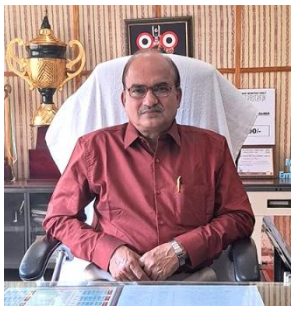
PROSPECTUS

Admission for
Open and Distance Learning Programmes

ACADEMIC SESSION: FEBRUARY 2025

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 though 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	180
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. 18.02.2025**
The last date of submission of application online	**Dt. 31.03.2025**
Last date of submission of hard copy of the application along with the required documents	**Dt. 10.04.2025**

These days may be changed if necessary.

8. Fee Structure

Sl. No.	Programme Name	Fees
1	Bachelor of Business Administration	Course fee: 5000 × 6 Semester = 30,000/- (For Three Years) Course fee: 5000 × 8 Semester = 40,000/- (For Four Years: BBA Honours with Research)
2	Master of Business Administration	Course fee: 15,000 × 4 Semester = 60,000/-
3	Master of Commerce	Course fee: 3000 × 4 Semester = 12,000/-

NB:

I. The student will pay the requisite examination fee and fill up the registration form online.

II. Refund Policy for cancellation:

For cancellations of course, HEIs may deduct a processing fee on the following manner:

Category	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last dat of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days after formally notified last date of notification
5	00%	More than 30 days after formally notified last date of admission

9. Mode of Payment

All payments shall be made by the candidates through SB 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. 18.02.2025. The last date of submission of application online is Dt. 31.03.2025 and the last date of submission of hardcopy of application is Dt. 10.04.2025.

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. 10.04.2025.**

a) Application Copy with Signature
b) Two recent passport size colour photographs of the candidate duly signed.
c) Photo copy of Aadhar Card, ABC ID & 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).

Original CLC or Migration Certificate is not required by the University during Admission. Accordingly, the University shall not issue any CLC or Migration Certificate to the pass out students.

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 e-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. Applicant Copy
ii. Intimation Letter
iii. Copy of ABC ID & Adhar Card
iv. Photocopy of Marksheet/ Certificate of HSC, +2/ Diploma, +3/ Graduation Examination.
v. Two recent passport size colour photographs duly signed in the front below the face
vi. Required SB Collect Receipt specified in the Intimation Letter.
vii. Bring all the Original Documents for Verification.

viii.

15. Outline of the Syllabus

i) Bachelor of Business Administration

SEMESTER I

Sl. No.	Course Code	Course Title	L	T	P	Credit
3 WEEKS COMPULSORY INDUCTION PROGRAM (UHV-I)						
1	CC101	Principles and Practices of Management	3	1	0	4
2	AEC101	Business Communication-I	1	1	0	2
3	CC102	Financial accounting	3	1	0	4
4	CC103	Business Statistics and Logic	3	1	0	4
5	AEC102	General English	1	1	0	2
6	MDE101	Indian Knowledge System^	2	0	0	2
7	VAC101	Environmental Science and sustainability	2	0	0	2
8	AEC103	Additional Course - Indian or Foreign Language 1-1-0)) [optional course]*	1	1	0	0*
					TOTAL	**20**

Note: ^Indian Knowledge System: Indian Culture and Civilization Indian Vision for Human Society Indian Science Indian Town Planning and Architecture Indian Mathematics and Astronomy Indian Aesthetics Indian Health, Wellness

*Indian Languages: Sanskrit/Hindi/All Regional languages

Foreign Languages: Spanish/German/French/Korean/Mandarin

SEMESTER II

Sl. No.	Course Code	Course Title	L	T	P	Credit
1	CC201	Human Behaviour and Organization	3	1	0	4
2	CC202	Marketing Management	3	1	0	4
3	CC203	Business Economics	3	1	0	4
4	SEC201	Emerging Technologies and application	1	0	2	2
5	MDE201	Media Literacy and Critical Thinking	1	1	0	2
6	VAC201	Indian Constitution	2	0	0	2
7	AEC201	Business Communication-II	1	1	0	2
8	AEC202	Additional Course - Indian or Foreign Language (1-1-0)) [optional course]*	1	1	0	0*
					TOTAL	**20**

