

# STUDENT HANDBOOK & PROSPECTUS

**ACADEMIC SESSION: 2017-18**



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର  
ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

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**ODISHA STATE OPEN UNIVERSITY, SAMBALPUR**

University established by an Act of Government of Odisha

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**Dear Learner,**

Welcome to Odisha State Open University, Sambalpur.

OSOU is going to complete two years of its existence on 10<sup>th</sup> June 2017. It is still the youngest Open University in the educational map of India. During the last two years we have not only admitted learners in thirteen diploma and certificate programmes but also conducted term-end/semester examination and declared the result in record time. Our entire admission process and all activities related to pre and post examination are online. Technology has, to a large extent, facilitated the teaching-learning process and bridged the gap between the University and its stakeholders in this distance learning institution. I am thankful to the learners for accepting and fast adopting to the technology mediated digital learning system of OSOU.

Today we have 1757 learners, 415 academic counsellors, 38 Study Centres and about 150 part-time functionaries working in different parts of Odisha to provide support to our learners. This number will rapidly increase in coming months.

This year we are introducing four postgraduate diplomas in Journalism and Mass Communication, Rural Development, Cyber Security and Management. Learners pursuing diploma in these disciplines from OSOU can now join PG Diploma through lateral entry provided they are graduates. We are also introducing Diploma in Web Design, Diploma in Multimedia & Animation and certificate courses in e-commerce, New & Emerging Media, Climate Change and Sustainable Development and certificate in Soft Skills and IT Skills. We intend to offer these as add-on courses for regular college and university students to enhance their employment opportunities.

Our programme fee is one of the lowest in the country so that all sections of the society can easily afford to study skill oriented courses. The biggest challenge for us is to create access and equity in higher education without compromising on quality. You are cordially invited to join OSOU family to work together for creating a knowledge society in Odisha.

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

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**Srikant Mohapatra**  
Vice- Chancellor

ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

## PROGRAMMES ON OFFER

S.N.	Programme Title	Code	Duration		Fee	Programme Coordinator
			Min	Max		
Post Graduate Diploma Programme						
1.	PG Diploma in Management	PGDIM	1 ½ Year	4 Year	7500	Dr. S. K. Moharana
2.	PG Diploma in Cyber Security	PGDCS	1 ½ Year	4 Year	7500	Chandrakanta Mallick
3.	PG Diploma in Journalism & Mass Communication	PGDJMC	1 ½ Year	4 Years	3000	JyotiPrakash Mohapatra
4.	PG Diploma in Rural Development	PGDRD	1 ½ Year	4 Year	3000	S. T. Rehman
Diploma Programme						
1.	Diploma in Management	DIM	1 Year	4 Year	5000	Dr. S.K. Moharana
2.	Diploma in Computer Application	DCA	1 Year	4 Year	5000	Chandrakanta Mallick
3.	Diploma in Cyber Security	DCS	1 Year	4 Year	5000	Chandrakanta Mallick
4.	Diploma in Web Design	DWD	1 Year	4 Year	5000	Chandrakanta Mallick
5.	Diploma in Office Management	DOM	1 Year	4 Year	5000	Dr. S. K. Moharana
6.	Diploma in Entrepreneurship Development	DED	1 Year	4 Year	3000	Dr. S.K. Moharana
7.	Diploma in Disaster Management	DDM	1 Year	4 Year	2000	Dr. Manoranjan Mishra
8.	Diploma in Accounting	DIA	1 Year	4 Year	2000	Dr. S. K. Moharana
9.	Diploma in Functional Hindi & Translation	DFHT	1 Year	4 Year	2000	Dr. J.K. Sharma
10.	Diploma in Odia Language and Communication	DOLC	1 Year	4 Year	2000	Dr. D.K. Nayak
11.	Diploma in Journalism and Mass Communication	DJMC	1 Year	4 Year	2000	J. P. Mohapatra
12.	Diploma in Rural Development	DRD	1 Year	4 Year	2000	S.T.Rehman
Certificate Programme						
1.	Certificate in Soft Skill & IT Skill	CSSITS	6 Months	2 years	2000	Ms. Prashansa Das
2.	Certificate in e-Commerce	CEC	6 Months	2 Years	2000	Dr. S. K. Moharana
3.	Certificate in Geriatric Care	CGC	6 Months	2 Year	2000	Ms. Prashansa Das
4.	Certificate in Climate Change And Sustainable Development	CCCSD	6 Months	2 Years	1500	Dr. Manoranjan Mishra & S. T. Rehman
5.	Certificate in Emerging and New Media Studies	CENMS	6 Months	2 Year	1500	Jyoti Prakash Mohapatra
6.	Certificate in Communication Skills	CCS	6 Months	2 Year	1000	Ms. Prashansa Das
7.	Certificate in Translation (English-Odia)	CIT	6 Months	2 Year	1000	Dr. S. D. Agrawal



## **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 is placed on Skill Based Education to enhance employability of the students. To fulfill its mandate the Open University has established Regional Centres and Study Centres in different parts of the State. Besides Skill Based and vocational courses, focus is on Journalism & Mass Communication, Business & Management Studies, Computer Science courses, Rural Development, Disaster Management, Communication Skills, Translation Studies and functional aspects of Odia and Hindi language courses. Add-on courses are on offer targeting students already admitted in Undergraduate courses in the State. The fee to be charged from the students has been made reasonable and affordable by disadvantaged groups. All Norms and Regulations prescribed by statutory bodies like UGC, AICTE, NCTE, NCI, BCI, DEB, MCI etc. are 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 has established Regional Centres and Study Centres in different parts of the State to provide student support services. Skill Development Centres are established for hands-on training. During the last two years University has established study centres in 27 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. Regional Centres have been established at Bhubaneswar, Berhampur and Jeypore. Efforts are being made to set-up Regional Centres at 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 is following credit system where each credit is 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). Post Graduate Diploma Programme are eighteen months duration. Credit value of PG Diploma is 48 (1440 Study Hours).

## **SEMESTER SYSTEM**

Open University is following semester system. Each semester is of six months duration. The performance of the students is evaluated after the end of each semester. Academic Calendar is available on the University web portal.

## **GRADING SYSTEM**

State Open University in Odisha is following grading system of evaluation to assess the performance of the students. Ten point grading system suggested by the University Grants Commission (UGC) is implemented by the University. Semester grade point average (SGPA) and cumulative grade point average (CGPA) are reflected in the Grade Card of the students along with percentage of marks with division secured.

