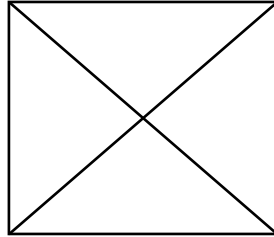


DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION (DDCE)



PROSPECTUS

**For Guidance of Candidates for Admission into various
computer courses for the session 2015-16 (Under Dis-
tance Education on Continuing mode)**

- (i) M.C.A. (Direct Entry)**
- (ii) M.C.A. (Lateral Entry)**
- (iii) B.C.A.**
- (iv) P.G.D.C.A.**

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

**PROSPECTUS FOR
BCA/ PGDCA/ MCA
COURSES OFFERED THROUGH OFF CAMPUS MODE
UNDER SELF FINANCING BASIS AND CONDUCTED BY
THE DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
SAMBALPUR UNIVERSITY, JYOTI VIHAR, ODISHA - 768 019**

2015-2016

PREAMBLE

Today, countries are undergoing radical changes and a new world order is dawning. Thanks to the rapid changes taking place in the field of Communication and Information Technology. Due to new inventions and innovations, the world has come closer today. Till date, Universities all over the Country are providing Traditional Degree Courses at Bachelor Level such as B.A. (Bachelor in Arts). B.Com (Bachelor in Commerce), B.Sc. (Bachelor in Science), etc. All the traditional degree courses have served their purpose. But with the rapid development of the Society and Mankind, the demand for sophisticated machines to aid human beings in their day to day life started growing. Computer, has now become an indispensable part of our day to day life and is used for almost every purpose from the simplest purpose of writing a letter to the most complex purpose of launching a satellite.

India has emerged as one of the leading country for supply of Qualified Managers and Computer Professionals to the entire world. Indian Managers and Computer Professionals are much sought after. This has led to a crisis and shortage of IT & Management Professionals in India at all levels.

The progress in the field of Management and Information Technology is very rapid and obsolescence rate is very high. Any institution providing Management and IT Courses should be competent enough to handle such a situation. In the formal sector of education it may not be possible to provide quality education by keeping pace with the technological changes. It is here that the Continuing Education steps in. Continuing Education has come into its own as a complementary form of education, benefiting thousands of learners. Its flexibility gives learners an opportunity to study further at the time and place of their convenience, as it has removed several rigidities of conventional and regular mode of education.

It is well known that the opportunities in the Management, Marketing and IT sector are growing in a geometric progression. Although India has a strong human resource base, unless we plan for the anticipated growth in the above sector, we would be left far behind. The emphasis and focus on IT and Management Education by the Universities could not have come at a better time.

In the fitness of this, Sambalpur University has launched MCA, BCA, PGDCA courses through Off Campus mode, with several institutions in Odisha serving as study centres with a hope to reach out to more and more student and help them in their endeavor to study further and taking education to people at their doorstep by removing all barriers of learning.

1. **NAME OF THE COURSE :**

Post Graduate Diploma in Computer Application (PGDCA)

This is a One Year Post Graduate Diploma Course and is meant for students who have completed their Graduation (in any discipline) or equivalent.

This course, cater to the needs not only of the fresh graduates but also to the experienced professionals with computer skill, but lack a formal qualification for the same. This course aims at preparing graduates to take on the responsibilities of handling computers in large industries / MNC's and Government Organizations.

Course Contents :

This Diploma Course shall be of 1200 marks. There will be 7 (Seven) Theory Papers of 80 marks each, Internal - 20 marks, 3 (Three) Practical Papers of 100 marks each and one project of 200 marks.

The medium of instructions including counselling and examination shall be English only. The details of paper and course structure is given below.

