

PROSPECTUS
&
Information Brochure
2017-18
(Professional Programmes)



DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
FAKIR MOHAN UNIVERSITY

Accredited with 'B+' Grade by NAAC

Vyasa Vihar, Balasore, 756 019, Odisha (India)

(Established by Odisha Universities Act, 1989)

Website: www.fmuddce.org, Phone: 06782-241840

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
FAKIR MOHAN UNIVERSITY

Prof. Siba Prasad Adhikary

VICE-CHANCELLOR

Mr. Amar Singh Soren

REGISTRAR

Mr. Debabrata Ash

CONTROLLER OF EXAMINATIONS

Mr. Manoranjan Nayak

COMPTROLLER OF FINANCE

Dr. Santosh Kumar Agarwalla

DIRECTOR

COMMUNICATIONS TO BE ADDRESSED TO:

Director

Directorate of Distance and Continuing Education (DDCE)

Fakir Mohan University

Vyasa Vihar, Old Campus, Balasore- 756019, Odisha, India

Phone : 06782-241840, Email: cdce_fm@yaho.co.in

Website: www.fmuddce.org

THE DDCE TEAM

DIRECTOR

Dr. Santosh Kumar Agarwalla

FACULTIES OF THE DIRECTORATE

Dr. Manoj Ku. Acharya

Asst. Professor in Library & Inf. Science
& Academic Coordinator

Mr. Bishwajit Rout

Asst. Professor in Business Mangt. & Commerce
& Course Coordinator, MBA Prog.

Ms. Liparani Panda

Asst. Professor in Education

Dr. Sushree Sangita Swain

Asst. Professor in Odia

Mr. Lalitendu Rout

Program In-Charge MCA, PGDCA & BCA

OFFICE AND ADMINISTRATIVE STAFF

Sri Upendra Pr. Jena, Sr. Asst. (Esstt. & Development)

Smt. Damayanti Majhi, Library Asst. (DDCE Library)

Smt. Sucharita Behera, Jr. Asst.-cum-DEO (Academics & Exams)

SUPPORTING STAFF

Sri Gatikrushna Patra

Sri Bijay Kumar Behera

CONTENTS

1. About Fakir Mohan University
2. Distance Education under Fakir Mohan University
3. Academic Programmes Offered by the Directorate
4. Details of the Programmes Offered
 - Master of Business Administration (MBA)
 - Bachelor in Computer Application (BCA)
 - PG Diploma in Computer Applications (PGDCA)
 - Master in Computer Application (MCA)
5. Fee Structure
 - Course Fee Payment Structures
 - Other Fees
6. How to Apply and Submit Admission Forms
7. General Information
8. Programme Delivery
9. Examination and Assessment System
10. Dual Degree
11. Admission to Persons With Higher Degree to undergo other Courses
12. Equivalent/Parity With Regular Students
13. Enquiries and Grievances
14. Other Rules and Regulations

ABOUT FAKIR MOHAN UNIVERSITY

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



VISION OF THE UNIVERSITY

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

- The culture of Excellence
- The Culture of Innovation
- The Culture of Quality
- The Culture of Flexibility and Dynamism
- The Culture of Sustainability

MISSION OF THE UNIVERSITY

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

- To provide opportunities to students and faculty to acquire higher qualification and experience.
- To provide continuous learning opportunities for students, faculty, staff and working professionals.
- To provide wide scope for research, design and development.
- To provide consultancy relevant to areas of specialization and expertise.
- To provide scope for practicing innovative teaching and learning methods.

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION (DDCE)

The DDCE under the Fakir Mohan University was established with the mission to reach out to more and more people and help them in their endeavor to study further, by taking education to the doorsteps of the people without compromising the quality of education. In this session, it is imparting professional courses like; MBA, MCA, PGDCA, BCA which are recognized by UGC.

