

**PROSPECTUS  
AND  
APPLICATION FORM  
(2015-16)**

*Post Graduate and Professional Courses*



**Harihar Mardaraj Distance Education Centre  
Berhampur University  
Berhampur-760 007  
Ganjam, Odisha**

## INTRODUCTION

The Harihar Mardaraj Distance Education Centre, Berhampur University is offering the following courses thorough distance mode in accordance with the Syllabi and Regulations of Berhampur University as prescribed from time to time. The courses are conducted in collaboration with the P.G. Departments of Berhampur University and institutions affiliated to Berhampur University. This is aimed at providing higher education to persons of all age and sex, particularly to in-service persons, to persons who are otherwise handicapped and persons residing in remote areas. Students who fail to get a seat in a college can also utilise the opportunity and acquire higher qualification through distance mode.

### COURSES OFFERED DURING 2015 – 16

Sl. No.	Course	Eligibility	Duration
1.	I. M.A. in English II. M.A. in Odia III. M.A. in History IV. M.A. in Political Science V. M.A. in Economics VI. M.A/M.Sc Mathematics	A Graduate having studied at least 200 marks in the concerned subject as Gen/Hons/Major Elective at Degree level.	2 Years 2 Years 2 Years 2 Years 2 Years 2 Years
2.	M.A. in Education	B.Ed/Graduate having studied Education as Pass/Hons./ Elective at Degree level.	2 Years
3.	M.A. in Public Administration	Any Graduate	2 Years
4.	M. Com	B. Com	2 Years
5.	I. M. Sc in Physics II. M. Sc in Botany III. M. Sc in Zoology IV. M.Sc. in Chemistry	Any Science Graduate having studied the concerned subject as General/Hons. at the Degree level.	2Years 2 Years 2 Years 2 Years
6.	M. Sc in Marine Sciences a) Oceanography b) Marine Biology	Any Science Graduate with Math./Phy./Chem./ Env.Sc. /Water Management. Any Science Graduate with Chem/Bot./Zool./ Biological Techniques / Specimen Preservation.	2 Years 2 Years
7.	M.B.A (120 seats)	Any Graduate <b>(Subject to qualifying at the Entrance Test)</b>	2 Years
8.	M.C.A (Lateral Entry) (30 seats)	B.C.A. or B. Sc. Computer Science having passed Mathematics/Statistics at + 2 level	2 Years
9.	LL.M (32 seats)	LL.B/B.L	2 Years

Sl. No.	Course	Eligibility	Duration
10.	P.G. Diploma in Computer Application (PGDCA)	Any Graduate with 45% of marks in aggregate with Mathematics/Statistics as a subject at +2 level.	1 Year
11.	P.G. Diploma in Marketing Management (PGDMM)	Any Graduate with 40% marks in aggregate.	1 Year
12.	P.G. Diploma in Banking and Finance (PGDBF)	Any Graduate with 40% marks in aggregate.	1 Year
13.	Diploma in Yogic Science (DYS)	Any Graduate	1 Year
14.	P.G. Diploma in Communicative English (PGDCE)	Any Graduate	1 Year
15.	P.G. Diploma in Library Automation & Networking	Bachelor of Library & Information Science (BLIS)	1 Year
16.	Bachelor of Library & Information Science (BLIS)	B.A / B.Sc./ B.Com	1 Year
17.	Master of Library & Information Science (MLIS)	Bachelor of Library & Information Science (BLIS)	1 Year

#### **FOR ATTENTION OF ALL APPLICANTS**

The applicants before applying to any of the above courses are advised to carefully go through the Prospectus and visit the University Website ([www.buodisha.edu.in](http://www.buodisha.edu.in)) to know about the profile of the University. They are also advised to visit the University Campus, Bhanja Bihar and the Harihar Mardaraj Distance Education Centre, if they so desire and see for themselves the available infrastructure and other facilities. If satisfied, they may apply to any of the courses as per their eligibility. Once admitted, making any unreasonable demand thereafter shall not be entertained and it shall be treated as an act of indiscipline.

#### **FEE STRUCTURE FOR ADMISSION IN TO DIFFERENT COURSES:**

Sl. No.	Name of the Course	Course Fee (Rs.)	Examination Fee (Rs.)	Postal Charges (Rs.)	Processing fee Rs.	Regn. Fee Rs.	B.U Total fee* Rs.	O.U. Total fee* Rs.
1.	M.A. in Education.	10,000/- One time	2505/-	200/-	300/-	201/-	13,005/-	13,206/-
2.	M.A. in Political Science, English, History, Economics, Odia, Public Administration and M.A./M.Sc. in Mathematics.	9,000/- One time	2505/-	200/-	300/-	201/-	12,005/-	12,206/-
3.	M.Com.	9,000/- One time	2505/-	200/-	300/-	201/-	12,005/-	12,206/-
4.	M. B. A.	30,000/- per year	3505/-	200/-	300/-	201/-	34,005/-	34,206/- @
5.	M.C.A. (Lateral Entry)	30,000/- per year	3705/-	200/-	300/-	201/-	34,205/-	34,406/- @

6.	M.Sc.in Physics/Chemistry / Zoology/Botany/ Marine Sciences.	Rs.17,000/ - per year	2705/-	200/-	300/-	201/-	20,205/-	20,406/- @
7.	LL.M.	25,000/- One time	2935/-	200/-	300/-	201/-	28,435/-	28,636/-
8.	Post-Graduate Diploma in Computer Application (PGDCA).	14,000/- One time	1605/-	100/-	300/-	201/-	16,005/-	16,206/-
9.	Post-Graduate Diploma in Marketing Management (PGDMM).	9,000/- One time	1605/-	100/-	300/-	201/-	11,005/-	11,206/-
10.	Post-Graduate Diploma in Banking and Finance (PGDBF).	10,000/- One time	1605/-	100/-	300/-	201/-	12,005/-	12,206/-
11.	P.G. Diploma in Communicative English (PGDCE).	8,000/- One time	1605/-	100/-	300/-	201/-	10,005/-	10,206/-
12.	P.G. Diploma in Library Automation & Networking	9,000/-	1605/-	100/-	300/-	201/-	11,005/-	11,206/-
13.	Bachelor of Library & Information Science (BLIS)	14,000/- One time	1605/-	100/-	300/-	201/-	16,005/-	16,206/-
14.	Diploma in Yogic Science (DYS).	5,000/- One time	1605/-	100/-	300/-	201/-	7,005/-	7,206/-
15.	Master of Library & Information Science (MLIS)	15,000/- One time	1605/-	100/-	300/-	201/-	17,005/-	17,206/-

**Note: \* Includes Course fee, Examination Fees for P.G. Part-I & Part II and PG Diploma Final Examinations, Postal Charges, Registration, Recognition and Students Aid Fund for other University students, Processing-cum-Application Fee, Other Charges, Special Centre Charges, etc. and the Degree Certificate Fee**

**@ The total fee is exclusive of the Course Fee for the 2<sup>nd</sup> year. The prescribed Course Fee for the 2<sup>nd</sup> year course is to be deposited at the time of readmission.**

Behampur University students who resubmits Migration Certificate shall have to pay **Rs.201/-** (Rupees two hundred one only) extra towards Registration.

#### **MODE OF PAYMENT**

All payment should be made in the procedure/mode as specified in **Schedule C**.

## **APPLICATION PROCEDURE:**

The Prospectus and Application Form for admission into the PG and Professional Courses can be downloaded from the Berhampur University website ([www.buodisha.edu.in](http://www.buodisha.edu.in)) in PDF form. Candidates applying for courses, other than MBA, can opt for either Spot Admission or Postal Admission, as per the procedure given below.

### **SPOT ADMISSION**

The candidates can come over to the Harihar Mardaraj Distance Education Centre in the Berhampur University Campus, Bhanja Bihar on the dates specified for their Courses in **Schedule A** during office hours and submit the downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects along with documents as listed in **Schedule B** and fees paid as per **Schedule C** for admission.