<u>Theory</u>	<u>Title</u>	<u>Marks</u>
Paper - I	Computer Fundamentals and Operating System (a) Computer Fundamentals (b) Operating Systems (i) MS DOS (ii) MS Windows	80+20
Paper - II	Office Automation (a) MS Word (b) MS Excel (c) MS Power Point	80+20
Paper - III	Business Data Processing (a) Introduction to Data Processing (b) Business Accounting (c) Ms-Access	80+20
Paper - IV	Object Oriented Programming with C++	80+20
Paper - V	Front End Technology using Visual Basic	80+20
Paper - VI	RDBMS using Oracle	80+20
Paper - VII	Web - Technology (HTML, DHTML, Java Script)	80+20
Sub. Total : 700		
<u>Practicals</u>	<u>Title</u>	
Paper - VIII	Lab - I (a) Operating System (b) Office Automation	50 <u>50</u> 100
Paper - IX	Lab - II (a) C++ (b) Web - Technology	50 <u>50</u> 100
Paper - X	Lab - III (a) Visual Basic (b) Oracle	50 <u>50</u> 100
Paper - XI	Software Project & Viva - voce	200
Sub. Total : 500		
Grand Total Marks :		1200

N.B : The University reserves the right to amend the course structure / syllabus, keeping in view the emerging needs in the world of Professional courses and Industry requirements.

2. NAME OF THE COURSE :

Bachelor in Computer Application (BCA)

This is a Three Years Degree Course and meant for students who have passed their 10+2 or Diploma or equivalent Examination. The Student may have done his / her 10+2 in any stream and prior knowledge of computer is not a prerequisite for taking Admission in the course.

Course Contents :

The Entire Degree course shall contain 3000 marks distributed in 30 papers. Each Paper carrying 100 marks. In each year there will be 10 papers. The medium of instruction including counselling and examination shall be English only. The details of papers and course structure is given below.

First Year

<u>Theory</u>	<u>Title</u>		<u>Marks</u>
Paper - I	Computer Fundamentals and Operating System		
	(a) Computer Fundamentals	50	
	(b) Operating systems		
	(i) MS DOS	25	
	(ii) MS Windows	<u>25</u>	100
Paper - II	Office Automation		
	(a) Ms - Word	40	
	(b) Ms - Excel	40	
	(c) Ms - Power Point	<u>20</u>	100
Paper - III	Programming Logic & Technique		100
Paper - IV	Business Data Processing		
	(a) Introduction to Data Processing	20	
	(b) Business Accounting	40	
	(c) Ms-Access	<u>40</u>	100
Paper - V	Programming with 'C'		100
Paper - VI	Communicative English		100
Paper - VII	Mathematics – I (Computer Based Mathematics and Statistics)		100
		Sub. Total :	700
<u>Practical</u>	<u>Title</u>		
Paper - VIII	Lab - I		
	(a) MS DOS	50	
	(b) Windows	<u>50</u>	100
Paper - IX	Lab - II		
	(a) MS Word	40	
	(b) MS Excel	40	
	(c) MS Power Point	<u>20</u>	100
Paper - X	Lab - III		
	(a) MS Access	40	
	(b) 'C' Programming	<u>60</u>	100
		Sub. Total :	300
		Total :	1000

Second Year

<u>Theory</u>	<u>Title</u>	<u>Marks</u>
Paper - I	Data Structure Through "C"	100
Paper - II	Computer Organization & Architecture	100
Paper - III	Object Oriented Programming with C++	100
Paper - IV	Web - Technology – I (HTML, DHTML, Java Script)	100
Paper - V	Data Base Management System	100
Paper - VI	Structured System Analysis & Design (SSAD)	100

Sub. Total : 600

<u>Practicals</u>	<u>Title</u>	
Paper - VII	Lab - I	
	Data Structure through "C"	100
Paper - VIII	Lab - II	
	OOPS with C++	100
Paper - IX	Lab - III	
	Web Technology – 1	100
Paper - X	Project & Viva –voce	100

Sub. Total : 400**Total : 1000****Third Year**

<u>Theory</u>	<u>Title</u>	<u>Marks</u>
Paper - I	Front End Technology using Visual Basic	100
Paper - II	Mathematics - II (Computer Based Numerical and Optimization Technique).	100
Paper - III	RDBMS using Oracle	100
Paper - IV	Web Technology - II (Core Java)	100
Paper - V	Computer Communication and Networking	100
Paper - VI	Management Information System (MIS)	100

