

(Academic session 2011-2012)

I. PROGRAMME OFFERED AND NUMBER OF SEATS

A . M. PHIL (1 yr.) and P. G. Master's (2 yrs.)

Sl. No.	Department	No. of Seats		14. Law :		
		M. Phil.	Master's			
1.	Analytical & Applied Economics	10	88	a) Vani Vihar	-	25
2.	Ancient Indian History, Culture & Archaeology	10	32	b) M.S. Law College, Cuttack	-	25
3.	Anthropology	10	32	15. Library & Information Science	8	24
4.	Bio-Technology	-	10	16. Mathematics	10	64
5.	Botany	10	32	17. Oriya	10	64
6.	Business Administration (MBA)	-	30	18. Personnel Management & Ind. Relations (PMIR)	08	28
7.	Chemistry	10	28	19. Philosophy	10	64
8.	Commerce	10	48	20. Physics	10	30
9.	Computer Science and Applications(3 years)	-	30	21. Political Science	10	64
10.	English	10	40	22. Public Administration	8	32
11.	Geography	10	24	23. Psychology	16	48
12.	Geology	8	25	24. Sanskrit	10	64
13.	History	6	64	25. Sociology	08	48
				26. Statistics	06	32
				27. Zoology	10	32

II. APPLICATION PROCEDURE

Candidates seeking admission to the above programmes (indicated in A) for the academic session 2011-2012 should apply in the prescribed form obtainable from State Bank of India, Syndicate Bank, U. U. Campus Branch on payment of **Rs.150/- (Rupees one hundred fifty)** only in cash or by post from the Administrative Officer P.G. Teaching Departments Utkal University, Vani Vihar, Bhubaneswar-751004, by sending a Bank Draft **for Rs.250/- (Rupees two hundred fifty only)** drawn in favour of The Comptroller of Finance Utkal University, Vani Vihar, Bhubaneswar payable at any Nationalised Bank in Bhubaneswar along with two address slips. Money orders or any other mode of payment will not be accepted. Candidates should write their full name on the back of the Bank Draft. Separate application forms must be submitted for each programme to which admission is desired. Application forms are also available in the website [http:// www.utkal-university.org](http://www.utkal-university.org).

Application forms duly filled in and complete in all respects should be sent by registered post (acknowledgement due) to the **Head of the Department of the concerned subject or deposited in a sealed box kept in Department Office, so as to be received on or before the last date for applications as stated below.**

LAST DATE FOR APPLICATION

- i) **All P.G Courses** -(except LLM, M.C.A, MBA and Biotechnology) **As per advertisement**
- ii) **LL.M. 14th** day after the date of publication of 3 year/5 year Integrated Law results of Utkal University.
- iii) **M.C.A.** - Admission to MCA Course shall be made from the merit list of JEE-MCA, through Counseling of JEE Committees, Orissa.
- iv) **MBA** - Admission will be conducted by BPUT through Counseling of JEE Committees.
- v) **M.Phil -14th** day after the date of publication of the results of respective P.G. Regular examinations of Utkal University.
- vi) **M.Sc. (Biotechnology)** through JNU Test

Applications received after the last date or incomplete applications shall not be considered. Applicants submitting application forms before publication of +3 Final Degree Examination result of Utkal University for the Year-2011 are required to submit their +3 marks and certificates (mentioning their index no.) in the respective departments within 14days of publication of the above result. The University authority shall not be responsible for any postal delay or loss in transit of the application form.

III. ELIGIBILITY FOR ADMISSION

- A) **Eligibility for M.Phil. Course:** A consistently good academic career with not less than 55% marks or equivalent grade at

Master's level in the subject for General candidates and 50% marks for SC/ST and Blind students. M.Phil. is a full-time course and as such a candidate who is employed cannot be admitted or allowed to continue in the programme unless he/she has been duly relieved and produces proof to the effect. Admission to M.Phil. Course will be made on the basis of entrance test and viva-voce i.e. 80% entrance + 20% viva-voce. For Entrance test the candidate have to deposit Rs. 200/- in shape of BC/BD in favour of the HOD P.G. Department concern payable at any Nationalised Bank in Bhubaneswar. **Students who qualify UGC/CSIR (JRF) examinations SLET/GATE/Teachers Fellowship holders are exempted from entrance test. Teachers quota will not be entertained in M.Phil. admission. No other provision of enhancement of M.Phil. seats be entertained.**

B) Eligibility for Admission for M.A./M.Sc./M.Com Programmes: Atleast a second class Honours in the relevant subject except for the following:

- i) **Statistics:** Atleast Second class Honours in Statistics/Mathematics or Second class Honours in any other subject with Statistics/ Mathematics as a subject or 50% marks in aggregate for pass candidates having Statistics/Mathematics as a subject.
- ii) **Anthropology:** Candidates with second class Honours in Anthropology or at least second class Honours in other subjects, such as, Sociology, Psychology, Economics, Pol. Science, History, and Geography with Anthropology as pass or Elective subject or Second Class Hons. in Zoology, Botany, Biotechnology and Geology.

Out of 32 seats, (a) 24 seats are reserved for candidates with Honours degree in Anthropology or candidates with Hons. in Sociology, Psychology, Economics, Pol.Science, History, Geography with Anthropology as a pass or Elective subject (b) 8 seats are reserved for candidates with atleast 2nd Class Honours Degree in Zoology Botany, Biotechnology and Geology.
- iii) **Geography:** Second Class Honours in Geography or Second Class Honours in other subjects and Geography as a Pass Subject at +3 Degree (Arts/Science) Level.
- iv) **P.M.I.R.:** First qualifying Bachelor's Degree (except AMIE) with 50% marks in aggregate.
- v) **Law:** Second class in LL.B or equivalent law degree.
- vi) **M.Lib. & Inf. Sc. :** Second class Honours at +3 Degree or equivalent course or 50% marks in aggregate for pass candidates of + 3 Degree or equivalent Course.
- vii) **Ancient. Indian History, Culture and Archaeology:** At least Second class Honours In History or second class Honours in other subjects with 50% marks in Archaeology and Museology as a pass subject at the + 3 Degree level.
- viii) **Public Administration:** Second Class Honours in any subject.
- ix) **Sociology:** Second class Honours in Sociology or at least 50% of marks in aggregate with Honours in Anthropology, Political Science, Economics or Psychology.
- x) **Psychology:** Graduation degree in Science or Social Science

having at least 2nd class Hons. or at least 50% aggregate marks in Pass.

- xi) **Philosophy:** Second Class Honours in Philosophy or at least Second Class Honours in other subjects with 50% marks in Philosophy as a Pass subject at +3 Degree level. Also pass candidates with 50% of marks in aggregate having Philosophy as a core subject shall also be eligible for the said course.
- Xii. **No admission shall be given to a candidate for a P.G. Course for the second time except for the following professional courses namely MBA, MCA, PMIR, LAW, MTHM, DJEC, MFC, M. Tech, ME and P.G. Diploma in Yoga Therapy & Education.**

IMPORTANT NOTES

1. The four-year Integrated B.Sc. & B. Ed. Course of the Regional Institute of Education, Bhubaneswar will be treated at par with the Honours Course of Utkal University and the percentage of marks secured by a student in the concerned subject be treated equivalent to that of honours percentage of the said subject.

In case of multidisciplinary subjects, marks are to be awarded only when the Hons. is in relevant subjects.
2. Eligibility will be determined on the basis of combined results at + 3 Degree level. Utkal University Graduates prior to 1988 will be treated at par with the present 3-Year-Degree holders.
3. **Entrance Test: Admission to regular P.G. Courses will be made on the basis of career cum entrance test. 50% weightage each will be given to career and entrance test. Cut-off mark in entrance test will be decided by the Teachers' Council of the respective Departments. There shall be no career marks for admissions through JEE, MCA & MBA regular admissions shall be made through JEE, Orissa.**
4. **An applicant with criminal antecedents involving moral turpitude shall not be admitted to any course.**

(B) P.G. COURSES

1. Admission to the P.G. courses shall be on the basis of 50% career and 50% entrance test.
 - i) Computer Science and Application: The admission to this course will be made on the basis of Joint Entrance Test by JEE-MCA Committee, Orissa.
 - ii) Admission into M.B.A. programme shall be on the basis of a separate Joint-Entrance Test to be conducted by Biju Patnaik University of Technology.
 - iii) For admission into P.G. Course in Psychology the main relevant Hons. subject in Psychology whereas other Hons. subjects are to be treated as allied Hons. subjects.
 - iv) For LL.M, 60% weightage for career upto Bachelor's Degree and 40% weightage for LL.B (First Class-40, Second Class-25)
 - v) Students are to opt for either of the centres (1). P.G. Department of Law, Vani Vihar or (2) M.S. Law College, Cuttack mentioning at the top of the admission form while applying for admission into the LL.M. class.

DETAILS OF CAREER MARKING OUT OF 100 (TO BE PROPORTIONATELY CHANGED WHEN CAREER WEIGHTAGE IS NOT 100%)

	1st Div.	2nd Div.	3rd Div./Pass/ Compart- mental
HSC or equivalent	15	12	6
+2 or equivalent	25	19	12
+3 or equivalent	40	27	12
*For Univ./Institutions not awarding Hons. Degrees.)			
Hons. in Main Relevant Subject	50	40	24
Hons. in allied Subject (I)	36	24	-
Hons. in allied Subject (II)	30	20	-
Pass	-	-	20
Distinction	10	10	-
(as per Utkal Univ. Regulation)			
B.E./B.Tech./B.Sc. Ag. with Honours	60	50	-
B.E./B.Tech./B.Sc. Ag. without Honours	50	40	-

* (Allied subjects are to be specified by the Dept.)

- Note:** 1) The list of selected candidates will be notified in the notice board of the respective departments. The University shall not be responsible for any postal delay or loss of the intimation letter in transit.
- 2) Career marks for Distinction will be awarded only if such a candidate has secured Distinction in the combined result.
- 3) Credit for Hons. in any equivalent Degree Examination will be given only when specifically mentioned in the certificate, Mark sheets.
- 4) For Philosophy 2 Marks shall be reserved for Logic as a subject at +2 Level.
- 5) In case of a tie between two or more applicants (i) entrance test score or (ii) honours marks in the relevant subject or (iii) + 3 degree aggregate marks will be considered in that order for breaking the tie.
- 6) Career marks for any other professional degree equivalent to graduation shall be as per B.E./B.Tech./B.Sc. Ag.
- 7) Aggregate for + 3 Degree examination means total marks of Core I, Core II, and Core III Papers in Pre-Degree and Final Degree taken together and does not include Ancillary and Foundation course marks.
- 8) For M.Lib. and Information Science 10 marks shall be added to the career marks at the graduate level for candidates passing B.A. with Library Science as a pass subject.

V. RESERVATION

For all the courses, subject to eligibility and proof of belonging to the following categories, reservation of seats will be as follows:

- A) **SC and ST** : 8% of the seats for the SC and 12% for ST (interchangeable). In case of non-availability of candidates in one of these categories, seats will be filled up from the candidates of the other category.

- B) One seat be reserved for the candidates who have represented the country in the International Games & Sports during last three years for admission into M.Phil Courses. In case of non-availability of such students, the reserved seat will be filled from merit list. 3% of the seats are reserved for Physically Handicapped candidates.
- C) No other reservation except for (A) and (B) above will apply to M.Phil admission.
- D) A maximum of 5% of the general category seats in a department can be filled by candidates from institutions outside Orissa from the merit list.
- E) One seat is reserved for the children/wife of the Martyrs/Ex-serviceman of the Indian Armed Forces, and in case of non-availability of such students, the seat is to be filled in from the merit list.
- F) 1% of the seats shall be reserved for children of serving defence personnel for admission into P.G. Classes and in case of non-availability of such students, the seats are to be filled in by candidates from in the merit list.
- G) One seat is reserved for the applicant who represented the country in international games and sports during last three years. In case of non-availability the seat will be filled up from the merit list.
- H) 3% of the total number of seats in each department will be reserved for physically handicapped students at the time of admission. In case of non-availability the seats will be filled up from the merit list.
- I) For Kashmiri migrants relaxations will be as follows,
- such student can be admitted over and above the sanctioned strength of a department of the total number of seats to the extent of 5%,
 - extension in the date of admission by about 30 days will be allowed,
 - relaxation will be given in cut-off percentage upto 10% subject to minimum eligibility requirement,
 - domicile requirements will be waived,
 - migration in second and subsequent years will be allowed subject to the condition given in (I),
 - reservation of at least one seat in merit wise quota in Technical/ Professional institutions.

Note: While calculating percentage, a number less than one will be treated as one and for a number greater than one with a fraction will be rounded to nearest integer (Fraction 0.5 will be rounded to next nearest higher integer).

