (ODL 36607)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/English
Eligibility:	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Pol. Sc.	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 (online/offline) days per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
PSC-101	Comparative Politics: Concepts and Methods	100	4
PSC-102	Administrative Theory: Principles and Approaches	100	4
PSC-103	International Relations: Major Concepts and Theories	100	4
PSC-104	Western Political Thinkers-I	100	4
SEMESTER-II (20 Credits)			
PSC-201	Indian Government and Politics	100	4
PSC-202	Comparative Political Processes	100	4
PSC-203	Global Politics: Contemporary Challenges and Issues	100	4
PSC-204	Contemporary Debates in Political Theory	100	4
PSC-205	Western Political Thinkers-II	100	4
SEMESTER-III (20 Credits)			
PSC-301	Public Administration and Management	100	4
PSC-302	Indian Political Ideas	100	4
PSC-303	Contemporary Political Theory	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
P.G-308	Pratibeshi Sahitya	100	4
P.G-309	Odishara Sankhipta Itihas	100	4
P.G-310	Diasporic Women Writers	100	4
P.G-311	Ethics in Sanskrit Literature	100	4
P.G-312	Scientific Literature in Sanskrit	100	4
P.G-313	Budgetary System with Special Reference to India	100	4
SEMESTER-IV (24 Credits)			
PSC-401	India and the World	100	4
PSC-402	Society and Polity in India	100	4
P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
PSC-405	Project preparation and Viva Voice	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN ODIA (ODL 36608)**Duration:** Two Years (Four Semesters)**Mode/Medium:** Distance/Odia**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.**Selection Procedure:**

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Odia	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
ODA-101	ଓଡ଼ିଆ ସାହିତ୍ୟର ଇତିହାସ-୧	100	4
ODA-102	ଓଡ଼ିଆ ସାହିତ୍ୟର ଇତିହାସ-୨	100	4
ODA-103	ଭାଷାବିଜ୍ଞାନ	100	4
ODA-104	ଓଡ଼ିଆ ଭାଷାରେ ଯୋଗାଯୋଗ	100	4
SEMESTER-II (20 Credits)			
ODA-201	ପୁରାଣ, କାବ୍ୟ ଓ ଆଧୁନିକ କବିତା	100	4
ODA-202	ଉପନ୍ୟାସ, ଗଳ୍ପ ଓ ନାଟକ	100	4
ODA-203	ପ୍ରବନ୍ଧ, କୀର୍ତ୍ତନ ଓ ଭ୍ରମଣ ସାହିତ୍ୟ	100	4
ODA-204	ସାହିତ୍ୟ ଓ ସାହିତ୍ୟତତ୍ତ୍ୱ	100	4
ODA-205	ଅନୁବାଦ ତତ୍ତ୍ୱ ଓ ପ୍ରୟୋଗ	100	4
SEMESTER-III (20 Credits)			
ODA -301	ରଙ୍ଗମଞ୍ଚ ଓ ନାଟ୍ୟତତ୍ତ୍ୱ	100	4
ODA -302	ସ୍ୱାଧୀନତା ପୂର୍ବବର୍ତ୍ତୀ ଓଡ଼ିଆ କବିତା	100	4
ODA -303	ସ୍ୱାଧୀନତା ପରବର୍ତ୍ତୀ ଓଡ଼ିଆ କବିତା	100	4
Elective Papers (Student has to choose any two elective papers)			
ODA-305	ଭାରତୀୟ ସମାଜ ଓ ନାରୀ	100	4
P.G-306	Nationalist Movement in India		
ODA -309	ଓଡ଼ିଶାର ସଂକ୍ଷିପ୍ତ ଇତିହାସ	100	4
SEMESTER-IV (24 Credits)			
ODA-401	ଶ୍ରୀଜଗନ୍ନାଥ ସଂସ୍କୃତି ଓ ଓଡ଼ିଶାର ଧର୍ମଧାରା	100	4
ODA-402	ଲୋକସାହିତ୍ୟ ଓ ସଂସ୍କୃତି	100	4
ODA-403	ଗବେଷଣା ପଦ୍ଧତି	100	4
ODA-404	ପ୍ରାକୃତିକ ବିପର୍ଯ୍ୟୟ	100	4
ODA-405	ନିବନ୍ଧ ପ୍ରସ୍ତୁତି / ସାକ୍ଷାତକାର	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN HISTORY (ODL 36609)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/English
Eligibility:	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in History	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 (online/offline) days per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
HIS-101	Ancient Civilizations	100	4
HIS-102	Medieval Societies	100	4
HIS-103	World History (1500-1900 A.D)	100	4
HIS-104	Twentieth Century Of World (1900-1945)	100	4
SEMESTER-II (20 Credits)			
HIS-201	Twentieth Century Of World (1945-2000)	100	4
HIS-202	Historical Theory And Methods	100	4
HIS-203	Indian Historiography	100	4
HIS-204	Cultural Heritage Management	100	4
HIS-205	Contemporary History Of India From 1947-2010	100	4
SEMESTER-III (20 Credits)			
HIS-301	Constitutional And Administrative History Of Modern India (1773-1950)	100	4
HIS-302	Socio-Cultural And Economic History Of Modern India	100	4
HIS-303	Indian Culture And Heritage	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women In India	100	4
P.G-306	Nationalist Movement In India	100	4
P.G-307	Basics of English Written Communication	100	4
SEMESTER-IV (24 Credits)			
HIS-401	History of Science And Technology in India	100	4
HIS-402	History of Odisha (From Earliest Time To 1948 A.D)	100	4
P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
P.G-405	Project Preparation And Viva Voice	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN HINDI (ODL 36610)