## **EVALUATION SYSTEM**

Evaluation system is based on two core components: continuous evaluation and term-end examination. Continuous evaluation carries 25% weightage and the end semester examination carries 75% weightage. In skill based programmes with hands-on training evaluation of the performance of students in practical and theory have a ratio of 75:25. Some programmes have project component. Evaluation in project courses have two aspects,



project report and viva voce which is in the ratio of 75:25. University will offer some non-credit courses to create awareness for which a certificate of participation will be issued.

## **ACADEMIC PROGRAMMES**

The University shall offer following academic programmes from the current session:

### **Post Graduate Diploma Programmes:**

1. PG Diploma in Journalism & Mass Communication (PGDJMC)
2. PG Diploma in Rural Development (PGDRD)
3. PG Diploma in Management (PGDIM)
4. PG Diploma in Cyber Security (PGDCS)

### **Diploma Programmes:**

5. Diploma in Management (DIM)
6. Diploma in Computer Application (DCA)
7. Diploma in Cyber Security (DCS)
8. Diploma in Rural Development (DRD)
9. Diploma in Journalism and Mass Communication (DJMC)
10. Diploma in Entrepreneurship Development (DED)
11. Diploma in Disaster Management (DDM)
12. Diploma in Accounting (DIA)
13. Diploma in Functional Hindi & Translation (DFHT)
14. Diploma in Odia Language and Communication (DOLC)
15. Diploma in Web Design (DWD)
16. Diploma in Office Management (DOM)

### **Certificate Programmes:**

17. Certificate in Translation (English-Odia) (CIT)
18. Certificate in Geriatric Care (CGC)
19. Certificate in Communication Skills (CCS)
20. Certificate in e-Commerce (CEC)
21. Certificate in Soft Skill and IT Skill (CSSITS)
22. Certificate in Climate Change and Sustainable Development (CCCSD)
23. Certificate in Emerging and New Media Studies (CENMS)

## 1. Post Graduate Diploma in Journalism and Mass Communication (PGDJMC)

### Learning Objectives:

- Necessary skills to work in various media including print, electronic and web.
- Basic concepts of communication
- Understanding of laws related to media and media ethics.

### Learning Outcome:

After completing the course, student will be able to:

- Work in various media organisations including print, electronic, web and social media.
- Work in PR or Advt. Sector
- Work in social sector
- Will have basic understanding about various media and how to negotiate them

**Total Credits:** 48

**Total Teaching Hours:** 48 Contact Classes, Study Hours 1440

**Conduct of Classes:** On Weekends

**Duration of the Course:** Minimum 1 ½ Years, Max 4 years

**Eligibility Criteria:** +3 Pass

### Target Group:

Working Journalists

Those who are pursuing/completed DJMC from OSOU (through Lateral Entry)

Students want to pursue journalism as a career

### Pedagogy:

This course will be taught with

Contact Classes

SLMs

OER available materials

Field visits

Exposure Visits

Project Report

**Course Structure:**

PGDJMC 01- Communication Concept, History, Law and Ethics

PGDJMC 02- Reporting

PGDJMC 03- Editing

PGDJMC 04- Radio and TV journalism

PGDJMC 05- Emerging and Social Media

PGDJMC 06- Advertising and Public Relations

PGDJMC 07- Communication theory

PGDJMC 08- Media Research

PGDJMC 09- Project Work

**Lateral Entry for DJMC Students of OSOU:**

Students of OSOU currently pursuing DJMC can join PGDJMC through Lateral Entry in 3<sup>rd</sup> Semester. Programme fee for Lateral Entry students is Rs. 1000. Minimum duration for completion of both DJMC and PGDJMC is eighteen months and maximum duration for completion is four years.

**2. Post Graduate Diploma in Rural Development  
(PGDRD)**

**Objectives:**

1. The Programme has been blended to create knowledge and skill development needed for effective utilization and management of human resources within the parameters of Rural Development.
2. It aims at providing a holistic perspective of schemes/programmes of central and state govts. in building and strengthening grass root level organizations through participatory development.
3. It is innovative, skill and employment oriented to attract bright students to the discipline of rural development thus, ensuring University – Industry interface under CSR Programme.
4. 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.

**Highlights of the Course:**

1. Duration of the Course – Minimum: 1 year and 6 months, Maximum: 4 years.
2. Conduct of Classes – Weekend for 4 hours (preferably on Sundays)



3. Total Counseling Sessions – 48, Study Hours – 1440 hours.
4. Evaluation – Based on Assignments, Term end Examinations and Project/Field Work
5. Course Coverage – Inclusion of Project Work, Case Studies and Field visits to understand practical aspects of Rural Programmes / Schemes.

**Target Group:**

1. Students who want to pursue Rural Development Specialist / Analyst as a career.
2. Students pursuing Post Graduation courses in any discipline can join in this course for enhancement of knowledge about rural development.
3. OSOU learners who are pursuing DRD can join PGDRD through lateral entry to third semester.

**Criteria:**

Minimum Qualification - Graduation in any discipline

**Pedagogy:**

The Course shall be taught with Self Learning Material, e-learning materials, OERs, Contact Classes, Field visits and Project Works.

**Career Opportunities:**

Pass out students:

1. Can join in NGOs, CBOs, Projects of Funding Agencies (UNDP, World Bank, JICA, DFID), CSR Units of Corporate/Business houses.
2. Can join in Rural Development Organizations / Institutions as Social Worker, Community Mobilizer.
3. Can set up Small Scale Industry in rural areas supported by State govt. institutions like ORMAS, DDUGKY (Aajeebika), Indian Red Cross Society, District Rural Development Agency (DRDA) or District Industry Centre(DIC) of any district.
4. Can join in State Livelihoods Mission under Panchayati Raj Dept / Rural Development Dept. of the state as manager or programme coordinator.

**Course Structure:**

PGDRD 01- Rural Society

PGDRD 02- Rural Development in India

PGDRD 03- Rural Social Problems

PGDRD 04- Rural Development Institutions & Entrepreneurship

PGDRD 05- Rural Resource Management

PGDRD 06- Rural Development in Odisha

PGDRD 07- Soft Skill Development

PGDRD 08- ICT and Geo-Informatics for Rural Development

PGDRD 09- Communication and Extension in Rural Development

PGDRD 10- Research and Project Work

**Lateral Entry for DRD Students of OSOU:**

Students of OSOU currently pursuing DRD can join PGDRD through Lateral Entry in 3<sup>rd</sup> Semester. Programme fee for Lateral Entry students is Rs. 1000. Minimum duration for completion of both DRD & PGDRD is eighteen months and maximum duration for completion is four years.

