

STUDENT HANDBOOK & PROSPECTUS

ACADEMIC SESSION: 2016-17



ODISHA STATE OPEN UNIVERSITY

(University established by an Act of Government of Odisha)

Temporary Office: G.M. University Campus
P.O.: Budharaja
Sambalpur 768004
Odisha, India

Camp Office: BJB Autonomous College
Bhubaneswar

Website: www.osou.ac.in

E-mail: info@osou.ac.in



Dear Learner,

Welcome to Odisha State Open University, Sambalpur.

Last year we started with few Diploma and Certificate level courses. Programmes in Journalism & Mass Communication, Rural Development, Cyber Security, Management and Computer Application were diploma courses of one year duration whereas Communication Skills in English was offered as a certificate programme of six months duration. 225 students took admission in the first year. We arranged their induction meetings and allotted them study centres at 15 different locations in Odisha taking into consideration the proximity of the study centre to their place of residence. Students are attending counseling sessions on every Sunday. They are now busy writing assignments.

This year we are introducing some new programmes. Entrepreneurship Development, Disaster Management, Accounting, Nursing Care, Functional Hindi & Translation Studies, Odia Language and Communication are diploma courses and Geriatric Care and Translation (English-Odia) are certificate programmes. Our effort is in the direction of adding skill components in each programme to create employment opportunities for our students.

Some new Study Centres have been established both in urban and rural areas so that learners need not travel a long distance for study purposes. e-Library facilities are available for students, counselors and course writers. Self-Learning material in printed form will be provided to you. Some supplementary material will be provided in CDs. Audio & Video lectures will also be made available in CD-Rom and e-resources can be accessed from the University website: www.osou.ac.in. Wherever required learners will be attached to reputed institutions for practical training or field work. Our effort is to make your learning process meaningful and enjoyable.

In our website we have created a portal to obtain learners' feedback on counseling so that we can have constant watch on academic activities carried out at Study Centres.

Admission process has been made completely online. Soft copy of the Student Hand Book and Prospectus can be freely downloaded from the website.

I wish you all the very best in your academic and professional endeavour.

Srikant Mohapatra
Officer on Special Duty

PROGRAMMES ON OFFER

S.N.	Programme Title	Code	Duration		Fee	Programme Coordinator
			Min	Max		
Diploma Programme						
1	Diploma in Management	DIM	1 Year	4 Year	5000	Dr. S.K. Moharana M:9439797111
2	Diploma in Computer Application	DCA	1 Year	4 Year	5000	V.S. Sandilya M:9437007136
3	Diploma in Cyber Security	DCS	1 Year	4 Year	5000	V.S. Sandilya M:9437007136
4	Diploma in Rural Development	DRD	1 Year	4 Year	1500	S.T.Rehman M:9853333448
5	Diploma in Journalism and Mass Communication	DJMC	1 Year	4 Year	2000	J. P. Mohapatra M:9437080048
6	Diploma in Entrepreneurship Development	DED	1 Year	4 Year	3000	Dr. S.K. Moharana M:9439797111
7	Diploma in Disaster Management	DDM	1 Year	4 Year	2000	S.T.Rehman M:9853333448
8	Diploma in Accounting	DIA	1 Year	4 Year	2000	M:9040014059
9	Diploma in Functional Hindi & Translation	DFHT	1 Year	4 Year	2000	Dr. J.K. Sharma M:9861168455
10	Diploma in Nursing Care	DNC	1 Year	4 Year	3000	M:9040014059
11	Diploma in Odia Language and Communication	DOLC	1 Year	4 Year	2000	Dr. D.K. Nayak M:9437901718
Certificate Programme						
12	Certificate in Communication Skills	CCS	6 Months	2 Year	1000	Dr. Abhilash Nayak M:9438036660
13	Certificate in Translation (English-Odia)	CIT	6 Months	2 Year	1000	Dr. Abhilash Nayak M:9438036660
14	Certificate in Geriatric Care	CGC	6 Months	2 Year	2000	M:9040014059

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.
- ❖ 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.

UNIVERSITY 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.

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. During the last one year University has established study centres in 25 out of 30 districts in Odisha. Rest of the districts will be covered within next two months. All centres have been established in reputed Universities and Government/Aided Colleges. Efforts are being made to set-up Regional Centres at Sambalpur, Bhubaneswar, Jeypore, Berhampur and Balasore. Detailed list of Study Centres already established in different parts of Odisha has been given in Annexure- 1.