Sub. Total : 600

<u>Practicals</u>	<u>Title</u>	
Paper - VII	Lab - I	
	Visual Basic	100
Paper - VIII	Lab - II	
	Oracle	100
Paper - IX	Lab - III	
	Web-Technology-II	100
Paper - X	Software Project & Viva -voce	100

Sub. Total : 400**Total : 1000****Grand Total Marks 1st Year + 2nd Year + 3rd Year : 3000**

N.B : The University reserves the right to amend the course structure / syllabus, keeping in view the emerging needs in the world of Professional courses and Industry requirements.

3. NAME OF THE COURSE :

Master in Computer Application (MCA)

The MCA program prepares students to take up positions as systems analysts, systems designers, programmers, and managers in any field related to Information Technology. The program, therefore, aims at imparting comprehensive knowledge with equal emphasis on theory and practice. The MCA students are encouraged to spend a full semester working in the Industry / in the Institute giving them insight into the workings of the IT world. However, the course curriculum will have enough flexibility to enable a student to undertake advance studies in Computer Science later on.

Course Contents :

The course is to be completed in maximum 6 semesters. The first semester will comprise mostly of common subjects needed to build a base for the subjects to follow in pursuance of the objectives of the course. The last semester will be devoted to project work testing the student's application in the subjects studied so far and provide valuable experience before stepping into the professional world of Information Technology.

1st Semester

<u>Theory</u>	<u>Title</u>	<u>Internal Assessment</u>	<u>Term End</u>	<u>Total Marks</u>
Paper - I	Information Technology [(Computer Fundamentals & Operating System (DOS+Windows)]	20	80	100
Paper - II	Computer Organization and Architecture (COA)	20	80	100
Paper - III	Communicative English	20	80	100
Paper - IV	Structured System Analysis and Design (SSAD)	20	80	100
Paper - V	Programming In 'C' Language	20	80	100
<u>Practicals</u>	<u>Title</u>			
Paper - VI	Lab - I Operating System (DOS & Windows)		50	50
Paper - VII	Lab - II Programming in 'C' Language		50	50
Sub. Total :				600

2nd Semester

<u>Theory</u>	<u>Title</u>	<u>Internal Assessment</u>	<u>Term End</u>	<u>Total Marks</u>
Paper - I	Data Structure using C	20	80	100
Paper - II	Computer Based Numerical and Optimization Technique	20	80	100
Paper - III	Object Oriented Programming with C++	20	80	100
Paper - IV	Web Technology-I (HTML, DHTML, Java Script)	20	80	100
Paper - V	Computer Communication and Networking	20	80	100
<u>Practicals</u>	<u>Title</u>			
Paper - VI	Lab - I Data Structure Using C		50	50
Paper - VII	Lab - II Programming With C++		50	50
Sub. Total :				600

3rd Semester

<u>Theory</u>	<u>Title</u>	<u>Internal Assessment</u>	<u>Term End</u>	<u>Total Marks</u>
Paper - I	Analysis & Design of Algorithm	20	80	100
Paper - II	Microprocessor & Assembly Language Programming	20	80	100
Paper - III	Front End & Back End Technologies (Using Visual Basic and Ms – Access)	20	80	100
Paper - IV	Web Technology - II (Core Java)	20	80	100
Paper - V	Operations Research & Quantitative Methods	20	80	100

Practicals

<u>Title</u>			
Paper - VI	Lab - I Visual Basic & Ms Access	50	50
Paper - VII	Lab - II Core Java	50	50
Sub. Total :			600

4th Semester

<u>Theory</u>	<u>Title</u>	<u>Internal Assessment</u>	<u>Term End</u>	<u>Total Marks</u>
Paper - I	Management Information System (MIS)	20	80	100
Paper - II	Advance Operating System	20	80	100
Paper - III	Computer Graphics	20	80	100
Paper - IV	Software Engineering	20	80	100
Paper - V	Relational Database Management System using Oracle	20	80	100