VI. WEIGHTAGE AND SPECIAL CONSIDERATIONS FOR ADMISSION

1.Sports Persons

- Those who have represented the state during last three years at National level sports shall get 10% weightage of marks over and above the aggregate career marks.
- Those who have represented Utkal University at the Inter University Sports during last three years shall get 5% weightage of marks over and above the aggregate career marks.

- iii) Provided that sports events recognised / organised by Director of Sports/ Sports Council of the Utkal University only will be eligible for the weightage of (i) & (ii) above.
2. Subject to clearance from Government of India with a student visa and submission of due medical fitness certificate including HIV test and eligibility, one additional seat (over and above the sanctioned strength) in the P.G. Courses may be reserved for each of the categories such as foreign students, NRIs, and Government of India sponsored candidate, after due consideration of such applications by the HOD and Chairman, P.G. Council with prior approval of the Vice- Chancellor. Admissions under these categories may be considered within two months from the last date of admission.

- Note:** i) For all the reservation categories and special weightage categories, the applicant must submit certificates from competent authorities, acceptance of which is subject to satisfaction of HOD. In case of doubt in respect of Physically Handicapped the candidate may be asked to appear before a Medical Board, ordinarily consisting of (1) The CHAIRMAN, P.G. Council, (2) The DIRECTOR, Health Services, Government of Orissa or his nominee, (3) The PRINCIPAL, S.C.B. Medical College or his nominee, (4) The Head of the P.G. Department concerned, with at least 3 members constituting the quorum. The Board may co-opt a specialist Physician/ Surgeon. The decision of the Medical Board will be final and binding. As regards the percentage & type of disability for admission under physically handicapped category, the HOD may take appropriate decision and fix the norms suitably.
- (ii) Aggregate career marks means career score plus entrance test score. Career means performance in H.S.C., +2, +3 and P.G. Examination in relevant subjects.

VII. DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM

1. Self-Certified copies of the following as required:
 - a) Mark sheets and Certificates of all examinations.
 - b) C.L.C. and Conduct Certificate from the institution last attended.
 - c) SC/ST Certificate from the competent authority (MP/MLA/ Collector/ADM/SDO/Local Gazetted Revenue Officer not below the rank of Deputy Collector or Tahasildar).
 - d) Physically handicapped certificate and ID card issued by District Welfare Officer/ Community Development Officer/ Social Welfare Department of State Government).
 - e) Sports and Games Certificate of participation are required for special weightage consideration, from the competent Authority- Director of Sports/ Sports Council of the Utkal University countersigned by the Principal/HOD of the college/department.
2. **The Applications for admission to any P.G. Programme & M.Phil Programme must enclose a Demand Draft, (A/ C payee) for Rs.200/- (Rupees two hundred only) in favour of the Head of the P.G. Department (Name of the Department) payable at any nationalised Bank in Bhubaneswar, for entrance test. Entrance Test fee will not be refunded even if the application is rejected or the candidate fails to take up the test.**

VIII. DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

The originals of all the above documents (mentioned in VII) along with:

- i) College Leaving Certificate
- ii) Three Photographs (Stamp size)
- iii) University Registration Receipt.
- iv) Migration Certificate (for students from other Universities).
- v) Undertaking form duly signed.
- vi) Relief order (in case of employees) from the competent authority.
- vii) A Bank Draft for submission as specified in Clause IX.
- viii) Income Certificate of father / mother from the competent authority (Tahasildar/Revenue Officer)

Note: 1. Duplicate CLC, if submitted, must accompany the necessary Court affidavit declaring the loss of the original one in the prescribed Proforma available from the Administrative Officer, Central Office, Utkal University.

2. Any misinformation found on verification of the original documents shall lead to cancellation of selection/ admission and will be treated as a cognizable offence.
3. **Concurrent admissions to more than one course or service in Government (Central and State / Corporation / Undertaking etc.) or practising as Advocate at the Bar shall lead to cancellation of admission and attract such other penal action as may be considered appropriate by the University.**
4. **In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging admission may be refused or he/she shall be expelled from the educational Institution.**

IX. FEES PAYABLE FOR ADMISSION

1. Tuition fees from June 2010 to May 2011 (12 months)
 - i) M.Phil. (Rs.20/- per month) Rs. 240.00
 - ii) LL.M (Rs.15/-p.m.) Rs. 180.00
 - iii) P.G. in subjects with practical (Rs.14/-p.m.) Rs. 168.00
 - iv) P.G. in all other subjects (Rs.12/-p.m.) Rs. 144.00
2. i) Admission fee for Regular Students Rs.20/15/14/12/ (equivalent to one month's tuition fee) as applicable
3. University registration fee Rs. .70.00 (for other University students)
4. Recognition fee Rs.10.00 (for other university students)
5. **Annual fee:**
 - a) Magazine Rs. 30.00
 - b) Students' Union fee Rs. 30.00
 - c) Dramatic Club Rs. 20.00
 - d) Athletic Club Rs. 30.00
 - e) Social Service Guild Rs. 15.00
 - f) Identity Card fee Rs. 40.00
 - g) Medical fee Rs. 10.00

h) Insurance fee	Rs. 15.00
i) Student Aid fund	Rs. 2.00
j) Student Welfare fund	Rs. 20.00
k) Library Development fee	Rs. 100.00
l) Sports Council fee	Rs. 20.00
m) Election fee	Rs. 5.00
n) Fee for Development of Computational facilities	Rs. 50.00
o) C. D. C. fee	Rs.05.00
p) N.S.S. fee	Rs.05.00
q) Multigym fee	Rs.05.00
TOTAL ANNUAL FEE	Rs. 402.00

(M.Phil. students and students in Sponsored Courses will not pay Students' Union fee and Election fee.)

Note: Where the field study/Industrial tour/study tour constitutes a part of the curriculum of studies, all the expenses towards the same will be collected from students at the time of admission. The amount of fee for the purpose and the mode of payment will be decided by the Teacher's Council of the respective Department and will be collected by the H.O.D. This will be intimated to the students selected for admission in the intimation letter.

6. Course fee for MBA and MCA : Rs.15,000/- (Rupees Fifteen Thousand) per annum to be collected by the concerned Head of the Dept. along with other annual fees in the shape of Bank Draft drawn in favour of Comptroller of Finance, Utkal University
7. One time course fee of Rs.15,000/- (Rupees fifteen thousand only) from PMIR students and Rs.17,000/- for Biotechnology students will be collected by the concerned Head of the Dept. at the time of admission along with other admission dues in the shape of Bank Draft drawn in favour of Comptroller of Finance, Utkal University.
8. Department Development fee (once during the course at the time of admissions.) Rs.1000/- (Rupees one thousand).
9. Laboratory development fee (once during the course at the time of admission) Rs. 1,500/- (Rupees One Thousand five hundred) for Anthropology, Lib and Inf. Sc. Psychology, Statistics, Commerce Mathematics, Geography, MCA and Rs.2,500/- (Rupees two thousand five hundred) for Botany, Chemistry, Physics. Zoology., Geology & Biotechnology. The above fees will be paid at the Dept. at the time of admission.
10. After completion of admission all Bank drafts shall be deposited with the Comptroller of Finance, Utkal University by the concerned Department along with the statement and a copy of which will be sent to the Chairman, P.G Council for record and reference.
11. **Women Students are exempted from paying tuition fee for Master's Programmes.**
12. This fee structure is not applicable to Foreign Students. Foreign students seeking admission under the University have to pay Rs.60,600/- (Rs.60,000/-towards development fee + Rs.600/-towards electricity charges) which will be paid in two installments in addition to their usual admission fee.

X. GENERAL INFORMATION ON HOSTEL ADMISSION

Hostel seats should not be claimed as a matter of right as limited Hostel Seats are available for students. There are 6 Gents Hostels for nearly 1220 boarders and 5 Ladies Hostels for nearly 600

boarders. Special hostel accommodation will be provided to SC/ST students. For P.G./Self-financing students hostel seats will be provided on merit-cum-distance basis as per quota fixed for different departments. Quota for each department will be fixed taking into account the number of hostel seats available and department's strength for Ladies and Gents students separately. All hostels have common messes where dining is compulsory for boarders. No-meal charges as per rules will be levied on boarders not taking a minimum number of meals in the mess. Use of heaters in rooms is strictly forbidden. Boarders cannot keep any unauthorized guest in their rooms. All hostel dues are payable at the time of admission/re-admission to the hostels in the hostel office including hostel seat rent, electricity and water charges. It will be calculated from the date of admission to the end of academic session. Additional charges, if any, must be paid at the time of taking clearance from the hostel. The amount so collected towards seat rent, Electricity and water charges shall be sent to the Comptroller of Finance Utkal University in shape of A/C Payee cheque under intimation to the Chairman, P.G Council and HOD concerned for record. P.G. Hostels will remain closed (both Ladies & Gents) during Summer Vacation for maintenance of hostels. Boarders may be allowed to stay in the hostel with the recommendation of the concerned H.O.D. with proper justification.

Students taking readmission in the same class due to shortage of attendance are not eligible for hostel accommodation.

Fee structure for all hostels except Gent's Hostel No.6 and Ladies Hostel No.5.

	Seat Rent	Electricity	Water	Total
1. i) Single Occupancy	Rs.20.00	Rs.30.00	Rs.10.00	Rs.60/-
ii) Joint Occupancy	Rs.10.00	Rs.15.00	Rs.10.00	Rs.35/-
2.i) Admission fee			Rs.100/-
a) Establishment Charge				
Single Occupancy			Rs.600/-
Joint Occupancy			Rs.550/-
3. Development			Rs.300/-
4. Identity card charge			Rs.10/-
5. Hostel Ca ution Money (Refundable after deduction for breakage)			Rs.200/-
6. Common Room Fee			Rs.100/-
7. Magazine fee & Telephone			Rs.50/-
8. Fee for T.V. facility & water charges			Rs.30/-
9. Mess establishment charge			Rs.400/-
10. Mess caution money			...	Rs.400/-
11. Misc. Student Activities (Refundable after deduction for breakage or any other penalty/arrear charge)			Rs.300/-

N.B.- The girl students who will be allotted seats in new Ladies Hostel i.e Ladies Hostel VI have to pay Rs.1000/- (One Thousand) Only as development fee over and above the normal fee structure for Hostel admission.

No students of Integrated courses shall be allowed seats in any of the P.G. Hostels from the session 2011-12 . Only they will be allowed hostel seats in Gents hostel VII/Ladies hostel V meant for integrated students.

Fees structure for Gents' Hostel No.6 and Ladies Hostel No. 5

- a) Development fee(non-refundable) Rs. 3000/-
However, for less duration courses such as 1,2 or 3 years it should be Rs.600/- /Rs.1200/- and Rs.1800/- respectively.
- b) Caution money one time (refundable after deduction for breakage) Rs.1000/-
- c) i) Seat rent Rs. 10/- Rs. 600/-
ii) Electricity Rs. 30/-per month
iii) Water charges Rs. 10/-
- d) Admission fee (annual) Rs.500/-
- e) Hostel establishment charges (annual) Rs.1000/-
- f) Mess establishment charge(annual) Rs.500/-
- g) Identity Card Rs.25/-
- h) Common room fee (annual) Rs.200/-
- i) Rental for telephone (annual) Rs.150/-
- j) T.V. facilities (annual) Rs.50/-
- k) Miscellaneous (annual) Rs.300/-
- l) Mess caution Money Rs.300/-
- m) Adjustable mess dues Rs.600/-

The following be collected as admission fee for Hostels (M.Phil. & Reseach Scholars):

- a) Admission fee Rs. 500/-
- b) Establishment charge Rs.2400/-
- c) Development including identity card & TV facility and water charges Rs.1000/-
- d) Hostel caution money (Refundable after calculation of breakage or other charges) Rs.200/-
- e) Common Room fee Rs.300/-
- f) Magazine/ Journals Rs.200/-
- g) Mess caution money (Refundable) Rs.400/-
- h) Mess Establishment Rs.1000/-

N.B.: Tution fee, Hostel seat rent, Electricity and Water charges are exempted for the following disabled category of regular P.G. students only:

1. Blind students who use braille for studies.
2. Hearing impaired and dumb students.
3. Orthopaedically handicapped students with desibility of morethan 75%.

Rules For Hostel Admission for M.Phil/JRF/SRF/RGNF and other research fellows:

M.Phil students and Research Scholars (Gents) will be allowed hostel seats in Gents hostel V only form the session 2011-12, The Research scholars will reside maximum upto 3 years in the hostel or submission of Thesis which ever is earlier Bonafide Research Scholars should fulfill the following conditions.

- i) They must be getting a fellowship from a approved funding agency through the University.

- ii) They must join in the department under approval of guide/ supervisor.

- iii) Their joining report must be accepted by the University authorities.

For M.Phil. students, one seat for Gents and one seat for girl student are available for each Department.

*** All payments for admission will be made in form of crossed Bank Draft in favour of the Superintendent of the Hostel concerned, payable at State Bank of India, Utkal University Campus Branch.**

Use of heater is strictly prohibited. Disciplinary action will be taken against the students accommodating unauthorized guests in rooms of hostels. The details about the rules and regulations of the hostel are available in chapter -10 on Post Graduate Hostels.

