

PROSPECTUS

Admission for
Open and Distance Learning Programmes

ACADEMIC SESSION 2023-24



CENTRE FOR DISTANCE AND ONLINE EDUCATION
SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA,
SAMBALPUR, ODISHA – 768019



Prof. Bidhu Bhusan Mishra
Vice - Chancellor



Sambalpur University
Jyoti Vihar, Burla

Message

In a developing nation like India, the acquisition of knowledge and skills is paramount for advancement. Numerous individuals in the country face challenges accessing high-quality education due to constraints related to time and location. To address this issue, Open and Distance learning and Online education emerges as a solution by offering students the flexibility to learn at their own pace and from any location worldwide.

At the Center for Distance and Online Education, Sambalpur University, we strive to bridge this educational gap. Our UGC-DEB approved BBA, MBA, and M.Com. programmes maintain the same level of excellence as conventional programs. Experienced faculty members, experts in their respective fields, facilitate these courses, ensuring students receive top-notch education. As a University, it is our social responsibility to extend opportunities to students, working professionals, and housewives in both urban and rural areas, enabling them to acquire knowledge and progress in their life. We firmly believe that these Distance Education programmes will empower learners to become active partners in the country's development and progress.

With earnest wishes and warm greetings.

Prof. Bidhu Bhusan Mishra
Vice-Chancellor

1. Introduction

The Sambalpur University Act was passed by the Odisha Legislature on 10th December, 1966 to fulfil long cherished dream of the people of Western Odisha for establishment of a University. The University started functioning from 1st January, 1967 with Prof. Parsuram Mishra as the first Vice-Chancellor. The University was inaugurated on 4th January, 1967 by Hon'ble Chancellor A. N. Khosla. The University started functioning in 1967 in a rented private building at Dhanupali, Sambalpur and in Government building at Ainthapali, Sambalpur from 1968 - 72. In the year 1973 the University was shifted to the present campus named Jyoti Vihar at Burla. The territorial jurisdiction of the University covers six districts of the state of Odisha namely Sambalpur, Sundargarh, Jharsuguda, Deogarh, Bargarh, Boudh besides Athamallik Sub-Division of Angul District.

The Centre for Distance and Online Education (CDOE), formerly known as the Directorate of Distance and Continuing Education (DDCE), was established in 1998 in collaboration with the P.G. Departments of Sambalpur University. On 30.07.2021, the DDCE was officially renamed as the Centre for Distance and Online Education (CDOE). In pursuit of its mission, the CDOE introduced Open and Distance Learning (ODL)/Online (OL) mode programs with thirteen affiliated colleges under Sambalpur University, serving as Learner Support Centers (LSC). The primary goal was to make education accessible to a wider audience, breaking down barriers to learning and bringing education right to people's doorsteps.

The UGC-DEB has approved to run BBA, MBA and M.Com programs through ODL mode under Centre for Distance and Online Education, Sambalpur University from the Academic session 2023–24. Further, AICTE has approved to run MBA and MCA programmes through ODL/ Online mode from the academic session 2023-24 to 2027-28.

The Information Brochure presents an overview of the procedure of admission into BBA, MBA and M.Com. programme offered by the Centre for Distance and Online Education of Sambalpur University. The candidates are advised to read the prospectus carefully and fill the online application form and upload required documents and submit a printout (hard copy) of the application form to **The Director, Centre for Distance and Online Education (CDOE), Sambalpur University, Jyoti Vihar, Burla, Sambalpur, Odisha-768019**. The authority of the University will neither be responsible for any postal delay nor entertain any query in this regard. Fees once deposited will not be refundable.

2. Programmes Offered

- i. **Bachelor of Business Administration (BBA):** Embark on a dynamic journey of business leadership with our comprehensive BBA program. Designed to nurture budding entrepreneurs and future corporate leaders, this course offers a holistic understanding of fundamental business principles, management techniques, and strategic decision-making. Prepare to thrive in a competitive global market by

gaining real-world insights, honing your analytical skills, and developing a strong foundation in various business disciplines.