Practicals

<u>Title</u>			
Paper - VI	Lab - I Computer Graphics	50	50
Paper - VII	Lab - II Oracle	50	50
Sub. Total :			600

5th Semester

<u>Theory</u>	<u>Title</u>	<u>Internal Assessment</u>	<u>Term End</u>	<u>Total Marks</u>
Paper - I	Object Oriented Analysis and Design	20	80	100
Paper - II	Advanced Java Programming	20	80	100
Paper - III	Management Accounting	20	80	100
Paper - IV	Artificial Intelligence	20	80	100
Paper - V	Programming With VB.NET	20	80	100

Practicals

<u>Title</u>			
Paper - VI	Lab - I Java Programming	50	50
Paper - VII	Lab - II VB.NET	50	50
Sub. Total :			600

6th Semester

Industrial Project Report		300
Viva Voce Test		300
Sub. Total :		600

Grand Total Marks 1st Sem + 2nd Sem + 3rd Sem + 4th Sem + 5th Sem + 6th Sem: 3600

- N.B : 1. Each Theory Paper shall have 20 marks Internal Assessment and 80 Marks Term End Examination.
2. The University reserves the right to amend the course structure / syllabus, keeping in view the emerging needs in the world of Professional courses and Industry requirements.

4. GENERAL INSTRUCTIONS :

4.1 Application & Admission :

(i) The application form and prospectus can be downloaded from DDCE website i.e. www.suniv.ac.in and a printout be taken. The application form may then be filled in by hand and should be submitted to the study center of his first choice along with supporting documents and bank drafts/ Journal of Rs.250/- in favour of Director, DDCE, Sambalpur Univesity.

Applications should not be sent to the University directly.

A bank draft of **Rs.250/-** towards the cost of Admission forms and prospectus must be submitted in addition to the usual course fees.

The last date of submission of admission forms by the study centers along with supporting documents and bank drafts/ journals is **15th December 2015** without late fees and **31st December 2015** with a late fee of Rs.100/-.

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.

4.2 Duration of the Course:

- (a) **MCA : (Direct)** Three years duration and **MCA (Lateral Entry)** Two years duration. (Examination at the end of each Semester).
- (b) **BCA :** Three years duration (Examination at the end of each year).
- (c) **PGDCA :** One Year (One Examination at the end of Course).

4.3 Eligibility and Admission Procedure :

(a) MCA Direct Entry (3 Years) :

Any Graduate of a recognized University / Institute having mathematics as a subject at 10+2 / Diploma or Graduation. Those who have not studied mathematics at the 10+2 / Diploma or Graduation level will be required to successfully complete the mathematics Paper-I (Computer Based Mathemitics & Statistics) as per BCA course structure of Sambalpur University concurrently with the 1st year of MCA Course and such candidates are required to pay an additional course fee of Rs. 2000/-.

MCA Lateral Entry (2 Years) :

Lateral entry to MCA 3rd Semester is allowed to the candidates who have already successfully completed:

- (i) PGDCA / PGDIT or its equivalent programme from a Recognized University / Institute or
- (ii) 'A' level examination of DOEACC Society, after graduation or
- (iii) BCA, B.Sc(IT), B.Sc. (Computer Sc.) or any degree having Computer Science / IT as major subjects.

Candidates desirous of taking admission in MCA 3rd semester (lateral entry) will have to pay course fees only for the Semesters to be completed. However such candidates have to pay an exemption (**Lateral Entry**) fee of Rs. 5000/- alongwith the admission fees. Those who have not studied mathematics at the 10+2 / Diploma or Graduation level will be required to successfully complete the mathematics Paper-I (Computer Based Mathemitics & Statistics) as per BCA course structure of Sambalpur University concurrently with the 2nd Year of MCA Course and such candidates are required to pay an additional course fee of Rs. 2000/-.

