

# **PROSPECTUS AND APPLICATION FORM**

**FOR**

**2011-12**

**THREE YEAR DEGREE COURSES  
IN ARTS & COMMERCE (GENERAL AND HONOURS),  
AND SCIENCE (HONOURS)**



**Harihara Mardaraj Distance Education Centre  
Berhampur University  
Berhampur-760 007  
Ganjam, Orissa**

## INTRODUCTION

The Harihara Mardaraj Distance Education Centre will admit candidates to the First Year of the THREE YEAR DEGREE COURSES (General and Honours) under Berhampur University to be taught through the Distance Education Mode in accordance with the Syllabus and Regulations of Berhampur University as prescribed from time to time. This is aimed at providing higher education to persons of all age and sex, particularly to in-service persons, to persons otherwise handicapped and persons residing in the remote areas. It is also proposed to provide a viable alternative mode of education to students, who had to discontinue/cannot continue to devote whole time required for a student in college owing to some social or other difficulty. Students who have failed to find a seat in a college or did not wish to join a regular college for family or personal reasons can also pursue these courses.

## CRITERIA FOR ADMISSION

The courses will have a span of three academic sessions commencing from 2011 – 2012. Any person, who has passed the Higher Secondary Examination of the Council of Higher Secondary Education, Orissa or any other qualifying examination recognized by the Academic Council of CHSE, Orissa and Berhampur University as equivalent thereto may be admitted into the **First Year of the Bachelor of Arts or Commerce (General or Honours) or Bachelor of Science (Honours in Physical Sciences, namely Physics, Chemistry and Mathematics only) Courses** and the admission shall be subject to Regulations of Berhampur University. A candidate admitted for the period 2011-2014 is to appear the examination at the end of each academic session. The candidates desirous to take admission into the first year of the course of a particular stream may give their option in the application itself whether they intend to appear at the General or Honours Examination. In case of change from Honours to General there will be no refund of money to the student concerned. If a candidate intends to change over from General to Honours he can do so on application for permission from Distance Education Centre on payment of the differential amount of **Rs.1000/-** and such other fees as prescribed from time to time **within thirty days from the last date of admission.**

**The H.M.D.E.C reserves the right to offer/ or not to offer the B. Sc.(Hons.) course or limit the number of seats depending upon the number of students admitted during the year.**

## FOR ATTENTION OF ALL APPLICANTS

**The applicants before applying to any of the Three Year Degree (+ 3) Honours/Pass courses in Arts/Commerce/Science (Hons.) are advised to carefully go through the Prospectus and visit the University Website ([www.bamu.nic.in](http://www.bamu.nic.in)) to know about the profile of the University. They are also advised to visit the University Campus, Bhanja Bihar and the Harihara Mardraj Distance Education Centre, if they so desire and see for themselves the available infrastructure and other facilities. If satisfied, they may apply to any of the courses as per their eligibility. Once admitted, making any unreasonable demand thereafter shall not be entertained and it shall be treated as an act of indiscipline.**

## APPLICATION PROCEDURE:

**The Prospectus and Application Form for admission into the Three Year Degree (+3) Honours/Pass in Arts/Commerce/Science(Hons.) Courses can be downloaded from the Berhampur University website ([www.bamu.nic.in](http://www.bamu.nic.in)) in PDF form during 11-06-2011 to 30-07-2011.**

The candidates seeking admission to these Courses have to send the following by Registered Post/Speed Post to the Director, Harihara Mardaraj Distance Education Centre, Berhampur University, Berhampur-760 007, Ganjam, Orissa:

- a) The downloaded prescribed Application Form duly filled in their own handwriting and complete in all respects;

- b) One Account Payee Demand Draft for Rs.300/- (Rupees three hundred only) drawn in favour of COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY payable at State Bank of India, Bhanja Bihar Branch (Code 2107) Berhampur – 760 007, Orissa towards Processing-cum-Application Fee;
- c) Attested copies of the certificates, Mark Lists and documents listed in **Schedule A**.

