

DDCE, Information Brochure 20 18-19

# **DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION**

## **INFORMATION BROCHURE**

**2018-19**



**NORTH ORISSA UNIVERSITY**  
**SRIRAMCHANDRA VIHAR**  
**TAKATPUR, BARIPADA, MAYURBHANJ, ODISHA-757 003**  
[www.nou.nic.in](http://www.nou.nic.in)

## THE CREST OF THE UNIVERSITY



The ship in the logo represents maritime culture of Odisha. This also represents Odisha's past glory in trade and commerce. The inkpot with pen symbolizes education in the ancient period which needs to be developed in recent times to cater to modern needs. The tribal couple with firewood on their heads represents the tribal life and culture in Mayurbhanj and Keonjhar districts. The pulley used in extracting minerals from the mines and the vehicle used for transportation of those minerals to the industries symbolize rich potential of minerals in Mayurbhanj and Keonjhar districts that are the basic ingredients in setting up of industries in these districts.

**His Excellency Shri Ganeshee Lal**  
Hon'ble Chancellor

**Prof. P.K. Chand**  
Vice-Chancellor

**Prof. P.K. Satapathy**  
Director, DDCE  
Contact Number: **9438232160**

**Dr. H.K. Sahu**  
Deputy Director, DDCE  
Contact Number: **9437177845**

**Dr. K.K. Sahu**  
Deputy COE, DDCE  
NOU, Mayurbhanj  
Contact No. **9861333969**

**Dr. I. Naik**  
Asst. Director-cum Centre coordinator  
DDCE, 2<sup>nd</sup> Campus, Keonjhar  
Contact No. **9437774653**

**Dr. A.K. Jena**  
Centre Coordinator, DDCE, NOU Sc.  
Contact No. **9853222919**

**Office : 06792-252204**  
**Fax : 06792-253908**  
**Website : [www.nou.nic.in](http://www.nou.nic.in)**

## CONTENTS

|  | Page No. |
|--|----------|
| • About the University   | 04       |
| • Directorate of Distance and Continuing Education             | 05       |
| • List of Study Centres with Courses                           | 06       |
| • Admission Guidelines   | 08       |
| • Courses Offered /Structures                                  | 09       |
| (Recognized by UGC vide F.No. 8-2/2016 (DEB - I) / 30/11/2016) |          |
| 1. Bachelor of Arts (B.A. Pass)                                | 09       |
| 2. M.A. in Education   | 10       |
| 3. Master in Business Administration (MBA)                     | 11       |
| 4. Master in Computer Application (MCA)                        | 12       |
| • General Instructions   | 13       |
| • Application Form for Admission                               | 15       |
| • Identity Card  | 17       |
| • Examination Form – cum - Re-admission form                   | 18       |

## **ABOUT THE UNIVERSITY**

The North Orissa University (NOU) was established in the year 1998 vide Government of Odisha notification No-32930/HE dated 13<sup>th</sup> July 1998. The University was included in the UGC's list of Indian universities under 2(f) and 12(B) with effect from 15.02.2000 and 21.06.2006 respectively. The University is also accredited by National Assessment & Accreditation Council (NAAC), Bangalore with B+ grade with effect from 9<sup>th</sup> June, 2017. The territorial jurisdiction of the University covers Mayurbhanj and Keonjhar districts of northern part of Odisha. These two districts are thickly populated with tribal population. As development depends crucially upon human capital, NOU acts as a beacon to this region so as to pull up the underprivileged youth to the national mainstream of art, culture, science and technology.

The present University campus is named as SriramChandra Vihar after SriramChandra Bhanja Deo (1871-1912) who was the enlightened Maharaja of Mayurbhanj from 1892 to 1912. He is remembered even now for his able administration. SriramChandra Vihar is located at the outskirts of Baripada town. It is 260 km from the state capital Bhubaneswar. It is well-connected to all places of the state. The foundation stone of North Orissa University was laid by Hon'ble S.J. Giridhar Gamango, the then Chief Minister, Odisha on 13<sup>th</sup> July, 1999 and the present campus was inaugurated by His Excellency Dr A.P.J. Abdul Kalam, the then President of India on 15<sup>th</sup> May, 2003.