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 (480 Study Hours) and for a diploma course of one year duration the minimum credit required for successful completion of programme will be 32 credits (960 Study Hours).

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 term end semester examination will have 75% 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 offers 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. Diploma in Entrepreneurship Development (DED)
7. Diploma in Disaster Management (DDM)
8. Diploma in Accounting (DIA)
9. Diploma in Functional Hindi & Translation (DFHT)
10. Diploma in Nursing Care (DNC)
11. Diploma in Odia Language and Communication (DOLC)
12. Certificate in Communication Skills (CCS)
13. Certificate in Translation (CIT) (English-Odia)
14. Certificate in Geriatric Care (CGC)

1. Diploma in Management (DIM):

DIM 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 curriculum consists of eight courses with equal number of courses in each semester. These courses are: Understanding of Business and its Environment, Management Principles and Applications, Managing Human Resources, Marketing and Retail Management, Finance and Accounting for Management, Operations Management, Fundamentals of Computer Application and Business Communication and Soft Skill.

Programme Fee	: Rs. 5000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: English

2. Diploma in Computer Application (DCA):

DCA programme aims 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 firm. Course curriculum covers computer fundamentals, office automation, network fundamentals, web design, database management system, application development and Project.

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

3. Diploma in Cyber Security (DCS):

Diploma in Cyber Security is designed to provide a holistic understanding of key technologies and techniques involved in cyber security, protection of existing systems from cyber threat and emerging new techniques for security protections. By the end of the course students will be equipped with new tools to handle their own cyber security solutions. The curriculum will cover Basic Operating Systems (Windows & Linux), Data Communication & Networking (Firewall & Protocol), Information Security, Application & Network Cyber Security and Project work. The programme will also throw light on Cyber Laws, types of hacking and security audit.

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

4. Diploma in Rural Development (DRD):

The curriculum has been framed to provide understanding and experience of different aspects of Rural Development. It also provides a holistic perspective of different rural development schemes/programmes of both central and state governments. It is innovative, skill based and employment oriented to attract bright students to the discipline of rural development. It offers an opportunity to interact with administrators, community leaders, NGOs and professionals helping the students to understand the broad framework of development in rural India. After successful completion of the Rural Development Programme students can join in NGOs, CBOs, Projects of Funding Agencies (UNDP, World Bank, JICA, DFID), CSR Units of Corporate/Business houses. They can join in Rural Development Organizations / Institutions as Social Worker, Community Mobilizer or they can set up small scale industry in rural areas supported by State govt. institutions.

Programme Fee	: Rs. 1500/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: Odia & English

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

The programme objective is to enable the students to be media literates and to prepare them to actively participate in various media related activities for strengthening democratic values in the society. The course further envisages skill development in the field of Journalism and Mass Communication and ultimately makes them employable in the media industry. The programme

covers communication concepts, history, law and ethics; reporting; editing; radio and television journalism; emerging and social media studies; advertising and public relations and media management. Upon completion of the course, students can look at a number of career options in media including TV journalism, Broadcasting journalism, Creative Writing, Public relation and much more.

Programme Fee	: Rs.2,000/-
Minimum Qualification	: +2 Pass or Equivalent Qualification
Min.& Max. Duration	: One year and Four years
Medium of Instructions	: Odia & English
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 & PG

6. Diploma in Entrepreneurship Development (DED):

This diploma programme provides knowledge about the nature of entrepreneurship and the entrepreneurial process in the rapidly changing business world of today. It aims at imparting knowledge about the concept and overview of entrepreneurship with a view to enhance entrepreneurial skills and competencies for identifying business opportunities and managing small business effectively and efficiently. At the end of the course, the students would be able to distinguish between job seekers and job providers. As entrepreneurs they will certainly be able to face the business world of tomorrow with confidence and pride.