Note: *Indian Languages: Sanskrit/Hindi/All Regional languages

Foreign Languages: Spanish/German/French/Korean/Mandarin

SEMESTER III

S. No.	Course Code	Course Title	L	T	P	Credit
1	CC301	Cost and Management Accounting	3	1	0	4
2	CC302	Legal and Ethical issues in business	3	1	0	4
3	CC303	Human Resource Management	3	1	0	4
4	MDE301	Indian Systems of Health and Wellness	1	1	0	2
5	SEC301	Management Information System (MIS)	2	0	4	4
6	VAC301	Yoga/Sports/NCC/NSS/Disaster Management	0	0	4	2
					TOTAL	**20**

SEMESTER IV

S. No.	Course Code	Course Title	L	T	P	Credit
1	CC401	Entrepreneurship and Startup Ecosystem	1	1	0	2
2	CC402	Operations Management	3	1	0	4
3	CC403	Financial Management	3	1	0	4
4	CC404	Business Research methodology	3	1	0	4
5	VAC401	Business environment and public policy [2-0-0] or Enterprise System and platforms [0-1-2] or Geo Politics and impact on business [2-0-0] or Public Health and management [2-0-0]				2
6	CC405	International Business	2	0	0	2
7	SEC401	Design Thinking and Innovation	1	1	0	2
					TOTAL	**20**

Note:

1. At the end of the Fourth Semester every student shall undergo Summer Training / Internship / Capstone for Eight Weeks in the industry/Research or Academic Institute. This component will be evaluated during the fifth semester.

2. An **UNDER GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION** will be awarded, if a student wishes to exit at the end of Second year

SEMESTER V

Sl. No.	Course Code	Course Title	L	T	P	Credit
1	CC501	Strategic Management	3	1	0	4
2	CC502	Logistics and Supply Chain Management	3	1	0	4
3	DSEXXX	Discipline Specific Electives - I				4
4	DSEXXX	Discipline Specific Electives - II				4
5	SEC501	Internship/capstone Project	-	-	-	4
6	SEC502	Major Project [evaluation in sixth semester]	-	-	-	0
7	DSE*	Discipline Specific Elective (Audit Course)	3	1	0	0
					TOTAL	**20**

Note: Discipline Elective in Finance/ Marketing/ HR/Business Analytics/ Family Business/Entrepreneurship/S s / Tourism and Travel Management

L-T-P for Discipline Electives depends on the subject that the University offers

*Additional DSE as an Audit Course (Non Credit but compulsory) can be opted by the student

SEMESTER VI

S. No.	Course Code	Course Title	L	T	P	Credit
1	CC601	Project Management	3	1	0	4
2	CC602	Business Taxation	2	0	0	2
3	DSEXXX	Discipline Specific Electives - III				4
4	DSEXXX	Discipline Specific Electives - IV				4
5	SEC601	Corporate Governance	2	0	0	2
6	SEC602	Major Project [Initiated in 5th Semester]	-	-	-	4
7	DSEXX*	Discipline Specific Elective (Audit Course)	3	1	0	0
					TOTAL	**20**

Note: 1) Discipline Elective in Finance/ Marketing/ HR/Business Analytics/ Family Business/Entrepreneurship/ Sports /Tourism and Travel Management

2) L-T-P for Discipline Electives depends on the subject that the University offers *Additional DSE as an Audit Course (Non Credit but compulsory) can be opted by the student.

Note:

1. BACHELOR IN BUSINESS ADMINISTRATION Degree will be awarded, if a student wishes to exit at the end of Third year.

Minimum eligibility criteria for obtaining the course in the fourth year will be as follows:

1. BBA (Honours with Research): Minimum 75% marks or equivalent CGPA in BBA Degree upto Six Semester.
2. For BBA (Honours): BBA Degree

SEMESTER VII - (BBA (Honours))

Sl. No.	Course Code	Course Title	L	T	P	Credit
1	OE701	AI for Business; Diversity, Equity and Inclusion; Digital Ethnography and Online Communities	3	1	0	4
2	CC701	Entrepreneurial Leadership	2	2	0	4
3	DSEXXX	Discipline Specific Electives - V				4
4	DSEXXX	Discipline Specific Electives - VI				4
5	SEC701	Dissertation work [evaluation in Eight semester]	-	-	-	-
6	SEC702	Summer Internship –II	-	-	-	4
					TOTAL	**20**

