

**PROSPECTUS FOR ADMISSION INTO
POST GRADUATE/ DIPLOMA/SELF-FINANCING COURSES 2018-19**



BERHAMPUR UNIVERSITY

(Accredited with 'A' Grade by NAAC)

BHANJABIHAR, BERHAMPUR-760007 (Odisha)

Website: www.buodisha.edu.in

ADMISSION SCHEDULE

1	Date of Notification	12.04.2018
2	Commencement of downloading the prospectus and Submission of online application form	17.04.2018
3	Last Date for Applying through online application form	08.05.2018
4	Last Date for receiving of print copy of the computer generated filled-in online application along with payment details	10.05.2018
5	Downloading of Admit cards by candidates	12.05.2018
6	Entrance test for various subjects (details will be notified latter on)	17.05.2018 to 20.05.2018
7	Submission of self-attested photocopies of mark sheets, provisional certificates of all courses from 10 th onwards and certificates in support of claims for reservation.	19th June 2018 or 15 days of publication of +3 Final TDC results of Berhampur University whichever is later.
8	Publication of Provisional merit list	30.06.2018
9	Downloading of Intimation letter	01.07.2018
10	Submission original documents and requisite admission fee	16.07.2018
11	Finalisation of admission	17.07.2018
12	Commencement of classes	19.07.2018

Note: Applicants are advised to visit the website www.buodisha.edu.in regularly for updates until the admission process is closed.

THE UNIVERSITY

The Berhampur University came into existence on 2nd January 1967 being inaugurated by Dr. A.N. Khosla, the then Governor of and the first Chancellor of the University. The University was later shifted to the present campus known as Bhanja Bihar, named after the celebrated poet of Odisha Kabisamrat Upendra Bhanja. Spreading over an area of about two hundred fifty acres, the university is twelve kilometers and 5 kilometers away from the Berhampur City and Sea-beach of Gopalpur respectively.

The university has a wide area under its jurisdiction comprising the districts of Ganjam, Gajapati, Koraput, Rayagada, Nowrangapur, Malkangiri, Kandhamala and Boudh. To the credit of the university these institutes cater to the need of students in various subjects and disciplines such as Arts, Science, Commerce, Law, Education, Medicine, Pharmacology, Homoeopathy, Ayurveda, Nursing, Military Science, Library Science and Fine Arts.

There are twenty post-graduate departments in the university offering specialized subjects and M. Phil programmes. Some of the faculties like Mass Communication, Tourism and Indian Monuments, Electronic Science, Computer Science, Marine Science, Military Science make the University stand apart from some other universities of the country.

The university has achieved great distinction in the academic world due to the qualitative and quantitative production of M. Phil., Ph.D., D. Lit. and D. Sc. degrees. So far many projects, major and minor funded by the U.G.C., I.C.S.S.R., C.S.I.R. and D.S.T. etc. have been completed. About two hundred fifty research oriented and text books have been published by the teachers. The university has the record of holding seminars and conferences every year apart from organizing weekly seminars in the departments. Several U.G.C. sponsored Refresher Courses/Orientation Programmes /Summer Institutes are conducted in the university for the benefit of the university and college teachers.

With all such multifarious academic activities the university has so far received reciprocal recognition from many Indian universities. It is a permanent member of the Inter University Board of India and Sri Lanka as well as that of the Association of Common Wealth University of London. **The University has got NAAC accreditation with a rating of 'A'.**

At present the Campus has eleven teaching blocks, ten hostels, a health centre, an Engineering Office, a guest house, an M.E. School, a High School/Junior College, a Library, a Museum-cum-Archival Cell, a landing ground, a Playground, a Sports Council centre, a shopping complex, a Canteen, an S.B.I. Branch, Canara Bank Branch, a Post Office, three temples and an Administrative Building with a Distant Education Cell and a College Development Council.

On the whole for past many decades the university has remained as the symbol of glory and prosperity for the people of South . Though the university has completed 52 years and has carved for itself a place of pride in the academic map of the country, yet it has miles and miles ahead to go in the service of the students, scholars and society and the country at large.

I. COURSES OFFERED

The following regular P.G. and Diploma courses are going to be offered in Semester Pattern under Choice Based Credit System during the academic session 2018-2019. The duration and number of seats available for each course is mentioned in **Table I, Table II, and Table III.**