MISSION OF THE DIRECTORATE

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

VISION OF THE DIRECTORATE

- To cope with the increasing demand for higher education and to enable the students of the weaker sections of the society and of rural background for higher education who are unable to pay fee charged by private institutes.
- To provide quality education at reasonable fee structure.
- To introduce a host of Vocational Degree & Diploma Courses through Distance Education mode, with the hope to reach out to more and more people and help them in their endeavor to study further and taking education to people at their doorstep by removing all barriers of learning. But, of course, without compromising the quality factor.
- To provide meaningful opportunity for employment of young people by enhancing their knowledge base.
- To cater to the needs of the unprivileged section of the society particularly the physically and mentally retarded population of the state.
- To serve as catalyst and development of an open learning system and contribute to create the best academic environment for unemployed youths of the country.

ACADEMIC PROGRAMMES OFFERED BY THE

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

Note: Full details of the above mentioned programmes regarding eligibility and programme administration are given in their respective statutes.

DETAILS OF THE PROGRAMMES OFFERED

4.1.1 MASTER OF BUSINESS ADMINISTRATION (MBA)

Objective

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

Programme Structure:

| Semester | Paper | Paper Title | Internal/Assignment | University Exam | Total |
|--------------|--------|-------------------------------------|---------------------|-----------------|------------|
| First | CP 101 | Organization Structure & Management | 10 | 40 | 50 |
| | CP 102 | Quantitative Methods | 10 | 40 | 50 |
| | CP 103 | Organizational Behavior | 10 | 40 | 50 |
| | CP 104 | Managerial Economics | 10 | 40 | 50 |
| | CP 105 | Business Communication (Theory | --- | 25 + 25 | 50 |
| | CP 106 | Financial Accounting | 10 | 40 | 50 |
| | CP 107 | Indian Business Environment | 10 | 40 | 50 |
| | CP 108 | IT for Managers (Theory and | --- | 25+25 | 50 |
| Total | | | | | 400 |
| Second | CP 201 | Business Ethics | 10 | 40 | 50 |
| | CP 202 | Operation Research | 10 | 40 | 50 |
| | CP 203 | Cost & Management Accounting | 10 | 40 | 50 |
| | CP 204 | Marketing Management | 10 | 40 | 50 |
| | CP 205 | Financial Management | 10 | 40 | 50 |
| | CP 206 | Human Resource Management | 10 | 40 | 50 |
| | CP 207 | Production & Operation | 10 | 40 | 50 |
| | CP 208 | Business Law | 10 | 40 | 50 |
| Total | | | | | 400 |

2ND YEAR MBA

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

| Semester | Paper Code | Paper Title | Internal/Assignment | University Exam | Total |
|----------|------------|----------------------------|---------------------|-----------------|-------|
| Third | CP 301 | Business Research | 10 | 40 | 50 |
| | CP 302 | Management Information | 10 | 40 | 50 |
| | CP 303 | Fundamentals of Management | 10 | 40 | 50 |
| | CP 304 | Summer Internship Project | --- | --- | 50 |

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

| Group I : Marketing Management (MM) | | | | | |
|--|---------|---|---------------------|-----------------|-------|
| Third | MM 311 | Consumer Behavior | 10 | 40 | 50 |
| | MM 312 | Product & Service | 10 | 40 | 50 |
| Group II: Financial Management (FM) | | | | | |
| Third | FM 321 | Working Capital | 10 | 40 | 50 |
| | FM 322 | Financial Markets & | 10 | 40 | 50 |
| Group III : Human Resource Management (HRM) | | | | | |
| Third | HRM 331 | Human Resource Planning & | 10 | 40 | 50 |
| | HRM 332 | Human Resource Developments | 10 | 40 | 50 |
| Semester | Paper | Paper Title | Internal/Assignment | University Exam | Total |
| Fourth | CP 401 | Strategic Management | 10 | 40 | 50 |
| | CP 402 | Banking Insurance and | 10 | 40 | 50 |
| | CP 403 | Dissertation | --- | --- | 50 |
| | CP 404 | Grand Viva-voce | --- | --- | 50 |
| Group I : Marketing Management (MM) | | | | | |
| Fourth | MM 411 | Advertising & Sales | 10 | 40 | 50 |
| | MM 412 | International Marketing | 10 | 40 | 50 |
| Group II: Financial Management (FM) | | | | | |
| Fourth | FM 421 | Security Analysis & | 10 | 40 | 50 |
| | FM 422 | Corporate Restructuring | 10 | 40 | 50 |
| Group III : Human Resource Management (HRM) | | | | | |
| Fourth | HRM 431 | Industrial Relations & Labour Legislation | 10 | 40 | 50 |
| | HRM 432 | Strategic Human Resource Management | 10 | 40 | 50 |

