

PROSPECTUS AND APPLICATION FORM

FOR

2011-12

Post Graduate and Professional Courses



Harihara Mardaraj Distance Education Centre

Berhampur University

Berhampur-760 007

Ganjam, Orissa

INTRODUCTION

The Harihara Mardaraj Distance Education Centre, Berhampur University is offering the following courses thorough Distance Education mode in accordance with the Syllabi and Regulations of Berhampur University as prescribed from time to time. The courses are conducted in collaboration with the P.G. Departments and institutions affiliated to Berhampur University. This is aimed at providing higher education to persons of all age and sex, particularly to in-service persons, to persons who are otherwise handicapped and persons residing in remote areas. Students who fail to get a seat in a college can also utilise the opportunity and acquire higher qualification through distance mode.

COURSES OFFERED DURING 2011 – 12.

Sl. No.	Course	Eligibility	Duration
1.	I. M.A. in English II. M.A. in Oriya III. M.A. in History IV. M.A. in Political Science V. M.A. in Economics VI. M.A/M.Sc Mathematics	A Graduate having studied at least 200 marks in the concerned subject as Gen/Hons/Major Elective at Degree level.	2 Years 2 Years 2 Years 2 Years 2 Years 2 Years
2.	M.A. in Education	B.Ed/Graduate having studied Education as Pass/Hons./ Elective at Degree level.	2 Years
3.	M.A. in Public Administration	Any Graduate	2 Years
4.	M. Com	B. Com	2 Years
5.	I. M. Sc in Physics II. M. Sc in Botany III. M. Sc in Zoology	Any Science Graduate having studied the concerned subject as General/Hons. at the Degree level.	2Years 2 Years 2 Years
6.	M.Sc. Chemistry	i) Any Science Graduate having studied the concerned subject as General/Hons. with Mathematics at + 3 level. ii) For in-service Demonstrators/Laboratory Assistants of recognized/aided colleges taking admission into the M.Sc. Chemistry, Mathematics at +3 levels is not mandatory. They should produce letter to the effect that the college has got Govt. recognition and aid.	2 Years
7.	M. Sc in Marine Sciences a) Oceanography b) Marine Biology	Any Science Graduate with Math./Phy./Chem./ ./Env.Sc. /Water Management. Any Science Graduate with Chem/Bot./Zool./ Biological Techniques / Specimen Preservation.	2 Years 2 Years
8.	M.B.A (120 seats in two Study Centres)	Any Graduate (Subject to qualifying at the Entrance Test)	2 Years
9.	M.C.A (Lateral Entry) (30 seats)	Mathematics/ Statistics at + 2 / +3 level subject to qualifying the B.C.A examination	2 Years
10.	LL.M (32 seats)	LL.B/B.L (The practicing Advocates/ Judicial Officers can also apply)	2 Years

Sl. No.	Course	Eligibility	Duration
11.	P.G. Diploma in Computer Application (PGDCA)	B.A./ B .Sc / B.Com/ BE/ B.Tech with 45% of marks in aggregate with Mathematics/Statistics as a subject at +2 level.	1 Year
12.	P.G. Diploma in Marketing Management (PGDMM)	Any Graduate with 40% marks in aggregate.	1 Year
13.	P.G. Diploma in Banking and Finance (PGDBF)	Any Graduate with 40% marks in aggregate.	1 Year
14.	Diploma in Yogic Science (DYS)	Any Graduate	1 Year
15.	P.G. Diploma in Communicative English (PGDCE)	Any Graduate	1 Year
16.	Bachelor of Library & Information Science (BLIS)	B.A / B.Sc./ B.Com	1 Year

FOR ATTENTION OF ALL APPLICANTS

The applicants before applying to any of the above courses are advised to carefully go through the Prospectus and visit the University Website (www.bamu.nic.in) to know about the profile of the University. They are also advised to visit the University Campus, Bhanja Bihar and the Harihara Mardaraj Distance Education Centre, if they so desire and see for themselves the available infrastructure and other facilities. If satisfied, they may apply to 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.

FEE STRUCTURE FOR ADMISSION IN TO DIFFERENT COURSES:

Sl. No.	Name of the Course	Course Fee (Rs.)	Examination Fee* (Rs.)	Postal Charges (Rs.)	Total Fee (Rs.)
1.	M.A. in Education.	9,000/- One time	2505/-	200/-	11,705/-
2.	M.A. in Political Science, English, History, Economics, Oriya, Public Administration and M.A./M.Sc. in Mathematics.	8,000/- One time	2505/-	200/-	10,705/-
3.	M.Com.	8,000/- One time	2505/-	200/-	10,705/-
4.	M. B. A.	30,000/- per year	3505/-	200/-	33,705/- @
5.	M.C.A. (Lateral Entry)	30,000/- per year	3705/-	200/-	33,905/- @
6.	M.Sc.in Physics/Chemistry/ Zoology/Botany/ Marine Sciences.	Rs.15,000/- per year	2705/-	200/-	17,905/- @
7.	LL.M.	25,000/- One time	2935/-	200/-	28,135/-

Sl. No.	Name of the Course	Course Fee (Rs.)	Examination Fee* (Rs.)	Postal Charges (Rs.)	Total Fee (Rs.)
8.	Post-Graduate Diploma in Computer Application (PGDCA).	14,000/- One time	1605/-	100/-	15,705/-
9.	Post-Graduate Diploma in Marketing Management (PGDMM).	9,000/- One time	1605/-	100/-	10,705/-
10.	Post-Graduate Diploma in Banking and Finance (PGDBF).	9,000/- One time	1605/-	100/-	10,705/-
11.	P.G. Diploma in Communicative English (PGDCE).	8,000/- One time	1605/-	100/-	9,705/-
12.	Bachelor of Library & Information Science (BLIS)	12,000/- One time	1605/-	100/-	13,705/-
13.	Diploma in Yogic Science (DYS).	Rs.5,000/- One time	1605/-	100/-	6,705/-

Note: * Includes Examination Fees for P.G. Part-I & Part II and PG Diploma Final Examinations, other charges, special centre charges, etc. and the Degree Certificate Fee

@ The total fee is exclusive of the course fee for the 2nd/ 3rd year. The prescribed course fee for the 2nd/ 3rd year course is to be deposited at the time of readmission in the respective years.

Students have to pay examination fee and postal charges as above along with course fee. Students from Universities other than Berhampur University shall have to pay **Rs.201/-** (Rupees two hundred one only towards registration, recognition and Students Aid Fund in addition to the above mentioned fee at the time of admission into the first year of the course. Berhampur University students who resubmits Migration Certificate shall have to pay **Rs. 200/-** (Rupees two thousand only) towards Registration.

MODE OF PAYMENT

All payment shall be made in shape of S.B.I. Account Payee Demand Draft or Bankers' Cheque drawn in favour of the **Comptroller of Finance, Berhampur University**, payable at **State Bank of India, Bhanja Bihar Branch (Code-2107)**, Berhampur-760 007 only. Any payment in the shape of bank challan shall not be considered at any cost.

APPLICATION PROCEDURE:

The Prospectus and Application Form for admission into the PG and Professional Courses can be downloaded from the Berhampur University website (www.bamu.nic.in) in PDF form. Candidates applying for courses, other than **MBA**, can opt for either Spot Admission or Postal Admission, as per the procedure given below.

SPOT ADMISSION

The candidates can come to the Harihara Mardaraj Distance Education Centre in the Berhampur University Campus, Bhanja Bihar on the dates specified for their Courses in **Schedule A** during office hours and submit the downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects along with Bank Draft(s) and documents as listed in **Schedule B** for admission.