- ii. **Master of Business Administration (MBA):** Elevate your career prospects with our esteemed MBA program, tailored to groom visionary leaders and business experts. Through an immersive and experiential curriculum, you will master the art of effective leadership, strategic thinking, and innovation. Our renowned faculty members ensure a blend of academic excellence and practical insights, empowering you to navigate complex business challenges with confidence. Choose from a range of specialized concentrations to align your passion with your career aspirations and excel in your chosen domain.
- iii. **Master of Commerce (M.Com):** Deepen your knowledge of commerce and finance with our M.Com program, crafted to enhance your expertise in financial analysis, accounting principles, and economic trends. Immerse yourself in a stimulating academic environment that encourages critical thinking, research, and application of theories to real-world scenarios. Whether you aspire to pursue a career in corporate finance, banking, or academia, our M.Com program equips you with the necessary skills to thrive in a rapidly evolving economic landscape.

3. Eligibility Criteria

| Sl. No. | Programme Name | Eligibility |
|---------|-------------------------------------|--|
| 1 | Bachelor of Business Administration | 10+2 Examination or equivalent from a recognized board |
| 2 | Master of Business Administration | Bachelor's degree in any discipline from a recognized University/ Institution. |
| 3 | Master of Commerce | Bachelor's degree in any discipline from a recognized University/ Institution. |

4. Seat Strength

| Sl No | Programme Name | In take Capacity |
|-------|-------------------------------------|------------------|
| 1 | Bachelor of Business Administration | 1500 |
| 2 | Master of Business Administration | 150 |
| 3 | Master of Commerce | 600 |

5. Duration

| Sl. No. | Programme Name | Minimum Duration | Maximum Duration |
|---------|-------------------------------------|--|--|
| 1 | Bachelor of Business Administration | Three Academic Years from the year of joining the programme. | The Candidate shall have to complete the course within Six academic years from the year of joining the programme. |
| 2 | Master of Business Administration | Two Academic Years from the year of joining the programme. | The Candidate shall have to complete the course within Four academic years from the year of joining the programme. |
| 3 | Master of Commerce | Two Academic Years from the year of joining the programme. | The Candidate shall have to complete the course within Four academic years from the year of joining the programme. |

6. **Medium of Instruction:** English, Hindi and Odia

7. Important Dates

| | |
|---|-----------------------------------|
| Online filling up of application form shall begin | Dt. 05.01. 2024 (10.00 AM) |
| The last date of submission of application online | Dt. 20. 01.2024 (5.00 PM) |
| Last date of submission of hard copy of the application along with the required documents | Dt. 24.01.2024 |

These days may be changed if necessary.

8. Fee Structure

| Sl. No. | Programme Name | Fees |
|---------|-------------------------------------|--|
| 1 | Bachelor of Business Administration | Course fee: 5000 X 6 Semester = 30,000/- Examination Fee: 500 X 6 Semester = 3,000/- Total Fees = 33,000/- |
| 2 | Master of Business Administration | Course fee: 15,000 X 4 Semester = 60,000/- Examination Fee: 500 X 4 Semester = 2,000/- Total Fees = 62,000/- |
| 3 | Master of Commerce | Course fee: 3000 X 4 Semester = 12,000/- Examination Fee: 500 X 4 Semester = 2,000/- Total Fees = 14,000/- |

9. Mode of Payment

All payments shall be made by the candidates through State Bank Collect during the time of admission and details will be given in the intimation letter.

10. How to Submit Online Application Form

The Application form, prospectus and other details will be available on the web from Dt. 05. 01.2024. The last date of submission of application online is Dt. 20.01.2024 and the last date of submission of hardcopy of application is Dt. 27.01. 2024.

Candidates desirous of seeking admission to BBA, MBA and M.Com Programmes are required to submit applications online by adopting the following procedure:

- i. Candidates should log on to the website **<http://cdoe.suniv.ac.in>** and click “online admission”.
- ii. The candidates should download the prospectus for Admission for Open and Distance Learning Programmes and read it carefully before filling up of form online.
- iii. The candidate should then register himself/ herself (through appropriate link) by providing the following information:
 - (a) Name of the candidate
 - (b) e-mail ID
 - (c) Password (to be created by the candidate)

The candidate should carefully note down the user ID and Password for future use.

