

STUDENT HANDBOOK and PROSPECTUS

ACADEMIC SESSION: 2015-16



ODISHA STATE OPEN UNIVERSITY

(University established by an Act of Government of Odisha)

Temporary Office: At- G.M. University Campus,
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Dr. S. C. JAMIR
Governor, Odisha



RAJ BHAVAN
BHUBANESWAR-751008

August 04, 2015

MESSAGE

I am glad to know that the Odisha State Open University, Sambalpur is launching its official website shortly.

In the age of information revolution, a website is viewed as essential to provide/get information online easily and instantly. For educational institutions, website becomes a good pathway to reach out with their mission and vision. Odisha State Open University is a novel venture of the State Government towards equalizing educational opportunities. As an instrument of democratising education, the newly formed University has a lot to deliver and the website will definitely be an important tool in this regard.

I congratulate the University for developing a website for the benefit of seekers of knowledge. However, every care should be taken for regular updating the contents with useful information. I am sure the website would encapsulate the vision and mission of the University. I wish the Odisha State Open University to grow and meet its objectives.


(S. C. Jamir)



NAVEEN PATNAIK
CHIEF MINISTER, ODISHA



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BHUBANESWAR

Dated 1st Aug. 2015

MESSAGE

Education is key to development. It emancipates our mind from the bondage of ignorance and prejudice. Education promotes free thinking and encourages to develop an independent mindset and broadens our outlook. As a society, we must grow up with education and try solve our issues judiciously on the basis of knowledge.

The Odisha State Open University, Sambalpur arrives as an open platform for education in the state. I am sure, it will grow up as one of the most soughtafter institutions in education sector. I hope the website will be very informative and promote transparency in administration, policy and education.

I wish the endeavour all success.


(NAVEEN PATNAIK)

ODISHA STATE OPEN UNIVERSITY
(University Established by an Act of Government of Odisha)



DR. PRADEEP KUMAR PANIGRAHY
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BHUBANESWAR

Date 22/7/25

MESSAGE

I am extremely glad to know that Odisha State Open University (OSOU), Sambalpur is launching its official website (www.osou.ac.in) to reach out the people of Odisha and outside the State.

The State Government has decided to boost skill development education through a new State Open University (OSQU). In Odisha, nearly five lakh students at various levels are dropping out from the educational institutions and these dropouts can be targeted for skill development certificate, diploma and degree with employability skills to be more employable.

At present, the five State Universities running Distance Education Courses are not imparting Skill Development Courses. Annually, 14,000 students are enrolled in these five universities, Utkal, Berhampur, Sambalpur, North Odisha and Fakir Mohan University.

Hence, OSOU will work out modalities for recognition and standardisation of the skill development education in the State. The website, no doubt, will be a great advantage for the aspiring students of the State as well as the entire nation for dissemination of valuable information.

My best wishes for the launching ceremony of the new website.


(Dr Pradeep Kumar Panigrahy)

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G. K. Dhal, IAS

Principal Secy. to Government
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No. :

Date *31st July 2015*

Message

I am happy to know that the Odisha State Open University is launching its website www.osou.ac.in within a short span of time. The vision and mission of any institution is known to the outside world through the World Wide Web. In today's digital world, students, teachers, counselors, instructors, mentors and academic facilitators can get connected anytime, anywhere and at any place to acquire and upgrade knowledge in a rapidly changing society. I am hopeful that the State Open University will make the website more informative and provide web-based support to students.

The Open University has the mandate to provide an innovative system of university level education with particular emphasis on various arts, crafts, skills and vocational courses to increase the status of employment of the people of Odisha and its human resources. I am sure, this University will strive to reach out to large segments of the population particularly the disadvantaged groups living in rural and remote areas of the State of Odisha.


(G. K. Dhal)



Message from the OSD

Odisha State Open University, Sambalpur has the mandate to provide quality higher education through Open and Distance Learning (ODL) mode at your doorsteps. The University aims at providing skill based education in critical sectors of the economy where skill gaps are predicted by different studies. Process for establishment of Regional Centres, Study Centres and Skill Development Centres has already started.