Schedule A. Schedule for Spot admission

Sl. No.	Course	Date	Day
1.	M.A. in English	01-08-2011	Monday
2.	M.A. in Oriya	02-08-2011	Tuesday
3.	M.A. in History	03-08-2011	Wednesday
4.	M.A. in Political Science	04-08-2011	Thursday
5.	M.A. in Economics	05-08-2011	Friday
6.	M.A/M. Sc Mathematics	06-08-2011	Saturday
7.	M.A. in Education	08-08-2011	Monday
8.	M.A. in Public Administration	09-08-2011	Tuesday
9.	M. Com	10-08-2011	Wednesday
10.	M. Sc in Physics	11-08-2011	Thursday
11.	M. Sc in Botany	12-08-2011	Friday
12.	M. Sc in Zoology	16-08-2011	Tuesday
13.	M. Sc. Chemistry	17-08-2011	Wednesday
14.	M. Sc in Marine Sciences	18-08-2011	Thursday
15.	LL. M	19-08-2011	Friday
16.	PGDCA	20-08-2011	Saturday
17.	M.C.A. (Lateral Entry)	22-08-2011	Monday
18.	PGDMM	23-08-2011	Tuesday
19.	PGDBF	24-08-2011	Wednesday
20.	DYS	25-08-2011	Thursday
21.	PGDCE	26-08-2011	Friday
22.	BLIS	27-08-2011	Saturday

POSTAL ADMISSION

The candidates can send their downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects along with Bank Draft(s) and original and attested copies of the documents as listed in **Schedule B** by **Registered Post/Speed Post to the Director, Harihara Mardaraj Distance Education Centre, Berhampur University, Berhampur-760 007, Ganjam, Orissa** so as to reach the office on or before **30.08.2011**.

ADMISSION TO MBA:

The candidates seeking admission to MBA course can send their downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects along with Bank Draft(s) and attested copies of the documents as listed in **Schedule B** by **Registered Post/Speed Post to the Director, Harihara Mardaraj Distance Education Centre, Berhampur University, Berhampur-760 007, Ganjam, Orissa**. For this course, the admission shall be done on the basis of merit determined by the marks secured in the **Entrance Test**.

The duration of the tests shall be of two hours consisting of 140 marks. The questions shall be from the areas of:

- General Awareness
- Comprehension, Expression and Communication.
- Numerical ability
- Analysis and Interpretation.

Schedule B. List of Demand Draft(s) / Bankers' Cheques and documents (Original and attested) to be submitted.

1. An Account Payee SBI Demand Draft (DD) or Bankers' Cheque (BC) for Rs. 300/- (Rupees three hundred only) drawn in favour of COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY payable at State Bank of India, Bhanja Bihar Branch (Code 2107) Berhampur – 760 007, Orissa towards Processing-cum-Application Fee. **The Processing-cum-Application Fee once paid shall not be refunded under any circumstance.**
2. HSC or its equivalent Certificate and Mark Sheet.
3. Intermediate/+2 Certificate and Mark Sheet.
4. Bachelor Degree Certificate and Mark Sheet.
5. Transfer Certificate/College Leaving Certificate of the institution for which it is available.
6. Conduct Certificate from the Head of the Institution for which it is available.
7. Four passport size photographs duly attested in addition to the photographs pasted on the Application Form, Examination Form, Admit Card and one Stamp Size Photograph for Identity Card.
8. Two self-addressed unstamped envelopes of size 28 cm × 42 cm to return the original documents of students who opt for postal admission
9. 4 (four) small size self addressed envelopes (15 cm × 6 cm).
10. Migration Certificate in Original in respect of students other than Berhampur University.
11. Registration Receipt for students of Berhampur University.
12. Address slips duly filled-in.
13. The prescribed total fee comprising of course fee, examination fee and postal charges in shape of SBI Demand Draft (DD) or Bankers' Cheque (BC) drawn in favour of the **Comptroller of Finance, Berhampur University** payable at State Bank of India, Bhanja Bihar Branch (Code 2107) , Berhampur – 760007, Orissa.
14. The Identity Card duly filled in and signed by the candidate.
15. One set of attested copies of all the above documents signed by the candidate must be submitted along with the originals.
16. P.G./P.G. Diploma courses under Harihara Mardaraj Distance Education Centre, Berhampur University can be pursued concurrently with any other course only by those who have taken admission into a course in the P.G. Departments / and Affiliated college of this University and TC/CLC shall not be insisted upon, except for MBA course. However, one can pursue only one course under the DE Mode.
17. Students seeking admission concurrently should submit a Certificate in support of their T.C / CLC from the Head of the Institution Studying.
18. **Candidates applying for MBA Course shall have to pay Rs.500/- (Rupees Five hundred) only by way of Demand Draft drawn in favour of Comptroller of Finance, Berhampur University payable at SBI, Bhanja Bihar (2107) towards Entrance Fee, failing which their application cannot be entertained and no correspondence shall be made in this regard. They are also required to duly fill up the Admit Card enclosed with the Application Form.**
19. Candidates applying for MBA course are required to submit their attested copies of Certificates & Mark Sheets only. Original Certificates & Mark Sheets can be submitted only at the time of admission into the Course.
20. **Candidates applying for PG / PG. Diploma courses (except for MBA) have to submit the duly filled in examination form along with the requisite fee, which is enclosed in the prospectus. Candidates applying for admission into MBA course can submit the filled in examination form along with the examination fee at the time of admission.**

Note: The last date of receipt of the application form along with required documents is 30-08-2011. Applications received beyond the scheduled date will not be entertained under any circumstance. For any postal delay the Harihara Mardraj Distance Education Centre shall not be held responsible. No application shall be received by hand. Money Orders and Postal Orders or Bank Drafts on any other bank or SBI Challan shall not be accepted under any circumstance.

ADMISSION PROCEDURE

Admission to the courses will be made purely on the basis of merit. For MBA course the merit shall be determined on the basis of marks secured at the Entrance Test. **Admission into LL. M. shall be done on the basis of merit (determined on the basis of aggregate marks secured in the LL. B/ B. L. Examination).** All original documents except CLC/TC/CC will be returned to the candidates seeking **Spot Admission on the same day on the spot** after verification. To the candidates seeking Postal Admission all original documents except CLC/TC/CC will be returned by **Registered Post / Speed Post along with admission letter** in due course after verification. Hence, candidates submitting applications for Postal Admission are advised to keep sufficient number of attested copies of certificates and mark sheets for their use as it may take two or three months to return the documents after verification. A fresh Transfer Certificate and Conduct Certificate will be issued by the Centre either after completion of the course i.e., 31st May of the year or earlier for discontinuance on request only to those who have submitted CLC/TC at the time of admission into a course offered by DEC.

Running of a course shall be decided on the basis of viability of each course, (depending upon the number of candidates applied for admission into a course). Ordinarily 10 (ten) would be the minimum number of students required per course to run the course.

The applicants seeking admission into Post-Graduate courses are advised to carefully follow the annexures attached with the **prospectus** while filling up the **special paper titles** in the Admission Application Form as well as in the examination form. The detailed courses of studies are available at Central Store, Berhampur University and can be obtained on payment.

IMPORTANT INSTRUCTIONS

All the original documents and the information supplied by the students regarding their qualifications, etc. will be verified by appropriate authority. In case the documents and information submitted are found to be false at any time, the admission into the course will be cancelled and the amount deposited at the time of admission shall be forfeited by the University.