- iv. The candidates can then fill up the form online. After completion of all the fields in the form, the candidates should click the “submit” button. There after a page will be opened with all the information of the candidate that he/she has filled in. The candidate then has to take a printout of this page and send/submit it to **The Director, Centre for Distance and Online Education, Sambalpur University, Jyoti Vihar, Sambalpur, Odisha–768019** along with the following documents latest by **Dt. 24.01.2024**.
 - a) Two recent passport size colour photographs of the candidate duly signed.
 - b) One set of photocopies of self-attested Mark Sheet/Certificates of H.S.C. and +2 Examination (For BBA) along with Graduation Mark Sheet/ Certificate (For MBA and M.Com).

Application incomplete in any manner shall be rejected. The authority of the University will neither be responsible for any postal delay nor entertain any query in this regard.

11. Selection Process for Admission

- i) Admission cannot be claimed as a matter of right.
- ii) Selection for admission into BBA, MBA and M.Com Programmes shall be done on merit basis following the practice as in conventional mode.

12. Reservation

Wherever applicable the relevant Government of India rules on reservation shall be adhered to.

13. Intimation

The selected candidates will be intimated by mail to download the Intimation Letter through their user Log in and the list of selected candidates will be notified in the CDOE website.

14. Admission

The selected candidates must send/submit the following documents by Registered post/ Speed Post or in person for admission to the Director, CDOE, Sambalpur University, Jyoti Vihar, Sambalpur, Odisha – 768019 within 7 days of issue of the Intimation letter.

- i. Original marksheet/ Certificate of HSC, CHSE, +3 Examination for verification
- ii. Two recent passport size colour photographs duly signed in the front below the face
- iii. Required fees specified in the Intimation Letter through SB Collect.

15. Outline of the Syllabus

i) Bachelor of Business Administration

| Semester I | | | | | | |
|---|---|-------------------|---------------|-----------------|-----------------|--------------------|
| Paper Code | Title of the Paper | Paper Type | Credit | Internal | External | Total Marks |
| BBA-101 | Environmental Science | AECC | 2 | 15 | 35 | 50 |
| BBA-102 | Fundamentals of Management & Organisational Behaviour | CORE | 6 | 30 | 70 | 100 |
| BBA-103 | Statistics for Business Decisions | CORE | 6 | 30 | 70 | 100 |
| BBA-104 | Entrepreneurship Development | GE | 6 | 30 | 70 | 100 |
| Semester-I Total Theory Credits and Marks | | | 20 | | | 350 |
| Semester II | | | | | | |
| BBA-201 | Business Communication (Language : English / MIL) | AECC | 2 | 15 | 35 | 50 |
| BBA-202 | Managerial Economics | CORE | 6 | 30 | 70 | 100 |
| BBA-203 | Business Accounting | CORE | 6 | 30 | 70 | 100 |
| BBA-204 | Ethics & Corporate Social Responsibility | GE | 6 | 30 | 70 | 100 |
| Semester II Total Theory Credits and Marks | | | 20 | | | 350 |
| Semester III | | | | | | |
| BBA-301 | Macroeconomics | CORE | 6 | 30 | 70 | 100 |
| BBA-302 | Principles of Marketing | CORE | 6 | 30 | 70 | 100 |
| BBA-303 | Management Accounting | CORE | 6 | 30 | 70 | 100 |
| BBA-304 | Production & Operations Management | GE | 6 | 30 | 70 | 100 |
| BBA-305 | Personality Development & Communication Skills | SEC | 2 | 15 | 35 | 50 |
| Semester-III Total Credit and Marks | | | 26 | | | 450 |
| Semester IV | | | | | | |
| BBA-401 | Business Research | CORE | 2 | 30 | 70 | 100 |

