

PROSPECTUS

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

ON CAMPUS COURSES

2011-2012



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. | P.G. Diploma in Mass Communication and Journalism | P.G. Dept. of Library and Information Sciences |
| 2. | P.G. Diploma in Environmental Education and Management | P.G. Dept. of Environmental Sciences |
| 3. | P.G. Diploma in Industrial Safety & Health | P.G. Dept. of Environmental Sciences |
| 4. | P.G. Diploma in Library Automation and Networking | P.G. Dept. of Library and Information Sciences |
| 5. | P.G. Diploma in Tourism and Travel Management | P.G. Department of History |
| 6. | P.G. Diploma in Remote Sensing and GIS | P.G. Department of Earth Sciences |
| 7. | P.G. Diploma in Industrial Chemistry | P.G. Department of Chemistry |
| 8. | P.G. Diploma in Social work and HRD | P.G. Department of Sociology |
| 9. | Master Degree in Business Administration (MBA) | Department of Business Administration |
| 10. | P.G. Diploma in Nutrition and Dietetics | P.G. Department of Home Science |
| 11. | P.G. Diploma in Women Studies | P.G. Department of Home Science |
| 12. | Certificate Course in Heritage Management in Manuscripts | P.G. Department of History |
| 13. | Post Graduate Diploma in Archaeology and Museology | P.G. Department of History |

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

Dr. Jyotsna Sahoo

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P.G. Department of Library and Information Sciences

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 various environmental issues and problems encountered by the society due to urbanization, industrialization, population explosion, extensive agricultural practices etc. This finds out solutions to protect the environment and meant for 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

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P.G. Department of Environmental Sciences

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 for smooth and effective functioning of an organisation. 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 related 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 for more profit and the same time, industries are interested to have person be trained in the field of industrial safety and health. Therefore, Sambalpur University has introduced a P.G Diploma course in industrial health and safety for the first time in the state to give 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

Dr. M.R. Mahananda

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P.G. Department of Environmental Sciences

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.

Paper-I: DLAN411: Introduction to Information Technology

Paper-II: DLAN412: Information Systems

Paper-III: DLAN413: Bibliographic database management System

Paper-IV: DLAN414: Library Automation

Paper-V: DLAN415: Library Networks

Paper-VI: DLAN416: IT practical

Paper-VII: DLAN417: Dissertation/ Project work

Course Coordinator

Dr. Bulu Maharana

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P.G. Department of Library and Information Sciences

Sambalpur University

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ORISSA

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

In recent years, Tourism has emerged as the World's 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

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P.G. Department of History

Sambalpur University

Jyoti Vihar- 768019.

ORISSA

(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

Prof. A. Naik

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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 including project work carrying 100 marks.

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) consists of a maximum of 45 days training in any industry and laboratory work. 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 the external and internal examiners.

Course Coordinator

Prof. B.K.Mishra

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P.G. 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

Dr. Srimati Nayak

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P. G. Department of Sociology

Sambalpur University

Jyoti Vihar, 768019

ORISSA

(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)

| | |
|-------|--|
| P-101 | Principle and Practice of Management |
| P-102 | Marketing Management |
| P-103 | Managerial Economics |
| P-104 | Quantitative Methods |
| P-105 | Computer for Managers |
| P-106 | Organisational Behaviour and Human Resource Management |
| P-107 | Financial Accounting |
| P-108 | Production and Operation Management |
| P-109 | Indian Ethos and Values |

PART -II (Second Year)

| | |
|------------|---|
| P-201 | Operations Research |
| P-202 | Financial Management |
| P-203 | Business Environment |
| P-204 | Management Information System |
| P-205 | Research Methodology |
| P-206(F) | Security Analysis and Portfolio Management |
| P-207(F) | Financial Derivatives |
| P-208(F) | Project Appraisal and Management |
| P-209(F) | Management of Rural Finance |
| P-206(M) | Consumer Behaviour |
| P-207(M) | Sales and Distribution Management |
| P-208(M) | Advertising Management |
| P-209(M) | Retail Management |
| P-206(HRM) | Management Development for Technological Change |
| P-207(HRM) | Management Training and Development |
| P-208(HRM) | Human Resource Development and SS |
| P-209(HRM) | Management of Industrial Relations |
| P-206(P) | Purchasing and Material Management |
| P-207(P) | Total Quality Management |
| P-208(P) | Production Planning and Control |
| P-209(P) | Applied Operation Research |
| P-206(IT) | Software Engineering |
| P-207(IT) | Information Security |
| P-208(IT) | Database Management System |
| P-209(IT) | Strategic Management of IT |