#### **Schedule A. Schedule for Spot admission**

<b>Sl. No.</b>	<b>Course</b>	<b>Date</b>	<b>Day</b>
1.	M.A. in English	<b>17.08.2015</b>	<b>Monday</b>
2.	M.A. in Odia	<b>18.08.2015</b>	<b>Tuesday</b>
3.	M.A. in History	<b>19.08.2015</b>	<b>Wednesday</b>
4.	M.A. in Political Science	<b>20.08.2015</b>	<b>Thursday</b>
5.	M.A. in Economics	<b>21.08.2015</b>	<b>Friday</b>
6.	M.A/M. Sc Mathematics	<b>22.08.2015</b>	<b>Saturday</b>
7.	M.A. in Education	<b>24.08.2015</b>	<b>Monday</b>
8.	M.A. in Public Administration	<b>25.08.2015</b>	<b>Tuesday</b>
9.	M. Com	<b>26.08.2015</b>	<b>Wednesday</b>
10.	PGDCA	<b>27.08.2015</b>	<b>Thursday</b>
11.	M.C.A. (Lateral Entry)		
12.	M. Sc in Physics	<b>28.08.2015</b>	<b>Friday</b>
13.	PGDMM	<b>31.08.2015</b>	<b>Monday</b>
14.	PGDBF		
11.	M. Sc in Botany	<b>01.09.2015</b>	<b>Tuesday</b>
12.	M. Sc in Zoology	<b>02.09.2015</b>	<b>Wednesday</b>
13.	M. Sc. Chemistry	<b>03.09.2015</b>	<b>Thursday</b>
14.	M. Sc in Marine Sciences	<b>04.09.2015</b>	<b>Friday</b>
15.	LL. M	<b>07.09.2015</b>	<b>Monday</b>
20.	DYS	<b>08.09.2015</b>	<b>Tuesday</b>
21.	PGDCE		
22.	BLIS	<b>09.09.2015</b>	<b>Wednesday</b>
23.	MLIS	<b>10.09.2015</b>	<b>Thursday</b>
24.	PGDLAN		

### **POSTAL ADMISSION**

The candidates can send their downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects along with the payment of fees as per **Schedule C** and original and attested copies of the documents as listed in **Schedule B** by **Registered Post/Speed Post to the Director, Harihar Mardaraj Distance Education Centre, Berhampur University, Berhampur-760 007, Ganjam, Odisha** so as to reach the office on or before **16-09-2015 (Wednesday)**.

## **ADMISSION TO MBA: (ENTRANCE BASED)**

The candidates seeking admission into MBA course can send their downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects along with fees deposited as per the procedure in **Schedule C** and attested copies of the documents as listed in **Schedule B** by **Registered Post/Speed Post to the Director, Harihar Mardaraj Distance Education Centre, Berhampur University, Berhampur-760 007, Ganjam, Odisha on or before 16.09.2015 (Wednesday)**. For this course, the admission shall be done on the basis of merit determined by the marks secured in the **Entrance Test**.

The test shall be of two hours duration consisting of 140 (One Hundred Forty) marks. The questions shall be from the areas of:

- a) General Awareness
- b) Comprehension, Expression and Communication.
- c) Numerical Ability
- d) Analysis and Interpretation.

<b>Schedule B. List of documents (Original and attested) and required fees as per the procedure specified in Schedule C to be submitted.</b>
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1. HSC or its equivalent Certificate and Mark Sheet.
2. Intermediate/+2 Certificate and Mark Sheet.
3. Bachelor Degree Certificate and Mark Sheet.
4. Transfer Certificate/College Leaving Certificate of the institution for which it is available (to be returned in original after verification).
5. Conduct Certificate from the Head of the Institution for which it is available (to be returned in original after verification).
6. Four Passport Size Photographs duly attested in addition to the photographs pasted on the Application Form, Examination Form, Admit Card and one Stamp Size Photograph for Identity Card.
7. Two self-addressed unstamped envelopes of size 28 cm × 42 cm to return the original documents of students who opt for postal admission.
8. 4 (four) small size self addressed envelopes (15 cm ×6 cm).
9. Migration Certificate in Original in respect of students other than Berhampur University.
10. Registration Receipt for students of Berhampur University.
11. Address slips duly filled-in.
12. The prescribed total fees comprising of course fees, examination fee and postal charges be paid as per the procedure specified in the **Schedule C**.
13. The Identity Card duly filled in and signed by the candidate.
14. One set of attested copies of all the above documents signed by the candidate must be submitted along with the originals.
15. **Candidates applying for MBA Course shall have to pay Rs.500/- + Rs.300/- = Rs.800/- (Rupees Eight hundred only) be paid as per the procedure specified in Schedule C towards Entrance fees and Processing-cum-Application Fee, failing which their application cannot be entertained and no correspondence shall be made in this regard. They are also required to duly fill up the Admit Card enclosed with the Application Form. The Processing-cum-Application Fee once paid shall not be refunded under any circumstance.**
16. Candidates applying for MBA course are required to submit their attested copies of Certificates & Mark Sheets only. Original Certificates & Mark Sheets can be submitted only at the time of admission into the Course on receipt of communication letter.
17. **Candidates applying for PG / PG. Diploma courses (except for MBA) have to submit the duly filled in examination form along with the requisite fee, which is enclosed in the prospectus. Candidates applying for admission into MBA course can submit the filled in Examination Form along with the examination fee at the time of admission.**

**Note: The last date of receipt of the application form along with required documents is 16.09.2015 (Wednesday). Applications received beyond the scheduled date will not be entertained under any circumstance. For any postal delay the Harihar Mardraj Distance Education Centre shall not be held responsible. No application shall be received by hand. Money Orders and Postal Orders or Bank Drafts on any bank shall not be accepted under any circumstance.**

### **Schedule C: Procedures for depositing the fees prescribed by DEC.**

#### **Please read the instructions carefully before remitting fees.**

The Fees can be deposited online using State Bank Collect facility through Debit Card, Credit Card, Net Banking facility of any Bank besides visiting only SBI branch to deposit cash or cheque drawn on any SBI Branch or University Challan in the SBI Bhanja Bihar Branch as per the following procedures:

(1)

- Visit online banking website of SBI by typing <https://www.onlinesbi.com> in the address bar of the browser viz. internet explorer. Once the home page appears click on ‘**State Bank Collect**’ tab.
- A link to the SB collect will also be available in the University website [www.buodisha.edu.in](http://www.buodisha.edu.in), which will take the candidate directly to the SB collect page for his/her online transaction.
- On the SB collect page accept the disclaimer clause and click on “**Proceed**”.
- Select the State of Corporate/institution as ‘**Odisha**’.
- Select type of Corporate/Institution as “**Educational Institutions**” and click on ‘**Go**’.
- Now select Education Instruction Name as ‘**BERHAMPUR UNIVERSITY**’ and click on ‘**Submit**’.
- Select the desired payment category from the drop down.
- Fill in the challan with required information as asked for or select from the drop down options whenever available. **Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen.** This information is important to reprint the e-Receipt subsequent to any successful payment.
- Once required data is filled in click on ‘**Submit**’.
- The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on ‘**Confirm**’.
- The system will request you to select the desired **payment mode** from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. **Carefully examine the charges displayed since the charges for different payment mode are different.** Select the desired payment mode.
- Now the system will guide the remitter through the payment process. Once the payment is completed successfully an e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from ‘**Payment History**’ link of ‘**State Bank Collect**’.

(2) If ‘**SBI branch is selected as payment mode**’ a Pre Acknowledgement Payment (**PAP**) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits **any SBI branch** for payment through **Cash or cheque drawn on SBI Branch**. After the payment is successfully processed by the branch, the branch will give an acknowledgement of payment on the PAP Form. Now any time the payer may optionally return to

‘State Bank Collect’ link in the home page of [www.onlinesbi.com](http://www.onlinesbi.com) for printing the e-Receipt from the ‘Payment History’ link.

(3) The fees can also be paid in shape of Bank Challan available only at State Bank of India, Bhanja Bihar in the Berhampur University Campus.