The Harihara Mardaraj Distance Education Centre will allot Index/Enrolment Number to each candidate, whose valid applications are received before the last date (that is 30-07-2011), and upload the same in the University website ([www.bamu.nic.in](http://www.bamu.nic.in)) by 06-08-2011. The candidates are required to **get information about their Enrolment Number** from the University website and come to the Harihara Mardaraj Distance Education Centre in the Berhampur University Campus, Bhanja Bihar for **Spot Admission** on the dates specified below for their Enrolment Number (**Schedule B**) during office hours without fail and submit the Demand Draft/Bankers' Cheque towards total fee for admission and all **original** documents as listed in **Schedule A** for verification.

N:B.: THE PROCESSING-CUM-APPLICATION FEE ONCE PAID SHALL NOT BE REFUNDED UNDER ANY CIRCUMSTANCE. MONEY ORDERS AND POSTAL ORDERS OR DEMAND DRAFTS DRAWN ON ANY BANK OTHER THAN **STATE BANK OF INDIA OR SBI CHALLAN** SHALL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE.

#### **DATES TO REMEMBER**

<b>DATE OF UPLOADING/AVAILABILITY OF APPLICATION FORM IN THE BERHAMPUR UNIVERSITY WEBSITE (<a href="http://www.bamu.nic.in">www.bamu.nic.in</a>)</b>	<b>11-06-2011</b>
<b>LAST DATE OF RECEIPT OF DULY FILLED-IN APPLICATION FORM ALONG WITH PHOTOCOPIES OF THE REQUIRED DOCUMENTS AND THE PROCESSING FEE</b>	<b>30-07-2011</b>

#### **Schedule A. Documents required for admission (Attested copies at the time of sending the Application Form and Original documents at the time of Spot Admission)**

1. School / College Leaving Certificate
2. High School or equivalent Certificate and Mark Sheet.
3. +2 Certificate and Mark Sheet.
4. Conduct Certificate from the Head of the Institution last attended.
5. Berhampur University Registration Number (If registered under Berhampur University)
6. Migration Certificate in Original (For students other than the Berhampur University).
7. Two passport size photographs duly attested in addition to the photographs pasted on the Application Form and one stamp size photograph to be submitted on the date of Spot Admission for the Identity Card.
8. Address slips duly filled-in.
9. Five self-addressed unstamped envelopes of size 12" × 5" cm.
10. The prescribed admission fee in shape of A/c Payee Demand Draft in favour of the COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY, payable at State Bank of India, Bhanja Bihar Branch (Code-2107).
11. Permission letter from the employer (if employed)
12. Caste Certificate. (if any)
13. The Identity Card with stamp size photograph pasted at the space provided and duly signed by the candidate.
14. ONE SET OF ATTESTED COPIES OF ALL THE ABOVE DOCUMENTS SIGNED BY THE CANDIDATE MUST BE SUBMITTED INCLUDING XEROX COPY OF THE DEMAND DRAFT OF THE ADMISSION FEES.
15. The Address slip and Index card should be filled in properly by the candidate.
16. The Information Sheet duly filled in by the candidate.

### Schedule B. Schedule for spot admission

*The candidates are advised to come for the spot admission according to the INDEX/ENROLMENT NUMBER allotted to them in the Berhampur University website ([www.bamu.nic.in](http://www.bamu.nic.in)) by 06-08-2011 as per the following scheduled dates during the office hours without fail.*

#### THREE YEAR DEGREE COURSE (TDC) ARTS

Date	Day	INDEX/ENROLLMENT NUMBER
10-08-2011	Wednesday	1 / Arts / 2011 – 300 / Arts / 2011
11-08-2011	Thursday	301 / Arts / 2011 – 600 / Arts / 2011
12-08-2011	Friday	601 / Arts / 2011 – 900 / Arts / 2011
16-08-2011	Tuesday	901 / Arts / 2011 – 1200 / Arts / 2011
17-08-2011	Wednesday	1201 / Arts / 2011 – 1500 / Arts / 2011
18-08-2011	Thursday	1501 / Arts / 2011 – 1800 / Arts / 2011
19-08-2011	Friday	1801 / Arts / 2011 – 2100 / Arts / 2011
20-08-2011	Saturday	2101 / Arts / 2011 on wards.

