

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION (DDCE)



PROSPECTUS

**For Guidance of Candidates for Admission into
Two Year (2015-2016)
MBA Course under Semester System
(Distance Education on Continuing Mode)**

**SAMBALPUR UNIVERSITY, JYOTI VIHAR,
SAMBALPUR,
ORISSA, PIN-768019**

MBA Course under Semester System

Duration: TWO YEAR

Calendar: Each year is divided into 2 semesters

• FIRST YEAR			<u>Examination</u>
SEMESTER I	January to May		June/ July
SEMESTER II	July to November		December / January
Winter Project	6 to 8 weeks		
• SECOND YEAR			
SEMESTER III	January to May		June/ July
SEMESTER IV	July to November		December/ July
Final Project	4 to 6 weeks		

(I) Eligibility:

A candidate who has passed the Bachelor Degree Examination of Sambalpur University or any examination recognized as equivalent there to by the Academic Council of Sambalpur University, shall be eligible to apply for admission into Master of Business Administration under DISTANCE EDUCATION CONTINUING MODE Programme.

Candidates admitted to the Master of Business Administration (Distance Education) Programme shall be required to bear all incidental expenses on their Winter Project & Training, Preparation of project & dissertation report, case studies and Computer Work.

A Candidate will be Admitted/re-admitted to the First Semester/next semester only after the payment of fees within 15 days of the beginning of the semester

(ii) Issue of Application Form:

1. Off Line Availability:

Form and Prospectus will be available in the approved Study Center which can be obtained by depositing processing fees of Rs 250/- in shape of Bank Challan in SBI/UCO Bank. The details of study center can be viewed in DDCE website. A copy of the challan can also be downloaded from the DDCE website.

2. On Line Availability:

Form and Prospectus can be downloaded from DDCE website www.suniv.ac.in which can be used for filling after taking printout.

The last date for receipt of completed admission forms along with all relevant documents and challan slip is **15th December 2015** without late fine and **31st December 2015** with late fee of Rs.100/-.

Applications should not be sent to the University directly.

A Challan of SBI or UCO Bank For Rs.250/- towards the cost of Admission forms and prospectus must be submitted in addition to the usual course fees.

Note :

(i) All candidates applying for admission into any course offered by DDCE Sambalpur University if found eligible and having paid the fees in full are deemed to have been admitted at Sambalpur University, Jyoti Vihar and not in the study centre where they have deposited the application. The study centres cannot admit any student. The University is the sole authority for admitting students.

(ii) The University reserves the right to reject any application or cancel any admission without assigning any reasons thereof.

(iii) Mode of Payment:

All payments shall be made by the candidate in the form of approved format of Bank Challan which is available in DDCE website or in the approved study center. In addition to the course fees/ late fees/ processing fees/ examination fees the student have to bear the transaction charge as mentioned in the challan format. Challan can be made any State Bank of India or UCO Bank for their location.

The candidates are directed to keep student copy with them and along with filled in admission form they are advised to deposit the university copy of challan to their respective study center.

The study center shall send all the challan slip along with the instalment report and admission forms after arranging the same course wise to the office of DDCE.

DDCE or Study centres shall not be held liable for payments made in any other mode.

(iv) Course Structure:

Semester I

Paper Code	Subject	Assignment	External	Total Marks
DEM: 411	Principle and Practice of Management	30	70	100
DEM: 412	Marketing Management	30	70	100
DEM: 413	Managerial Economics	30	70	100
DEM: 414	Quantitative Methods	30	70	100
DEM: 415	Computer for Managers	30	70	100
DEM: 416	Organizational Behavior and Human Resource Management	30	70	100
DEM: 417	Financial Accounting	30	70	100

Semester II

Paper Code	Subject	Assignment	External	Total Marks
DEM-418	Operations Research	30	70	100
DEM-419	Production and Operation Management	30	70	100
DEM-420	Financial Management	30	70	100
DEM-421	Indian Ethos and Values	30	70	100
DEM-422	Research Methodology	30	70	100
DEM-423	Business Environment	30	70	100
DEM-424	Business Law	30	70	100

