

A student is instructed to read all the following guidelines and instructions before taking of 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.

❖ EXAMINATION SYSTEM

- The CDOE, Utkal University is a constituent college of Utkal University. All Degree / Diploma/ Post Graduate Examinations are conducted by the Controller of Examinations, Utkal University.
- The Controller of Examinations, Utkal University publishes the examination schedule. All the detailed Program of various examinations of CDOE are uploaded in the website (<https://ddceutkal.ac.in/>).
- CDOE shall be the Centre of Examination for all courses. Only for BA/ B.Com. additional centres are arranged in selected affiliated colleges of Utkal University. Centres of Examination are indicated along with the course details. On request the Controller of Examinations and the Director, CDOE at their discretion may change the centre of examination of a student.
- At the time of admission, the students are required to fill up their examination forms. They are required to deposit the Examination fees as per notice.
- Before the commencement of examination, CDOE issues admit card specifying the centre of examination in the website. Student is required to download the same. In case of any discrepancy, the student is required to report the same at CDOE in person.
- Candidates, who are booked under malpractice have to fill-up the repeat exam, form with an undertaking without waiting for the award of punishment.
- A student has to carry the examination admit card, CDOE Identity Card and Identity proof during the examination PLEASE NOTE CDOE WOULD NOT ISSUE any individual communication regarding examination.

❖ CERTIFICATION

- The University Registration Number is issued by CDOE on behalf of the Controller of Examinations, Utkal University. The enrolment number and the registration number are same.
- The Controller of Examinations publishes all the results semester wise. The semester wise mark sheets mentioning the SGPA/CGPA are uploaded in the CDOE website. A student has to download the same after publication of result.
- Provisional Certificates cum Memorandum of Mark and Grade Sheets are issued by the Controller of Examinations after successful passing of final examination.

❖ CLC, MIGRATION & IDENTITY CARD:

- The submission of CLC/Migration are not mandatory. However, if a student submits the CLC/Migration then the same will be issued by CDOE after the completion or in case of discontinuous of the course.

- There is no separate conduct certificate is issued to a candidate. The same is mentioned in the CLC.
- For duplicate CLC an affidavit/ Self Declaration is required with a fees of Rs. 200/- within five years from the date of completion of courses.
- Identity Card will be issued to the student on completion of admission process. Duplicate Identity Card will be issued on payment of Rs. 50/- with a self-declaration. If a student applies for CLC after 5 Years (fresh or duplicate) from the date of completion of the course he/she has to deposit Rs. 500/- and produce an affidavit/ self-declaration with all relevant information / declaration.
- Those who have received online Registration Number i.e. since 2011 admission Batch can receive their migration from DDCE/CDOE, Utkal University. Those who had joined prior to 2011 can receive their migration certificate from Utkal University. A student has to deposit the requisite fees if required at the University counter.

❖ **TRANSCRIPT/ DATE OF PUBLICATION:**

- Those seeking employment and admission outside India may require transcripts. They have to apply to the Controller of Examinations, Utkal University, Vani Vihar, Bhubaneswar - 751004.
- At present the date of publication of results are mentioned in the Grade sheet. In case it is not mentioned then a candidate has to apply to the Controller of Examinations, Utkal University, Vani Vihar, Bhubaneswar - 751004.
- For the above a student has to deposit the requisite fees (if required) at the University counter or through online (SBI Collect). For the same visit the University website (utkaluniversity.ac.in)

❖ **GENERAL AND EXAMINATION INSTRUCTIONS:**

- CDOE does not send information on Schedule of Examination by post. One has to visit website for all the notices.
- Telephonic enquiry cannot be treated as authentic. Notices on our website are only authentic.
- Fees once deposited cannot be refunded. CDOE will not be held responsible for any lapses in Online transfer of fees/ deposit of fees through challan by the students.
- CDOE does not provide any Hostel Accommodation.
- CDOE does not provide placement service.
- CDOE does not provide any travel concession.
- A student has to provide his/her own whatsapp number & e-mail id for attending the online Personal Contact Program (PCP).
- The PCP (Contact Class) will be conducted continuously / on different dates/ different times (Morning 7a.m to Evening 9p.m).
- The detail schedule (Link/ Password) will be informed to the students in the website.

