

**PROSPECTUS
AND
APPLICATION FORM
(2014-15)**

**THREE YEAR DEGREE COURSES
IN
ARTS & COMMERCE (GENERAL AND HONOURS),
AND SCIENCE (HONOURS)**



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

INTRODUCTION

The Harihara Mardaraj Distance Education Centre will admit candidates to the First Year of the THREE YEAR DEGREE COURSES (General and Honours) under Berhampur University to be taught through the Distance Education Mode in accordance with the Syllabus and Regulations of Berhampur University as prescribed from time to time. This is aimed at providing higher education to persons of all age and sex, particularly to in-service persons, to persons otherwise handicapped and persons residing in the remote areas. It is also proposed to provide a viable alternative mode of education to students, who cannot devote whole time required for a student in college owing to some social or other difficulty.

CRITERIA FOR ADMISSION

The courses will have a span of three academic sessions commencing from 2014 – 2015. Any person, who has passed the Higher Secondary Examination of the Council of Higher Secondary Education, Odisha or any other qualifying examination recognized by the Academic Council of CHSE, Odisha and Berhampur University as equivalent thereto may be admitted into the **First Year of the Bachelor of Arts or Commerce (General or Honours) or Bachelor of Science (Honours) Courses** and the admission shall be subject to Regulations of Berhampur University. A candidate admitted for the period 2014-2017 is to appear the examination at the end of each academic session. The candidates desirous to take admission into the first year of the course of a particular stream may give their option in the application itself whether they intend to appear at the General or Honours Examination. In case of change from Honours to General there will be no refund of money to the student concerned. If a candidate intends to change over from General to Honours he can do so on application for permission from Distance Education Centre on payment of the differential amount of **Rs.1000/-** and such other fees as prescribed from time to time **within thirty days from the last date of admission.**

FOR ATTENTION OF ALL APPLICANTS

The applicants before applying to any of the Three Year Degree (+ 3) Honours/Pass courses in Arts/Commerce/Science (Hons.) are advised to carefully go through the Prospectus and visit the University Website (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 Harihara Mardraj 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.

APPLICATION PROCEDURE: The Prospectus and Application Form for admission into the Three Year Degree (+3) Honours/Pass in Arts/Commerce/Science (Hons.) Courses can be downloaded from the Berhampur University website (www.buodisha.edu.in) in PDF form during 05.07.2014 (Saturday) to 16.08.2014 (Saturday).

The candidates seeking admission to these Courses have to send the following by Registered Post/Speed Post to the Director, Harihara Mardaraj Distance Education Centre, Berhampur University, Berhampur-760 007, Ganjam, Odisha:

- a) The downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects;
- b) One Account Payee SBI Demand Draft or Bankers' Cheque or Bank Challan for Rs.300/- (Rupees three hundred only) drawn in favour of COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY payable at State Bank of India, Bhanja Bihar Branch (Code 2107) Berhampur – 760 007, Odisha towards Processing-cum-Application Fee;
- c) Attested copies of the certificates, Mark Lists and documents listed in **Schedule B.**

The Harihara Mardaraj Distance Education Centre will allot Index Number to each candidate, whose valid applications are received before the last date (that is **16.08.2014 (Saturday)**) and upload the same in the University website (www.buodisha.edu.in) by **23.08.2014 (Saturday)**. The candidates are required to **get information about their Index Number** from the University website and come to the Harihara Mardaraj Distance Education Centre in the Berhampur University Campus, Bhanja Bihar for **Spot Admission** on the dates specified below for their Enrolment Number (**Schedule A**) during office hours without fail and submit the Demand Draft/Bankers' Cheque towards total fee for admission and all **original** documents along with attested copies of certificates, Mark Lists and other documents as listed in **Schedule B** for verification.

N:B.: THE PROCESSING-CUM-APPLICATION FEE ONCE PAID SHALL NOT BE REFUNDED UNDER ANY CIRCUMSTANCE. MONEY ORDERS AND POSTAL ORDERS OR DEMAND DRAFTS DRAWN ON ANY BANK OTHER THAN **STATE BANK OF INDIA** SHALL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE.

