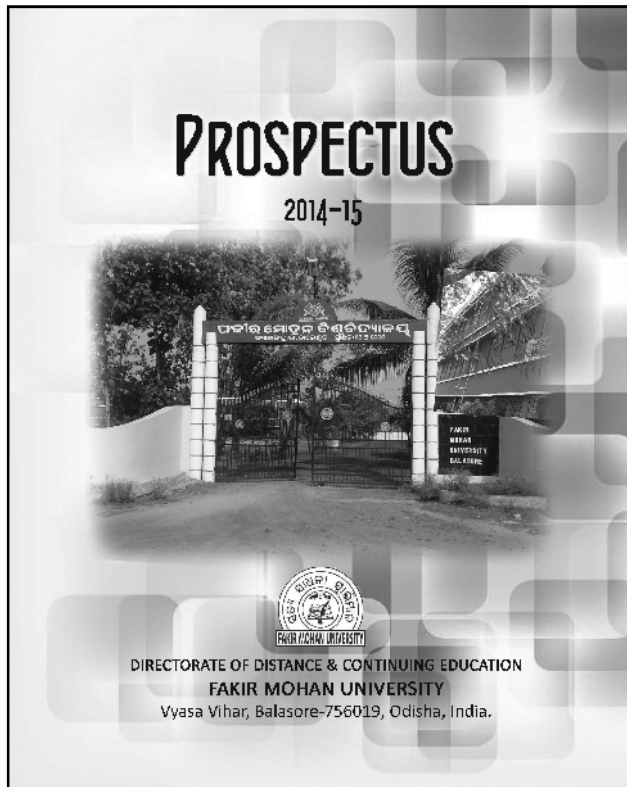# PROSPECTUS
&
Information Bulletin

2015-16

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
FAKIR MOHAN UNIVERSITY
Vyasa Vihar, Balasore, 756 019, Odisha (India)

PROSPECTUS
2014-15

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
FAKIR MOHAN UNIVERSITY
Vyasa Vihar, Balasore-756019, Odisha, India.

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
FAKIR MOHAN UNIVERSITY

Prof. Siba Prasad Adhikary
VICE-CHANCELLOR

Prof. Bhagaban Das
DIRECTOR

Dr. Munesh Ch. Adhikary
REGISTRAR

Dr. Bishnu Prasad Dash
COMPTROLLER OF FINANCE

Sj. Debabrata Ash
CONTROLLER OF EXAMINATIONS

COMMUNICATIONS TO BE ADDRESSED AT
Director
Directorate of Distance & Continuing Education (DDCE)
Fakir Mohan University
Vyasa Vihar, Old Campus, Balasore- 756019, Odisha, India
Phone : 06782-241840, Email: cdce_fmu@yahoo.co.in
website: www.fmuddce.org/www.fmuniversity.nic.in

THE DDCE TEAM

DIRECTOR
Prof. Bhagaban Das

FACULTY OF THE DIRECTORATE
Sri Manoj Ku. Acharya
Lecturer in Library & Information Science &
Course Coordinator of BLIS, MLIS, Post-Graduate & DAFE Programmes

Sri Samar Ballav Bhoi
Lecturer in Information Technology &
Course Coordinator of BCA, PGDCA, MCA, PGDCL & UG Programmes

Dr. Debadutta Das
Course Coordinator of MBA & M. Com. Programmes

OFFICE AND ADMINISTRATIVE STAFF
Sri Upendra Pr. Jena, Sr. Asst. (Esstt. & Development)
Sri Satyendra Lal Kar, Jr. Asst. (Accounts)
Smt. Damayanti Majhi, Library Asst. (DDCE Library)
Smt. Mamata Rani Das, Jr. Asst.-cum-DEO (Academics & Exams)

SUPPORTING STAFF
Sri Bipin Bihari Behera
Sri Bijay Kumar Behera

CONTENTS

ABOUT FAKIR MOHAN UNIVERSITY

Fakir Mohan University (abbreviated as F. M. University) is a university situated in Balasore, Odisha, India. It was carved out of the Utkal University in 1999 and acts as an affiliating university. The university has 68 colleges and 150,000 students at the graduate and postgraduate levels. It is recognised by the UGC under section 2(f) as well as under section 12(B) of the UGC Act and been accredited by the Association of Indian Universities (AIU) and is a member of Common Wealth Universities with commitment towards interdisciplinary education. Fakir Mohan University has 2 campuses. Old campus located in Januganj, besides NH close to Remuna Goleiu in Balasore and the new campus at Nuapadhi towards Remuna-Mitrapur, and the campus is popularly known as Vyasa Viha befitting to the name of Vyasa Kabi Fakir Mohan Senapati.. The university has computer labs, centralised computer centre, central library with internet connection, conference halls etc. Welfare facilities include bank, canteen, sports complex, boys' hostel, girls' hostel, staff quarters, guest houses and a health Centre is under construction.

VISION OF THE UNIVERSITY

The University is committed to develop itself as a value and need based quality education provider in the state of Odisha in general and Balasore and Bhadrak districts in particular through its post-graduate departments, affiliated colleges as well as through the distance education mode executed by its DDCE. It has the ultimate objective of producing qualified and competent manpower responsive to the changing needs of the society at the national and international levels. In its quest for being an outstanding centre for learning and development of human resource, it cherishes a clear vision and mission. Vision of the University is to excel in five ethoses:

- The culture of Excellence

- The Culture of Innovation

- The Culture of Quality

- The Culture of Flexibility and Dynamism

- The Culture of Sustainability

MISSION OF THE UNIVERSITY

It has following missions through which it seeks to stimulate and promote professional competency among the students and faculty:

- To provide opportunities to students and faculty to acquire higher qualification and experience.

- To provide continuous learning opportunities for students, faculty, staff and working professionals.

- To provide wide scope for research, design and development.

- To provide consultancy relevant to areas of specialization and expertise.

- To provide scope for practicing innovative teaching and learning methods.

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION (DDCE)

The DDCE under the Fakir Mohan University was established with the mission to reach out to more and more people and help them in their endeavor to study further, by taking education to the doorsteps of the people without compromising the quality of education. At present, it is imparting professional courses like; MBA, MCA, MLIS, BCA, BLIS, PGDCA, P. G. Diploma in Cyber Law, DAFE and general courses like BA (both Gen/Hons with Odia, English, Hindi, Economics, Pol.Sc., History, Sociology, Education and Sanksrit),MA(Odia,English,Economics,Pol.Sc, History, Education and Sanskrit), M.Com etc. It is in the process of opening new courses like B.Ed., D.El.Ed. etc.

MISSION OF THE DIRECTORATE

Directorate of Distance and Continuing Education under Fakir Mohan University is established with the mission to reach out to more and more people and help them in their endeavor to study further and to take education to the doorstep of the people by removing all barriers of learning without compromising the quality of education.

VISION OF THE DIRECTORATE

• To cope with the increasing demand for higher education and to enable the students of the weaker sections of the society and of rural background for higher education who are unable to pay fee charged by private institutes.

• To provide quality education at reasonable fee structure.

• To introduce a host of Vocational Degree & Diploma Courses through Distance Education mode, with the hope to reach out to more and more people and help them in their endeavor to study further and taking education to people at their doorstep by removing all barriers of learning. But, of course, without compromising the quality factor.

• To provide meaningful opportunity for employment of young people by enhancing their knowledge base.

• To cater to the needs of the unprivileged section of the society particularly the physically and mentally retarded population of the state.

• To serve as catalyst and development of an open learning system and contribute to create the best academic environment for unemployed youths of the country.