L-T-P w.r.t Open Elective and Discipline Specific Elective depends on the Courses offered by the University

SEMESTER VIII - (BBA (Honours))

S. No.	Course Code	Course Title	L	T	P	Credit
1	DSEXXX	Discipline Specific Electives - VII	3	1	0	4
2	DSEXXX	Discipline Specific Electives - VIII	3	1	0	4
3	DSEXXX	Discipline Specific Electives - IX	3	1	0	4
4	SEC801	Dissertation work [Started in Seventh semester]	-	-	-	8
					TOTAL	**20**

Note: L-T-P w.r.t Open Elective and Discipline Specific Elective depends on the Courses offered by the University

SEMESTER VII - (BBA – (Honours with Research))

S. No.	Course Code	Course Title	L	T	P	Credit
1	CC701	Advanced Data Analysis Tools	2	0	4	4
2	CC702	Advanced Research Methodology	2	0	4	4
3	SEC701	Research Internship Report and Viva –Voce	-	-	-	4
4	DSEXXX	Discipline Specific Electives - X				4
5	DSEXX	Discipline Specific Electives - XI				4
					TOTAL	**20**

Note: L-T-P w.r.t Open Elective and Discipline Specific Elective depends on the Courses offered by the University

SEMESTER VIII - (BBA – (Honours with Research))

S. No.	Course Code	Course Title	L	T	P	Credit
1	SEC801	Dissertation (For Research Track)*	-	-	-	20
					TOTAL	**20**

*The Dissertation work will start from the beginning of fourth year of BBA (Honours with Research) Program.

List of Discipline Specific Elective [It's indicative, University / Institute can add as per the requirements]

Sl. No	Finance	Marketing	Human Resource Management	Business Analytics	International Business	Supply chain Management
1	International Financial Management	Consumer Behaviour	HRD –Systems & Strategies	Data Analytics using R /Python	International Trade Policy & Strategy	Operations Strategy
2	Banking and Insurance	Sales Marketing	Change Man-agemenpt and Organizational Development	Data Visu-alization using tableau / Powerbi	Global Business Environment	Management Decision Models
3	Financial Markets Products and Services	Retail Marketing	Training & Development	Marketing Analytics	Transnational & Cross cultural Marketing	Quality Management and Business Process Improvement
4	Investment Analysis & Portfolio Management	Marketing of Services	Performance & Compensation Management	Finance Analytics	International Supply Chain Management	International Supply Chain
5	Business Analysis & Valuation	Digital Marketing	Negotiation Skills	HR Analytics	International Accounting & Reporting System	Project Management
6	Financial Planning	Supply- Chain Management	Cross Culture HRM	Social Media & Web Analytics	International Ventures, Mergers & Acquisitions	Supply Chain Analytics
7	Behavioral Finance (Neuro Finance)	International Marketing	HR Analytics		EXIM Policy and documentation	Inventory Management
8	Financial Derivatives	Rural Marketing	Team Building in the organi-zations			Logistics & Distribution Management

9	Strategic Corporate Finance	Neuro-Marketing	Behavioral testing and training for employee retention.			
10	Financial Modelling	B2B Marketing	Talent acqui-sition and management			
11	Financial Analytics	Integrated Marketing Communication	Compensation management			
12	Direct Tax		Employee Life Cycle Management			
13	Sustainable Finance		Coaching & Mentoring			

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	80	20	100	4
CP - 102	Business Statistics and Analysis	80	20	100	4
CP - 103	Managerial Economics	80	20	100	4
CP - 104	Business Environment	80	20	100	4
CP - 105	Business Communication	80	20	100	4
CP - 106	Human Values and Professional Ethics	80	20	100	4
CP - 107	Financial Accounting for Managers	80	20	100	4
CP - 108	Computer Application in Management	80	20	100	4
Semester I Total Theory Credits					**32**
Semester II					
CP - 201	Legal Aspects of Business	80	20	100	4
CP - 202	Quantitative Techniques for Managers	80	20	100	4