Applications forms for hostel admssion are available in P.G. Central Office on payment of Rs.20/- in Bank Challan and are to be submitted with the Head of the Department.

XI. STUDENT AMENITIES

Library (Parija Library and Department Library) facilities, limited hostel seats, various scholarships and free studentship for poor, meritorious students are available for students. Details will be notified by the HODs or by the P.G. Council Office. In case of selection for hostel seat, the hostel fees for one year are to be paid at the time of admission. Details in respect of hostel are given in the hostel application form available along with the application form for admission or separately (on payment of Rs.20/-) from the P.G. Council Office. Study tour/field trips/ excursions/picnics are arranged by the department, and students may participate in the same. However, the University or its employees will not have any responsibility or liability whatsoever in case of any accident, injury, damage or death during such tours.

XII. GENERAL NOTES

- (A) Examination : In order to be eligible to appear at the University Examination, a student has to **secure at least 75% of attendance**. For this purpose the department concerned shall fix the last date for counting of attendance.
- (B) **In case any dispute in respect of the stipulation in this prospectus and admission of students, the interpretation and decision of the Admission Committee of the P.G. Council shall be final and binding, (Vide Statute 252(5) of the Orissa Universities First Statute, 1990).**
- (C) **Residence Committee** shall deal with all matters relating to P.G. hostels.
- (D) Discipline Committee shall look into all matters related to maintenance of discipline.
- (E) **Correspondence regarding Admission** : All correspondences (with index number) in connection with admission should be addressed to **the concerned Head, P.G. Teaching Departments, Utkal University, Vani Vihar, Bhubaneswar.- 751004.**
- (F) The P.G. Teaching Departments, Utkal University, Vani Vihar will reopen after Summer Vacation on **27-06-2011.**
- (G) Election of Office Bearers for the Executive Committee of the Students' Union shall be conducted as per rules framed by the P.G. Council.

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A. The University offers Several Sponsored Courses under different Schools and P.G. departments as follows:

SPONSORED COURSES	SCHOOLS/DEPARTMENTS	SPONSORED COURSES	SCHOOLS/DEPARTMENTS
1. 3 Years Executive M.B.A. Programme	Dept. of Business Admin.	11. M.Sc. in Computer Science	School of Math-Stat-Computer Science (Dept. of CSA)
2. Master of Finance & Control	Department of Commerce	12. Master of Fishery Science	School of Life Science, (Dept. of Zoology)
3. 5Yr. Integrated Course in M.B.A.	Department of Business Administration	13. Master of Rural Development	Department of Sociology
4. 5 Yr. Integrated Master in Computer Applications	School of Math.-Stat-Computer Sc. (Dept. of CSA)	14. Master Degree in Human Consciousness & Yogic Science	School Language (Deptt. of Consciousness & Yogic Sanskrit)
5. M. Tech. Computer Science (Dept. of Mathematics)	School of Math.-Stat-Computer Sc.	15. MBA (Agri-Business) Administration	Dept. of Business
6. M.Sc. Applied Micro-Biology	School of Life Science (Dept. of Botany)	16. Master Engineering Course in Computer Science & Engineering with specialization in Knowledge Engineering	Dept. of Computer Science
7. M.Sc. Environmental Science	School of Life Science (Dept. of Botany)	17. M.Tech. in Information	Dept. of Statistics Technology
8. M. Pharma	UDPS	18. M.Sc. (Tech.) Material Science	Dept. of Chemistry
9. M.A. In Women Studies	School of Women Studies	19. Master of Law in Human Rights	Dept. of LL.M.
10. P. G. Diploma in Remote Sensing and GIS	Department of Geography		

(B) Besides regular P.G. Master and M. Phil. Courses, a number of Sponsored Courses (shown in Chapter-5) are being offered by different Departments and Schools established as per U.G. C. Guidelines.

The following Schools have been established as per UGC guidelines:

- (a) *School of Languages:* Departments of English, Oriya and Sanskrit. (b) *School of Life Science:* Department of Botany and Zoology.
- (c) *School of Mathematics, Statistics, Computer Science (M.S.C.):* Departments of Mathematics, Statistics and Computer Science and Applications.

UNDER U.G.C. INNOVATIVE PROGRAMMES

Name of the Courses	Department
1. Development Journalism & Electronic Communication	Deptt. of Public Administration
2. M.A. in Tourism & Heritage Management	Deptt. of AIHCA
3. P.G. Diploma in Yoga Therapy & Education	Deptt. of Sanskrit

B. AN ABSTRACT OF GUIDELINES FOR FUNCTIONING OF SPONSORED COURSES UNDER DIFFERENT SCHOOLS/PG TEACHING DEPARTMENTS OF UTKAL UNIVERSITY WITH EFFECT FROM 10.6.05

- The University, by virtue of the powers vested in it under section 3(5)(a), 12(2)(d) of the Orissa Universities Act, 1989 and under the statute 252 (4)(g) of the Orissa Universities First Statutes, 1990 read with Statute 23, has instituted courses to be offered to eligible students under P.G. Council of the University and the Constituent Colleges of the University. Such courses are called "SPONSORED COURSES".
- A Sponsored Course shall, unless otherwise specified, be managed under the administrative control of a Post-Graduate Department. The list of Sponsored Courses instituted till date and the departments to which they are attached is given above. The University may institute more such courses as and when it deems proper. The Sponsored Courses already instituted shall be discontinued if not found viable by the department concerned.
- The student strength, course fee, minimum qualifications needed for admission into a Sponsored Course shall be decided by the Syndicate on the basis of recommendations (i) by the Teachers' Council of the Department offering such a course made through the Chairperson, PG Council or (ii) by the Academic Committee of the School offering such a course, made through the Governing Council of the School.
- (i) The cost of application forms payable to the Comptroller of Finance and the amount that P.G. Council Office shall receive per application form to meet the cost of the publication of the advertisement, printing of application forms and other related items shall be decided in a meeting of all the Course Coordinators and Directors of Schools chaired by the Chairperson, P.G. Council. Such decisions shall be taken in the beginning of every calendar year. The Comptroller of Finance shall release the estimated amount immediately in favour of the Chairperson PG Council for meeting the expenses mentioned above as seed/impressed money, final adjustment of which will be done after the actual receipts.

* Sponosed courses mean "Self Financing" Courses.

<p>(ii) The amount payable to the Course Coordinators/Director of Schools for the conduct of entrance tests shall also be decided in the above-said meeting.</p> <p>5. The advertisement for admission into Sponsored Courses shall be made in the name of the Chairperson, PG Council.</p> <p>6. Admission to the Sponsored Courses shall be made by adopting any one of the following methods:</p> <ol style="list-style-type: none"> Entrance Test Career-cum-Entrance Career Career-Experience-Entrance <p>7. The application forms accompanied by necessary documents shall be submitted by the candidates to the Course Coordinators/Directors of the Schools.</p> <p>8. The Course Coordinators/Directors of the Schools/in their respective courses shall:</p> <ol style="list-style-type: none"> Make arrangements for selection Publish the results of the selection Fix the dates of admission Admit the students <p>9. The rules relating to the reservation of the seats in the regular courses followed by the PG Council shall apply to the reservation of seats in the Sponsored Courses, provided that the reservation of seats for in-service candidates, where applicable, shall be as per the decision of the Teachers' Council/Governing Council. In case a reserved seat in a particular category is not filled up, the seat will be converted into a general one.</p> <p>10. The rules of admission as formulated by the Governing Council in case of Schools and P.G. Council in case of other courses shall be followed.</p> <p>11. A candidate taking admission into a Sponsored Course shall deposit the course fees and admission fees in form of two separate Bank Draft (or Bankers Cheque) drawn in favour of Comptroller of Finance, Utkal University payable at any scheduled Bank based in Bhubaneswar.</p> <p>12. (i) The Course Coordinators / Directors shall submit to the Chairperson, PG Council all the relevant documents such as the list of candidates admitted and application forms of the students admitted into their courses as enclosures.</p> <p>(ii) The Chairman, PG Council, Utkal University, after receipt of the application forms, shall take steps to complete the admission formalities.</p> <p>13. The dates of University examinations shall be fixed up by the Course Coordinators in consultation with the Teachers Council/Examination Sub-Committee of Academic Committee. All other matters such as setting questions, valuation of answer scripts and publication of results shall be the responsibility of the Controller of Examinations as per the regulations of the Sponsored Courses approved by the Academic Council of the University.</p> <p>14. Conduct Certificates and CLCs shall be issued to the students of a Sponsored Course by the Course Coordinator.</p>	<p>15. The students of a Sponsored Course shall be issued identity cards by the PG Central Office and Library cards by the University Library (Parija Library).</p> <p>16. The students of a Sponsored Course are eligible to get hostel accommodation inside the campus on a quota system to be worked out by the Warden and the Residence Committee with the approval of the Chairperson, PG Council.</p> <p>17. The students of a Sponsored Course are not entitled to be members of the Students' Council, Athletic Society and Dramatic Club of the University and no fees for such purposes shall be collected from them.</p> <p>Admission Procedure</p> <p>Admission into Sponsored / Innovative programme shall be made on the basis of criteria fixed by the respective Departments. Application procedure, eligibility, reservation policy, documents to be submitted with the application form and at the time of admission are same as P.G. Courses, incorporated in chapter -4.</p> <p>Fees payable for admission to sponsored / innovative Programme over and above their course fee.</p> <table border="1"> <tr> <td>Admission fee</td> <td>-</td> <td>Rs.</td> <td>100/-</td> </tr> <tr> <td>Tuition fee</td> <td>-</td> <td>Rs.</td> <td>180/-</td> </tr> <tr> <td>Identity Card</td> <td>-</td> <td>Rs.</td> <td>40/-</td> </tr> <tr> <td>Medical fee</td> <td>-</td> <td>Rs.</td> <td>10/-</td> </tr> <tr> <td>Insurance fee</td> <td>-</td> <td>Rs.</td> <td>15/-</td> </tr> <tr> <td>Student Welfare fund</td> <td>-</td> <td>Rs.</td> <td>20/-</td> </tr> <tr> <td>Electrical charges</td> <td>-</td> <td>Rs.</td> <td>200/-</td> </tr> <tr> <td>Library Development fee</td> <td>-</td> <td>Rs.</td> <td>100/-</td> </tr> <tr> <td>Sports Council fee</td> <td>-</td> <td>Rs.</td> <td>20/-</td> </tr> <tr> <td>CDC fee</td> <td>-</td> <td>Rs.</td> <td>5/-</td> </tr> <tr> <td>NSS fee</td> <td>-</td> <td>Rs.</td> <td>5/-</td> </tr> <tr> <td>Multigym fee</td> <td>-</td> <td>Rs.</td> <td>5/-</td> </tr> <tr> <td>University Registration fee (for other University students)</td> <td>-</td> <td>Rs.</td> <td>70/-</td> </tr> <tr> <td>Recognition fee (for other University students)</td> <td>-</td> <td>Rs.</td> <td>10/-</td> </tr> </table> <p>The above fees shall be collected over and above the course fee. The admission fee shall be deposited in a separate Bank Draft drawn in favour of the Comptroller of Finance, Utkal University payable at any Nationalised Bank in Bhubaneswar. The draft shall be submitted along with the draft for course fee to the Comptroller of Finance, Utkal University.</p> <p>C. SPONSORED COURSES</p> <p>1. 3YEAR EXECUTIVE MASTER OF BUSINESS ADMINISTRATION</p> <p>Year of Establishment: 1994</p> <ol style="list-style-type: none"> Venue: Department of Business Administration Duration: Three Years (Six Semesters from 6 P.M. to 9 P.M.) Number of Seats: 40 (Forty) Eligibility: A candidate with minimum of two years of work experience at supervisory level and above after graduation. Selection Procedure: Career, Experience and Interview. Course fee: Rs.20,000/- per year. Course structure: Six semesters consisting of total 3200 	Admission fee	-	Rs.	100/-	Tuition fee	-	Rs.	180/-	Identity Card	-	Rs.	40/-	Medical fee	-	Rs.	10/-	Insurance fee	-	Rs.	15/-	Student Welfare fund	-	Rs.	20/-	Electrical charges	-	Rs.	200/-	Library Development fee	-	Rs.	100/-	Sports Council fee	-	Rs.	20/-	CDC fee	-	Rs.	5/-	NSS fee	-	Rs.	5/-	Multigym fee	-	Rs.	5/-	University Registration fee (for other University students)	-	Rs.	70/-	Recognition fee (for other University students)	-	Rs.	10/-
Admission fee	-	Rs.	100/-																																																						
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CDC fee	-	Rs.	5/-																																																						
NSS fee	-	Rs.	5/-																																																						
Multigym fee	-	Rs.	5/-																																																						
University Registration fee (for other University students)	-	Rs.	70/-																																																						
Recognition fee (for other University students)	-	Rs.	10/-																																																						

marks, theory papers having 30 percent weightage for mid semester, quizzes, assignments etc. and 70 percent to end semester examinations. The end semester examinations may be held during the day time. Major and Minor Specialisations in areas of Marketing Management, Financial Management, Production & Operations Management, OB & Human Resource Development, Information Technology. The course requires submission of a Summer Project Report & Dissertation.