### **Members of the Advisory Committee of DDCE, NOU**

1. Hon'ble Vice-Chancellor, NOU
2. Chairman, P.G. Council, NOU
3. Director, DDCE, NOU
4. Deputy Director, DDCE, NOU
5. Registrar, NOU
6. Controller of Examinations, NOU
7. Comptroller of Finance, NOU
8. Deputy COE, DDCE, NOU
9. Assistant Director, DDCE, NOU

**DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION (DDCE), NORTH  
ORISSA UNIVERSITY**

**DISTANCE EDUCATION**

North Orissa University was established with the objectives of providing quality education to all sections of students. With the advent of liberalization since 1991, the Central and State Governments are seriously reviewing and evaluating the State of Higher Education. There is a marked shift in Government's approach from mode of higher education to higher education through distance learning mode. Most important aspect is the introduction of various professional courses in distance learning mode to cater to the needs of the increasing demand in the job market.

**LEARNING MODE:** Courses are conducted under on - and off-Campus-Distance Learning (OCDL) mode. Under such learning mode, the students are given education through Study Centres. However, the students may join the Study Centre for acquiring necessary skills and hands on for practical subjects. Under OCDL system, special emphasis is given to the following points.

**SELF INITIATED LEARNING (SIL):** Self Initiated Learning (SIL) requires specially designed study materials where the topics are derived through lessons as per the requirement of particular syllabus. The student has to set his own speed and methodology of learning with the help of various teaching/learning aids available.

**PERSONAL CONTACT PROGRAMME (PCP):** Personal Contact Programme (PCP) is actually interactive learning session and not like regular classroom teaching. These sessions are basically organized to provide a platform to the students to clarify their doubts which they are unable to understand after going through the study materials. This is essentially a question answering session.

**PRACTICAL SESSIONS:** For papers/ subjects involving practical training, the students can get associated with their Study Centers.

**PROJECT REPORT:** Project Report forms an integral part of this system of education. This helps students to implement their knowledge, acquired during the learning process.

**LIST OF STUDY CENTRES OF DDCE, NORTH ORISSA UNIVERSITY  
STUDY CENTRES AT MAYURBHANJ**

| Sl. No.   | Name of the Study Centre(s)  | Courses offered                   |
|---|--|-----------------------------------|
| 1   | NOU Study Centre<br>(On Campus)<br>Mail Id: <a href="mailto:ddcenou@gmail.com">ddcenou@gmail.com</a><br>Mob: 9853222919  | MBA,MCA, M.A. in Education        |
| <b>Affiliated Colleges of North Orissa University</b> |  |                                   |
| 2   | Anchalika Mahavidyalaya Purunabaripada<br>Mail Id: <a href="mailto:sahumanoj52@gmail.com">sahumanoj52@gmail.com</a><br>Mob:9438232136 Off. 06795-273449                          | BA,M.A. in : Education            |
| 3   | C. P. Degree College, Bhanjakia<br>Mail Id: <a href="mailto:cpcollege.bhanjakia123@gmail.com">cpcollege.bhanjakia123@gmail.com</a><br>Mob:9438789249                             | BA,M.A. in : Education , MBA      |
| 4   | Kalinga Degree College, Manada<br>Mail Id:<br><a href="mailto:kalingadegreecollegemanada1@gmail.com">kalingadegreecollegemanada1@gmail.com</a><br>Mob:9556850323/8763702078      | BA , M.A. in Education            |
| 5   | Luipa Degree Mahavidyalaya, Radho<br>Mail Id:<br><a href="mailto:luipadgreemahavidyalayaradho@gmail.com">luipadgreemahavidyalayaradho@gmail.com</a><br>Mob:9438057475            | BA, M.A. in : Education           |
| 6   | Mayurbhanj College of Accountancy & Management, Baripada<br>Mail Id: <a href="mailto:pknayakmcam@gmail.com">pknayakmcam@gmail.com</a><br>Mob:9437161128 Off. 06792-278333        | BA, MCA, MBA, M.A. in: Education. |
| 7   | P. S. College, Suliapada<br>Mail Id: <a href="mailto:p.s.collegesuliapada@gmail.com">p.s.collegesuliapada@gmail.com</a><br>Mob:9437218281/9938402977<br>Off. 06792-275131/275171 | BA, M.A. in :Education            |
| 8   | Saraswata Snataka Mahavidyalaya, Kuamara<br>Mail Id: <a href="mailto:ssmvkuamara@gmail.com">ssmvkuamara@gmail.com</a><br>Mob:9938626567/9938495717<br>Off. 06795-273345          | BA                                |
| 9   | Sriram Chandra Bhanj Degree College,<br>Ragdha<br>Mail Id: <a href="mailto:scbdegreecollege@gmail.com">scbdegreecollege@gmail.com</a><br>Mob:9437380770                          | BA , M.A. in Education            |
| 10  | Baripada College, Baripada-2<br>Mail Id: <a href="mailto:baripadadgreecollege@gmail.com">baripadadgreecollege@gmail.com</a><br>Mob:9861458099                                    | M.A. in Education                 |
| 11  | Prince Degree College of Science, Morada<br>Mail Id: <a href="mailto:pcs.baripada@gmail.com">pcs.baripada@gmail.com</a><br>Mob:9338545294, 06792-25608                           | B.A, MBA, MCA, M.A. in Education. |
| 12  | TechnoWorld Degree College , Rairangpur<br>Mob. No.-9437142214   | B.A, MBA, MCA, M.A. in Education. |