- (b) **BCA (3 Years) :** 10 + 2 in any Discipline or Diploma or Equivalent.
- (c) **PGDCA :** Graduate in any Discipline or Equivalent.

Note :

1. If required the University may hold an entrance test in order to determine the merit of the Student for

Admission.

2. A regular student pursuing any other degree / diploma course in any other University / College, may also take admission in the above programs.

4.4 Fees Structure : The University provides easy instalment facility for payment of course fees.

(a) MCA : The Course Fees for MCA is **Rs. 54,000/-** (Direct entry) & **Rs. 41,000/-** (Lateral entry) which is payable in Instalments as follows:

- (i) Rs. 9,000/- to be sent alongwith the Application towards admission. Such Students are deemed to be provisionally admitted if found eligible for the course as per clause 4.3 above.
- (ii) Rs. 9,000/- to be paid within **30.06.2016**.
- (iii) Rs. 9,000/- to be paid within **31.12.2016**.
- (iv) Rs. 9,000/- to be paid within **30.06.2017**. (Final Instalment for Lateral entry Students)
- (v) Rs. 9,000/- to be paid within **31.12.2017**.
- (vi) Rs. 9,000/- to be paid within **30.06.2018**. (Final Instalment for Direct Students)
- (vii) Exemption fees for candidates admitted to MCA under lateral entry (@ Rs. 2500 2 Semester) i.e., an additional amount of Rs. 5000/- is to be sent alongwith the Application at the time of Admission. (Total Rs.14000/- at the time of admission towards Admission Fees for MCA lateral entry student).
- (viii) Examination fees for MCA is @ Rs. 1000/-+ Rs. 100/- (Infrastructure Development) per Semester to be paid at the time of form fillup for examination.
- (ix) For Direct / Lateral Entry Candidates who have not studied Mathematics at 10+2 or Graduation are required to deposit an additional course fees of Rs. 2000/- alongwith the application at the time of Admission.

(b) BCA : The Total Course Fees for BCA is **Rs. 45,000/-** (3 Years) which is payable as follows :

- (i) Rs. 7,500/- to be sent alongwith the Application **towards Admission**. Such Students are deemed to be provisionally admitted if found eligible for the course as per clause 4.3 above. Balance payment is to be made as per the following.
 - (ii) Rs. 7,500/- to be paid within **30.06.2016**.
 - (iii) Rs. 7,500/- to be paid within **31.12.2016**.
 - (iv) Rs. 7,500/- to be paid within **30.06.2017**.
 - (v) Rs. 7,500/- to be paid within **31.12.2017**.
 - (vi) Rs. 7,500/- to be paid within **30.06.2018**.
- Examination fee for BCA is Rs. 1500/-+Rs.100/- (Infrastructure Development) per year to be paid of the time of form fillup before the examination.

(c) PGDCA : The Total Course Fees for PGDCA is Rs. 12,000/- payable as follows :

- (i) Rs. 7,000/- to be sent alongwith the Application **towards admission**. Such students are deemed to be provisionally admitted if found eligible for the course as per clause 4.3.
- (ii) Rs. 5,000/- to be paid within **31.03.2016**.

Examination fee for PGDCA is Rs. 1500/-+Rs.100/- (Infrastructure Development) to be paid of the time of form fillup before examination.

Notes :**1. Late Fees :**

Installment paid within 15 days of last date should be accompanied with a late fees of Rs. 250/-

Installment paid after 15 days but within 30 days of last date should be accompanied with a late fees of Rs. 500/-

Installment paid after 30 days but within 60 days of last date should be accompanied with late fees of Rs. 1000/-

Installments of course fee will not be accepted beyond 60 days of the last date and the enrollment of the candidate is deemed to have been cancelled.