Since the year 2015 is the formation year of the University, it is planned to start some academic programmes at the diploma and certificate levels. The target groups are the students already enrolled in +3 and PG Programmes. The programme fee has been made reasonable and affordable by common students.

Odisha State Open University will provide the courseware available through Open Education Resources (OER). These materials are designed and developed by the best teachers available in reputed universities in the country and abroad. Counselling classes and hands-on training will be provided by local resource persons. This combination of global level content delivered through local experts will give a new meaning to ODL system in the country. Students will be provided course materials in DVDs/Pen Drives along with multimedia support. Computer time, both in online and offline mode will be provided to students as per programme requirement.

Students, parents, teachers and all other stakeholders should join hands in building a knowledge society in Odisha through the State Open University.

I wish the newly admitted students all the very best in their profession and personal life.

A handwritten signature in black ink, appearing to be 'Srikant Mohapatra'.

2nd October, 2015

(Dr. Srikant Mohapatra)
Officer on Special Duty

UNIVERSITY PROFILE

The Odisha State Open University is established by an Act of the State Legislature in 2015. The University has jurisdiction over the entire State of Odisha. The mandate is on education, research, training and capacity building by diversity on means of distance and continuing education including the use of new educational technology available to common man at affordable cost. Degrees, Diplomas and Certificates issued by the University shall be treated at par with Degrees/Diplomas issued by other Universities established by centre/states and recognized by UGC. Emphasis will be placed on Skill Based Education to enhance employability of the students. To fulfill its mandate the Open University shall establish Regional Centres and Study Centres in different parts of the State. Besides Skill Based and vocational courses, focus will be on Teacher Education, Business & Management Studies, Computer Science courses, Engineering Science (short-term), paramedical courses, agriculture and foreign language courses. Add-on courses will be offered targeting students already admitted in Undergraduate and postgraduate courses in the State. The fee to be charged from the students shall be made reasonable and affordable by disadvantaged groups. All Norms and Regulations prescribed by statutory bodies like UGC, AICTE, NCTE, NCI, BCI, DEB, MCI etc. shall be strictly followed in offering academic programmes by the Odisha State Open University.

MANDATE OF THE UNIVERSITY

To provide an innovative system of university level education, flexible and open with regard to methods and pace of learning, course choice, entry requirements and evaluation strategies with a view to promote learning and encourage excellence in new fields of knowledge with skill training, thereby contributing to the development of the State.

Some of the special features of the Open and Distance Education System are:

- ❖ Relaxed entry requirements.
- ❖ Provision of equal opportunity for admission to people from all over the State.
- ❖ Provision for learning at your own pace, place and time.

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- ❖ Cost-effective and affordable education at your door-step.
- ❖ Multi-media approach in curriculum design & delivery.
- ❖ Optimum use of Open Education Resources (OER).
- ❖ Network of student support centres throughout the State.
- ❖ Hands-on training and face-to-face Counselling.
- ❖ Continuous evaluation through assignments and practical.

VISION

- ❖ To play a positive role in the development of the State through education, research, training and capacity building.
- ❖ To give emphasis on skill based vocational courses for promoting employment opportunities.
- ❖ To introduce courses that are need-based
- ❖ To ensure access and equity in higher education particularly for disadvantaged groups.

MISSION

- ❖ To make positive contribution to increase the Gross Enrolment Ratio (GER) in higher education in the State.
- ❖ To create a state-wide network of Skill Development Centres and Study Centres to reach out to all parts of the state and all segments of the society.
- ❖ To create University-Industry interface in Skill-based education.
- ❖ To promote inclusiveness in higher education by targeting women, SC/ST, Physically challenged and other disadvantaged social groups.

MANAGEMENT

The Governor of Odisha is the Chancellor of the University. By virtue of his office the Chancellor is the head of the University. He enjoys the power to appoint the Vice-Chancellor, to preside over the convocations of the University and to cause an inspection/inquiry of any matter connected with administration and finances of the University.