CP - 203	Human Resource Management	80	20	100	4
CP - 204	Corporate Financial Management	80	20	100	4
CP - 205	Marketing Management	80	20	100	4
CP - 206	Operations Management	80	20	100	4
CP - 207	Business Research Methods	80	20	100	4
CP - 208	Organizational Behaviour	80	20	100	4
Semester II Total Theory Credits					**32**
Semester III					
CP - 301	Strategic Management	80	20	100	4
CP - 302	International Business Management	80	20	100	4
CP - 303	Summer Training, Project Report & Viva-voce			100	4
Finance (Major Specialization)					
F - 304	Security Analysis and Portfolio Management	80	20	100	4
F - 305	International Financial Management	80	20	100	4
F - 306	International Accounting	80	20	100	4
F - 307	Financial Derivatives	80	20	100	4
F - 308	Project Planning Analysis & Management	80	20	100	4
F - 309	Corporate Restructuring	80	20	100	4
Marketing (Major Specialization)					
M - 304	Consumer Behaviour	80	20	100	4
M - 305	Advertising Management	80	20	100	4

M - 306	Strategic Management	80	20	100	4
M - 307	International Marketing	80	20	100	4
M - 308	Sales & Distribution Management	80	20	100	4
M - 309	Planning & Managing Retail Business	80	20	100	4
Human Resource (Major Specialization)					
HR – 304	Management of Industrial Relations	80	20	100	4
HR – 305	Performance and Reward Management	80	20	100	4
HR - 306	Legal Framework Governing Human Relations	80	20	100	4
HR - 307	Management Training & Development	80	20	100	4
HR - 308	Human Resource Development-Strategies & Systems	80	20	100	4
HR - 309	Human Resource Planning & Development	80	20	100	4
Semester III Total Theory Credits					**36**
Information Technology (Major Specialization)					
IT – 304	Database Management System	80	20	100	4
IT – 305	Data Communication	80	20	100	4
IT – 306	Software Engineering	80	20	100	4
IT – 307	System Analysis and Design	80	20	100	4
IT – 308	Information Security	80	20	100	4
IT – 309	E-Commerce and Cyber Law	80	20	100	4
Semester III Total Theory Credits					**36**

Production & Operations (Major Specialization)					
PO – 304	Purchasing & Materials Management	80	20	100	4
PO – 305	Total Quality Management	80	20	100	4
PO – 306	Production Planning & Control	80	20	100	4
PO – 307	Applied Operations Research	80	20	100	4
PO – 308	Logistics Management	80	20	100	4
PO – 309	Goal Programming in Management	80	20	100	4
Semester III Total Theory Credits					**36**
Insurance & Risk Management (Major Specialization)					
IR – 304	Principles & Practices of Life & General Insurance	80	20	100	4
IR – 305	Finance for Insurance	80	20	100	4
IR – 306	Health and Personal Accident Insurance	80	20	100	4
IR – 307	Data Mining Technique	80	20	100	4
IR – 308	Actuarial Mathematics	80	20	100	4
IR – 309	Risk Management & Life Insurance Underwriting	80	20	100	4
Semester III Total Theory Credits					**36**
Semester IV					
CP - 401	Entrepreneurship Development	80	20	100	4
CP - 402	Project Management	80	20	100	4
CP - 403	Dissertation and Viva-voce, Immersion Programme			200	8

Finance (Minor Specialization)					
F - 404	Security Analysis & Portfolio Management	80	20	100	4
F - 405	International Accounting	80	20	100	4
F - 406	Project Planning Analysis & Management	80	20	100	4
Marketing (Minor Specialization)					
M - 404	Advertising Management	80	20	100	4
M - 405	International Marketing	80	20	100	4
M - 406	Planning & Managing Retail Business	80	20	100	4
Human Resource (Minor Specialization)					
HR - 404	Manpower Development for Technological Change	80	20	100	4
HR - 405	Legal Framework Governing Human Relations	80	20	100	4
HR - 406	Human Resource Development: Strategies & Systems	80	20	100	4
Semester IV Total Theory Credits					**28**
Information Technology (Minor Specialization)					
IT – 404	System Analysis and Design	80	20	100	4
IT – 405	Information Security	80	20	100	4
IT – 406	E-Commerce and Cyber Law	80	20	100	4
Semester IV Total Theory Credits					**28**