Paper-III (Third year)

| | |
|------------|---|
| P-301 | Business Policy and Strategic Management |
| P-302 | Business Law |
| P-303 | Corporate Governance |
| P-304 | Enterprise Resource Planning |
| P-305 | Entrepreneurship Development |
| P-306(F) | International Finance |
| P-307(F) | International Accounting |
| P-306(M) | International Marketing |
| P-307(M) | Strategic Marketing |
| P-306(HRM) | Legal Framework Governing Human Resources |
| P-307(HRM) | Human Resource Planning and Development |
| P-306(P) | Supply Chain Management |
| P-307(P) | Goal Programming in Management |
| P-306(IT) | E-Business |
| P-307(IT) | Business Process Reengineering |
| P-308 | Dissertation / Viva Voce |

Course Co-ordinator

Er. (Dr.) D.K.Mahalik

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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 first 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.

Paper-I: DND 401: Human Nutrition

Paper-II: DND 402: Food Science and Food Microbiology

Paper-III: DND 403: Therapeutic Nutrition

Paper-IV: DND 404: Institutional Food Management

Paper-V: DND 405: Practical and Project work

Course Coordinator

Prof. (Mrs.) B.K.Mishra

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Deptt of Home Science

Sambalpur University

Jyoti Vihar, - 768 019

ORISSA

(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-a-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.

Paper-I: DWS 401: Women and Society

Paper-II: DWS 402: Women in India

Paper-III: DWS 403: Women's Empowerment

Paper-IV: DWS 404: Women and Development

Paper-V: DWS 405: Project Work

Course Coordinator

Dr. (Mrs.) B. Panda

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Office: 0663-2430258

P.G. Deptt of Home Science

Sambalpur University

Jyoti Vihar - 768 019

ORISSA

(L). CERTIFICATE COURSE IN HERITAGE MANAGEMENT IN MANUSCRIPTS

“One of our major misfortunes is that we have lost so much of the World’s ancient literature - in Greece, in India and elsewhere..... Probably an organized search for old manuscripts in the libraries or religious institutions, monasteries and, where considered desirable, their publication and translations, are among the many things we have to do in India when we succeed in breaking through our shackles and can function for ourselves..... “(Pandit Jawaharlal Nehru, the Discovery of India) this is how the leaders of our nation have emphasized the urgent need of documentation, conservation, preservation, study and publication of the weathering manuscript heritage of India. As a result, the National Mission for manuscript was founded by the Government of India in 2003, with an objective to enhance access, improve awareness about cultural inheritance and encourage comprehensive use of manuscript heritage in educational and research purposes. Manuscript heritage of India is extraordinary, which demands urgent attention towards preservation of the knowledge and ‘memory’ contained within an estimated five million manuscripts stored within India and abroad. Considering the above, a Certificate course in Heritage Management in Manuscript is proposed to be introduced from 2012 session in the post graduate department of History, Sambalpur University, which is backed by Palm leaf and paper manuscript libraries possessing large collection of materials and a full fledged laboratory for conservation and preservation facilities, for the larger interest of the students and scholars alike. The said course is designed to create general awareness among the participants and to build a career in manuscriptology.

Programme Content:

Paper-I: Heritage Studies

Manuscripts- Its collection

Preservation, Exhibition, Editing, Publication and Awareness

Eligibility: Any graduate/Post Graduate**Duration:** 6 months**Course Coordinator:**

Dr. Biswajit Pradhan

Email:

Mobile No. 9437219169

Lecturer, P.G. Department of History

Sambalpur University

Jyoti Vihar, - 768 019

ORISSA

(M.) Post Graduate Diploma in Archaeology and Museology

The right to a cultural heritage is an integral element of humanity, as implied in the Article 27 of the United Nations' Universal Declaration of Human Rights, and that the diversity of such resources is essential for sustaining our ability to cope with the past, present and future. The loss of cultural heritage of any population is a loss to all humanity as it weakens our fabric and diminishes the pool of knowledge and wisdom from which we draw our strength and resilience. Archaeology, as a discipline, search for human activity zones, the recovery and documentation of these zones, and the analyses of bio-cultural resources and their interpretation, and thereby elucidates the development of humans as cultural beings. Cultural resource management is often considered to end when endangered resources are collected or excavated. Actually, this is only an early step in the process. An increasing proportion of our preserved cultural heritage is being managed in museums, and it is in museums that much future archaeological research will have to be done. Keeping in view the growing impact of urbanization and its concomitant results, the immense role of archaeology and museums cannot be ignored. The present course is solely designed to imbibe a sense of responsibility among the Post Graduate students of History and its allied disciplines towards the preservation and study of bio-cultural resources and to prepare them for career building in archaeology and Museology.