Semester-I

Management Process & Organization Behaviour, Quantitative Method, Managerial Economics, Environment Management, Managerial Skill Development.

Semester-II

Indian Ethos and Values, Accounting for Managers, Computer Applications in Management, Organization Effectiveness and Change, Management Science.

Semester-III

Human Resources Management, Financial Management, Marketing Management, Production & Operations Management, Research Methodology.

Semester-IV

International Business Environment & Management, Business Policy and Strategic Analysis, Decision Support Systems & Management Information System, Portfolio Management, Management of Industrial Relations, Consumer Behaviour, RDBMS & SQL Concepts, Logistics Management

Semester-V

Business Legislation, Corporate Evolution & Strategic Management, Financial Decision Analysis, International Financial Management, Human Resources Planning and Development, Legal Framework Governing Human Relations, Advertising Management, Marketing of Services, Tel. Communications for Business, System Analysis and Design.

Semester-VI

Management of Financial Services, Corporate Taxation, Working Capital Management, Industrial Marketing, Sales & Distribution Management, Brand Management, Organizational Change and Intervention Strategies, Human Resource Development Strategies & Systems, Cross Cultural & Global Management.

- h) **Contact Person:** Dr. S.S. Debasish, Course Co-ordinator, Executive MBA Programme, Department of Business Administration, Utkal University, Bhubaneswar, Tel.: 2588174 (0), Fax : 2582022

2. MASTER OF FINANCE AND CONTROL

Year of Establishment : 1996

- a) **Venue :** Department of Commerce
 b) **Duration :** Two Years
 c) **Number of Seats :** 35 + 05 (Sponsored Candidates)

d) **Eligibility :** Any Graduate with 50% in aggregate (1st Degree) (45% for SC/ST)

e) **Selection Procedure :** Entrance Test and Personal Interview & Group discussions.

f) **Course Fee :** Rs.60,000/- (For two years)
 Rs.90,000/- for corporate sponsored.

g) **Course structure :**

SEMESTER-I

1.1- Management Concepts & Organisational Behaviour, 1.2- Economic Analysis for Decision Making, 1.3- Financial Accounting, 1.4- Quantitative Techniques for Management, 1.5- Marketing Management, 1.6- Financial Management, 1.7- Business & Financial Environment, 1.8- Financial Markets & Instrument

SEMESTER-II

2.1- Management & Financial Institution, 2.2- Accounting for Managerial Decision, 2.3- Risk & Insurance Management, 2.4- Investment Analysis & Equity Research, 2.5- Merchant Banking and Financial Services, 2.6- International Business, 2.7- Mutual Fund & Portfolio Management, 2.8- Research Methodology & Business Communication.

SEMESTER-III

3.1- Financial Derivatives & Risk Management, 3.2- International Finance, 3.3- IT for Managers (ITM), 3.4- Strategic Management, 3.5- Tax Planning & Management, 3.6- Services Marketing, 3.7- Corporate Re-structuring and Financial Engineering (CRFE), 3.8- Training Reports

SEMESTER-IV

4.1- Strategic Financial Management (SFM) 4.2- Corporate Governance & Business Ethics (CGBE), 4.3- Commodities Markets and Futures (CMF), 4.4- Retail Management (RM), 4.5- Business & Corporate Law (BCL), 4.6- Accounting Standard & Corporate Reporting (ASCR), 4.7- Entrepreneurship & Small Business Management (ESBM), 4.8- Final Project and Viva Voce.

h) **Contact Person :** Prof. J.K. Parida, Co-ordinator, MFC Programme, Dept. of Commerce, Utkal University, Bhubaneswar. Tel. : 2582251, 9437229465

3. 5 YEAR INTEGRATED MASTER IN BUSINESS ADMINISTRATION

Year of Establishment: 1999

- a) **Venue:** Department of Business Administration
 b) **Duration:** 5 years with provision for award of a Degree of B.B.A. (Hons.) and distinction after successful completion of 3 years for those who quit the programme.
 c) **Number of Seats:** 40 (Forty)
 d) **Eligibility:** +2 Arts/Science/Commerce of any recognized institution or equivalent.
 e) **Selection Procedure:** Career (50%) + Entrance test (50%).
 f) **Course Fee:** Rs.30,000/- per annum for first three years and Rs.40,000/- per annum for last two years.

- g) **Course structure:** Highlights-Advanced Management Courses, Advanced quantitative Techniques with Applications of Information Technology, Communication Skills Management in Practice (MIP). Semester-I to VI- 5 papers having 500 marks in each semester, Paper-VII to IX-6 papers having 600 marks in each semester and paper-X-200 marks.
- h) **Contact Person:** Dr. B.B. Mishra, Course Co-ordinator, 5 yr. Integrated MBA Programme, Dept. of Business Administration, Utkal University, Vani Vihar, Bhubaneswar, Tel.: 2580688 (O), 2582022(FAX)

4. **5Yr. INTEGRATED MASTER IN COMPUTER APPLICATIONS (MCA)**

Year of Establishment : 1999

- a) **Venue :** School of Math., Stat. & Computer Sciences (Department of Computer Science and Applications)
- b) **Duration :** Five Years (Ten Semesters)
- c) **Number of Seats :** 60 (Sixty)
- d) **Eligibility :** +2 Examination with Mathematics/Statistics/Business Mathematics/Three year Diploma in Engineering.
- e) **Selection Procedure :** Entrance test. (100%)
- f) **Course fee :** Rs. 30,000/- per annum for first Three Years. & Rs. 40,000/- per annum for last Two Years.
- g) **Course structure :** Details are given in Information Brochure of School of Mathematics, Statistics and Computer Science.
- h) **Contact Person :** Prof. L.N. Sahoo, Course Co-ordinator, Department of Statistics. Tel. : 2583475 (O) 2586254 (O)

5. **M.TECH. IN COMPUTER SCIENCE**

Year of Establishment : 1999

- a) **Venue :** School of Math-Stat. & Computer Science (Department of Mathematics)
- b) **Duration :** Two Years (Four Semesters)
- c) **Number of Seats :** 30 (Thirty)
- d) **Eligibility** (a) Master's Degree in Computer Science / IT / Computer Application Mathematics / Statistics / Electronics / Physics or (b) Bachelor's Degree in Engineering / Technology (BE / B. Tech.) or (c) AMIE examination / Bevel examination of DOEACC with at least 55% of marks (50% marks for SC/ST candidates) in the qualifying examination.
- e) **Selection Procedures :** Entrance test. (100%)
- f) **Course fee :** Rs.45,000/-in 1st. year and Rs.25,000/- in 2nd year.
- g) **Course structure :** Highlight : discreet mathematical structures, Theory of Computation, Computer Architecture, Database Management System, Advanced operating system, Design and analysis of algorithms, Computer networks, Computer graphics, Software Engineering, Artificial Intelligence, Parallel and Distributed computing, Pattern recognition, Embedded system, Computational Biology, Mobile Computing, Internet Technology etc.
- h) **Contact Person :** Prof. B.K. Nayak, Course Co-ordinator, Department of Mathematics, Tel. :, 2582301(O) 2558152(R)

6. **M.Sc. APPLIED MICROBIOLOGY**

Year of Establishment : 2000

- a) **Venue :** Department of Botany
- b) **Duration :** Two years
- c) **Number of Seats :** 16 (Sixteen)
- d) **Eligibility :** Any Graduate from Science streams (Botany/ Zoology/Microbiology/Biotechnology/Life Science/Agriculture/ Forestry/Fishery/Horticulture/Environmental Science) Pass & Honours students of the above subjects with 50% mark in aggregate also eligible.
- e) **Selection Procedure :** Career + Entrance Test.
- f) **Course fee :** Rs.24,000/- per annum.
- g) **Course structure :** The course consists of four semesters with unit wise pattern, practical papers and dissertation assignments are available along with theory classes.
No. of Theory Papers in each Semester : Three
No. of Practical Papers in each Semester : One
The 4th Semester contains two theory papers (elective) one seminar presentation paper on the elective theory and one dissertation.
- h) **Contact Person :** Prof. P.K. Chand, Course Co-ordinator, Department of Botany, Tel. 2581598 (O)

7. **M.Sc. ENVIRONMENTAL SCIENCE**

Year of Establishment : 2000

- a) **Venue :** Department of Botany
- b) **Duration :** Two Years
- c) **Number of Seats :** 16(Sixteen)
- d) **Eligibility :** Any Graduate from Science & Engineering Streams.
- e) **Selection Procedure :** Career + Entrance test.
- f) **Course Fee :** Rs.24,000/- per year
- g) **Course structure :** The course consists of four semesters with unitwise pattern. The dissertation and practical assignments are available along with theory classes. The elective courses are offered under 4th semester
- h) **Contact Person : Prof. H.K. Patra**
Course Co-ordinator, Department of Botany, Tel. : 2581598 (O) 2580787(R)

8. **MASTER'S DEGREE IN PHARMACY**

Year of Establishment: 2000

- a) **Venue:** University Department of Pharmaceutical Sciences
- b) **Duration:** 2 years (4 Semesters)
- c) **Number of Seats: 60** - Pharmaceutical Biotechnology-10, Pharmaceutics-10, Pharmacology-10, Pharmaceutical Chemistry-10, Pharmacognosy-10, Pharmacy Practice-10 (Hospital & Clinical Pharmacy),
- d) **Eligibility:** B. Pharm
- e) **Selection Procedure:** Equal weightage for both career and

performance in entrance examination i.e. Career 50% + Entrance 50% as per the guideline of the University by considering the Division/Class in H.S.C.,+2 Science and Degree. The B.Pharm Degree shall be considered at par with B.E./B.Tech. with identical weightage for career consideration as mentioned in the Information Bulletin. 70% of seats of each specializations are reserved for UDPS B.Pharm passed outs and the rest of the seats are meant for students those who have passed B.Pharm from institutions other than the UDPS. The allotment of specializations and guide will be made as per merit-cum option basis. All Non-UDPS B.Pharm passed out students must have to produce residence/Nativity certificate. All statutory reservations shall be made as per Govt. of Orissa/University rules. In case of non-availability of required number of candidates for seats stipulated for different reserved categories, the said seats will be filled up by the general candidates of respective category namely UDPS and Non-UDPS. After exhaustion of SC, ST candidates from the merit list drawn categorically. If seats reserved for UDPS candidates found vacant, such vacancies will be filled up by Non-UDPS category of eligible candidates & Vice-versa. The allocation of specialization to reserved category candidates shall be made purely on the basis of their option-cum-merit basis. The number of seats reserved for candidates shall be displayed in the Notice Board category wise.

- f) **Course fee:** Rs. 50,000/- per Semester (Re-admission fees extra). For M.Pharm 3rd & 4th Semester, the project work shall be limited to existing facilities. Any extra work, carried on elsewhere (other than UDPS) the expenditure, if any, shall be borne by the candidate directly. The admission out of State candidates will be done as per University guide line.
- g) **Mode of Payment:** In shape of BD/BC favouring the Comptroller of Finance, Utkal University.
- h) **Time of Payment :** To be paid at the time of commencement of each semester i.e **15th July / 15th January (twice a year).**
- h) **Contact Person:** Prof. P.K. Panda Head, University Department of Pharmaceutical Sciences, Utkal University, Vani Vihar, Bhubaneswar -751004 Tel - 2582806(O),

9. **M. A. IN WOMEN'S STUDIES**

Year of Establishment: 2000

- a) **Venue:** School of Women's Studies
- b) **Duration:** Two Years (Four Semesters)
- c) **Number of Seats:** 30 (Thirty)
- d) **Eligibility:** Graduation in any discipline.
- e) **Selection Procedure:** On the basis of Career and Entrance test
- f) **Course fee:** Rs.10,000/- at the time of admission into the 1st year and Rs10,000/- in the second year (excluding examination & seminar fees).