**STUDY CENTRES AT KEONJHAR**

| Sl. No.   | Name of the Study Centre(s)   | Courses offered                       |
|---|---|---------------------------------------|
| 1   | NOU Study Centre, NOU 2 <sup>nd</sup> Campus, Keonjhar<br>( On Campus)<br>Mob: 9437774653   | B.A. , MBA, MA in: Education,         |
| <b>Affiliated Colleges of North Orissa University</b> |   |                                       |
| 2   | Barbil College, Barbil<br>Mail Id:<br><a href="mailto:principalbarbilcollege@gmail.com">principalbarbilcollege@gmail.com</a><br>Mob:8763917100/9439743700<br>Off. 06767-212200                        | BA, MBA,                              |
| 3   | Charigarh Mahavidyalaya, Telkoi<br>Mail Id: <a href="mailto:cgmteelkoi@rediffmail.com">cgmteelkoi@rediffmail.com</a><br>Mob:9438572544  | BA, M.A. in Education                 |
| 4   | Keonjhar Degree Commerce College, Keonjhar<br>Mail Id: <a href="mailto:ctg.org@gmail.com">ctg.org@gmail.com</a><br>Mob:8456939001/9437157802<br>Off. 06766-254820                                     | BA, MCA , MBA, M.A. in :<br>Education |
| 5   | Raisuan Degree Mahavidyalaya, Raisuan<br>Mail Id:<br><a href="mailto:raisuandegreemv11@gmail.com">raisuandegreemv11@gmail.com</a><br>Mob:9938071995   | BA, MBA, MCA, M.A. in Education       |
| 6   | School of Rehabilitation & Social Sciences (A Unit of Seva Foundation), Kudhatamgar<br>Mail Id: <a href="mailto:sevaodisha@gmail.com">sevaodisha@gmail.com</a><br>Mob:9437336666<br>Off. 06733-228272 | BA, MBA<br>M.A. in Education          |

## ADMISSION GUIDELINES

| Sl. No. | Courses Offered                         | Duration in Year | Eligibility   | Course Fee        |
|---------|---|------------------|---|-------------------|
| 1       | Bachelor of Arts (B.A. Pass)            | 3                | 10+2 in any stream                                    | 8,500/- per ann.  |
| 2       | M.A. in Education                       | 2                | Education in Graduation/B.Ed.                         | 12,500/- per ann. |
| 3       | Master in Business Administration (MBA) | 2                | Graduate in any stream                                | 12,500/- per Sem. |
| 4       | Master in Computer Application (MCA)    | 3                | Graduation in any stream with mathematics at +2 level | 10,000/- per Sem. |

**N.B.** "A" level Pass out of DOEACC/PGDCA/PGDIT students from recognized University can be admitted directly to 3<sup>rd</sup> Semester of MCA (Lateral Entry).

Besides course fee, a fresh students shall have to pay a nonrefundable University Corpus Fund (one time) of Rs.250/- and have to fill up the application forms for examination (Enrollment) for their respective courses at the time of admission/re-admission with an examination fee of Rs. 1000/-, and fee for study material (wherever applicable) at the time of admission/re-admission.