Programme Fee	: Rs. 3000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualifications
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: English & Odia

7. Diploma in Disaster Management (DDM):

Course on Disaster Management is pertinent for a state like Odisha which is disaster-prone. The Course Curriculum has been framed with an intention to provide broad understanding of the dimensions of disaster caused by nature and disaster and environmental hazards induced by human activities. Special emphasis is placed on application of GIS and ICT in disaster preparedness, response, rehabilitation and recovery. Students will get plenty of opportunities to interact with administrators, community leaders and NGOs to collect information on organizational set-up and community preparedness in the critical areas related to disaster management. It intends to include civilians, civil defence officials, police personnel, Red Cross officials, NYKS members, etc. those who are required to get actively involved in Rescue and Relief Operations.

Programme Fee	: Rs. 2000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: Odia & English

8. Diploma in Accounting (DIA):

This programme aims at providing basic training in accounting concepts and conventions, maintenance of journals, ledgers and cash book, preparation of bank reconciliation statements, application of computers in financial accounting, handling company accounts, and partnership accounts and analyses of financial statements etc. After course completion learners will acquire sufficient knowledge and skills in accounting procedure and practices to get employment in public and private enterprises.

Programme Fee	: Rs. 2000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: English

9. Diploma in Functional Hindi & Translation (DFHT):

The main aim of DFHT is to enable learners acquire the applied skills of hindi language as well as translation from hindi to english and vice-versa. Hindi is the second most spoken language in the world, after Chinese. The Constitution of India declares Hindi in the Devnagari script as the official language of the Union and has stipulated the usage of Hindi and English as the two languages of communication for the Central Government. There is growing opportunity of employment in the field as Hindi Officer, Hindi Translator, Hindi Assistant, Manager (Official language) in different departments and units of Central / State governments. Employment opportunities have increased manifold with the advent of private TV and Radio channels and launch of Hindi versions of established magazines / newspapers. In the field of Hindi media, there is a need for Editors, Reporters, Correspondents, Sub Editors, Proof Readers, Radio Jockey, Anchors etc. One can earn livelihood as a freelance translator and can also

set up translation firms. The programme consists of eight courses, each of four credits.

Programme Fee	: Rs. 2000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: Hindi and English

10. Diploma in Nursing Care (DNC):

This programme aims at strengthening the primary healthcare sector of the state by imparting general nursing training. The course curriculum shall cover introduction to nursing assistance, communication skills, understanding human body, nutrition and balanced diet, health & hygiene, infection control and basic nursing procedures. Besides theoretical knowledge students will be exposed to practical training in hospital/nursing institutes having sufficient infrastructure, instruments and experienced instructors. After completion of the course learners will become eligible to work as nursing assistant in various sectors in the society.

Programme Fee	: Rs. 3000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
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.
Medium of Instruction	: English and Odia

11. Diploma in Odia Language & Communication (DOLC):

Odia language is the oldest language of eastern India. Its grammar, spellings & pronunciations are very complex in nature. This curriculum has been designed in a scientific way to learn communicative Odia within a short period. It comprises of grammar, phonetics, language structure and emphasis has been given to communicative skills both oral & writing. Group

discussion, interviews, debate & speech making technique have been included in curriculum. All this learning process will be supported through computer & other electronic devices. By going through this diploma course learner can earn livelihood by joining print and electronic media.

Programme Fee	: Rs. 2000/- to be paid at the time of admission
Min.& Max. Duration	: One year & Four years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: Odia

12. Certificate in Translation(English-Odia) (CIT):

Programme Objectives are to:

- Develop the skills of translation among the learners and enhance their employability in various sectors like language and literature studies, publishing houses, business, tourism and journalism fields;
- Sharpen the skills of practicing translators and enhance their competence
- Enable the learners to translate texts and speeches from English to Odia and vice-versa
- Enable the learners to appreciate the cultural and linguistic diversity of their environment

Broad Course Outline is Basics of Translation: Theory and Practice; Different Areas and Levels of Functional Translation; Socio-linguistic Aspects of Translation; Official Translation or Translation of Official. After completing the course, the learners will be able to apply the skills of translation in the day-to-day communication; translate simple literary passages in English into Odia and vice versa for both academic and non-academic purposes.

Programme Fee	: Rs. 1000/- to be paid at the time of admission
Min.& Max. Duration	: Six Months & Two Years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: After six months
Target Group	: Students already enrolled in +3 and PG
Medium of Instruction	: English- Odia

13. Certificate in Geriatric Care (CGC):

This Programme is meant for ANM/GNM having basic knowledge in the field of nursing care. The course will cover basics of gerontology & geriatric care, communication skills for special groups, functional needs of elderly, management of ailment and diseases, fall risk & prevention, assistive

technology and rights of the elderly. Besides theoretical knowledge students will be exposed to practical training in hospital/nursing institutes having sufficient infrastructure, instruments and experienced instructors. After completion of the course learners will become eligible to work as geriatric care assistant in various sectors in the society.