- g) **Course structure:** Women's Studies, Women's Movement in India, Indian Women and Society, Women and Education, Work, Technology Development, Politics, Law, Health and the Environment, Women in Orissa, Representation of women, Research Methodology, Computer Studies and Dissertation.
- h) **Contact Person:** Professor Bijoyini Mohanty-Director(I/c), Contact No.- 0674-2587453(O)
- i) **Course Co-ordinator :** Prof. Nabneeta Rath, Contact No-2587453

10. **P.G. DIPLOMA IN REMOTE SENSING AND GIS**

Year of Establishment: 2000

- a) **Venue:** Department of Geography
- b) **Duration:** One Year
- c) **Number of Seats:** 20 (Twenty)
- d) **Eligibility:** Graduate preferably from Geography, Engineering, Business Management, Agriculture, Forestry. Life Sciences and Other science graduates with at least 45% marks at graduate level are also eligible. Arts graduates with Science background at intermediate (+2) level are also eligible, with 45% marks at graduation level.
- e) **Selection Procedure:** career; 25% seats are reserved for candidates coming from Govt. & Public Sector undertaking, companies.
- f) **Course fee:** Rs.30,000/-
- g) **Class Timing:** Morning Session (7am. to 10 am.)
- h) **Course structure:** The course comprises of three theory papers carrying 100 Marks each (Remote Sensing, Cartography, GIS), One Practical paper carrying 100 Marks (Mapping, Image interpretation, Digitization, Spatial Data Management & Analysis, Including Seminar & Term paper) and Dissertation carrying 100 marks.
- i) **Contact Person: Head of the Department,** Geography, Utkal University, Bhubaneswar. or
- j) **Course Co-ordinator,** Dr. P.K. Kar

11. **M.SC. IN COMPUTER SCIENCE**

Year of Establishment: 2001

- a) **Venue:** School of Maths- Statistics & Computer Science (Department of Computer Science & Applications)
- b) **Duration:** Two Years (Four Semesters)
- c) **Number of Seats:** 30 (Thirty)
- d) **Eligibility:** Passed (a) B.Sc. degree with Computer Science as a core subject or (b) B.Sc. in Information Technology and Management or (c) B.Sc. in Information Science and Telecommunication or (d) BCA. with at least 50% marks in aggregate (45% for SC/ST candidates) in the qualifying examination.
- e) **Selection Procedure:** Entrance test.
- f) **Course fee:** Rs.25,000/- per year excluding exams fee, electricity charges.

g) Course structure: The course will cover the following subjects in general:

Semester-I

1, Computer Architecture, Computer Discrete Mathematical Structures, Advanced Data Management Techniques, Statistical Techniques, **Lab-I:** VB & Oracle, **Lab-II :** Algorithms in C/C++

Semester-II

Microprocessor & System Programming, Software Engineering-I, Computer Networks & Distributed Systems, Computer Techniques, **Lab-III:** Object Oriented Language, **Lab-IV:** Assembly Language Programming & Network Programming

Semester-III

Artificial Intelligence, Software Engineering-II, Wireless Networks & Mobile Computing, Elective-I, Elective-II, Lab-5 : AI Programming, Lab-6 : On Elective-I / Elective-II

Semester-IV

Project / Thesis

Electives

Multimedia Systems, Graph Theory, Cryptography & Network Security, VLSI Design, Distributed Computing, Computer Vision and Image Processing, Pattern Recognition, Embedded System, Unix Programming, Parallel Computing, Soft Computing, Speech Processing, Decision Support Systems, Neural Networks, Bio-informatics, Simulation and Modeling, Intelligent Agents, Machine learning, Real Time Systems, Language Technology, Enterprise Resource Planning.

Non-Credit Papers

Operating Systems, Computer Graphics & Application, E-Commerce, Digital Signal Processing Systems, Oral & Written Communication, Visual Programming, Numerical Technique, Formal Languages, Automata & Computability, Internet Technology.

h) **Contact Person:** Dr. P. Tripathy, Course Co-ordinator, M.Sc. Comp.Sc., Dept. of Statistics, Utkal University, BBSR, Ph. : 2586110(R)

12.MASTER OF FISHERY SCIENCE

Year of Establishment: 2001

- a) **Venue:** School of Life-Science, (Department of Zoology).
- b) **Duration:** Two Years (Four Semesters)
- c) **Number of Seats:** 12 (Twelve)
- d) **Eligibility:** At least 2nd class Hons. in Fishery Science/ Zoology /Life Science or Chemistry with Zoology/Fishery Science as pass subject or Botany with Zoology/Fishery Science as pass subject or B.F.S.C. or a pass student with minimum 50% aggregate having Fishery Science / Zoology,Life Science as core subject. The % of marks secured by a student in the subjects Fishery Science other than Honours subject at +3 level be treated as equivalent to that of Honours % for admission to Master of Fishery Science.
- e) **Selection Procedure:** Career + Entrance Test. (50: 50)
- f) **Course fee:** Rs.21,000/- per year excluding exams. Fees and electricity charges.
- g) **Course structure.** Theory: Fish and Fisheries Biology, Aquaculture and Aquatic Ecosystem, Capture Fisheries, Fish

Physiology, Reproduction, Breeding and Development, Aquaculture Engineering and Maintenance of Fish Farm, Culture Fisheries, Fish Nutrition, Fish Pathology, Microbiology and Public Health Fisheries, Ecotoxicology and Pollution Management, Biostatistics & Computer Applications, Fisheries Biotechnology, Post Harvest Technology, Fisheries Extension and Fisheries Economics, Microscopy, Histology, Histochemistry.

Practical : Based on Theory papers.

Elective: Aquaculture Economics and Marketing -I & III Aquaculture Biotechnology - I & III Fish Nutrition & Fish Physiology I & II.

h) **Contact Person:** Prof. A. K. Patra, Dept. of Zoology, Course Co-ordinator, Utkal University, Bhubaneswar -751004, Ph.: 2582805

13.MASTER OF RURAL DEVELOPMENT

Year of Establishment: 2005

- a) **Venue:** Department of Sociology
- b) **Duration:** Two Years
- c) **Number of Seats:** 40 (Forty)
- d) **Eligibility:** +3 Degree in Arts/ Science/ Commerce.
- e) **Selection Procedure:** Career + Entrance test.
- f) **Course fee:** Rs.30,000/- excluding Examination & other fees.
- g) **Contact Person:** Prof. D.N. Jena Course Co-ordinator, 9437497464(M), Dr. M.G. Bage, Dy. Course Coordinator, 9437005108Department of Sociology, Utkal University.

14.MASTER DEGREE OF HUMAN CONSCIOUSNESS & YOGIC SCIENCE

- 1. The Course started from - 2006
- 2. **Venue** - P.G. Deptt. of Sanskrit, Utkal University, Vanivihar, Bhubaneswar.
- 3. **Duration** - Four Semesters 2 years.
- 4. No. of Seats - 16
- 5. **Eligibility** - Any Graduate from a recognised University with P.G. Diploma in Yoga having atleast two semesters as a subject.
- 6. **Selection Procedure-** Entrance Test
- 7. **Course Fee** - Rs.12,000/- (Admission fee one time)
- 8. **Couse Structure** - The course consists of 12 papers (Theory) and 8 papers (Practical). (100x20=2000)
- 8. **Contact Person** - Prof. R.M. Dash (Course Co-ordinator), Deptt. of Sanskrit, Utkal University, Mob-9853881161, 2726490 - (R)

15.MBA (Agri-business)

- a) **Year of Establishment : 2006-07**
- b) **Venue :** MBA Department
- c) **Duration :** Two Years (Four Semesters)
- d) **Number of Seats :** 60 (Sixty)
- e) **Eligibility :** At least a three years Bachelor's degree in Agriculture or allied subjects, Veterinary Science or Dairy Technology, Food Technology from any Agricultural University or Degree in Bio Technology/ Microbiology/Life Science/Commerce from any Institution recognized by the ICAR/UGC.
- f) **Selection Procedure :** Through MAT conducted by AIMA followed by GD/PI to be conducted by the Chairman, P.G. Council

with the help of external experts. The rules of the P.G. Council will be applied for this Programme.

Download application form from the website, "camutkal.org.", filling up the application form & send it to 'Centre for Agri-Management, Department of Business Administration, Utkal University.

- g) **Course fees** : Tuition fees Rs.25,000/-per Semester along with other fees amounting to :

Rs. 86,600.00 1st Semester

Rs. 86,600.00 2nd Semester

- h) **Course Structure** :

Semester-I Organizational Behavior, Marketing Management, Economics Analysis for Agribusiness-I, Business Statistics, Financial Accounting, Communication for Management, Management Information System, Agribusiness and Cooperative Management, Production & Operations Management, CSR and Strategic Issues in Development Organizations. **Semester-II-** Commodity Trading & Collateral Management, Financial Management in Agribusiness, Human Resource Management, Marketing Research and Rural Research Methods, Financial Markets and Services, Legal Aspects in Business, Agriculture Input Marketing, Economic Analysis for Agribusiness-II, Procurement Management, Logistic & Supply Chain Management in Agri-Business. **Semester-III** -Summer Intensive Project, Rural Marketing, Microfinance, Strategic Food and Agro Marketing, Strategic Management, Sales and Distribution Management, Rural Environment & Institutions, Risk Management in Agribusiness, Advertising and Communication, Entrepreneurship and Project Management. **Semester-IV-** Field Work, International Trade in Agricultural Products, Quality Management in Agri-Business, Development Communication and Social Marketing.

- i) **Contact Person:** Course Head (Agri-Business) Deptt. Business Administration Utkal University, Bhubaneswar. Tel.: 2587496/2585035/3207415

- j) **Scope & Opportunity** : Production and marketing of inputs such as seeds, fertilizers, pesticides, farm .

Production, procurement, processing and marketing of output such as for agriculture (includes crops, livestock, fisheries, forestry, agroforestry, horticulture, dairying) marketing, food retailing, agroprocessing and food processing.

Providing services to agriculture such as export & import commodity trading, rural banking, financing agriprojects, insurance, logistics, water management, research & development & rural energy.

16. **M.E. CSE (KE) (DIT,MCIT Govt. of India Sponsored)**

Year of Establishment - 2006

Master Engineering Course in Computer Science & Engineering with specialization in Knowledge Engineering has been launched with effect from 2005-06 academic session with financial assistance from the Dept. of Information Technology, Govt. of India under specialized manpower development programme.

Subjects Covered: Mathematical Foundations for Knowledge Engineering, Analysis & Design of Algorithm, Artificial Intelligence & Natural Language Processing, Distributed operating System, Advanced Computer Architecture, Knowledge Engineering, Digital Signal Processing, Advanced Software Engineering, High Speed Network, Data & Knowledge Mining, Knowledge Management.

Elective: Image Processing Technology, Speech Processing Technology, Information Theory & Coding Knowledge Resource Exchange, Knowledge acquisition Techniques, Innovative Cross-lingual Application, Vedic Mathematics & Indi Knowledge base, Mobile Communication & Pervasive Computing, Software System Architecture & Advanced Programming Languages.

Lab: NLP & DSP, Computer Programming Lab., Software Engineering Lab., Web Programming Lab., Multimode Inter Face Lab., Software System Lab., Comprehensive, Viva-Voice, Thesis/Disertation & Viva-Voice & Seminar - Seminar presentation as a part of the curriculum in every semistar.

Students' facilities : Departmental Library, Audio Visual Facility, Networked Computer Laboratory and Internet, High end Research Lab.

17. **M.Tech in Information Technology**

- a) **Year of Establishment** : 2010

- b) **Venue** : School of Math-Stat-P.G. Dept. of Statistics

- c) **Duration** : Two Years (Four Semesters)

- d) **Number of Seats** : 40 (Forty)

- e) **Eligibility** : Master's Degree in Computer Science/Information Technology/Computer Application/Statistics/Mathematics/Physics/Electronics/ OR Bachelor's Degree in Engineering/Technology OR any other qualificaion considered equivalent (such as AMIE or DOEACC 'B' level.

- f) **Selection Procedure** : Entrance Test

- g) **Course fees** : Rs.50,000/- + other fee Rs.35,000/- in 1st year & Rs.50,000/- + other fee Rs.15,000/- in 2nd year.

- h) **Course Structure** : Semester-I- i) Mathematics Foundation of Computer Science, ii) Advanced DBMS, iii) Advanced Computer Architecture, iv) Design and Analysis of Algorithms, v) Probability, Stochastic Process, Queuing Theory and Reliability vi) Advanced Computer Networks vii) Practical : C, Data Structure and Statistical Computing Lab. Semester-II- i) Advanced operating System ii) Cryptography and Security iii) Theory of Computation iv) Software Engineering iv) Elective-I v) Elective-2 vi) Practical C++, Java Semester-III- i) Internet Technology ii) e-Commerce and ERP iii) Data mining and business intelligence iv) Elective-3 v) Practical Database and Internet Technology Lab. vi) Comprehensive Viva-voce & Project, Semester-V- Project work.