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

Course Coordinator & Contact Person:

Mr. Bishwajit Rout

Mob: 9658037067

4.2.1 BACHELOR IN COMPUTER APPLICATION (BCA)

Objectives:

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

Programme Structure:

| Semester | Paper | Paper Title | Internal/Assignment | University | Total |
|----------|-----------|--|---------------------|------------|-------|
| First | CS-610 | Foundation Course in English for | 10 | 40 | 50 |
| | FHS-01 | Foundation Course in Humanities & | 10 | 40 | 50 |
| | CS-611 | Computer Fundamentals & PC | 10 | 40 | 50 |
| | MTE-03 | Mathematical Methods (For Non Math Students only) | --- | --- | 50 |
| | CSL-611 | Computer Fundamental Lab | --- | --- | 50 |
| Second | CS-612 | PC Software Application Skills | 10 | 40 | 50 |
| | CS-60 | Foundation Course in Mathematics in Computing | 10 | 40 | 50 |
| | CS-62 | 'C' Programming & Data Structure | 10 | 40 | 50 |
| | CSL-612 | MS Excel Lab | --- | --- | 50 |
| | CSL-62 | 'C' Programming & Data Structure | --- | --- | 50 |
| Third | CS-61 | Foundation Course in Science & | 10 | 40 | 50 |
| | CS-63 | Introduction to System Software | 10 | 40 | 50 |
| | CS-05 | Elements of System Analysis & | 10 | 40 | 50 |
| | CSL-63 | Unix/Linux Lab | --- | --- | 50 |
| Fourth | CS-06 | Introduction to DBMS | 10 | 40 | 50 |
| | CS-64 | Introduction to Computer | 10 | 40 | 50 |
| | CS-66 | Multimedia | 10 | 40 | 50 |
| | CSL-65 | Window Programming Lab | --- | --- | 50 |
| | CSL-67 | RDBMS Lab | --- | --- | 50 |
| Fifth | CS-68 | Computer Networks | 10 | 40 | 50 |
| | CS-69 | TCP/IP Programming | 10 | 40 | 50 |
| | CS-70 | Introduction to Software Engineering | 10 | 40 | 50 |
| | CS-71 | Computer Oriented Numerical | 10 | 40 | 50 |
| | CSL-68,69 | Computer Network & TCP/IP | --- | --- | 50 |
| Sixth | CS-72 | C++ & Object Oriented Programming | 10 | 40 | 50 |
| | CS-73 | Theory of Computation | 10 | 40 | 50 |
| | CS-74 | Introduction to Internet Programming (Java, | 10 | 40 | 50 |
| | CS-75 | Intranet Administration | 10 | 40 | 50 |
| | CSL- | C++ & Java Lab | --- | --- | 50 |
| | CSP-76 | Project (Report+Viva) | --- | --- | 50 |

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

Contact Person:
Mr. Lalitendu Rout
Mob:9040105783

4.2.2 PG. DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

Objectives:

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

Programme Structure:

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

Course Fee:

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

Contact Person:
Mr. Lalitendu Rout
Mob:9040105783

4.2.3 MASTER OF COMPUTER APPLICATIONS (MCA)

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

Programme Structure:

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

| | | | | | |
|--------------|-------|--|-----|-----|-------------|
| | T504 | Elective-II : List of Electives (II) (choose any one) T504: Real Time System T504: Cloud Computing T504: Social Network T504: The Cloud | 10 | 40 | 50 |
| | L505 | Data Mining & Soft Computing Laboratory | --- | --- | 50 |
| | L506 | Elective-II Laboratory | --- | --- | 50 |
| Sixth | TP601 | Thesis / Project Report & Viva-voce | --- | --- | 200 |
| | TP602 | Seminar/Grand Viva | --- | --- | 100 |
| TOTAL | | | | | 1800 |

N.B: The MCA Lateral Entry students will enter directly into 3rd Sem of the MCA course.