Duration: Two Years (Four Semesters)

Mode/Medium: Distance/Hindi

Eligibility: Any Graduate (Under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Hindi	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days(online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
HIN-101	हिंदीसाहित्यकाइतिहास(आदिकाल,भक्तिकाल,रीतिकाल)	100	4
HIN -102	हिंदीसाहित्यकाआधुनिकइतिहास	100	4
HIN -103	भारतीयकाव्यशास्त्र	100	4
HIN -104	पाश्चात्यकाव्यशास्त्र	100	4
SEMESTER-II (20 Credits)			
HIN -201	प्राचीनकाव्य	100	4
HIN -202	मध्यकालीनकाव्य	100	4
HIN -203	आधुनिककाव्य	100	4
HIN -204	कथासाहित्य :कहानीऔरउपन्यास	100	4
HIN -205	नाटक,एकांकीएवंनिबंध	100	4
SEMESTER-III (20 Credits)			
HIN -301	हिंदीमेंनारीविमर्श	100	4
HIN -302	दलितविमर्श	100	4
HIN -303	विशेषअध्ययन :तुलसीदास	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
P.G-309	OdisharaSankhiptaItihas	100	4
SEMESTER-IV (24 Credits)			
HIN -401	भाषाविज्ञानकेसामान्यसिद्धांत	100	4
HIN -402	हिंदीभाषाकाविकासऔरबोलियाँ	100	4
P.G-403	शोधप्रविधिऔरप्रक्रिया	100	4
P.G-404	प्राकृतिकविपर्यय/ Disaster Management	100	4
P.G -405	लघुशोधप्रबंधलेखनऔरमौखिकी	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN ENGLISH (ODL 36611)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/English
Eligibility:	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in English	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controller's of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
ENG-101	Concepts in Literature	100	4
ENG-102	Classical and Neo-Classical Critical Theories	100	4
ENG-103	Literature and Social History - I	100	4
ENG-104	Literature and Social history-II	100	4
SEMESTER-II (20 Credits)			
ENG-201	The novel in 18th-19th Centuries	100	4
ENG-202	Non-fiction –letter, Essay, Biography and Auto-Biography.	100	4
ENG-203	Theory- Romantic & Victorian Theory & Criticism	100	4
ENG-204	Romantic Poetry	100	4
ENG-205	Fiction 19th-20th centuries	100	4
SEMESTER-III (20 Credits)			
ENG-301	The 20th Century (with alternate play)	100	4
ENG-302	Modern Drama (with alternate play)	100	4
ENG-303	Literature Of Europe	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
P.G - 308	Women Diasporic Writers	100	4
SEMESTER-IV (24 Credits)			
ENG-401	Contemporary Indian Writing in English-I	100	4
ENG-402	Contemporary Indian Writing in English-II	100	4
ENG-403	Research Methodology	100	4
ENG- 404	Disaster Management	100	4