Programme Content:

Paper I: Archaeology: Meaning, Scope and Cultures

Paper II: Practical Archaeology; the methods

Paper III: Museology in Indian perspective

Paper IV: Application of Museum

Paper V: Practical (10 days), Field Training (10 days) and project

Duration : 1 year

Eligibility: Graduates/Postgraduates/M.Phil./Research Fellow/Ph.D. Preference will be given to students with experience in excavation and/or museology.

Course Coordinator:

Dr. P.K. Behera

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P.G. Department of History

Sambalpur University

Jyoti Vihar, - 768 019

ORISSA

II. DURATION OF THE COURSE:

All P.G. Diploma Courses other than M.B.A. will have one year duration i.e. from January to December ; M.B.A. course will have duration of 3 years (Part-I, Part-II and Part-III) and Certificate Course in Heritage Management in Manuscript is of 6 months.

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

(i) The candidate may opt for online admission form which is available in DDCE website i.e. www.sambalpuruniversityddce.com. After filling the forms, the candidate must take a printout and same may be sent to the University by speed post along with supporting documents and bank drafts/ Journal.

(ii) The application form and prospectus can be downloaded from DDCE website i.e. www.sambalpuruniversityddce.com and a printout be taken. The application form may then be filled in by hand and should be sent to the University along with supporting documents and bank drafts/ Journal.

A bank draft of **Rs.250/-** towards the cost of Admission forms and prospectus must be submitted in addition to the usual course fees.

The last date of submission of admission forms along with supporting documents and bank drafts/ journals is **30th September 2011** without late fees and **15th October 2011** with a late fee of Rs. 100/-.

VI. FEE STRUCTURE

- a. Course fee for P.G. Diploma courses except M.B.A and P.G. Diploma in Industry and Safety and Health is 10,000/- in two installments.
 - i. Rs. 6000/- at the time of deposit of admission forms.
 - ii. Rs. 4000/- in the month of June for all P.G. Diploma.

- b. For P.G. Dip. in Industrial Safety and Health the course fee is Rs. 15000/- per year.
- i. Rs. 7500/- at the time of Admission forms
 - ii. Rs. 7500/- in the month of June.
- c. The course fee for M.B.A. course Rs. 45,000/- 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-2012.
 - iii. Rs. 7500/- to be paid in the month of December-2012.
 - iv. Rs. 7500/- to be paid in the month of June-2013.
 - v. Rs. 7500/- to be paid in the month of December-2013.
 - vi. Rs. 7500/- to be paid in the month of June-2014.
- d. (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

(i) All payments shall be made by the candidates in the form of **Bank Draft** in favour of the **DDCE, 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 (if any) on the back side of the bank draft.

Or

(ii) The candidate may deposit cash in the SBI Account No. **10526092854** of Jyoti Vihar SBI Branch code **6672** and deposit the deposit slip along with **Journal No** and Name of the Candidate on the back side of the deposit Slip.

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, covering all the units prescribed in the syllabus.

IX. EXAMINATION

Conduct of examination and classification of results shall conform to the existing regulation of the University for different examination. An examination fees of Rs.1600/- per year shall be collected at the time of filling up the exam form.

X. ISSUE OF PROVISIONAL CERTIFICATE

On successful completing of the course the office of DDCE, S.U. will supply a Provisional Certificate cum Mark sheet to the candidate in prescribed format by speed post.

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. A fee of Rs.250/- in shape of bank draft favouring DDCE, Sambalpur University in the prescribed format available in DDCE website/ Office of DDCE will be charged for the same.

XII. MISCELLANEOUS

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

Director
Directorate of Distance and Continuing
Education
Sambalpur University

Contact address of DDCE, S.U.

Director
D.D.C.E
Sambalpur University
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Sambalpur, Orissa - 768019
Email: director@sambalpuruniversityddce.com
Phone: 0663-2430133 (off-1), 2430188 (off-2)