Course Fee: The Total Course Fee for MCA is Rs 45,000 (Rs. 7,500 per Semester)
MCA (LE) is Rs. 33,000

Contact Person:

Mr. Lalitendu Rout

Mob:9040105783

FEE STRUCTURE

5.1 Course Fee Payment Structure

| SL. NO. | Programme | Total Course fee | *Amount Payable at the time of Admission (Including Course Fee, Admission & I-Card Fee) | 2nd Installment (Including Course Fee & Re-admission Fee) | 3 rd & Subsequent Installment |
|--|-----------|------------------|---|---|--|
| 01 | PGDCA | 10,000 | 5,000+150= 5,150 | 5,000+50= 5,050 | Nil |
| 02 | BCA | 30,000 | 5,000+150= 5,150 | 5,000+50= 5,050 | 5,000+50= 5,050 |
| 03 | MCA | 45,000 | 7,500+150= 7,650 | 7,500+50= 7,550 | 7,500+50= 7,550 |
| | MCA/LE | 33,000 | 10500+150=10,650 | 7,500+50= 7,550 | 7,500+50= 7,550 |
| 04 | MBA | 40,000 | 10,000+150= 10,150 | 10,000+50= 10,050 | 10,000+50= 10,050 |
| <p>* The Candidate has to submit separate Demand Draft of Rs. 600/- towards processing fee. * Demand Draft should be drawn in favour of "Fakir Mohan University DDCE Fund", Payable at Balasore.</p> | | | | | |

5.2 Other Fees

| 5.2.1 Examination Fees | | |
|--|--|--|
| (a) | Examination Charge | Rs 300 (For BA/ B.Com Pass) Rs 400 (For BCA/ BA/ /B.Com Hons.) Rs 500 (For PG Courses) |
| (b) | Center Charge | Rs 300 |
| (c) | Mark Sheet Fee | Rs. 50 |
| (d) | Coding Fee | Rs. 25 |
| (e) | Enrollment Fee | Rs. 50 |
| (f) | Computer Fee | Rs. 50 |
| (g) | Admit Card Fee | Rs. 10 |
| (h) | Supervision Fee | Rs. 50 |
| (i) | E- Valuation Fee | Rs. 15 |
| (j) | Fee for Practical Exam. in Practical base Courses. | Rs. 100 |
| (k) | Original Certificate Fee (for Last Sem./Year Exam. only) | Rs. 500 |
| (l) | Mark Sheet-cum-Provisional Certificate Fee (for Last Sem./Year Exam. only) | Rs. 100 |
| 5.2.2 | Identity Card Fee (To be paid at the time of admission) | Rs. 50 |
| 5.2.3 | Admission Fee (To be paid at the time of admission & Re-admission) | Rs. 100 (For initial Admission) Rs. 50 (For each semester) |
| N.B: All the Fees are subject to change | | |
| Examination fees should be paid in the shape of DD in favour of "F. M. University Examination Fund" in Bank and payable at Balasore | | |

HOW TO APPLY

Candidates interested in seeking admission in any programme offered by Directorate are advised to read the instructions given in prospectus thoroughly before deciding about the programme(s) they want to apply for admission. The applications for admission into different programmes under DDCE can be sent through On-line or Off-line mode.

6.1 INSTRUCTIONS TO CANDIDATES FOR APPLICATION THROUGH OFF-LINE:

Candidates should download the application form and Information Brochure from the website www.fmuddce.org/www.fmuniversity.nic.in. The downloaded application form completed in all respect should be submitted with required Bank Drafts and along with other required documents, otherwise the application for admission will be rejected. The candidates interested to take admission directly in DDCE, F. M. University should submit the Completed application forms in the Office of the Director, DDCE, F. M. University by hand or by post during office hours except Sundays and other holidays.