Students from any University other than the Berhampur University are required to submit Migration Certificate at the time of admission, failing which, an undertaking to that effect shall have to be enclosed along with the application to submit the Migration Certificate in the 'month' of November without fine or with a late fee of **Rs.200/-(Rupees two hundred)** only within the month of December or with a late fine of **Rs.500/-(Rupees five hundred)** only within a period of one year from the last date of submission of application form for admission into the course, failing which the result of the student/candidate shall not be published.

<p>All admissions are provisional and can be cancelled at any time by the Harihara Mardraj Distance Education Centre for any valid reason such as misconduct, forgery, etc.</p>
--

The students of MBA, MCA (Lateral Entry) and M.Sc. Courses are required to pay the admission fee for 2nd year/3rd year of the course before 31st July of the year, failing which the following late fee has to be paid along with the admission fee.

10 days from the last date	20 days from the last date	30 days from the last date
Rs. 200/-	Rs. 500/-	Rs. 1000/-

After the last date with fine as given above, no application for admission into the second/third year of the course shall be entertained.

The decision of the Director, Harihara Mardaraj Distance Education Centre, Berhampur University on all matters relating to admission and contact classes, etc. shall be final. On all matters relating to examinations, the decision of the Controller of Examinations, Berhampur University shall be final.

The Distance Education Centre has not appointed any person or institution to act on its behalf. Candidates are advised to contact the Director, Harihara Mardaraj Distance Education Centre directly for any matter relating to admission.

In the event a candidate applies for more than one course and takes admission in one course, the fee paid for the rest of the courses shall be refunded on written request only.

After admission into a course the fee once deposited **shall not be refunded** to the candidate under any circumstance. However, if one is selected to another course and has deposited the requisite fee for the said course the fee etc. deposited for the earlier course shall be refunded on receipt of written request.

Change of subject/course is permissible on application before the month of December and subject to payment of the differential amount but no differential amount will be refunded where one opts for a course with lesser fee structure.

Failure to produce any document shall disqualify an applicant from taking admission and fee so deposited by him/her shall be refunded.

Candidates admitted into a P.G. course with a particular special paper(s) cannot be changed subsequently. The special papers should be as per the PROSPECTUS not as per the syllabus.

The DEC will not be responsible for any postal delay. All correspondence will be made by Registered Post/ Speed Post.

IDENTITY CARD

Each admitted candidate will be issued with an Identity Card by the Harihara Mardaraj Distance Education Centre. The candidates shall have to produce the card at various academic programmes and examination centres. Candidates are required to preserve the Identity Card carefully. This will prove their identity on any matter connected with the DEC. In case of loss of the card, a duplicate can be issued on application alongwith a stamp size photo and payment of Rs.50/- (Rupees fifty) only. The Identity Card is to be surrendered to the Director, Distance Education Centre, Berhampur University at the time of taking TC/CLC & CC.

ENROLMENT NUMBER

Admitted students will be assigned with an enrolment number, which will be mentioned on their Identity Card. The enrolment number is to be quoted in all correspondences with the DEC. Letters received without the enrolment number shall not be entertained.

CONTACT PROGRAMME

The Harihara Mardaraj Distance Education Centre conducts Contact Programmes for the different courses, where senior teachers/Professors/Experts/Chartered Accountants and qualified experienced retired educationists/scientists of the discipline provide internship, classroom teaching, individual guidance and counseling on the course/subjects. The mode/manner and timings of the programme will be intimated in time to the students. Students are required to attend the contact programme at their own cost. Hostel accommodation will be provided in the

University campus on payment basis on application subject to availability. The candidates will be allotted to any of the Centers to be fixed by the Controller of Examinations to appear the examination and no requests for change of centre will be entertained.

The details of the contact classes to be held for various courses are as follows:

Sl. No	Name of the Course	Theory Classes	Practical Classes
1.	M.A. in Education.	Two weeks twice in a year.	Two weeks once in a year
2.	M.A. English, Oriya, History, Political Science, Economics, Public Administration , M.A./M.Sc. Mathematics/ M.Com.	Two weeks twice in a year.	Not applicable
3.	M.Sc. Physics, Chemistry, Botany, Zoology, Marine Sciences.	16 classes per theory paper & 08 classes per Practical paper of one Group of 20 candidates.	
4.	Post-Graduate Diploma in Computer Application (PGDCA).	Two weeks twice in a year	Two weeks once in a year
5.	Post-Graduate Diploma in Marketing Management (PGDMM).	Two weeks twice in a year	Not applicable
6.	Post-Graduate Diploma in Banking and Finance (PGDBF).	Two weeks twice in a year	Not applicable
7.	Bachelor of Library and Information Science	Two weeks twice in a year	Not applicable
8.	Diploma in a Yogic Science (DYS).	One week in a year	One week in a year
9.	LL.M.	Two weeks twice in a year	Not applicable
10.	P.G. Diploma in Communicative English.	Two weeks twice in a year	Not applicable
11.	Master of Computer Application (MCA) (Lateral Entry).	16 classes per theory paper	8 classes per practical paper for a group of 20 students
12.	M.B.A. *	28 classes per paper	--
	Note: * Dissertation to be submitted to the Course Coordinator through guide two weeks before commencement of the MBA Part-II examination.		

SUPPLY OF STUDY MATERIALS

Supply of learning/study materials on different papers as far as practicable will be provided during the contact classes for the students of **MBA course only**. Students of other courses are advised to make their own arrangements for purchase of text books as recommended in the Courses of Studies. **The respective Courses of Studies available in the University Store are to be procured by the students on payment.**

UNIVERSITY EXAMINATIONS

Students admitted under DE Mode shall appear at their respective examinations as per regulations/rules and course contained in the prospectus. Information regarding centres of examination, time table, fee payable and other instructions shall be sent to the students in due course. Medium of instruction for all courses shall be in English except for M.A. in Oriya. All examinations shall be held at different centres as fixed by the University. They are required to contact the DEC as to the date of programme etc. so that they will not be deprived from getting

information in the event they fail to get letters from postal agency to that effect. The students are advised to visit the University Website (www.bamu.nic.in) **from time to time to get relevant information.**

CHANGE OF ADDRESS

Any change in address should be intimated to the Programme Coordinator (Academic), Harihara Mardaraj Distance Education Centre, Berhampur University immediately with a fee of Rs.50/- (Rupees fifty) only along with four self-addressed unstamped envelopes.

CONTACT

The following Cell Numbers of DEC may be contacted for further queries.

Sl. No.	Designation	Cell Number
1.	Section Officer [P.G. Arts/Science/MBA & MCA(LE)]	07894834870
2.	Section Officer (P.G. Diploma/ LL. M.)	09861326738
3.	Programme Coordinator (Academic)	09861317557
4.	Officer-in-Charge	08895953099
5.	Additional Director	09437413231
6.	Director	08895710640

LEGAL DISPUTE

Any legal dispute shall be subject to the jurisdiction of Berhampur Court.

DATES TO REMEMBER

DATE OF UPLOADING/AVAILABILITY OF APPLICATION FORM IN THE BERHAMPUR UNIVERSITY WEBSITE (www.bamu.nic.in)	11-06-2011
LAST DATE OF RECEIPT OF DULY FILLED-IN APPLICATION FORM ALONG WITH REQUIRED DOCUMENTS AND FEE	30-08-2011

Date and Time of Entrance Test for Admission into MBA	<u>18.9.2011</u> <u>10.30 a.m. to 12.30 p.m.</u>
--	---

DIRECTOR

COURSE STRUCTURE**M.A. HISTORY**

Part-I Examination,2012:	Paper-I Paper-II Paper-III Paper-IV Paper-V	Historiography Ancient Civilizations History of Modern Europe (1780-1945) Medieval and Modern Societies History of Orissa.
Part-II Examination,2013:	Paper-VI Paper-VII Paper-VIII	Twentieth Century World History of Freedom Movement in India Society and Culture of India
Special Papers	Paper-IX Paper-X	History of India (1757 A.D. to 1857 A.D.) History of India (1858 A.D. to 1964 A.D.)