ENG-405	Project Preparation and Viva Voice	200	8
		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN EDUCATION (ODL 36612)

Duration: Two Years (Four Semesters)
Mode/Medium: Distance/English
Eligibility: Any Graduate (Under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Education	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controllers of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER- I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
EDU-101	Philosophical Foundation of Education	100	4
EDU-102	Sociological Foundation of Education	100	4
EDU-103	Advance Educational Psychology	100	4
EDU-104	Teachers Education	100	4
SEMESTER- II (20 Credits)			
EDU-201	Modern Trends in Methods of Teaching : English/Odia/History/Math/Science/Geography) - Theory	100	4
EDU-202	Educational Technology	100	4
EDU-203	Tools & Technique of Education Measurement &Evaluation	100	4
EDU-204	Educational Planning and Management	100	4
EDU-205	Modern Educational Thinkers	100	4
SEMESTER- III (20 Credits)			
EDU-301	Comparative Education: UK/USA/India	100	4
EDU-302	Special Education	100	4
EDU-303	Guidance and Counselling in Education	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behavior	100	4
P.G-305	Women in India	100	4
P.G-306	National Freedom Movement	100	4
P.G-307	Basics of English Written Communication	100	4
SEMESTER- IV (24 Credits)			
EDU-401	Curriculum Planning & Development	100	4
EDU-402	Distance Education	100	4
P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
P.G-405	a) Project Report	200	8

	b) Preparation, Practice of 10 lesson Plans from school subjects (Secondary level) and presentation		
TOTAL		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

MASTER OF ARTS IN ECONOMICS (ODL 36613)

Duration:	Two Years (Four Semesters)
Mode/Medium:	Distance/English
Eligibility:	Any Graduate (Under 10+2+3) from Utkal University or any other University recognized by Utkal University.

Selection Procedure:

- On First come first serve basis
- All eligible SC/ST students shall be admitted provided they take admission within due date.
- Reservation Policy of P G Council shall be applicable.

Course Fees:

Course	At the time of admission (1 st Year)				2 nd Year	
	Cost of Form (Rs)	Course Fee (Rs)	Exam Fee (Rs)	Corpus Fund (Rs.)	Course Fee (Rs)	Exam Fee (Rs.)
MA in Economics	600	8400	4000*	3000	8400	4000*

*includes Registration/ Re-registration, Migration & Original Certificate fees.

*The examination fees may change subject to notification of Controllers of Examination, Utkal University.

PCP (Personal Contact Programme):

PCP in Phase wise: Semester wise PCP will be conducted for 10 to 15 days (online/offline) per semester during morning and day time. Separate counselling sessions will also be conducted at the Head Quarters as per the requirements by the respective Faculties.

COURSE STRUCTURE

SEMESTER-I (16 Credits)			
Paper Code	Title of the Paper	Marks	Credit
ECO-101	History of Economic Thought	100	4
ECO-102	Principles of Public Finance and Fiscal Policy	100	4
ECO-103	Microeconomic Theory	100	4
ECO-104	Macroeconomic Theory	100	4
SEMESTER-II (20 Credits)			
Paper Code	Title of the Paper	Marks	Credit
ECO-201	Economics of Growth & Development	100	4
ECO-202	International Trade	100	4
ECO-203	Economics of Agriculture	100	4
ECO-204	Problems of Indian Agriculture	100	4
ECO-205	Planning & Regional Economics	100	4
SEMESTER-III (20 Credits)			
Paper Code	Title of the Paper	Marks	Credit
ECO-301	Rural Development	100	4
ECO-302	International Economics	100	4
ECO-303	Environmental Economics	100	4
Elective Papers (Student has to choose any two elective papers)			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
P.G-307	Basics of English Written Communication	100	4
P.G-313	Budgetary System with Special Reference to India	100	4
SEMESTER-IV (24 Credits)			
Paper Code	Title of the Paper	Marks	Credit
ECO-401	Regional Economics	100	4
ECO-402	International Monetary Management	100	4
P.G-403	Research Methodology	100	4