- i) **Contact Person:** Head, P.G. Department of Statistics, Utkal University, Tel: 0674-2583475

18. **M.Sc. Tech. in Material Science Engineering**

- a) **Year of Establishment** : 2010

- b) **Venue** : CIPET, Bhubaneswar & Department of Chemistry, Utkal University

- c) **Duration** : 5 year Integrated

- d) **Number of Seats** : 25
- e) **Eligibility** : Student securing minimum 60% marks at +2 Science level.
- f) **Selection Procedure** : Selection through All India Entrance Test conducted by CIPET Corporate, Chennai
- g) **Course Structure** : 5 year Integrated course involves 10 semesters.
- h) **Course fees** : Rs.25,000/- per annum.
- i) **Contact Person:** Coordinators - 1.)Dr. A. Kader, CIPET, B-25, CNI Complex, Patia, Bhubaneswar-751021, Phone:0674-2743462(o), 9337476507(M), 2) Dr. S.K. Badamali, Reader in Chemistry, Utkal University, Phone: 9937086718(M)

19. **Master of Law in Human Rights**

- a) **Year of Establishment** : 2011
- b) **Venue** : P.G. Department of Law
- c) **Duration** : 2 years
- d) **Number of Seats** : 10
- e) **Eligibility** : Law Graduate.
- f) **Selection Procedure** : Career-Cum-Entrance Test.
- g) **Course fees** : Rs.20,000/-
- h) **Course Coordinator-** HOD, P.G. Dept. of Law.

- h) **Contact Person-** HOD, P.G. Dept. of Law.
Tel.- 9438000259 (M)

i) **Course Structure** :

Semester - I

Paper- I- Law and Social Transformation in India -I, Paper - II - Indian Constitutional Law, The New Challenges- I, Paper- III - Judicial Process - I, Paper- IV - Research Methodology, Paper - V - Viva-Voce

Semester - II

Paper - IV- Law and Social Transformation in India - II, Paper - VII - Indian Constitutional Law. The New Challenges - II, Paper - VIII - Judicial Process - II, Paper - IX - Legal Education, Paper - X - Project

Semester - III

Paper - XI - Conceptual Frame work of Human Rights, Paper- XII - International Human Rights & Law, Paper - XIII - Regional Conventions of Human Rights and International Courts, Paper- XIV - Contemporary Human Rights situations & Issues, Paper - XV - Viva- Voce

Semester - IV

Paper - XVI - Human Rights violations and protection of Human Rights in India, Paper - XVII - Protection and Enforcement of Human Rights in India, Paper - XVIII - Socially Disadvantaged Groups and protection of Human Rights, Paper - XIX - Refugee Law & Human Rights, Paper - XX - Dissertation

UNDER U.G.C. INNOVATIVE PROGRAMME

1. **DEVELOPMENT JOURNALISM & ELECTRONIC COMMUNICATION (DJEC) DEPARTMENT OF PUBLIC ADMINISTRATION**

- Year of Establishment** - 2007
- Venue** - Department of Public Administration
- Duration** - Two years (Four Semester)
- Number of Seats** - 30 (Thirty)
- Eligibility** - Bachelor Degree in any discipline
- Selection Procedure** - Career-cum-Entrance (50% career + 50% Entrance)
- Course Fees** - Rs.18,000/- per annum
- Course Structure** - The Course has 2000 marks covering 20 papers (Each paper carries 100 marks. Paper XIX is Dissertation and Viva of 100 marks and paper XX is Project Report based on study tour of 100 marks).

The Course contains:

Semestar-I

- Paper-I - Principles of Mass Communication

- Paper-II - Constitution of India and Press Laws
- Paper-III - Print Media-I (Reporting and Editing)
- Paper-IV - Electronic Media-I (Radio and TV)-I
- Paper-V - Professional Writing
- Semestar-II**
- Paper-VI - Development Communication
- Paper-VII - Media Management
- Paper-VIII - Print Media (Reporting and Editing)-II
- Paper-IX - Electronic Media (Radio and TV)-II
- Paper-X - Advertising and Public Relations
- Semestar-III**
- Paper-XI - International Communication
- Paper-XII - Media and Society
- Paper-XIII - Computer Application for Mass Media
- Paper-XIV - Printing Technology and Layout Design

Paper-XV	- Internship
Semestar-IV	
Paper-XVI	- New Media Technology
Paper-XVII	- Communication Research
Paper-XVIII	- Specialisation one of the following
	1. Rural Communication
	2. Film Studies
	3. Human Rights and Media (operative)
Paper-XIX	- Dessertation & Viva
Paper-XX	- Project Report on Study Tour

Classes will be held from 8 A.M. to 12 Noon.

Contact Person- Prof. Bijoyini Mohanty, Course Coordinator, DJEC, Head of the Department of Public Administration, Ph-0674-2583448 / 09861425111(M)

2. **M.A. IN TOURISM AND HERITAGE MANAGEMENT (MTHM) DEPARTMENT OF AIHCA**

Year of Establishment	- 2007
Venue	- Department of Ancient Indian History Culture and Archaeology (AIHCA)
Duration	- Two years (Four Semesters)
Number of Seats	- 30 (Thirty)
Eligibility	- Bachelor Degree in any discipline
Selection Procedure	- Career-cum-Entrance
Course fees	- (Rs.17,000/- per year) excluding examination fees
Course Sturcture	

The course is of 2000 marks divided into 20 papers carrying 100 marks each. The programme is multidisciplinary in nature with inputs from Tourism, Travel Industry, History, Archaeology, Geography, Anthropology, Botany, Zoology, English, Psychology, Commerce, Business Administration, Computer Application & Information Technology, Foreign language, Heritage Conservation and Management etc. with emphasis on Field work. Practical Training and Internship on which the candidates are required to submit Dissertation / Project Reports to be evaluated by external examiners.

Contact Person -Dr. Anam Behera, (Dy. Course Coordinator)MTHM,

Department of AIHCA, PH-09937480688(M)

Dr. Susanta Kumar Patra (Dy. Course Coordinator) MTHM,

Department of AIHCA

3. **P.G. DIPLOMA IN YOGA THERAPY & EDUCATION**

Year of Establishment : 1999

- a) **Venue** : P.G. Department of Sanskrit, Utkal University
- b) **Duration** : Two Semesters (1 year)
- c) **Number of Seats** : 24
- d) **Eligibility** : Any Graduate from a recognized University in the following streams such as B.A.M.S.(Ayurveda), Sanskrit, Philosophy, B.P.Ed., Physiotherapy, Psychology & Naturopathy & other Language subject.
- e) **Selection Procedure** : Entrance Test.
- f) **Course Fee** : Rs.8,000/-
- g) **Course structure** : The course consists of 6 papers (Theory) and 4 papers (Practical), 100x10=1000
- h) **Contact Person** : Prof. R.M. Dash, Course Co-ordinator, Department of Sanskrit, Tel. : 22726490 (R), 9853881161 (M)

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CORRECTION SLIP NO. 1341

**REGULATIONS FOR DOCTORS OF PHILOSOPHY IN ARTS,
SCIENCE, TECHNOLOGY, COMMERCE, MANAGEMENT,
EDUCATION, LAW AND MEDICINE
UNDER UTKAL UNIVERSITY
ABSTRACT OF THE Ph.D. REGULATIONS**

1. Eligibility of Scholar:

- 1.1 Master Degree holders having secured at least 55% of marks in the above mentioned discipline of Utkal University or any other University recognized as equivalent thereto by Utkal University are eligible for Ph.D. registration provided they qualify an entrance test followed by an interview. However, candidates belonging to SC/ST category shall be given a relaxation of 5% of marks at Masters Level (i.e. 50%). The schedule of entrance test will be notified by the Controller of Examinations. The number of seats available in each subject for Ph.D. registration be notified by the Controller of Examinations on recommendation of SRC and be available on University Website. Candidates qualifying UGC-CSIR-NET/GATE/SLET/INSPIRE Fellowship of DST and Awardees of Teacher Fellow are exempted from such tests and interview. M.Phil. Degree holders are also exempted from entrance test and interview provided they have been admitted to M.Phil. Programme through an written entrance test. Subjects in which marks are not awarded, equivalent grade point shall be taken as the qualifying grade/mark.
- 1.2 The successful candidates will be eligible for Ph.D. registration in their relevant subject in the Master's level. Registration in allied/multi-disciplinary/Inter-disciplinary subject other than his/her subject at the Master's level will be decided by the Subject Research Committee.

2. Application for Registration:

- 2.1 An eligible candidate who has qualified the entrance test and interview or who is exempted from entrance test and interview shall apply for Ph.D. registration in the prescribed form (Appendix-I) on payment of requisite fees prescribed. Proforma will also be available in the University Website. A candidate may apply in down loaded form and deposit the requisite fees through Bank Draft drawn in favour of Comptroller of Finance, Utkal University payable at S.B.I./Syndicate Bank of Utkal University Campus Branch, Vani Vihar.
- 2.2 Application for entrance examination can be made at any time during the year.
- 2.3 The candidate shall certify that she/he has not registered for Ph.D. under Utkal University earlier or in any other University.
- 2.4 Ph.D. Registration applications shall be placed before SRC to which members of SRC/Faculty of the P.G. Department/Allied P.G. Departments would be invited. Such presentation shall be held in the concerned P.G. Departments of the University. For other subjects where there is no P.G. Department inside the campus, the same shall be conducted in the University Office or at the approved centre. All such presentations shall be coordinated by Chairman, SRC. The SRC shall record the suggestions/suggested changes. The candidate shall incorporate such change in the synopsis and submit the revised synopsis within 60 days to the Chairman SRC and the same may be approved by the SRC. The entire process has to be completed within 60 days from the date of presentation. In case the candidate fails to submit revised synopsis within 60 days she/he has to apply afresh for registration.
- 2.5 In case the SRC rejects the synopsis the same shall be communicated by the Controller of Examinations to the candidate in writing with reasons. The candidate may resubmit a fresh synopsis within six months without any further fees.

- 2.6 The registration shall be valid for 5 years from the date of registration. A candidate, however, shall be allowed annual renewal of the registration on the recommendation of the SRC i.e. the candidate has to make a presentation before SRC at least two times within 5 years with the interval of 2 ½ years respectively. The extension additional three years to be reviewed at 1 ½ years interval not more than three times after 5 years. After 8 years the registration may be cancelled automatically. The candidate would be required to make a presentation before the committee as under Clause 2.4 at the end of the 2nd year, 3rd year and 4th year i.e. after registration, detailing progress of work, survey, experimentation, review of literature, methodology and findings etc. In case of the candidate fails to make presentation the University may cancel registration. Relaxation, if any, may be granted by the Vice-Chancellor on recommendation of the SRC with valid reasons. Every six months the candidate shall submit a progress report through the Supervisor.

The candidate who has already completed 8 years from the date of registration and has valid extension may submit his/her thesis within the valid period. Further, other categories of affected candidates may appeal to the Vice-Chancellor and their cases shall be considered by the Vice-Chancellor on individual merit.

6. Place of Research/Place of Ph.D. Course Work

- 6.1 Only P.G. Teaching Departments of University/constituent Colleges with sufficient infrastructure in terms of Lab. and Library shall be places of Research. Ph.D. programmes can not be conducted through Distance Education mode as per the UGC regulations, 2009.
- 6.2 Recognized Research Institutes/autonomous colleges can be the Place of Research, if recognized by RCU and the Syndicate on the recommendation of an expert committee.
- 6.3 Other Universities on request can be recognized as a Place of Research by the RCU and the Syndicate on the recommendation of SRC.

15. Structure of Fees & Processing Charges

The structure of fees and processing charges shall be decided by the Syndicate from time to time. The existing structure is as follows:

Fees & Processing Charges	Amount
a) Cost of application from for registration	Rs.200/-
b) Entrance Test (to be collected by the Deptt./Centre	Rs.1000/-
c) Registration Charges	Rs.5000/-
d) Registration RENEWAL (at 1 ½ year interval) (Five years onward from the date of registration)	Rs.3,000/-
e) Change of registration/guide	Rs.500/-
f) Change of title of the thesis/Modification etc.	Rs.500/-
g) For evaluation of thesis	Rs.10,000/-
h) Duplicate Registration Number	Rs.200/-
i) Original Certificate	Rs.500/-
j) Course work & evaluation (to be the department, centre and the University by the ratio of 3:2) (Additional University Registration Fees is payable in case of Migration)	Rs.5000/-

Note: All payment be made in draft to be drawn in favour of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar.

N.B.:The detail information regarding Ph.D. registration is available from the Controller of Examinations, Ex-VII Unit/ Utkal University website www.utkal-university.org,

1. Brief History

In 1971, an IBM 1130 computer was commissioned inside the premises of P.G. Department of Physics under the initiatives of Professor B. B. Deo, marking the establishment of Computer Centre of Utkal University. The above computer was one out of eleven such systems installed in the country.

The computing facilities have also been used for non-academic purposes by the Orissa State Electricity Board, Rourkela Steel Plant, FCI, Talcher, Heavy Water Project, Talcher, CRESIDA etc.

The IBM 1130 computing system was continued for a long time and in 1989-90, with the U.G.C. grant of Rs. 15 lakh it was replaced by WIPRO LANDMARK Computer and its peripherals. Further in 1999, U.G.C. granted Rs. 20 lakh for upgradation of hardwares and the University added some more funds for renovation of the Centre. During 10th Plan UGC has granted Rs.30 lakhs for upgradation of Computer Centre.