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The Board of Management is the Chief Executive Body of the University. It has the power of management and administration of the revenue and property of the University; to effect standardization of skill-related education available in the State; to manage and regulate the finances, accounts and investment of the property of the University; to create teaching, other academic, administrative and ministerial posts and to prescribe the functions and conditions of services of the employee; to institute fellowship, scholarships and studentships.

The Academic Council is the principal academic body to co-ordinate and exercise general supervision over the academic policies of the University. It is responsible for maintaining the academic standards.

Skill Development Education Council has to organize and promote skill related trainings and programmes; to give recognition to industries, firms, institutions, different registered workshops, laboratories, training institutes as training platform for students of the University, to work out the modalities to standardize vocational and skill development education offered by different organizations and to withhold recognition of defaulting bodies.

The Planning Board is the principal planning body responsible for monitoring of the developments on the lines indicated in the objects of the University.

The Board of Recognition is responsible for admitting Government recognized colleges to the privileges of the University for providing add-on and skill development courses.

The Finance Committee shall deal with the financial matters of the University including investment of University funds and purchase of any immovable property.

SCHOOL OF STUDIES

Odisha State Open University has the powers to open the following Schools of Studies:

1. School of Social Science & Humanities
2. School of Science & Technology
3. School of Education (Continuing and Extension)
4. School of Teachers Training
5. School of Business and Management Studies

6. School of Health Care Sciences
7. School of Computer and Information Sciences
8. School of Agriculture

REGIONAL CENTRES AND STUDY CENTRES

Open University in Odisha will establish Regional Centres and Study Centres in different parts of the State to provide student support services. Skill Development Centres in areas of healthcare, agriculture, information & communication technology, hospitality, construction, automobile will be established for hands-on training.

CREDIT SYSTEM

Odisha State Open University will follow credit system where each credit will be equivalent to 30 hours of study. For any certificate level course of six month duration students are required to earn 16 credits and for a diploma course of one year duration the minimum credit required for successful completion of programme will be 32 credits.

SEMESTER SYSTEM

Open University will follow semester system. Each semester will be of six months duration. The performance of the students will be evaluated after the end of each semester.

GRADING SYSTEM

State Open University in Odisha will follow grading system of evaluation to assess the performance of the students. Ten point grading system suggested by the University Grants Commission (UGC) will be implemented by the University. Semester grade point average (SGPA) and cumulative grade point average (CGPA) will be reflected in the Grade Card of the students.

EVALUATION SYSTEM

Evaluation system will be based on two core components: continuous evaluation and term-end examination. Continuous evaluation will carry 25% weightage and the end semester examination will have 70% weightage. In skill based programmes with hands-on training evaluation of the performance of students in practical and theory will have a ratio of 50:50. University will offer some non-credit courses to create awareness for which a certificate of participation will be issued.

ACADEMIC PROGRAMMES

The University intends to start the following academic programmes from the current session:

1. Diploma in Management (DIM)
2. Diploma in Computer Application (DCA)
3. Diploma in Cyber Security (DCS)
4. Diploma in Rural Development (DRD)
5. Diploma in Journalism and Mass Communication (DJMC)
6. Certificate in Communication Skills (CCS)

1. Diploma in Management (DIM):

Diploma in Management is a one year programme aims at providing basic management skills to students aspiring to build a future career as manager in any public or private enterprise. The programme consists of five courses with each course having six credits. The maximum duration for completion of the programme is four years.

Programme Fee	: Rs.5000/- to be paid at the time of admission
Medium of Instruction	: English & Odia
Eligibility for Admission	: +2 Pass and above
Examination	: After completion of one year
Target Group	: Students already enrolled in +3 & PG Programmes

2. Diploma in Computer Application (DCA):

Diploma in Computer Application (DCA) programme is aimed at providing fundamental knowledge and skills of computer basics, file handling, data structure and programming language. After completion of the programme students will become ready for jobs in IT industry or they can start their own computer farm.

Programme Fee	: Rs. 5000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pas and above
Examination	: After completion of one year
Target Group	: Students already enrolled in +3 and PG
Attendance in Practical Sessions	: Minimum attendance required is 70%. Practical sessions will be provided only in the first year of the course. In subsequent sessions pro rata fee will be charged.