Table I

Sl. No.	Post Graduate Courses	Duration	No. of seats
1	M.Sc. in Botany	4 semesters	50
2	M.Sc. in Chemistry	4 semesters	50
3	M.Sc. in Electronic Science & Technology	4 semesters	40
4	M.Sc. in Marine Sciences		
	(a) Oceanography	4 semesters	25
	(b) Marine Biology	4 semesters	25
5	M.Sc. in Physics	4 semesters	50
6	M.Sc. in Zoology	4 semesters	50
7	M.A/M.Sc. in Home Science (Only for women)	4 semesters	50
8	M.A/M.Sc. in Mathematics	4 semesters	50
9	M.A. in Economics	4 semesters	50
10	M.A. in English	4 semesters	50
11	M.A. in History	4 semesters	50
12	Master in I.R. & P.M.	4 semesters	50
13	M.A. in Linguistics	4 semesters	50
14	M.A. in Journalism and Mass Communication	4 semesters	50
15	M.A. in Odia	4 semesters	50
16	M.A. in Political Science	4 semesters	50
17	Master of Business Administration (MBA)	4 semesters	40
18	M. Com.	4 semesters	50
19	Master of Law (LL.M.)	4 semesters	50
20	Master of Computer Applications (MCA)	6 semesters	30
	Diploma Courses		
21	Diploma in Russian Language (D.R.L.)	2 semesters	12

Note:

1. Students interested to take admission into LL. M Course 2018 are required to submit their applications and appear the Admission Test as per the schedule. However, the admission will only be finalized after publication of results of final LL.B examination – 2018, Berhampur University.

2. Admission into MCA and MBA courses will be only through the Joint Entrance Examination (OJEE), 2018).
3. No admission test will be conducted for a course, if the number of applicants will be less than the total number of seats for that course.

Self-Financing Courses

Admission to the self-financing courses mentioned in **Table II** will be as per the Admission Procedure of Berhampur University.

Table II

Sl. No	Courses	Duration	No. of seats	Offered by the Department/ Centre
1	M.Sc. in Bio-Technology	4 Semesters	20	Zoology
2	MBA (Financial Management) Formerly known as MFC	4 Semesters	32	Commerce

Admission to the self-financing courses mentioned in **Table III** will be through the Joint Entrance Examination (OJEE), 2018.

However, for admission into M.Tech. / M.Pharm. Programmes interested candidates may take a chance of appearing at the Admission Test Conducted by the University. Merit listed candidates from this process shall be considered for provisional admission, only if seats remain vacant after admitting candidates through the OJEE 2018.

Table III

Sl. No	Courses	Duration	No. of seats	Offered by the Department/ Centre
1	M. Tech. in Computer Science	4 Semesters	20	Computer Science
2	M. Tech. in Electronic System Design	4 Semesters	16	Electronic Science
3	M. Pharm.	4 Semesters	15	SPER
	I. Pharmaceutical Analysis & Quality Assurance			
	II. Pharmaceutics			

II. ELIGIBILITY FOR ADMISSION

(A) The minimum qualifying degrees/subjects for admission to various courses offered under Berhampur University are provided in Table IV.

Table IV

Subject	Qualifying Examination	Subject(s) at the Qualifying Examination	Remarks
Post-Graduate Courses			
Physics	B.Sc.	Physics and Mathematics / Chemistry/ Electronics/ Geology/ Computer Science	
Chemistry	B.Sc.	Chemistry and Physics / Mathematics/ Environment & Water Management/Polymer Sc.	
Botany	B.Sc.	Botany and Chemistry / Zoology/Biological Tech. & Specimen Preservation/Sericulture	Must have studied minimum 400 Marks in Botany
Zoology	B.Sc.	Zoology and Chemistry/ Botany/ Biological Tech. and Specimen Preservation/ Sericulture/ Industrial Fish and Fisheries	
Marine Sciences (i) Oceanography	B.Sc.	Physics and Chemistry / Geology/ Mathematics/ Environment / Water Management/Environmental Science/Geography/Computer Science.	Candidate must be willing (i) To take multi disciplinary subjects. (ii) To undertake field work in the sea at own risk and cost
(ii) Marine Biology	B.Sc.	Botany and Zoology / Chemistry/Biological Tech. / Specimen Preservation/Environmental Science/Biotechnology/Industrial Fish and Fisheries	
Mathematics	B.A/ B.Sc.	Mathematics	Must have studied minimum 400 Marks in Math
Home Science	B.A/ B.Sc.	Home Science/Psychology/Sociology/ Economics/Education/Anthropology/Botany/ Zoology/ Nursing	Only for women candidates
Odia	B.A.	Odia	With at least 300 marks in Odia at the qualifying exam. Or MIL (Odia) 200 marks and elective Odia 200 marks taken together.
English	B.A.	English	With at least 200 marks in English in the Qualifying Examination.

History	B.A.	History	Must have studied minimum 400 Marks in History
Economics	B.A.	Economics	Must have studied minimum 400 Marks in Economics
Political Science	B.A.	Political Science	Must have studied minimum 400 Marks in Political Science
Linguistics	B.A/B.Sc./B.Com		
M.Com.	B.Com.		
Law (L.L.M)	LL.B.		Minimum 55% of mark in aggregate (for SC/ST candidates, relaxation up to 5% of marks)
Journalism & Mass Communication	B.A/B.Sc./ B.Com./B.E./ B.Tech./M.B.B.S./ BBA/ BCA/ B.Pharm./ BIT/BES		
I.R. & P.M.	B.A/B.Sc./B.Com/ BBA/BCA/BES/ BIT		
Electronic Science	B.Sc.	Physics and/or Electronics & Chemistry/ Mathematics/Computer Science	
	B.E.S./B.I.T.		
Diploma Courses			
Diploma in Russian Language	Any Graduate		

- (B) Any applicant who has passed the qualifying degree examination (as indicated in **Table IV**) of Berhampur University, or any other examination conducted by other Universities/Institutions which is recognized as equivalent thereto by Berhampur University and fulfilling the minimum qualifying marks as in **Table V** shall be eligible for admission into a course (unless otherwise specified in the Regulations).