**3. Post Graduate Diploma in Management (PGDIM)**

The PGDIM programme seeks to develop students into leaders ready to tackle the challenges of today's ever changing business environment. This is accomplished through the following learning goals and objectives:

Demonstrate professional interaction and communication skills through positive team involvement.

Analyse the impact of decisions and actions on stakeholders including societal, environmental, and organisational considerations.

Inculcate the ability to manage under all circumstances and acquire skills for further development.

Identify problems, define objectives, collect and analyse information, evaluate risks and alternatives and leverage technology.

Integrative experience and learning through development of various business plans and programmes including case methods.

**Highlights of the Course:**

Duration of the Course – Minimum: 3 Semesters, 18 Months,  
Maximum: 4 years.

Conduct of Classes – Weekend for 4 hours (preferably on Sundays)

Total Counselling Sessions – 48, Study Hours – 1440 Hours.

Evaluation – Based on Assignments and Term End Examinations

Course Coverage – Inclusion of Case Studies to understand and gain firsthand experience on various aspects/dimensions of management.

**Target Group:**

Students/individuals who want to pursue Management as a career or a profession.

Students appeared +3 final examination / Post Graduation courses in any discipline can join in this Course for enhancement of knowledge about management as well as career prospects.

Those who are pursuing/completed DIM from OSOU (through Lateral Entry)

**Eligibility Criteria:**

Minimum Qualification: +3 Pass

**Pedagogy:** The Course shall be taught with Self-Learning Materials, E-learning Materials, OERs, Case Studies and Assignments.

**Career Opportunities:** A management graduate will normally start his/her career as Management Trainee or executive then Team leader and then Manager. PGDM provides a lucrative career option in the corporate/business world. It opens a plethora of avenues in – marketing, sales, human resources, finance, operations, logistics and supply chain management and healthcare and hospital including hospitality sector. Almost all sectors of the economy require management graduates for managing their work processes and organisations.

**Course Structure:**

PGDIM-1: Understanding of Business and its Environment

PGDIM-2: Management Principles and Applications

PGDIM-3: Human Resources and Organisational Behaviour

PGDIM-4: Marketing and Retail Management

PGDIM-5: Finance and Accounting for Management

PGDIM-6: Operations Management



PGDIM-7:Information Technology for Business

PGDIM-8:Business Communication and Soft Skills

PGDIM-9:Logistics and Supply Chain Management

PGDIM-10:Strategic Management

PGDIM-11:Entrepreneurship Development

PGDIM-12:Ethics, Governance and Social Responsibility

**Lateral Entry for DIM Students of OSOU:**

Students of OSOU currently pursuing DIM can join PGDIM through Lateral Entry in 3<sup>rd</sup> Semester. Programme fee for Lateral Entry students is Rs. 2500. Minimum duration for completion of both DIM & PGDIM is eighteen months and maximum duration for completion is four years.

#### **4. Post Graduate Diploma in Cyber Security (PGDCS)**

In today's cyber world, it is important for every cyber citizen to understand and appreciate cyber security as it has become an essential aspects of our daily life. This programme provides learners with concepts of computer and Information security, cryptography, digital money, secure protocols for Internet Security, Intrusion detection and other security techniques.

**Programme Objectives:**

This programme emphasizes and aims to impart the learners

- To gain insight into the importance of cyber security and the integral role of cyber security professionals to develop a high level of professional ethics.
- To explore foundational cyber security principles, security architecture, attacks, incidents, and emerging IT Security Technologies.
- To be familiar with key terms and concepts in cyber law, Security Standards, intellectual property rights and Acts on IT Security.
- To be able to understand principles of web application security and network security.

- To develop an understanding of security policies (such as confidentiality, integrity, and availability), as well as protocols to implement such policies.
- The awareness of cyber crimes and fraudulent activities over the Internet applications.
- To learn about securing the Internet connections and transactions.

**Programme Outcomes:**

Upon the completion of this programme the learners will be able to understand, appreciate, employ, design and implement appropriate security technologies and policies to protect computers, digital information and Internet Transactions.

**Highlights of the Course:**

Duration of the Course – Minimum: 1 year, Maximum: 4 years.

Conduct of Classes – Weekend for 4 hours (preferably on Sundays)

Total Counseling Sessions – Theory- 42 sessions (84 hours), Practical- 28 session (84 hours)

Study Hours – 1440 hours.

Evaluation – Based on Assignments (theory+ practical), Term end Examinations (theory + practical) and Project work (viva voce + Report)

Course Coverage – Theory, Practical and Project Work.

**Target Group:**

Graduate of IT or Computer Science with interest in Cyber Security

Graduates with Diploma in Cyber Security/ Information Security

Graduate or Post graduate in any discipline Interested in IT / Cyber Security as a career.

Persons with Cyber security experiences in Security Audit and Incident Reporting

Information Security, Government and Legal Professionals.

Those who are pursuing/completed DCS from OSOU (through Lateral Entry)

**Minimum Qualification:** + 3 Pass or equivalent in any Discipline

**Pedagogy:** The Course shall be taught through the interactive, Self-guided Learning Materials, OERs as reference materials, Week-end Counseling Classes, Video Lectures, Project Works.

**Career Opportunities:** After successful completion of this programme, the learners may excel in their career as:

- Cyber Security Consultants
- Cyber Security Analyst
- Systems and Networks Security Professional
- IT Security Officer
- IT Infrastructure Analyst
- Quality and Security Analyst

**Course Structure:**

PGDCS-01- Operating Systems

PGDCS-02- Data Communication and Computer Networks

PGDCS-03- Information Security

PGDCS-04- Application Cyber Security

PGDCS-05- Network Cyber Security

PGDCS-06- Minor Project

PGDCS-07- White Hat Hacking

PGDCS-08- Security Analysis and Reporting

PGDCS-09- Major Project

**Lateral Entry for DCS Students of OSOU:**

Students of OSOU currently pursuing DCS can join PGDCS through Lateral Entry in 3<sup>rd</sup> Semester. Programme fee for Lateral Entry students is Rs. 2500. Minimum duration for completion of both DCS & PGDCS is eighteen months and maximum duration for completion is four years.

