

PROSPECTUS

2015-2016

“Bringing Quality Education to Your Door-step”

For
B.A./B.Com.
(Pass & Hons)

Under Semester system for
the courses in

- Commerce
- Economics
- History
- Odia
- Political Science
- Sociology



1. INTRODUCTION

Directorate of Distance and Continuing Education (DDCE), Sambalpur University has been offering professional, job oriented courses like DCA, BCA, PGDCA, MCA and MBA since its establishment in the year 1999. The enrollment and proper placement of the passed out candidates speak about the success and popularity of DDCE.

As per the decision of the Syndicate, this year DDCE is taking a sincere attempt to take the B.A/B.Com courses, both pass and Hons. to the door steps of the interested candidates. The candidates will avail facilities like obtaining the Prospectus and Admission form, Reading Materials, Identity Card, Admit Card, Mark Sheets and Certificate along with the despatch of relevant documents and Assignments thorough recognized Study Center. Contact classes and examination will be held at near by Study Center subject to the minimum strength of enrolled candidates as per the yardstick decided by the University. In this process, working persons, housewives and other candidates of remote areas shall avail the facility of quality higher education at their doorsteps for betterment of their career prospects and knowledge.

Candidates are advised to read the instructions carefully and fill up the enclosed form in Capital Letters in their own handwriting and submit the same in the Post Office, from which the prospectus is purchased as per instructions to avoid rejection. The University reserves the right to reject wrong or incomplete forms.

2. ELIGIBILITY

+2 or equivalent

3. Issue of Application Form:

The admission form and prospectus for B.A. (Pass/ Hons), B.Com (Pass/ Hons) can be obtained from the recognized Study Center on payment of Rs. 250/- only and can be downloaded from the website of DDCE, Sambalpur University i.e. www.suniv.ac.in.

4. Subject for B.A. (Pass and Hons.) course

Candidates are required to opt subject as noted below

Compulsory paper	1. English 2. MIL (Oriya)/ Alternative English 3. Environment Science 4. Indian Society and Culture/ Population Study
Optional Subject (Pass/ Honours)	Any One Economics, History, Political Science, Oriya, Sociology
Elective	Any Two Indian Economic, Land mark of Indian History, Indian polity, Oriya, Sociology

Subject for B.Com (Pass and Hons.) course

Candidates are allowed to opt only Accountancy Hons.

N.B.

Candidates who opt. Economics, History, political science, Oriya, Sociology are not allowed to take. Indian Economics, Land mark of Indian History, Indian Polity, Oriya, Sociology as elective subject respectively. However for details students are advised to refer respective syllabus of DDCE.

5. Submission of Application Form:

Application form duly filled in along with required documents and fees be submitted in the recognized Study Center. Incomplete application form will be rejected. Fees once deposited will not be refunded at any cost.

6. Course Materials:

Semester wise quality course materials will be supplied to the candidates

7. Contact Classes:

Contact classes will be held in the recognized Study Center subject to the availability of required number of enrolled candidates.

8. Centre of Examination:

The name of the examination centre allotted to a candidate will be indicated in the admit card. Due care will be taken to allot the examination centre in the nearby place of the candidate.

9. Examination:

There will be six semesters in B.A./ B.Com (Pass and Hons.) course.

Two types of examinations will be held

(i) Internal Examination: (30% of the total marks)

Candidates are required to submit three **hand written** assignments of four pages each

1. 1st Assignment after one month (10 Marks)
2. 2nd Assignment after two months (10 Marks)
3. 3rd Assignment after three months (10 Marks)

(ii) Semester Examination: (70% of the total marks)

The Semester Examination will be held as follows:

1st, 3rd, 5th Semester will be held in the month of June-July

2nd, 4th and 6th Semester will be held in the month of December-January

The examination will be conducted on Saturdays and Sundays.

(iii) Passing criteria

A candidate has to secure 30% of marks in semester examination and Internal Assignment marks separately. To pass in aggregate he / she shall secure 36% marks.

(iv) Back Paper/ Improvement

A candidate will have to clear their all paper of examination within five year from date of admission. They are allowed back paper examination to clear their paper within five years. Again they also allowed to improve their result within one year, after passing the examination. The higher mark secured will be taken into consideration. The regulation of Sambalpur University will be referred for guidance.

10. Publication of Result

The results will be published within two month from the last date of examination.

The result of examination will also be published in the website of DDCE.

Candidate will get their mark sheet after publication of the result of each semester.

PCM will be issued to successful candidate after passing final examination.

11. Course Fees

B.A. / B.Com Pass Students	Rs. 3000/- for General candidate Rs.2500/- for SC/ ST candidate (Caste Certificate must be attached)
B.A./ B.Com Hons. Student	Rs. 3500/- for General Candidate Rs.3000/- for SC/ ST candidate (Caste certificate must be attached)
Examination Fees	Rs. 1100/- per semester Rs.100/- per paper (for subsequent Examination) Rs.100/- towards infrastructure development fee

Guidelines for filing of application form

1. All entries must be made in Capital Letter.
2. Name of the candidate, Date of Birth must be as per H.Sc. Certificate written
(Copy of H.Sc. Certificate must be enclosed for verification)
3. Father name, Mother name, permanent address, address for correspondence will be mentioned clearly in the form.
4. The candidate are directed submit the following documents in original along with the Xerox copies
H.Sc. Certificate
+2 Certificate/ Mark sheet
Caste Certificate (Only for SC/ ST Student)
Three passport size photographs duly attested by the Gazetted officer

General information / conditions

1. DDCE does not provide any hostel accommodation. Students have to make their own arrangement for stay during personal contact programme and examination.
2. C.L.C. is not required for admission and therefore Migration certificate/ C.L.C. shall not be issued after the completion of the course.
3. Any dispute is subject to jurisdiction of Sambalpur Court only. The relation between student and DDCE, Sambalpur University is not that of a consumer and service provider.

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4. Date of birth (as per H.Sc Certificate)

Date	Month	year

5. Sex Male Female

6. Caste: Gen SC ST

7. Name of the Father:

8. Name of the Mother:

9. Educational Qualifications

Name of the examination	Board	Year of passing	Division	% of marks
HSC				
+2				

10. Amount of Fees Deposited

	Course fees	Examination fees	Inf. Development fees
For B.A. / B.Com pass students	Rs.3000/- for general students Rs. 2500/- for ST/SC Students	Rs. 1100/-	Rs.100/-
For B.A./ B.Com Hons Students	Rs. 3500/- for General Students Rs. 3000/- for ST/ SC Students	Rs. 1100/-	Rs.100/-

11. Permanent Address:

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12. Address for correspondence:

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13. Email address of student (If any):

14. Contact No. (If any): Landline Mob No.

DECLARATION

I do hereby declare that the information given above 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 my admission to the course and my continuance on its rolls are subject to the provisions of the course's Rules which are in force from time to time. I shall abide by the rules of discipline and proper conduct which may be framed in this regard.

Place:

Date:

Signature of the candidate

Note:

1. filled in Admission form attached in the prospectus
2. Enclose two self addressed envelopes (size 27X 13 c.m.).
3. Attested copies of certificate and mark sheets in support of Qualifications.
4. Original Certificates of HSC, +2 and Caste Certificate (if required) which will be returned after verification by speed post.
5. Three passport size photographs dully attested.