| | | | | | | |
|---|---|------|------------|----|----|-------------|
| BBA-402 | Human Resource Management | CORE | 6 | 30 | 70 | 100 |
| BBA-403 | Financial Management | CORE | 6 | 30 | 70 | 100 |
| BBA-404 | India's Diversity & Business | GE | 6 | 30 | 70 | 100 |
| BBA-405 | IT Tools for Business | SEC | 2 | 15 | 35 | 50 |
| Semester-IV Total Credit & Marks | | | 26 | | | 450 |
| Semester V | | | | | | |
| BBA-501 | Quantitative Techniques for Management | CORE | 6 | 30 | 70 | 100 |
| BBA-502 | Legal Aspects of Business | CORE | 6 | 30 | 70 | 100 |
| BBA-503 | Elective – I | DSE | 6 | 30 | 70 | 100 |
| BBA-504 | Elective – II | DSE | 6 | 30 | 70 | 100 |
| BBA-505 | Dissertation & Viva (Summer Internship project) | | 6 | | | 100 |
| Semester-V Total Credit & Marks | | | 30 | | | 500 |
| Semester VI | | | | | | |
| BBA-601 | Business Policy & Strategy | CORE | 6 | 30 | 70 | 100 |
| BBA-602 | Financial Institutions & Markets | CORE | 6 | 30 | 70 | 100 |
| BBA-603 | Elective – III | DSE | 6 | 30 | 70 | 100 |
| BBA-604 | Elective – IV | DSE | 6 | 30 | 70 | 100 |
| Semester-VI Total Credit & Marks | | | 24 | | | 400 |
| Grand Total | | | 146 | | | 2500 |

| DISCIPLINE SPECIFIC ELECTIVE COURSE: | | | |
|---|--|---|---|
| Finance (DSE - I), Marketing (DSE -II), Human Resource (DSE - III) | | | |
| Paper Code | DSE - I (Finance) | DSE – II (Marketing) | DSE - III (Human Resource) |
| 503 | Investment Banking & Financial Services | Consumer Behaviour | Training & Development |
| 504 | Investment Analysis & Portfolio Management | Personal Selling & Sales Force Management | Talent & Knowledge Management |
| 603 | Project Appraisal | Retail Management | Performance & Compensation Management |
| 604 | Financial Modelling & Derivatives | Distribution & Supply Chain Management | Counselling & Negotiation Skills for Managers |
| (AECC- Ability Enhancement Compulsory Course, SEC- Skill Course, DSE-Discipline Specific Course, GE- General Elective) | | | |

ii) Master of Business Administration

| Semester I | | | | | |
|--|--|-----------------|-----------------|--------------------|---------------|
| Paper Code | Title of the Paper | External | Internal | Total Marks | Credit |
| CP - 101 | Principles and Practices of Management | 70 | 30 | 100 | 4 |
| CP - 102 | Business Statistics and Analysis | 70 | 30 | 100 | 4 |
| CP - 103 | Managerial Economics | 70 | 30 | 100 | 4 |
| CP - 104 | Business Environment | 70 | 30 | 100 | 4 |
| CP - 105 | Business Communication | 70 | 30 | 100 | 4 |
| CP - 106 | Human Values and Professional Ethics | 70 | 30 | 100 | 4 |
| CP - 107 | Financial Accounting for Managers | 70 | 30 | 100 | 4 |
| CP - 108 | Computer Application in Management | 70 | 30 | 100 | 4 |
| Semester I Total Theory Credits | | | | | 32 |
| Semester II | | | | | |

| Paper Code | Title of the Paper | | | | Credit |
|---|---|----|----|-----|---------------|
| CP - 201 | Legal Aspects of Business | 70 | 30 | 100 | 4 |
| CP - 202 | Quantitative Techniques for Managers | 70 | 30 | 100 | 4 |
| CP - 203 | Human Resource Management | 70 | 30 | 100 | 4 |
| CP - 204 | Corporate Financial Management | 70 | 30 | 100 | 4 |
| CP - 205 | Marketing Management | 70 | 30 | 100 | 4 |
| CP - 206 | Operations Management | 70 | 30 | 100 | 4 |
| CP - 207 | Business Research Methods | 70 | 30 | 100 | 4 |
| CP - 208 | Organizational Behaviour | 70 | 30 | 100 | 4 |
| Semester II Total Theory Credits | | | | | 32 |
| Semester III | | | | | |
| CP - 301 | Strategic Management | 70 | 30 | 100 | 4 |
| CP - 302 | International Business Management | 70 | 30 | 100 | 4 |
| CP - 303 | Summer Training, Project Report & Viva-voce | | | 100 | 4 |
| Finance (Major Specialization) | | | | | |
| F - 304 | Security Analysis and Portfolio Management | 70 | 30 | 100 | 4 |
| F - 305 | International Financial Management | 70 | 30 | 100 | 4 |
| F - 306 | International Accounting | 70 | 30 | 100 | 4 |
| F - 307 | Financial Derivatives | 70 | 30 | 100 | 4 |
| F - 308 | Project Planning Analysis & Management | 70 | 30 | 100 | 4 |
| F - 309 | Corporate Restructuring | 70 | 30 | 100 | 4 |
| Marketing (Major Specialization) | | | | | |
| M - 304 | Consumer Behaviour | 70 | 30 | 100 | 4 |
| M - 305 | Advertising Management | 70 | 30 | 100 | 4 |
| M - 306 | Strategic Management | 70 | 30 | 100 | 4 |
| M - 307 | International Marketing | 70 | 30 | 100 | 4 |
| M - 308 | Sales & Distribution Management | 70 | 30 | 100 | 4 |
| M - 309 | Planning & Managing Retail Business | 70 | 30 | 100 | 4 |