Programme Fee	: Rs. 2000/- to be paid at the time of admission
Min.& Max. Duration	: Six Months & Two Years
Min. Eligibility for Admission	: +2 Pass or Equivalent Qualification
Examination	: Semester-wise
Target Group	: Students already enrolled in +3 and PG
Attendance in	: Minimum attendance required is 70%.
Practical Sessions	Practical sessions will be provided only in the first year of the course. In subsequent sessions pro rata fee will be charged.
Medium of Instruction	: English and Odia

14. Certificate in Communication Skills (CCS):

The Programme aims at developing the communication skills of the learners, to inculcate self-confidence and positive self-esteem in them so as to enhance their employability. The objective is to acquaint them with different varieties of written and spoken texts and situations and train them to respond in appropriate ways. The curriculum covers Listening and Oral Communication Skills, Non-Verbal Communication Skills (postures, gestures, and body language, eye-contact and facial expressions); Grammar, Reading and Writing Skills and Communication Skills for Career Building (Writing professional CVs, covering letters and applications for jobs, group discussions, presentation and interview-taking skills). After completing the course, the learners will be able to:

- initiate, sustain, and conclude a variety of communicative tasks successfully
 - face the interviews, participate in group discussions and make presentations with confidence and appropriate body language
 - read texts in various formats critically and respond to them appropriately
- write simple letters, job applications, e-mails, memos and notices to meet job requirements, improve their social and communication skills and enhance their level of comfort in the office/society

Programme Fee	: Rs.1,000/-
Minimum Qualification	: +2 Pass or Equivalent Qualification
Min.& Max. Duration	: Six Months & Two Years
Target Group	: Students already enrolled in +3 & PG
Medium of Instruction	: English

e-ADMISSION PROCESS

1. Admission will be offered **online** through the Odisha State Open University Website: **www.osou.ac.in**
2. Admission will commence from 10th May and the last date for admission will be **15th July 2016**.
3. Commencement of Academic Session: **1st August 2016**
4. Soft copy of the **Student Handbook and Prospectus** is 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 is 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: **admission@osou.ac.in**
11. **Help Line:** In case of any doubt please contact following mobile numbers:
 - i. **Dr. Dillip Kumar Nayak: 9437901718**
 - ii. **Jyoti Prakash Mohapatra: 9437080048**
 - iii. **Sibananda Panda: 9853359951**

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 Semester Examination for this batch will be held in DECEMBER 2016 for Diploma programmes and in JUNE, 2017 examination will be held for second semester. The students are required to fill-up the application form for appearing the exam.
3. **e-Library:** Access to electronic library facility will be provided to all students enrolled with OSOU. Large volume of books, journals, magazines, theses and newspapers are available. You can access from home or workplace anytime.
4. **Supplementary Reading Material in CDs:** University shall provide you study material in printed form. Along with that, you will also receive CDs containing supplementary reading material relevant to course of studies. Wherever possible DVDs shall also be provided containing video lectures on different aspects.
5. **Submission of Assignments:** Assignment submission is a prerequisite for appearing the term-end examination. Hand written assignments are to be submitted at Study Centres. Those who either do not submit assignments or secure fail grade in assignments are required to submit fresh assignments next year.
6. **Allotment of Study Centres:** Study Centres will be allotted as per the request of the learner provided the programme is activated. In case programme is not activated University reserves the right to allot any centre to the learner.
7. **Counselling Sessions:** Attendance in theory counseling session is not compulsory. However, it is advisable to attend the same. Practical sessions are mandatory.