### **ADMISSION PROCEDURE**

Admission to the courses will be made purely on the basis of merit. For MBA course the merit shall be determined on the basis of marks secured at the Entrance Test. **Admission into LL. M. shall be done on the basis of merit (determined on the basis of aggregate marks secured in the LL. B/ B. L. Examination). Admission into M. C. A. (Lateral Entry) shall be done on the basis of merit (determined on the basis of aggregate marks secured in the B.C.A./B.Sc. Comp. Sc. Examination).** All original documents will be returned to the candidates seeking **Spot Admission on the same day on the spot** after verification. To the candidates seeking Postal Admission all original documents will be returned by **Registered Post / Speed Post along with admission letter** in due course after verification. Hence, candidates submitting applications for Postal Admission are advised to keep sufficient number of attested copies of certificates and mark sheets for their use as it may take two or three months to return the documents after verification.

In case of the candidates applying for admission into the LL.M (32 seats) and M.C.A (Lateral Entry, 30 seats) courses all the original documents of those who report for Spot Admission will be verified on the dates stated in Schedule A. All original documents except the Demand Drafts towards Processing-cum-Application Fee and Total Admission Fee, will be returned to the candidates on the same day on the spot after verification. However, because of limited seats, the final admission shall be done after the last date of receipt of applications according to merit determined for all applicants (i.e. candidates who have reported for the *spot* verification of documents and candidates who have submitted applications along with original documents by *post*). The candidates will be informed after the admissions to these courses are finalized.

Running of a course shall be decided on the basis of viability of each course, (depending upon the number of candidates applied for admission into a course). **Ordinarily 10 (ten) would be the minimum number of students required per course to run the course.**

The applicants seeking admission into Post-Graduate courses are advised to carefully follow the annexures attached with the **prospectus** while filling up the **special paper titles** in the Admission Application Form as well as in the examination form.

### **IMPORTANT INSTRUCTIONS**

All the original documents and the information supplied by the students regarding their qualifications, etc. will be verified by appropriate authority. In case the documents and information submitted are found to be false at any time, the admission into the course will be cancelled and the amount deposited at the time of admission shall be forfeited by the University.

Students from any University other than the Berhampur University are required to submit Migration Certificate at the time of admission, failing which, an undertaking to that effect shall have to be enclosed along with the application to submit the Migration Certificate in the ‘month’ of November without fine or with a late fee of **Rs.200/-(Rupees two hundred)** only within the month of December or with a late fine of **Rs.500/-(Rupees five hundred)** only within a period of one year from the last date of submission of application form for admission into the course, failing which the result of the student/candidate shall not be published.

**All admissions are provisional and can be cancelled at any time by the Harihar Mardraj Distance Education Centre for any valid reason such as misconduct, forgery, etc.**

The students of MBA, MCA (Lateral Entry) and M.Sc. Courses are required to pay the admission fee for 2<sup>nd</sup> year of the course before 31<sup>st</sup> July of the year, failing which the following late fee has to be paid along with the admission fee.

<b>Within 10 days from the last date</b>	<b>After 10 days and within 20 days from the last date</b>	<b>After 20 days and within 30 days from the last date</b>
<b>Rs. 200/-</b>	<b>Rs. 500/-</b>	<b>Rs. 1000/-</b>

**After the last date with fine as given above, ordinarily no application for admission into the second year of the course shall be entertained.**

The decision of the Director, Harihar Mardaraj Distance Education Centre, Berhampur University on all matters relating to admission and contact classes, etc. shall be final. On all matters relating to examinations, the decision of the Controller of Examinations, Berhampur University shall be final.

The Distance Education Centre has not appointed any person or institution to act on its behalf. Candidates are advised to contact the Director, Harihar Mardaraj Distance Education Centre directly for any matter relating to admission.

In the event a candidate applies for more than one course and takes admission in one course, the fee paid for the rest of the courses shall be refunded on written request only.

After admission into a course the fee once deposited **shall not be refunded** to the candidate under any circumstance. However, if one is selected to another course and has deposited the requisite fee for the said course the fee etc. deposited for the earlier course shall be refunded on receipt of written request.

Change of subject/course is permissible on application before the month of December and subject to payment of the differential amount but no differential amount will be refunded where one opts for a course with lesser fee structure.

**Failure to produce any document shall disqualify an applicant from taking admission and fee so deposited by him/her shall be refunded.**

**Candidates admitted into a P.G. Course with a particular Special Paper(s) cannot be changed subsequently. The Special Papers should be as per the PROSPECTUS not as per the syllabus.**

**The DEC will not be responsible for any postal delay. All correspondence will be made by Registered Post/ Speed Post.**

### **IDENTITY CARD**

Each admitted candidate will be issued with an Identity Card by the Harihar Mardaraj Distance Education Centre. The candidates shall have to produce the card at various academic programmes and examination centres. Candidates are required to preserve the Identity Card carefully. This will prove their identity on any matter connected with the DEC. In case of loss of the card, a duplicate can be issued on application along with a stamp size photo and payment of Rs.50/- (Rupees fifty) only and the amount is to be deposited as per the procedure specified in Schedule C.

### **ENROLMENT NUMBER**

Admitted student will be assigned with an enrolment number, which will be mentioned on his/her Identity Card. The enrolment number is to be quoted in all correspondences with the DEC. Letters received without the enrolment number shall not be entertained.

## CONTACT PROGRAMME

The Harihar Mardaraj Distance Education Centre conducts Contact Programmes for the different courses, where senior teachers/Professors/Experts/Chartered Accountants and qualified experienced retired educationists/scientists of the discipline provide internship, classroom teaching, individual guidance and counselling on the course/subjects. The mode/manner and timings of the programme will be intimated in time to the students. Students are required to attend the contact programme at their own cost. Hostel accommodation may be provided in the University campus on payment basis on application subject to availability. The candidates will be allotted to any of the Centers to be fixed by the Controller of Examinations to appear at the examination and no requests for change of centre will be entertained.

**The details of the contact classes to be held for various courses are as follows:**

Sl. No	Name of the Course	Theory Classes	Practical Classes
1.	M.A. in Education.	28 classes per paper to be covered in two Contact Programmes (i.e. 14 classes in each Contact Programme) each in Part I and Part II	Two weeks once in a year
2.	M.A. English, Odia, History, Political Science, Economics, Public Administration, M.A./M.Sc. Mathematics, M.Com. and LL.M.	28 classes per paper to be covered in two Contact Programmes (i.e. 14 classes in each Contact Programme) each in Part I and Part II.	Not applicable
3.	M.Sc. Physics, Chemistry, Botany, Zoology, Marine Sciences.	16 classes per theory paper	08 classes per Practical paper of one Group of 20 candidates.
4.	Post-Graduate Diploma in Computer Application (PGDCA).	16 classes per theory paper	08 classes per Practical paper
5.	Post-Graduate Diploma in Marketing Management (PGDMM).	16 classes per theory paper	Not applicable
6.	Post-Graduate Diploma in Banking and Finance (PGDBF).	16 classes per theory paper	Not applicable
7.	Bachelor of Library and Information Science (BLIS) and master of Library and Information Science (BLIS)	16 classes per theory paper	08 classes per Practical paper
8.	Diploma in a Yogic Science (DYS).	16 classes per theory paper	08 classes per Practical paper
9.	P.G. Diploma in Communicative English.	16 classes per theory paper	Not applicable
10.	Master of Computer Application (MCA) (Lateral Entry).	16 classes per theory paper	8 classes per practical paper for a group of 20 students
11.	Library Automation and Networking	To be decided	To be decided
12.	M.B.A. *	28 classes per paper	--
	<b>Note:</b> * Dissertation to be submitted to the Course Coordinator through guide two weeks before commencement of the MBA Part-II examination.		

**N.B. Schedules of Contact Programmes of different subjects will be uploaded in the University website after getting it from the Course Coordinators. Student are required to watch the University website ([www.buodisha.edu.in](http://www.buodisha.edu.in))**

## **SUPPLY OF STUDY MATERIALS**

The DEC will not supply learning/study materials for any of the PG courses including MBA and the students are advised to make their own arrangements for purchase of text books as recommended in the Courses of Studies.