ACADEMIC PROGRAMMES OFFERED BY THE DIRECTORATE

Sl No	Programmes offered	Eligibility	Duration (Years)		Programme Fee (Rs)	Admission Criteria	Medium of Counseling
			Minimum	Maximum			
Management & Commerce Programmes							
1	MBA	Any Graduate	2 Years (4 Sems)	4 Years	40,000/-	Entrance	English
2	M.Com	B.Com/BBA/ MBA/Charted Accountants/ Company Secretaries / Cost Accountants	2 Years (4 Sems)	4 Years	16,000/-	Direct (First-cum-first basis)	English
Information Technology Programmes							
3	MCA	Any graduate or Graduate with 'mathematics' as one of the independent subjects either at Higher Secondary or Graduate Level. Students without mathematics will have to pass in a Foundation Course in Mathematics (CS-60) along with the MCA course*.	3 Years (6 Sems)	6 Years	45,000/-	Entrance	English
4	MCA (LE)	BCA/B.Sc(IT)/ B. Sc Comp.Sc /B.Sc ITM/ PGDCA or 'A' label course from DOEACC programmes	2 Years (4 Sems)	4 Years	33,000/-	Entrance	English
5	BCA	Higher Secondary (10+2)/+2 Vocational or equivalent with Mathematics as a distinct subject. Those who have not studied Mathematics as a distinct subject have to register for **MTE-03** along with the first semester of BCA. Such students have to successfully complete **MTE-03** within BCA programme	3 Years (6 Sems)	6 Years	30,000/-	Direct (First-cum-first basis)	English

6	PGDCA	Any graduate with Mathematics as a distinct subject at the 10+2 level/or equivalent. Students without mathematics will have to pass in a Foundation Course in Mathematics (CS-60) along with the PGDCA course*.	1 Year (2 Sems)	3 Years	10,000/-	Direct (First-cum-first basis)	English
7	PGDCL	Graduate with 10+2+3 pattern, Law Graduate/ Law Professionals or any other Degree recognized equivalent by Fakir Mohan University	1 Year (2 Sems)	3 Years	12,000/-	Direct (First-cum-first basis)	English
Library & Information Science Programmes							
8	MLIS	BLIS or its equivalent from any recognized University.	1 Year (2 Sems)	4 Years	15,000/-	Direct (First-cum-first basis)	English
9	BLIS	Any Graduate or its equivalent.	1 Year (Annual)	4 Years	10,000/-	Direct (First-cum-first basis)	English
Post-Graduate (PG) Programmes							
10	M.A (Odia)	Any graduate or its equivalent from a recognized University.	2 Years (4 Sems)	4 Years	14,000/-	Direct (First-cum-first basis)	Odia
11	M.A (English)						English
12	M.A (History)						English
13	M.A (Pol.Sc.)						English
14	M.A (Eco)	Any Graduate with Economics/ Mathematics / Statistics as a subject					English
15	M.A (Sanskrit)	Graduate with Sanskrit as a subject of study or its equivalent					Sanskrit
16	M.A (Edn)	Graduate with Education/ B.Ed from recognized University.					English

Under Graduate (UG) Programmes							
17	BA (Odia)	Higher Secondary (10+2) or any other equivalent examination/ 3 years Diploma from Odisha State Technical Education Council.	3 Years (Annual)	6 Years	15,000/-	Direct (First-cum-first basis)	Odia
18	B.A (English)						English
19	B.A (Sanskrit)						Sanskrit/odia
20	B.A (History)						Eng/Odia
21	B.A (Pol.Sc)						Eng/Odia
22	B.A (Education)						Eng/Odia
23	B.A (Hindi)						Hindi
24	B.A (Sociology)						Eng/Odia
25	B.A (Economics)						Eng/Odia
Diploma Programme							
26	DAFE	Higher Secondary (10+2) or its equivalent	1 Year (Annual)	4 Years	5,000/-	Direct (First-cum-first basis)	English
Note: Full details of the above mentioned programmes regarding eligibility and programme administration are given in their respective statutes.							

DETAILS OF THE COURSES OFFERED

4.1.1 **MASTER OF BUSINESS ADMINISTRATION (MBA)**

Objective

The University plans to build appropriate human resource by providing management education so that our students can be adequately equipped for facing challenges in the employment market at the national and international level.

Programme Structure:

Semester	Paper	Paper Title	Internal/Assignment	University Exam	Total
First	CP 101	Organization Structure &	10	40	50
	CP 102	Quantitative Methods	10	40	50
	CP 103	Organizational Behavior	10	40	50
	CP 104	Managerial Economics	10	40	50
	CP 105	IT for Managers	10	40	50
	CP 106	Financial Accounting	10	40	50
	CP 107	Indian Business Environment	10	40	50
	CP 108	Business Communication	10	40	50
		Total	60	340	400
Second	CP 201	Business Ethics	10	40	50
	CP 202	Operation Research	10	40	50
	CP 203	Marketing Management	10	40	50
	CP 204	Financial Management	10	40	50
	CP 205	Human Resource	10	40	50
	CP 206	Cost & Management	10	40	50
	CP 207	Production& Operation	10	40	50
	CP 208	Business Law	10	40	50
		Total	80	320	400

2nd Year MBA

During 2nd year, in addition to compulsory papers, each student is required to opt for dual specialization from among the specialization groups listed below. The specialization group chosen in 3rd semester shall be same in the 4th semester. Apart from this, the students will also undergo Summer Training Project and prepare for Seminar Presentation & Comprehensive Viva-voce and Dissertation.

Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam	Total
Third	CP 301	Business Research	10	40	50
	CP 302	Management Information System	10	40	50
	CP 303	Fundamentals of Management	10	40	50
	CP 304	Seminar and Presentation	10	40	50

(Elective: The Students are required to select two groups of Elective Papers for their Specialization)

Group I : Marketing Management (MM)					
Third	MM 311	Consumer Behavior	10	40	50
	MM312	Product & Service Marketing	10	40	50
Group II: Financial Management (FM)					
Third	FM 322	Financial Markets & Services	10	40	50
	FM 321	Working Capital Management	10	40	50
Group III : Human Resource Management (HRM)					
Third	HRM 332	Human Resource Developments	10	40	50
	HRM 331	Human Resource Planning & Compensation	10	40	50
Group IV: Small Business and Entrepreneurship Management (SBEM)					
Third	SBEM 341	Small Business Environment and Management	10	40	50
	SBEM 342	HRM & Entrepreneurial Development	10	40	50
Group V : International Business (IB)					
Third	IB 351	International Economy and Foreign Trade	10	40	50
	IB 352	Global Human Resource Management	10	40	50
Group VI Production and Operation Management (POM)					
Third	POM 361	Production Planning and Control	10	40	50
	POM 362	Purchasing and Material Management	10	40	50

Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam	Total
Fourth	CP 401	Strategic Management	10	40	50
	CP 402	Banking Insurance and Management	10	40	50
	CP 403	Dissertation		50	50
	CP 404	Grand Viva-voce		50	50
Group I : Marketing Management (MM)					
Fourth	MM 411	Advertising & Sales Management	10	40	50
	MM 412	International Marketing	10	40	50
Group II: Financial Management (FM)					
Fourth	FM 421	Security Analysis & Portfolio Management	10	40	50
	FM 422	Corporate Restructuring	10	40	50
Group III : Human Resource Management (HRM)					
Fourth	HRM 431	Industrial Relations & Labour Legislation	10	40	50
	HRM 432	Strategic Human Resource Management	10	40	50
Group IV: Small Business and Entrepreneurship Management (SBEM)					
Fourth	SBEM 441	Financing of Small Business	10	40	50
	SBEM 442	Small Business Marketing	10	40	50
Group V : International Business (IB)					
Fourth	IB 451	Export – Import Procedure, Documentation and Logistics	10	40	50
	IB 452	International Accounting and Finance	10	40	50
Group VI : Production and Operation Management (POM)					
Fourth	POM 461	Logistic Management	10	40	50
	POM 461	Service Operation Management	10	40	50

Course Fee:

The Total Course Fee for MBA is Rs 40,000/- (Rs. 10,000/- per semester)

Project Fee: Rs. 300/- (To be collected at the time of form fill up for fourth sem. Exam)

Course Coordinator & Contact Person:
DR. DEBADUTTA DAS, Mob: 9861163497

4.1.2 MASTER OF COMMERCE (M. Com)

Objectives:

The main objective of this programme is to equip the students with necessary conceptual, entrepreneurial and analytical skills required for handling the Business operation, particularly in International Business. The salient features of this programme are to focus on operational areas of Business activities.

Programme Structure:

	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
1st Semester	MC : 1.1	Management Concepts & Practices	10	40	50
	MC : 1.2	Statistics for Management	10	40	50
	MC : 1.3	Financial Management	10	40	50
	MC : 1.4	Accounting for Decision Making	10	40	50
	MC : 1.5	Managerial Economics	10	40	50
	MC : 1.6	Corporate Financial Accounting	10	40	50
				TOTAL	300
	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
2nd Semester	MC : 2.1	Business Environment	10	40	50
	MC : 2.2	Organizational Behaviour	10	40	50
	MC : 2.3	Marketing Management	10	40	50
	MC : 2.4	Insurance Management	10	40	50
	MC : 2.5	Social Survey & Research	10	40	50
	MC : 2.6	Business Application & IT	10	40	50
				TOTAL	300

During 3rd & 4th semester, in addition to compulsory papers, each student has to opt any one specialization out of Accounting or Finance. The specialization opted by a student in 3rd semester will remain unchanged in 4th semester.