DATES TO REMEMBER

DATE OF UPLOADING/AVAILABILITY OF APPLICATION FORM IN THE BERHAMPUR UNIVERSITY WEBSITE (www.buodisha.edu.in)	05.07.2014 (Saturday)
LAST DATE OF RECEIPT OF DULY FILLED-IN APPLICATION FORM AND PROCESSING-CUM-APPLICATION FEE	16.08.2014 (Saturday)

Schedule A. Schedule for spot admission

The candidates are advised to come for the spot admission according to the INDEX NUMBER allotted to them in the Berhampur University website (www.buodisha.edu.in) by 23.08.2014 (Saturday) as per the following scheduled dates during the office hours without fail.

THREE YEAR DEGREE COURSE (TDC) ARTS

Date	Day	Index Number
01.09.2014	Monday	1 / Arts / 2014 – 200 / Arts / 2014
02.09.2014	Tuesday	201 / Arts / 2014 – 400 / Arts / 2014
03.09.2014	Wednesday	401 / Arts / 2014 – 600 / Arts / 2014
04.09.2014	Thursday	601 / Arts / 2014 – 800 / Arts / 2014
05.09.2014	Friday	801 / Arts / 2014 – 1000 / Arts / 2014
06.09.2014	Saturday	1001 / Arts / 2014 – 1200 / Arts / 2014
08.09.2014	Monday	1201 / Arts / 2014 – 1400 / Arts / 2014
09.09.2014	Tuesday	1401 / Arts / 2014 – 1600/ Arts/ 2014
10.09.2014	Wednesday	1601/ Arts/ 2014 – 1800/ Arts/ 2014
11.09.2014	Thursday	1801/ Arts/ 2014 – 2000/ Arts/ 2014
12.09.2014	Friday	2001/ Arts/ 2014 onwards.

THREE YEAR DEGREE COURSE (TDC) COMMERCE

Date	Day	Index Number
15.09.2014	Monday	1 / Com./ 2014 – 200 / Com. / 2014
16.09.2014	Tuesday	201 / Com./ 2014 – 400 / Com. / 2014
17.09.2014	Wednesday	401 / Com./ 2014 – 600/ Com./ 2014
18.09.2014	Thursday	601/ Com./ 2014 onwards.

THREE YEAR DEGREE COURSE (TDC) SCIENCE

Date	Day	Index Number
20.09.2014	Saturday	1/Sc./2014 - 200/Sc./ 2014
22.09.2014	Monday	201/ Sc./2014 – 400/ Sc./ 2014
24.09.2014	Wednesday	401/Sc./ 2014 – 600/Sc./ 2014
25.09.2014	Thursday	601/ Sc./ 2014 – 800/ Sc./ 2014
26.09.2014	Friday	801/ Sc./ 2014 onwards.

Schedule B: Documents required for admission (Original documents along with attested copies of Certificates, Mark Lists and other documents to be submitted at the time of Spot Admission)

1. School / College Leaving Certificate (To be returned in original after verification)
2. Conduct Certificate from the Head of the Institution last attended (To be returned in original after verification).
3. High School or equivalent Certificate and Mark Sheet.
4. +2 Certificate and Mark Sheet.
5. Berhampur University Registration Number (If registered under Berhampur University)
6. Migration Certificate in Original (For students other than the Berhampur University).
7. Two passport size photographs duly attested in addition to the photographs pasted on the Application Form and one stamp size photograph to be submitted on the date of Spot Admission for the Identity Card.
8. Address slips duly filled-in.
9. Ten self-addressed unstamped envelopes of size 12" × 5" cm.
10. The prescribed **total admission fee** in shape of A/c Payee SBI Demand Draft or Bankers' Cheque or Bank Challan in favour of the COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY, payable at State Bank of India, Bhanja Bihar Branch (Code-2107).
11. Permission letter from the employer (if employed)
12. Caste Certificate. (if any)
13. The Identity Card with stamp size photograph pasted at the space provided and duly signed by the candidate.
14. ONE SET OF ATTESTED COPIES OF ALL THE ABOVE DOCUMENTS SIGNED BY THE CANDIDATE MUST BE SUBMITTED INCLUDING XEROX COPY OF THE DEMAND DRAFT OF THE ADMISSION FEES.
15. The Address slip and Index card should be filled in properly by the candidate.
The Information Sheet should also be duly filled in by the candidate. The Information Sheet is separately uploaded in the University Website (www.buodisha.edu.in).