#### THREE YEAR DEGREE COURSE (TDC) COMMERCE

Date	Day	INDEX/ENROLLMENT NUMBER
22-08-2011	Monday	1 / Com./ 2011 – 300 / Com. / 2011
23-08-2011	Tuesday	301 / Com./ 2011 – 600 / Com. / 2011
24-08-2011	Wednesday	601 / Com./ 2011 on wards

#### THREE YEAR DEGREE COURSE (TDC) SCIENCE

Date	Day	INDEX/ ENROLLMENT NUMBER
25-8-2011	Thursday	1/Sc./2011 - 300/Sc./ 2011
26-8-2011	Friday	301/ Sc./2011 onwards

#### IMPORTANT INSTRUCTION

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

The decision of the Director, DEC, Berhampur University in all matters relating to admission, academic programmes, etc. shall be final.

The D.E.C. is not responsible for any postal delay or misplacement.

## ADMISSION PROCEDURE

Eligible applicants will be admitted to the course. Failure to produce any document shall disqualify an applicant from taking admission. **All original documents except SLC/CLC/TC and Conduct Certificate will be returned to the candidates soon after spot admission is over on the same day.** Admission into the course shall be as per the Rules of Admission of Berhampur University and in conformity with the minimum standard of instructions prescribed by the University Grants Commission as amended from time to time. The student will have the freedom to choose subjects only from the list of subjects/streams prescribed by the Distance Education Centre.

*All admissions are provisional which can be cancelled at any time by the Centre for any valid reason such as misconduct, forgery, etc.*

## EXAMINATION CENTRES

Candidates shall have to appear the examination from a centre as allotted to them by the Controller of Examinations, Berhampur University in consultation with the Director, DEC depending upon the availability of requisite infrastructure in a College/Institution.

## FEE

Candidates seeking admission to the Three Year Degree Course (TDC) shall have to pay the following fees:

Sl. No.	Name of Course	Course Fee (Rs.)	Examination Fee (Rs.)	Postal Charges (Rs.)	Total Fee (Rs.)
1.	TDC Arts/Commerce (General or Pass)	6,000/- (One time)	3,105/-	300/-	9,405/-
2.	TDC Arts/Commerce (Honours)	7,000/- (One time)	3,105/-	300/-	10,405/-
3.	TDC Arts with Education (Pass)	6,180/- (One time)	3,305/-	300/-	9,785/-
4.	TDC Arts with Education (Honours)	7,360/- (One time)	3,305/-	300/-	10,965/-
5.	TDC Science (Honours in Physical Sciences only)	7000/- (Per year)	3,305/-	300/-	10,605/-

- Note:**
- 1. Examination Fee includes Fees for the First, Second and Final TDC Examinations, other charges, special centre charges, etc and the Degree Certificate Fee.**
  - 2. After admission into a course, the admission fee deposited shall not be refunded. The differential amount if any regarding change over from Honours to General shall also not be refunded. A candidate subsequently seeking change from General Course to Honours Course is required to deposit the differential amount. The candidates who are disqualified for admission, the fee deposited by them shall be refunded.**
  - 3. The students admitted to the B.Sc. (Hons.) course, should deposit the course fee for the Second / Third Year at the time of readmission into the respective year but not later than 30<sup>th</sup> July of 2012 and 2013 respectively. The DEC reserves the right to impose fine on the defaulters or take appropriate action as deemed fit in this regard.**