Semester	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
3rd Semester	MC : 3.1	Strategic Management	10	40	50
	MC : 3.2	Financial Institutions and Markets	10	40	50
	MC : 3.3	Operation Research	10	40	50
	MC : 3.4	Choice Based Paper	10	40	50
	(A) Accounting Specialization				
	MC : 3.5 (A)	Advanced Accounting	10	40	50
	MC : 3.6 (A)	Corporate Tax planning	10	40	50
	(B) Finance Specialization				
	MC : 3.5 (B)	Merchant Banking & Financial Services	10	40	50
	MC : 3.6 (B)	International Finance	10	40	50
				TOTAL	300

	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
4th Semester	MC : 4.1	Corporate Governance & Business Ethics	10	40	50
	MC : 4.2	Corporate Law	10	40	50
	MC : 4.3	Dissertation	10	40	50
	MC : 4.4	Grand Viva-voce	10	40	50
	(A) Accounting Specialization				
	MC : 4.5 (A)	International Accounting	10	40	50
	MC : 4.6 (A)	Accounting Standards &Corporate Reporting	10	40	50
	(B) Finance Specialization				
	MC : 4.5 (B)	Security Analysis & Portfolio Management	10	40	50
	MC : 4.6 (B)	Risk Management and Derivatives	10	40	50
				TOTAL	300
GRAND TOTAL					1200

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Course Fee:

The course fee for M. Com. Programme is Rs. 16,000/- (Rs. 8,000/- per year)

Project Fee: Rs.300/- (To be collected at the time of form fill up for fourth sem. Exam.)

Course Coordinator & Contact Person:
DR. DEBADUTTA DAS, Mob: 9861163497

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4.2.1 **BACHELOR IN COMPUTER APPLICATION (BCA)**

Objectives:

The BCA programme provides an understanding and skills related to the use of Computers and its application. The BCA programme provides a platform for possibility of moving on to MCA.

Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam	Total
First	CS-610	Foundation Course in English for Computing	10	40	50
	FHS-01	Foundation Course in Humanities & Social	10	40	50
	CS-611	Computer Fundamentals & PC software	10	40	50
	MTE-03	Mathematical Methods (non credit)		50	50
	CSL-611	Computer Fundamental Lab		50	50
Second	CS-612	PC Software Application Skills	10	40	50
	CS-60	Foundation Course in Mathematics in	10	40	50
	CS-62	'C' Programming & Data Structure	10	40	50
	CSL-612	MS Excel Lab		50	50
	CSL-62	'C' Programming & Data Structure Lab		50	50
Third	FST	Foundation Course in Science & Technology	10	40	50
	CS-63	Introduction to System Software	10	40	50
	CS-05	Elements of System Analysis & Design	10	40	50
	CSL-63	Unix/Linux Lab		50	50
Fourth	CS-06	Introduction to DBMS	10	40	50
	CS-64	Introduction to Computer Organization	10	40	50
	CS-66	Multimedia	10	40	50
	CSL-65	Window Programming Lab		50	50
	CSL-67	RDBMS Lab		50	50
Fifth	CS-68	Computer Networks	10	40	50
	CS-69	TCP/IP Programming	10	40	50
	CS-70	Introduction to Software Engineering	10	40	50
	CS-71	Computer Oriented Numerical Techniques	10	40	50
	CSL-68,69 & 70	Computer Network & TCP/IP & Software Engineering Lab		50	50
Sixth	CS-72	C++ & Object Oriented Programming	10	40	50
	CS-73	Theory of Computation	10	40	50
	CS-74	Introduction to Internet Programming (Java,	10	40	50
	CS-75	Intranet Administration	10	40	50
	CSL-	C++ & Java Lab		50	50
	CSP-76	Project (Report+Viva)		50	50

Course Fee:

The Total Course Fee for BCA is Rs 30,000/- (Rs. 5,000/- per semester)

Project Fee: 300/- (To be collected at the time of form fill up for sixth sem. examination)

Course Coordinator & Contact Person:
SRI SAMAR BALLAV BHOI, Mob: 9937122717

4.2.2 PG. DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

Objectives:

The broad objective of PGDCA programme is to prepare students for careers in software industry and understanding the skills related to the use of Computers and its application. The PGDCA programme provides a platform for possibility of moving on to MCA.

Programme Structure:

Semester	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
First	T101	Computer Organization and Architecture	10	40	50
	T102	Problem Solving and Programming through C	10	40	50
	T103	Discrete Mathematical Structure	10	40	50
	T104	Operating Systems	10	40	50
	L105	Operating System / Computer Architecture Laboratory		50	50
	L106	C Programming Laboratory		50	50
	CS-60	Foundation Course in Mathematics in Computing (For Non Math students)	10	40	50
Second	T201	Data Structure Using C++	10	40	50
	T202	Database Management System	10	40	50
	T203	Theory of Probability	10	40	50
	T204	Software Engineering	10	40	50
	L205	Data Structure Using C++ Laboratory		50	50
	L206	DBMS (Oracle) Laboratory		50	50

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Course Fee:

The Course Fee for PGDCA is Rs 10,000/- (Rs. 5,000/- per semester)

Course Coordinator & Contact Person:
SRI SAMAR BALLAV BHOI, Mob: 9937122717

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4.2.3 MASTER OF COMPUTER APPLICATIONS (MCA)

Objectives:

The broad objective of MCA programme is to prepare students for careers in software industry understanding and skills related to the use of Computers and its application. The BCA programme provides a platform for possibility of moving on to MCA and M.Sc- ICT course of the University.

Programme Structure:

Semester	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
First	T101	Computer Organization and Architecture	10	40	50
	T102	Problem Solving and Programming	10	40	50
	T103	Discrete Mathematical Structure	10	40	50
	T104	Operating Systems	10	40	50
	L105	Operating System / Computer Architecture Laboratory		50	50
	L106	C Programming Laboratory		50	50
	CS-60	Foundation Course in Mathematics in Computing (For Non Math students)	10	40	50
Second	T201	Data Structure Using C++	10	40	50
	T202	Database Management System	10	40	50
	T203	Theory of Probability	10	40	50
	T204	Software Engineering	10	40	50
	L205	Data Structure Using C++ Laboratory		50	50
	L206	DBMS (Oracle) Laboratory		50	50
Third	T301	Object Oriented Programming Using Java	10	40	50
	T302	Design and Analysis of Algorithms	10	40	50
	T303	Computer Graphics and Multimedia	10	40	50
	T304	Elective-I: List of Electives (I) (choose any one) T304: Bioinformatics T304: Financial Engineering T304 Mobile Computing T304 Embedded Systems T304 Computer Security T304: Parallel and Distributed System T304: Simulation Modeling	10	40	50
	L305	Object Oriented Programming Using Java		50	50
	L306	Computer Graphics and Multimedia		50	50
Fourth	T401	Compiler Design	10	40	50
	T402	Artificial Intelligence	10	40	50
	T403	Computer Networks	10	40	50
	T404	Object Oriented Analysis & Design Using UML	10	40	50
	L405	Compiler Design Laboratory		50	50
	L406	Artificial Intelligence Laboratory		50	50
Fifth	T501	Internet and Web Technology	10	40	50
	T502	Data Mining & Soft Computing	10	40	50
	T503	Management Information System & E-Commerce	10	40	50

Course Fee:
The Total Course Fee for MCA is Rs 45,000/- (Rs. 7,500/- per Semester)
Project Fee: Rs. 300/- (To be collected at the time of form fill up for sixth sem. examination)

Course Coordinator & Contact Person:
Sri Samar Ballav Bhoi, Mob: 9937122717

4.2.4 POST GRADUATE DIPLOMA IN CYBER LAW (PGDCL)

Objective:

The main objectives of the programme are:

- To enable learners to understand, explore acquire a critical understanding of Cyber Law.
- To develop competencies for dealing with frauds, deceptions (confidence tricks, scams) and other cyber crimes such as child pornography, that are taking place via internet.
- To make learners conversant with the social and intellectual property issues emerging from 'cyberspace'.
- To explore the legal and policy developments in various countries to regulate cyberspace and understand relationship between commerce and cyberspace.