Table V

Course Name	Qualifying Degree	Minimum % of Marks	
		General	SC/ST (5% Relaxation)
M.A./M.Sc./M.Com. (Except IR & PM, Journalism & Mass Communication, Electronic Science)	As per Table IV	45 % in aggregate or in honours of the concerned subject	40 % in aggregate
M.A (IR & PM / Journalism & Mass Communication, M.Sc. Electronic Science)	As per Table IV	50 % in aggregate or in honours in any subject as per eligibility	45 % in aggregate or in honours in any subject as per eligibility
L.L.M	L.L.B.	55 % in aggregate	50 % in aggregate
Diploma into DRL	Any graduate	45 % in aggregate or in honours of the concerned subject	40 % in aggregate

Eligibility for Self-financing Courses

Course Name	Qualifying Degree	Minimum % of Marks	
		General	SC/ST (5% Relaxation)
M. Pharm	B. Pharm	50 % in aggregate	45 % in aggregate
MBA (Financial Management) Formerly known as MFC	Any graduate	50 % in aggregate or in honours of the concerned subject	45 % in aggregate or in honours of the concerned subject
M.Sc. in Bio-Technology	B.Sc/B.Pharm/M.B. B.S/B.V.Sc/B.F.Sc/B E or B.Tech in Biotechnology/B.Sc .Agri.	50% in aggregate	Must have passed +2 with Biology as subject 45% in aggregate

M. Tech. in Computer Science	B.Tech, MCA, M.Sc. Computer Science, IT, Electronic Sc, Physics, Math.	50 % in aggregate	45 % in aggregate
M. Tech. in Electronic System Design	B.E or B.Tech (Electronics, Electrical, Instrumentation)/, M.Sc(Electronics, Physics, Applied Physics).	50 % in aggregate	45 % in aggregate

(C) **Other Criteria**

- i. For candidates who have passed more than one qualifying examination, the examination in which they have secured the highest marks shall be considered for determining eligibility. The details of qualifying examinations and other requirements that a candidate has to satisfy while seeking admission into various courses are given in **Tables IV and V**.
- ii. A Master's degree holder of this University or of any other University in India or **abroad shall not be considered for admission into M.A./M.Sc./M.Com. Courses of this university except for admission into Law (LL.M.), and D.R.L. Courses.**
- iii. A student who has already completed a Post Graduate Course in a subject but either did not appear at the concerned examination for whatever reason or failed in the said examination shall not be considered for admission into any M. A., M. Sc., M. Com courses of the P. G. Departments except Law (LL.M.), and D.R.L. courses.
- iv. If an applicant has been a student of a course in any Department of this University, he / she will not be considered for admission into the same course of this university again.

FOR ATTENTION OF ALL APPLICANTS

- i. The applicants, before applying for any of the above courses, are advised to carefully go through the Prospectus and visit the University's Website (www.buodisha.edu.in) to know about the profile of the University. They are also advised to visit the University Campus, Bhanjabihar, if so desired, to see for themselves, the available infrastructure and other facilities. If satisfied, they may apply for 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.
- ii. An applicant with criminal antecedents involving moral turpitude shall not be admitted to any course. Suppression of facts in this regard shall make a candidate ineligible and admission of such candidates will be cancelled. **The candidate has to submit an affidavit to this effect at the time of admission in non-judicial stamp paper of Rs. 10/- duly sworn in before a Judicial Magistrate/Notary.**

III. PROCEDURE FOR ADMISSION AND DETERMINATION OF MERIT

- (a) Admission to all the above courses shall be governed by the Regulations of the University and Rules for Admission framed by the P.G. Council and duly approved by the Syndicate.
- (b) Admission into all regular P.G. and Diploma courses mentioned in **Table I** will be made through an **Admission Test** to be conducted by the Berhampur University. The final selection of eligible candidates will be made based on the Career points (70% weightage) and marks secured in the Admission Test (30% weightage).
- (c) A candidate whose conduct is not satisfactory or with criminal antecedents shall **NOT** be considered for admission.

IV. ADMISSION OF FOREIGN STUDENTS AND KASHMIRI MIGRANTS

A. ADMISSION OF CANDIDATES FROM FOREIGN COUNTRIES

Fifteen percent supernumerary seats shall be reserved in the P. G. Departments for international students including Persons of Indian Origin (PIO) out of which 5% shall be filled in by the children of the NRIs. These seats shall be exclusively meant for foreign students and under no circumstances any of the seats should be allocated to anyone else other than a foreign student (having a foreign passport).