P.G-404	Disaster Management	100	4
P.G-405	Project preparation and Viva Voice	200	8
Total		2000	80

The option for elective will be specified by CDOE during the time of readmission form fill-up

COURSES AT A GLANCE (For the Admission Session 2025-2026)
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE, UTKAL UNIVERSITY)
 (Previously known as DDCE, Utkal University)

Course		At the time of admission (1 st &2 nd Sem)				2 nd year (3 rd &4 th Sem)		3 rd year (5 th & 6 th Sem)	
		Admission processing Fee (Rs.)	Course Fee (Rs.)	*Exam Fee (Rs.)	Corpus Fund (Rs.)	Course Fee (Rs.)	*Exam Fee (Rs.)	Cours e Fee (Rs.)	*Exam Fee (Rs.)
MBA	Any Graduate (under 10+2+3)	600	30000	4400	3600	30000	4400		
MBA (Evening Face to Face Mode- PCP)	Any Graduate (under 10+2+3)	600	36000	4400	3600	36000	4400		
BBA	+2 or equivalent	600	12000	3400	3600	12000	3100	12000	3400
MCA (Morning Face to Face Mode-PCP)	BCA/BSc. in Com. Sci, B.Sc./B.Com./BA with Math at 10+2 level or at +3	600	30000	4400	3600	30000	4400		
Master of Commerce	B. Com/BBA /MBA/ MA PMIR/PG Dip Mgt, CA, CS and Cost Accountant	600	8400	4000	3000	8400	4000		
M.A. Economics	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. Education	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. English	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. Hindi	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. History	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. Odia	Any graduate (with Odia as subject at least in +2 level) under 10+2+3	600	8400	4000	3000	8400	4000		
M.A. Political Science	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. Public Administration	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. Sanskrit	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
M.A. Sociology	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		
Master in Social Work (MSW)	Any Graduate (under 10+2+3)	600	8400	4000	3000	8400	4000		

THE LAST DATE OF ADMISSION FOR THE SESSION 2025 SHALL BE NOTIFIED IN THE WEBSITE.

(*includes Exam fees / Registration/ Re-registration, Migration & Original Certificate fees)

FOR GENERATION OF E- CHALLAN OR PAYMENT GATEWAY, VISIT OUR WEBSITE: www.ddceutkal.ac.in

FOR ANY INFORMATION CONTACT HELP DESK COUNTER AT CDOE, UTKAL UNIVERSITY

DIRECTOR

A student is instructed to read all the following guidelines and instructions before taking admission. It will be implied that the candidate is agreeing to all the terms and conditions and guidelines if it is submitted in online. The auto generated signature of the candidate will be affixed to this page automatically, once it is submitted by the candidate during admission.