Programme Structure:

Semester	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
1st Sem	MIR-11	Cyber Space, Technology and Social issues	20	80	100
	MIR-12	Regulation of Cyberspace	20	80	100
	MIR-13	Commerce and Cyberspace	20	80	100
	MIR-14	Private and Data Protection	20	80	100
2nd Sem	MIR-21	E-Banking & E- Commerce	20	80	100
	MIR-22	E-Contract & E-Governance	20	80	100
	MIR-23	Telemedicine & Cyber Law	20	80	100
	MIR-24	Constitutional protection under Cyber law	20	80	100
	MIRP-25	Seminar & Project		200	200
Total					1000

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Course Fee:
The Course Fee for PGDCL is Rs. 12,000/- (Rs. 6,000/- per Sem.)
Project Fee Rs. 300/- (To be collected at the time of form fill up for second sem. Exam.)

COURSE COORDINATOR & CONTACT PERSON:
Sri Samar Ballav Bhoi, Mob: 9937122717

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4.3.1 BACHELOR IN LIBRARY & INFORMATION SCIENCE (BLIS)

Objectives:

The BLIS programme is meant to impart skill and training necessary for effective organization and management of libraries and providing varieties of library and information services with the help of IT wherever possible.

Programme Structure:

Paper Code	Paper Title	Internal /Assignment	University Exam	Total
BLIS-01	Library and Society	20	80	100
BLIS-02	Library Management	20	80	100
BLIS-03	Library Classification Theory	20	80	100
BLIS-03P	Library Classification Practice		50	50
BLIS-04	Library Cataloguing Theory	20	80	100
BLIS-04P	Library Cataloguing Practice		50	50
BLIS-05	Reference & Information Sources	20	80	100
BLIS-06	Information Services	20	80	100
BLIS-07	Information Technology: Basics	20	80	100
Total				800

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Course Fee:
The Course Fee for BLIS is Rs 10,000/- (Rs.5,000/- per semester)

COURSE COORDINATOR & CONTACT PERSON:
Sri Manoj Kumar Acharya, Mob: 9438214620

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4.3.2 MASTER IN LIBRARY & INFORMATION SCIENCE (MLIS)

Objectives: The MLIS programme is meant to impart higher skill and training necessary for effective organization and management of libraries and providing varieties of library and information services with the help of IT wherever possible.

Programme Structure:

Semester	Paper Code	Paper Title	Internal /Assignment	University Exam	Total
First Sem. (4 Core & 1 Practical)	MLIS-101	Information, Communication & Society	20	80	100
	MLIS-102	Management of Library & Information Centers	20	80	100
	MLIS-103	Information Sources, Systems and Programmes	20	80	100
	MLIS-104	Applications of Information & Communication Technologies Theory	20	80	100
	MLIS-104 P	Applications of I & C T Practical		100	100
Second Sem. (2 Core, 2 Electives & 1 Project)	MLIS-201	Information Processing and Retrieval	20	80	100
	MLIS-202	Information, Institutions, Products and Services	20	80	100
	*ELECTIVE-1		20	80	100
	*ELECTIVE-2		20	80	100
	MLISP	Project/ Dissertation work		100	100
Total					1000

* Elective Papers (Any two Papers from the below given three)
  MLISE-01:   Preservation and Conservation of Library Materials
  MLISE-02:   Academic Library System
  MLISE-03:   Public Library System and Services
— —
Course Fee:
The Course Fee for MLIS is Rs. 15,000/- (Rs.7, 500/- per semester)
Project Fee: 300/- (To be collected at the time of form fill up for second sem. Exam.)

Course Coordinator & Contact Person:
SRI MANOJ KUMAR ACHARYA, Mob: 9438214620
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4.4.1 BACHELOR OF ARTS (BA):

GEN / HON'S. WITH ODIA, ENGLISH, HINDI, ECONOMICS, POL. SCIENCE, HISTORY, SOCIOLOGY, EDUCATION AND SANSKRIT

Eligibility

(i)   A candidate must have passed Higher Secondary examination in 10+2 pattern of education or any other equivalent examination

(ii)   Students who have passed three years Diploma from Odisha State Technical Education Council are also eligible to take admission in B.A.

Foundation Courses:

Foundation courses are compulsory for all students who want to obtain Bachelor's Degree. The list of FCs is given below:

a) IS & C   b) Environmental Studies (EVS)

B.A. (GENERAL)

First Year	Marks	Second Year	Marks	Third Year	Marks
English I	100	English – II	100	IS&C	100
MIL-I	100	MIL – II	100	EVS	100(75+25)
Pass(A) I	100	Pass(A) III	100	Elective(B)I	100
Pass(A) II	100	Pass(A) IV	100	Elective(B)II	100
Elective(A)I	100	Elective(A) II	100		
TOTAL	500	TOTAL	500	TOTAL	400

A pass student shall be offered compulsory subjects carrying 600 marks, one pass subject carrying 400 marks and two elective subjects carrying 200 marks each.

B.A. (HONOURS)

First Year	Marks	Second Year	Marks	Third Year	Marks
English I	100	English II	100	IS&C	100
MIL-I	100	MIL-II	100	EVS	100(75+25)
Elective(A)I	100	Hons P - III	100	HONS P-VII	100
Elective(A)II	100	Hons P - IV	100	HONS P-VIII*	100
Hons P-I	100	Hons P-V	100	ELECTIVE (B) I	100
Hons P-II	100	Hons P-VI	100	ELECTIVE (B)-II	100
TOTAL	600	TOTAL	600	TOTAL	600

A Hon's student shall be offered compulsory subjects carrying 600 Marks, one Hon's subject carrying 800 marks and two elective subjects carrying 200 marks each. Elective subjects are without practical components. For subjects having practical components, following distribution of marks shall be made:

	First Year	Marks	Second Year	Marks	Third Year	Marks
Pass	P-I	75	P-IV	75		
	P-II	75	P-V	75		
	P-III(PR)	50	PV-I(PR)	50		
Hons	P-I	75	P-IV	75	P-X	75
	P-II	75	P-V	75	P-IX	75
	P-III(PR)	50	P-VI	75	P-XII(PR)	50
			P-VII	75		
			P-VIII(PR)	50		
			P-IX(PR)	50		

Elective Courses:

The elective courses are basically discipline based courses, under the category of elective courses.

The University offers ECs in the following Disciplines/Subjects:

(a) English (b) Odia (c) Hindi (d) Pol. Sc (e) History (f) Economics

(g) Sociology (h) Education (i) Sanskrit

Course Fee:

The Course Fees for B.A. (Hons.) is Rs. 15,000 (@5,000/-Per year).

Course Coordinator & Contact Person:
SRI SAMAR BALLAV BHOI, Mob: 9937122717

4.4.2 MASTER OF ARTS (MA):

ODIA/ENGLISH/SANSKRIT/HISTORY/ECONOMICS/POL. SCIENCE/EDUCATION

Objectives:

The DDCE offers Post-Graduate programmes in Odia, English, Sanskrit, History, Economics, Political Science, and Education. These programmes would be of great use for the teachers working in schools, personnel working in various institutions associated with various related subjects, working people in various organizations and all graduates who are desirous of acquiring a Master Degree in Arts.

Programme Structure: ODIA

Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam.	Total Marks
First Sem.	Pap-I	Loka Saahitya	10	40	50
	Pap-II	Pranta Odia O Purana Saahitya	10	40	50
	Pap-III	Madhya Kaaleena Kabya	10	40	50
	Pap-IV	Prachina O Madhya Kaaleena Kabita	10	40	50
	Pap-V	Prachina Gadya Saahitya	10	40	50
	Pap-VI	Saahitya Tatwa	10	40	50
Total:					300
Second Sem.	Pap-VII	Bhasa Tatwa	10	40	50
	Pap-VIII	Adhunika Kaabya	10	40	50
	Pap-IX	Adhunika Kabita	10	40	50
	Pap-X	Adhunika Galpa Saahitya	10	40	50
	Pap-XI	Adhunika Upanyasa Saahitya	10	40	50
	Pap-XII	Prabandha O Ramya Rachana	10	40	50
Total:					300
Third Sem.	Pap-XIII	Odia Rangamancha O Naatyatatwa	10	40	50
	Pap-XIV	Nataka O Natyakaar	10	40	50
	Pap-XV	Prachina Odia Saahitya Itihas	10	40	50
	Pap-XVI	Adhunika Odia Saahitya Itihas	10	40	50
	Pap-XVII	Bhasha Bigyan	10	40	50
	Pap-XVIII	Odia Bhasha O Saahitya (Choice- based)	10	40	50
Total:					300
Fourth Sem.	Pap-XIX	Bhramana O Charita Saahitya	10	40	50
	Pap-XX	Phakir Mohan Saahitya	10	40	50
	Pap-XXI	Special Paper (Gr- A/Gr- B/ Gr-C)	10	40	50
	Pap-XXII	Special Paper (Gr- A/Gr- B/ Gr-C)	10	40	50
	Pap-XXIII	Dissertation		50	50
	Pap-XXIV	Viva-Voce		50	50
Total:					300