2. Professor-in-Charge of Computer Center: Dr. P.K. Rath

3. Staff of Computer Centre

System Manager (I/C)	-	Mr. S. Das
Programmer	-	Mr. S. Das
Asst. Programmer	-	Mr. N. K. Acharya (deployed at exam. cell)
Computer Asst.	-	Mrs. S. Patnaik (deployed at exam. cell)
Other Computer and Technical Staff	-	4
Office Staff	-	1

4. Activities of Computer Centre

- Preparation of monthly salary and arrear bills for all the university employees.
- Preparation of monthly pension of all the pensioners/family pensioners of the university.
- Calculation and maintenance of G.P.F accounts of the staff of the university.
- To provide computational facilities to the faculty members and research scholars of the university.
- Imparting training to the teaching and non-teaching staff of the university.
- To provide assistance to students of different P.G. Departments and sponsored courses for using the computers.
- To maintain the University Website.
- To provide and maintain Internet and EDUSAT facilities to all the P.G. Departments and as well as Administrative Office.
- To provide and maintain e-Governance facility to all the Departments and Administration.
- To provide e-Journal facility to Faculty members, students and research Scholars of Utkal University.

- To provide and maintain Wireles Campus Network (Point to Point).
- Provide 1 Gbps internet connection under National knowledge Network Commisison, Govt. of India

5. Facilities

The Computational facilities available at the centre are as follows:

Hardware

a)	IBM xSeries 255 Server	: 2
b)	IBM x3650 Blade Server	: 3
c)	Digital Alfa (Risc based) Server under 64 bit Unix	: 1
d)	IBM Netfinity (Intel) Server under Windows NT 4.0	: 1
e)	COMPAQ Prolient (Intel) Server Windows NT	: 1
f)	Desktop Computer (Acer & HP) P4	: 32
g)	Desktop Computer (Zenith & DDEORG) P-II	: 11
h)	D-Link Firewall	: 1
i)	Security Gateway	: 1
j)	CISCO Router	: 1
k)	Keymile Modem	: 1
l)	LTO Backup Device	: 1

Software

- Digital Unix (64 bit) with compilers C++, FORTRAN 90, FORTRAN-77
- Windows 98
- Windows XP
- Windows 2003
- Windows NT. 4.0
- R.HEL (Red Hat) Enterprise LINUX Version 4.0 ES Server, Standard Edition C.D.(64) Bit.
- Oracle Server Version 10 G Standard Edition.
- MS-Visual Studio 6
- MS-OFFICE 97 & 2003
- Borland C++ Builder 6.0 Enterprise.
- Visual Studio 2005 Professional.
- Software for automated Back up ARC SERVE Version 10. X Base for Windows Server
- Software for automated Back up SQL Server Base
- Software for automated Back up Open File Agent
- SPSS Base Version 15

- p) SPSS Regression Models
- q) SPSS ADvanced Model
- r) SPSS DAta VALidation

Peripherals

- (a) Dot Matrix Printer : 1
- (b) Line Matrix Printer : 1
- (c) UPS (Online10 KVA) : 1
- (Online 5 KVA) : 3
- (Online 2 KVA) : 1
- (d) CD-Writer : 1
- (e) Deskjet Printer : 1
- (f) Laser Printer : 1
- (g) Ricoh Photo copier cum network printer : 1
- (h) HP Scanner : 1
- (i) DLP Projector : 1

6. Working Hours

Computer Centre remains open during 7.30 A.M. - 8.30 P.M. The working hours for the staff of the centre are as follows:

- 7..30A.M. : 2.00 P.M. - 1 Shift
- 2.00 P.M. : 8.30 P.M. - 2nd Shift
- 10.00 A.M. : 5.00 P.M. -(with lunch break) for office

7. Rules for use of Computer Centre

- a) Users are not allowed without Identity card and necessary permission from Head of the Department and System Manager.
- b) Users are required to use this Centre only during the time allotted to them.
- c) They are not allowed beyond the time allotted to them.
- d) Making disturbances in some form or other inside the computer centre is strictly prohibited. Users have to maintain discipline during their stay in the Computer Centre.
- e) Every user has to sign the Logbook and make necessary entries in the space provided.
- f) Users have to bear with the staff of the computer centre during power failure and other such conditions.
- g) The users who disturb others or do not obey the rules shall be debarred from the use of computer centre.

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1. DIRECTORATE OF DISTANCE & CONTINUING EDUCATION

The Directorate of Distance and Continuing Education (DDCE) is a constituent institution the Utkal University established with the objective of providing quality education to the vast majority of working and adult learners and continuing education to all sections of the society through Distance and continuing education mode. It is located on the National Highway No.-5 near Vani Vihar traffic post.

Academic Programmes

1. M.A.in Odia,History,Political Science, Sanskrit, English, Public Administration, Sociology & Education (Two year course)
2. +3 B.A. with Pass & Honours in History, Political Science, Economics, Sanskrit, Philosophy, Odia, Education, Sociology.
3. +3 B.Com Pass and Honours in Accounting & Management
4. MCA(Evening Course)
5. M. B. A.
6. Integrated M.B.A.
7. B.B.A.
8. P.G. Diploma in HRM, MM, D&NM,FM, TTM
9. P.G. Diploma in Banking & Insurance

FACULTY

Director - Prof. Susmit Pani

LECTURERS

Dr. M.R. Behera - Odia

Dr. P. P. Panigrahi - English

Dr. S.K. Acharya- Management

Admission Notice is normally published in June every year. Forms would be available in Syndicate Bank, DDCE Extension Counter, Utkal University, Vani Vihar, Bhubaneswar.

2. POPULATION RESEARCH CENTRE

Population Research Centre, Utkal University was established in the year 1977-78 and is financed by Ministry of Health and Family Welfare, Govt. of India. This is one of the Demographic Research Centre in the State having strong network with International Institute for Population Science, Mumbai, UNICEF, UUNFPA, NIH & FW, Govt. of India and SIH & FW, Govt. of Odisha. This is one among the 18 PRCs established all over India, Providing critical research inputs to the Health and Family Welfare, Dept., Govt. of India and Odisha through various research studies. The Centre is primarily involved in undertaking various research projects on Population and Health for the Ministry of Health and Family Welfare, Govt. of India besides its involvement in other research projects funded by National and International Organisations.

HUMAN RESOURCE OF PRC

Deputy Director (I/C) : Dr. G.K. Panda

Research Staff : 03

Other Ministerial Staff : 03

3. NATIONAL SERVICE SCHEME BUREAU

National Service Scheme (NSS) which was started on 24th September 1969, the Birth Centenary Year of Mahatma Gandhi, the Father of the Nation, to establish a meaningful linkage between the students and community is a noble extension under the "Third Dimension" of Higher Education. It promotes the dignity of labour and sense of discipline among student youth through sustained

community interaction. Through NSS, the students get opportunities to see the community closely and get an experience of human nature in relation to his/her environment. Thus, the ultimate aim of NSS has been to develop the personality of students through community service.

National Service Scheme started functioning in Utkal University in 1969 initially with 300 volunteers and in 3 colleges. The number of volunteers have increased to 21000. There are 420 Programme Officers . Out of total 30 districts in the state, Utkal University covers nine populated districts affiliating 220 colleges (approx.) under its jurisdiction. There are 420 NSS units in 220 colleges with 420 lecturers in charge of NSS acting as Programme Officers. Quantitatively and qualitatively NSS under Utkal University has a respectable position in the nation's map of NSS.

The NSS Bureau of Utkal University has been identified as one of the leading Bureaus of the country. The activities of the Bureau have expanded substantially over the years. Every year the NSS Bureau has been honoured with national and state level awards for its commendable achievements in different fields of work. Besides this, the Bureau has been undertaking various innovative programmes in different spheres focusing on sustainable development and better quality of life. Thus it has been possible to create durable community assets. There are two types of NSS Programmes namely regular and special. The NSS Bureau of Utkal University has successfully organised various programmes under regular and special camping activities. Students having aptitude and orientation for social service can join NSS. The N.S.S Bureau, Utkal University, has received the prestigious National "Indira Gandhi N.S.S Award" from the Government of India for its praiseworthy achievements in social service and nation building.

NSS P.G. Council, Utkal University

Recently two NS Units have been formed in Utkal University under P.G. Council. There are 30 male and 30 female volunteers from different departments of the University. The newly formed Units have been inaugurated on 15.2.2011 by the Hon'ble Vice-Chancellor Prof. Binayak Rath. The basic objectives of the NSS Units are to organize programmes on leadership training, AIDS awareness campaign, Disaster management, plantation in and outside the campus, blood donation camps, awareness on sanitation, seminar on RTI, adoption of a village for its all round development, enrolment of drop outs in schools under Gyanalok Programme etc.

Staffing Pattern

Programme Coordinator (I/C) : Dr. P.K. Patra

Programme Officer:

1. Dr. Namita Mohanty

2. Dr. Chimaya Pradhan

Supporting Staff : 6

4. UNIVERSITY EMPLOYMENT INFORMATION & GUIDANCE BUREAU CHIEF (UEI & GB) - Er. P.C. Ratha

Dy. Chief-cum-Employment Officer, UEI & GB -Miss Linu Das

The University Employment Information & Guidance Bureau has been set up to give

- a) employment information and advice to the university alumni.
- b) information on various courses of studies, syllabi etc. on higher studies offered by universities in India and abroad.
- c) collect and disseminate occupational information regarding occupations, scholarships, fellowships and financial assistance available in India and abroad.

- d) assist applicants in securing admissions abroad,
- e) assist in individual problems pertaining to education and vocation.
- f) assist students in securing part-time employment.
- g) render vocational guidance to students individually and in groups.
- h) prepare guidance literature to help students in their educational and vocational planning.
- i) to maintain Career Information Room in the Bureau,
- j) give information on competitive examinations conducted by the various Public Service Commissions.
- k) register professional graduates and post-graduates for employment.
- l) acquaint the unemployed youth with the facilities and incentives available with the various departments under self employment promotion programme.

Now the Bureau aims at hosting new career conferences, mock interview, entrepreneurship awareness programme, career exhibition. It is also trying to launch I.A.S. coaching programme with the support of the government. The Bureau invites the pass out post-graduates and professional graduate students to register their names for future employment assistance.

5. SPECIAL CELL

A Special Cell for SC/ST students exists in the university Main Office for redressal of grievances of SC/ST students of the P.G. Departments.

6. DISABILITY UNIT (SAMARTHYA)

SAMARTHYA, the DISABILITY UNIT of Utkal University came into being about five years back under the (Higher Education for Persons with Special Needs (NEPSN) scheme of the UGC. This has the aim of providing assistive support to students having special needs such as visual, speech and hearing and orthopaedic impairment which restricts their access to various buildings and study materials. Steps such as building ramps have been taken to develop access facilities for the wheel-chair users. Apart from that, the Unit running in the premises of the Centre of Advanced Study in Psychology has three computers, a braille embosser, one high speed scanner with ADF, one plain scanner, one ZOOM EX scanner and reader to enable the students having visual impairment to use the computer for accessing their study material without depending on a reader. At the moment, student volunteers are working to support the efforts. Further, project proposals have been submitted to enable students with speech and hearing impairment also to benefit from the facilities.

Currently, steps are being taken to provide Odia Braille print outs in collaboration with the Computer Science and Application department. It also provides scope for the students with impairments to meet and to express their view points about the facilities being provided and the suggestions for improvement. While a temporary wi-fi internet connection is provided, steps are being taken to provide the regular connection through the Computer Centre.

SAMARTHYA now occupies two rooms with a disabled-friendly toilet attached. The toilet can also be accessed from outside if the need arises. Depending on the requirement and greater use, it can be expanded to occupy more rooms. Currently, Dr. P.K. Rath, Coordinator, CAS in Psychology, is in charge of the unit. The contact number is 9937346635. Further information about the unit can be had from this number.

7. UTKAL UNIVERSITY CELL AGAINST SEXUAL HARASSMENT PREVENTION CELL (UCASH)

A Cell for prevention of sexual harassment has been opened in the university for redressal of grievances relating to such harassment.

8. UTKAL UNIVERSITY HEALTH CENTRE

A Health Centre with two male doctors and one lady doctor exists in the university.

Dr. Padma Charan Dash

Dr. Ashok Kumar Mohanty

Dr. (Mrs.) Kajal Rakshit

9. CONSTITUENT COLLEGES

A. MADHUSUDAN LAW COLLEGE, CUTTACK

HISTORY

The origin and growth of this institution can be traced back to 1869 when the diploma course in Law and courses for pleaders licence was introduced in the lone High School of Cuttack as there was one college at Cuttack at that time. This High School was gradually upgraded and converted into a college and subsequently came to be known as Ravenshaw College in the year 1881. The degree course in Bachelor of Law was introduced in the said Ravenshaw College and continued to run till 1908, according to the new regulations of Calcutta University to which the college was then affiliated, the Law classes restarted in the above college were closed. Due to the untiring efforts of late Utkal Gaurab Madhusudan Das, a great national leader and a lawyer of great repute, the local people could succeed in July, 1920 in getting the Law classes in the above College. On 29th July 1949, the Bachelor of Law classes held in Ravenshaw College were taken over by Utkal University and converted into a full-fledged college. It was named Madhusudan Law College to perpetuate the glorious memory of Utkal Gaurab Madhusudan Das who had immense contribution and sacrifice for its existence and growth. In the year 1973, the Post-Graduate Department of Law was also opened in the College but the same was shifted to the Utkal University Campus in 1975. In 1980, post-graduate course in Law was reintroduced in the college.