N.B:

- 1) You will not be informed about any activity by post. It is solely your responsibility to check website for all information and notice.
- 2) Be sure that your mobile number & email are correct enough to get SMS alerts and mail.
- 3) In case of any discrepancy/Incomplete Form, the University holds the right to reject the form.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION/SUBMISSION OF FORM IN OFF-LINE:

- a) Completed application form
- b) Self attested photo copies of certificates and mark sheets of all the examinations starting from matriculation to qualifying examination.
- c) Four numbers of photographs (Two passport size and two stamp size.)
- d) Crossed Bank Draft of requisite course fees for concerned courses. **(As per Table 5.1)**
- e) Crossed Bank Draft of Rs. 600/- towards processing fee.
- f) In case of application sent by post, the envelope containing the application form complete in all respects must be super scribed with "Application for admission into (Name of Courses applying for)".

(Bank Draft should be drawn in favour of the "F. M. University DDCE Fund", payable at Balasore)

6.2 INSTRUCTIONS TO CANDIDATES FOR APPLICATION THROUGH ON-LINE:

For submission of application online the candidates should visit the official website: www.fmuddce.org / www.fmuniversity.nic.in for online registration.

- 4) Before applying Online, the candidate should read carefully the relevant Information Brochure available online at F.M University website (**www.fmuddce.org** / www.fmuniversity.nic.in)
- 5) For applying Online, uploading of candidate's latest coloured passport size Photo of size up to 80 KB and Signature of size up to 80 KB is compulsory. Improper photo or signature may lead to rejection of your online application. For better visibility, your signature should be done by black ink pen.
- 6) Any incorrect information submitted by the candidate may lead to disqualification from admission.
- 7) You should verify your photo and signatures before confirming your registration details.
- 8) No registration will be allowed after stipulated registration dates.
- 9) To fill-in the registration form, <Tab> key can be used to jump from one item to another.
- 10) On registration form, items marked with * are compulsorily to be filled-in.
- 11) On Successful registration, Your Application Number will be flashed on the screen. The candidates should note down the Application Number as same will be required for future communication.
- 12) The applicant has to pay Rs.600, through net banking/ Debit card/ Credit card along with online gateway charges
- 13) Application form will not be considered if Application fee is not deposited.
- 14) Online information submitted by a candidate shall be kept in records for all kind of verification and allotments.
- 15) You will not be informed about any activity by post. It is solely your responsibility to check website for all information and notice.**

- 16) Be sure that your mobile number & email are correct enough to get SMS alerts and mail.
- 17) In case of any discrepancy/Incomplete Form, the University holds the right to reject the form.

DOCUMENTS TO BE UPLOADED AT THE TIME OF SUBMISSION OF FORM ON ONLINE:

- g) Scanned copies of certificates and mark sheets of all the examinations, i.e. Matriculation, +2, +3 or any other eligibility qualification
- h) Scanned copies of equivalence certificates (Only for the candidates passing +3 from Universities out of Odisha)
- i) Latest colour photograph (size of 80 KB.)

6.3 ADMISSION PROCEDURE

For the courses like; BCA and P G D C A the admission will be done directly on first-cum-first basis. For the courses like MBA & MCA the admission will be done through entrance examination. The Candidate should deposit the requisite fees in shape of demand draft along with the admission form and documents for direct admission into the concern course.

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

6.4 READMISSION

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

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

GENERAL INFORMATION

7.1 PAYMENT MODE

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

7.2 ENROLMENT NUMBER

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

7.3 IDENTITY CARD

Students will be issued with an 'Identity Card' by the University reflecting the Enrolment Number. The ID card will also have the photograph of the student. Students are advised to keep the ID card safely till the completion of the course. Students will be asked to produce their ID card at the time of Contact/Regular Classes, Practical Sessions, and Examination, etc. In case of loss of the I-Card by any student, the duplicate I-Card may be issued with payment of Rs. 50/- in the DDCE office.

7.4 STUDY MATERIALS

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

7.5 CREDIT SYSTEM

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

PROGRAMM DELIVERY

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

8.1 Audio-Visual Materials

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

8.2 Counseling Sessions/Personal Contact Programmes:

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

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

Attendance of 75% in counseling sessions is compulsory.

