

PROSPECTUS

**FOR THE GUIDANCE OF CANDIDATES FOR ADMISSION
INTO**

ON CAMPUS COURSES

2009-2010



SAMBALPUR UNIVERSITY

(Accredited by National Assessment and Accreditation Council, Bangalore)

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION

JYOTI VIHAR, ORISSA - 768019.

**PROSPECTUS FOR ON CAMPUS SELF FINANCING COURSES
OFFERED THROUGH DISTANCE EDUCATION BY THE POST GRADUATE
DEPARTMENTS OF SAMBALPUR UNIVERSITY AT JYOTI VIHAR, ORISSA**

PREAMBLE:

In view of resource crunch, Department of Higher Education, Government of Orissa and the University Grants Commission have offered the Universities to generate additional resources by offering Self-Financing courses. Accordingly, Sambalpur University has floated certain job oriented Self-Financing Post Graduate Diploma Courses through Distance Education in the following subjects. The main objectives of the courses is to provide a flexible, diversified and open system of education, to provide wider access to higher education to persons of all ages particularly to working persons and to socio-economically backward persons residing in remote areas who are not in a position to attend regular classes in the College and University.

Sl.No.	Name of the course	Managing Departments
1.	PG. Diploma in Mass Communication and Journalism	Library and Information Science
2.	PG. Diploma in Environmental Education and Management	Environmental Science
3.	PG. Diploma in Industrial Safety & Health	Environmental Science
4.	PG. Diploma in Library Automation and Networking	Library and Information Science
5.	PG. Diploma in Tourism and Travel Management	History Department
6.	PG. Diploma in Remote Sensing and GIS	Earth Science Department
7.	PG. Diploma in Industrial Chemistry	Chemistry Department
8.	PG. Diploma in Social work and HRD	Sociology Department
9.	Master Degree in Business Administration (MBA)	Department of Business Administration
10.	PG. Diploma in Nutrition and Dietetics	Home Science
11.	PG. Diploma in Women Studies	Home Science

I. COURSES:

A. P.G.DIPLOMA IN MASS COMMUNICATION AND JOURNALISM

The basic objective to run this professional-cum-job oriented course through Distance Education is to provide a flexible, diversified and open system of education in the field of Mass Communication and Journalism to working Journalists, media personnel, staff working in different news paper establishments, students interested to pursue a career in Journalism and such other persons of all ages interested in Journalistic activities and to upgrade their skill and qualification right at home.

Eligibility: Graduate in any Discipline.

The Course shall have the following papers carrying 100 marks each.

Paper-I: History of Press, Laws and Ethics.

Paper- II: Communication and Media

Paper-III: Reporting, Editing and Feature Writing.

Paper-IV: Electronic Journalism and Info- Technology.

Paper-V:

Part-A

PR, Advertising, News Paper Management, Layout, Design and Production- (50 Marks)

PART-B (Practical)

Reporting and Editing -(50 Marks)

In order to help the students in process of learning concepts with practice, the University may attach each student or by group to a News Paper, Magazine, AIR, Doordarshan or any other media organization during the second half of the course depending upon the facilities available.

In such case, each student will be expected to submit a report/ written observation to the Course Co-ordinator on his/ her internship.

Course Coordinator

PG. Diploma in Mass Communication and Journalism
Department in Library and Information Science
Sambalpur University
Jyoti Vihar- 768019.
ORISSA

B. P.G. DIPLOMA IN ENVIRONMENTAL EDUCATION AND MANAGEMENT

The Department of Environmental Sciences of the University is, at present, imparting teaching at M.Sc. and M.Phil. levels on Environmental Sciences. The objective of the Diploma course is to expose the candidates to the various environmental issues and problems encountered by the society due to urbanization, industrialization, population explosion, extensive agricultural practices etc. and to find out solutions to protect the environmental and sustainable development. This will help the candidates in findings a suitable placement in the industries, forestry and wild life organization, corporate sectors and non government organizations. The candidates will also have ample opportunities for self employment.

Eligibility:

- (i) Any Science Graduate
- (ii) For employees employed in govt. and Private organizations, any graduate shall also be eligible.

The course shall have the following 5 papers carrying 100 marks each.

Paper-I: Environment and Ecology

Paper- II: Resource Conservation and Management

Paper-III: Environmental Pollution

Paper-IV: Environment and Society

Paper-V: Elective: A candidate shall choose any one of the following papers.