Semester III

Paper Code	Subject	Assignment	External	Total Marks
DEM-425	Business Policy and Strategic Management	30	70	100
DEM-426	Management Information System	30	70	100
DEM-427	STPR and Viva			100
DEM-428(F)	Security Analysis and portfolio management	30	70	100
DEM-429(F)	Financial derivatives	30	70	100
DEM-430(F)	Project appraisal and management	30	70	100
DEM-431(F)	Management of rural finance	30	70	100
DEM-428(M)	Consumer behaviour	30	70	100
DEM-429(M)	Sales and distribution management	30	70	100
DEM-430(M)	Advertising management	30	70	100
DEM-431(M)	Retail management	30	70	100
DEM-428(HRM)	Management development for technological change	30	70	100
DEM-429(HRM)	Management training and development	30	70	100
DEM-430(HRM)	Human resource development and SS	30	70	100
DEM-431(HRM)	Management of industrial relations	30	70	100
DEM-428(P)	Purchasing and material management	30	70	100
DEM-429(P)	Total quality management	30	70	100
DEM-430(P)	Production planning and control	30	70	100
DEM-431(P)	Applied operation research	30	70	100
DEM-428(IT)	Software engineering	30	70	100
DEM-429(IT)	Information security	30	70	100
DEM-430(IT)	Database management system	30	70	100
DEM-431(IT)	Strategic management of IT	30	70	100

Semester IV

Paper Code	Subject	Assignment	External	Total Marks
DEM-432	Corporate Governance	30	70	100
DEM-433	Entrepreneurship Development	30	70	100
DEM-434	Enterprise Resource Planning	30	70	100
DEM-435	Dissertation / viva voce			100
DEM-436(F)	International finance	30	70	100
DEM-437(F)	International accounting	30	70	100
DEM-436(M)	International marketing	30	70	100
DEM-437(M)	Strategic management	30	70	100
DEM-436(HRM)	Legal framework governing human resources	30	70	100
DEM-437(HRM)	Human resource planning and development	30	70	100
DEM-436(P)	Supply chain management	30	70	100
DEM-437(P)	Goal programming in management	30	70	100
DEM-436(IT)	E-Business	30	70	100
DEM-437(IT)	Business Process reengineering	30	70	100

(v) Course material:

Course material on every subject will be provided by DDCE within 3 to 4 weeks after commencement of the semester and deposit of semester fees by the candidate. The course material shall be delivered to the candidates through the study centers.

(vi) Contact Classes:

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

(vii) Examination Centre:

The examination centre shall be allotted to the candidate by the DDCE and indicated in the admit card. Due care will be taken to allot the examination centre in the nearby place of the candidate, subject to the availability of required number of examinees in the Examination Centre.

(viii) Examinations:

There will be four semesters in MBA (Distance Education) course. Semester examinations will be held as per guidelines of MBA -2 Years full time of Dept. of Business Administration to avoid delay.

Semester Examination:

The Semester Examination will be held as follows:

1st, 3rd Semester will be held in the month of **June – July**
2nd, 4th Semester will be held in the month of **December – January**

The examination will be conducted on Saturdays and Sundays.

(ix) Summer Project and Dissertation:

For Summer Project, the candidate has to select a supervisor who shall be an officer in the rank of Manager and above of a Public/Private Sector/ Bank or a teacher with P.G. teaching experience in the subjects of MBA/ Sociology/ Economics/ Commerce/ Psychology/ Engineering and Law. The candidate has to send the Curriculum Vitae of the supervisor along with his/ her consent for approval of DDCE. The office of DDCE shall thereafter send the letter of approval to the concerned supervisor with a copy to the candidate. Remuneration shall be paid to the supervisor as per the rates approved by the University from time to time; the viva-voce examination of the Summer Project and Dissertation shall be held in the University Campus.

(x) Passing Criteria:

Regarding Internal Examination and passing Criteria please refer to Regulation of MBA -2 years Under semester system of DDCE, S.U.