| Human Resource (Major Specialization) | | | | | |
|--|--|----|----|-----|-----------|
| HR – 304 | Management of Industrial Relations | 70 | 30 | 100 | 4 |
| HR – 305 | Performance and Reward Management | 70 | 30 | 100 | 4 |
| HR - 306 | Legal Framework Governing Human Relations | 70 | 30 | 100 | 4 |
| HR - 307 | Management Training & Development | 70 | 30 | 100 | 4 |
| HR - 308 | Human Resource Development-Strategies & Systems | 70 | 30 | 100 | 4 |
| HR - 309 | Human Resource Planning & Development | 70 | 30 | 100 | 4 |
| Semester III Total Theory Credits | | | | | 36 |
| Semester IV | | | | | |
| CP - 401 | Entrepreneurship Development | 70 | 30 | 100 | 4 |
| CP - 402 | Project Management | 70 | 30 | 100 | 4 |
| CP - 403 | Dissertation and Viva-voce, Immersion Programme | | | | 4 |
| Finance (Minor Specialization) | | | | | |
| F - 404 | Security Analysis & Portfolio Management | 70 | 30 | 100 | 4 |
| F - 405 | International Accounting | 70 | 30 | 100 | 4 |
| F - 406 | Project Planning Analysis & Management | 70 | 30 | 100 | 4 |
| Marketing (Minor Specialization) | | | | | |
| M - 404 | Advertising Management | 70 | 30 | 100 | 4 |
| M - 405 | International Marketing | 70 | 30 | 100 | 4 |
| M - 406 | Planning & Managing Retail Business | 70 | 30 | 100 | 4 |
| Human Resource (Minor Specialization) | | | | | |
| HR - 404 | Manpower Development for Technological Change | 70 | 30 | 100 | 4 |
| HR - 405 | Legal Framework Governing Human Relations | 70 | 30 | 100 | 4 |
| HR - 406 | Human Resource Development: Strategies & Systems | 70 | 30 | 100 | 4 |
| Semester IV Total Theory Credits | | | | | 24 |

| | | | | |
|--|--|--|--|------------|
| Total Theory Credits Semester I, II, III and IV | | | | 124 |
|--|--|--|--|------------|

iii) Master of Commerce

| SEMESTER - I | | | | | |
|---------------------|--|-----------------|-----------------|--------------------|---------------|
| Papers | | Marks | | Total Marks | Credit |
| Paper Code | Title of the Paper | External | Internal | | |
| MCO 101 | Principles of Management and Organizational Behavior | 70 | 30 | 100 | 4 |
| MCO 102 | Accounting for Managerial Decisions | 70 | 30 | 100 | 4 |
| MCO 103 | Quantitative Techniques | 70 | 30 | 100 | 4 |
| MCO 104 | Economics for Managers | 70 | 30 | 100 | 4 |
| MCO 105 | Computer Application in Business | 70 | 30 | 100 | 4 |
| | Total | | | 500 | 20 |
| Semester-II | | | | | |
| MCO 201 | Emerging Business Law | 70 | 30 | 100 | 4 |
| MCO 202 | Business Environment | 70 | 30 | 100 | 4 |
| MCO 203 | Marketing Management | 70 | 30 | 100 | 4 |
| MCO 204 | Financial Management | 70 | 30 | 100 | 4 |
| MCO 205 | Research Methodology | 70 | 30 | 100 | 4 |
| MCO 206 | Human Resource Management | 70 | 30 | 100 | 4 |
| | Total | | | 600 | 24 |
| SEMESTER-III | | | | | |
| MCO 301 | E-Commerce | 70 | 30 | 100 | 4 |
| MCO 302 | Entrepreneurship & MSME Management | 70 | 30 | 100 | 4 |
| MCO 303 | Financial Institutions and Markets | 70 | 30 | 100 | 4 |