Annexure-1

.N.	District	Study Center	Code	Name of Coordinator	Email/ Phone
1	ANGUL	Govt. Autonomous College	0101	Dr. Basanta Kumar Sahoo	osousc0101@osou.ac.in 9437871573
2	ANGUL	Malyagiri Mahavidyalaya, Pallahara	0102	Mr. Bijaya Kumar Sahu	osousc0102@osou.ac.in 9937240330
3	BALASORE	Fakir Mohan Autonomous College	0201	Sri Abhijit Das	osousc0201@osou.ac.in 9437787879
4	BALASORE	Upendranath College, Soro	0202	Sri Srikanta Samal	osousc0202@osou.ac.in 9338711896
5	BARGARH	Panchayat College	0301	Prof. Umesh Chandra Mahapatra	osousc0301@osou.ac.in 9776428256
6	BHADRAK	Bhadrak Autonomous College	0401	Dr. Prasant Kumar Dash	osousc1001@osou.ac.in 9437859590
7	BOLANGIR	Rajendra (Auto) College	0501	Sri Udayanath Behera	osousc1001@osou.ac.in 9438001621
8	CUTTACK	JKBK College	0701	Dr. Chandramani Patra	osousc1001@osou.ac.in 9437142575
9	GAJAPATI	Sri Krushna Chandra Gajapati (Autonomous) College	1001	Sri Indubhusan Sahoo	osousc1001@osou.ac.in 9437859590
10	GANJAM	S.B.R. Govt. Women's College, Berhampur	1101	Sri Saroj Ku. Mohapatra	osousc1101@osou.ac.in 9861059882
11	JAJPUR	Narasingh Choudhury (Autonomous) College	1301	Dr.D.D.Parida	osousc1301@osou.ac.in 9437902929
12	JAJPUR	Vyasanagar Autonomous College, Jajpur-Road	1302	Dr. Muktikant Mohanty	osousc1302@osou.ac.in 9438448694
13	KALAHANDI	Govt. (Auto) College, Bhawanipatna	1501	Sri Padma Lochan Bhue	osousc1501@osou.ac.in 9937985822
14	KENDRAPADA	Kendrapada Autonomous College	1701	Dr. Pradipta Kishore Dash	osousc1701@osou.ac.in 9437102965
15	KHURDA	BJB Autonomous College, Bhubaneswar	1901	Dr. Narendra Kumar Mohapatra	osousc1901@osou.ac.in 9437280713
16	KHURDA	Prananath College (Autonomous), Khurdha	1902	Dr. Brajabandu Padhiary	osousc1902@osou.ac.in 9437008922

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

17	KORAPUT	Vikram Deb (Auto) College, Jeypore	2001	Sri Trinath Prasad Rath	osousc2001@osou.ac.in 9437216956
18	MALKANGIRI	Govt. +2 Science College	2101	Dr. Srichandan Mishra	osou2101@osou.ac.in 9437299124
19	MAYURBHANJ	MPC Autonomous College, Baripada	2201	Dr. Pramod Chandra Sahu	osousc2201@osou.ac.in 9439884072
20	NABARANGPUR	Nowrangpur College	2301	Sri Ghasiram Behera	osousc2301@osou.ac.in 9438069930
21	NAYAGARH	Nayagarh (Autonomus) College	2401	Sri Suresh Kumar Pradhan	osousc2401@osou.ac.in 9437134323
22	PURI	Samanta Chandra Sekhar (Autonomous) College	2601	Dr. Prafulla Kumar Mohanty	osousc2601@osou.ac.in
23	RAYAGADA	Rayagada Autonomous College	2701	Dr. K. Salva Raju	osousc2701@osou.ac.in
24	SAMBALPUR	G.M. University	2801	Dr. Mahendra Prasad Behera	osou2801@osou.ac.in 9438260994
25	SAMBALPUR	Sambalpur Public Library	2802	Sri Raghunath Mishra	osousc2802@osou.ac.in 9437647564
26	SAMBALPUR	Kuchinda College	2803	Dr. Amiya Kumar Patra	osousc2803@osou.ac.in 9438023633
27	SUBARNAPUR	Sonepur College	2901	Sri Satya Narayan Rath	osousc2901@osou.ac.in 9938074778
28	SUNDARGARH	Rourkela Government Autonomous College	3001	Dr. Iswar Prasad Mohanty	osousc3001@osou.ac.in 9437247583
29	KORAPUT	Government College, Koraput	2002	Dr. Prabhat Chandra Mohanty	osousc2002@osou.ac.in 9437211717,8908315428
30	CUTTACK	Gopabandhu Science College, Athgarh	0702	Sh. Trilochan Sahoo	osousc0702@osou.ac.in 9438018495