M.A. ORIYA

Part-I Examination-2012:	Prathama Patra Dwitiya Patra Tritiya Patra Chaturtha Patra Panchama Patra	Prachina Bharatiya Sahitya Bhasa Tatwa O Oriya Bhasara Itihas Sahitya Tatwa; Prachina O Paschatya Prachina Odiya Sahitya (Loka Sahitya, Puran O Gadya) Prachina Odiya Sahitya (Kabya O Giti Kabya)
Part-II Examination, 2013:	Sastha Patra Saptama Patra Asthama Patra	Adhunika Odiya Sahitya (Kabya Sahitya) Adhunika Odiya Sahitya (Katha Sahitya) Adhunika Odiya Sahitya (Gadya O Natak)
	Special Papers (Any <u>one</u> of the following groups);	
“Ka” Bibhaga:	<u>Upendra Bhanja O Prachina Odiya Kabya</u>	
	Nabama Patra	Prak Upendra Odiya Kabya Sahitya
	Dasama Patra	Upendra Kabya O Upendrottar Odiya Kabya
	OR	
“Gha”Bibhaga:	<u>Odiya Loka Sahitya</u>	
	Nabama Patra	Bidya O Loka Katha
	Dasama Patra	Odiya Lokagiti, Prabhad, Prabachan O Odisara Loka Sanskriti

M.A. POLITICAL SCIENCE

Part-I Examination, 2012	Paper-I	Indian Government and Politics
	Paper-II	Comparative Politics
	Paper-III	International Politics
	Paper-IV	Public Administration
	Paper-V	Political Thought
Part-II Examination,2013	Paper-VI	Political Sociology
	Paper-VII	Political Theory
	Paper-VIII	Government and Politics in Orissa
	<u>Special Papers</u>	
	Paper-IX	Contemporary Political Ideology
	Paper-X	Contemporary Indian Political Ideas

M.A./M.Sc. MATHEMATICS

Part-I Examination,2012	Paper-I	a) Linear Programming (50 marks) b) Measure and Integration (50 marks)
	Paper-II	a) Calculus of Several Variables (50 marks) b) Partial Differential Equations (50 marks)
	Paper-III	Algebra (100 marks)

	Paper-IV	Complex Analysis (100 marks)
	Paper-V	a) General Topology (50 marks) b) Numerical Analysis (50 marks)
Part-II Examination,2013	Paper-VI	a) Graph Theory (50 marks) b) Programming in C (50 marks)
	Paper-VII	Functional Analysis (100 marks)
	Paper-VIII	Operation Research
	Paper-IX	Ordinary Differential Equations
	Paper-X	Matrix Transformations in Sequence Spaces
M.A. ECONOMICS		
Part-I Examination,2012		
Compulsory Papers:	Paper-I Paper-II Paper-III Paper-IV Paper-V	Micro Economic Analysis Macro Economic Analysis Quantitative Methods Public Economics Indian Economic Policy
Part-II Examination,2013	Paper-VI Paper-VII Paper-VIII	Economic of Growth and Development International Trade and Finance Economics of Social Sector and Environment
	<u>Special Paper</u>	
	Paper-IX Paper-X	Industrial Economics Labour Economics
M.A. ENGLISH		
Part-I Examination,2012:	Paper-I Paper-II Paper-III Paper-IV Paper-V	Drama Poetry Criticism Fiction and Non-Fictional Prose History of Literature
Part-II Examination,2013	Paper-VI Paper-VII Paper-VIII Paper-IX Paper-X	Drama and Poetry Fiction Special Paper-American Literature Special Paper-American Literature Essay
M.A. PUBLIC ADMINISTRATION		
Part-I Examination,2012	Paper-I Paper-II Paper-III Paper-IV Paper-V	Principles of Public Administration Public Personnel Administration Indian Administration Financial Principles and Administration Economic System and Administration
Part-II Examination,2013	Paper-VI Paper-VII Paper-VIII	Local Government and Administration Modern Government of Selected Countries Administrative Law and Practices
<u>Special Paper</u>	Paper-IX Paper-X	Rural Government and Administration in India Urban Government and Administration in India
M.A. EDUCATION		
Part-I Examination,2012	Paper-I Paper-II Paper-III	Philosophical and Sociological Foundation of Education Advanced Educational Psychology Research Methodology in Education and Statistics
	Paper-IV	Methods of Teaching (any one)

		<p>i) Theory (50 marks) ii) Practical (50 marks) Subjects: a) English b) Oriya c) Mathematics d) General Science e) Geography f) History</p> <p>Note: The candidate should choose any of the above subjects, which he/she had at the Graduation stage as a content subject for both theory and practical purposes. The practical will be evaluated by both internal and external examiners.</p>
	Paper-V	Curriculum Development and Project Work (100 marks) Section-A: Curriculum Development (50 marks) Section-B: Project Work (Practical) (25+25=50 marks)
Part-II Examination, 2013	Paper-VI	History of Indian Education and Current Issues (100 marks)
	Paper-VII	Instructional Strategies and Evaluation (100 marks)
	Special papers	
	Paper-VIII	Educational Administration and Supervision (100 mark)
	Paper – IX	Educational Technology (100 marks)
	Paper - X	Educational Vocational Guidance (100 marks)
M.COM.		
Part-I Examination, 2012	Paper-I	Management Concepts and Organisational Behaviour
	Paper-II	Business Environment
	Paper-III	Managerial Economic
	Paper-IV	Statistical Analysis
	Paper-V	Financial Management
	Paper-VI	Corporate Financial Accounting
Part-II Examination, 2013		
Compulsory Paper:	Paper-VII Paper-VIII Paper-IX	Accountancy for Managerial Decision Marketing Management Financial Institutions and Markets
<u>Special Papers:</u>	Paper-X Paper-XI Paper-XII	Accounting Theory and Accounting Standard Corporate Tax Planning and Management Cost and Management Audit

M.Sc.MARINE SCIENCES

Part – I, Examination- 2012

M.Sc. Marine Biology

Paper-I Elements of Mathematics & Statistics
Paper-II Marine Biology and Biology of Marine Organisms.
Paper-III Ichthyology and Fishery-Biology
Paper-IV Ecology, Marine Zoogeography and pollution

M.Sc.Oceanography

Paper-I Marine Chemistry
Paper-II Marine Geology
Paper-III Physical - Oceanography
Paper-IV Marine - Meteorology

Paper-V Practicals on Statistics
and Marine Biology
Paper-VI Practicals on Ichthyology
and Fishery Biology

Paper-V Practicals on Marine
Chemistry & Marine Geology
Paper-VI Practicals on Physical & Oceanography
& Meteorology

Part – II ,Examination- 2013

Paper –VII Physiology of Marine
Organisms, Genetics and Evolution
Paper-VIII General Oceanography
Paper-IX Special Paper Fisheries
Paper-X Special Paper Biological
Oceanography
Paper-XI Practicals on General
Oceanography
Paper-XII Practicals on Papers-IX & X

Paper-VII Mathematics
and Statistics
Paper-VIII Marine Biology
Paper-IX Special Paper Marine Chemistry
Paper-X Special Paper Physical Oceanography
Paper-XI Practicals on Marine Biology & Statistics
Paper-XII Practicals on Papers-IX and X

MASTER IN COMPUTER APPLICATION (Lateral Entry)

First Year, Examination - 2012

DMC 2.1	Computer Systems Architecture	100
DMC 2.2	Database Management System	100
DMC 2.3	Computer Bases Optimization Model	100
DMC 2.4	Mathematical Foundation of Computer Science	100
DMC 2.5	Operating System	100
DMC 2.6	Software Engineering	100
DMC 2.7	Database Lab	100

Total = 700

Second Year, Examination- 2013.