## MODE OF PAYMENT

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

## **IDENTITY CARD**

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

## **CONTACT PROGRAMME**

The DEC is planning to conduct Contact Programmes at five Centres, one each in the districts of Ganjam, Gajapati, Kandhamal, Koraput and Nowrangpur during 2011-12. Contact class for a paper carrying 100 marks will be held at selected centres, if the students strength in that paper exceeds twenty-five. In the contact programme teachers of the particular discipline will provide classroom instructions, guidance and counselling on the course/subjects. The venue, mode, manner and timing of the contact programme will be intimated in due course of time to the students. Students are required to attend the classes at their own cost. If the enrolment of students in a particular subject is less than 25, no contact classes will be conducted for such subject(s).

For the B. Sc.(Hons.) students, the DEC is planning to conduct Contact Programmes including Practical classes in all papers excluding the electives in some affiliated colleges of Berhampur University depending on number of students admitted during the year from a region.

## **UNIVERSITY EXAMINATIONS**

The University Examinations for the students of DE mode shall be the same as for the college students. The date and time of examination shall be determined by the Controller of Examinations. Information regarding centres of examination, time table and other instructions shall be sent to the students in due course. Those who opt for subjects like Philosophy, Sanskrit, Hindi, etc. must be prepared to appear at the examination from a college centre where such courses are being taught. **Candidates admitted into the Three Year Degree Course (B.A./B.Com./B.Sc.(H)) during 2011 - 2014 shall have to appear at the University Examination at the end of each academic session.**

## **MARK SHEET AND PROVISIONAL CERTIFICATE**

After publication of the results the Mark Sheet and Provisional Certificate will be sent to the students by **Regd. Post / Speed Post**.

## **INTERNSHIP AND PRACTICAL PROGRAMME**

Adequate number of Practical and Internship Programmes wherever applicable will be conducted, as per the requirement under intimation to the concerned students. Students are required to undergo the programmes at their OWN COST.

## **CHANGE OF ADDRESS**

In the event of change of address the students are required to get mailing list changed on application and payment of Rs.50/- (Rupees fifty)only.

## **CHANGE OF SUBJECT(S)**

A student admitted with a particular subject(s) or combination of subjects of a stream may be permitted by the Director to change once his/her subject(s) or combination of subject(s) within 30 (thirty) days from the last date of admission into first year course on payment of Rs.100/- (Rupees one hundred) only. No student shall be permitted to change his/her subject(s) or combination of subject(s) thereafter.

**ENROLMENT NUMBER**

Each student will be assigned an Enrolment Number on admission. In all communications addressed to the DEC this number should be quoted. Letters received without the enrolment number will not be attended to.

**COURSE STRUCTURE: ARTS STREAM**

A student has to offer all compulsory subjects, two elective subjects and one subject from the third group either for GENERAL (PASS) or Honours examination.

**BACHELOR OF ARTS GENERAL (PASS) AND HONOURS**

Group-1:	1. Compulsory	1) English	Paper-1	100 marks
			Paper-2	100 marks
		2) MIL	Paper-1	100 marks
		(Oriya/Hindi/Telugu/Alt. Eng.)	Paper-2	100 marks
		3) Indian Society and Culture		100 marks
		4) Environmental Studies		100 marks
Group-2:	Elective Subjects			
	i) Indian Polity	iv) Mathematics		
	ii) Indian Economy	v) Education		
	iii) Landmarks in Indian History	vi) Oriya		

**N.B. Each student both General (Pass) and Honours shall offer two elective subjects from the list of subjects as given above. Each elective subject consists of two papers-each carrying 100 marks.**

Group-3:	1) Mathematics	6) Education
	2) History	7) Oriya
	3) Economics	8) Hindi
	4) Political Science	9) English
	5) Philosophy	10) Sanskrit

**A General (Pass) Student shall offer one pass subject carrying 400 marks and Honours student shall offer one subject carrying 800 marks out of the above list of subjects in addition to compulsory and elective papers.**

**N.B.:**

A student opting Mathematics as his/her Pass or Honours subject cannot opt Mathematics as his Elective Subject.