## **UNIVERSITY EXAMINATIONS**

Students admitted under DE Mode shall appear at their respective examinations as per Regulations/Rules and course contained in the Prospectus. Information regarding centres of examination, time table, fee payable and other instructions shall be sent to the students in due course. Medium of instruction for all courses shall be in English except for M.A. in Odia. All examinations shall be held at different centres as fixed by the University. They are required to contact the DEC as to the date of programme etc. so that they will not be deprived from getting information in the event they fail to get letters from postal agency to that effect. The students are advised to visit the University Website ([www.buodisha.edu.in](http://www.buodisha.edu.in)) **from time to time to get relevant information.**

## **CHANGE OF ADDRESS**

Any change in address should be intimated to the Director, Harihar Mardaraj Distance Education Centre, Berhampur University immediately with a fee of Rs.50/- (Rupees fifty) only along with four self-addressed unstamped envelopes. The fee can be paid as per the procedure specified in **Schedule C.**

## **CONTACT**

The following Phone Numbers of DEC may be contacted for further queries:

**0680 2227237 / 0680 2227238 / 0680 2227239/06802227240**

## **LEGAL DISPUTE**

Any legal dispute shall be subject to the jurisdiction of Berhampur Court.

## **DATES TO REMEMBER**

<b>DATE OF UPLOADING/AVAILABILITY OF APPLICATION FORM IN THE BERHAMPUR UNIVERSITY WEBSITE (<a href="http://www.buodisha.edu.in">www.buodisha.edu.in</a>)</b>	<b>11.07.2015 (Saturday)</b>
<b>LAST DATE OF RECEIPT OF DULY FILLED-IN APPLICATION FORM ALONG WITH REQUIRED DOCUMENTS AND FEE</b>	<b>16.09.2015 (Wednesday)</b>

<b>Date and Time of Entrance Test for Admission into MBA</b>	<b><u>04.10.2015 (SUNDAY)</u> <u>10.30 a.m. to 12.30 p.m.</u></b>
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**DIRECTOR**

**COURSE STRUCTURE****M.A. HISTORY**

<b>Part-I Examination, 2016</b>	Paper-I Paper-II Paper-III Paper-IV Paper-V	Historiography Ancient Civilizations History of Modern Europe (1780-1945) History of China and Japan History of Odisha.
<b>Part-II Examination, 2017</b>	Paper-VI Paper-VII Paper-VIII	Twentieth Century World History of Freedom Movement in India Society and Culture of India
<b>Special Papers</b>	Paper-IX Paper-X	History of India (1757 A.D. to 1857 A.D.) History of India (1858 A.D. to 1947 A.D.)

**M.A. ODIA**

<b>Part-I Examination-2016</b>	Prathama Patra Dwitiya Patra Tritiya Patra Chaturtha Patra Panchama Patra	Prachina Bharatiya Sahitya Bhasa Tatwa O Oriya Bhasara Itihas Sahitya Tatwa; Prachina O Paschatya Prachina Odiya Sahitya (Loka Sahitya, Puran O Gadya) Prachina Odiya Sahitya (Kabya O Giti Kabya)
<b>Part-II Examination, 2017</b>	Sastha Patra Saptama Patra Asthamama Patra	Adhunika Odiya Sahitya (Kabya Sahitya) Adhunika Odiya Sahitya (Katha Sahitya) Adhunika Odiya Sahitya (Gadya O Natak)
	Special Papers (Any <u>one</u> of the following groups);	
<b>“Ka” Bibhaga:</b>	<u>Upendra Bhanja O Prachina Odiya Kabya</u>	
	Nabama Patra	Prak Upendra Odiya Kabya Sahitya
	Dasama Patra	Upendra Kabya O Upendrottara Odiya Kabya
	OR	
<b>“Gha”Bibhaga:</b>	<u>Odiya Loka Sahitya</u>	
	Nabama Patra	Bidya O Loka Katha
	Dasama Patra	Odiya Lokagiti, Prabada, Prabachana O Odishara Loka Sanskriti

**M.A. POLITICAL SCIENCE**

<b>Part-I Examination, 2016</b>	Paper-I Paper-II Paper-III Paper-IV Paper-V	Indian Government and Politics Comparative Politics International Politics Public Administration Political Thought
<b>Part-II Examination, 2017</b>	Paper-VI Paper-VII Paper-VIII	Political Sociology Political Theory Government and Politics in Odisha
	<u>Special Papers</u>	
	Paper-IX Paper-X	Contemporary Political Ideology Contemporary Indian Political Ideas

**M.A./M.Sc. MATHEMATICS**

<b>Part-I Examination, 2016</b>	Paper-I	a) Partial Differential Equations & its Applications (50 marks) b) Abstract Measure (50 marks)
	Paper-II	a) Advanced Calculus (50 marks) b) Topology (50 marks)
	Paper-III	Algebra (100 marks)
	Paper-IV	Complex Analysis (100 marks)
	Paper-V	a) Numerical Analysis (50 marks)



		external examiners.
	Paper-V	Curriculum Development and Project Work (100 marks) Section-A: Curriculum Development (50 marks) Section-B: Project Work (Practical) (25+25=50 marks)
<b>Part-II Examination, 2017</b>	Paper-VI	History of Indian Education and Current Issues (100 marks)
	Paper-VII	Instructional Strategies and Evaluation (100 marks)
	<b>Special papers</b>	
	Paper-VIII	Educational Administration and Supervision (100 mark)
	Paper – IX	Educational Technology ( 100 marks )
	Paper - X	Educational Vocational Guidance ( 100 marks )
<b>M.COM.</b>		
<b>Part-I Examination, 2016</b>	Paper-I	Management Concepts and Organisational Behaviour
	Paper-II	Business Environment
	Paper-III	Managerial Economic
	Paper-IV	Statistical Analysis
	Paper-V	Financial Management
	Paper-VI	Corporate Financial Accounting
<b>Part-II Examination, 2017</b>		
Compulsory Paper:	Paper-VII Paper-VIII Paper-IX	Accountancy for Managerial Decision Marketing Management Financial Institutions and Markets
<u>Special Papers:</u>	Paper-X Paper-XI Paper-XII	Accounting Standard & Corporate Reporting Corporate Tax Planning and Management Cost and Management Audit

### **M.Sc. MARINE SCIENCES**

#### **Part – I, Examination- 2016**

#### M.Sc. Marine Biology

Paper-I Elements of Mathematics & Statistics  
 Paper-II Marine Biology and Biology of Marine Organisms.  
 Paper-III Ichthyology and Fishery-Biology  
 Paper-IV Ecology, Marine Zoogeography and pollution  
 Paper-V Practicals on Statistics and Marine Biology  
 Paper-VI Practicals on Ichthyology Fishery Biology

#### M.Sc. Oceanography

Paper-I Marine Chemistry  
 Paper-II Marine Geology  
 Paper-III Physical - Oceanography  
 Paper-IV Marine - Meteorology  
 Paper-V Practicals on Marine Chemistry & Marine Geology  
 Paper-VI Practicals on Physical Oceanography and & Meteorology

#### **Part – II ,Examination- 2017**

Paper –VII Physiology of Marine Organisms, Genetics and Evolution  
 Paper-VIII General Oceanography  
 Paper-IX Special Paper-I Fisheries

OR

Paper-VII Mathematics and Statistics  
 Paper-VIII Marine Biology  
 Paper-IX Special Paper-I Marine Chemistry

OR

Biological Oceanography	Physical Oceanography
Paper-X <u>Special Paper-II Fisheries</u>	Paper-X <u>Special Paper-II Marine Chemistry</u>
OR	OR
Biological Oceanography	Physical Oceanography
Paper-XI Practicals on General Oceanography	Paper-XI Practicals on Marine Biology & Statistics
Paper-XII Practicals on Papers-IX & X	Paper-XII Practicals on Papers-IX and X

**MASTER IN COMPUTER APPLICATION (Lateral Entry)**

**First Year, Examination - 2016**

DMC 2.1	Computer Systems Architecture	100
DMC 2.2	Database Management System	100
DMC 2.3	Computer Bases Optimization Model	100
DMC 2.4	Mathematical Foundation of Computer Science	100
DMC 2.5	Operating System	100
DMC 2.6	Software Engineering	100
DMC 2.7	Database Lab	100