- The classes will be conducted in Zoom App/ Google Meet App/ Microsoft Team/ YouTube App/Google Classroom App etc.
- The students are need to switch off their Audio and video during the online classes for the smooth conduct of the classes.
- The students are required to drop their questions and queries in the chat box and the same questions/ queries/ doubts will be resolved by the counsellor during the class or the subsequent classes.
- The student has to carry an Android phone/Laptop with internet connectivity for attending the online PCP.
- Course materials are uploaded in our website. A student may download the study materials available at the CDOE website after admission/readmission into their respective courses.
- Our students do not receive any scholarship or stipend from Govt. agency. However, the student may directly apply the State and national scholarship through CDOE, if it permissible. CDOE never pursue the application form at its end.
- Course Fees are not reimbursable/refundable once it is deposited.
- A student is advised to attend PCP where, supplement e-materials with notes are provided by the respective counsellor's.
- The PCP will be conducted only when the number of enrolment are more than ten.
- CDOE does not conduct any Study tour and Picnic for the students.
- The details of approved courses are available in the website.
- The readmission notice and depositing of examination fees (Fees/ Date Line) will be uploaded in the website. If a student has not deposited the fees within the due date, then he/she can deposit the same with late fees as prescribed by CDOE.
- Please note that CDOE remains closed on all Sundays, public holidays including every second and fourth Saturday of the month. We follow the Utkal University Holiday List.
- The notified exam schedule/ PCP schedule may change due to any unavoidable circumstances such as natural calamities, strike etc. Such information will be provided in the website.
- A student can visit CDOE Library during official hour, where all the hard copy of study materials/ reference book/text books/journals are available. No lending facilities is provided.
- During Examination answers should be precise, to the point and a student must use space judiciously. No additional sheets shall be provided. Additional margins must not be used. Your handwriting should be legible.
- No temporary absence is allowed during the first hour of the examination. For three-hour duration examinations only once (max) and for a four hours' duration of examinations only two times (max) temporary absence is permissible. One must not carry answer script or question paper outside the hall during the temporary absence under any circumstances. Temporary absence beyond five minutes are not allowed. Temporary absence is permitted subject to the approval of the invigilators of the respective examination hall/ room.

- No examinee should carry anything to the hall except pen, pencil, eraser, id card, admit card, permission letter, non-scientific calculator (where allowed), scale, purse, sharpener and refills.
- If any examinee will be found misbehaving the invigilator, then serious action will be taken against him/her.
- If a student refuses to sign the Malpractice form, then the Centre Superintendent can also book the candidate.
- In case of Malpractice, the decision is taken by the appropriate committees of the University is final. A candidate may reappear at the subsequent examination with an undertaking.
- Carrying MOBILES PHONE OR ANY OTHER GADGET is strictly prohibited. CDOE has no arrangement for safe keeping of student's mobiles during the examination. Placing mobiles/ bags etc. at a common identified place is at student's own risk. DDCE shall bear no responsibility for theft etc.
- Parking of your two wheelers/ other vehicles are permissible at designated place only. Parking at CDOE is at owner's/ students risk. You are advised to double lock the vehicles. CDOE shall bear no responsibility for the safekeeping of vehicles. Number of Thefts have been reported in past.
- Physically challenged/ differently-abled/ nursing mother/ pregnant women etc. who require special arrangement, need to apply to the Controller of Examinations, Utkal University/ Director, CDOE at least 15 days before the commencement of examination. In case of a writer being engaged, complete details of the writer including ID Proof and highest educational qualification etc. are to be provided. After the approval of the Director, CDOE and Controller of Examination, Utkal University the scribe will be permitted to assist the examinees. CDOE shall not take any responsibility unless all formalities are completed as above. In case of multiple scribes/writers, the details of scribe are also to be produced. The scribes/writers must have pursued lower course than the student who is availing such option during the examination. The Higher Education, Govt. of Odisha provisions shall be applicable in such case.
- Examinees are subject to physical check-up by officials both at the gate and also in the examination hall.
- Indiscipline and malpractice in any form shall be seriously viewed.
- Students are required to download the examination time table, admit cards to verify centres of examinations, subjects etc. well before commencement.
- Students are required to carry own water bottle (Poly pouch/ packets are not allowed) to the examination hall.
- All PG/ MBA/ OTHER EXAMINATION under CBCS have two components- (university/ Internal)-appearance and passing in both components is a must.
- Failed candidates are required to attend both assignment test and University exam.

- In case of non-availability of marks or being marked absent in spite of presence, Candidate is required to obtain attendance and memo copies. Further such candidates are to fill-up form for re-appearance pending location of marks.
- Students admitted in Computer Sc. Streams are instructed to bring their own Laptops for the Lab purpose.

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: _____