A student opting History as his/her Pass or Honours subject cannot opt "Landmarks in Indian History" as his/her Elective Subject.

A student opting Economic as his/her Pass or Honours subject cannot opt "Indian Economy" as his/her Elective Subject.

A student opting Political Science as his/her Pass or Honours subject cannot opt "Indian Polity" as his/her Elective Subject.

A student opting Education as his/her Pass or Honours subject cannot opt "Education" as his/her Elective Subject.

No student shall be allowed to take Mathematics without studying this subject at the Higher Secondary level (+2 level).

**MARK DISTRIBUTION****B.A.GENERAL (PASS)**

1 <sup>st</sup> Examination			2 <sup>nd</sup> Examination		Final Examination		
Subject	Paper	Marks	Subject	Marks	Subject	Paper	Marks
English	1	100	Indian Society and Culture	100	English	2	100
MIL/Alt. Eng.	1	100	Elective A-2	100	MIL/Alt.Eng.	2	100
Elective A-1		100	Elective B-2	100	Environmental Studies		100
Elective B-1		100	Pass-P-1	100	Pass	3	100
			Pass-P-2	100	Pass	4	100
Total		400		500			500
Grand Total B.A. General ( Pass ) 1400 Marks							

**B.A. (HONOURS)**

1 <sup>st</sup> Examination			2 <sup>nd</sup> Examination		Final Examination		
Subject	Paper	Marks	Subject	Marks	Subject	Paper	Marks
English	1	100	Indian Society and Culture	100	English	2	100
MIL/Alt.Eng.	1	100			MIL/Alt.Eng.	2	100
Elective A-1		100	Elective A-2	100	Environmental Studies		100
Elective B-1		100	Elective B-2	100	Hons.	6	100
Hons.	1	100	Hons. P-3	100	Hons.	7	100
Hons.	2	100	Hons. P-4	100	Hons.	8	100
			Hons. P-5	100			
Total:		600		600			600
Grand Total B.A. Honours 1800 Marks							

The break-up of General (Pass) subject having practical P-3 and P-4 shall be as follows:

Paper-3: 75 marks (Theory)  
 Paper-4: 75 marks (Theory)  
           50 marks (Practical)  
**Total: 200 marks**

**COURSE STRUCTURE: COMMERCE STREAM**

A Pass student has to offer the following papers:

**BACHELOR OF COMMERCE GENERAL (PASS)**

<b>Compulsory:</b>	1) Communicative English	100 marks
	2) Business Economics	100 marks
	3) Indian Society and Culture	100 marks
	4) Environmental Studies	100 marks
<b>Commerce Subject:</b>	1) Financial Accounting	100 marks
	2) Business and Company Law	100 marks
	3) Business Statistics	100 marks

	4) Cost Accounting	100 marks
	5) Management Accounting	100 marks
	6) Quantitative Techniques and Business Mathematics	100 marks
	7) Auditing	100 marks
	8) Principles of Management	100 marks
	9) Company Accounts	100 marks
	10) Income Tax	100 marks

### **BACHELOR OF COMMERCE (HONOURS)**

An Honours student has to offer all the compulsory and commerce papers mentioned above except Company Accounts and Income Tax along with the following **elective subjects**. They will read Company Accounts and Income Tax under the Elective Subjects.