DMC 3.1	E-Commerce and Web Technology	100
DMC 3.2	Java Programming	100
DMC 3.3	Computer Network	100
DMC 3.4	Elective – I	100
DMC 3.5	Elective – II	100
DMC 3.6	Java Programming Lab	100
DMC 3.7	System Development Project	200

Total = 800

<u>List of Courses for Elective: -</u>	<u>Marks</u>
Compiler Design	100
Artificial Intelligence	100
Computer Graphics	100
Algorithm analysis and design	100
Data Mining	100
Cryptography and Network Security	100
Microprocessor Based System Design	100

MASTER OF BUSINESS ADMINISTRATION

Part – I, Examination - 2012

<u>Compulsory Papers :</u>	<u>Marks</u>
1. Managerial Economics	100
2. Principles and Practice of Management	100
3. Accounting for Managers	100
4. Quantitative Techniques	100
5. Management of Organizational Behaviour	100
6. Marketing Management	100
7. Production and Operations Management	100
8. Financial Management	100
9. Human Resource Management	100

Part – II, Examination -2013

<u>Compulsory Papers :</u>	<u>Marks</u>
10. Business Policy and Strategic Management	100
11. Management Information System & Information Technology	100
12. Business Environment and Business Laws	100
13. Operations Research	100

Each student has to choose any two of the following groups as specialization groups during the second year.

Specializations

FINANCE

	<u>Marks</u>
i. Financial Institutions and Markets	100
ii. Security Analysis and portfolio Management	100

MARKETING

	<u>Marks</u>
i. Advertising and Promotional Management	100
ii. Consumer Behaviour	100

HUMAN RESOURCE MANAGEMENT

	<u>Marks</u>
i. Human Resource Development	100
ii. Change Management	100
18. Dissertation	100

M.Sc. (BOTANY)

Part – I, Examination - ,2012

<u>Theory Paper:</u>	<u>Marks</u>
Paper – I Biology and Diversity of Lower Plants: Cryptogam	100
Paper – II Cell and Molecular Biology and Plants	100
Paper – III Cytogenetics, Molecular Genetics and Biostatistics	100
Paper – IV Environmental Biology	100
Paper – V Plant Physiology and Biochemistry	100

Practical Papers :		
Paper – VI	Based on Theory Paper I,II & III	100
Paper – VII	Based on Theory Paper IV & V	100

Part – II , Examination- 2013

<u>Theory Paper</u>		
Paper – VIII	Taxonomy & Diversity of Seed Plants Phanerogams.	100
Paper – IX	Plant Resources Utilization & Conservation	100
Paper – X	Plant Development and Reproduction	100

Special Paper

Paper – XI	Environment Biotechnology and Management	100
Paper – XII	Plant Genomics and Genetic Engineering	100

PRACTICAL PAPERS :

Paper – XIII	Based on General Theory Paper- VIII,IX & X	100
Paper – XIV	Based on Special Theory Papers – XI & XII	100

M.Sc (ZOOLOGY)

Part – I Examination, 2012

Theory Paper :

	<u>Marks</u>
Paper – I (Non-Chordata)	75
Paper – II (Cytology & / Genetics, Molecular Biology, Microbiology & Immunology	75
Paper – III (Chordata & Histophysiology)	75
Paper – IV (Mammalian Physiology , Biochemistry , Biosphysics & Endocrinology)	75

Practical Papers:

Paper – V (Non-Chordata & Cytology).	100
Paper – VI (Chordata,Physiology & Biochemistry)	100

Part- II Examination,2013

Theory Papers :

Paper – VII (Fundamentals of Ecology, Community Ecology, Biostatistics, Taxonomy & Evolution)	75
Paper – VIII (Ethology, Embryology ,Instrumentation & Biotechnology)	75

Special Paper

I) Cell Biology;	75
Paper – IXA Extra-Nuclear Cytology & Histochemistry	
Paper – XA Cytogenetics & Molecular Genetics	75

Practical Papers

Paper – XI Practical (Ecology , Biostatistics , Taxonomy , Embryology & Histology)	100
Paper – XIIA Practical (Cell Biology Special)	100

M.Sc.(PHYSICS)
PART – I, Examination -2012

Theory Papers		<u>Marks</u>
Paper – I	Classical Mechanics & Mathematical Methods in Physics	75
Paper – II	Electrodynamics and Computer Application in Physics	75
Paper – III	Quantum Mechanics	75
Paper – IV	Solid State Physics	75
Practical Papers		
Paper – V	Optics	100
Paper – VI	Electronics and Computer	100

PART – II , Examination- 2013

Theory Papers		<u>Marks</u>
Paper – VII	Statistical Mechanics & General Relativity	75
Paper – VIII	Elementary Nuclear Physics & Particle Physics	75
Paper – IX	Relativistic Quantum Mechanics & Quantum Field theory	75
		75
Paper – X	(Special Paper) Material Science	
Practical Papers		
Paper – XI	Modern Physics	100
Paper – XII	<u>Special Paper</u> Material Science	100

M.Sc.(CHEMISTRY)
PART- I, Examination- 2012

Theory Papers		
Paper – I	Organic Chemistry (Gen .) – I	75
Paper – II	Organic Chemistry (Gen .) – II	75
Paper – 3	Inorganic Chemistry (Gen .) – I	75
Paper – 4	Inorganic Chemistry (Gen .) – II	75
Practical Papers		
Paper – 5	Organic Chemistry (General)	100
Paper – 6	Inorganic Chemistry (General)	100

PART – II, Examination -2013

Theory Papers		
Paper – 7	Physical Chemistry (Gen .) – I	75
Paper – 8	Physical Chemistry (Gen.) – II	75
Special Paper : Analytical Chemistry		
Paper – 9	Special Paper - I	75
Paper – 10	Special Paper -II	75
	(Practical)	
Paper – 11	Physical Chemistry (General)	100
Paper – 12	Special Paper	100

MASTER OF LAWS (LL.M)
Part – I, Examination 2012

	<u>Marks</u>	
Paper FC 1	Jurisprudence & Legal Theory	100
Paper FC 2	Constitutional Law and Practice	100
Paper FC 3	Law and Social Change In India	100
Paper FC 4	Legal Education and Research Methodology	100
Paper FC 5	Principles of Legislation, Legislative Drafting And Interpretation of Statutes	100
Paper FC 6	Project Work (Home Assignment)	100

Master of Laws (LL.M)
Part – II , 2013

Specialization :

	<u>Marks</u>	
	A) Criminal Law and Administration of Justice	500
Paper CL 7	Law of Criminal Procedure & Evidence	100
Paper CL 8	Indian Penal Code 1860 and Comparative Aspects of UK	100
Paper CL 9	Criminology & Penology	100
Paper CL 10	Socio-Economic Offences (Specific Criminal- Status and Law)	100
Paper CL 11	Legal Academic Skills	100

OR

Specialization :

	B) Business Law and Governance	500
Paper BL 7	Law of Contract	100
Paper BL 8	Banking Law, Negotiable Instrument & Insurance	100
Paper BL 9	Corporate Law and Law of Carriages	100
Paper BL 10	Law of Intellectual Property and Cyber Crimes	100
Paper BL 11	Legal Academic Skills	100