ENGLISH					
Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam.	Total Marks
First Sem.	Pap-1	Elements of Style and Literary Forms	10	40	50
	Pap-2	Literary Critical Essays (Classical/Romantic)	10	40	50
	Pap-3	Literary Critical Essays (Modern I)	10	40	50
	Pap-4	Literary Critical Essays (Modern II)	10	40	50
	Pap-5	Literary Theories	10	40	50
	Pap-6	Renaissance Drama	10	40	50
Total:					300
Second Sem.	Pap-7	17th Century Poetry	10	40	50
	Pap-8	Restoration and Augustan Literature	10	40	50
	Pap-9	Romantics (Senior)	10	40	50
	Pap-10	Romantics (Younger)	10	40	50
	Pap-11	Victorian Literature	10	40	50
	Pap-12	End of 19th and Beginning of 20th Century	10	40	50
Total:					300
Third Sem.	Pap-13	Essay/Biography (19th and 20th Century)	10	40	50
	Pap-14	20th Century Poetry	10	40	50
	Pap-15	20th Century Drama	10	40	50
	Pap-16	Continental Literature	10	40	50
	Pap-17	Indian/Indo-Anglican Writing	10	40	50
	Pap-18	Communicative English	10	40	50
Total:					300
Fourth Sem. (Students will choose any one group)	GROUP-1 American Literature (AL)				
	Pap-19	Poetry	10	40	50
	Pap-20	Fiction	10	40	50
	Pap-21	Drama	10	40	50
	Pap-22	Prose and Autobiography	10	40	50
	Pap-23	Dissertation		50	50
	Pap-24	Presentation of Dissertation and Grand Viva-Voce		50	50
Total:					300
OR					
Fourth Sem.	GROUP-2 Indian Writing in English (IWE)				
	Pap-19	Poetry	10	40	50
	Pap-20	Fiction	10	40	50
	Pap-21	Drama	10	40	50
	Pap-22	Prose	10	40	50
	Pap-23	Dissertation		50	50
	Pap-24	Presentation of Dissertation and Grand Viva-Voce		50	50
Total:					300
OR					
Fourth	GROUP-3				

			Internal/ Assignment	University Exam.	Total Mark
Fourth Sem.		**GROUP-3** **English Language Teaching and Studies (ELTS)**			
	Pap-19	Phonetics and Spoken English	10	40	50
	Pap-20	Linguistics and Structure of Modern English and Stylistics	10	40	50
	Pap-21	English Language Teaching I	10	40	50
	Pap-22	English Language Teaching II	10	40	50
	Pap-23	Dissertation		50	50
	Pap-24	Presentation of Dissertation and Grand Viva-Voce		50	50
Total:					300
Grand Total Marks :					1200

		ECONOMICS			
Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam.	Total Mark
First	SCO-101	Computer Application	10	40	50
	SCO-102	Global Political Economy	10	40	50
	SCO-103	Indian Economy	10	40	50
	SCO-104	Society in Modern India	10	40	50
	SCO-105	Govt. and Politics in India	10	40	50
	SCO-106	Computer Application for Social science (Practical)	10	40	50
				Total	300
Second	SEC-201	Micro Economic Theory	10	40	50
	SEC-202	History of Economic Thought	10	40	50
	SEC -203	Public Economics	10	40	50
	SEC -204	Development Economics	10	40	50
	SEC-205	Statistics and Quantitative Methods	10	40	50
	SEC-206	Economics of Social Sector	10	40	50
				Total	300
Third	SEC -301	Macro Economics	10	40	50
	SEC -302	International Trade	10	40	50
	SEC -303	Financial Institutions and Markets	10	40	50
	SEC -304	Economics of Health	10	40	50
	SEC-305	Mathematical Economics	10	40	50
	SEC-306	Agricultural Economics/Industrial Economics	10	40	50
				Total	300
Fourth	SEC -401	Research Methodology	10	40	50
	SEC -402	Growth Economics/ Labour Economics	10	40	50
	SEC -403	Environmental Economics	10	40	50
	SEC -404	Econometrics	10	40	50
	SEC-405	Dissertation		50	50
	SEC-406	Presentation and Viva		50	50
				Total	300
	Grand Total			1200	

POLITICAL SCIENCE					
Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam.	Total Mark
First Semester	SPS-101	Computer Application	10	40	50
	SPS-102	Global Political Economy	10	40	50
	SPS-103	Indian Economy	10	40	50
	SPS-104	Society in Modern India	10	40	50
	SPS-105	Govt. and Politics in India	10	40	50
				Total:	250
Second Semester	SPS-201	Political Theory	10	40	50
	SPS-202	Western Political Thought	10	40	50
	SPS -203	Public Administration with Special reference to India	10	40	50
	SPS -204	Theory of International Relations	10	40	50
	SPS -205	Comparative Politics	10	40	50
	SPS -206	Indian Economic Policy	10	40	50
	SSO-207	or Indian Society	10	40	50
				Total:	350
Third Semester	SPS -301	India's Foreign Policy	10	40	50
	SPS -302	Political Sociology	10	40	50
	SPS -303	Government & Politics in Orissa	10	40	50
	SPS -304	Indian Political Tradition	10	40	50
	SPS -305	Development Administration in India	10	40	50
	SPS-306	Social Sector development and Environment	10	40	50
	SCO-307	Usage of software and analysis packages	10	40	50
				Total:	350
Fourth Semester	SPS -401	Research Methodology	10	40	50
	SPS -402	Foreign Policy of Major Powers	10	40	50
	SPS -403	Advanced Political Theory	10	40	50
	SPS -404	Social & Political Movements in India	10	40	50
	SPS-405	Dissertation			50
				Total:	250
	Grand Total				1200

HISTORY					
Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam.	Total Mark
First	MHI-101	Historiography-I	10	40	50
	MHI-102	Ancient India-I	10	40	50
	MHI-103	Medieval India	10	40	50
	MHI-104	Modern World	10	40	50
	MHI-105	Modern India	10	40	50
	MHI-106	History of Odisha-I	10	40	50
					300
Second	MHI-201	Historiography-II	10	40	50
	MHI-202	Ancient India-II	10	40	50
	MHI-203	Mughal History of Odisha	10	40	50
	MHI-204	Modern World-II	10	40	50
	MHI-205	Modern Indian History	10	40	50
	MHI-206	History of Odisha-II	10	40	50
					300
Third	MHI-301	Freedom Movement in India	10	40	50
	MHI-302	Cultural History of Odisha	10	40	50
	MHI-303	International Relation (1919-1945)	10	40	50
	MHI-304	International Relation (1945-1980)	10	40	50
	MHI-305	History of Far East	10	40	50
	MHI-306	Indian Society and Culture	10	40	50
					300
Fourth	MHI-401	Ancient World Civilization	10	40	50
	MHI-402	England History	10	40	50
	MHI-403	Twentieth Century World	10	40	50
	MHI-404	Research Methodology	10	40	50
	MHI-405	Dissertation			50
	MHI-406	Viva-Voce			50
					300
	Grand Total				1200

Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam.	Total Mark
EDUCATION					
First	P – 1	Philosophical foundations of education.	10	40	50
	P – 2	Sociological foundations of education.	10	40	50
	P – 3	Methodology of Educational Research.	10	40	50
	P – 4	Statistics in Education.	10	40	50
	P – 5	Method of Teaching (Theory) (Any One) – English/ Odia/ Social Sciences/ Mathematics/ Science.	10	40	50
	P – 6	Practicum: - School Internship and Book Review.	10	40	50
					300
Second	P – 7	Psychology of Learning of Teaching.	10	40	50
	P – 8	Comparative Education: National and International perspective.	10	40	50
	P – 9	Educational Technology	10	40	50
	P – 10	ICT in Education.	10	40	50
	P – 11	Special Paper : (Any One) a. Open and distance learning system. b. Vocational Education. c. Special Education. d. Early Childhood care and Education.	10	40	50
	P – 12	Practicum: - Seminar and Term Paper	10	40	50
					300
Third	P – 13	Measurement and Evaluation in Education.	10	40	50
	P – 14	Inclusive Education.	10	40	50
	P – 15	History of Indian Education.	10	40	50
	P – 16	Contemporary Issues and concerns in education.	10	40	50
	P – 17	Special Paper: (Any One) a. Teacher Education in India: Growth & Development. b. Economics of Education. c. Educational Vocational Guidance and Counseling. d. Environmental Education.	10	40	50
	P – 18	Dissertation: - Preparation of Research Proposal, Development of Tool(s) and Presentation.	10	40	50
					300
Fourth	P – 19	History of Indian Education.	10	40	50
	P – 20	Curriculum Planning and Development; and Transaction.	10	40	50
	P – 21	Education for values and Human Rights Education.	10	40	50
	P – 22	Life – Long – Education.	10	40	50
	P – 23	Educational Planning, Management and			50