Total = 700

**Second Year, Examination- 2017**

DMC 3.1	E-Commerce and Web Technology	100
DMC 3.2	Java Programming	100
DMC 3.3	Computer Network	100
DMC 3.4	Elective – I	100
DMC 3.5	Elective – II	100
DMC 3.6	Java Programming Lab	100
DMC 3.7	System Development Project	200

Total = 800

**List of Courses for Elective: -**  
**(Any two to be chosen)**

**Marks**

Compiler Design	100
Artificial Intelligence	100
Computer Graphics	100
Algorithm analysis and design	100
Data Mining	100
Cryptography and Network Security	100
Microprocessor Based System Design	100

**MASTER OF BUSINESS ADMINISTRATION**

**Part – I, Examination - 2016**

<b><u>Compulsory Papers :</u></b>	<b><u>Marks</u></b>
1. Managerial Economics	100
2. Principles and Practice of Management	100
3. Accounting for Managers	100
4. Quantitative Techniques	100
5. Management of Organizational Behaviour	100
6. Marketing Management	100
7. Production and Operations Management	100
8. Financial Management	100
9. Human Resource Management	100

**Part – II, Examination -2017**

<b><u>Compulsory Papers:</u></b>		<u>Marks</u>
10.	Business Policy and Strategic Management	100
11.	Management Information System & Information Technology	100
12.	Business Environment	100
13.	Operations Research	100

**Each student has to choose any two of the following groups as specialization groups during the second year.**

**Specializations**

**FINANCE**

		<u>Marks</u>
i.	Financial Institutions and Markets	100
ii.	Security Analysis and portfolio Management	100

**MARKETING**

		<u>Marks</u>
i.	Advertising and Promotional Management	100
ii.	Consumer Behaviour	100

**HUMAN RESOURCE MANAGEMENT**

		<u>Marks</u>
i.	Human Resource Development	100
ii.	Change Management	100

18.	Dissertation	100
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**M.Sc. (BOTANY)**

**Part – I, Examination - ,2016**

<b><u>Theory Paper:</u></b>		<u>Marks</u>
Paper – I	Biology and Diversity of Lower Plants: Cryptogam	100
Paper – II	Cell and Molecular Biology of Plants	100
Paper – III	Cytogenetics, Molecular Genetics and Biostatistics	100
Paper – IV	Environmental Biology	100
Paper – V	Plant Physiology and Biochemistry	100

**Practical Papers:**

Paper – VI	Based on Theory Paper I,II & III	100
Paper – VII	Based on Theory Paper IV & V	100

**Part – II , Examination- 2017**

**Theory Paper**

Paper – VIII	Taxonomy & Diversity of Seed Plants Phanerogams.	100
Paper – IX	Plant Resources Utilization & Conservation	100
Paper – X	Plant Development and Reproduction	100

**Special Paper**

Paper – XI	Environment Biotechnology	100
Paper – XII	Environmental Pollution & Management	100

**PRACTICAL PAPERS:**

Paper – XIII	Based on General Theory Paper- VIII, IX & X	100
Paper – XIV	Based on Special Theory Papers – XI & XII	100

**M.Sc. (ZOOLOGY)**  
**Part – I Examination, 2016**

**Theory Paper :**

	<u>Marks</u>
Paper – I ( Non-Chordata )	75
Paper – II ( Cytology & / Genetics, Molecular Biology, Microbiology & Immunology	75
Paper – III ( Chordata & Histophysiology )	75
Paper – IV ( Mammalian Physiology , Biochemistry , Biosphysics & Endocrinology )	75

**Practical Papers:**

Paper – V ( Non-Chordata & Cytology ).	100
Paper – VI ( Chordata,Physiology & Biochemistry )	100

**Part- II Examination,2017**

**Theory Papers :**

Paper – VII ( Fundamentals of Ecology, Community Ecology, Biostatistics, Taxonomy & Evolution )	75
Paper – VIII (Ethology, Embryology ,Instrumentation & Biotechnology )	75

**Special Paper**

I) Cell Biology; 75

Paper – IX Extra-Nuclear Cytology & Histochemistry

Paper – X Cytogenetics & Molecular Genetics 75

**Practical Papers**

Paper – XI Practical (Ecology, Biostatistics, Taxonomy) 100

Paper – XII A Practical (Cell Biology Special) 100

**M.Sc.( PHYSICS )**  
**PART – I, Examination -2016**

	<u>Marks</u>
Paper – I A. Mathematical Physics (37.5)	75
B. Classical Mechanics (37.5)	
Paper – II A. Classical Electrodynamics (37.5)	75
B. Computer Application in Physics (37.5)	
Paper – III A. Quantum Mechanics-1 (37.5)	75
B. Quantum Mechanics-2 (37.5)	
Paper – IV A. Solid State Physics-1 (37.5)	75
B. Solid State Physics-2 (37.5)	
Paper – V Optics (Practical)	100
Paper – VI Computer Applications in Physics (Practical)	100

**PART – II, Examination- 2017**

	<u>Marks</u>
Paper – VII A. Statistical Mechanics (37.5)	75
B. Electronics (37.5)	
Paper – VIII A. Nuclear Physics (37.5)	75
B. Relativistic quantum Mechanics & General Theory Relativity (37.5)	
Paper – IX A. Quantum Field Theory (37.5)	75
B. Particle Physics (37.5)	

Paper – X	<b>Special Paper</b> (Theory)	75
	A. Condensed Matter and Materials Physics-1 (37.5)	
	B. Condensed Matter and Materials Physics-2 (37.5)	

### **Practical Papers**

Paper – XI	Modern Physical	100
Paper – XII	Condensed Matter and Materials Physics	100

## **M.Sc.(CHEMISTRY)** **PART- I, Examination- 2016**

### **Theory Papers**

Paper – I	Organic Chemistry (Gen.) – I	75
Paper – II	Organic Chemistry (Gen.) – II	75
Paper – 3	Inorganic Chemistry ( Gen .) – I	75
Paper – 4	Inorganic Chemistry ( Gen .) – II	75

### **Practical Papers**

Paper – 5	Organic Chemistry (General)	100
Paper – 6	Inorganic Chemistry (General)	100

## **PART – II, Examination -2017**

### **Theory Papers**

Paper – 7	Physical Chemistry ( Gen .) – I	75
Paper – 8	Physical Chemistry ( Gen. ) – II	75

### **Special Paper: Analytical Chemistry**

Paper – 9	Special Paper - I	75
Paper – 10	Special Paper -II	75

### **(Practical)**

Paper – 11	Physical Chemistry (General)	100
Paper – 12	Special Paper	100

## **MASTER OF LAWS (LL.M)**

### **Part – I, Examination-2016**

		<b><u>Marks</u></b>
Paper FC 1	Jurisprudence & Legal Theory	100
Paper FC 2	Constitutional Law and Practice	100
Paper FC 3	Law and Social Change in India	100
Paper FC 4	Legal Education and Research Methodology	100
Paper FC 5	Principles of Legislation, Legislative Drafting And Interpretation of Statutes	100
Paper FC 6	Project Work (Home Assignment)	100

**Master of Laws ( LL.M )**  
**Part – II Examination-2017**

**Specialization :**

		<b><u>Marks</u></b>
	<b>A) Criminal Law and Administration of Justice</b>	500
Paper CL 7	Law of Criminal Procedure & Evidence	100
Paper CL 8	Indian Penal Code 1860 and Comparative Aspects of UK	100
Paper CL 9	Criminology & Penology	100
Paper CL 10	Socio-Economic Offences (Specific Criminal-Statutes and Law)	100
Paper CL 11	Legal Academic Skills	100

OR

**Specialization :**

	<b>B) Business Law and Governance</b>	500
Paper BL 7	Law of Contract	100
Paper BL 8	Banking Law, Negotiable Instrument & Insurance	100
Paper BL 9	Corporate Law and Law of Carriages	100
Paper BL 10	Law of Intellectual Property and Cyber Crimes	100
Paper BL 11	Legal Academic Skills	100

**P.G.DIPLOMA IN MARKETING MANAGEMENT - 2016**

Paper – I	Principles of Marketing	100 marks
Paper – II	Sales Promotion and Sales Management	100 marks
Paper – III	Advertising	100 marks
Paper – IV	Consumer Behaviour and Market Research	100 marks
Paper – V	International Marketing	100 marks