- a. Industrial Pollution Control and Management
- b. Forest and wild Life Management

In lieu of Paper-V, a candidate may work out a dissertation/ Project in collaboration with an industry/ research institute under a supervisor. The dissertation will be valued jointly by an internal and external examiner.

Course Coordinator

PG. Diploma in Environmental Management
Department in Environmental Science
Sambalpur University
Jyoti Vihar- 768019.
ORISSA

C. P.G. DIPLOMA IN INDUSTRIAL SAFETY & HEALTH

Industrial Safety and Health is one of the most important aspects of an organizations smooth and effective functioning. Good health and safety performance ensures an accident free industrial environment. The cost of poor safety and health resulting in more accident is prohibitive. The international labour organization estimates a more than 250 million work is related lost time accidents annually world wide. Over 3000 people lose their lives at work each day. The cost of sufferings, sadness and worry associated with a serious accident, ill health and even death are virtually possible to calculate in financial terms. Poor health and safety management system in an organization is the prime factor contributing to such loss which has to made mandatory forcing the organization to improve health and safety management system. This has now become a key aspect in all business activities and it demands adoption of a structured approach for the identification of hazards, their evaluation and control of risks and for an effective emergency plan. Orissa is a mineral rich state which attracts multinational companies for investment in mineral based industries. The government is encouraging such industries to efficiency leading to more profit, the environmental aspects as well as industrial health and increasing. Therefore, Sambalpur University has introduced a P.G Diploma course in industrial health and safety for the first time in the state to given employment opportunities to the students of this region at both state and national level.

Eligibility:

- (a) Any Science Graduate/ Professional Course Graduate or Post Graduate
- (b) For other graduates, a minimum of 5 years of Industrial experience in the capacity of Class III or higher posts

The course shall have the following 5 papers carrying 100 marks each.

Paper-I : Industrial Safety and Management

Paper-II: Industrial Hazards and Management

Paper-III: Case studies in hazards and their control in major industries

Paper-IV Industrial Hygiene and Occupational Health

Paper-v: Industrial Safety, Policies and Laws

Course Coordinator

P.G. Department of Environmental Science.
Sambalpur University, Jyoti Vihar- 768019(Orissa)

D. P.G. DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING

The discipline of library and information science has undergone a paradigm shift in order to maintain the libraries and information systems in a changed digital networked environment. The PGDLAN programme thus, aims at equipping the students with adequate technical skill in the operations of the library automation and networking. The programme will enable the students to get hands on experience in library automation environment and networking aspects during the contact programmes. At the end of the programme, the students would become familiar with planning and organizing various techniques in library automation and networking.

Eligibility: MLISc with 2nd Class

The course shall have seven papers carrying 100 marks each.

DLAN411: Introduction to Information Technology

DLAN412: Information Systems

DLAN413: Bibliographic database management System

DLAN414: Library Automation

DLAN415: Library Networks

DLAN416: IT practical

DLAN417: Dissertation/ Project work

Course Coordinator

P.G. Diploma in Library Automation and Networking

Department of Library and Information Science

Sambalpur University

Jyoti Vihar, ORISSA - 768019.

E. P.G. DIPLOMA IN TOURISM AND TRAVEL MANAGEMENT

In recent years Tourism has emerged as the Worlds largest export industries and has become a unique instrument for economic development as well as for promoting social integration and international understanding. The P.G. Diploma course in Tourism and travel management offered by the Sambalpur University will help the candidates for a thorough understanding of the Tourism industries and will open up new business opportunity, employment, ecological conservation and regeneration as well as for benefiting the weaker section of the society. Apart from job opportunities in tour and travel agencies central and state department of tourisms the course will benefit the candidates for self employment in Travel and Tourism sector.

Eligibility: Any Graduate

The course shall have five papers carrying 100 marks each.

Paper-I: Foundation course in Tourism

Paper-II: Management in Tourism

Paper-III: Heritage of Indian Art, architecture and monuments

Paper-IV: Tourism Products and Marketing

Paper-V: Field training and Project Report

Course Co-ordinator

P.G. Diploma in Tourism And Travel Management

Department of History

Sambalpur University

Jyoti Vihar, ORISSA- 768019.