No candidate from a foreign country will be considered for admission unless his/her case has been sponsored by the relevant Department/Ministry, Government of India. The sponsored candidates will be required to submit in the prescribed pro forma a Medical Fitness Certificate from a Registered Medical Practitioner not below the rank of CDMO within a month of their provisional admission, besides such other documents as are required under the rules/instructions of the Government of India/.

Foreign students who have passed the qualifying examination from a foreign country, and taking admission in the P.G. departments have to pay Rs. 10,000/- along with other fees for the entire course. Further, a foreign student passing the qualifying examination from any Indian / Foreign University will have to satisfy the general Admission Rules.

B. CONCESSIONS FOR THE WARDS OF KASHMIRI MIGRANTS

For the wards of Kashmiri migrants, the following concessions are extended:

- i) Extension in the date of admission by about 30 days.
- ii) Relaxation in cut off percentage up to 10% (in admission test), subject to satisfying the minimum eligibility requirement.
- iii) Increase in the intake capacity up to 5% course-wise.
- iv) Waiving of domicile requirement.

V. RESERVATIONS AND CONCESSIONS

Reservations are available under the following categories in all departments/courses.

(a) Scheduled Castes & Scheduled Tribes: 38.75 % of the seats in various courses are reserved i.e. for candidates belonging to the Scheduled Tribes (22.5%) and the Scheduled Castes (16.25%). In order to claim reservation under these categories, applicants must submit necessary certificates to this effect issued only by a **Revenue Officer of the locality not below the rank of a Tahasildar of the Govt. of Odisha.**

(b) Person With Disabilities [PWD]:

5% of sanctioned seats shall be reserved for PWD Students with extent of disability not below 40% (blindness and low vision, hard of hearing, locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid victims and muscular dystrophy, autism intellectual disability, specific learning disability and mental illness)

(c) Ex-Serviceman [ESM], Serving Defence Personnel [SDP], Children of Martyrs [CoM]

1% of the sanctioned seats shall be reserved for self / Children / Wife / Husband of Ex-Serviceman, Serving Defence Personnel & the Children of Martyrs.

(d) NCC:

- i. Applicants holding B Certificate shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or equivalent examination.
- ii. Applicants who have represented the State or the Central School/ Sainik School at the All India level NCC Camps/ Courses/ Activities shall be given weightage of additional 3% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent Examination.

(e) NSS:

- i. Applicants who have represented the state at National Level Camp shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the CHSE/ Equivalent Examination.
- ii. Applicants who have represented the inter State Category Camp shall be given weightage of additional 3% of marks over and above the aggregate marks secured at the CHSE/ Equivalent Examination.
- iii. Applicants who have got the best NSS Volunteer Award in University level shall be given weightage of additional 2% of marks over and above the aggregate marks secured in CHSE/ Equivalent Examination.

(f) Rover & Rangers:

- i. Rover & Ranger possessing the original certificate signed by the President of India shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/ Equivalent Examination.
- ii. Rover & Rangers possessing and producing the original certificate signed by the Governor/ PATRON/ President of the State Association shall be given weightage of additional 2% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/ Equivalent Examination.

(g) Sports/Games Weightage:

One Seat is reserved for the candidates who have represented the country in the International Games and Sports during last three years for admission into a course. In case of non-availability of such candidates, the reserved seat will be filled from merit list.

(h) Weightage for Sports Persons:

- i) Those who have represented the state during last three years at National level sports shall get 10% weightage of marks over and above the aggregate marks in the qualifying examination.
- ii) Those who have represented University at the Inter University Sports during last three years shall get 5% weightage of marks over and above the aggregate marks in the qualifying examination.
- iii) A weightage of 10% of career points secured by the candidate at the qualifying examination will also be given to those candidates who qualify under (g) above for his/her participation in the International games & sports during last three years, but could not get admission against the direct quota.

Such candidates under category (g) and (h) must submit a certificate to the effect in the proper format (but not in the form of a testimonial) as prescribed by sports bodies, from the Registrar of the University or Secretary Sports Council/State/National level sports bodies duly countersigned by the Head of the Institution/Principal in which the sportsperson was studying at the time of achieving the above distinction(s).

- (i) **Graduates of Berhampur University:** After providing for the reservations stated in (a), (b), (c), and (g) above, 50% of the remaining seats in all courses shall be reserved for candidates who have received the last qualifying degree from Berhampur University.
- (j) **Working Journalist: Two seats** in the Journalism & Mass Communication course are reserved over and above the sanctioned strength for Working Journalists accredited by the Government of with a minimum of five-year experience with a Registered Daily Newspaper/News Agency/All India Radio/Electronic Media. **A certificate to this effect from the Daily Newspaper/News Agency/AIR/Electronic Media, duly countersigned by an officer not below the rank of ADPRO/Assistant Station Director, All India Radio or competent authority of the Electronic Media,** must be submitted along with the application form.