SANSKRIT					
Semester	Paper Code	Paper Title	Internal/ Assignment	University Exam.	Total Mark
First	P – I	Vedic Language and Literature	10	40	50
	P – II	Siddhanta Kaumudi (Grammer)	10	40	50
	P – III	Systems of Indian Philosophy	10	40	50
	P – IV	Sanskrit Prose & Poetry-I	10	40	50
	P – V	Sanskrit Prose & Poetry-II	10	40	50
	P – VI	Poetics	10	40	50
					300
Second	P – VII	Ancillary Vedic Literature	10	40	50
	P – VIII	Dramaturgy & Figures of Speeches	10	40	50
	P – IX	Philosophy and Introduction to Grammer	10	40	50
	P – X	Sanskrit Drama	10	40	50
	P – XI	Sanskrit Drama-II	10	40	50
	P – XII	Poetics-II	10	40	50
					300
Third	P – XIII	History of Vedic and Epic Literature	10	40	50
	P – XIV	History of Classical Sanskrit Literature	10	40	50
	P – XV	Ethics in Sanskrit Literature	10	40	50
	P – XVI	Dramaturgy & Technical Literature	10	40	50
	P – XVII	Kavya Literature	10	40	50
	P – XVIII	Sanskrit Drama-III	10	40	50
					300
Fourth	P – XIX	Sanskrit Prose & Poetry-III	10	40	50
	P – XX	Prosody & Poetics	10	40	50
	P – XXI	Different Schools of Kavya Shastra	10	40	50
	P – XXII	Ancient Indian History, Culture and Epigraphy	10	40	50
	P – XXIII	Selected Sanskrit Poets/ Scholars of Odisha			50
	P – XXIV	Project/Editing Work			50
					300
	Grand Total				1200

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Course Fee:
The course fee for M.A. programme is Rs. 14,000/- (Rs. 7,000/- per year)
Project Fee: Rs.300/- (To be collected at the time of form fill up for fourth sem. Exam.)

Course Coordinator & Contact Person:
SRI MANOJ KUMAR ACHARYA, Mob: 9438214620
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4.5.1 DIPLOMA IN HIV AND FAMILY EDUCATION (DAFE)

Objectives:

The Diploma in HIV & Family Education aims at providing basic and accurate information about HIV AIDS, sex and sexuality, family life education, alcohol and drugs and communication and counseling. The contents are designed to impart integrated understanding to the learners about the issues involved in HIV/AIDS and behaviour modification. The target learners include school teachers, NGO functionaries, para medical staff etc.

Programme Structure:

Paper Code	Paper Title	Internal /Assignment	University Exam	Total
AFE-01	Basics of HIV/AIDS	20	80	100
AFE-02	Elective on HIV/AIDS	20	80	100
AFE-03	Basics of Family Education	20	80	100
AFE-04	Elective of Family Education	20	80	100
AFE-05	Alcohol, Drugs and HIV	20	80	100
AFE-06	Communication and Counseling in HIV	20	80	100
AFE-07	Project Work	-	100	100
Total:				800

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Course Fee:
The Course Fee for DAFE is Rs 5,000/- (Rs.2,500/- per semester)
Project Fee: Rs.300/- (To be collected at the time of form fill up for Annual Exam.)

Course Coordinator & Contact Person:
SRI MANOJ KUMAR ACHARYA, Mob: 9438214620

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N.B: Course Structures of the above programmes are subject to approval of the Academic Council.

FEE STRUCTURE

5.1 Course Fee Payment Structure

SL. NO.	Programme	Total Course fee	*Amount Payble at the time of Admission (Including Admission & I-Card Fee)	2nd Installment (Including Re-admission Fee)	3rd & Subsequent Installment
01	PGDCA	10,000	5,000+150= 5,150	5,000+50= 5,050	Nil
02	BCA	30,000	5,000+150= 5,150	5,000+50= 5,050	5,000+50= 5,050
03	MCA	45,000	7.,500+150= 7,650	7,500+50= 7,550	7,500+50= 7,550
	MCA/LE	33,000	10500+150=10,650	7,500+50= 7,550	7,500+50= 7,550
04	MBA	40,000	10,000+150= 10,150	10,000+50= 10,050	10,000+50= 10,050
05	BLIS	10,000	5,000+150= 5 ,150	5,000	Nil
06	MLIS	15,000	7,500+150= 7,650	7,500+50= 7,550	Nil
07	DAFE	5,000	2,500+150= 2,650	2,500	Nil
08	B.A. (Pass/Gen)	12,000	4,000+150=4,150	4,050	4,050
	B.A. (Hons.)	15,000	5,000+150= 5,150	5,000+50= 5,050	5,000+50= 5,050
09	M.A.(All prog.)	14,000	7,000+150=7,150	7,050	Nil
10	M.Com	16,000	8,000+150=8,150	8,050	Nil
11	P.G. Diploma in Cyber	12,000	6,000+150=6,150	6,050	Nil

* The Candidate has to submit an additional DD of Rs. 250/- towards the cost of application form and prospectus incase downloaded from the website

5.2 Other Fees

5.2.1 Examination Fees		
(a)	Examination charge	Rs 350 (For UG Courses)/ Rs 500 (For PG Courses)
(b)	Centre Charge	Rs 200
(c)	Enrollment Fee	Rs 50
(d)	Fees for Marks	Rs 30
(e)	Supervision Fee	Rs 50
(f)	Coding Fee	Rs 25
	TOTAL : Rs 855 (For PG Level Courses) : Rs 705 (For Under Graduate Courses)	
(g)	Provisional Certificate Fee:	Rs. 40 (For Final Sem. Only)
(h)	Original Certificate Fee :	Rs 300 (For Final Sem. Only)
5.2.2	Identity Card Fee	Rs 50
5.2.3	Admission Fee	Rs 100 (For initial Admission)/ Rs 50 (For each semester)
N.B: All the Fees are subject to change		
Examination fees should be paid in the shape of DD in favour of "F. M. University Examination Fund" and payable at Balasore.		

HOW TO APPLY AND SUBMIT ADMISSION FORMS

Candidates interested in seeking admission in any programme offered by Directorate are advised to read the instructions given in prospectus thoroughly before deciding about the programme(s) they want to apply for admission.

6.1 Availability of Prospectus- Cum- Admission Form

Application form for admission along with the Prospectus may be obtained from:

- In person at the Cash Counter of the Directorate of Distance and Continuing Education, Fakir Mohan University, (Old Campus) Balasore during office hours(11AM to 4PM) on all working days on payment of Rs. 250/- in cash/DD.

- Candidates can also download the application form from the websites: www.fmuniversity.nic.in or www.fmuddce.org. The downloaded application form should be submitted with a demand draft of Rs. 250/- in favour of "Fakir Mohan University DDCE Fund" towards the cost of application form along with other required documents and course fees draft. Otherwise the application will be rejected.

  [**N.B.-**The authorized study centers are required to deposit Bank Draft in favour of "Fakir Mohan University DDCE Fund" payable at Balasore instead of cash for obtaining the Application form.]

6.2 Documents to be submitted at the Time of Admission/ Submission of Form

a) Completed application form

b) Original Money Receipt in support of purchase of application form.

c) Self attested Photo copies of certificates and mark sheets of all the examinations starting from matriculation to qualifying examination.

d) Demand Draft of requisite fees for concerned courses.

e) Four numbers of photographs (Two passport size and two stamp size.)

f) Crossed Bank Draft of Rs. 250/- drawn in favour of the "Fakir Mohan University DDCE Fund" payable at Balasore towards cost of the application form (only for those, who have downloaded the application form from the website).

g) The envelope containing the application form complete in all respects must be super scribed "Application for admission into …....…. (Name of Courses applying for)".