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.

The decision of the Director, DEC, Berhampur University in all matters relating to admission, academic programmes, etc. shall be final.

The D.E.C. is not responsible for any postal delay or misplacement.

ADMISSION PROCEDURE

Eligible applicants will be admitted to the course. Failure to produce any document shall disqualify an applicant from taking admission. **All original documents (including SLC/CLC/TC and Conduct Certificate) will be returned to the candidates soon after spot admission is over on the same day.** Admission into the course shall be as per the Rules of Admission of Berhampur University and in conformity with the minimum standard of instructions prescribed by the University Grants Commission as amended from time to time. The student will have the freedom to choose subjects only from the list of subjects/streams prescribed by the Distance Education Centre.

All admissions are provisional which can be cancelled at any time by the Centre for any valid reason such as misconduct, forgery, etc.

EXAMINATION CENTRES

The candidates are required to indicate the names of two colleges near their residence in the Application Form, which may be considered for allotting Examination Centres to them. However, candidates shall have to appear the examination from a centre as allotted to them by the Controller of Examinations, Berhampur University in consultation with the Director, DEC depending upon the availability of requisite infrastructure in a College/Institution.

FEE

Candidates seeking admission to the Three Year Degree Course (TDC) shall have to pay the following fees:

Sl. No.	Name of Course	Course Fee (Rs.)	Examination Fee (Rs.)	Postal Charges (Rs.)	Total Fee (Rs.)
1.	TDC (Pass) Arts/Commerce	7,000/- (One time)	3,205/-	300/-	10,505/-
2.	TDC(Honours) Arts/Commerce	8,000/- (One time)	3,205/-	300/-	11,505/-
3.	TDC Arts with Education(Pass)	7,500/- (One time)	3,405/-	300/-	11,205/-
4.	TDC Arts with Education Hons.	8,500/- (One time)	3,405/-	300/-	12,205/-
5.	TDC Science (Honours)	8,000/- per year	3,405/-	300/-	11,705/-

- Note:
- 1) Course fee includes Registration Fee.
 - 2) Examination Fee includes Fees for the First, Second and Final TDC Examinations, other charges, special centre charges, etc. and the Degree Certificate Fee.
 - 3) After admission into a course, the admission fee deposited shall not be refunded. *The differential amount if any regarding change over from Honours to General shall also not be refunded.* A candidate subsequently seeking change from General Course to Honours Course is required to deposit the differential amount. The candidates who are disqualified for admission, the fee deposited by them shall be refunded.

- 4) **The students admitted into the B.Sc. (Hons.) course, should deposit the course fee for the Second / Third Year at the time of readmission into the respective year but not later than 31st July of 2015 and 2016 respectively. The DEC reserves the right to impose fine on the defaulters or take appropriate action as deemed fit in this regard.**

MODE OF PAYMENT

All payment shall be made in shape of S.B.I. Account Payee Demand Draft or Bankers' Cheque drawn in favour of the **Comptroller of Finance, Berhampur University**, payable at State Bank of India, Bhanja Bihar Branch (Code-2107), Berhampur-760 007 or in shape of Bank Challan available only at the State Bank of India, Bhanja Bihar Branch in the Berhampur University campus.

IDENTITY CARD

Each admitted candidate will be issued with an **Identity Card** by the Distance Education Centre. The candidates shall have to produce the Identity 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 and payment of Rs.50/- (Rupees fifty) only.

CONTACT PROGRAMME

The DEC is planning to conduct theory Contact Programmes for Arts/ Science/ Commerce at Lingaraj Law College, Berhampur (one centre) during the academic year 2014-15. Contact classes for a paper carrying 100 marks will be held if the student's strength in that paper exceeds twenty-five. The teachers of the particular discipline of the contact programme will provide classroom instructions, guidance and counselling on the course/subjects. Students are required to attend the classes at their own cost. If the enrolment of students in a particular subject is less than 25, no contact classes will be conducted for such subject(s).

The Contact Classes for 1st Year students are fixed to be held at Lingaraj Law College, Berhampur during the month of February and March. Students are required to attend the classes as per the Time Table notified by the college centre.

For the B. Sc. (Hons.) students, the DEC is planning to conduct Practical Contact Programmes in all papers excluding the electives and Mathematics in some affiliated colleges of Berhampur University depending on number of students admitted during the year from a region. The venue & date for practical contact programmes will be intimated to the students in due course of time.