P.G.DIPLOMA IN MARKETING MANAGEMENT - 2012

Paper – I	Principles of Marketing	100 marks
Paper – II	Sales Promotion and Sales Management	100 marks
Paper – III	Advertising	100 marks
Paper – IV	Consumer Behaviour and Market Research	100 marks
Paper – V	International Marketing	100 marks

P.G. DIPLOMA IN BANKING AND FINANCE, 2012

Paper – I	Theory and Practice of Banking	100 marks
Paper – II	Accounting and Finance for Managers	100 marks
Paper – III	Bank Management	100 marks
Paper – IV	Management of Financial Service	100 marks
Paper – V	Development Banking in India and Abroad	100 marks

P.G.DIPLOMA IN COMMUNICATIVE ENGLISH, 2012

Paper – I	Communication Skill	100 marks
Paper – II	Communicative Grammar and Writing	100 marks
Paper – III	Sound of English and Speech-Acts	100 marks
Paper – IV	Writing Duration: 3 hours	100 marks
Paper – V	(PRACTICAL)	100 marks

DIPLOMA IN YOGIS SCIENCES, 2012

Paper – I	(Theory) : Fundamentals and Basic Principles of Yoga	100 marks
Paper – II	(Theory) : Human Physiology, Anatomy Diet	100 marks
Paper – III	(Psychic Centers,Asana,Pranayam, Mudra and Bandha)	100 marks
Paper – IV	(Practical) Asana ,Pranayam, Mudra and Bandha	100 marks
Paper – V	(Practical) Yoga Nidra and Meditation	100 marks

P.G.DIPLOMA IN COMPUTER APPLICATION, 2012

Paper – 1	Computer Fundamentals & C Programming	100 marks
Paper – 2	Data Structures	100 marks
Paper – 3	Logical Organization of Computer Systems	100 marks
Paper – 4	Operating Systems	100 marks
Paper – 5	Data Base Management Systems	100 marks
Paper – 6	Object Oriented Programming	100 marks
Paper – 7	Software Engineering	100 marks
Paper – 8	Internet & E-Commerce	100 marks
Paper – 9	Laboratory 1 : Programming in C / C++	100 marks
Paper – 10	Laboratory 2 : Java Programming / Oracle	100 marks

BACHELOR OF LIBRARY & INFORMATION SCIENCE , 2012

		<u>Marks</u>
Paper – I	Foundation of Library & Information Science.	100
Paper – II	Knowledge Organisation & Bibliographical Description	100
Paper – III	Management of Library & Information centers	100
Paper – IV	Information Sources & Information Services	100
Paper – V	Library Automation and Networking	100
Paper – VI	Library Classification (Practical)	100
Paper – VII	Library Cataloguing (Practical)	100
Paper – VIII	Usage of Computer and Library Software Packages (Practical)	100

DIRECTOR

Education at your door steps

Form No. _____



NOT TRANSFERABLE

Index Enrolment No. _____

HARIHARA MARDARAJ
DISTANCE EDUCATION CENTRE
BERHAMPUR UNIVERSITY
Bhanja Bihar, Berhampur-760 007 (Ganjam) Orissa
2011- 2012

<p>For Office Use</p> <p>D.D.No _____</p> <p>Date _____</p> <p>Amount Rs. _____</p> <p>Date of Issue _____</p>

<p>PASSPORT SIZE PHOTOGRAPH TO BE PASTED DULY ATTESTED ON THE FRONT</p>

APPLICATION FOR ADMISSION INTO _____

Berhampur University Registration No.: _____

1. a) Name of the applicant to be written in BLOCK letters as recorded in H.S.C. : _____
2. a) Father's Name : _____
b) Mother's Name : _____
c) Guardian's Name : _____
3. Date of Birth as recorded in H.S.C./ Matriculation Certificate or equivalent : _____
(in figures) : _____
(in words): _____
4. SEX: Put tick Mark (√) in the box : MALE FEMALE
5. Permanent Address of the applicant (with Telephone No.) : _____
Present Address of the applicant for correspondence (with telephone No.) : _____

Pin Code _____ Pin Code _____
Land Tel . No. _____ Mob. No. _____
E-mail: _____

P.T.O.

6. Nationality

: _____

7. Whether the candidate belongs to SC/ST : Scheduled Caste Yes/ No.
/OBC /General

Scheduled Tribe Yes/ No.
OBC Yes/ No.
General Yes/ No.

8. The Board/University from where the applicant has passed.H.S.C.and the Degree or its equivalent and above examination shall be furnished (Original Certificate should be enclosed):

Roll No.	Year	Name of the Examination	Name of the University/Board	Class/Division	Remarks
		H.S.C.			
		+2/Intermediate			
		Graduation			
		M.A./LL.B./B.Ed./M.Ed./ Any other			

9.	Name of the College/Institution last attended/studied (The C.L.C./T.C. in Original must be enclosed) Mention the T.C./C.L.C. No. and date of issue	
10.	(i) Fee deposited	Rs._____/D.D. No._____/Date _____
	(ii) Entrance Test fee (for M.B.A)	Rs._____/D.D. No._____/Date _____
11.	Mention below the papers to be offered for Part-I and Part-II Examination (Special Papers/ Method Paper should be mentioned clearly.	
Part-I		Part-II
Paper- No.	Paper Title	Paper No.
Paper-		Paper-
Paper-		Paper-
Paper-		Paper-
Paper-		Paper-
Paper-		Paper-
Paper-		Paper-
Paper-		Paper-

12. Mention below the Papers to be offered for the P. G. Diploma Course / Diploma Courses

Paper No	Paper Title
Paper -	
Paper -	
Paper -	
Paper -	
Paper -	
Paper -	
Paper -	

Date _____

(FULL SIGNATURE OF THE APPLICANT)

DECLARATION

I do hereby declare that the particulars furnished in this form are correct and true to the best of my knowledge and belief. I also declare that, if any of them is found to be otherwise at anytime, I shall be liable for such penal action as may be imposed on me by the University. If admitted, I do hereby agree to abide by all the rules of the University that may be enforced from time to time.

I do hereby again declare that, I have not been admitted to any other course(s) under DE Mode of Berhampur University nor shall appear at any other examinations as long as I pursue the course with the Distance Education Centre. I do hereby agree that any instance of indiscipline and disobedience of rules may result in such disciplinary action against me as may be deemed fit.

DATE: _____

(FULL SIGNATURE OF THE APPLICANT)

- N.B.:** - (i) Application should be filled-in by the applicant in his/her own hand-writing.
(ii) Incomplete application will be summarily rejected without reference to the applicant.
(iii) Payment of fees on installment basis/ phased manner is not permissible
(iv) As far as practicable the total fees should be deposited in a single Demand Draft.