8.3 Practical/Project Work:

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

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

EXAMINATION AND EVALUATION SYSTEM

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

1. The Students have to apply for examinations as and when they are eligible within the prescribed last date.
2. While submitting the filled-in application for examination they should enclose the Photo copy of the fees remittance challan towards the tuition fees paid till the date of submission of examination application. Otherwise, their applications will not be registered for the examinations.
3. **Student who has not paid the Course fees will not be permitted to write the examinations under any circumstances**
4. The examination has two components that is
 - (a) Continuous Evaluation (Assignments) 20% and
 - (b) Term End Examination (University Examination) 80%.
5. Each student has to complete and submit assignment in each of the theory paper before being eligible to appear for the term end examination. The term end examination shall be of 3 hours duration.
6. Minimum qualifying marks in each paper is 40% individually in internal and term end examination. The final gradation will be as follows:

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

7. The Fakir Mohan University will conduct the examinations, evaluations and issue certificates to the successful candidates.
8. Students, who have back/arrears of paper(s), after the completion of the duration of the course of study, may also submit the examination application form to clear their arrear papers within the last date indicated above along with the prescribed examination fees.
9. Qualitatively, the examinations conducted for the students of Distance Education are on par with the examinations conducted for the regular College/University students.

EXAMINATION CENTRE

All the end term examinations will be held at **DDCE, F. M. University, Balasore**, a Common Examination Centre for Balasore & Bhadrak District or as decided by the University.

DUAL DEGREE

- a) Candidates, who are undergoing Postgraduate Degree courses in P G Departments of this University/ Colleges affiliated to any University recognised by the UGC / AIU in the regular mode, shall be permitted to do another Undergraduate / Postgraduate degree course in the DDCE under Dual programme, provided such candidates satisfy the admission requirement prescribed for the course concerned.
- b) Candidates who are undergoing courses in regular colleges should submit their filled in application forms along with the bonafide certificate issued by the Principal of the College where the candidate is studying at present; also the candidates should submit their basic qualification certificate in original if the candidates are not able to submit their original certificates, such candidates should submit the Photostat copies of all the qualifying certificates duly attested by the Principal of the College, where the candidate is undergoing the course now.
- c) Candidates, who are admitted in the DDCE, should follow the rules and regulations prescribed for the course and satisfy all the requirements prescribed for completing the course in order to qualify for awarding the Degree.

ADMISSION TO PERSONS WITH HIGHER DEGREE TO UNDERGO OTHER COURSES

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

EQUIVALENT/PARITY WITH REGULAR STUDENTS

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

ENQUIRIES, COMMUNICATION AND GRIEVANCES

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

The Director
DIRECTORATE OF DISTANCE & CONTINUING EDUCATION (DDCE)
FAKIR MOHAN UNIVERSITY, VYASA VIHAR (OLD CAMPUS)
BALASORE-756019 (ODISHA)
Contact Phone No: 06782-241840 (O)

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

OTHER RULES AND REGULATIONS

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

1. Refund/Transfer of admission fee is not permissible under rules in any case.
2. All correspondence with the Directorate should be made in English/Odia.
3. If, at any stage, it is found or it comes in the notice of the University that a candidate has made false or incorrect statement (s) or used fraudulent means for admission or does not fulfill the eligibility requirements, his/her admission will stand cancelled at any stage without assigning any reason thereof.
4. The candidates selected for admission shall be required to produce all the original certificates at the time of admission failing which the admission of the candidate shall stand cancelled and no further correspondence in this regard shall be entertained.
5. The candidates must note that the Directorate has not authorized any agency / institution to deal with the candidates for admission to any courses conducted by the Directorate except approved study centers reflected in this prospectus.
6. The Directorate/University reserves the right to make amendments in admission policy, number of seats, fee structure or any other matter related to admission/ conducting of programmes reflected in this prospectus.
7. Ragging is strictly prohibited.
8. Candidates failing to appear in Internal Assessment Tests are not eligible to appear in the final examination.
9. 60 per cent attendance is a statutory requirement in contact programmes for becoming eligible for final examination.
10. Each programme will be governed by its respective statutes.
11. The admission of candidate shall be provisional subjected to verification of testimonials from Academic/ Examination/ Registration section(s) of the Fakir Mohan University.

Key Dates

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|--|---------------------|
| Availability of Application Forms in Website for Offline Mode | 22. 06. 2017 |
| Opening Date of Online Application in Website | 25. 06. 2017 |
| Last date of Offline & Online Submission of Forms | 31. 07. 2017 |

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