| | | | | | |
|--|--|----|----|-------------|-----------|
| MCO 304* | SPL PAPER-1 | 70 | 30 | 100 | 4 |
| MCO 305* | SPL PAPER-2 | 70 | 30 | 100 | 4 |
| MCO 306* | SPL PAPER-3 | 70 | 30 | 100 | 4 |
| | Total | | | 600 | 24 |
| Special Papers (And any one of the following three Optional Groups) | | | | | |
| Group-A Accounting | | | | | |
| MCO 304A | Corporate Tax Planning | 70 | 30 | 100 | 4 |
| MCO 305A | Accounting Theory and Practice | 70 | 30 | 100 | 4 |
| MCO 306A | Corporate Reporting and Analysis | 70 | 30 | 100 | 4 |
| Group-F Finance | | | | | |
| MCO 304F | Advanced Financial Management | 70 | 30 | 100 | 4 |
| MCO 305F | International Financial Management | 70 | 30 | 100 | 4 |
| MCO 306F | Security Analysis and Portfolio Management | 70 | 30 | 100 | 4 |
| Group-M Marketing | | | | | |
| MCO 304M | Services Marketing | 70 | 30 | 100 | 4 |
| MCO 305M | Advertising and Sales Promotion Management | 70 | 30 | 100 | 4 |
| MCO 306M | Consumer Behavior | 70 | 30 | 100 | 4 |
| Semester-IV | | | | | |
| MCO 401 | Strategic Management | 70 | 30 | 100 | 4 |
| MCO 402 | Business Ethics and Corporate Governance | 70 | 30 | 100 | 4 |
| MCO 403 | Dissertation and Viva - Voce | | | 100 | 4 |
| MCO 404* | SPL PAPER-4 | 70 | 30 | 100 | 4 |
| MCO 405* | SPL PAPER-5 | 70 | 30 | 100 | 4 |
| | Total | | | 500 | 22 |
| | Grand Total | | | 2200 | 88 |

| | | | | | |
|--|---|----|----|-----|---|
| *Two compulsory papers, One Dissertation & Two Special Papers of 100 marks each | | | | | |
| *Semester IV (Special Papers) And any one of the following three Optional Groups | | | | | |
| Group-A Accounting | | | | | |
| MCO 404A | Advanced Accounting | 70 | 30 | 100 | 4 |
| MCO 405A | International Accounting | 70 | 30 | 100 | 4 |
| Group-F Finance | | | | | |
| MCO 404F | Financial Risk Management and Derivatives | 70 | 30 | 100 | 4 |
| MCO 405F | Project Management | 70 | 30 | 100 | 4 |
| Group-M Marketing | | | | | |
| MCO 404M | Sales and Distribution Management | 70 | 30 | 100 | 4 |
| MCO 405M | Retail Business Management | 70 | 30 | 100 | 4 |

16. Study Materials

Students will be provided with a complete set of study materials for all the courses in each semester.

17. Requirement of Attendance

A student has to attend at least 75% of the class hour during each semester. Condoning of attendance may be granted by the Syndicate only to the extent of 15% in exceptional cases.

18. Conduct of Examination

Conduct of Examination and Classification /Publication of Results shall be as per the existing regulations of the Sambalpur University.

Examination Schedule

| Name of the Programme | First Semester | Second Semester |
|-----------------------|----------------|-----------------|
| BBA, MBA and M.Com | July 2024 | December 2024 |

19. Publication of Results

The results will be published ordinarily within 45 days from the date of last examination. The result of the examinations will be notified and published in the CDOE

website. Mark sheet will be dispatched to individual candidate within 15 days from publication of result.