### **5. 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/-

Medium of Instruction :English

Eligibility for Admission:+2 Pass and above

Examination : Semester-wise

Target Group :Students already enrolled in +3 & PG Programmes

**Course Structure:**

DIM - 01 Understanding of Business and its Environment

DIM - 02 Management Principles and Applications

DIM - 03 Managing Human Resources

DIM - 04 Marketing and Retail Management

DIM - 05 Finance and Accounting for Management

DIM - 06 Operation Management

DIM - 07 Fundamentals of Computer Application

DIM - 08 Business Communication and Soft Skill

**6. 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 farm. 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 : +2 Pass and above

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.

**Course Structure:**

- DCA - 01 Computer Fundamentals
- DCA - 02 Office Automation (Word, Excel, Power Point)
- DCA - 03 Network fundamentals
- DCA - 04 Web Design (HTML,CSS,XML,Java Script)
- DCA - 05 Database System
- DCA - 06 Application Development

### **7. 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.5,000/-

Min.& Max. Duration : One year and Four years

Examination : Semester-wise

Minimum Qualification : +2 Pass and above

**Target Group** : Students and Professionals interested to know about Information Security & Network Security

#### **Course Structure:**

DCS - 01 Operating System Basics

DCS - 02 Data Communication and Networking

DCS - 03 Information Security

DCS - 04 Application Cyber Security

DCS - 05 Network Cyber Security

DCS - 06 Project Work

## 8. 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.2,000/-

Min.& Max. Duration : One year and Four years

Minimum Qualification : +2 Pass and above

Medium of Instruction : Odia & English

Examination : Semester-wise

### Course Structure:

DRD - 01 Rural Society

DRD - 02 Rural Development in India

DRD - 03 Rural Social Problems

DRD - 04 Rural Development institutions and Entrepreneurship

DRD - 05 Rural Resource Management

DRD - 06 Rural Development in Odisha



## 9. 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 and above

Min.& Max. Duration : One year and Four years

Medium of Instructions : Odia& English

Examination : Semester-wise

### Course Structure:

DJMC - 01 Communication Concepts, History, Law and Ethics

DJMC – 02 Reporting

DJMC - 03 Editing

DJMC - 04 Radio and TV Journalism

DJMC - 05 Emerging and Social Media

DJMC - 06 Public Relation, Advertising and Media Management

## 10. 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.

**Course Structure:**

- DED - 01 Introduction to Entrepreneurship
- DED - 02 Management Concepts and Organisational Behaviour
- DED - 03 Development of Entrepreneurial Skills
- DED - 04 Business Opportunity Identification
- DED - 05 Small Business Management
- DED - 06 Institutional Support System
- DED - 07 Business Communication & Ethics in Business
- DED- 08 Project Work

**11. 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.

**Course Structure:**

- DDM - 01 Introduction to Disaster Management
- DDM -02 Geographical Information System and ICT  
in Disaster Management
- DDM - 03 Risk Assessment and Vulnerability Analysis
- DDM - 04 Disaster Preparedness and Response
- DDM - 05 Recovery, Rehabilitation and Reconstruction
- DDM - 06 Reporting, Information and Documentation in Disasters

**12. 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.

**Course Structure:**

- DIA - 01 Basic Accounting
- DIA - 02 Financial Statement
- DIA - 03 Application of Computer in Financial Accounting
- DIA - 04 Partnership Accounting
- DIA - 05 Company Accounts
- DIA - 06 Analysis of Financial Statement

**13- प्रयोजनमूलक हिंदी और अनुवाद में डिप्लोमा (डी.एफ.एच.टी)**

डी.एफ.एच.टी कार्यक्रम का मुख्य उद्देश्य शिक्षार्थियों को हिंदी भाषा के साथ-साथ हिंदी से अंग्रेजी व अंग्रेजी से हिंदी में अनुवाद के प्रायोगिक कौशल प्राप्त करने में सक्षम बनना है। हिंदी चीनी भाषा के बाद दुनिया की दूसरी सर्वाधिक बोली जानेवाली भाषा है। भारत का संविधान देवनागरी लिपि सहित हिंदी को संघ की राजभाषा रूप में घोषित करता है। इसके साथ अंग्रेजी और हिंदी को केन्द्र सरकार तथा कई राज्यों के संचार भाषा के रूप में उपयोग को निर्धारित



करता है। केन्द्र तथा राज्य सरकार के विभिन्न विभागों व इकाइयों में रोजगार के अवसर जैसे – हिंदी अधिकारी, अनुवादक, हिंदी सहायक, प्रबंधक (राजभाषा) आदि को देखते हुए यह कार्यक्रम अत्यन्त उपयोगी साबित होगा। निजी टीवी चैनल, रेडियो चैनल के आगमन तथा प्रतिष्ठित पत्र-पत्रिकाओं के हिंदी संस्करणों के प्रकाशन एवं लोकप्रियता के कारण रोजगार के अवसरों में कई गुना वृद्धि हुई है। हिंदी मीडिया के क्षेत्र में भी संपादक, रिपोर्टर, संवाददाता, उप-संपादक, रेडियो जैकी, एंकर, कार्यक्रम संपादक आदि पदों की आवश्यकता है। एक फ्रीलंस अनुवादक के रूप में आजीविका अर्जित की जा सकती है और खुद की अनुवाद इकाई भी स्थापित की जा सकती है।