F. P.G. DIPLOMA IN REMOTE SENSING AND GIS

Remote Sensing & GIS is an emerging branch of Science and Technology with multifarious application. It is an interdisciplinary subject. Remote sensing techniques can be applied for various kinds of survey work related to research and profession. The data acquired are reliable, accurate and free from human error or bias. Remote sensing method of data acquisition is economical and time saving. Persons trained in remote sensing and Geographical Information System techniques have much scope of employment as more and more organizations are switching over to computerized method of data acquisition, storage, analysis, decision making and dissemination; Apart from job opportunity, the course will benefit the candidate to start business in the field of information technology.

Eligibility:- Any Graduate

The course shall have the following five papers carrying 100 marks each.

Paper- I Fundamentals and Basic Principles of Remote Sensing.

Paper- II Aerial Photography and Satellite Remote Sensing.

Paper- III Digital Image Processing.

Paper- IV Geographic Information System.

Paper- V Practical (50 marks) and Dissertation (50 marks).

Course Co-ordinator

P.G. Department of Earth Science,
Sambalpur University,
Jyoti Vihar -768019 (Orissa).

G. P.G. DIPLOMA IN INDUSTRIAL CHEMISTRY

The course is designed as per UGC guidelines for vocational courses to impart training and prepare science graduates with theoretical knowledge for self employment in various industries. It is a one year course where basic fundamental chemistry in industry is imparted to the science graduates.

Eligibility: Any Science Graduate

The course consists of four theory paper, each paper carrying 100 marks and one practical paper carrying 100 marks each.

Paper-I: Basic Principles

Paper- II: Industrially Important Materials

Paper-III: Pollution, Pollutants and Instrumental Analysis

Paper-IV: Waste Recycling

Paper-V: Practical (50 Marks) and Project (50 Marks)

Paper-V (Practical and project) consist of a maximum of 45 days training in any industry and laboratory work of at least 10 experiments. A report of the industrial training is to be submitted in the form of a dissertation. The students should perform the practical work in the departmental laboratory and will submit a practical record. Both the dissertation and practical record will be examined by an external and internal examiners.

Course Coordinator

PG. Diploma in Industrial Chemistry
Department of Chemistry
Sambalpur University
Jyoti Vihar- 768019.
ORISSA

H. P.G. DIPLOMA IN SOCIAL WORK AND HUMAN RESOURCE DEVELOPMENT

The expansion and extension of social welfare and development programmes, in India have been shared by a large number of NGOs, Public Sector undertaking and government departments. A significant number of government workers, volunteers and social workers are engaged in such type of activities. The P. G. Diploma Course in "Social Work and Human Resource Development" will provide knowledge to the candidates on, various approaches and techniques of community organisation and help develop ability to scientifically analyse the social issues. They can be made suitable and efficient through this course to act as catalists and suggest remedial and ameliorating measures pertaining to different issues and problems of the society either joining in different organisations or independently serving as social workers.

Eligibility: Any Graduate.

The course shall have the following five papers carrying 100 marks each.

Paper-I: Social Work Profession: Philosophy and Concepts

Paper II : Human Resource Development

Paper III: Contemporary Social Problems in India

Paper IV: Methods of Social Research

Paper V: Field Work and Dissertation

Course Co-ordinator

P. G. Department of Sociology
Sambalpur University
Jyoti Vihar, ORISSA -768019

I. THREE-YEARS DEGREE COURSE IN MASTER IN BUSINESS ADMINISTRATION: -

The Master of Business Administration will be of three years duration.

Eligibility: - Any Graduate

There shall be 20 papers including 7 electives under various specialization. Each paper will carry 100 marks of which written examination is of four hours duration. The schedule of papers prescribed for each year is given below:

PART-I (First Year)

Paper/Module-I: Principles and Practice of Management

Paper/Module- II Quantitative Analysis for Managerial Applications

Paper/Module- III Managerial Economics

Paper/Module-IV Accounting and Finance for Managers

Paper/Module- V Management of Machines and Materials

Paper/Module- VI Marketing and Management

Paper/Module- VII Business Law

PART -II (Second Year)

Paper Module- VIII Management of Human Resources

Paper/Module- IX Environment of Indian Business

Paper/Module- X Organizational Behaviour

Paper/Module- XI Research Methodology for Managerial Decision.

Paper/Module- XII Elective-I

Paper/Module- XIII Elective-II

Paper/Module-XIV Elective-III

For Paper No. XII, XIII and XIV the elective papers may be either Marketing, Finance, HRM, Production or Information Technology as indicated in the table below.