20. Issue of Provisional Certificate and Degree

The Office of the Centre for Distance and Online Education shall issue Provisional Certificate to the successful candidates. Further, a candidate successfully completing the courses and passing the same will be awarded Degree in the prescribed format signed by the Vice-Chancellor of the University and the same will be sent to the candidate without any application and additional fees.

21. Provision for Back Paper and Improvement of Examinations

Candidate who appears UG/PG examinations of ODL programmes under CDOE, Sambalpur University and unable to clear all papers, there is provision that he/she shall be allowed to appear back paper/ improvement examination and the higher marks secured in each paper shall be retained. However, the candidate has to pay Rs. 1000/- towards charges for back paper/ improvement examination of one Semester.

22. Evaluation and Declaration of Results

The system of evaluation shall be as follows:

The evaluation shall always have two components:

- i. Semester end term examination: 70% of weightage
- ii. Continuous evaluation: 30% of the total weightage, made on the basis of home assignments and mid-term examination.
- iii. For dissertation/ project, 80% weightage will be given for the report and 20% weightage will be given for viva-voce/ presentation.

23. Interpretation

For any dispute in interpretation in respect of the provisions of this Information Brochure, the decision of the University shall be treated as final.

Council of Directorate of Centre for Distance and Online Education

1. The Vice-Chancellor, Sambalpur University
2. The Chairman, P.G. Council, Sambalpur University
3. The Registrar, Sambalpur University
4. The Comptroller of Finance, Sambalpur University
5. The Controller of Examinations, Sambalpur University
6. The Director, College Development Council, Sambalpur University
7. The Director, SUIIT, Sambalpur University
8. The Head, Department of Business Administration, Sambalpur University
9. The Head, Department of Computer Science, Sambalpur University
10. The Head, Department of Law, Sambalpur University
11. Prof. B. Satpathy, Department of Business Administration, Sambalpur University
12. Prof. P. K. Naik, Department of Biotechnology and Bioinformatics, Sambalpur University
13. The Director, Centre for Distance and Online Education, Sambalpur University









Director

Dr. Rajendra Kumar Behera

Mobile No. 9437334270

E-mail: directorcdoe@suniv.ac.in

Faculty Members of Centre for Distance and Online Education

| Name of the Programme | Name of the Faculty & Designation | Contact No. & Mail ID | Photo |
|-----------------------|--|---|---|
| MA Education | Ms. Namita Sahu Assistant Professor Programme Coordinator | 6371635330 sahunamita19@suniv.ac.in |  |
| | Mr. Akash Padhan Assistant Professor Course Coordinator | 7438845201 akashpadhan51249@suniv.ac.in |  |
| | Dr. Benudhar Pradhan Associate Professor Course Mentor | 9098629501, 9098862890 benudharpradhan1968@suniv.ac.in |  |
| | Mr. Netramani Budhia Assistant Professor | 7377966977 netramani19@suniv.ac.in |  |
| MBA | Mr. Premananda Meher Assistant Professor Programme Coordinator | 9178642089 meher.premananda123@suniv.ac.in |  |
| | Dr. Sanjaya Jena Assistant Professor Course Coordinator | 9853700017 jsbro7686@suniv.ac.in |  |
| MCA | Mr. Soumya Ranjan Sahu Assistant Professor Programme Coordinator | 7008536800 soumyaranjancs0918@suniv.ac.in |  |
| | Dr. Aishwarya Mishra Assistant Professor Course Coordinator | 9337974463, 9439224001 aishwaryamishra1987@suniv.ac.in |  |

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|---------|--|--|--|
| M. Com. | Dr. Gopala Bhua Assistant Professor Programme Coordinator | 9437332058 dr.gopalbhue@suniv.ac.in |  |
| | Mr. Kaushik Das Assistant Professor Course Coordinator | 9776979256 kaushikdassuv@suniv.ac.in |  |
| | Ms. Kanchan Bhuwania Assistant Professor Course Mentor | 6371199471, 7008334829 kanchanbhuwania108@suniv.ac.in |  |
| BBA | Mr. Manas Ranjan Nayak Assistant Professor Programme Coordinator | 9439215789 immanas@suniv.ac.in |  |
| | Mrs. Nileema Pradhan Assistant Professor Course Coordinator | 8594805434, 7008509234 npradhan2k19@suniv.ac.in |  |
