



## Frequently Asked Questions (FAQs)

### 1. What is the status of the Odisha State Open University, Sambalpur?

Odisha State Open University is established by an Act of Government of Odisha. It is a State University funded by the State Government. The University is governed by the Odisha State Open University Act, 2014 (Odisha Act 5 of 2015). Governor of Odisha is the Chancellor of the University.

### 2. What will be the method of teaching?

Method of teaching will be through distance education mode. Reading materials (for self-learning) will be provided to students both in the print form and through soft copy made available on the University website. Counselling sessions will be held at Study Centres. Contact classes will be held on Sundays and holidays. Teachers will be engaged to conduct counseling classes and for evaluation of assignments. Practical sessions will be held in institutions having facilities and infrastructures.

### 3. Whether the Degrees/Diplomas/Certificates recognized?

Yes. Degrees/Diplomas/Certificates issued by Odisha State Open University will be treated at par with Degrees/Diplomas/Certificates issued by other Universities.

### 4. How can I take admission in courses offered by the University?

Admission process will start from 1<sup>st</sup> June for the July Session and 15<sup>th</sup> December for the January session. This admission process will end around 15<sup>th</sup> July for July session and 15<sup>th</sup> January for the January session.

- Online admission portal is available on the University website: [www.osou.ac.in](http://www.osou.ac.in).
- Students are required to pay Programme fee through the online payment gateway only.

### 5. What are the courses currently offered by the State Open University?

The Open University is currently offering **fourteen** Post Graduate Degree, **ten** Bachelor Degree, **Eight** Post Graduate Diploma, **Fifteen** Diploma and **One** Post Graduate Certificate and **Thirteen** Certificate level programmes: Details are available in the link provided below:

<http://www.osou.ac.in/programmes.php>

### 6. Can any student already enrolled in +3 or PG simultaneously join a course?

Yes. Students already enrolled in +3 or PG courses can take admission in any Certificate/Diploma Programme of the Open University as add-on programmes. CLC or Migration Certificate will not be required for admission. You are advised to earn more credits by joining add-on programmes of the Open University. This will help you for higher education in India and abroad. Further, this will open employment opportunities for you.

**7. Is there any age restriction in joining courses offered by Open University?**

No. There is no age restriction for admission provided the minimum qualification required for admission is fulfilled. The other name of distance education is life-long learning. So, there is no age bar or age restriction for admission. There are instances where learners across generations join Open University.

**8. Is there any other fee to be paid other than the Programme Fee?**

Yes, Programme Fee excludes examination fee, Registration for degree certificate. Rechecking revaluation etc.

**9. Do I have to visit Sambalpur to attend classes or to appear examination?**

There is no need to visit the University campus at Sambalpur. There are Study Centres in all parts of Odisha. Most of your grievances will be addressed at Study Centres. Online support will be provided through University website, e-mail, telephone and SMS service. Counselling classes and examination will be arranged at Study Centres closer to your place of residence. Further, the University has established Regional Centres at Bhubaneswar, Berhampur, Jeypore, and Balasore to attend to your grievances, if any.

**10. Is it compulsory to attend contact classes?**

You are advised to attend counseling sessions. The learning outcome will be assessed through your regular attendance in counseling. Theory counseling is not compulsory though strongly recommended. Please note that practical sessions, hands-on training, workshops, seminars, project report writing and field visits, wherever prescribed, are compulsory.

**11. Is there any provision for change of study centre?**

Change of Study Centre is allowed provided the programme in which the student has taken admission is activated in the new centre. They can change the study centre form the student login

**12. What is minimum and maximum duration of a programme?**

Minimum duration of a programme implies the time required to complete a programme of study. A Certificate programme is of six months duration, Diploma is one year, PG Diploma is eighteen months, general undergraduate degree is three years and master’s degree is two years. The minimum period for completion of a programme cannot be less than that. Since flexibility is in-built in to the system of Open and Distance Learning, learners are given a maximum period to complete a programme without paying any additional fee. Following shall be the maximum duration for completion of a programme:

<b>Level of Programme</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
Certificate	Six Months	Two years
PG Certificate	Six Months	Two years
Diploma	One Year	Four Years
PG Diploma	Eighteen Months	Four Years
Graduation (+3)	Three Years	Six Years
PG	Two Years	Five Years

### **13. How Many assignment are to be submitted for each course?**

For UG and PG Program 2 number of assignment are required to be submitted for courses having 6 or more credits and one assignment for courses having less than 6 credits.