**DOCUMENTS TO BE SUBMITTED ALONGWITH THE ADMISSION APPLICATION FORM
(All Certificates and Marks Sheets are to be submitted in original along with one set of attested photo copies)**

1. HSC/SSLC/SSC Certificate and Mark Sheet.
2. Intermediate/+2 Certificate and Mark Sheet.
3. Bachelor Degree Certificate and Mark Sheet.
4. Transfer/College Leaving Certificate of the Institution for which it is available.
5. Conduct Certificate from the Head of the Institution for which it is available.
6. Two passport size photographs duly attested by Gazetted Officer in addition to the photographs pasted on the Application Form, Examination Form, Admit Card, and one Stamp Size Photograph for Identity Card.
7. Two self-addressed unstamped big envelopes of size (28 cm × 42 cm.) to return the original documents and four small size envelopes (15 cm × 6 cm.).
8. Migration Certificate in Original in respect of students other than Berhampur University.
9. Registration Receipt for students of Berhampur University.
10. Address slips duly filled-in.
11. Fee as per the structure provided in the prospectus in shape of S.B.I. Account Payee Demand Draft (DD) or Bankers' Cheque (BC) drawn on State Bank of India, Bhanja Bihar Branch (Code 2107) in favour of the COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY.
12. The Identity Card filled-in and signed by the candidate.
13. One set of attested copies of all the above documents signed by the candidate must be submitted alongwith the originals .
14. P.G/P.G. Diploma Courses can be pursued concurrently with any regular course and TC/CLC shall not be insisted upon, except for M.B.A. course. However, one can pursue only one course under the DE mode.
15. Students taking admission concurrently are required to submit a Certificate in support of their TC/CLC from the Head of the Institution studying.
16. Candidates applying for MBA course shall have to pay Rs.500/- (Rupees five hundred) only each towards entrance test, failing which their application cannot be entertained and no correspondence shall be made in this regard. They are also required to dully fill up the Admit Card enclosed with the application form.
17. Students applying for MBA course are required to submit their attested copies of Certificates and Mark Sheets only. Original Certificates and Mark Sheets can be submitted only at the time of admission into the course.
18. **The candidates are required to submit the duly filled-in final application form of 1st Year Examination and also examination fee along with the course fee (Except for MBA).**
19. Candidates admitted in to a P.G. course with a particular special paper/s can not change subsequently. **The special papers should be as per the prospectus not as per the syllabus.**

INDEX CARD



HARIHARA MARDARAJ
DISTANCE EDUCATION CENTRE
BERHAMPUR UNIVERSITY
Bhanja Bihar, Berhampur-760 007 (Ganjam) Orissa

Index No. _____

Sub : Application for admission into _____ Course for the session 2011 -2012

Your application has been received and is being processed for admission into _____ Course for the session 2011 - 2012. You will be intimated about your admission in due course.

Please quote the Index Number in any correspondence with the Distance Education Centre.

Programme Coordinator (Academic)/ Officer-in-charge, DEC

To

PIN _____

Address to be filled in by the Applicant

BERHAMPUR UNIVERSITY
HARIHARA MARDARAJ DISTANCE EDUCATION CENTRE
BHANJA BIHAR: BERHAMPUR – 7 (ORISSA)

(For MBA applicants only)

ADMIT CARD

Passport size
Photo to be
Pasted

1. Name of the Candidate: _____

2. Entrance Test Roll No. : _____

You have been provisionally allowed to appear at the Entrance Test, 2011 under DE Mode to be held at the PG Departments, Berhampur University, Bhanja Bihar.

For MBA from 10.30 am to 12.30 pm on 18.9.2011

(Full Signature of the Applicant)

Director, DEC.

Full Signature of the Applicant
(To be signed in the presence of Invigilator)

(P.T.O)

Instructions to the Candidates

- 1) Produce the Admit Card during the Entrance Test on Demand.
- 2) The Examination Hall shall open 15 minutes before the commencement of the examination. Examinees must bring their own ball pen/pencil/eraser. No paper(s) or material other than ADMIT CARD shall be allowed to be in possession of the candidate during the examination.
- 3) Candidates are not allowed to leave the Examination Hall during the period of examination. Temporary absence from the Hall is not ordinarily permissible. However, a candidate may be allowed to leave the hall temporarily under extraordinary circumstances with the permission of the Centre Superintendent.
- 4) Candidates should write only on the answer sheet supplied and should not make note on any other paper. While answering, they must use **blue/black ball point pens only**. Change of ink pen is not allowed without the prior permission of the Invigilator.
- 5) Candidates are not allowed to leave any identifying mark(s) anywhere on the answer sheet other than those required as specified places. Violation of this rule shall amount to adopting unfair means. Resort to any such unfair means or soliciting help from co-examinees or any other person or misbehavior of any kind will automatically disqualify the candidate. For this purpose the report of the Invigilator/Examiner is sufficient.
- 6) For any other rules not provided for in these instructions the decision of the Centre Superintendent shall be final and binding.
- 7) Your eligibility is subject to the condition that your qualifying degree is equivalent to the corresponding Degree of Berhampur University.
- 8) Ineligible candidates as per the provisions in the prospectus are advised not to appear at the Entrance Test.
- 9) Mobile Phone/Pager/Calculator/Log-Book shall not be allowed in the Examination Hall.

Form No.- Exam. GEN. PG- 6

University Registration No.

BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760 007, GANJAM (ORISSA)

Subject	PartI/Part-II	Centre	Roll No.

FINAL APPLICATION FORM FOR MASTER OF ARTS/SCIENCE/COMMERCE/ONE YEAR P.G.DIPLOMA COURSE EXAMINATION 20.....

(The duly filled in application along with all necessary documents and fees must reach the Controller of Examinations. Berhampur University on or before the prescribed date which has already notified. A candidate whose application and fee do not reach the Controller on or before the date specified, shall not be eligible to sit for the Examination. For each part a separate final application form should be submitted.)

SPACE FOR
PHOTOGRAPH

PARTICULARS TO BE FILLED IN BY THE CANDIDATE IN HIS/HER OWN HANDWRITING

1. Name in full to be written in Block letters,
(As recorded in H.S.C. with Surname first) : _____

2. Date of Birth (As recorded in H.S.C.) : _____

3. Sex (Male / Female) : _____

4. Name of the Father/Guardian : _____

5. a) Present Address:

5. b) Permanent Address:

Phone No:

Phone No.:

6. Nationality : _____

7. Whether the candidate belongs to any of the
Scheduled caste / scheduled tribe / Adibasi
or any Backward Class/ Woman/ General
(Name of the caste/tribe or Community
Should be mentioned marking ()

WOMAN/S.C/S.T./O.B.C./GENERAL

8. Whether differently abled : _____

9. Year of Graduation and mention the Faculty (Arts, Science, Commerce or Law) :

Year	Faculty	Name of the University

10. Year of admission into Post-Graduate Course (For Collegiate Candidates) : Part – I Month _____ Year _____
Part – II Month _____ Year _____

11. The year or years in which the applicant applied/appeared/passed/failed the Part- I and Part- II Examination Previously.

Year of the Examination	Roll No. Part	Applied/Absent/ Passed/Failed	Total Marks	Remarks
1.				
2.				
3.				
4.				

N.B:- Passed and Failed candidates are required to enclose Xerox copy of Mark List duly attested by concerned Head of the Dept/Gazetted Officer (for non-collegiate candidates)

Absentee candidate are required to enclose the admit card/Permission letter in original

12. Name and No. of all papers for part-II Exam. Should be mentioned and special papers offered by the candidate for part-II M.A/M.Sc./M.Com. Examination should tally with the title in the courses of studies. In case candidate belonging to life science they should mention all the theory papers including special papers if they select either Botany or Zoology stream at their choices.

PAPER No.	PART – I	PAPER No.	PART - II
	TITLES OF PAPERS		TITLES OF PAPERS (GENERAL)

			NAME OF THE SPECIAL PAPERS WITH THE GROUP (The titles should tally with the syllabus)

13. Particulars of fees remitted:

- | | |
|---|----------------------------|
| a) Examination fee Rs. _____ | b) Centre Charge Rs. _____ |
| c) Fee for Registration _____ | d) Fee for marks _____ |
| e) Fees for Provisional Certificate _____ | f) Squad fee _____ |
| g) Others if any _____ | h) Total _____ |
- Vide SBI Bank Draft No. _____ Dt. _____ Amount _____

Place: _____

Date: _____

Signature of the Candidate
(in full)

C E R T I F I C A T E

Certified (1) that particulars given by the candidate are correct (2) that his/her diploma and the mark list were verified and found that he/she has passed the qualifying examination (3) that his/her conduct has been good, (4) that he/she has signed the above application in my presence (5) that I know nothing against his/her conduct and moral character (6) that the candidate qualifies for the examination as per the Regulation (7) that he/she has studied diligently and satisfactorily passed all periodical tests and (8) that he/she has maintained the required percentage of attendance in lecturer/tutorials/practical classes.