The Practical examinations of B.Sc. students will be held immediately after the completion of the practical contact programmes in the same college where contact programmes are conducted. Students are advised to attend the practical contact programmes and appear the practical examinations in the same college positively because for DE Mode students, no other practical examinations will be conducted after the theory examinations. The Principals/ the C.O.E., BU will notify the dates of practical examinations during the contact programmes.

UNIVERSITY EXAMINATIONS

The University Examinations for the students of DE mode shall be the same as for the college students. The date and time of examination shall be determined by the Controller of Examinations. Information regarding centres of examination, time table and other instructions shall be sent to the students in due course. **Candidates admitted into the Three Year Degree Course (B.A./B.Com./B.Sc.(H)) during 2014 - 2017 shall have to appear at the University Examination at the end of each academic session.**

MARK SHEET AND PROVISIONAL CERTIFICATE

After publication of the results the Mark Sheet and Provisional Certificate will be sent to the students by **Regd. Post / Speed Post**.

INTERNSHIP AND PRACTICAL PROGRAMME

Adequate number of Practical and Internship Programmes wherever applicable will be conducted, as per the requirement under intimation to the concerned students. Students are required to undergo the programmes at their OWN COST.

CHANGE OF ADDRESS

In the event of change of address the students are required to get mailing list changed on application and payment of Rs.50/- (Rupees fifty)only.

CHANGE OF SUBJECT(S)

A student admitted with a particular subject(s) or combination of subjects of a stream may be permitted by the Director to change once his/her subject(s) or combination of subject(s) within 30 (thirty) days from the last date of admission into First Year Course on payment of Rs.100/- (Rupees one hundred) only. No student shall be permitted to change his/her subject(s) or combination of subject(s) thereafter.

ENROLMENT NUMBER

Each student will be assigned an Enrolment Number on admission. In all communications addressed to the DEC this number should be quoted. Letters received without the enrolment number will not be attended to.

COURSE STRUCTURE: ARTS STREAM

A student has to offer all compulsory subjects (Group-1), two elective subjects (Group-2) and one subject from the third group either for GENERAL (PASS) or Honours examination.

BACHELOR OF ARTS GENERAL (PASS) AND HONOURS

Group-1:	1. Compulsory	1) English	Paper-1	100 marks
			Paper-2	100 marks
		2) MIL	Paper-1	100 marks
		(Odia/Hindi/Telugu/Alt. Eng.)	Paper-2	100 marks
		3) Indian Society and Culture		100 marks
		4) Environmental Studies		100 marks
Group-2:	Elective Subjects			
	i) Indian Polity	iv) Education		
	ii) Indian Economy	v) Odia		
	iii) Landmarks in Indian History			

N.B. Each student shall offer two elective subjects from the list of subjects as given above. Each elective subject consists of two papers-each carrying 100 marks.

Group-3:	1) History
	2) Economics
	3) Political Science
	4) Education
	5) Odia
	6) English

A General (Pass) Student shall offer one pass subject carrying 400 marks and Honours student shall offer one subject carrying 800 marks out of the above list of subjects in addition to compulsory and elective papers.

Pass/Hons. Papers

1. Economics
2. Education
3. English
4. History
5. Odia
6. Political Science

Related Elective Subjects

- Education, LMIH, Odia, INP
 LMIH, Odia, INP, INE
 LMIH, Odia, INP, INE
 Odia, INP, INE, Education
 INP, INE, LMIH, Education
 INE, LMIH, Education, Odia

(Any two out of four can be chosen)

N.B.: A student opting History as his/her Pass or Honours subject cannot opt “Landmarks in Indian History” as his/her Elective Subject.

A student opting Economic as his/her Pass or Honours subject cannot opt “Indian Economy” as his/her Elective Subject.

A student opting Political Science as his/her Pass or Honours subject cannot opt “Indian Polity” as his/her Elective Subject.

A student opting Education as his/her Pass or Honours subject cannot opt “Education” as his/her Elective Subject.

A Student opting Odia as his/her Pass/Honours subject cannot opt Odia as his/her Elective Subject.