Marketing	Human resource management	Finance	Production	Information technology
1. Consumer behaviour and marketing research	1. principal and practice of Human Resource Development	1. Working Capital management	1. Materials management	1. Enterprise resource planning
2. Advertising and sales promotion	2. Labour legislation and industrial relation	2. International Finance	2. Technology management	2. Database management system
3. Global marketing	3. Organizational development	3. Security analysis and portfolio management	3. Energy Management	System Analysis and Design

Paper-III (Third year)

Paper/Module-XV : Business Policy

Paper/Module- XVI Information Management and Computer

Paper/Module- XVII Elective- IV

Paper/Module-XVIII Elective- V

Paper/Module-XIX Elective- VI

Paper/Module-XX Elective- VII

A candidate may offer a dissertation in lieu of any elective paper of Third Year.

Elective Course (Any Four/ Three)

1. Sales and Distribution Management

2. Human Resource Planning

3. Management of Financial institution

4. Retail management

5. Operation Research

6. Rural Management

7. Management of Public Enterprise

8. Small Business Management

Course Co-ordinator

P.G. Department of Business Administration

Sambalpur University,

Jyoti Vihar -768019 (Orissa)

J. P.G. DIPLOMA IN NUTRITION AND DIETETICS

Food and nutrition play a vital role in promoting the quality of life of individuals and communities, which contribute significantly to the economic and overall development of a nation. As an underdeveloped country, the prevalence of under nutrition persists in India. Along with this, the ever increasing working population in both public and private sectors spending more time in working places and paying little attention to food are susceptible to a host of health related problems. Further in the era of globalization the changes in dietary habits, especially the inclination towards the fast and processed foods has been playing havoc with the health of the people. All these health related problems have become inevitable in India, imposing financial constraint on the people due to the ever-increasing cost on medical treatments. But prevention is better than cure. Therefore, there is an urgency to have proper understanding of the Food, Nutrition and Dietetic for planning a balanced and nutritious diet. This knowledge would help to know the causes, consequences and remedial measures vis-a-vis the need of dietary management in normal conditions and in any health problem, to lead a healthy and normal life.

This course shall help the students to understand the various dynamics inherent in this subject. This is an emerging employment oriented course. The avenues of employment could be in the field of teaching, research and extension. This course may help one to get suitable job opportunities as a specialist in nutrition in various health sectors (Government and Non government). Besides one can also be self-employed in supplying quality foods to the people having various socio-physical needs.

Eligibility: Any Graduate

The course shall have five papers carrying 100 marks each.

DND 401: Human Nutrition

DND 402: Food Science and Food Microbiology

DND 403: Therapeutic Nutrition

DND 404: Institutional Food Management

DND 405: Practical and Project work

Course Coordinator

P.G. Diploma in Nutrition and Dietetics

Deptt of Home Science

Sambalpur University

Jyoti Vihar, ORISSA- 768 019

K. P.G. DIPLOMA IN WOMEN'S STUDIES

'Women' and 'Men' are the two constituent parts of the society. But women have been subjugated by men in every culture. Thus in the modern era, there is an increasing emphasis to understand the Problems of women vis-ft-vis Development, both at the National and International levels. Various women oriented plans and programmes are in operation to empower women in all spheres of life for overall development of the society .The successful implementation of these programmes lies in the proper understanding of women's issues in a holistic perspective The present course shall help to sensitize both men and women towards women's problems along with understanding the various issues involved in their development. By this it promotes the construction of better and more balanced society. It will also help in getting suitable employment in teaching and research institutions, in various voluntary organizations (NGOs) working for the women, and in different women welfare programmes run by the government and voluntary sectors.

Eligibility: Any Graduate

The course shall have five papers carrying 100 marks each.

DWS 401: Women and Society

DWS 402: Women in India

DWS 403: Women's Empowerment

DWS 404: Women and Development

DWS 405: Project Work

Course Coordinator

P.G. Diploma in Women's Studies

Deptt of Home Science

Sambalpur University

Jyoti Vihar, ORISSA- 768 019

II. DURATION OF THE COURSE:

Each course other than M.B.A. will have one year duration i.e. from January to December every year for all P.G. Diploma Courses. However, M.B.A. course will have duration of 3 years.