### GENERAL INSTRUCTIONS

- Date of Admission starts from : 15.10.2018**
- Last date of submission of Application form to the Study Centre by the candidate : 20.10.2018**
- Last date of submission of forms by the Study Centre to DDCE office of NOU along with documents : 30.10.2018.**

**For details of Study Centres, Application form and the Information Brochure can be downloaded** from the University website [www.nou.nic.in](http://www.nou.nic.in) and be submitted to the Study Centre of their choice with a requisite fee of Rs.400/-. **No printed form will be sold by the DDCE, NOU.**

### Payment of Fees

The Centre Co-ordinators are required to deposit the application fee of Rs. 400/- , Courpus Fund of Rs. 250/- , course fee, examination fee of Rs. 1000/- and the cost of the study materials (for MBA, MCA, , MA in Education, B.A. (Pass) students as fixed by DDCE from time to time) in respect of each student admitted to the University. The grand total amount shall be paid by the centre in the form of a Bank Draft drawn in favour of **Comptroller of Finance, North Orissa University**, in any nationalized bank payable at Baripada.

### Cost of Study Material of the following Courses/Subjects to be collected at the time of Admission/ Re-admission

| Sl. No. | Course Name      | Sem. – I (in Rs.) | Sem. – II (in Rs.) | Sem.–III (in Rs.) | Sem. – IV (in Rs.) |         |           |       | Sem.-V (in Rs.) | Sem.– VI (in Rs.) | 1 <sup>st</sup> Year (in Rs.) | 2 <sup>nd</sup> Year (in Rs.) | 3 <sup>rd</sup> Year (in Rs.) |
|---------|------------------|-------------------|--------------------|-------------------|--------------------|---------|-----------|-------|-----------------|-------------------|-------------------------------|-------------------------------|-------------------------------|
| 1       | B.A. pass        |                   |                    |                   |                    |         |           |       |                 |                   | 1000/-                        | 1000/-                        | 1000/-                        |
| 2       | MCA              | 925/-             | 673/-              | 740/-             | 704/-              |         |           |       | 882/-           | 259/-             |                               |                               |                               |
| 3       | MBA              | 1062/-            | 1053/-             | 1252/-            | HR                 | Finance | Marketing | IT    |                 |                   |                               |                               |                               |
|         |                  |                   |                    |                   | 869/-              | 912/-   | 1229/-    | 943/- |                 |                   |                               |                               |                               |
| 4       | M.A.in Education |                   |                    |                   |                    |         |           |       |                 |                   | 2500/-                        | 2500/-                        |                               |



**1. Bachelor of Arts (B.A. Pass)\***

Eligibility : 10 + 2 in any stream

Duration : 3 Years

Course Fee : Rs. 8,500/-

Mode : Distance

Marks : Total marks of this programme 1400. Each year carries marks 500, 500 and 400 respectively.

PCP : PCP Session shall be held for 60 hours in a year at the Study Centre.

| Compulsory Papers   | Optional Papers                                   | Elective Papers   |
|---|---|---|
| English<br>MIL(Odia)<br>Environmental studies<br>Indian society Culture | Political Science<br>History<br>Odia<br>Economics | Indian Polity (IP)<br>Indian Economy (IE)<br>Landmark of Indian History (LIH)<br>Odia |

Course structure and mark distribution for BA

**Curriculum Structure (Year wise)**

| First Year (FUE)     | Second Year(SUE)      | Final Year(FNUE)                 |
|----------------------|-----------------------|----------------------------------|
| English – I : 100    | English – II : 100    | Indian society and Culture : 100 |
| MIL (Odia) I : 100   | MIL (Odia) II : 100   | Environmental Studies : 100      |
| Pass A – I : 100     | Pass A – III : 100    |                                  |
| Pass A – II : 100    | Pass A – IV : 100     | Elective B – I :100              |
| Elective A – I : 100 | Elective A – II : 100 | Elective B – II : 100            |
| Total Marks : 500    | 500                   | 400                              |

(\* The students cannot choose the same elective paper in the final year if they have opted for the same in previous year and **study material shall be provided.**)

## 2. M.A. in Education \*

- Eligibility : Education in Graduation / B.Ed.  
Duration : 2 Years  
Course Fee : Rs. 12,500/-per year  
Mode : Distance  
Marks : Total marks of this programme 1000. Each year carries equal marks (500)  
PCP : PCP session shall be held for 60 hours in a year at the Study Centre.