MARK DISTRIBUTION

B.A.GENERAL (PASS)

1 st Examination (At the end of 1 st year)			2 nd Examination (At the end of 2 nd year)		Final Examination (At the end of 3 rd year)		
Subject	Paper	Marks	Subject	Marks	Subject	Paper	Marks
English	1	100	Indian Society and Culture	100	English	2	100
MIL/Alt. Eng.	1	100	Elective A-2	100	MIL/Alt. Eng.	2	100
Elective A-1		100	Elective B-2	100	Environmental Studies		100
Elective B-1		100	Pass-P-1	100	Pass	3	100
			Pass-P-2	100	Pass	4	100
Total		400		500			500
Grand Total: B.A. General (Pass) 1400 Marks							

The break-up of General (Pass) subject having practical P-3 and P-4 shall be as follows:

- Paper-3: 75 marks (Theory)
 Paper-4: 75 marks (Theory)
 50 marks (Practical)

Total: 200 marks

B.A. (HONOURS)

1 st Examination (At the end of 1 st year)			2 nd Examination (At the end of 2 nd year)		Final Examination (At the end of 3 rd year)		
Subject	Paper	Marks	Subject	Marks	Subject	Paper	Marks
English	1	100	Indian Society and Culture	100	English	2	100
MIL/Alt.Eng.	1	100			MIL/Alt.Eng.	2	100
Elective A-1		100	Elective A-2	100	Environmental Studies		100
Elective B-1		100	Elective B-2	100	Hons.	6	100
Hons.	1	100	Hons. P-3	100	Hons.	7	100
Hons.	2	100	Hons. P-4 Hons. P-5	100 100	Hons.	8	100
Total:		600		600			600
Grand Total B.A. Honours 1800 Marks							

COURSE STRUCTURE: COMMERCE STREAM

A Pass student has to offer the following papers:

BACHELOR OF COMMERCE GENERAL (PASS)

Compulsory:	1) Communicative English	100 marks
	2) Business Economics	100 marks
	3) Indian Society and Culture	100 marks
	4) Environmental Studies	100 marks
Commerce Subject:	1) Financial Accounting	100 marks
	2) Business and Company Law	100 marks
	3) Business Statistics	100 marks
	4) Cost Accounting	100 marks
	5) Management Accounting	100 marks
	6) Quantitative Techniques and Business Mathematics	100 marks
	7) Auditing	100 marks
	8) Banking Theory, Law and Practice	100 marks
	9) Company Accounts	100 marks
	10) Income Tax	100 marks

BACHELOR OF COMMERCE (HONOURS)

An Honours student has to offer all the compulsory and Commerce papers mentioned above except Company Accounts and Income Tax along with the following **elective subjects**. They will offer Company Accounts and Income Tax under the Elective Subjects.

1	Specialised Accounting	100 marks
2	Accounting Standard and Accounting Theory	100 marks
3	Company Accounts	100 marks
4	Income Tax	100 marks
5	Advanced Cost and Management Accounting	100 marks
6	Security Analysis and Portfolio Management	100 marks

First Year		
1.	Communicative English	100 marks
2.	Business Economics	100 marks
3.	Financial Accounting	100 marks
4.	Business and Company Law	100 marks
5.	Business Statistics	100 marks
6.	Specialised Accounting	100 marks

Second Year		
1.	Indian Society and Culture	100 marks
2.	Cost Accounting	100 marks
3.	Management Accounting	100 marks
4.	Quantitative Techniques and Business Mathematics	100 marks
5.	Auditing	100 marks
6.	Accounting Standard and Accounting Theory	100 marks

Third year		
1.	Environmental Studies	100 marks
2.	Banking Theory Law and Practice	100 marks
3.	Company Accounts	100 marks
4.	Income Tax	100 marks
5.	Advanced Costing and Management Accounting	100 marks
6.	Security Analysis and Portfolio Management	100 marks

MARK DISTRIBUTION

B. COM. GENERAL (PASS)

1st Examination (At the end of 1st year)		2nd Examination (At the end of 2nd year)		Final Examination (At the end of 3rd year)	
Paper	Marks	Paper	Marks	Paper	Marks
Communicative English	100	Indian Society and Culture	100	Environmental Studies	100
Business Economics	100	Cost Accounting	100	Banking Theory Law and Practice	100
Financial Accounting	100	Management Accounting	100	Company Accounts	100
Business and Company Law	100	Quantitative Technique and Business Mathematics	100	Income Tax	100
Business Statistics	100	Auditing	100		
Total:	500		500		400
Grand Total of B.Com. General (Pass)=1400 Marks					