1.	Specialised Accounting	100 marks
2.	Contemporary Accounting Theory	100 marks
3.	Company Accounts	100 marks
4.	Income Tax	100 marks
5.	Advanced Cost and Management Accounting	100 marks
6.	Financial Analysis Reporting	100 marks

### **MARK DISTRIBUTION**

#### **B. COM. GENERAL (PASS)**

1 <sup>st</sup> Examination		2 <sup>nd</sup> Examination		Final Examination	
Paper	Marks	Paper	Marks	Paper	Marks
Communicative English	100	Indian Society and Culture	100	Environmental Studies	100
Business Economics	100	Cost Accounting	100	Principles of Management	100
Financial Accounting	100	Management Accounting	100	Company Accounts	100
Business and Company Law	100	Quantitative Technique and Business Mathematics	100	Income Tax	100
Business Statistics	100	Auditing	100		
Total:	500		500		400

Grand Total of B.Com. General (Pass)=1400 Marks (1<sup>st</sup> Exam. + 2<sup>nd</sup> Exam. + Final Exam.)

#### **B.COM (HONOURS)**

1 <sup>st</sup> Examination		2 <sup>nd</sup> Examination		Final Examination	
Paper	Marks	Paper	Marks	Paper	Marks
Communicative English	100	Indian Society & Culture	100	Environmental Studies	100
Business Economics	100	Cost Accounting	100	Principles of Management	100
Financial Accounting	100	Management Accounting	100	Elect-3	100
Business & Company Law	100	Quantitative Techniques & Business Mathematics	100	Elect-4	100
Business Statistics	100	Auditing	100	Elect-5	100

Elective- 1	100	Elective-2	100	Elect-6	100
Total:	600		600		600

Grand Total of B. Com.(Hons.)=1800 Marks (1<sup>st</sup> Exam. + 2<sup>nd</sup> Exam. +Final Exam.)

### **COURSE STRUCTURE : SCIENCE STREAM**

The course structure and marks distribution for B.Sc. (Hons.) shall be as follows:

1 <sup>st</sup> Examination		2 <sup>nd</sup> Examination		Final Examination	
Subject	Marks	Subject	Marks	Subject	Marks
English	50	Major Elective-II	100	Indian Society & Culture	100
MIL	50	Pass A – I	100	Pass A - III	100
Environmental Studies	100	Pass A – II	100	Pass A – IV	100
Minor Elective	100	Hons. Paper-III	100	Hons. Paper-VI	100
Major Elective-I	100	Hons. Paper-IV	100	Hons. Paper-VII	100
Hons. Paper-I	100	Hons Paper-V	100	Hons Paper-VIII	100
Hons. Paper-II	100				
Total:	600		600		600
Grand Total B. Sc. Honours = 1800 Marks					

**N.B. :** A B. Sc. (Hons.) student shall choose an Honours subject (Physics, Chemistry or Mathematics only) carrying 800 marks, one Pass subject carrying 400 marks, one Minor Elective carrying 100 marks and one Major Elective carrying 200 marks consisting of two papers each carrying 100 marks, besides Compulsory Papers.

Subjects(s) with Practical shall carry 75% theory and 25% Practical

In Honours subjects having practical components, Paper-V and Paper-VIII are Practicals of 100 marks each

Minor Elective Paper: The B. Sc. (Physical Science) students shall take “Biology for Physical Sciences Students” as Minor Elective carrying 100 marks.

Major Elective Papers: Biotechnology, Life Science and Mathematics

A student opting Mathematics as his/ her Pass or Honours subject cannot opt Mathematics as his Elective Subject.

No student shall be allowed to take mathematics without studying this subject at the Higher Secondary level (+2 level).

### **EDUCATION PRACTICE/TEACHING/PROJECT WORK/PRACTICAL**

The students having education as a subject either as General ( Pass ) or Honours shall have to attend the practice teaching programme and deliver 30 lessons (15 in each of the two method subjects). The programme will be held centrally at Berhampur. The date and venue of the programme will be intimated to them separately. There will be a practical examination for them in education. This will be conducted centrally at Berhampur or as fixed by the Controller of Examinations of the University. **They will have to attend both the practice teaching programme and practical examination at their own cost.**

The student who fail to undertake the practice teaching and project work on the scheduled date shall have to intimate the DEC Office whose case may be considered in the subsequent academic session. No programme will be conducted separately in the middle of the session.