VI. ONLINE APPLICATION PROCEDURE

Please visit the Berhampur University website www.buodisha.edu.in and follow the online application procedure and also make online payment following the relevant web links. Candidates interested to apply for more than one course have to fill separate online application forms and pay the requisite fees.

VII. FEE TO BE PAID ALONG WITH THE APPLICATION FORM

Candidates seeking admission into various P.G. / Diploma/ Self-financing courses of Berhampur University have to pay a sum of **Rs. 600/- (Rupees Six Hundred) only and Rs. 500/- (Rupees Five Hundred) only for SC/ST candidates** towards Processing-cum-Application fee. The amount has to be paid following the **online payment procedure through the admission portal. No other form of payment will be acceptable under any circumstances.**

Note: Processing-cum-Application Fee once paid shall not be refunded under any circumstances.

VIII. SUBMISSION OF APPLICATION FORM

Candidates seeking admission into various courses of Berhampur University have to fill up online application form available at www.buodisha.edu.in from **17th April 2018** onwards and send the print copy of the system generated Application Form after signing in the last page along with the

payment details to the respective Head / Course Coordinator of the Department by Speed/Registered post so as to reach on or before **10th May 2018**.

University authorities shall not be responsible for any postal delay. Incomplete application in any form shall be summarily rejected.

IX. PREPARATION OF MERIT LIST OF ELIGIBLE CANDIDATES

- (i) **For admission into M.A./M.Sc./M.Com/Self-financing courses and D.R.L.**
Career points shall be awarded as below:

Examination passed	1 st Class	2 nd Class	3 rd Class/Pass
H.S.C./10 th class	15	12	8
Intermediate/+2	25	18	12
Graduation			
i. Honours	50	40	--
ii. Pass	--	--	30
iii. Distinction	10	10	10

Note: For candidates passing as 'Compartmental', no career points shall be awarded in that examination.

Subjects in which Honours is offered at Graduation level will be given due credit under Honours category and career points will be calculated as per the above table while other subjects of qualifying examination will be given career points as applicable for pass category. In case of Electronic Science & Technology, candidates with Bachelor Degree in Electronic Science (BES) will be given career points as applicable for Honours students.

- (ii) **For admission into LL.M. course**, career points shall be computed as detailed below:

Examination passed	1 st Class	2 nd Class	3 rd Class/Pass
H.S.C. / 10 th class	15	12	8
Intermediate/+2	25	18	12
Graduation			
i. Honours	40	30	--
ii. Pass	--	--	20
iii. Distinction	10	10	10
LL.B.			
i. LL.B.	50	40	
ii. LL.B. (five-year course)	90	70	
iii. LL.B. five-year course (Hons.)	100	80	

Note: For candidates passing as 'Compartmental', no career points shall be awarded in that examination.

X. SUBMISSION OF SELF ATTESTED PHOTO COPIES OF CERTIFICATES

The Online Admission Portal will be opened after 20th May 2018 to facilitate the candidates to enter their qualifying degree marks (applicable only for those who have indicated “Appeared” against their qualifying degree while filling-up the online application form).

All candidates must submit self-signed photocopies of marks sheets and certificates starting from 10th class onwards along with other documents in support of their claim for different reservations/weightage to the respective Head / Course Coordinator of the Department by Speed/Registered post so as to reach within 15 days of publication of +3 Final TDC results of Berhampur University or 19th June 2018 whichever is later.

The applicants are required to write **“Application for admission to the P.G. Course insubject” and the Admission Test Roll Number** on the top of the envelope.

University authorities shall not be responsible for any postal delay. Applications incomplete in any respect shall not be considered.

Photocopies of following documents are to be enclosed:

- a. Certificates and mark sheets of 10th, +2 and +3 Degree examinations /equivalent examinations.
- b. Caste Certificate for SC/ST candidates issued by a Revenue Officer not below the rank of Tahasildar/ Additional Tahasildar of the Govt. of Odisha .
- c. Divyang/PwD Certificate should be issued by District Welfare Officer / Community Development Officer / Social Welfare Department of State Government Officer or certificate issued by the CDMO.
- d. Sports Certificate approved by the Indian Association of Universities and countersigned by the Director of Sports, and Youth Services/ sports certificates issued by the Universities duly counter signed by the Registrar.
- e. A checklist of all certificates submitted by the applicant in the following format:

Admission Test Roll No.:

Name of the Applicant:

Date of Birth:

Course Applied for:

List of certificates submitted:

- 1.
- 2.
- 3.
- 4.

Signature of the candidate

Note: Your application shall not be considered, if the print copy of your filled in application form along with relevant documents do not reach the University office in time.

XI. POSTAL ADMISSION PROCEDURE

For admission into all courses, the University has adopted postal admission procedure which is as follows:

Merit List Candidates: After downloading/receiving the **Intimation Letter** for admission, the candidate shall send by **Registered/Speed Post** all the required documents in original along with evidence of online payment of prescribed fees as per the instructions within the date mentioned in the Intimation Letter.