### Curriculum Structure (Year - wise)

| Part-I   | Part-II  |
|--|--|
| <ul style="list-style-type: none"><li>• Philosophical and Sociological foundation of Education</li><li>• Advance Education Psychology</li><li>• Content cum Method of Teaching (Theory) any one- Oriya, History &amp; General Science</li><li>• Research Methodology and Educational Statistics</li><li>• Method of Teaching (Practical)</li></ul> | <ul style="list-style-type: none"><li>• Indian Education History and Comparatives Education.</li><li>• Curriculum Construction: Planning and Designing</li><li>• <b>Special Paper (Group-A)</b><br/><b>Any one</b><ul style="list-style-type: none"><li>a. Educational Measurement and Evaluation</li><li>b. Educational Technology</li></ul></li><li>• <b>Special Paper (Group-B)</b><br/><b>Any one</b><ul style="list-style-type: none"><li>a. Educational and Vocational Guidance</li><li>b. Educational Administration and Supervision</li></ul></li><li>• Dissertation</li></ul> |

\* Study material shall be provided

### 3. Master of Business Administration (MBA)\*

Eligibility : 3 Years Graduate from any stream

Duration : 2 Years (4 semesters)

Course Fee : Rs. 12,500/-per semester

Mode : Distance

Marks : Total marks of this programme 2000. Each semester carries equal marks and internal assignment shall constitute 20 per cent of the each theory paper

PCP : PCP Sessions shall be held for 48 hours in each semester at the respective Study Centre

|  |  |
|--|--|
| <p><b>Semester-1</b></p> <ul style="list-style-type: none"> <li>• Principles and Practice of Management</li> <li>• Accounting for Decision Making</li> <li>• Basic of IT</li> <li>• Organizational Behaviour &amp; Business Ethics</li> <li>• Business Laws</li> </ul>             | <p><b>Semester-2</b></p> <ul style="list-style-type: none"> <li>• Business Quantitative Techniques</li> <li>• Managerial Financial Accounting</li> <li>• Human Resource Management</li> <li>• Marketing Management and Principles</li> <li>• Introduction to Insurance &amp; Risk Management</li> </ul>  |
| <p><b>Semester-3</b></p> <ul style="list-style-type: none"> <li>• Managerial Economics</li> <li>• Management Information System</li> <li>• Cost &amp; Management Accounting</li> <li>• Business communication and research Methodology</li> <li>• Production Management</li> </ul> | <p><b>Semester-4</b></p> <ul style="list-style-type: none"> <li>• Total Quality Management</li> <li>• Web Fundamentals</li> </ul> <p><b>Group-A (Specialisation in Information System Management)</b></p> <ul style="list-style-type: none"> <li>• Networking &amp; Unix Administration</li> <li>• Object Oriented Programming Using C++</li> <li>• Oracle</li> </ul> <p><b>Group-B ( Specialisation in Human Resource Management)</b></p> <ul style="list-style-type: none"> <li>• Human Resource Development</li> <li>• Industrial and Labour Law</li> <li>• Collective Bargaining and Participative Management</li> </ul> <p><b>Group-C (Specialisation in Marketing Management)</b></p> <ul style="list-style-type: none"> <li>• Consumer Behaviour and Market Research</li> <li>• Sales and Advertising Management</li> <li>• International Marketing</li> </ul> <p><b>Group-D (Specialisation in Financial Management)</b></p> <ul style="list-style-type: none"> <li>• Security Analysis &amp; Portfolio Management</li> <li>• Management of Financial Service</li> <li>• Financial Market &amp; Institution</li> </ul> |

\* Study material shall be provided

## 15. Master of Computer Application (MCA) \*

Eligibility : 3 Years Graduate from any Stream with Mathematics at +2 level

Duration : 3 Years (6 Semesters)

Course Fee : Rs. 10,000/-per semester

Mode : Distance

Marks : Total marks of this programme 3000. Each semester carries equal marks and internal assignment shall constitute 20 per cent of the each theory paper

PCP : PCP and practical session shall be held for 48 hours in each semester at the respective Study Centre.