Programme Coordinator (Academic) / Officer-in-charge, DEC
(SIGNATURE WITH SEAL)

INSTRUCTIONS

1. No application shall be entertained unless it is properly filled in and submitted along with necessary documents in conformity with the Regulations and instructions of the University, as amended from time to time.
2. No candidate shall be allowed to offer any subject or paper other than those mentioned in this application provided the candidate is eligible under the Regulations to offer such subject or paper.
3. i) No application for admission to the Examination shall be entertained after the due date. In exceptional cases, permission may be granted provided the reason for the delay were considered to be sufficient and the application alongwith the requisite fee reach the Office dates fixed by the University.
ii) Two pass port size photographs should be pasted one with the form duly attested by a Gazetted Officer, On the front side and another in the Admit Card.
4. The certificate shall be signed by a Gazetted Officer in case of Non-collegiate candidates.
5. Two self addressed stamped envelopes of size 9”×4” affixed with stamp of Rs. 5/- and Rs. 30/- are to be enclosed by the non-collegiate candidates.
6. Non-collegiate candidates are required to produce T.C/C.L.C. & Regn. Receipt in original for verification.
7. FEES (Liable for revision without previous notice)
8. The university Reserves the right to allow or not to allow any candidate to appear the examination.
9. All disputes concerning this transaction are subject to the exclusive Jurisdiction of the civil court and Legal Forum at Berhampur (Ganjam Orissa) as per the terms and conditions of the transaction.

Non-Collegiate candidates are required to deposit the Fees in the shape of SBI Bank Draft in favour of Comptroller of Finance, Berhampur University payable at SBI, Bhanja Bihar Branch.

No fees shall be accepted in the University Office in CASH. The deposit shall be made in favour of Comptroller of Finance, Berhampur University, Bhaja Bihar.

BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR – 760 007, GANJAM (ORISSA)

Part-I/II/Semester _____ Examination, 20 ____

PHOTO

A D M I T

(Particulars to be filled in by the candidate in his/her own hand writing only)

Name in full: Shri/Smt. _____
(in capital letters read with spelling of H.S.C./Matriculation Certificate)

1. Name of the Examination Centre: _____
2. Registration No. : _____
3. Subject: _____
4. Signature of the candidate in full: _____

(DETAIL PARTICULARS OF THE PAPERS)
(To be filled in by the candidate)

Roll No.:
CENTRE:

CONTROLLER OF EXAMINATIONS

(TO BE FILLED IN AT THE EXAMINATION CENTRE)

Signature of the Candidate (in full) _____
Issued in my presence.

SIGNATURE OF THE PRINCIPAL/CENTRE SUPERINTENDENT

1. See instruction overleaf
2. Do not write any thing on the Admit Card.

RULE FOR THE GUIDANCE OF CANDIDATES

1. The examination will commence on and will continue from day to day as per examination programme already notified.
2. Candidates suffering from any disease which would render their presence in the examination hall undesirable in the interests of other candidates will not be allowed to enter the examination hall.
3. the doors of the examination hall will be opened half an hour before the examination starts on the first day and 15 minutes before on other days. A seat with the same number as on his submission card assigned to each candidate will be provided and he should be in his seat 5 minutes before the examination begins. Candidates arriving after the examination has started will not be admitted except with special permission of the Superintendent. This permission will in no case be given to a candidate who is more than half an hour late.
4. Candidate should bring their own pens and mathematical instruments. No book or papers printed or manuscript other than their admission cards should be taken into the examination centre. Candidates should not have in their possession while in the hall any books or paper printed or manuscript even if they are unconnected with subject of the examination except their admission card, connected question paper, answer books, graph sheets etc as are provided by the centre for the examination being held at the time. Logarithm-tables shall be provided by the centre for mathematical calculations. Calculators or computers shall not be allowed.
5. Candidates should not misbehave with any Officer connected with the conduct of the examination in the examination hall or in the premises of the examination centre.
6. Candidates are not allowed to leave the hall before one hour after in examination starts. They should not leave their seats until they have submitted their answer books to an invigilator. Answer books should not be left behind on the desk. No candidate will be allowed to re-enter the examination hall after once quitting it. In case of urgent need however a candidate may be permitted by the Senior Invigilator to leave the hall temporally under special supervision.
7. Candidates are not permitted to talk to each other in the examination hall. No one should receive help from or assist another in any manner.
8. a candidate should not write on the out side of his answer book the Roll number and such other distinguishing marks as are given to him on the admission card and should on no account write any where in his answer book, his own name or Roll No. or the name of college or anything else that is not strictly connected with the answer to the question given. Furnishing false Roll Number on the cover page is a serious offence and no answer book without the candidates Roll Number clearly written on the outside will be examined. The results of the candidate who shall be found to have written his name/roll no/college/any identifying mark will be cancelled.
9. Candidates while in the examination hall neither write anything on the question papers or blotting papers nor should they take out of the hall any paper other than the question papers. In case a candidate intends to change the ink or pen he/she should take the permission of the invigilator and his signature on the answer book.
10. candidates should notes that their answer shall be valued from the beginning of the answer book serially without omitting any answer in the requisite number of optional question are covered, Answer to compulsory questions will be examined in any case. Answer to optional questions of any beyond the requisite number shall not be valued.
11. A candidate wishing to say anything should standup at his seat and remain standing until the invigilators come to him. He should on no account, leave his seat or make any noise to call the invigilators attention to him.

12. Persons unconnected with the conduct of the examination, whether relations of candidates or otherwise shall not be allowed to enter the examination hall.
13. Infringement of any of the above rules will render the candidates liable to expulsion from the examination hall or any such further penalties that the authorities may deem fit to impose.
14. Any other case not provided for in these rules for example when a candidate is disabled in some way but still able to sit for the examination. Reference should be made to the Centre Superintendent for his decision.
15. Candidates are required to sign on prescribed proforma while handing over each answer paper and before leaving the examination hall.
16. Collegiate candidates are required to bring their identity cards along with this admission card to the examination hall and produce the same on demand.
17. The examinations shall be conducted strictly according to Orissa Conduct of Examinations Act, 1988.

Harihara Mardaraj Distance Education Centre

Berhampur University, Berhampur-760 007

ADDRESS SLIP

Write your Name and Address in BLOCK (Capital) Letter with PIN Code in all the Address Slips

Do not fill in the space prescribed for the Enrollment Number

Enrollment No.	<input type="text"/>	Enrollment No.	<input type="text"/>
Name:		Name:	
C/ O		C/ O	
Address		Address	
At/Po:		At/Po:	
Via:		Via:	
Dist: PIN		Dist: PIN	

Enrollment No.	<input type="text"/>	Enrollment No.	<input type="text"/>
Name:		Name:	
C/ O		C/ O	
Address		Address	
At/Po:		At/Po:	
Via:		Via:	
Dist: PIN		Dist: PIN	

Enrollment No.	<input type="text"/>	Enrollment No.	<input type="text"/>
Name:		Name:	
C/ O		C/ O	
Address		Address	
At/Po:		At/Po:	
Via:		Via:	
Dist: PIN		Dist: PIN	