III. COURSE CONTENTS

All P.G. Diploma course except PGDLAN will consist of 5 papers carrying 100 marks each out of which one paper may be Practical/ Dissertation / Field Work/Project Work/ Essay depending upon the requirement of the course. PGDLAN will consist of 7 papers carrying 100 marks each. However, for management course of 3 years duration there will be 20 papers carrying 100 marks each. The medium of instruction shall be English only.

IV. INTAKE

The minimum and maximum intake of students to be admitted to a programme shall be determined on the basis of infrastructure and financial viability (As per DDCE Regulation-2005).

V. APPLICATION AND ADMISSION

The application form and prospectus can be obtained on payment of Rs. 250/- by Bank draft (Accounts payee) favouring the Director, DDCE, Sambalpur University payable at SBI, Jyoti Vihar (Code No. 6672). The last date of receipt of the complete application by the respective course coordinator shall be **13th September** with out late fees and **27th September** with a late fee of Rs. 250/-. Admission shall be completed by **15th December**. The complete forms must reach the respective Course Coordinator as mentioned in clause (I) of the prospectus on or before the last date.

VI. FEE STRUCTURE

- a. Each Candidate for P.G. Diploma courses on receipt of his/ her provisional admission intimation from the respective Course Coordinator shall deposit Rs. 10,000/- as course fee in two installments. But for P.G. Dip. in Industrial Safety and Health i.e. Rs. 15000/- per year. (Rs. 7500/- at the time of Admission and rest Rs. 7500/- is in the month of June).
 - i. Rs. 6000/- at the time of deposit of admission forms.
 - ii. Rs. 4000/- in the month of June.
- b. Each Candidate for M.B.A. course on receipt of his/ her provisional admission intimation from the course coordinator shall deposit Rs. 45000/- as course fee which is payable as follows.
 - i. Rs. 7500/- to be paid at the time of deposit of admission forms.
 - ii. Rs. 7500/- to be paid in the month of June.
 - iii. Rs. 7500/- to be paid in the month of December.

- iv. Rs. 7500/- to be paid in the month of June.
 - v. Rs. 7500/- to be paid in the month of December.
 - vi. Rs. 7500/- to be paid in the month of June.
- c. (i) Installment paid within 15 days of last date should be accompanied by a late fees of Rs. 250/-. (ii) Installment paid after 15 days but within 30 days of last date should be accompanied by Rs. 500/- paid after 30 days but within 60 days of last date Rs. 1000/- (iii) Installment on course fees will not be accepted beyond 60 days of the last date and the enrollment no. of the candidate is deemed to have been cancelled.

VII. MODE OF PAYMENT

All payments shall be made by the candidates in the form of accounts payee Bank Draft in favour of the Course Coordinator, P.G. Diploma in _____ (Name of the course) or Course Coordinator, M.B.A. (for M.B.A. candidates only) Sambalpur University payable at SBI, Jyoti Vihar Branch (Code No. 6672). Candidates are advised to write their names, name of the course and enrollment number (after admission) on the back side of the bank draft.

VIII. COURSE WORK

- i. There may be contact class teaching programmes for the enrolled candidates for a maximum period of 30-45 days during the academic year.
- ii. Attendance of candidates in theory contact classes is optional but attendance in courses having laboratory practical papers/ field work is compulsory.
- iii. Each candidate enrolled in the Diploma/ Degree course shall be provided with study materials in the form of photocopies and books, if required covering all the units prescribed in the syllabus.
- iv. It shall be the duty of the Course Coordinator to send the study materials to all the enrolled candidates by last week of April of the relevant academic year.

IX. EXAMINATION

Conduct of examination and classification of results shall conform to the existing regulation of the University for Different Examinations.

X. ISSUE OF PROVISIONAL CERTIFICATE

The course coordinator of the respective course shall issue the provisional cum mark sheet to the successful candidates after publication of the result in the

prescribed format (Appendix-3) and shall be dispatched by Registered Post within two months of publication of the result.

XI. ISSUE OF DIPLOMA/ DEGREE

A successful candidate shall be awarded with a post graduate Diploma/ Degree in the prescribed format signed by the Vice Chancellor of Sambalpur University.

XII. MISCELLANEOUS

Regarding all matters in which the prospectus is silent, the rules and regulations of the university will be applicable.

Sd/-
Director
Directorate of Distance and Continuing
Education
Sambalpur University