**कार्यक्रम शुल्क :** रु 2000/- (प्रवेश के समय भुगतान किया जाना है)

**कार्यक्रम अवधि :** न्यूनतम – एक वर्ष, अधिकतम – चार वर्ष

**दाखिला के लिए न्यूनतम शैक्षिक योग्यता :** +2 पास अथवा समकक्ष

**परीक्षा :** सेमेस्टर वार

**लक्ष्य समूह :** +3 और पीजी के छात्र-छात्राएँ

**अध्ययन के माध्यम :** हिंदी व अंग्रेजी

### **Course Structure:**

कार्यक्रम में आठ पाठ्यक्रम होते हैं, जिनमें से प्रत्येक चार-चार क्रेडिट के हैं।

डी.एफ.एच.टी 01 : हिंदी भाषा के विविध प्रायोगिक रूप

डी.एफ.एच.टी 02 : हिंदी भाषा का सांविधानिक स्वरूप

डी.एफ.एच.टी 03 : कार्यालयीन हिंदी के विविध प्रयोग

डी.एफ.एच.टी 04 : सूचना प्रौद्योगिकी एवं कंप्यूटर का प्रयोग

डी.एफ.एच.टी 05 : अनुवाद का सैद्धांतिक स्वरूप

डी.एफ.एच.टी 06 : अनुवाद का प्रायोगिक पक्ष

डी.एफ.एच.टी 07 : पत्रकारिता एवं अनुवाद

डी.एफ.एच.टी 08 : अनुवाद – परियोजना

**ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର**

**14. ଓଡ଼ିଆ ଭାଷା ଓ ଯୋଗାଯୋଗ ଡିପ୍ଲୋମା କାର୍ଯ୍ୟକ୍ରମ (DOLC)**

**ODISHA STATE OPEN UNIVERSITY, SAMBALPUR**

ଚାରିକୋଟିରୁ ଅଧିକ ଲୋକ ସଂଖ୍ୟା ବିଶିଷ୍ଟ ଓଡ଼ିଶା ରାଜ୍ୟରେ ପ୍ରମୁଖ କଥିତ ଓ ଲିଖିତ ଭାଷା ଓଡ଼ିଆ । ଏହି ଭାଷାର ଦୀର୍ଘ ଐତିହ୍ୟ ରହିଛି । ଏଥି ପ୍ରସ୍ତୁତ ଭାଷା ଆଇନ ୧୯୫୮ ଦ୍ୱାରା ଏହା

ଓଡ଼ିଶାର ରାଜ ଭାଷାର ସାକ୍ଷରତା ମଧ୍ୟ ଲାଭ କରିଛି । ସଂପ୍ରତି ରାଜ୍ୟ ସରକାରଙ୍କ ଭାଷାନୀତି ଅନୁସାରେ ଓଡ଼ିଆ ଭାଷାର ପ୍ରୟୋଗ ଶିକ୍ଷା ଠାରୁ ଆରମ୍ଭ କରି ପ୍ରଶାସନ ପର୍ଯ୍ୟନ୍ତ ପ୍ରତିଟି କ୍ଷେତ୍ରରେ ଉପଲବ୍ଧ । କବି, ଲେଖକ, ପ୍ରବନ୍ଧକ, ଗୀତିକାର, ରାଜନେତା, ଦାର୍ଶନିକ, ସାମ୍ବାଦିକ, ସମାଜ ସେବକ ଇତ୍ୟାଦିଙ୍କ ଅବଦାନରେ ସମୃଦ୍ଧ ଏହି ଭାଷା ନୂତନ ପାଢ଼ି ପୁସ୍ତକରେ ବେଶ୍ ସହାୟକ ହୋଇ ପାରୁଛି । ଅଗାଧ ଉର୍ଦ୍ଧ୍ୱ ଚୈତ୍ତିକ ସମ୍ଭାବନା, ଶତାଧିକ ପତ୍ରପତ୍ରିକା, ବିଦ୍ୟାଳୟ ଠାରୁ ଆରମ୍ଭ କରି ବିଶ୍ୱବିଦ୍ୟାଳୟ ତଥା ଅନ୍ୟାନ୍ୟ ସାମାଜିକ କ୍ଷେତ୍ରରେ ଏହି ଭାଷାର ପ୍ରୟୋଗ ଓ ପରିଷ୍କାର ଆଜି ବିଶ୍ୱତରଘରରେ ସମ୍ମାନିତ । ଏହାର ସଠିକ୍ ଉଦ୍ଦାରଣ, ଲିଖନର ଆବଶ୍ୟକତାକୁ ଆଶ୍ୱାସରେ ରଖି ଉକ୍ତ ପାଠ୍ୟକ୍ରମ ପ୍ରବର୍ତ୍ତନ କରାଯାଉଛି ।

ଯୁକ୍ତ ଦୁଇ ଉତ୍ତୀର୍ଣ୍ଣ ବା ତତ୍ତ୍ୱସ୍ତରର ଶିକ୍ଷାପ୍ରାପ୍ତ ପ୍ରତ୍ୟେକ ଓଡ଼ିଆ ଭାଷାଭାଷୀ ଏହି ପାଠ୍ୟକ୍ରମର ଅନ୍ତର୍ଭୁକ୍ତ ହୋଇପାରିବେ । ଏହି ଶିକ୍ଷା ସମାପ୍ତିପରେ ବିଦ୍ୟାର୍ଥୀ ଓଡ଼ିଆ ଭାଷାର ସଠିକ୍ ପ୍ରୟୋଗ ସହିତ ଅନୁବାଦ, ସାମ୍ବାଦିକତା, କୋର୍ଟ କଚେରୀରେ ଲିଖନକାର ଆଦି କାର୍ଯ୍ୟ ସହଜରେ ସଂପାଦନ କରିପାରିବେ । ଏଥି ସହିତ କଂପ୍ୟୁଟର ଚାଳନାର ମୌଳିକ ବିଦ୍ୟା ଅର୍ଜନ କରି ଓଡ଼ିଆ ଭାଷାରେ ବୃତ୍ତିଗତ କାର୍ଯ୍ୟ ସଂପାଦନ କରି ସାବଲମ୍ବା ହୋଇ ପାରିବେ ।

ପ୍ରଶାସନିକ କ୍ଷେତ୍ରରେ ଓଡ଼ିଆ ଭାଷାର ପ୍ରୟୋଗ ବାଧ୍ୟତାମୂଳକ ହେଉଥିବାରୁ ଓଡ଼ିଶା ରାଜ୍ୟ ସ୍ତର ବିଶ୍ୱବିଦ୍ୟାଳୟ ସମସ୍ତ ସହାୟକ ଆବଶ୍ୟକତା ଏଥିରେ ସ୍ଥାନିତ କରିଛନ୍ତି ।