**P.G. DIPLOMA IN BANKING AND FINANCE, 2016**

Paper – I	Theory and Practice of Banking	100 marks
Paper – II	Accounting and Finance for Managers	100 marks
Paper – III	Bank Management	100 marks
Paper – IV	Management of Financial Service	100 marks
Paper – V	Development Banking in India and Abroad	100 marks

**P.G.DIPLOMA IN COMMUNICATIVE ENGLISH, 2016**

Paper – I	Communication Skill	100 marks
Paper – II	Communicative Grammar and Writing	100 marks
Paper – III	Sound of English and Speech-Acts	100 marks
Paper – IV	Writing Duration: 3 hours	100 marks
Paper – V	(PRACTICAL)	100 marks

### **DIPLOMA IN YOGIC SCIENCES, 2016**

Paper – I	( Theory ) : Fundamentals and Basic Principles of Yoga	100 marks
Paper – II	( Theory ) : Human Physiology, Anatomy & Diet	100 marks
Paper – III	( Psychic Centers,Asana,Pranayam, Mudra and Bandha )	100 marks
Paper – IV	( Practical) Asana ,Pranayam, Mudra and Bandha	100 marks
Paper – V	(Practical) Yoga Nidra and Meditation	100 marks

### **P.G.DIPLOMA IN COMPUTER APPLICATION, 2016**

Paper – 1	Computer Fundamentals & C Programming	100 marks
Paper – 2	Data Structures	100 marks
Paper – 3	Logical Organization of Computer Systems	100 marks
Paper – 4	Operating Systems	100 marks
Paper – 5	Data Base Management Systems	100 marks
Paper – 6	Object Oriented Programming	100 marks
Paper – 7	Software Engineering	100 marks
Paper – 8	Internet & E-Commerce	100 marks
Paper – 9	Laboratory 1: Programming in C / C++	100 marks
Paper – 10	Laboratory 2: Java Programming / Oracle	100 marks

### **BACHELOR OF LIBRARY & INFORMATION SCIENCE , 2016**

		<u>Marks</u>
Paper – I	Library, Information and Society	100
Paper – II	Organisation of knowledge/Information	100
Paper – III	Management of Library & Information centers	100
Paper – IV	Information Sources & Services	100
Paper – V	Basics of Information Technology in LIS (Theory)	100
Paper – VI	Knowledge Organisation-Library classification (Practical)	100
Paper – VII	Knowledge Organisation-Library Cataloguing (Practical)	100
Paper – VIII	Basics of Information Technology in LIS (Practical)	100

### **MASTER OF LIBRARY & INFORMATION SCIENCE, 2016**

		<u>Marks</u>
Paper – I	Information Storage and Retrieval System	100
Paper – II	Information Systems and Programmes	100
Paper – III	Research Methods and Statistical Application	100
Paper – IV	Information and Communication Technology Applications in LIS (Theory)	100
Paper – V	Elective (any one of the following): (a) Public Library and Information System (b) Health Science Library and Information System (c) Engineering and Technological Library and Information System.	100
Paper – VI	Information land communication Technology Application in LIS (Practical)	100
Paper – VII	Academic Library and Information System (Theory)	100
Paper – VIII	Dissertation /Project Work	100

**PG DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING, 2016**

		<u>Marks</u>
Paper – I	Basic Computers (Theory)	100
Paper – II	Basic Computers (Practical)	100
Paper – III	Library Automation (Theory)	100
Paper – IV	Library Automation (Practical)	100
Paper – V	I.T. & Library Applications (Theory)	100
Paper – VI	I.T. & Library Applications (Practical)	100
Paper – VII	Networking & Internet (Theory)	100
Paper – VIII	Networking & Internet (Practical)	100

**DIRECTOR**

Education at your door steps

Form No \_\_\_\_\_



Index Enrolment No. \_\_\_\_\_

**HARIHAR MARDARAJ**  
**DISTANCE EDUCATION CENTRE**  
BERHAMPUR UNIVERSITY  
Bhanja Bihar, Berhampur-760 007 (Ganjam) Odisha  
**2015- 2016**

<b>For Office Use</b>
D.D.No _____
Date _____
Amount Rs. _____
Date of Issue _____

PASSPORT SIZE PHOTOGRAPH TO BE PASTED DULY ATTESTED ON THE FRONT
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APPLICATION FOR ADMISSION INTO \_\_\_\_\_

Berhampur University Registration No.: \_\_\_\_\_

1. a) Name of the applicant to be written in BLOCK letters as recorded in H.S.C. : \_\_\_\_\_

2. a) Father's Name : \_\_\_\_\_

b) Mother's Name : \_\_\_\_\_

c) Guardian's Name : \_\_\_\_\_

3. Date of Birth as recorded in H.S.C./ Matriculation Certificate or equivalent : (in figures) : \_\_\_\_\_

(in words): \_\_\_\_\_

4. SEX: Put tick Mark (✓) in the box : MALE  FEMALE

5. Permanent Address of the applicant (With Telephone No.) Present Address of the applicant for correspondence (with telephone No.)

_____	_____
_____	_____
_____	_____
_____	_____

Pin Code \_\_\_\_\_ Pin Code \_\_\_\_\_

Land Tel . No. \_\_\_\_\_ Mob. No. \_\_\_\_\_

E-mail: \_\_\_\_\_

P.T.O.

6. Nationality : \_\_\_\_\_

7. Whether the candidate belongs to SC/ST : Scheduled Caste Yes/ No.  
 /OBC /General  
 Scheduled Tribe Yes/ No.  
 OBC Yes/ No.  
 General Yes/ No.

8. The Board/University from where the applicant has passed H.S.C. and the Degree or its equivalent and above examination shall be furnished (Original Certificate should be enclosed):

Roll No.	Year	Name of the Examination	Name of the University/Board	Class/Division	Remarks
		H.S.C.			
		+2/Intermediate			
		Graduation			
		M.A./LL.B./B.Ed./M.Ed./ Any other			

9.	Name of the College/Institution last attended/studied (The C.L.C./T.C. in Original must be enclosed) Mention the T.C./C.L.C. No. and date of issue	
10.	(i) Fee deposited (ii) Entrance Test fee (for M.B.A)	Rs. _____/D.D. No. _____ Date _____ Rs. _____/D.D. No. _____ Date _____
11.	Mention below the papers to be offered for Part-I and Part-II Examination (Special Papers/ Method Paper should be mentioned clearly.	
<b>Part-I</b>		<b>Part-II</b>
<b>Paper- No.</b>	<b>Paper Title</b>	<b>Paper No.</b>
<b>Paper-</b>		<b>Paper-</b>

12. Mention below the Papers to be offered for the P. G. Diploma Course / Diploma Courses

Paper No	Paper Title
Paper -	

Date \_\_\_\_\_

\_\_\_\_\_  
(FULL SIGNATURE OF THE APPLICANT)

**DECLARATION**

I do hereby declare that the particulars furnished in this form are correct and true to the best of my knowledge and belief. I also declare that, if any of them is found to be otherwise at anytime, I shall be liable for such penal action as may be imposed on me by the University. If admitted, I do hereby agree to abide by all the rules of the University that may be enforced from time to time.

I do hereby again declare that, I have not been admitted to any other course(s) under DE Mode of Berhampur University nor shall appear at any other examinations as long as I pursue the course with the Distance Education Centre. I do hereby agree that any instance of indiscipline and disobedience of rules may result in such disciplinary action against me as may be deemed fit.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(FULL SIGNATURE OF THE APPLICANT)

- N.B.:** - (i) Application should be filled-in by the applicant in his/her own hand-writing.  
(ii) Incomplete application will be summarily rejected without reference to the applicant.  
(iii) Payment of fees on instalment basis/ phased manner is not permissible  
(iv) As far as practicable the total fees should be deposited in a single Demand Draft.