### Curriculum Structure (Semester-wise)

|   |   |
|---|---|
| <p><b>Semester-1</b></p> <ul style="list-style-type: none"> <li>• Basics of IT &amp; Windows based Application.</li> <li>• Computer Organization</li> <li>• Programming Technique and practices</li> <li>• Introduction to programming with C</li> <li>• Basic Mathematics</li> </ul> | <p><b>Semester-2</b></p> <ul style="list-style-type: none"> <li>• Data Structure Using C</li> <li>• Computer Architecture</li> <li>• Combinatorics &amp; Graph Theory</li> <li>• Discrete Mathematics</li> <li>• Database Management System</li> </ul>            |
| <p><b>Semester-3</b></p> <ul style="list-style-type: none"> <li>• SQL Server</li> <li>• LINUX Operation System</li> <li>• Computer Oriented Statistical Techniques</li> <li>• System Analysis &amp; Design</li> <li>• Visual Basic</li> </ul>   | <p><b>Semester-4</b></p> <ul style="list-style-type: none"> <li>• Internet Programming</li> <li>• Introduction to Java</li> <li>• Computer Graphics</li> <li>• Computer Network &amp; Data Communication</li> <li>• Data Warehousing &amp; Data Mining</li> </ul> |
| <p><b>Semester-5</b></p> <ul style="list-style-type: none"> <li>• Client/Server architecture</li> <li>• Computer Oriented Numerical Methods</li> <li>• XML</li> <li>• JAVA Enterprise Solution – Part I</li> <li>• Java Enterprise Solution – Part II</li> </ul>                      | <p><b>Semester-6</b></p> <ul style="list-style-type: none"> <li>• Software Project Management</li> <li>• E-Commerce</li> <li>• Project</li> </ul>   |

\* Study material shall be provided

## GENERAL INSTRUCTIONS

Read the instructions given below carefully before filling up the application form to avoid mistakes. Fill up in CAPITAL LETTERS IN ENGLISH only for all entries except signature. Any overwriting on the application form would make it liable for rejection.

1. Write the course name as written in the Information Brochure.
2. Write your name in **Capital Letters** as spelt in your Matriculation / Class 10 / H.S. Certificate.
3. Write the name of your parents in capital letters as spelt in your Matriculation / Class 10 / H.S. Certificate.
4. Write your Guardian/Spouse's name in capital letters.
5. Write your local mailing address for easy correspondence. Fill up the PIN CODE.
6. Write your residential Telephone number with STD code. In case you don't have a telephone at your residence place then write a telephone no by which you can be contacted immediately.
7. Write your permanent address (even if it is same as your mailing address).
8. Write your permanent address with PIN code. In case you don't have a telephone at your residence place then write a telephone number by which you can be contacted immediately.
9. Write your e-mail address.
10. Write your Date of Birth as recorded in Matriculation / Class 10 / H.S. Certificate.
11. Write your Nationality.
12. Write your sex, e.g., male / female/ transgender.
13. Write your Study Centre name.
14. Write your educational qualification starting from matriculation or equivalent.
15. Write employment status.
16. In case of employment write detail of your employment.
17. Signature of the Applicant with place and date.
18. Fill up the examination form at the time of admission with requisite fee of Rs. 1000/-.

### Following documents to be enclosed

1. Application form duly filled in.
2. Examination form duly filled in.
3. Attested photocopy of mark sheet and certificates of all Examination passed from 10<sup>th</sup> class to onwards.
4. Age proof certificate.
5. Self addressed stamped envelope - 3 nos (Rs 22/- each)

**(NB: Bring all relevant original mark sheets and certificates for verification at the time of Admission. If, it is found fake/false/ mismatch at the time of admission or at later stage the application will be rejected. After that no undertaking is admissible.)**

### Examination System and Schedule

All Degree/Diploma Examinations are conducted by the Controller of Examinations North Orissa University. Centre of examinations shall be notified by the University through Study Centres from time to time. Examination fees are to be paid by the students at the time of admission and re-admission. **The semester examinations shall be conducted preferably in the month of December/February and June/August in every academic session and P.G./BA/B.Com. yearly Examinations shall be conducted in the month of November/ December.**

### Examination Fees

Students shall have to pay separate examination fee as decided by the University at the time of admission and re-admission. This shall be intimated to the students by the Study Centres.

### **Enrollment Number and Identity Card**

The student enrollment number shall be issued by DDCE, North Orissa University after completion of the whole admission procedure and identity card shall issued by respective Study Centre. The University does not receive nor issue migration/CLC/SLC certificates.

### **Duplicate Identity card**

Students are requested to carry their identity card. In case it is lost duplicate identity card shall be issued on payment of Rs.100/-

### **Degree/Diploma Certificate**

All Mark sheets shall be issued by the Controller of Examinations, North Orissa University after publication of the results and clearance of all dues. All certificates of Bachelor/Master Degree and Post- Graduate Diplomas shall be issued by the Controller of Examination, North Orissa University.