### **14. What is continuous evaluation and term-end examination?**

Continuous Evaluation is an essential component of Open and Distance Learning System. After each Unit self-check exercise will be provided so that you can evaluate your own understanding of the topic given in that unit. However, it will not carry any weightage to assess your overall performance in any programme. Home-Based assignments will be provided to you. After reading the course material, watching the multimedia lectures and attending counseling classes you will prepare those assignments by using your own language and analytical skills and submit it to the University for Evaluation by experts in the subject. This will carry 25% weightage in measuring your overall performance in any subject. Term-End Examination means final examination after completion of the minimum duration of the programme of study. Examination will be conducted at Study Centres closer to your residence.

Term-End Examination will carry 75% weightage where there is no practical component.

In case of a course having practical component, theory examination will have 50% weightage, Practical examination will have 25% weightage and assignment 25%. If you miss any examination due to other engagements you can appear subsequent examinations conducted by the University without paying additional fee.

However, for all UG Programmes under CBCS system the passing criteria for each course shall be 40% (Forty percent) in continuous evaluation, 30% (Thirty percent) in Term End Examinations and overall 40% (Forty percent) for successful completion.

### **15. Can I get a photo copy of my evaluated answer Script?**

University has provision for supply of Photocopy of Answer Script. Learners desiring to obtain the Photocopy can do so by paying the following fees through their student portal.

**Photocopy through Postal Service** : ₹ 150/- (One hundred and fifty only)

**Photocopy through email** : ₹ 100/- (One hundred only)

### **16. Is there any provision of rechecking / revaluation of answer scripts?**

Yes, If you are dis satisfied with your result, you may apply for either rechecking or revaluation of your answer scripts.

Rechecking of answer scripts: ₹200/- (Two Hundred only)

Revaluation of answer scripts: ₹500/- (Five Hundred only)

### **17. Can I pay programme fee through cash?**

No fee including programme fee can be paid through cash. Payment can be made through online payment gateway only.

**18. Is there any fee concession to SC/ST/PH/OBC students?**

Fee reimbursement facility will be provided to SC/ST/PH/OBC (Non-Creamy Layer) students as per Government of Odisha Rules.

**19. Whether Open University will follow reservation policy?**

Odisha State Open University shall follow the Reservation Policy of Government of Odisha for admission to Programmes where seats are limited in number. In all other programme any person fulfilling the minimum eligibility prescribed for admission in that programme can join.

**20. Do I have to submit SLC/CLC/ Migration Certificate for admission?**

School or College Leaving Certificate and Migration Certificate are not required for admission in Odisha State Open University. Only self-attested copy of the eligibility certificate is required for admission. SC/ST/PH/OBC candidates are required to submit certificate issued by appropriate authorities to claim fee reimbursement.

**21. How many credits are required to get Certificate, Diploma & PG Diploma?**

For award of a Certificate you are required to clear 16 credit worth of courses within a minimum period of six months. For award of a Diploma in any programme you have to complete 32 credits within a minimum period of one year (two semesters). Similarly, for a PG Diploma you need to clear 48 credits in eighteen months or three semester.

**22. What is going to be the medium of instruction?**

Medium of instruction will be both English and Odia. Reading material will be provided in English. In few cases material in Odia medium will be provided. Counselling will be conducted in both languages. You can write your assignments and term-end examination in either Odia or English language.

**23. What is going to be the mode for conduct of examination?**

It will be normal pen and paper examination at allotted examination centres.

**24. Whether I can take admission in more than one programme in OSOU?**

We advise you to join one programme in an academic session because date and time for theory and practical classes may clash.

**25. Is there any helpline available to contact the University?**

Students may registered their **grievances** through their student login.

**Alternative ways to reach OSOU officials:**

**EMAIL: [info@osou.ac.in](mailto:info@osou.ac.in)**

**OSOU Headquarter, Sambalpur**

**TOLL FREE NUMBER: 1800-34567-58**

**Phone: 0663-2521600, 0663-2521700**

**Regional Centres**

Bhubaneswar: 0674-2970779

Berhampur: 0680-2222169

Jeypore: 06854-230213

Balasore: 06782-263871

**Note:** Phone Calls are answered during office working hours only.

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