3. Diploma in Cyber Security (DCS):

Diploma in Cyber Security is designed to provide a holistic understanding of key technologies and techniques, with an eye towards technologies required to improve the security of existing systems and the design of new systems with security protections. Students will develop an understanding of the broad technological advances in cyber security and how they apply to today's systems, as well as learn about important new developments that are likely to shape the industrial landscape in years to come. By the end of the course participants will be equipped with new tools to handle their own cyber security solutions. The programme will also throw light on Cyber Laws.

Programme Fee	: Rs.5,000/-
Min.& Max. Duration	: One year and Four years
Examination	: After completion of one year
Minimum Qualification	: +2 Pass and above
Target Group	: Students and Professionals interested to know on Cyber Security & Cyber Law

4. Diploma in Rural Development (DRD):

The Programme aims at providing comprehensive knowledge on policies, planning and implementation strategies of rural development projects in India. Students enrolled in this programme will be able to understand the existing rural-urban divide and how to bridge this gap for the overall development of the country. Sustainability in rural development, ICT in rural development and rural entrepreneurship will be the thrust areas in the programme.

Programme Fee	: Rs.1,500/-
Min.& Max. Duration	: One year and Four years
Minimum Qualification	: +2 Pass and above
Medium of Instruction	: Odia & English

5. Diploma in Journalism & Mass Communication (DJMC):

Diploma in Journalism will provide both theoretical and practical knowledge in Print media, Radio, TV and online journalism. Focus will also remain on advertising and public relations. Students enrolled in the programme will get training by experienced journalists and experts working with media. Visit to different media houses, script writing, feature writing, creative writing will be made part of the curriculum so that students get sufficient knowledge and acquire skills to become professional journalist.

Programme Fee	: Rs.2,000/-
Minimum Qualification	: +2 Pass and above
Min.& Max. Duration	: One year and Four years
Medium of Instructions	: Odia & English

6. Certificate in Communication Skills (CCS):

The Programme aims at improving the communication skills of students in English language to make them worthy of jobs in different sectors. It will also boost their confidence and make them more effective at the workplace. Potential employers give maximum value to communication skills of a candidate. Hence, it is necessary to gain language proficiency so that one can read, write, communicate and express comfortably in English.

Programme Fee	: Rs.1,000/-
Minimum Qualification	: 10 th Pass
Min.& Max. Duration	: Six Months & Two years
Min.& Max. Age	: No Bar

ADMISSION PROCESS

1. Admission will be offered **online** through the Odisha State Open University Website: **www.osou.ac.in**
2. Admission will commence from 2nd October and the last date for admission will be **15th November, 2015**
3. Commencement of Academic Session: **1st December, 2015**
4. Soft copy of the **Student Handbook and Prospectus** will be available on the website. The same can be downloaded free of cost.
5. Students are required to upload their passport size photograph along with eligibility certificates through the online admission portal of the University
6. **Programme Fee** can be paid either online through the payment gateway through credit card and debit card or the same can be paid in the form of a Bank Challan (from any PNB Branch) or through Demand Draft purchased from any of the Scheduled Banks drawn in favour of OSOU and payable at Sambalpur, Odisha. In case payment is made through Bank Challan or Bank Draft please write your name and programme code on the back side of the Challan/Draft. **Cash payment of Programme Fee shall not be entertained.**
7. **Fee shall not be refunded after the issue of admission confirmation letter.**
8. General Instructions for filling-up the online admission form will be provided in the Odisha State Open University website: **www.osou.ac.in**
9. Students are advised not to be misguided by any unauthorized persons.
10. All admission related queries may please be sent to the following mail ID: **osou2015@gmail.com**

SPECIAL FEATURES

1. Scholarships/reimbursement of fees are available to the deserving candidates of SC/ST/OBC/PH as per Govt. of Odisha norms
2. Examination: The first examination for this batch will be held in DECEMBER, 2016 for Diploma programmes and in JUNE, 2016 for Certificate programmes. The students are required to fill-up the application form for appearing the exam.