B.COM (HONOURS)

1 st Examination (At the end of 1 st year)		2 nd Examination (At the end of 2 nd year)		Final Examination (At the end of 3 rd year)	
Paper	Marks	Paper	Marks	Paper	Marks
Communicative English	100	Indian Society & Culture	100	Environmental Studies	100
Business Economics	100	Cost Accounting	100	Banking Theory Law and Practice	100
Financial Accounting	100	Management Accounting	100	Elect-3	100
Business & Company Law	100	Quantitative Techniques & Business Mathematics	100	Elect-4	100
Business Statistics	100	Auditing	100	Elect-5	100
Elective- 1	100	Elective-2	100	Elect-6	100
Total:	600		600		600
Grand Total of B. Com. (Hons.)=1800 Marks					

COURSE STRUCTURE : SCIENCE STREAM**Compulsory Subjects:**

- A. English
- B. M.I.L. (Odia, Alt. English, Hindi, Telugu)
- C. Environmental Studies
- D. Indian Society & Culture

Other Subjects have to be opted by the Science students from the following Table:

Honours	Minor Elective	Major Elective	Pass
Physics	Biology	Mathematics	Chemistry
Chemistry	Biology	Mathematics	Physics
Mathematics	Biology	Biotechnology	Chemistry/ Physics
Botany	Mathematics	Biotechnology	Chemistry/ Zoology
Zoology	Mathematics	Biotechnology	Botany/ Chemistry

The course structure and marks distribution for B.Sc. (Hons.) shall be as follows:

1 st Examination (At the end of 1 st year)		2 nd Examination (At the end of 2 nd year)		Final Examination (At the end of 3 rd year)	
Subject	Marks	Subject	Marks	Subject	Marks
English	50	Major Elective-II	100	Indian Society & Culture	100
MIL	50	Pass A – I	100	Pass A - III	100
Environmental Studies	100	Pass A – II	100	Pass A – IV	100
Minor Elective	100	Hons. Paper-III	100	Hons. Paper-VI	100
Major Elective-I	100	Hons. Paper-IV	100	Hons. Paper-VII	100
Hons. Paper-I	100	Hons Paper-V	100	Hons Paper-VIII	100
Hons. Paper-II	100				
Total:	600		600		600
Grand Total B. Sc. Honours = 1800 Marks					

N.B: Besides Compulsory Papers, a B. Sc. (Hons.) student shall take an Honours subject carrying 800 marks, one Pass subject carrying 400 marks, one Minor Elective carrying 100 marks and one Major Elective carrying 200 marks consisting of two papers each carrying 100 marks as mentioned in the above table.

In Pass Subjects(s) with Practical shall carry 75% theory and 25% Practical.

In Honours subjects having practical components, Paper-V and Paper-VIII are Practicals of 100 marks each.

No student shall be allowed to take Mathematics without studying this subject at the Higher Secondary level (+2 level).

The B.Sc. Honours students have to attend practical classes in their Honours/ Pass subjects (except Mathematics) in 2nd & Final Year. They have to prepare records which shall be inspected by both the internal and external examiners who shall take those into consideration to determine the results of the practical examination. The Practical examinations will be held immediately after the completion of practical contact classes in the same college. The dates of the examinations will be notified by the Principal of the College/ the Controller of Examinations, Berhampur University.

EDUCATION PRACTICE/TEACHING/PROJECT WORK/PRACTICAL

The students having Education as a subject either as General (Pass) or Honours shall have to attend the practice teaching programme and deliver 30 lessons (15 in each of the two method subjects). The programme will be held centrally at Berhampur. The date and venue of the programme will be intimated to them separately. There will be a practical examination for them in Education. This will be conducted centrally at Berhampur or as fixed by the Controller of Examinations of the University. **They will have to attend both the practice teaching programme and practical examination at their own cost.**

The student who fails to undertake the practice teaching and project work on the scheduled date shall have to intimate the DEC Office whose case may be considered in the subsequent academic session. No programme will be conducted separately in the middle of the session.