### **MATHEMATICS ( Honours )**

The students of Mathematics (Honours) have to opt “Operation Research” only in their Paper-VIII, as there is no provision of practical under DEC.

### **ECONOMICS ( Honours )**

The students of Economics (Honours) have to study theory papers in their Paper-VII and Paper-VIII as mentioned below :

- i) History of Economic Thought
- ii) Agricultural Economics.

### **SANSKRIT PRACTICAL**

The students of Sanskrit General (Pass) and Honours have to opt theory papers in their Paper-VII and Paper-VIII, as there is no provision of practical under DEC. No contact classes will be conducted for the students of Sanskrit and Hindi by the DEC.

### **LEGAL DISPUTE**

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

### **CONTACT**

The following cell numbers of DEC may be contacted for further queries.

<b>Sl.</b>	<b>Designation</b>	<b>Cell No.</b>
<b>1</b>	<b>Section Officer (TDC Arts/Commerce/Science)</b>	<b>09861326738</b>
<b>2</b>	<b>Programme Co-ordinator (Academic)</b>	<b>09861317557</b>
<b>3</b>	<b>Officer-in-Charge</b>	<b>08895953099</b>
<b>4</b>	<b>Additional Director</b>	<b>09437413231</b>
<b>5</b>	<b>Director</b>	<b>08895710640</b>

### **NOTE :**

**The Distance Education Centre has not appointed any person or institution to act on its behalf for the three-year degree course. Candidates are advised to contact the Director, Distance Education Centre directly for any matter relating to admission. Applications for admission, etc. received through any other agency shall be summarily rejected.**

**DIRECTOR**

**Education at your door steps****NOT TRANSFERABLE**Index /Enrolment  
No. \_\_\_\_\_

For Office Use

D.D.No \_\_\_\_\_

Date \_\_\_\_\_

Amount Rs. \_\_\_\_\_

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

PASSPORT SIZE  
PHOTOGRAPH TO  
BE PASTED DULY  
ATTESTED ON THE  
FRONT

2011 - 2014

APPLICATION FOR ADMISSION INTO THREE YEAR DEGREE COURSE IN ARTS/ COMMERCE  
(GENERAL/HONOURS) AND SCIENCE (HONOURS)

**Course to be offered + 3** \_\_\_\_\_

Berhampur University Registration No. (if any): \_\_\_\_\_

1. Name of the applicant ( in BLOCK letters as recorded in H.S.C.) : \_\_\_\_\_
2. a) Sex \_\_\_\_\_ b) Nationality \_\_\_\_\_  
c) Religion \_\_\_\_\_ d) Mother Tongue \_\_\_\_\_
3. Date of Birth as recorded in H.S.C./ Matriculation certificate or equivalent : (in figures) : \_\_\_\_\_  
(in words): \_\_\_\_\_
4. a) Father's Name : \_\_\_\_\_  
b) Guardian's Name (if father is not alive) : \_\_\_\_\_  
c) Mother's Name : \_\_\_\_\_
5. Present Address of the applicant (in Block Letters) : \_\_\_\_\_  
**(For Correspondence)**

Pin \_\_\_\_\_ Cell No. \_\_\_\_\_

☎ \_\_\_\_\_ e-mail. \_\_\_\_\_

P.T.O

6.. Permanent Address : \_\_\_\_\_  
(in Block Letters) \_\_\_\_\_

Pin \_\_\_\_\_

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

8. Educational Qualifications (Attach original and attested copies of Certificates and Mark Lists)

Examination Passed.	Name of the Institution where studied	Name of the Examining Body/Board/ Council/University	Year of Passing	Class/ Division	Total Marks	Marks Secured	% of Marks Secured	Remarks
1. HSC or its equivalent .								
2. Intermediate/ +2 or equivalent								
3. Any other Degree Passed								