Waiting List Candidates: After downloading/receiving the **Intimation Letter**, such candidates shall follow the same procedure for admission as laid down above for merit list candidates. Submission of documents by the waiting list candidates is voluntary and at their own risk. The University does not guarantee admission to candidates in the waiting list. Only after finalisation of admission of merit list candidates, if seats remain vacant, the candidates in the waiting list shall be considered for admission in order of their position in the waiting list. As the admission of merit list and waiting list candidates is to be finalised simultaneously, the waiting list candidates shall have to send by **Registered/Speed Post** the required documents in original along with the prescribed fee in the form of **Bank Draft/Banker's Cheque** within the date mentioned in the Intimation Letter.

NOTE:

- (a) Candidates who have either been selected or waitlisted for admission to more than one department are required to pay the fee for each course separately, failing which they will not be considered for admission. They may pay the fees through Bank draft/Banker's cheque for such courses. However, they are required to send their original documents to the department of first preference indicating the names of other department/course for which they have been selected / waitlisted.
- (b) Submission of Transfer Certificate/College Leaving Certificate in **original** is **compulsory** for both merit list and waiting list candidates.
- (c) Failure to send the original documents and payment of requisite fees (as per the instructions in the Intimation Letter) by the date and time specified in the intimation letter shall result in forfeiture of the claim for a seat. University authorities shall not be responsible for postal delay.
- (d) **The original documents and the Bank Drafts/Banker's Cheques of the candidates who are not admitted will be returned to them by the respective Heads through Registered/Speed Post after the admissions are over.** However, the concerned candidates can take back the original documents by submitting an application to the Head of the concerned Department before the completion of the admission procedure. For candidates who have been admitted, the original documents that are not required by the University may be collected from the concerned Head of the Department after the admission is finalised.
- (e) **The decision of the Head of the Department in all matters relating to admission shall be final.**

XII. FIELD STUDY, OBSERVATION, INTERNSHIP, etc.

Students admitted to such subjects where the curriculum includes field study, observation, internship, industrial visits or working in the sea shall have to undergo all such field study,

observation, internship, industrial visits or working in the sea at their **own cost and risk** in accordance with the procedure decided upon by the Department concerned.

XIII. FEES AND CHARGES

A. The following Annual Course Fee is to be paid by all students at the time of Admission and Readmission in subsequent years:

The following fees are to be paid at the time of admission.

Sl. No.	Description	Amount
1	Tuition fee for 12 months from June 2018 to May 2019, payable in one instalment at the time of admission – Women & SC/ST students are exempted from paying Tuition Fee. Science Departments (Rs. 14/- × 12 months) Other Departments (Rs. 12/- × 12 months)	Rs. 168/- Rs. 144/-
2	University Registration fee * Only for students from institutions other than Berhampur University	Rs.100.00*
3	University Recognition fee * Only for students from institutions other than Berhampur University	Rs.100.00*
4	Students' Union	Rs.192.00
5	Dramatic Association	Rs.160.00
6	Athletic Association	Rs.160.00
7	Calendar	Rs.50.00
8	Magazine	Rs.50.00
9	Identity Card	Rs.50.00
10	Abstract of Attendance	Rs.10.00
11	Puja subscription (Ganesh Puja and Saraswati Puja) each Rs100.00	Rs.200.00
12	University Athletic Fee (Sports Council)	Rs.60.00
13	Library Fee	Rs.200.00
14	Academic and Other Fee for Science students (one-time) (except MCA and Home Science)	Rs.4000.00
15	Medical Aid	Rs. 100.00
16	Common Room Fee	Rs.40.00
17	NIS	Rs.05.00
18	Students' Aid Fund	Rs.25.00

19	Fee for Cultural Activities (University)	Rs. 40.00
20	NCC	Rs.05.00
21	Social Service (NSS)	Rs. 10.00
22	Utility Fee (one-time)	Rs. 1000.00

Note: Exemption of Tuition fee and Admission fee to the following disabled category of students as per the letter no. 27546(16) HE : HE-N-30/09dated 14.09.2009

- i. Blind students who use Braille for studies
- ii. Hearing impaired and dumb students
- iii. Orthopedically handicapped students with disability of more than 75 percent

Fees to be exempted

1.	Tuition Fees For Science students	Rs. 168
2.	Admission / readmission Fees For Science students	Rs. 14
3.	Tuition Fees For other departments	Rs. 144
4.	Admission / readmission Fees For other departments	Rs. 12

Note: For candidates seeking admission in to Post Graduation course in Odia shall be exempted from Admission fees vide office letter no. HE-FE-I (B)- policy-I/2018/1340/HE, BBSR dated 12-01-18.

B. Additional fees to be paid for courses offered by the following departments as indicated below:

- (i) **Department of Business Administration:** A student seeking admission into MBA course, has to pay a sum of Rs. 26,000/- (Rupees Twenty Six Thousand) only towards academic and other fees to the University, part of which he/she has already deposited at the time of **OJEE-2018** counselling. The remaining amount has to be deposited to the University at the time of admission along with the original money receipt of the amount paid at the OJEE counselling centre. In the subsequent years, at the time of readmission (i.e., in the second year) students have to pay a sum of Rs. 26,000/- (Rupees Twenty Six Thousand) only to the University.