### **General Conditions**

1. Fees once paid shall not be refunded under any circumstances. Hence, every student must verify his/her eligibility and actual fee of the course before depositing any fee.
2. Any dispute arising out of conduct of course and examination is subject to the jurisdiction of Baripada, Odisha.
3. Fee structure is subject to change from time to time without any prior notice.
4. Students are advised to keep in touch with their respective Study Centre and University web-site [www.nou.nic.in](http://www.nou.nic.in) for exact schedule.
5. In all matters the decision of the University will be final and binding.
6. University shall not take responsibility for postal delay or losses.
7. University reserves the right to allot any candidate to a centre other than chosen by the student.
8. For lateral entry, admission shall be confirmed after verification of detail documents by the committee.
9. Any letter or query will be submitted through the Centre Co-ordinator of their respective Study Centres.
10. The University neither require CLC/Migration certificate at the time of admission nor issue the same to the students.
11. **No correction of Mark sheet /Certificate will be entertained after nine months of completion of the examination.**

### **Last Date for Submission of Form**

The last date of submission of forms is to be announced by the University for each session and will be intimated through the Study Centres. No forms shall be received by the University after due date.

.....



**NORTH ORISSA UNIVERSITY**  
**SRIRAMCHANDRA VIHAR, TAKATPUR, BARIPADA**  
**(DISTANCE EDUCATION)**  
**APPLICATION FOR ADMISSION No.**

Paste Stamp  
size  
Photograph

**(To be duly filled by the Applicant)**

Carefully read the instructions provided in the information brochure before filling up the application form

**(Use BLOCK letters)**

1. (a) Course Name to which Admission is sought.....  
 (b)Specialization Stream (only for MBA students).....  
 (c)Name of the Study Centre with address.....  
 .....

2.

|                      | Surname | First Name | Middle Name |
|----------------------|---------|------------|-------------|
| Name of Student      |         |            |             |
| Father's Name        |         |            |             |
| Mother's Name        |         |            |             |
| Spouse/Guardian Name |         |            |             |

3. Mailing Address:

Pin Code

4. Telephone No. (With STD Code)/ Mob. No.

5. E-Mail Id (Compulsory)

6. Resident of Rural / Urban Area (Please Specify).....

7. Date of Birth: Day   Month   Year

8. (a) Nationality: (b)Religion: (c)Mother Tongue: (d) Marital status:

9. (a) Sex: Male  Female  TG

(b) SC  ST  OBC  General

(Put √ in the appropriate box)

10 (a) Educational Qualifications (Starting from Matriculation or equivalent)

| Examination | Board/ University | % of Mark | Division | Year of Passing |
|-------------|-------------------|-----------|----------|-----------------|
|             |                   |           |          |                 |
|             |                   |           |          |                 |
|             |                   |           |          |                 |
|             |                   |           |          |                 |

11. Employed: Yes  No  (Put  $\checkmark$  in the appropriate box)

12. Details of Employment (if employed):

| Designation | Organisation | Address of Organisation | Nature of work (be specific) | Period of work (in month) |
|-------------|--------------|-------------------------|------------------------------|---------------------------|
|             |              |                         |                              |                           |

13. Details of fees paid: Check for fees (Admission fee, Corpus fund, Examination and study material fee)

- a. Application fee : Rs.
- b. Course fee : Rs.
- c. Corpus Fund fee : Rs.
- d. Examination fee : Rs.
- e. Study material fee: Rs.

Grand Total : Rs. \_\_\_\_\_

**DECLARATION**

I do hereby confirm that the information given above are correct to the best of my knowledge. No part of it is false and nothing has been concealed therein. I note that my admission to the course and my continuance on roll are subject to the provisions of the course. I shall abide by the rules and conduct myself properly during the course.

**Place:**

**Date:**

**Full Signature of the Applicant**

**FOR OFFICE USE ONLY**

Sl.No..... Enrollment No..... Date.....

Admitted to Study Centre at

.....  
 .....

after verifying all the original documents starting from HSC onwards and fees paid for application, course, corpus fund, examination and study materials.