6.3 ADMISSION PROCEDURE

For the courses like; BLIS, MLIS, DAFE, BCA, PGDCA, BA (Gen/Hons), MA (All Prog), M.Com and PGDCL, the admission will be done directly on first-cum-first basis. For the courses like MBA, MCA & MCA (LE) the admission will be done through entrance examination. The Candidate should deposit the requisite fees in shape of demand draft along with the admission form and documents for direct admission into the concern course.

Applications shall be rejected if they are incomplete, the candidate does not fulfill the eligibility conditions or the requisite amount of fees in shape of DD is not enclosed for concern courses.

6.4   **READMISSION**

Readmission to the second and subsequent semesters with payment of Subsequent fees must be done within 30 days from completion of the semester examination or as per the following schedule:

Time Period	Fine Amount
Within 30 days from completion of previous examination	Nil
30 to 45 days from completion of previous examination	Rs. 100/-
Beyond 45 days from completion of previous examination	Rs. 500/-

GENERAL INFORMATION

7.1 PAYMENT MODE

The Candidate should deposit the requisite fees in shape of demand draft along with the admission form and documents for direct admission into the concern course. All payments to the University should be in the form of Demand draft only. At-par-cheques or cash will not be accepted. Drafts should be purchased from any nationalized bank drawn in favour of "Fakir Mohan University DDCE Fund", payable at "Balasore" for course fee payment purpose.

7.2 ENROLMENT NUMBER

The Enrolment Number shall be assigned to the students by the University after verification of documents and receipt of requisite fees. In all communication addressed to the Director, this Enrolment Number must be mentioned.

7.3 IDENTITY CARD

Students will be issued with an 'Identity Card' by the University reflecting the Enrolment Number. The ID card will also have the photograph of the student. Students are advised to keep the ID card safely till the completion of the course. Students will be asked to produce their ID card at the time of Contact/Regular Classes, Practical Sessions, and Examination, etc.

7.4 STUDY MATERIALS

No study materials would be provided for any of the courses running under DDCE at present. However, the students may avail the library facility in DDCE library for this purpose. The topics would be covered in counseling sessions/Personal Contact Programme.

7.5 CREDIT SYSTEM

The University follows the Credit system for all its programmes. Each credit is equivalent to 30 hours of student study comprising all leading activities such as reading and comprehending the printed material, listening to audio, watching video, attending counseling sessions and writing assignments. Thus a four credit course involves 120 hours of study.

PROGRAMM DELIVERY

The methodology of instruction is different from the conventional mode of teaching. Most of the instructions are imparted through distance education methodology rather than face to face mode of communication.

- **8.1 Audio-Visual Materials**

The learning package contains audio and video materials for better clarification and understanding of the course material. These materials along with the playing equipments are available in the approved Study Centres and at the Directorate of Distance and Continuing Education of the University. These programmes are played on fixed days as per time table. These also could be played at the mutual convenience of the students and the Course Coordinators.

- **8.2 Counseling Sessions/Personal Contact Programmes:**

In distance Education, face-to-face contact between the learners and their tutors is relatively less and therefore the counseling sessions are important. The purpose of such a contact programme is to answer some of the questions and clarify doubts that may not be possible in other means of communication. Such programme also provides an opportunity to meet other fellow students. The Counselors at the Study Centres are expected to provide guidance to the students. The counseling sessions are held at the Study Centres during weekends and vacations.

Counseling sessions are very different from class room teaching. Counselors will not be delivering lectures as in the conventional teaching method. They will try to overcome difficulties that you may face in your study. Before attending the Counseling sessions, the students are advised to go through their course material and make a plan of the points to be discussed. The detail schedule of the Counseling Session will be made available by the Study Centres. Counseling classes will be provided to the programmes having minimum 10 students.

Attendance of 75% in counseling sessions is compulsory.

- **8.3 Practical/Project Work:**

The practical sessions will be held in the Study Centres or at designated centers. The students will have the facility to use the computer and software packages and other equipments relevant to the syllabus.

A student will not be allowed to appear at the Terminal Examination (Practical) if the percentage of attendance at the practical sessions falls below 75%. The student may however appear at the theory examination. Facilities for practical sessions are not automatically extended to the next semester of study. Facility for practical sessions in subsequent semesters is at the discretion of the University subject to payment of requisite fees.

EXAMINATION AND ACCESSMENT SYSTEM

Candidates are instructed to read the following instructions relating to examinations carefully and take note of the special instructions relating to examinations.

1. They Students have to apply for examinations as and when they are eligible within the prescribed last date.

2. While submitting the filled-in application for examination they should enclose the Photo copy of the fees remittance challan towards the tuition fees paid till the date of submission of examination application. Otherwise, their applications will not be registered for the examinations.

3. Student who has not paid the Course fees will not be permitted to write the examinations under any circumstances

4. The examination has two components that is

   (a) Continuous Evaluation (Assignments) 20% and

   (b) Term End Examination (University Examination) 80%.

5. Each student has to complete and submit assignment in each of the theory paper before being eligible to appear for the term end examination. The term end examination shall be of 3 hours duration.

6. Minimum qualifying marks in each paper is 40% individually in internal and term end examination. The final gradation will be as follows:

1st Division	2nd Division	Pass only
60% and above	50% to below 60%	40%to below 50%

7. The Fakir Mohan University will conduct the examinations, evaluations and issue certificates to the successful candidates.

8. All the end term examinations will be held at Common Examination Centres as decided by the University.

9. Students, who have back/arrears of paper(s), after the completion of the duration of the course of study, may also submit the examination application form to clear their arrear papers within the last date indicated above along with the prescribed examination fees.

10. Qualitatively, the examinations conducted for the students of Distance Education are as par with the examinations conducted for the regular College/University students.

DUAL DEGREE PROGRAMME

a) Candidates, who are undergoing Postgraduate Degree courses in P G Departments of this University/ Colleges affiliated to any University recognised by the UGC / AIU in the regular mode, shall be permitted to do another Undergraduate / Postgraduate degree course in the DDCE under Dual Degree programme, provided such candidates satisfy the admission requirement prescribed for the course concerned.

b) Candidates who are undergoing courses in regular colleges should submit their filled in application forms along with the bonafide certificate issued by the Principal of the College where the candidate is studying at present; also the candidates should submit their basic qualification certificate in original if the candidates are not able to submit their original certificates, such candidates should submit the Photostat copies of all the qualifying certificates duly attested by the Principal of the College, where the candidate is undergoing the course now.

c) Candidates, who are admitted in the DDCE, should follow the rules and regulations prescribed for the course and satisfy all the requirements prescribed for completing the course in order to qualify for awarding the Degree.

ADMISSION TO PERSONS WITH HIGHER DEGREE TO UNDERGO OTHER COURSES

Candidates with higher degree in a subject are permitted to undergo courses in another subject and appear for the examination through DDCE.

EQUIVALENT/PARITY WITH REGULAR STUDENTS

Students of the DDCE are offered the same Courses as in the regular mode in the University or affiliated colleges under F. M. University. They have the same Syllabi, Curriculum, examination, and are awarded the same degree, which is recognized by UGC and other Universities.

ENQUIRIES AND GRIEVANCES

All enquiries and correspondence, complaints and grievances relating to Distance Education programmes offered by DDCE of the University may be addressed to:

The Director
DIRECTORATE OF DISTANCE & CONTINUING EDUCATION (DDCE)
FAKIR MOHAN UNIVERSITY, VYASA VIHAR (OLD CAMPUS)
BALASORE-756019 (ODISHA)

The office of the DDCE shall function on all working days except University holidays. Students may log on to the websites www.fmuddce.org for updated information on dates of Examinations, Time table, Course details, other notices etc.

OTHER RULES AND REGULATIONS

The candidates are advised to study the rules and regulations of the Directorate thoroughly before applying for admission.

1. Refund/Transfer of admission fee is not permissible under rules in any case.

2. All correspondence with the Directorate should be made in English/Odia.

3. If, at any stage, it is found or it comes in the notice of the University that a candidate has made false or incorrect statement (s) or used fraudulent means for admission or does not fulfill the eligibility requirements, his/her admission will stand cancelled at any stage without assigning any reason thereof.

4. The candidates selected for admission shall be required to produce all the original certificates at the time of admission failing which the admission of the candidate shall stand cancelled and no further correspondence in this regard shall be entertained.