2. The University reserves the right to revise / reschedule the payment dates. In case of revision, the students have to pay within the notified rescheduled dates.
3. Enrolled candidates have to ensure that payment of fees is strictly as per the schedule, failing which the enrolment is deemed to be cancelled on the next day of the schedule day of payment. Further No **Study Materials** will be issued by the study centres to candidates who do not pay their Fees within the specified dates. Hence, the candidates are advised to strictly adhere to the schedule in respect of payment of fees / installments. If the last date happens to be a holiday then the next working day is deemed to be the last date. Students are strictly advised **not to give any cash** to any study centre. Students should not also pay any extra fees to any study centre on any account whatsoever.
6. In case of cancellation of admission due to non payment of installment within due date or within late fees date the student may apply for re-admission by paying re-admission fees of Rs. 2,500/-. The University reserves the right to grant / refuse re-admission. In case re-admission is granted the student will not be eligible for installment facility and all the remaining instalments have to be paid before re-admission can be granted.

4.5 Mode of Payment :

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

The candidate 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 instllment report and admission forms after arranging the same course wise to the office of DDCE.

DDCE or study centers shall not be held liable for payment made in any other mode.

4.6 Rules for Examination:

Conduct of Examination and Classification / Publication of Results shall be as per the existing regulations of the Sambalpur University. The University will conduct the examination on completion of the course at Sambalpur University and other examination centres of Orissa subject to availability of minimum numbers of candidates as determined by the University from time to time. The conduct of examination and publication of results is the responsibility of the University. The study centres have no role in the same.

4.7 Issue of Provisional Certificate :

The Director, Directorate of Distance & Continuing Education shall issue Provisional Certificate-cum-Marksheets to the successful candidates after publication of the results in the prescribed forms. Such Certificates shall be dispatched after Publication of the result to the Centre Director of concerned study centre.

4.8 Issue of Degree / Diploma :

A student successfully completing the courses and passing the same will be awarded Degree / Diploma in the prescribed format signed by the Vice-Chancellor of the University, on submission of an application form duly filled in along with fee of Rs. 200/- plus Postal Charges Rs. 50/- in shape of Bank Draft duly forwarded by the Centre Director of Study Centre.

4.9 Attendance :

A Student has to attend at least 75% of the class hours for both Theory & Practical. The Vice-Chancellor may condone 15% of the attendance on medical grounds. A Student not attending the classes as per above requirement may not be allowed to appear for the examination.

4.10 Study Materials :

DDCE will supply the course materials to the eligible candidates through its approved study center. No other fees will be charged for study materials.

4.11 CLC / Migration Certificate :

Original CLC or Migration Certificate is not required by the University during admission. Accordingly the University shall not issue any CLC or Migration Certificate to the passout students.

4.12 The University reserves the right to amend the course structure contained in this prospectus, keeping in view the emerging needs in the world of Professional courses and Industry requirements not with standing anything. The syllabus as approved by the Board of studies of the DDCE, Sambalpur University is final.

4.13 Cost of prospectus and fees / installments paid are not refundable. However if a candidate refused to take Admission by the University, for not having the eligibility as per 4.3, then admission fees paid by the candidate, if any, will be returned.

4.14 Admitted students will be provided with Identity Card and Enrollment Number by the University. The students shall produce the Identity Card whenever demanded by any Authorised person of the University, the Study Centre, or the Examination Centre.

4.15 All correspondence pertaining to the above programs or on any matter concerning the University such as Admission, Examination and Results may be addressed to Director, Directorate of Distance and Continuing Education, Sambalpur University, Jyoti Vihar - 768 019. Odisha, E-mail : ddceadm@gmail.com, Phone : 0663-2430133 .

4.16 All admitted students should maintain regular contact with DDCE, Sambalpur University / Website (www.suniv.ac.in) for continuous updation and latest information.

5. STUDY CENTRE :

5.1 Each candidate who has been enrolled by the University will be allotted to the selected Study Centers for theory and practical classes. The University will make all efforts to allot a Study Centre nearest to the place of present residence of the student, subject to availability of required minimum students at such study centre as per the rules of the University for each course, separately.