During the span of such long years of its existence and service, a number of notable and distinguished lawyers of the country have served the institution as lecturers and have considerably heightened the image of the institution. The institution has produced almost all the lawyers of the state and many citizens who have and had successfully established themselves in the field of law, literature, arts, politics as well as in other walks of life.

Student Strength(Per Batch)

Three Years LL.B. -60, Two Years LL.M.- 25, Five Years Integrated B.A., LL.B (Hons.) -25

Faculty

Prof. Jayadev Pati Professor-cum-Principal

Professors

Smt. A. Ghosh, Dr. N.C. Pattnaik,

Dr. A. K. Srivastava.

Readers

Shri A. K. Mund, Dr. S. K. Nanda

Senior Lecturers

Dr. P. K. Rana, Dr.H. C. Padhi, Shri N. Behera

Lecturer

Shri S. N. Mallick, Dr. S.K. Chatterjee

PTI

Sri A.P. Ray

Supporting Staff : 30

Student Facilities: Well equipped library, hostel facilities (for male students)

B. University Law College, Vani Vihar

1. Year of Establishment : 1975 stated functioning form Utkal University Campus Shifted to its new campus in the year 1996

2. Courses Offered

LL.B. (3 yr.) Intake capacity - 160

B.A. LL.B. (Hons.) (5 yr.) Intake capacity - 50

Dr. S.A.K. Azad - **Principal**

3. Faculty

Dr. P. Panda - Reader

Dr. B.K. Das - Reader

Dr. M.K. Sadual - Lecturer

Dr. P.K. Swain - Lecturer

Besides the above faculties the college has the previlage of having about 20 nos. of distinguished academicians and retired judicial officers as guest lecturers.

4. Administrative Staff - 17

Activities: Moot Court, Debate, Organising Seminar, Conference & Workshop and activities domain like - Child right and law, Juvenile justice, Women rights and law, Food security and law and Humanitarian law.

10. Utkal University Placement Cell :

The Utkal University Placement Cell facilitates campus recruitment process for all students perusing post-graduate studies in different disciplines in Utkal University.

The Placement Cell liaises with various government departments, industrial establishments, corporate houses, NGOs, Banks, PSUs etc. to provide meaningful employment opportunities to the students.

The Placement Cell has successfully conducted different selection processes for central government establishments such as Indian Air Force and Indian Coast Guard, under Ministry of Defence, Govt. of India, Intelligence Bureau, Ministry of Home Affairs, Govt. of India and CAPART, under Ministry of Rural Development etc. The Cell has organized recruitment drives for Aditya Birla Group, \TCS, Infosys,

Mahindra Satyam, Tech Mahindra Ltd., Apollo Hospitals, Asian Paints, SEW Infrastrnkture Ltd., Vedanta Aluminum Ltd., Hindustan Zinc Ltd., TS Aloys, Ford Motors, PRADAN, Spandana Spoorthy Micro finance Services etc.

The Chairman P.G. Council directly monitors and guides the functioning of the Placement Cell. An Advisory Committee comprising of H.O.Ds and Course Coordinators of different sponsored programs has been constituted to supervise issues pertaining to training and placement of the students of the university.

The placement season runs through the course of the year commencing last week of July through April. The Placement Cell office disseminates information relating of Pre-Placement Talks, Job interviews, Off-campus opportunities, Selection of candidates etc.

Sarit Kumar Panda Placement Officer P.G. Central Office, Utkal University Tel: 0674-2116554

E-Mail: placement@utkal-university.org

utkal universityp lacement@gmail.co'm saritpanda@gmail1.com .

11. Centre For Ambedkar Studies

The Centre for Ambedkar Studies under the UGC Scheme of Epoch Marking Social Thinkers of India is established in the P.G.Department of History. Utkal University since May, 2007: The Centre has developed a Library -cum- Reading Room i.e. accessible to the students, teachers & research scholars of the University. It organizes the National Seminars and Lectures on Life and philosophy of Babasaheb Ambedkar and on other related issues of social transformation. The Centre's proposal for introducing the M. Phil/ Ph.D Programme on "Dr. Ambedkar Studies (Interdisciplinary)" is the process of finalization.

Contact person: Prof. Basanta Kumar Mallik

Director

Mob. 09437498661

Cotact Person :-

Dr. Basant Kumar Mallik - Director

Phone : 09437498661 (M)

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The Utkal University Library was established in 1946. Later the library was named as "Parija Library" in the memory of late Dr. Pranakrishna Parija, first Vice-Chancellor of the Utkal University and a renowned scientist of international repute. As per rules laid down in the statutes of the university the Library Committee was constituted to deal with general administration of the library and frame relevant rules subject to approval of the authorities of the university. However, the day-to-day administration and management of the library is to be looked after by the Chief Librarian under the overall supervision of Professor-in-Charge as stipulated by the Academic Council.

Professors-in-charge of Parija Library

Dr. R.N. Panda, Deptt. of Sanskrit

Chief Librarian (I/C)

Sri P.K. Mohanty

A. Other Staff of the Parija Library

Assistant Librarians - Mrs. Indira Joshi
- Smt. Pranati Garnaik

Supporting Staff - 41 others

B. Administration

The Library has following sections with working hours.

1. Acquisition Section
2. Technical Section
3. Periodical Section:
 - (a) Current Periodicals -10.00 A.M. to 10.00 P.M.
 - (b) Back Volumes - 10.00 A.M. to 4.30 P.M.
4. Circulation Section: (11 A.M. to 4 P.M.)
5. Reference Section: (10.30 A.M. to 4.30 P.M.)
(Functions on all days of the year except Sundays and holidays)
6. Documentation Section
7. Administrative Section
8. Manuscript Section
9. Text Book Section (Functioning from 10.00A.M. to 10.00 P.M.) on all days of week and from 10 A.M. to 4.30 P.M. on Holidays)
10. There are two Reading rooms in the Library:
 - 1) General Reading Room, 2) Current Journal Reading Room

C. Facilities

The Library is completely housed in its own building inside the

campus. The Library also feeds all types of readers by borrowing books/Journals/xerox copies of non- loanable articles and journals from national and other libraries on Inter-Library loan basis.

It has five xeroxing machines. It is functioning on every working day from 1P.M. to 4 P.M. The charge of each photocopy is Re.0.40p. In order to provide xerox facilities to the readers during working hours of the Library one private xerox machine has been installed inside the library. Steps have been taken for computerisation of the library.

D. Parija Library Fund

Parija Library Fund has been created by the Syndicate on 18-05-91 in accordance with Rules framed by the Academic Council under Section 10(3) (m) of the University Act, 1989 and Statute 21 (5) of the Orissa University First Statutes, 1990. The Library Development Fee collected from each student at the time of admission is to be deposited in this fund.

The possible sources of receipt of "Parija Library Development Fund" are as follows:

- a) Library Development fees of Rs.100/- from each student collected at the time of admission.
- b) Overdue charges collected from borrowers.
- c) Donations (if any).

E. Working Hours

Working hours of the library are from 10.00 A.M. to 10.00 P.M. on every working day, except second Saturdays and Sundays. On all Saturdays, Sundays and other holidays (Excluding three national holidays, University Foundation Day, Days of Ganesh Puja, Saraswati Puja, Utkal Divas and Vice-Chancellor's discretionary holidays) the library is kept open from 10.00 A.M. to 4.30P.M., Issue of books is allowed only on working days from 11A.M.to 4 P.M.

F. Rules for use of the Library

1. (a) Books may be taken out on loan by :
 - i) Teachers, students, officers and other employees of the university and members of authorities of the university.
 - ii) Any public man on the recommendation of the Vice-Chancellor with a guarentor from among the confirmed employees of the university and on deposit, of Rs.500/- as non-refundable caution money. But books can not be issued to his/her favour.
 - iii) Other universities, learned societies, and public libraries on term of reciprocity and with the approval of the Library Committee.
- b) Research scholars may be allowed with a non- refundable caution money of Rs. 500/- (annually) to refer books/journals in Library but they cannot get books/journals issued out.

2. The following table gives the classes of members and their respective privileges :

Class of Members	No. of Volume to be issued a time	Loan Period	Cautions Money to be deposited
1	2	3	4
(a) Vice-Chancellor, Teaching Staff: Permanent or Temporary i.e., Professor / Reader/Lecturer.	15	2 Months	Nil
(b) Research Assistant	5	2 Months	Nil
(c) Chief Librarian/ Assistant Librarian.	10	2 Months	Nil
ADMINISTRATIVE STAFF:			
(i) Officers	5	2 Months	Nil
(ii) Ministerial Staff/Technical Asst./ Junior Technical Asst./Attainders and all others declared as Class III staff.		2 1 Month	Nil
(iii) Class IV Staff	1	1 Month	Nil
(d) Members of the University Authorities	2	1 Month	Rs.25/-
(e) Students:			
(i) Teacher Fellow/ Research Fellow	5	2 Months	Rs.100/-
(ii) P.G. Students	4	1 Month	Rs.50/-
(f) Any other Member	2	1 Month	Rs.500/-

(The Class III and IV staff of the university can be enrolled as members after completion of one year of service in the university)

3. Membership

- i. Every employee of the university and the authorities of the university shall be members of the Parija Library.
- ii. Post-graduate students will be enrolled as members of the Library on the basis of the certificate of admission forwarded by the respective Heads. No borrower's card will be supplied to a student member unless the student produces the Identity Card and a Passport size Photograph.
- iii. Every member shall be given borrower's card which in case of student member will contain a passport size photograph of the concerned student.
- iv. Borrower's Card is not transferable.
- v. If a member loses his borrower's card he/she should immediately report this to the Chief Librarian in writing and a duplicate borrower's card will be issued to him on payment of a fee Rs.5/- and on submission of passport size photograph (in case of student members only).
- vi. No student will be admitted to any University examination unless he/she obtains a "No Dues" certificate from the Chief Librarian and no student shall be given a transfer certificate without producing Library Clearance.
- vii. To terminate his membership, a member shall return to the Library

all the books borrowed by him/her along with his/her borrower's card to the Chief Librarian who will then give him/her a certificate of "No Dues".

- viii. The University shall not settle the accounts of a member, (who does not pay any caution money) without the production of a "No Dues" certificate from the Chief Librarian.
- ix. Books borrowed by the members are not transferable.
- x. Members shall appear in person to take books on loan.
- xi. If the date of due return of a book taken on loan falls on a holiday of the university, the book shall be returned on the next working day except that in the case of Summer Vacation, Puja, Winter Holidays, it shall be refunded on the 1st working day after the vacation or holidays as the case may be.
- xii. Manuscripts, periodicals, dictionaries, books in reference section, rare books which might be difficult to replace and such other works as may be declared as not to be taken out of the Library by Chief Librarian/ Librarian shall not be lent out.
- xiii. Books which are temporarily in great demand may be lent for shorter period as may be prescribed by the Chief Librarian/ Librarian or may ,if not be lent out at all.
- xiv. No journal or back volume can be issued to any borrower or to any department.
- xv. Any book on loan may be recalled by the Chief Librarian/ Librarian at any time and shall become due on the day filed by the Chief Librarian / Librarian.
- xvi. The borrower at the time of issuing of the Book(s)is required to go through the pages of the book(s)and give an undertaking in an undertaking slip that he would either replace the book(s) or give ten times of purchase price of the book along with 10% of the purchase price as processing charge.
- xvii. If a book is not returned to the Library when due, an over due charge of 10p. per volume per day shall be levied and no further books shall be issued until the over due books are returned.

4. Fine in case of Loss of Books by the Borrower

- i. If a book borrowed is lost then he/she shall inform the Chief Librarian in writing immediately and is required to replace the book or if the book is not available the borrower is required to pay ten times of the purchase price of the book, in case of Indian Publication and one time Indian conversion price in case of Foreign Edition Books + 10% as service charge against the cost so fixed.
- ii. A borrower shall be responsible for all books issued on his/ her card.
- iii. Books in Text Book Section of the Library will be borrowed by a reader on submission of library card and in case of students on submission of identity card and can not be taken outside the Library. The borrower has to give an undertaking slip (to be named as call slip) for remaining responsible for any damage or tearing of the book. In case of damage and tearing of the book the matter is to be reported to Prof.-in-charge to take necessary action.