## DOCUMENTS TO BE SUBMITTED ALONGWITH THE ADMISSION APPLICATION FORM

(All Certificates and Marks Sheets are to be submitted in original along with one set of attested photo copies)

1. HSC/SSLC/SSC Certificate and Mark Sheet.
2. Intermediate/+2 Certificate and Mark Sheet.
3. Bachelor Degree Certificate and Mark Sheet.
4. Transfer/College Leaving Certificate of the Institution for which it is available (to be returned in original after verification).
5. Conduct Certificate from the Head of the Institution for which it is available (to be returned in original after verification).
6. Two passport size photographs duly attested by Gazetted Officer in addition to the photographs pasted on the Application Form, Examination Form, Admit Card, and one Stamp Size Photograph for Identity Card.
7. Two self-addressed unstamped big envelopes of size (28 cm × 42 cm.) to return the original documents and four small size envelopes (15 cm × 6 cm.).
8. Migration Certificate in Original in respect of students other than Berhampur University.
9. Registration Receipt for students of Berhampur University.
10. Address slips duly filled-in.
11. Fee as per the structure provided in the prospectus in the procedure specified in the **Schedule C**.
12. The Identity Card filled-in and signed by the candidate.
13. One set of attested copies of all the above documents signed by the candidate must be submitted alongwith the originals.
14. Candidates applying for MBA course shall have to pay Rs.500/- (Rupees five hundred) only each towards Entrance Test, failing which their application cannot be entertained and no correspondence shall be made in this regard. They are also required to dully fill up the Admit Card enclosed with the application form.
15. Students applying for MBA course are required to submit their attested copies of Certificates and Mark Sheets only. Original Certificates and Mark Sheets can be submitted only at the time of admission into the course.
16. **The candidates are required to submit the duly filled-in final application form of 1<sup>st</sup> Year Examination and also examination fee along with the course fee (Except for MBA).**
17. Candidates admitted in to a P.G. course with a particular special paper/s can not change subsequently.  
**The special papers should be as per the prospectus not as per the syllabus.**

# INDEX CARD



**HARIHAR MARDARAJ**  
**DISTANCE EDUCATION CENTRE**  
BERHAMPUR UNIVERSITY  
Bhanja Bihar, Berhampur-760 007 (Ganjam) Odisha

Index No. \_\_\_\_\_

Sub: Application for admission into \_\_\_\_\_ Course for the session 2015 -2016

Your application has been received and is being processed for admission into \_\_\_\_\_ Course for the session 2015 - 2016. You will be intimated about your admission in due course.

Please quote the Index Number in any correspondence with the Distance Education Centre.

**Addl. Director / Officer-in-charge, DEC**

-----  
To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN \_\_\_\_\_

Address to be filled in by the Applicant

-----

BERHAMPUR UNIVERSITY  
HARIHAR MARDARAJ DISTANCE EDUCATION CENTRE  
BHANJA BIHAR: BERHAMPUR – 7 (ODISHA)

\*\*\*

(For MBA applicants only)

ADMIT CARD

Passport size  
Photo to be  
Pasted

1. Name of the Candidate: \_\_\_\_\_

2. Entrance Test Roll No. : \_\_\_\_\_

You have been provisionally allowed to appear at the Entrance Test, 2014 under DE Mode to be held at the PG Departments, Berhampur University, Bhanja Bihar.

For MBA from 10.30 am to 12.30 pm on **04.10.2015 (Sunday)**.

\_\_\_\_\_  
(Full Signature of the Applicant)

**Director, DEC.**

Full Signature of the Applicant  
(To be signed in the presence of Invigilator)

P.T.O.

## Instructions to the Candidates

- 1) Produce the Admit Card during the Entrance Test on Demand.
- 2) The Examination Hall shall open 15 minutes before the commencement of the examination. Examinees must bring their own ball pen/pencil/eraser. No paper(s) or material other than ADMIT CARD shall be allowed to be in possession of the candidate during the examination.
- 3) Candidates are not allowed to leave the Examination Hall during the period of examination. Temporary absence from the Hall is not ordinarily permissible. However, a candidate may be allowed to leave the hall temporarily under extraordinary circumstances with the permission of the Centre Superintendent.
- 4) Candidates should write only on the answer sheet supplied and should not make note on any other paper. While answering, they must use **blue/black ball point pens only**. Change of ink pen is not allowed without the prior permission of the Invigilator.
- 5) Candidates are not allowed to leave any identifying mark(s) anywhere on the answer sheet other than those required as specified places. Violation of this rule shall amount to adopting unfair means. Resort to any such unfair means or soliciting help from co-examinees or any other person or misbehaviour of any kind will automatically disqualify the candidate. For this purpose the report of the Invigilator/Examiner is sufficient.
- 6) For any other rules not provided for in these instructions the decision of the Centre Superintendent shall be final and binding.
- 7) Your eligibility is subject to the condition that your qualifying degree is equivalent to the corresponding Degree of Berhampur University.
- 8) Ineligible candidates as per the provisions in the prospectus are advised not to appear at the Entrance Test.
- 9) Mobile Phone/Pager/Calculator/Log-Book shall not be allowed in the Examination Hall.

Form No.- Exam. GEN. PG- 6

University Registration No.

**BERHAMPUR UNIVERSITY  
BHANJA BIHAR, BERHAMPUR-760 007, GANJAM (ODISHA)**

**Subject**

**Part I/Part-II**

**Centre**

**Roll No.**

**FINAL APPLICATION FORM FOR MASTER OF ARTS/SCIENCE/COMMERCE/ONE  
YEAR P.G.DIPLOMA COURSE EXAMINATION 20.....**

(The duly filled in application along with all necessary documents and fees must reach the **Controller of Examinations**. Berhampur University on or before the prescribed date which has already notified. A candidate whose application and fee do not reach the **Controller** on or before the date specified, shall not be eligible to sit for the Examination. For each part a separate final application form should be submitted.)

SPACE FOR  
PHOTOGRAPH

**PARTICULARS TO BE FILLED IN BY THE CANDIDATE IN HIS/HER OWN HANDWRITING**

1. Name in full to be written in Block letters,  
(As recorded in H.S.C. with Surname first) : \_\_\_\_\_

2. Date of Birth (As recorded in H.S.C.) : \_\_\_\_\_

3. Sex (Male / Female) : \_\_\_\_\_

4. Name of the Father/Guardian : \_\_\_\_\_

5. a) Present Address: 5. b) Permanent Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No.: \_\_\_\_\_

6. Nationality : \_\_\_\_\_

7. Whether the candidate belongs to any of the  
Scheduled Caste / Scheduled Tribe / Adibasi  
or any Backward Class/Woman/General  
(Name of the Caste/Tribe or Community  
should be mentioned marking (√)

WOMAN/S.C/S.T./O.B.C./GENERAL

8. Whether differently-abled : \_\_\_\_\_

9. Year of Graduation and mention the Faculty (Arts, Science, Commerce or Law) :

Year	Faculty	Name of the University

10. Year of admission into Post-Graduate Course (For Collegiate Candidates) : Part – I Month \_\_\_\_\_ Year \_\_\_\_\_  
 Part – II Month \_\_\_\_\_ Year \_\_\_\_\_

11. The year or years in which the applicant applied/appeared/passed/failed the Part- I and Part- II Examination Previously.

Year of the Examination	Roll No./Part	Applied/Absent/Passed/Failed	Total marks	Remarks
1.				
2.				
3.				
4.				

**N.B:-** Passed and Failed candidates are required to enclose Xerox copy of Mark List duly attested by concerned Head of the Dept/Gazetted Officer (for non-collegiate candidates)

Absentee candidate are required to enclose the admit card/Permission letter in original

12. Name and No. of all papers for part-II Exam. Should be mentioned and special papers offered by the candidate for part-II M.A/M.Sc./M.Com. Examination should tally with the title in the courses of studies. In case candidate belonging to life science they should mention all the theory papers including special papers if they select either Botany or Zoology stream at their choices.