ECONOMICS (Honours)

The students of Economics (Honours) have to study theory papers in their Paper-VII and Paper-VIII as mentioned below:

- i) Agricultural Economics
- ii) History of Economic Thought

LEGAL DISPUTE

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

CONTACT

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

0680 2227240 / 0680 2227237 / 0680 2227239

NOTE :

The Distance Education Centre has not appointed any person or institution to act on its behalf for the three-year degree course. Candidates are advised to contact the Director, Distance Education Centre directly for any matter relating to admission. Applications for admission, etc. received through any other agency shall be summarily rejected.

DIRECTOR

Education at your door steps



Index /Enrolment No. _____

HARIHAR MARDARAJ

DISTANCE EDUCATION CENTRE

BERHAMPUR UNIVERSITY

Bhanja Bihar, Berhampur-760 007 (Ganjam) Odisha

2014 - 2017

For Office Use

D.D.No _____

Date _____

Amount Rs. _____

PASSPORT SIZE
PHOTOGRAPH TO
BE PASTED DULY
ATTESTED ON THE
FRONT


APPLICATION FOR ADMISSION INTO THREE YEAR DEGREE COURSE IN ARTS/ COMMERCE
(GENERAL/HONOURS) AND SCIENCE (HONOURS)

Course to be offered + 3 _____

Berhampur University Registration No. (if any): _____

1. Name of the applicant (in BLOCK letters as recorded in H.S.C.) : _____
2. a) Sex _____ b) Nationality _____
c) Religion _____ d) Mother Tongue _____
3. Date of Birth as recorded in H.S.C./ Matriculation certificate or equivalent : (in figures) : _____
(in words): _____
4. a) Father's Name : _____
b) Guardian's Name (if father is not alive) : _____
c) Mother's Name : _____
5. Present Address of the applicant (in Block Letters) : _____
(For Correspondence)

Pin _____ Cell No. _____

 _____ e-mail. _____

P.T.O

6. Permanent Address (in Block Letters) : _____

Pin _____

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

8. Educational Qualifications (Original and attested copies of Certificates and Mark Lists should be submitted at the time of Spot Admission)

Examination Passed.	Name of the Institution where studied	Name of the Examining Body/Board/Council/University	Year of Passing	Class/ Division	Total Marks	Marks Secured	% of Marks Secured	Remarks
1. HSC or its equivalent .								
2. Intermediate/+2 or equivalent								
3. Any other Degree Passed								

9. Fee Particulars : B.D. No. _____ / Date _____ Amount _____

10. Choice of Examination Centre: (a) _____
 Name of two colleges affiliated to Berhampur University
 (Near to the residence of the candidate). (b) _____

11. Subjects :

For +3 Arts (General/Honours)

A) Compulsory Subjects:

- i) English
- ii) M.I.L. _____
(Alternative English/Odia/Hindi/Telugu)
- iii) Indian Society and Culture
- iv) Environmental Studies

B) Elective Subjects

- i) _____
- ii) _____
(For both General and Honours Students)

C) Pass/ Honours:
(Put tick mark)

 FULL SIGNATURE OF THE APPLICANT

+3 Commerce (General)

- 1) **Compulsory Subjects:**
 - i) Communicative English
 - ii) Business Economics
 - iii) Indian Society and Culture
 - iv) Environmental Studies
- 2) **Commerce Subjects :**
 - a) Financial Accounting
 - b) Business and Company Law
 - c) Business Statistics
 - d) Cost Accounting
 - e) Management Accounting
 - f) Quantitative Techniques and Business Mathematics
 - g) Auditing
 - h) Principles of Management
 - i) Company Accounts
 - j) Income Tax

For +3 Commerce (Honours)

- 1) **Compulsory Subjects:**
 - i) Communicative English
 - ii) Business Economics
 - iii) Indian Society and Culture
 - iv) Environmental Studies
- 2) **Commerce Subjects:**
 - a) Financial Accounting
 - b) Business and Company Law
 - c) Business Statistics
 - d) Cost Accounting
 - e) Management Accounting
 - f) Quantitative Techniques and Business Mathematics
 - g) Auditing
 - h) Principles of Management
- 3) **Elective Subjects:**
 - i) Specialized Accounting
 - ii) Contemporary Accounting Theory
 - iii) Company Accounts
 - iv) Income Tax
 - v) Advanced cost & Management Accounting
 - vi) Financial Analysis Reporting