**Countersigned by the Co-ordinator  
 Study Centre and seal**

**Approving Authority/  
 Director, Distance Education**



DDCE, NORTH ORISSA UNIVERSITY  
SRIRAMCHANDRA VIHAR, TAKATPUR, BARIPADA



(To be filled by the student)  
**IDENTITY CARD**

Paste Stamp  
size  
Photograph

Name of the Student \_\_\_\_\_

(Write your name in capital letter)

**FOR OFFICE USE ONLY**

Subject \_\_\_\_\_

Roll No. (Assigned by Centre) \_\_\_\_\_ Session \_\_\_\_\_

Renewal:

Name of the Study Centre (with address) \_\_\_\_\_

\_\_\_\_\_

Centre Co-ordinator  
(Signature and Seal)

DDCE, NORTH ORISSA UNIVERSITY  
SRIRAMCHANDRA VIHAR, TAKATPUR, BARIPADA

(To be filled by the student)

\_\_\_\_\_

(Full Signature of the Student)

Address \_\_\_\_\_

\_\_\_\_\_



**NORTH ORISSA UNIVERSITY**  
**SRIRAMCHANDRA VIHAR, TAKATPUR, BARIPADA**  
**APPLICATION FOR ENROLLMENT-CUM- RE-ADMISSION OF CANDIDATES**  
**FOR THE ..... EXAMINATION 20.....**

Paste stamp  
size  
  
Photograph

SUBJECT.....

NAME of THE EXAM.....

EXAM. ROLL. No.....

(To be assigned by office)

ENROLLMENT No.....of 20.....

**PARTICULARS**

1. NAME (SURNAME FIRST) .....

(IN BLOCK LETTERS)

2. Name of the

a. Father.....

b. Mother.....

c. Guardian/Spouse.....

3. a. Nationality..... b. Religion..... c. Mother Tongue.....

d. Sex..... e. Marital Status..... f. Whether Employed

4. Date of Birth (in Christian Era) as per HSC certificate or equivalent

(in figure).....

(inword).....

(a) Details of papers in which the candidate is to be examined (Name of the papers, special papers with group and also papers the candidate likes to repeat should be clearly mentioned)

| Paper | Name of the Paper | Paper | Name of the Paper |
|-------|-------------------|-------|-------------------|
| I     |                   | VI    |                   |
| II    |                   | VII   |                   |
| III   |                   | VIII  |                   |
| IV    |                   | IX    |                   |
| V     |                   | X     |                   |

(b) Mention the special Paper in detail with Group

.....  
 .....

5. Year and month of Examination for which the candidate was previously enrolled (failed or absent) to the Part-I/Part-II/Semester and whole of the Master’s Degree/Graduate Examination with Roll Number(s) assigned (The candidate should strike out which is not applicable). Mention the repeat appearance Roll No. and Year, if any, for verification. Candidates appearing back papers should submit Xerox copies of mark sheet and admit cards of previous examination.

| Year and Month  | Roll Number | Year of appearing | Pass/Fail/Absent |
|-----------------|-------------|-------------------|------------------|
| (a) Part I      |             |                   |                  |
| (b) Part II     |             |                   |                  |
| (c) Whole       |             |                   |                  |
| (d) Semester    |             |                   |                  |
| (e)FUE/SUE/FNUE |             |                   |                  |

6. (a) Examination Fee :  
 (b) Centre Charge :  
 (c) Re-admission Fee :  
 (d) Enrollment Fee :  
 (e) Fee for Marks & Results :  
 (f) Fee for Supervision :  
 (h) Study material Fee :  
 (i) Late fee (as applicable) :

Grand total (in figures) : \_\_\_\_\_

(in words) .....

*Signature of Candidate in full*

7. Address for correspondence.....

.....Tel No..... E- Mail ID:

**CERTIFICATE**

8. (A) Certified that (1) the particulars given above by the candidate are correct, (2) I have verified his/her certificate in original of the qualifying examination (3) his/her conduct has been good, (4) he/she has studied diligently and nothing is known to me against his/her moral character, (5) the candidate has secured the percentage of attendance prescribed under Regulation, and (6) the fees prescribed by the University have been paid by the candidate and deposited in the form of DD in the name of “**Comptroller of Finance, NOU**”, Payable at Baripada.

- (B) Certified that the result of the candidate has neither been withheld nor has he/she been debarred from appearing the present examination for being reported to have infringed the rules of Examination discipline.

Date.....

*Signature of Centre Co-ordinator*