(x) Back Paper Examination:

A candidate failing in maximum three theory papers in a Semester shall be eligible to appear these papers with in next two chances only as Back Papers and higher marks secured in each paper shall be retained in the respective Semester Examination.

(xi) Improvement Examination:

A passed candidate shall be eligible to improve his/her performance in maximum five theory papers after publication of Final year result and the higher marks secured in each paper shall be retained provided that a candidate shall not be permitted to appear the examination beyond four years from the date of first admission.

(xi) Publication of result:

Results will be published within two month from the last date of examination In the web site. Candidate will be issued mark sheet after publication of the results of each semester. PCM will be issued to successful candidate after passing final examination.

(xii) Course fees:

MBA (Distance Education) : Rs. 12,500/-Per Semester
Examination fees : Rs. 1600/- per semester (Rs.1500 Examination+ Rs.100/-
Examination Infrastructural Development Fee to be paid to the
Centre) Rs. 200/- per paper for subsequent Examination.
Both course fee and examination fees (12500/- + 1600/- = 14100/-) be deposited in the form of one Bank Draft at the time of admission.

(xiii) Guidelines for filling of application form:

1. All entries must made in capital letters
2. Name of the candidate, Date of Birth must be as per H.S.C. Certificate.
3. Father name, mothers name, permanent address, address for correspondence to be mentioned clearly in the form.
4. The candidate are directed to submit the following documents in original along with attested copies by Speed Post/ Registered Post
 - H.S.C. Certificate and Mark sheet
 - +2 Certificate and Mark Sheet
 - Graduation Certificate and Mark sheet
 - Three passport size photographs duly attested by the Gazetted Officer
 - Required Amount of Processing, Course and Examination Fees for the Semester
5. The Filled in Application Form along with the documents and required amount of Fees in the shape of BANK CHALLAN be deposited to their preferred study center.
6. Candidates shall submit all the original certificates and mark sheet to the concerned study centre where he/ she shall enrol for verification.

(xiv) 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. CLC is not required for admission and therefore migration certificate / CLC shall not be issued after the completion of the course.
3. All disputes to be decided by the civil court at Sambalpur only.

SUBMISSION OF APPLICATION FORM FOR ADMISSION WITHOUT FINE:

15th December, 2015

SUBMISSION OF APPLICATION FORM FOR ADMISSION WITH FINE OF Rs.100/:

31st December, 2015

CONTACT ADDRESS:

For Prospectus and Admission Form:

www.suniv.ac.in

OR University approved study center

For Enquiry

: ddceadm@gmail.com

: (0663)2430133 / 2430188 (Office)

Sd/-
Director, DDCE



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**COMMON APPLICATION FORM FOR ADMISSION INTO
MBA-2 Years Under Semester System 2015-16**

Course Applied For.....
Study Center Preference: (i)..... (ii).....
Name of the Bank: (i) State Bank of India (ii) UCO Bank
Power Jyoti Accounts Journal No..... Date.....Brach.....

GENERAL INFORMATION

1. Name in Full (Capital Letters):
2. (i) Father's Name:(ii) Mother's Name
3. Date of Birth: 4. Nationality:
5. Caste: Gen/ SC/ ST/ OBC/ PH..... 6. Sex: Male/ Female.....
7. Address for Communication:.....Pin
Phone No..... email address (If any).....
8. Permanent Address: :.....Pin

EDUCATION INFORMATION

1. Have you studied mathematics in 10+2: Yes No
(For MCA Admission only)

Educational Qualification

Education	Board / University	Year of passing	Division	% of marks

EMPLOYMENT INFORMATION

Record of Employment (If any):

Designation	Organisation	Nature of work	Period from	Period to

DECLARATION

I do hereby declare that the information given above are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of Applicant

Enclosure

1. One Self Address Envelope (22 x 10cm) should be enclosed with the application form by affixing Rs.5/- Stamp.
2. Attested copies of certificate and mark sheet in support of educational qualification from HSC onwards.
3. Two Passport Size photograph and one stamp size photo
4. Deposit Slip towards (i) Admission Forms and Prospectus and (ii) Course Fees, Others if any.