Production & Operations (Minor Specialization)					
PO – 404	Purchasing & Materials Management	80	20	100	4
PO – 405	Total Quality Management	80	20	100	4
PO – 406	Production Planning & Control	80	20	100	4
Semester IV Total Theory Credits					**28**
Insurance & Risk Management (Minor Specialization)					
IR – 404	Principles & Practices of Life & General Insurance	80	20	100	4
IR – 405	Finance for Insurance	80	20	100	4
IR – 406	Health and Personal Accident Insurance	80	20	100	4
Semester IV Total Theory Credits					**28**
Total Theory Credits Semester I, II, III and IV				**3200**	**128**

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	80	20	100	4
MCO 102	Accounting for Managerial Decisions	80	20	100	4
MCO 103	Quantitative Techniques	80	20	100	4
MCO 104	Economics for Managers	80	20	100	4
MCO 105	Computer Application in Business	80	20	100	4
	Total			**500**	**20**

SEMESTER-II					
MCO 201	Emerging Business Law	80	20	100	4
MCO 202	Business Environment	80	20	100	4
MCO 203	Marketing Management	80	20	100	4
MCO 204	Financial Management	80	20	100	4
MCO 205	Research Methodology	80	20	100	4
MCO 206	Human Resource Management	80	20	100	4
	Total			**600**	**24**
SEMESTER-III					
MCO 301	E-Commerce	80	20	100	4
MCO 302	Entrepreneurship & MSME Management	80	20	100	4
MCO 303	Financial Institutions and Markets	80	20	100	4
MCO 304*	SPL PAPER-1	80	20	100	4
MCO 305*	SPL PAPER-2	80	20	100	4
MCO 306*	SPL PAPER-3	80	20	100	4
	Total			**600**	**24**
Special Papers (And any one of the following three Optional Groups)					
Group-A Accounting					
MCO 304A	Corporate Tax Planning	80	20	100	4
MCO 305A	Accounting Theory and Practice	80	20	100	4
MCO 306A	Corporate Reporting and Analysis	80	20	100	4
Group-F Finance					
MCO 304F	Advanced Financial Management	80	20	100	4
MCO 305F	International Financial Management	80	20	100	4
MCO 306F	Security Analysis and Portfolio Management	80	20	100	4

Group-M Marketing					
MCO 304M	Services Marketing	80	20	100	4
MCO 305M	Advertising and Sales Promotion Management	80	20	100	4
MCO 306M	Consumer Behavior	80	20	100	4
Semester-IV					
MCO 401	Strategic Management	80	20	100	4
MCO 402	Business Ethics and Corporate Governance	80	20	100	4
MCO 403	Dissertation and Viva - Voce			100	6
MCO 404*	SPL PAPER-4	80	20	100	4
MCO 405*	SPL PAPER-5	80	20	100	4
	Total			500	22
	Total Grand			**2200**	**90**
*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	80	20	100	4
MCO 405A	International Accounting	80	20	100	4
Group-F Finance					
MCO 404F	Financial Risk Management and Derivatives	80	20	100	4
MCO 405F	Project Management	80	20	100	4
Group-M Marketing					
MCO 404M	Sales and Distribution Management	80	20	100	4
MCO 405M	Retail Business Management	80	20	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 2025	December 2025

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. 100/- per paper (Maximum two paper) and Rs 380/- (for more than two paper) 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: 80% of weightage
II. Continuous evaluation: 20% 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 Head, Department of Business Administration, Sambalpur University
8. The Head, Department of Law, Sambalpur University
9. The Director, Centre for Distance and Online Education, Sambalpur University

Director

Dr. Nabakrushna Behera

Mobile No. 9438307953

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Faculty Members of Centre for Distance and Online Education

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Dr. Aishwarya Mishra	Technical Manager (Production)	9439224001
Shri. Tofan Sekhar Sahoo	Technical Associate	9692256345
Shri. Ranjan Kumar Sahu	Help Desk	9337441595

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