A. GENERAL & PCP INSTRUCTIONS – CDOE, Utkal University

1. **Communication & Notices:** CDOE does not send any notices, PCP schedules, examination schedules by post. All official notices, exam schedules, and updates are published exclusively on the website: <https://ddceutkal.ac.in>. Telephonic enquiries are not considered authentic. Only notices uploaded on the website are official and valid.
2. **Facilities Not Provided:**
 - i. **No Hostel Accommodation**
 - ii. **No Placement Services**
 - iii. **No Travel Concessions**
 - iv. **No Study Tours or Picnics are arranged** for students.
3. CDOE does **not offer scholarships or stipends**. However, students may apply directly to eligible state/national scholarship portals if permitted. CDOE **does not follow up** on scholarship applications. The eligibility for applying of the same has to be verified by the student prior to the submission of application.
4. **Personal Contact Program (PCP):** PCP may be held **continuously or on separate dates/times**, from **7:00 AM to 9:00 PM**, in **online, offline, or hybrid** modes.
 - i. **Online PCP** are conducted via platforms such as **Zoom, Google Meet, Microsoft Teams, YouTube, or Google Classroom**.
 - a. Students must have access to an **Android device or laptop with internet connectivity**.
 - b. Students must **keep audio and video off** during sessions for smooth conduct.
 - c. Questions or queries must be submitted through the **chat box**, and will be addressed during or after the session.
 - ii. **Offline PCP** are conducted at the **CDOE Centre, Bhubaneswar**.
 - a. PCP are held **only when enrolment is more than ten** students in a batch.
 - b. Supplementary **e-materials and notes** are provided by counsellors during PCP.
 - c. PCP timings and details will be notified on the website.
5. **Study Materials:** **Course materials are uploaded** on the official website. Students may **download materials after admission/re-admission** into their respective courses. A student can collect the printed study materials from the CDOE Study Material Counter. In exceptional cases where study materials are not available, students may refer to the e-study materials provided on the official website.
6. A student may visit the **CDOE Library during official hours**, where hard copies of study materials, reference books, textbooks, and journals are available. **Note:** Lending facilities are *not* provided.
7. **Holiday Policy:** CDOE remains closed on:
 - i. **All Sundays**
 - ii. **Every 2nd and 4th Saturday**
 - iii. **All official public holidays** (as per Utkal University's Holiday List)

8. **Schedule Changes:** Any notified **examination or PCP schedule may be changed** due to **unavoidable circumstances** such as: Natural disasters, Strikes, Administrative decisions or in any other emergencies. All such updates will be made available on the official website.

B. DEPOSIT OF FEES – CDOE, UTKAL UNIVERSITY

Students may deposit their fees either through the online payment gateway or via a student-specific challan.

9. For challan payments:

- i. Students must collect their individual challan from the respective counter of CDOE.
- ii. Fees must then be deposited at the Canara Bank, DDCE Branch, located within the CDOE premises.
- iii. After making the payment, students must submit the CDOE copy of the challan at the CDOE counter and retain the student copy for their records.
- iv. An e-receipt will be issued by CDOE upon successful processing.
- v. The 3rd and 4th semester examination fees will be deposited by the candidate during the deposit of readmission fees.

Important: The fee payment will not be considered valid unless an e-receipt is generated by CDOE, even if the student has deposited the fees at the bank.

10. Payment Through Online Mode:

A student may deposit the fees through the online payment system. The link of the payment gateway will be activated only after authentication by the CDOE. To make the payment, the student must visit the official CDOE website and use one of the acceptable payment methods: Credit Card, Debit Card, Internet Banking, Wallet, QR Code, or UPI (such as PhonePe, Google Pay, Paytm, or any other UPI-enabled method).

11. **Fees & Refunds:** Fees once deposited are non-refundable. CDOE is **not responsible** for errors or lapses in **online transfers or challan deposits** made by students. Course fees are also **not reimbursable under any circumstance**.

C. a. EXAMINATION RELATED INSTRUCTIONS

12. **Examination Conducting Authority:** The Centre for Distance and Online Education (CDOE) is a constituent college of Utkal University. All **Degree, Diploma, and Postgraduate examinations** are conducted by the **Controller of Examinations (COE), Utkal University**.
13. **Examination Schedule:** The COE publishes the examination schedules, which include detailed programs for all CDOE examinations. These are uploaded on the official website: <https://ddceutkal.ac.in>
- i. **Examination Centres:** The CDOE will serve as the default examination centre for all courses.
 - ii. For **B.A. and B.Com. students**, additional centres may be arranged in selected affiliated colleges of Utkal University. The exact **centre details are specified along with course information**. Upon request, the **COE and the Director, CDOE** may approve changes to a student's examination centre at their discretion.