**କାର୍ଯ୍ୟକ୍ରମ ଦେୟ - ଟ.୨୦୦୦/-** ନାମ ଲେଖା ସମୟରେ ଦେବାକୁ ହେବ

**କାର୍ଯ୍ୟକ୍ରମ ସମୟସୀମା -** ସର୍ବନିମ୍ନ ୧ ବର୍ଷ; ସର୍ବାଧିକ ୪ ବର୍ଷ

**ନାମ ଲେଖା ନିମନ୍ତେ ସର୍ବନିମ୍ନ ଯୋଗ୍ୟତା -** ଯେ କୌଣସି ବିଭାଗରେ +୨ ବା ତତ୍ତୁଲ୍ୟ ଶିକ୍ଷା ସମାପ୍ତି

**ପରୀକ୍ଷା -** ସେମିଷ୍ଟର

### Course Structure:

ଓଡ଼ିଆ ଭାଷା ଓ ଯୋଗାଯୋଗ ଡିପ୍ଲୋମା କାର୍ଯ୍ୟକ୍ରମରେ ମୋଟ ୩୨ ଟି କ୍ରେଡିଟ୍ ରହିଛି । ୬ଟି ପାଠ୍ୟକ୍ରମରେ ବିଭକ୍ତ ଏହି କାର୍ଯ୍ୟକ୍ରମ ନିମ୍ନମତେ ବିଭାଜିତ ।

ପାଠ୍ୟକ୍ରମ-୧: ଓଡ଼ିଆ ବର୍ଣ୍ଣ ପରିଚୟ

ପାଠ୍ୟକ୍ରମ-୨: ବ୍ୟାବହାରିକ ବ୍ୟାକରଣ

ପାଠ୍ୟକ୍ରମ-୩: ଭାଷା ବିଜ୍ଞାନ

ପାଠ୍ୟକ୍ରମ-୪: ବ୍ୟାବହାରିକ କଥନ/ଲିଖନ କୌଶଳ

ପାଠ୍ୟକ୍ରମ-୫: ଗଣମାଧ୍ୟମ ଯୋଗାଯୋଗ କୌଶଳ

ପାଠ୍ୟକ୍ରମ-୬: କଂପ୍ୟୁଟର ବ୍ୟବହାର କୌଶଳ

## 15. Diploma in Web Design (DWD)

This programme has been designed to provide background knowledge and programming skills required to innovatively design and implement web applications using latest tools and technologies like HTML5, XML, Java Scripts, CSS3, PHP etc.

Upon the completion of this programme the learners will acquire knowledge and skill sets on design components, technology, and tools and apply those to successfully design and implement Web Based Applications.

### Highlights of the Course:

Duration of the Course – Minimum: 1 year, Maximum: 4 years.

Conduct of Classes – Weekend for 4 hours (preferably on Sundays)

Evaluation –Based on Assignments and Term end Examinations

Course Coverage – Theory, Practical and Project Work.

### Target Group:

Students pursuing undergraduate courses interested in Web Designing

Any person with computer programming skills interested in Web Designing

Persons working as Computer / IT professionals.

### Eligibility Criteria:

Minimum Qualification: +2 (Arts, Science, Commerce) / 3 -Years Diploma orequivalent.

### Pedagogy:

The Course shall be taught through the interactive, Self-guided Learning Materials, OERs as reference materials, Week-end Counseling Classes, Video Lectures, Project Works.

### Career Opportunities:

After successful completion of this programme, the learners may excel in their career as:

Web Programmer



Web Designer

Web Application Developer

**Course Structure:**

DWD-01 Operating Systems

DWD -02 Programming in Java

DWD -03 Internet and Web Technologies

DWD -04 Web Designing (HTML, CSS, Java Script)

DWD -05 RDBMS using MYSQL

DWD -06 Application Development using PHP

DWD -07 Project

**16.Diploma in Office Management (DOM)**

This programme is designed for those who will ultimately seek positions as Office Managers and provides students with the knowledge necessary for the efficient administration of staff and resources. The programme is particularly suitable for experienced and mature office staffs who seek a recognised Office Management qualification for career advancement purposes. Diploma in Office Management trains manpower with the requisite knowledge and skills for handling general responsibilities of an office for effective management. A sound knowledge of office management will facilitate great help in administering staff and resources such as maintenance of data, files & records, payrolls administration, space management, office communication and office facility management etc. It also provides essential management knowledge required by those who will ultimately assume positions as office managers. After passing the course students will have a wide option for so many administrative positions in public and private sector organisations.

**Highlights of the Course:**

Duration of the Course – Minimum: 2 Semesters, 12 Months,  
Maximum: 4 years.

Conduct of Classes – Weekend for 4 hours (preferably on Sundays)

Total Counselling Sessions – 32, Study Hours – 960 Hours.

Evaluation – Based on Assignments and Term End Examinations (Semester wise from Academic Session 2017 - 18).

Course Coverage – Inclusion of Case Studies and discussions to understand and gain firsthand experience on various aspects/dimensions of office management.

**Target Group:**

Students/individuals who want to pursue careers in Office Management.

Interested persons or working employees from any field can join in this Course for enhancement of knowledge about office management as well as for career prospects.

**Eligibility Criteria:**

Minimum Qualification +2 Pass

**Pedagogy:**

The Course shall be taught with Self-Learning Materials, E-learning Materials, OERs, Cases and Assignments.

**Career Opportunities:**

An office management program often has a combination of operational and organizational skills, which they can use in offices across a number of industries. Two common positions for graduates are office manager and executive assistant.

**Office Manager**

Office managers are tasked with keeping all office operations running smoothly. They may supervise clerical staff, inventory and order office supplies, ensure that all equipment is operational and coordinate all office activity.

**Executive Secretary**

Executive secretaries provide many types of support to corporate executives and other high-ranking managers.

**Other Career Options**

There are quite a few careers that make use of the skills obtained from an office management degree program. A few alternative titles and similar positions can include:

- Administrative assistant
- Facilities manager
- Front desk coordinator

**Course Structure:**

DOM-1:	Management Principles and Applications
DOM-2:	Office Management
DOM-3:	Information Technology for Management
DOM-4:	Communication and Soft Skills
DOM-5:	Human Resources and Organisational Behaviour
DOM-6:	Introduction to Accounting and Finance
DOM-7:	Project/Internship

**17. Certificate in Translation (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

Aspectsof 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.

**Course Structure:**

CIT - 01 Nature and Scope of Translation

CIT - 02 Functional Translation

CIT - 03 Translation of Official Documents

CIT - 04 Literary Translation

**18. Certificate in Geriatric Care (CGC)**

This Programme is meant for ANM/GNM/BHMS/BAMS/D.Pharm 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.