5.2 Strict Discipline should be maintained by the students in the premises of the Study Centre.

5.3 Liability of the Study Centre, in the event of a particular class being cancelled, due to reasons beyond its control, is limited to rescheduling the particular class.

- 5.4 In case of power failure, timings would be adjusted to next available hours or duration would be extended.
- 5.5 The Venue, days and time are liable to change under the discretion of the Study Centre.
- 5.6 A Student shall not have choice over a particular batch and Instructor / Lecturer.
- 5.7 Not more than two students will be allotted in one computer for doing Practicals / Project.
- 5.8 Library facility is available at study centres for using books within the premises. Students are not allowed to take the books home. (A refundable caution money has to be deposited by the student for using library facility).
- 5.9 Transfer of student from one study centre to another is permissible where it is absolutely necessary for the student, and if allowed by the University and the Directors of the concerned study centres. An application for transfer alongwith reason for transfer and a transfer fee of Rs. 200/- should be sent to the DDCE, S.U. The decision of the University is final with regard to approval for the transfer.
- 5.10 In case of any difficulty regarding conduct of classes at the study centre the students are requested to contact the Centre Director of the concerned study centre. For further assistance, complaints or suggestions regarding study centres, the students may write to : Director, DDCE, Sambalpur University directly or send a mail at the appropriate id i.e. ddceadm@gmail.com.

6. MISCELLANEOUS :

- 6.1 The details of Papers / Course Structure mentioned in this prospectus are subject to approval by the Board of Studies and Academic Council of Sambalpur University.
- 6.2 In all matters concerning conduct of courses, and examination the decision of the University shall be final and binding on all students.
- 6.3 Regarding all matters in which the Prospectus is silent, the rules and regulations of the University will be applicable.
- 6.4 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.

**DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
SAMBALPUR UNIVERSITY
JYOTI VIHAR, SAMBALPUR, ODISHA – 768019**

ACADEMIC CALENDAR FOR THE YEAR 2015-2016

- | | |
|---|----------|
| 1. Issue of Advertisement for admission during the session 2015-2016 | Nov-Dec |
| 2. Last date of receipt of application form for admission in BCA,
PGDCA, MCA Course (without fine) | 15.12.15 |
| With late fee of Rs. 100/- | 31.12.15 |
| 3. Scrutiny of application forms for
BCA, PGDCA, MCA Courses | 15.01.16 |
| 4. Announcement of Admitted Students List
BCA, PGDCA, & MCA | 30.01.16 |
| 5. <u>Commencement of Classes</u>
1st Year BCA, PGDCA & MCA | 01.02.16 |

6. Submission of Final application form by the students to appear at the Examination.

	Examination	Last Date	With late fine of Rs.100/-	With late fine of Rs.500/-
7.1	1st BCA, 2nd BCA, Final BCA, PGDCA	31st Aug.2016	8th Sept. 2016	15 days before conduct of exam
7.2	MCA odd Semester	30th Apr. 2016	8th May 2016	15 days before conduct of exam
7.3	MCA Even Semester	31st Oct. 2016	8th Nov. 2016	15 days before conduct of exam

8. Commencement of Examinations, 2016

8.1	1st Year BCA	Nov. last week
8.2	2nd Year BCA	Nov. 2nd week
8.3	Final BCA	Oct. last week
8.4	PGDCA	Oct. last week
8.5	MCA odd Semester	June / July
8.6	MCA even Semester	Dec. / January
9. a)	Submission of Project Report of MCA 6th Semester in study centre	30th Nov. 2016
b)	Conduct of Viva-Voce Test of MCA 6th Semester	Within last week of Dec. 2016



DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
SAMBALPUR UNIVERSITY, JYOTI VIHAR, SAMBALPUR- 768019

Paste your recent photograph here

**COMMON APPLICATION FORM FOR ADMISSION INTO
MCA(D)/ MCA(L)/ BCA/PGDCA (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 Qualifications

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 certificates and mark sheets 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.