14. **Examination Form & Fee:** At the time of admission, students are required to: **Fill in the examination form** and to **pay the 1st and 2nd semester examination fees** as per the official notice issued by the university.
15. **Admit Card:** Before the commencement of the examinations, **admit cards are issued online** through the CDOE website. Students must **download the admit card** and **verify all details**. In case of any discrepancies, students must **report to the CDOE office in person** for correction.
16. **Malpractice Cases:** Students booked under malpractice must **fill up the repeat examination form** along with a self certified **undertaking, even before the official punishment is announced**.
17. **Documents Required During Examination:** Students must carry the following documents to the examination centre:
 - i. Printed **Admit Card to be downloaded from the official website of CDOE**.
 - ii. **Valid CDOE Identity Card**
 - iii. A valid **Government-issued Photo ID Proof** (i.e, Aadhar Card)
18. **CDOE will not issue any individual communication** (by post, email, or phone) regarding examination dates or instructions. Students are advised to stay updated through the official website.
19. **Examination & Re-admission:** Notices regarding **re-admission and examination fee deadlines** are published on the website. If a student **misses the fee deadline**, they may deposit the fees **with prescribed late fees** as announced by CDOE.
20. **During examinations**, answers should be precise and to the point. Students must use the answer booklet space judiciously. **No additional sheets** shall be provided, and **margins must not be used**. Handwriting must be legible.
21. **Temporary absence** is *not allowed* during the first hour of the examination. For a **three-hour examination**, one temporary absence is permitted. For a **four-hour examination**, a maximum of two absences is allowed.
 - i. Temporary absence must not exceed **five minutes** and requires the **approval of the invigilators**.
 - ii. Under no circumstances may the **answer script or question paper** be taken outside the examination hall during absence.
22. **Only the following items are allowed** inside the examination hall: pen, pencil, eraser, ID card, admit card, permission letter, non-scientific calculator (if permitted), scale, purse, sharpener, and refills.
23. Any examinee **found misbehaving with the invigilator** will face **strict disciplinary action**.
24. If a student **refuses to sign** the malpractice form, the **Centre Superintendent** is authorized to book the candidate.
25. In cases of **malpractice**, the decision of the appropriate University committees shall be **final**. A candidate may reappear in subsequent examinations **only with an undertaking**.
26. **Mobile phones or any other electronic gadgets are strictly prohibited**. CDOE does **not provide safekeeping** for such items. Any mobile phones or bags placed in a common area are done so **at the student's own risk**. CDOE shall bear **no responsibility** for theft or loss.
27. **Parking** of two-wheelers and other vehicles is allowed only at designated places. **Parking is at the student's own risk**. Students are advised to **double-lock** their vehicles. CDOE is **not responsible** for theft, and several thefts have been reported in the past.
28. **Students requiring special arrangements** (e.g., physically challenged, differently-abled, nursing mothers, pregnant women) must **apply at least 15 days** before the examination to the **Controller of Examinations, Utkal University** or the **Director, CDOE**.

- i. If a **scribe** is required, full details of the scribe (including ID proof and highest educational qualification) must be submitted.
 - ii. Approval from both the Director, CDOE and the Controller of Examinations is required before the scribe is permitted.
 - iii. The scribe must be pursuing a **lower academic level** than the examinee.
 - iv. CDOE shall not take any responsibility unless all formalities are completed.
 - v. Provisions of the **Higher Education Department, Government of Odisha** will apply.
29. **Examinees are subject to physical frisking** at the entry gate and inside the examination hall.
 30. **Any form of indiscipline or malpractice will be strictly dealt with.**
 31. Students must **download the examination timetable and admit cards** to verify exam centres, subjects, and other details **well before the commencement of exams.**
 32. Students are required to carry their **own water bottle** to the examination hall. **Poly pouches or packets are not allowed.**
 33. **Dual Component Evaluation:** All PG, MBA, MCA and CBCS-based examinations include **University Examination and Internal Assessment** components. Students must **appear and pass both components** to be considered successful in the subject.
 34. **Examination Schedule:** The university examination schedule is published with the approval of the **Controller of Examinations (COE), UU.** Students are advised to **regularly visit the official website** for updates.
 35. **Internal Assessments/Assignments:** Internal assessments may be conducted **during the University examination period**, or Students may be required to **submit home-prepared assignments on the day of the University exam** for the respective paper. Assignments **will not be accepted after the completion of examination. Home assignments are applicable only for PG courses.** For UG courses, internal assessments will be conducted **in person at the CDOE/DDCE Centre.**
 36. **Project Work:** Students must follow the respective **project guidelines** provided for each subject. The **Project University Test will be held at the CDOE/DDCE Centre** as per the official schedule.
 37. **Reappear/Failed Candidates:** Candidates who have failed must **reappear in both the assignment/internal test and the University examination.**
 38. **Discrepancy in Marks or Attendance:** In case of **missing marks or incorrect absentee records**, students must obtain a **copy of the attendance sheet and memo.** Affected students should then **submit a form for reappearance**, pending resolution of the marks issue.
 39. Students admitted in Computer Sc. Streams are instructed to bring their own Laptops for the Lab purpose.