**Course Structure:**

CGC - 01 Basic Geriatric Care

CGC - 02 Geriatric Care Nursing

CGC- 03 Basic Geriatric Care Practical

CGC- 04 Geriatric Care Nursing Practical

**19. 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

Min.& Max. Duration : Six Months & Two years

Min.& Max. Age : No Bar

**Course Structure:**

CCS - 01 Listening and Oral Communication Skills

CCS - 02 Reading Skills

CCS - 03 Writing Skills

CCS - 04 Soft Skills

**20. Certificate in e-Commerce(CEC)**

e-Commerce is fastest growing industry today and there is huge manpower need in the Companies like: Flipkart, Snapdeal, Amazon & many others. Due to very little infrastructure and investments requirement, a number of business enterprises are venturing into e -

Commerce. Hence, this innovative certificate course has been developed to fulfil this requisite gap.

This program is designed to integrate technology, business, marketing, and employability skills to prepare you for jobs in the flourishing field of e-Commerce. In order to run smoothly, companies rely on the electronic function by qualified and knowledgeable professionals. When it comes to computerized business skills, a student with proficiency in e-Commerce is certain to lead a successful and rewarding career.

**Highlights of the Course:**

Duration of the Course – Minimum: 1 Semester, 6 Months, Maximum: 2 years (Five Courses and One Project).

Conduct of Classes – Weekend for 4 hours (preferably on Sundays)

Total Counselling Sessions – 16, Study Hours – 480 Hours.

Evaluation – Based on Assignments and Term End Examination.

Course Coverage – Theory and Project Assignments.

**Target Group:**

Students/individuals who want to pursue career in e-Commerce.

Anybody interested in this discipline can join in the Course for enhancement of knowledge about e-Commerce.

**Eligibility Criteria:**

Minimum Qualification +2 Pass

**Pedagogy:** The Course shall be taught with Self-Learning Materials, E-learning Materials, OERs, Video Lectures and Project Assignments.

**Career Opportunities:**

If you're willing to pursue a career in the e-Commerce industry, having a formal education in e-Commerce will always help you understand the basics of the craft, which will help you evolve as a professional in:

- IT companies



- e-Commerce companies
- Online marketing Companies
- Social media marketing
- Search Engine Optimization
- e-Commerce Product manager
- Service sector (Banking, Finance, Product - service selling)

**Course Structure:**

- CEC-1: Information Technology and e-Commerce  
CEC-2: Business Models for e-Commerce  
CEC-3: Digital Marketing and e-CRM  
CEC-4: e-Payment System and m-Commerce

**21. Certificate in Soft Skills & IT skills (CSSITS)**

The Programme aims at increasing learner's knowledge of both soft skills and IT related skills so as to develop attributes that enhances interpersonal communication, earning power and job performance. The objective of the programme is to inculcate essential skills to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate positive work ethics.

The curriculum covers soft skills and basic IT skills.

The key areas addressed in Soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills.

IT skills focuses on the basic principles of a computer, Windows operating system and MS Office which includes Word, Excel and PowerPoint.

This certification has enormous opportunities for learners who wish to make a career in Front office management, Office administration, Helpdesk executives, Call centers, BPO'S, Hospitality, Marketing,

retail and many more. This certification is also beneficial for professionals who are already working and want to acquire knowledge in this subject for better career prospects.

Equal emphasis shall be given to both theoretical understanding of the subject and hands-on training.

- Programme Fee : 2000/-
- 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

**Course Structure:**

CSITS 01- Soft Skills 1

CSITS 02- Soft Skills 2

CSITS 03- Computer Fundamentals and Operating System

CSITS 04- MS-Office

**22. Certificate in Climate Change and Sustainable Development (CCCSD)**

The programme on Climate Change and Sustainable Development (CCCSD) has been framed with an intention to provide a general concept within the dimensions of climate change and challenges to Sustainable Development. It consists of five courses within the duration of 6 months. These are: CCCSD: Principles and Approaches, CCCSD: Challenges and Choices, CCCSD: Policies and Programmes, CCCSD: Stories of Success and CCCSD: Project Work.

ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର  
It is to equip the learners with appropriate tools and techniques for interpreting the impacts of climate change and evaluating & implementing measures that reduce vulnerability of systems. Thus, ensuring University – Industry interface in Skill-based education

through empowering the learners with the mitigation and adaptation strategies against climate changes in future.

It offers an opportunity to interact with administrators, community leaders, NGOs and professionals helping the students to understand the broad framework of Climate Change in India in general and Odisha in particular.

**Highlights of the Course:**

Duration of the Course – Minimum: 6 months, Maximum: 2 years.

Conduct of Classes – Weekend for 4 hours (preferably on Sundays)

Total Counseling Sessions – 16, Study Hours – 480 hours.

Evaluation – Based on Assignments, Project Work and Term end Examinations

Course Coverage – Inclusion of Project Work, Case Studies and Field visits is to understand practical aspects of Climate Change and Sustainable Development Programme.

**Target Group:**

Students pursuing +3 (Graduation) and Post Graduation courses in any discipline can join in this course for enhancement of knowledge as preparedness for the changes in the climate.

It intends to include Civilians, School and College level Teachers, Scientists and educational functionaries, Agricultural graduates and Management graduates, NGO's professional, Environmental Executives, Policy makers, Journalists.

**Eligibility Criteria:**

Minimum Qualification – +2 pass

**Pedagogy:**

The Course shall be taught with Self Learning Material, e-learning materials, OERs, Field visits and Project Works.



**Career Opportunities:**

Pass out students:

Can join in NGOs, CBOS, Projects of Funding Agencies (UNDP, World Bank, JICA, DFID, etc), CSR Units of Corporate/Business houses.

Can join in consultancies and environmental agencies as Support staff, Community Mobilizer.

**Course Structure:**

CCCSD – 01 Climate Change and Sustainable Development: Principles and Approaches

CCCSD – 02 CCSD: Challenges and Choices

CCCSD - 03 CCSD: Policies and Programmes

CCCSD - 04 CCSD: Stories of Success

CCCSD – 05 CCSD: Project Work.