Besides, students seeking admission/readmission have to pay the other fees prescribed by the University as at SL. NO. XIII above.

- (ii) **Department of Computer Science:** A student seeking admission into MCA course, has to pay a sum of Rs. 26,000/- (Rupees Twenty Six Thousand) only towards academic and other fees to the University, part of which he/she has already deposited at the time of **OJEE-2018** counselling. The remaining amount has to be deposited to the University at the time of admission along with the original money receipt of the amount paid at the OJEE counselling centre. In the subsequent years, at the time of readmission (i.e., in the second & third year) students have to pay a sum of Rs. 26,000/- (Rupees Twenty Six Thousand) only to the University.

Besides, students seeking admission/readmission have to pay the other fees prescribed by the University as at SL. NO. XIII above.

- (iii) **Department of IR & PM:** Students seeking admission into M.A. in I.R. and P.M. course, have to pay at the time of admission, a **one-time academic and other fee** of Rs. 10,000/- (Rupees Ten thousand) only in addition to the fees prescribed by the University as at SL. NO. XIII above. The payment is to be made **through SB Collect mode**, i.e. online payment.
- (iv) **Department of Journalism and Mass Communication:** Students seeking admission into M.A. in Journalism and Mass Communication course, have to pay at the time of admission, a **one-time academic and other fee** of Rs. 2,000/- (Rupees Two Thousand) only in addition to the fees prescribed by the University as at SL. NO. XIII above. The payment is to be made **through SB Collect mode** i.e. online payment.

C. Department Seminar Fee: The students shall have to pay a seminar fee and Alumni fee, if any, to the Head of the Department as decided by the concerned Department.

D. Computer Laboratory Fee: Students offered a course on computer application/ Computer practical in different departments shall have to pay Rs. 600.00 (Rupees Six Hundred) only per annum to the concerned Head of the Department to be utilised for maintenance of computers and peripherals.

Fees mentioned at C & D above are to be collected through Bank Draft / Bank Deposit by the respective Head / Coordinator and kept in a separate account of the concerned department.

E. Fee for the Self-financing Courses:

The following Annual Course Fee is to be paid at the time of Admission as well as Readmission in subsequent years.

Course	Fee
M. Sc. in Bio-Technology	Rs. 40,000/- per year
MBA (Financial Management) Formerly known as MFC	Rs. 30,000/- per year
M. Tech in Computer Science	Rs. 50,000/- per year (The above fee includes the fee deposited at the time of Counselling at JEE-2018)
M. Tech. in Electronic System Design	Rs. 35,000/- per year (The above fee includes the fee deposited at the time of Counselling at JEE-2018)
M. Pharm.	Rs. 50,000/- per year (The above fee includes the fee deposited at the time of Counselling at JEE-2018)

Note: Fee once collected at the time of admission/re-admission shall not be refunded under any circumstance.

XIV. HOSTEL FACILITIES

At present, the University has limited hostel accommodation for boys and girls. Accommodation in the Hostels cannot be claimed as a matter of right. Students seeking hostel accommodation shall have to apply to the concerned Head of the Department for admission into the hostel at the time of submission of original documents. Hostel seats will be allotted to *bona fide* admitted students based on merit list of the respective courses.

However, students residing at a distance of above 25 Kms. from the campus shall be given preference over other students. The respective Head of the departments / Coordinators / Directors have to finalise the list of students based on the above principle by approving the final list in the respective Staff Council and send the list to the Warden P.G. Hostels for allotment of seats subject to availability. Further, irrespective of their positions in the merit list of admission into respective departments, the SC/ST/PH students will be given preference for admission into hostel.

The Heads / Coordinators/ Directors will act as local guardian, if no local guardian is provided by any student at the time of admission into the hostel.

The Warden is authorised to frame any other Rule(s) as and when required for admission and smooth administration of hostels. The decision of the Warden shall be final in all matters concerning admission/ readmission of boarders in the hostels.

Accommodation of temporary guests in the hostel may be considered by the Warden and such boarders have to deposit guest fees to the respective hostel @ Rs. 100/- per person per day.