D. GUIDELINES FOR COLLECTION OF ACADEMIC CERTIFICATES AND MARK SHEETS:

40. **University Registration Number:** The **University Registration Number** is issued by CDOE/DDCE on behalf of the **Controller of Examinations, Utkal University.** This **Registration Number is the same as the Enrolment Number** and is unique to each student.
41. **Result Publication:** All semester-wise results are published by the **Controller of Examinations.**
42. **Semester-wise Mark Sheets:** All semester-wise mark sheets, including SGPA/CGPA details, are uploaded on the official CDOE/DDCE website. Students must download their respective mark sheets after the declaration of results.

43. **Provisional Certificate & Grade Sheet:** Upon successful completion of the final examination, students will be issued a **Provisional Certificate-cum-Memorandum of Marks/Grade Sheet** by the Controller of Examinations. These documents must be collected from the CDOE office during office hours upon verification of the student's identity.
44. **Original Degree (OD) Certificate:** The University prepares and issues OD certificates either in **hard copy** or **e-format**. If the **hard copy** is available at CDOE office, students can collect it by presenting the photocopy of their Mark Sheet and/or Provisional Certificate (e-mark sheet is also acceptable), and Valid ID Proof. After proper document verification via TR or online records, the OD will be issued to the candidate.
45. **If OD is Not Available at CDOE:** The candidate must apply to the **Controller of Examinations, UU** through the **Director, CDOE**, along with the requisite fees (if applicable). The University will then issue the OD certificate (hard copy or e-degree) directly to the candidate.
46. **Collection by Representative:** Under the approval of the Director, a **student's representative** (such as Father or Mother) may collect certificates on behalf of the student by presenting their own valid ID proof, and submitting an **undertaking from the student** with authenticated signature of the receiver. In **exceptional cases**, the Director has sole discretion to authorize issuance of certificates to other representatives.
47. **Student Category Clarification:** Utkal University recognizes two categories of students **Collegiate Students** are the Regular students formally enrolled in the University or its affiliated colleges/institutions and **Non-Collegiate Students** are the Private students who are not formally enrolled. Students enrolled through the **CDOE/DDCE** are considered **Collegiate Candidates**. Therefore, their **provisional cum mark sheets** will mention the term **“Regular.”** However, it is important to note that **programs offered under the Open and Distance Learning (ODL) mode are not considered full-time programmes**, even though students are treated as regular (collegiate) for academic and certification purposes.
48. **UGC Equivalence Notification:** As per the **University Grants Commission (UGC) Distance Education Bureau (DEB)** notification on the **Equivalence of Qualifications**, the following applies: *“Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and /or Online mode by Higher Educational Institutions, recognized by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode”.*

E. CLC, MIGRATION & IDENTITY CARD

49. **CLC / Migration Certificate:** Submission of **College Leaving Certificate (CLC) or Migration Certificate** is **not mandatory** at the time of admission. If a student submits either document, the **same will be issued by CDOE:**
 - i. Upon **successful course completion**, or
 - ii. In the case of **course discontinuation**.
50. A **separate conduct certificate is not issued**; conduct information is included in the CLC.
51. **Duplicate CLC:** Issued upon submission of a **self-declaration/affidavit** and payment of a **fee of Rs. 200**, and must be applied for **within 5 years** from the date of course completion.