9. Fee Particulars : B.D. No. \_\_\_\_\_/ Date \_\_\_\_\_ Amount \_\_\_\_\_

10. Subjects :

**For +3 Arts (General/Honours)**

A) Compulsory Subjects:

- i) English
- ii) M.I.L. \_\_\_\_\_  
(Alternative English/Oriya/Hindi/Telugu)
- iii) Indian Society and Culture
- iv) Environmental Studies

B) Elective Subjects

- i) \_\_\_\_\_
- ii) \_\_\_\_\_  
(For both General and Honours Students)

C) Pass/ Honours

\_\_\_\_\_

\_\_\_\_\_  
FULL SIGNATURE OF THE APPLICANT

**+3 Commerce (General)**

- 1) **Compulsory Subjects:**
  - i) Communicative English
  - ii) Business Economics
  - iii) Indian Society and Culture
  - iv) Environmental Studies
- 2) **Commerce Subjects :**
  - a) Financial Accounting
  - b) Business and Company Law
  - c) Business Statistics
  - d) Cost Accounting
  - e) Management Accounting
  - f) Quantitative Techniques and Business Mathematics
  - g) Auditing
  - h) Principles of Management
  - i) Company Accounts
  - j) Income Tax

**For +3 Commerce (Honours)**

- 1) **Compulsory Subjects:**
  - i) Communicative English
  - ii) Business Economics
  - iii) Indian Society and Culture
  - iv) Environmental Studies
- 2) **Commerce Subjects:**
  - a) Financial Accounting
  - b) Business and Company Law
  - c) Business Statistics
  - d) Cost Accounting
  - e) Management Accounting
  - f) Quantitative Techniques and Business Mathematics
  - g) Auditing
  - h) Principles of Management
- 3) **Elective Subjects:**
  - i) Specialized Accounting
  - ii) Contemporary Accounting Theory  
or  
Accounting Standard & Accounting Theory
  - iii) Company Accounts
  - iv) Income Tax
  - v) Advanced cost & Management Accounting
  - vi) Financial Analysis Reporting

---

 FULL SIGNATURE OF THE APPLICANT
**FOR +3 SCIENCE (HONOURS)**

- A) Compulsory Subjects:
- i) English
  - ii) M.I.L. \_\_\_\_\_  
(Alternative English/Oriya/Hindi/Telugu)
  - iii) Indian Society and Culture
- B) Elective Subjects:
- i) Minor \_\_\_\_\_
  - ii) Major \_\_\_\_\_
- C) Pass \_\_\_\_\_
- D) Honours \_\_\_\_\_

---

 FULL SIGNATURE OF THE APPLICANT

**DECLARATION**

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

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

DATE : \_\_\_\_\_

\_\_\_\_\_  
(FULL SIGNATURE OF THE APPLICANT)

- N.B. :**
- (i) **Application should be filled-in by the applicant in his/her own hand-writing.**
  - (ii) **Incomplete application will be summarily rejected without reference to the applicant.**



**INDEX CARD**

Index No. \_\_\_\_\_

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

Sub: Application for admission into +3 Arts/Commerce/ Science (Hons.) Course for the session 2011-2014  
Your application for admission into +3 Arts / Commerce/ Science (Hons.) Course for the Period 2011-2014 has been received.  
Please quote the Index Number in any correspondence with the Distance Education Centre

**PROGRAMME COORDINATOR (ACADEMIC) / OFFICER IN-CHARGE, DEC**

---

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin

\_\_\_\_\_

**Address to be filled in by the Applicant**

**Harihara Mardaraj Distance Education Centre**  
Berhampur University, Berhampur-760 007

**ADDRESS SLIP**

**Write your Name and Address in BLOCK (Capital) Letter with PIN Code in all the Address Slips**  
**Do not fill in the space prescribed for the Enrollment Number**

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

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

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