Paper No.	PART- I (TITLE OF PAPERS)	Paper No.	PART-II TITLE OF PAPERS (GENERAL)
			NAME OF THE SPECIAL PAPERS WITH THE GROUP (The titles should tally with the syllabus)

13. Particulars of fees remitted:

- |   |                            |
|---|----------------------------|
| a) Examination fee Rs. _____              | b) Centre Charge Rs. _____ |
| c) Fee for Registration _____             | d) Fee for marks _____     |
| e) Rees for Provisional Certificate _____ | f) Squad fee _____         |
| g) Others if any _____                    | h) Total _____             |
- Vide SBI Bank Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_ Amount \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Candidate  
(in full)

**C E R T I F I C A T E**

Certified (1) that particulars given by the candidate are correct (2) that his/her diploma and the mark list were verified and found that he/she has passed the qualifying examination (3) that his/her conduct has been good, (4) that he/she has signed the above application in my presence (5) that I know nothing against his/her conduct and moral character (6) that the candidate qualifies for the examination as per the Regulation (7) that he/she has studied diligently and satisfactorily passed all periodical tests and (8) that he/she has maintained the required percentage of attendance in lecturer/tutorials/practical classes.

Consultant / Officer-in-charge, DEC  
**(SIGNATURE WITH SEAL)**

## INSTRUCTIONS

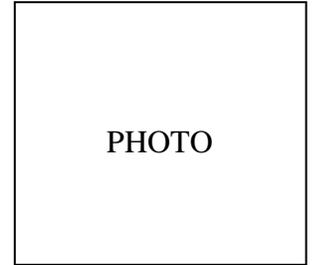
1. No application shall be entertained unless it is properly filled in and submitted along with necessary documents in conformity with the Regulations and instructions of the University, as amended from time to time.
2. No candidate shall be allowed to offer any subject or paper other than those mentioned in this application provided the candidate is eligible under the Regulations to offer such subject or paper.
3. i) No application for admission to the Examination shall be entertained after the due date. In exceptional cases, permission may be granted provided the reason for the delay were considered to be sufficient and the application along with the requisite fee reach the Office dates fixed by the University.  
ii) Two pass port size photographs should be pasted one with the form duly attested by a Gazetted Officer, on the front side and another in the Admit Card.
4. The certificate shall be signed by a Gazetted Officer in case of Non-collegiate candidates.
5. Two self addressed stamped envelopes of size 9"×4" affixed with stamp of Rs. 5/- and Rs. 30/- are to be enclosed by the non-collegiate candidates.
6. Non-collegiate candidates are required to produce Registration Receipt in original for verification.
7. FEES (Liable for revision without previous notice)
8. The university Reserves the right to allow or not to allow any candidate to appear the examination.
9. All disputes concerning this transaction are subject to the exclusive Jurisdiction of the civil court and Legal Forum at Berhampur (Ganjam) Odisha as per the terms and conditions of the transaction.

Non-Collegiate candidates are required to deposit the Fees in the shape of SBI Bank Draft in favour of Comptroller of Finance, Berhampur University payable at SBI, Bhanja Bihar Branch.

No fees shall be accepted in the University Office in CASH. The deposit shall be made in favour of Comptroller of Finance, Berhampur University, Bhanja Bihar.

**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR, BERHAMPUR – 760 007, GANJAM (ODISHA)**

Part-I/II \_\_\_\_\_ Examination, 20 \_\_\_\_\_



**ADMIT CARD**

(Particulars to be filled in by the candidate in his/her own hand writing only)

Name in full: Shri/Smt. \_\_\_\_\_  
(in capital letters read with spelling of H.S.C./Matriculation Certificate)

1. Name of the Examination Centre: \_\_\_\_\_
2. Registration No. : \_\_\_\_\_
3. Subject: \_\_\_\_\_
4. Signature of the candidate in full: \_\_\_\_\_

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(DETAIL PARTICULARS OF THE PAPERS)  
(To be filled in by the candidate)

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Roll No.: \_\_\_\_\_  
CENTRE: \_\_\_\_\_

CONTROLLER OF EXAMINATIONS

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(TO BE FILLED IN AT THE EXAMINATION CENTRE)

Signature of the Candidate (in full) \_\_\_\_\_  
Issued in my presence.

SIGNATURE OF THE PRINCIPAL/CENTRE SUPERINTENDENT

1. See instruction overleaf
2. Do not write any thing on the Admit Card.

## RULE FOR THE GUIDANCE OF CANDIDATES

1. The examination will commence on ..... and will continue from day to day as per examination programme already notified.
2. Candidates suffering from any disease which would render their presence in the examination hall undesirable in the interests of other candidates will not be allowed to enter the examination hall.
3. The doors of the examination hall will be opened half an hour before the examination starts on the first day and 15 minutes before on other days. A seat with the same number as on his submission card assigned to each candidate will be provided and he should be in his seat 5 minutes before the examination begins. Candidates arriving after the examination has started will not be admitted except with special permission of the Superintendent. This permission will in no case be given to a candidate who is more than half an hour late.
4. Candidate should bring their own pens and mathematical instruments. No book or papers printed or manuscript other than their admission cards should be taken into the examination centre. Candidates should not have in their possession while in the hall any books or paper printed or manuscript even if they are unconnected with subject of the examination except their admission card, connected question paper, answer books, graph sheets etc as are provided by the centre for the examination being held at the time. Logarithm-tables shall be provided by the centre for mathematical calculations. Calculators or computers shall not be allowed.
5. Candidates should not misbehave with any Officer connected with the conduct of the examination in the examination hall or in the premises of the examination centre.
6. Candidates are not allowed to leave the hall before one hour after in examination starts. They should not leave their seats until they have submitted their answer books to an invigilator. Answer books should not be left behind on the desk. No candidate will be allowed to re-enter the examination hall after once quitting it. In case of urgent need however a candidate may be permitted by the Senior Invigilator to leave the hall temporally under special supervision.
7. Candidates are not permitted to talk to each other in the examination hall. No one should receive help from or assist another in any manner.
8. A candidate should not write on the outside of his answer book the Roll number and such other distinguishing marks as are given to him on the admission card and should on no account write anywhere in his answer book, his own name or Roll No. or the name of college or anything else that is not strictly connected with the answer to the question given. Furnishing false Roll Number on the cover page is a serious offence and no answer book without the candidates Roll Number clearly written on the outside will be examined. The results of the candidate who shall be found to have written his name/roll no/college/any identifying mark will be cancelled.
9. Candidates while in the examination hall neither write anything on the question papers or blotting papers nor should they take out of the hall any paper other than the question papers. In case a candidate intends to change the ink or pen he/she should take the permission of the invigilator and his signature on the answer book.
10. Candidates should notes that their answer shall be valued from the beginning of the answer book serially without omitting any answer in the requisite number of optional question are covered, Answer to compulsory questions will be examined in any case. Answer to optional questions of any beyond the requisite number shall not be valued.
11. A candidate wishing to say anything should stand up at his seat and remain standing until the invigilators come to him. He should on no account, leave his seat or make any noise to call the invigilators attention to him.
12. Persons unconnected with the conduct of the examination, whether relations of candidates or otherwise shall not be allowed to enter the examination hall.
13. Infringement of any of the above rules will render the candidates liable to expulsion from the examination hall or any such further penalties that the authorities may deem fit to impose.
14. Any other case not provided for in these rules for example when a candidate is disabled in some way but still able to sit for the examination. Reference should be made to the Centre Superintendent for his decision.
15. Candidates are required to sign on prescribed *proforma* while handling over each answer paper and before leaving the examination hall.
16. Collegiate candidates are required to bring their identity cards along with this admission card to the examination hall and produce the same on demand.
17. The examinations shall be conducted strictly according to Odisha Conduct of Examinations Act, 1988.

# Harihar Mardaraj Distance Education Centre

Berhampur University, Berhampur-760 007

## ADDRESS SLIP

Write your Name and Address in **BLOCK (Capital)** Letter with PIN Code with Mobile No. in all the Address Slips

**Do not fill in the space prescribed for the Enrolment Number**

Enrolment No.

Name: .....

C/ O .....

Address .....

At/Po: .....

Via: .....

Dist: ..... PIN .....

Enrolment No.

Name: .....

C/ O .....

Address .....

At/Po: .....

Via: .....

Dist: ..... PIN .....

Enrolment No.

Name: .....

C/ O .....

Address .....

At/Po: .....

Via: .....

Dist: ..... PIN .....

Enrolment No.

Name: .....

C/ O .....

Address .....

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Enrolment No.

Name: .....

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Address .....

At/Po: .....

Via: .....

Dist: ..... PIN .....