52. **CLC Request After 5 Years:** If a student applies for a **CLC after 5 years** (original or duplicate), they must pay a **fee of Rs. 500** and submit a **self-declaration/affidavit** with all relevant academic and personal details.
53. **Identity Card:** Issued after the completion of the **admission process**. **Duplicate Identity Cards** can be obtained on payment of a **fee of Rs. 50** with the submission of a **self-declaration**.
54. **Migration Certificate:**
- Students from the **2011 admission batch onwards** (with online registration numbers) can collect their migration certificates from **CDOE/DDCE, Utkal University**.
 - In case of a student, who have transferred from a different university and admitted at CDOE/DDCE, Utkal University must produce the migration of the university from where he/she is being transferred in order to get a fresh migration form Utkal University.
 - Students **admitted prior to 2011** must obtain their migration certificates from the **main campus of Utkal University**.
 - Required fees (if applicable) must be paid **at the university counter** or **through the designated payment platform Online via SBI Collect**. Visit: <https://utkaluniversity.ac.in>.

F. TRANSCRIPTS & DATE OF RESULT PUBLICATION

55. **Transcripts for International Use:** Students seeking **employment or admission abroad** may require **official transcripts**. To obtain a transcript, students must apply to: **Controller of Examinations, Utkal University, Vani Vihar, Bhubaneswar – 751004**.
56. **Date of Result Publication:** The **date of publication** is printed on the **Provisional Certificate-cum-Memorandum of Marks/Grade Sheet**. If **not mentioned**, students must request official confirmation from the **Controller of Examinations** at the above address.
57. **Fee Payment:** Any applicable fees must be paid either: At the **University Counter**, or **Online via SBI Collect**. Visit: <https://utkaluniversity.ac.in>.

I undertake that I have read all the above and understood the content and I am accepting all these above.

(Full Signature)

Date

Name: _____

Course: _____

Enrolment No: _____

University Calendar- 2025 with holiday list

(The office of the CDOE is closed on every 2nd and 4th Saturday)

JANUARY <p>14-01-2025 - Makar Sankranti 23-01-2025 - Subash Bose Jayanti / Vir Surendra Sai Jayanti</p>	FEBRUARY <p>26-02-2025 - Maha Shivaratri</p>	MARCH <p>05-03-2025 - Panchayati Raj Divas 14-03-2025 - Dola Purnima 15-03-2025 - Holi 31-03-2025 - Id-ul-Fitre</p>	APRIL <p>01-04-2025 - Utkal Divas 14-04-2025 - Maha Vishuba Sankranti / Dr. BR Ambedkar Jayanti 18-04-2025 - Good Friday</p>
MAY <p>12-05-2025 - Budha Purnima / Birthday of Pandit Raghunath Murmu 27-05-2025 - Sabitri Amavasya</p>	JUNE <p>07-06-2025 - ID-ul-Zuha 27-06-2025 - Ratha Yatra</p>	JULY 	AUGUST <p>15-08-2025 - Independence Day / Janmastami 27-08-2025 - Ganesh Puja 28-08-2025 - Nua Khai</p>
SEPTEMBER <p>05-09-2025 - Birthday of Prophet Mohammed 29-09-2025 to 06-10-2025 - Puja Vacation</p>	OCTOBER <p>01-10-2025 to 06-10-2025 - Puja Vacation 07-10-2025 - Kumar Purnima 21-10-2025 - Diwali</p>	NOVEMBER <p>05-11-2025 - Rahas Purnima</p>	DECEMBER <p>25-12-2025 - X-Mas Day</p>

CDOE Help Desk Counter Details:

Counter 1	Study Material issue counter (All PG and UG Courses).
Counter 2	Study Material issue counter (All PG and UG Courses).
Counter 3	Study Material issue counter (All Management Courses).
Counter 4	Software related issues, College code and UUeMS.
Counter 5	Issue of CLC, Migration, studentship certificates, continuing certificates, Duplicate ID card, Issues of exam form fill up and readmission challan and deposit Admission and examination related documents.
Counter 6	
Counter 7	
Counter 8	Accounts section, deposit of counter foil of challan after depositing the fees at bank and collection of e-receipts.
Counter 9	
Counter 10	Physical Admission counter at CDOE, verification of documents, Issues of admission challan Issues of ID card.(operate only during the admission)
Counter 11	