The following fees are to be paid at the time of admission of students to Part-I and readmission to Part II and Part III (in case of MCA) into the hostel:

A	(i)	Hostel Admission Fees	Rs. 100	Total Rs. 3,300/- onetime payment in form of SB Collect at the time of admission / readmission
	(ii)	Hostel Maintenance Fees	Rs. 200	
	(iii)	Electricity and Water Charges @ Rs. 150 per month	Rs. 1800	
	(iv)	Hostel Rent @ Rs. 100/- per month	Rs.1200	
B	(i)	Hostel Caution Money (refundable)	Rs. 500	One time collection at the Office of the Superintendents of the concerned hostels at the time of admission
	(ii)	Mess Advance (refundable)	Rs. 1500	
C	(i)	Hostel Annual Day	Rs. 300	Total of Rs. 4,550/- (B + C = 2000/- + 2550/-) to be Deposited by the boarders in the respective hostels at the time of admission and readmission into the hostels in the shape of Bank Draft / Bank Deposit.
	(ii)	Hostel Common Room Charges	Rs. 200	
	(iii)	Hostel Games , Sports and Gym	Rs. 100	
	(iv)	Hostel Establishment Charges @ Rs. 100/- per month	Rs.1200	
	(v)	Maintenance Fee	Rs. 300	
	(vi)	Magazine	Rs. 100	
	(vii)	Identity Card for Boarders	Rs. 50	
	(viii)	Medical Aid	Rs. 200	
	(ix)	Republic and Independence Day	Rs. 100	

It is compulsory for the hostel boarders to pay the monthly mess charges as may be determined by the Hostel Superintendents. The bill for every month has to be settled by the 10th of the following month and a mess clearance certificate obtained from the Hostel Superintendent concerned. Violation of this rule, or any default in regular payment of mess and other hostel charges may lead to the termination of boarder ship.

The examination results of the defaulting boarders shall be withheld, if the certificate of clearance in respect of payment of mess dues etc. issued by the Hostel Superintendent concerned is not produced before the Controller of Examinations at the time of finally leaving the hostel or publication of results, whichever is earlier.

Boarders shall abide by the rules of the hostel prescribed from time to time by the University. In all matters pertaining to hostels, the decision of the Warden shall be final.

Note: Fees once collected at the time of admission/readmission shall not be refunded under any circumstance.

XV. COMMENCEMENT OF CLASSES

Classes of the Part-I/Diploma courses will commence on the date to be notified by the concerned Head of the Department/P.G. Central Office.

XVI. DISPUTES

All disputes concerning admission and studentship are subject to the exclusive jurisdiction of the Civil Courts and legal forum at Berhampur (Ganjam).

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

XVII. RAGGING

Ragging in any form is strictly prohibited. Severe action shall be taken as per rules against those involved in ragging. As per the U.G.C guide line 6.1 (d & e) of the regulation (F-1-16/2007 (CPP –II/dated 17 June 2009), it is mandatory for all the applicants to submit an affidavit in a non-judicial stamp paper as per the prescribed *proforma* enclosed in the prospectus, if admitted.

**CHAIRMAN, P.G. COUNCIL
Berhampur University**

ANNEXTURES TO BE SUBMITTED AT THE TIME OF ADMISSION

ANNEXURE - I

AFFIDAVIT BY THE STUDENT

1. I (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms., having been admitted to(name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagatate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___day of _____ month of _____year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at(place) on this the(day) of(month),..... (year) .

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of(month),(year) after reading the contents of this affidavit.

OATH COMMISSIONER

Chairman, PG Council, Berhampur University

ANNEXURE - II

AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. (full name of parent/guardian) father/mother/guardian of..... (full name of student with admission/registration/enrolment number), having been admitted to(name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ___day of _____ month of _____year.

Signature of deponent
 Name:
 Address:
 Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the(Day) of (Month), (Year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (Day) of(month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Chairman, PG Council, Berhampur University

ANNEXURE - III

DECLARATION FOR ALL APPLICANTS

1. I Mr/Ms. do hereby declare that I am aware of the provision that students admitted to the M.A./M.Sc./M.Com/LL.M./D.T.I.M./D.R.L./MBA/MCA courses are not permitted to take concurrent admission in any other course(s) or appear at any other examination so long as they continue their studies in the concerned courses, and until they have fully appeared at the said examinations.
2. I do hereby declare that I have not been admitted to any other course(s) nor shall I appear at any other examination as long as I continue my studies in the course, if admitted.
3. I do hereby further declare that I am not serving in any Government (Central or State) Organization, Corporation or Undertaking or employed otherwise.
4. If at any time it is found that I have violated the above conditions, I shall be liable to forfeit my seat, cancellation of my admission and such other penal action as may be considered appropriate by the University.

Date:

Full Signature of the Applicant

ANNEXURE - IV

DECLARATION FOR L.L.M. COURSE

I Mr/Ms seeking admission to LL.M. Course in the Dept. of Law, Berhampur University do hereby declare that I am not practicing at the Bar or serving any Government (Central or State) Organization, Corporation or Undertaking or employed otherwise.

In case it is found that I am practicing as advocate at the Bar or serving in any Government (Central or State) Organization, Corporation or Undertaking or employed otherwise, as aforesaid, I shall be liable to forfeit my seat, cancellation of my admission and such other penal action as may be considered appropriate by the University.

Date:

Full Signature of the Applicant

ANNEXURE - V

I, Mr/Ms.....do hereby declare that I have no criminal antecedents involving moral turpitude. If found suppressing of any facts in this regard shall lead to cancellation of my admission and I shall be liable for any penal action or penalties as the University may deem fit.

Date:

Full Signature of the Applicant