FULL SIGNATURE OF THE APPLICANT

FOR +3 SCIENCE (HONOURS)

A) Compulsory Subjects:

- i) English
- ii) M.I.L. _____
(Alternative English/Odia/Hindi/Telugu)
- iii) Indian Society and Culture

B) Elective Subjects:

- i) Minor _____
- ii) Major _____

C) Pass: _____

D) Honours: _____

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) 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.**



INDEX CARD

Index No. _____

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

Sub: Application for admission into +3 Arts (Gen./Hons.)/Commerce (Gen./Hons.)/Science (Hons.) Course for the sessions 2014-2017.

Your application for admission into +3 Arts (Gen./Hons.)/Commerce (Gen./Hons.)/Science (Hons.) Course for the Period 2014-2017 has been received.

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

CONSULTANT / OFFICER IN-CHARGE, DEC

To

Pin

Address to be filled in by the Applicant

Harihar Mardaraj Distance Education Centre
Berhampur University, Berhampur-760 007

ADDRESS SLIP

Write your Name and Address in BLOCK (Capital) Letter with PIN Code& Mobile number 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.

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C/ O

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At/Po:

Via:

Dist: PIN

Enrolment No.

Name:

C/ O

Address

At/Po:

Via:

Dist: PIN

*** Instruction to fill up Point-11**

Percentage of Marks in CHSE means aggregate percentage

*** Instruction to fill up Point-12**

1. For Arts Candidate: MIL/AEN, ELE-I, ELE-II, PASS, HONS and Add on (if any) Columns to be used.
2. For Science Candidates MIL/AEN, MIE (Minor Elective), MAE (Major Elective), Pass, Honours and Add on Course (if any) columns are to be used.
3. For Commerce Honours Candidates only Use Column ELE-I, ELE-II, ELE-III, ELE-IV, ELE-V and ELE-VI and Add on Column and there is no necessity to mention any subject for Pass Candidates except Add on Course Column if any.
4. There is no need to mention the compulsory subjects of any stream.
5. All the subject fields are mandatory in nature and it should be filled up with subject code only.

Subject Code

Arts					
Subject name	Code	Philosophy	PHI	Indian Polity	INP
English	ENG	Mathematics	MAT	Indian Economy	INE
Oriya	ORI	Statistics	STA	Indian Geography	ING
Sanskrit	SAN	Home Science	HSC	Land Mark in Indian History	LMIH
Hindi	HIN	Anthropology	ANT	Journalism and Mass Communication	JMC
Alt. English	AEN	Sociology	SOC	Science and Technology	ST
Bengali	BEN	Education	EDU	Indian Labour Study	ILS
Telugu	TEL	I.R.& P.M.	IRP	Computer and its application	CAA
Urdu	URD	Psychology	PSY	Mass Communication	MC
History	HIS	Geography	GEO	Computer Application	CA
Economics	ECO	Journalism	JOU		
Political Science	POL	Computer Science	CSC		
Science					
Botany	BOT	Polymer Science	PS	Non-Conventional Energy	NCE
Chemistry	CHE	Zoology	ZOO	Disaster Management	DSM
Electronics	EL	Sericulture	SER	Life Science	LS
Geology	GEL	Computer Science	CSC	Minor Mathematics	MIM
Industrial chemistry	IC	Biology	BIO	Major Mathematics	MAM
Mathematics	MAT	Material Science	MS	Information Technology	IT
Physics	PHY	Bio-Technology	BT		
Commerce					
Specialised Accounting	SPA	Human Resource Management	HRM	Advance Costing & Management Accounting	ACM
Electronic Data Processing	EDP	Income Tax	IT	Sales and Advertising Management	SAM
Contemporary Accounting Theory	CAT	Tax Planning	TP	Financial Analysis & Reporting	FAR
Accounting Standards and Accounting Theory	ASA	Production Management	PM	Business Policy	BP
Financial Management	FM	Banking Management	BM	Organisational Behaviour	OB
Company Accounts	CPA				
Adv. Diploma in Computer Application	ADCA	Adv Diploma in E-Com.	ADEC	Certificate Course in E-Com	CCEC
Certificate Course in Marine Geology	CCMG				