5. The candidates must note that the Directorate has not authorized any agency / institution to deal with the candidates for admission to any courses conducted by the Directorate except approved study centers reflected in this prospectus.

6. The Directorate/University reserves the right to make amendments in admission policy, number of seats, fee structure or any other matter related to admission/ conducting of programmes reflected in this prospectus.

7. Ragging is strictly prohibited.

8. Candidates failing to appear in Internal Assessment Tests are not eligible to appear in the final examination.

9. 60 per cent attendance is a statutory requirement in contact programmes for becoming eligible for final examination.

10. Each programme will be governed by its respective statutes.

11. The admission of candidate shall be provisional subjected to verification of testimonials from Academic/ Examination/ Registration section(s) of the Fakir Mohan University.

LIST OF APPROVED STUDY CENTRES

Sl No	Name of the Study Center & Address	Phone No & E-Mail	Courses on Offer
1	Academy of Business Administration (ABA), S1/25, Industrial Estate, Angargadia, Balasore-756001	06782-261529, 9437129080 director@abaindia.com	MBA
2	PACE , Padhuapada, Proof Road, Balasore-756001	06782-265756 pacebalasore@gmail.com	MBA, BCA MCA, PGDCA
3	Orissa Academy of Social Science & Integrated Studies (OASIS), 1st floor, Old SBI Buliding, Vivekananda Marg, Balasore-1	06782-264881,224444/9437191730 oasis.org@rediffmail.com	MBA, DAFE
4	Professional Knowledge Institute of Management (PKIM), 1st floor, Choudhury Complex, Near Gadagadia Chhak, Balasore-756003	06782-329228,9437173550 bindubhusan123@rediffmail.com bbbehera123@gmail.com	MBA
5	RJ School of Management Studies (RJSMS) RJ Vidya Vihar, Tentulipura, Balasore-Chandipur Sea Beach Road, P.O-Punjibag, Balasore-756002	06782-250637, 9437062816 rjsms2@yahoo.co.in	MBA
6	ICSS School of IT & Mgmt(ICSS) Behind S.P. Residence Gabasahi, Bhadrak	06784-242893,9658036683 icssbhadrak@gmail.com	MBA, MCA BCA,PGDCA
7	Mahaveer College, Bhadrak	9938738016 nanda_bijaya@yahoo.co.in	MBA, MCA PGDCA, BCA, DAFE, BLIS,PGDCL
8	Biju Pattanaik Computer Academy,(BPCA) Plot no-B/23/2, Near Infocity, Patia, BBSR	0674-2361108 , 9861173673 ppadhee6@gmail.com	PGDCA,BCA,B.LI, MBA,MCA, MLIS
9	Global Institute of Management, (GIM), 841-A, opposite Bhart Motors (Hero Honda Show Room) Rasulgarh, BBSR-10	0674-2463316/17, 2588802,3204696 gimctc@yahoo.com	MBA,MCA,BCA
10	Regional College of Management,(RCM) Chakadola Vihar, Chandrasekharpur,BBSR-751023	0674-2301595, 9861139444 dkr.bbsr@yahoo.com	MBA,MCA,BLIS
11	Regional College of Engg.& Mgt(RCEM), Plot-18, Sec-A, Zone-B, MIE, BBSR-10	0674-2580831 9338451394 rcemindia@rediffmail.com	MBA,MCA

12	Royal school of Management & Technology (RSMT), IDCO Tower-2000, Mancheswar Industrial Estate, BBSR-751010, Odisha	(0674)-2585294,3242999 info@royalschool.ac.in	MBA,MCA
13	Institute of Management & Information Technology (IMAIT) 841-Cuttack Road, Rasulgarh, Bhubaneswar-10	0674-2586130,9337785742, imaitschool_2006@yahoo.co.in	MBA,PGDCA
14	National Society for Education & Research (NSER) N1/33A, IRC Village, BBSR-751005	0674-2559530/9338011165 nser@rediffmail.com	MBA,MCA,MLIS BLIS,BCA,PGDCA
15	HP Infotech International(HPIT) 64/6950, Sailashree Vihar , Chandrasekharpur, Bhubaneswar-21	0674-2502379, 9776870377 hpinfotech1976@yahoo.co.in	MBA
16	Dr. Ambedkar Memorial Institute of Information Technology & Management Science (DAMITS),Jagada, Rourkela-42	0661- 2472447, 2475180,9437264589 damits.jagda@gmail.com	MBA
17	DDCE, F.M University, Vyasa Vihar, Balasore(Old campus)-19	06782-241840 (office) 9438214620(DAFE/LIB.SC/M.A) 9937122717(IT/BA/PGDCL) 9861163497(Mgmt) cdce_fmu@yahoo.co.in	MBA,MCA,MCA-LE PGDCA, BCA,BLIS, MLIS,DAFE, B.A, M.A,PGDCL
18	Royal Mgmt College At- Royal Nagar,PO:Gelpur,Dist-Bhadrak	9437814447,943900227 9439900228 Email: info@royalgroup.org	BCA, BBA MBA,MCA
19	Unipower School of IT & Mgmt. At/po-Bonth Chhak, Near Bus stand, Bhadrak	73770443263 gouniscope@yahoo.com	BLIS,MBA MCA,MCA-LE,MLIS
20	Nilasaila Institutes of Sc. &Technology (NIST) NIST, PolyTech,NH-5,Sergarh, Balasore	06782-219080, 9437977877 nist.bls@gmail.com	PGDCA,BCA MCA,MBA BA,MA
21	Micro solution Computer Academy At-Bampada, po-chhanpur, via-Kuruda, Balasore-756056	06782-255953/260958 principalmicrosolutiomn@gmai.com	MBA,MCA MCA-LE,PGDCA BCA,BLIS,MLIS
22	Swami Vivekananda College of Mgmt I.G Marg,Near ITI Square, Balasore-756001	06782-240232, 9778116111 svcollegeofmgmt@gmail.com	MBA,MCA,MCA-LE PGDCA,PGDCL BCA,BLIS,MLIS
23	Balasore Institute of Technical Studies(BITS) At- Nuasahi, Po-Balia,Dist-Balasore,	9337881566 bitsmgt@gmail.com	MBA,MCA,MCA-LE PGDCA,BLIS

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
FAKIR MOHAN UNIVERSITY
VYASA VIHAR, BALASORE: 756 019

APPLICATION FORM FOR ADMISSION (2015-16)	Form No:

Name of the Programme for Admission	

Signature of Verifying officer with date		Signature of the Director DDCE with date		Paste your latest passport size photograph with full signature on the front

Enrolment No.		Regd. No.	

Put one letter in each box and leave a blank box between each word.

1. NAME OF THE APPLICANT (In Block Letters)

2. FATHER'S / MOTHER'S / HUSBAND'S NAME (Strike out which is not applicable)

3. ADDRESS FOR CORRESPONDENCE (Leave a blank box between each unit of Address)

Tel. No.

4. PERMANENT ADDRESS (Leave a blank box between each unit of Address)

Tel. No.

5. DATE OF BIRTH: DATE [ ][ ]   MONTH [ ][ ]   YEAR [ ][ ][ ][ ]

IN WORDS :

6. NATIONALITY:

Put (☐) mark where ever applicable put cross (?) mark where not applicable

7. SEX: MALE [ ]   FEMALE [ ]

8. CATEGORY: SC   ST   OBC   GENERAL

9. FATHER'S / MOTHER'S / HUSBAND'S OCCUPATION:...............................

10. EDUCATIONAL QUALIFICATION:

Exam Passed	Board / Council / University	Year of Passing	Total Marks	Division	% of Marks
HSC					
HS / +2					
Degree					
PG					
Any other					

[Photocopies of the Mark sheets and Certificates to be enclosed]

11. EMPLOYMENT STATUS : Employed ☐   Unemployed ☐

    IF EMPLOYED PROVIDE EMPLOYMENT RECORDS :

Designation	Organisation (be specific)	Nature of Work (be specific)	Period (indicate dates)

12. PAYMENT DETAILS:

    Bank Draft No.................................   Date......................................

    Issuing bank..................................   Amount...............................

DECLARATION BY APPLICANT

    I do hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission and accordingly the information provided in this regard, are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein. I note that in event of any information being found incorrect or misleading, my candidature stands liable to cancellation by the University and I shall not be entitled to get refund of the course fee paid by me and I shall abide by the rules of discipline and conduct during the course.

Place: Countersigned by   Full Signature
Date: Father / Mother / Husband   of the Candidate