**23. Certificate Course in Emerging and New Media Studies (CENMS)**

**Learning Objectives:**

1. Necessary skills to learn the Modern day technologies of Media
2. Knowing the tit bits of Social and Emerging Media
3. Knowing the techniques of how to write for this media

**Learning Outcome:**

1. After Completion of the course a student will be able to handle Social Media of any Organization.
2. Now-a-days there is growing demand for Social and New Media Experts, so this course will provide the students the required knowledge in that particular domain

Total Credits: 16

Total Teaching Hours: 16 Nos. of Contact Classes (480 study Hours)

Conduct of Classes: On Weekends

Duration of the Course: Minimum 6 Months, Max 2 years

**Eligibility Criteria:** +2 Pass

**Target Group:**

1. Working Journalists
2. Communication professionals working in different filed
3. Students who want to pursue career in this new Media
4. Any other from the above

**Pedagogy:**

1. SLMs
2. Contact Classes
3. Exposure Visits
4. Practical

**Course Structure:**

CENMS 01- Communication, History. Law and Ethics

CENMS 02- Reporting and Editing

CENMS-03 Social Media

CENMS 04- Emerging Media

**ADMISSION PROCESS**

1. Admission will be offered **online** through the Odisha State Open University Website: **www.osou.ac.in**
2. Admission will commence from 15<sup>th</sup> May and the last date for admission will be **15<sup>th</sup>July 2017**.
3. Commencement of Academic Session: **1<sup>st</sup>August 2017**
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/debit card and Internet Banking or the

same can be paid through RTGS/NEFT. **Cash payment of Programme Fee shall not be entertained.**

7. **Fee shall not be refunded after the commencement of session on 1<sup>st</sup> August 2017.**
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: **admission@osou.ac.in**

### **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 2017 for Diploma programmes and in JUNE, 2018 examination will be held for second semester. The students are required to fill-up the online examination 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:** University shall provide you study material in printed form. Along with that, you can access supplementary reading material relevant to course of studies through the OSOU website under e-resources.
5. **PragynaVani:** OSOU has launched internet radio called “PragynaVani” for audio lectures relevant to your course of studies. You can access anytime and from anywhere.
6. **Help Line for Prospective Learners:**



	<b>Jyoti Prakash Mohapatra-</b> For PGJMC, DJMC & CENMS e-Mail Id: <a href="mailto:jp.mohapatra@osou.ac.in">jp.mohapatra@osou.ac.in</a> Cell No.: +91-9437080048
	<b>Dr. Susant Kumar Moharana –</b> For PGDIM, DIM, DED, DOM, DIA & CEC e-Mail Id: <a href="mailto:sk.moharana@osou.ac.in">sk.moharana@osou.ac.in</a> Cell No.: +91-9439797111, +91-9937771223
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	<b>Sibananda Panda –</b> For technical and online support e-Mail Id: <a href="mailto:spanda@osou.ac.in">spanda@osou.ac.in</a> Cell No.: +91-9853359951

**Annexure-1**  
**List of Study Centres**

S.N.	District	Study Center	Code	Co-ordinator Name	Email/ Phone
1	Angul	Govt. Autonomous College, Angul	0101	Dr. Basanta Kumar Sahoo	osousc0101@osou.ac.in 9437871573
2	Angul	Malyagiri Mahavidyalaya, Pallahara	0102	Mr. Rudra Narayana Sahu	osousc0102@osou.ac.in 9437334558
3	Balasore	Fakir Mohan Autonomous College, Balasore	0201	Mr. Firoz Kumar Parhi	osousc0201@osou.ac.in 9437174011
4	Balasore	Upendranath College, Soro	0202	Mr. Srikanta Samal	osousc0202@osou.ac.in 9338711896
5	Bargarh	Panchayat College, Bargarh	0301	Prof. Umesh Chandra Mahapatra	osousc0301@osou.ac.in 9776428256
6	Bhadrak	Bhadrak Autonomous College, Bhadrak	0401	Dr. Prasant Kumar Dash	osousc0401@osou.ac.in 9937116800
7	Bolangir	Rajendra (Auto) College, Bolangir	0501	Mr. Udayanath Behera	osousc0501@osou.ac.in 9438001621
8	Boudh	Model Degree College, Boudh	0601	Dr. Saroj Kant Choudhury	osousc0601@osou.ac.in
9	Cuttack	JKBK College, Cuttack	0701	Dr. Chandramani Patra	osousc0701@osou.ac.in 9437142575
10	Cuttack	Gopabandhu Science College, Athgarh	0702	Mr. Debesh Nandan Rath	osousc0702@osou.ac.in 9668140211
11	Dhenkanal	Dhenkanal Mahila Mahavidyalaya, Dhenkanal	0901		osousc0901@osou.ac.in
12	Gajapati	Sri Krushna Chandra Gajapati (Autonomous) College, Paralakhemundi	1001	Mr. Indubhusan Sahoo	osousc1001@osou.ac.in 9437859590, 8984360390
13	Ganjam	S.B.R. Govt. Women's College, Berhampur	1101	Mr. S.K. Mohapatra	osousc1101@osou.ac.in 9861059882
14	Jagatsinghpur	Swami Vivekananda Memorial (Autonomous) College, Jagatsinghpur	1201	Dr. Dhiren Mohanty	osousc1201@osou.ac.in 9437142705
15	Jajpur	Narasingh Choudhury (Autonomous) College, Jajpur	1301	Mr. Santosh Kumar Sethy	osousc1301@osou.ac.in 9437243374
16	Jajpur	Vyasanagar Autonomous College, Jajpur-Road	1302	Dr. Mukতিকant Mohanty	osousc1302@osou.ac.in 9438448694
17	Jajpur	Baruneswar Mahavidyalaya, Arei, Jajpur	1303	Mr. Batakrushna Mohapatra	osousc1303@osou.ac.in 9437023455
18	Jharsuguda	Women's College, Jharsuguda	1401	Dr. Suprita Dash	osousc1401@osou.ac.in 9439450582

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19	Kalahandi	Govt. (Auto) College, Bhawanipatna	1501	Mr. Padma Lochan Bhue	osousc1501@osou.ac.in 9937985822
20	Kendrapara	Kendrapada Autonomous College, Kendrapada	1701	Dr. Pradipta Kishore Dash	osousc1701@osou.ac.in 9937172785
21	Kendrapara	S.N. College, Rajkaniak	1702	Mr. Fakir Chandra Pradhan	osousc1702@osou.ac.in 9437608394
22	Kendujhar	Chandra Sekhar College, Champua	1801	Sri Rohit Kanta Mishra	osousc1801@osou.ac.in
23	Khurda	BJB Autonomous College, Bhubaneswar	1901	Dr. Narendra Kumar Mohapatra	osousc1901@osou.ac.in 9437280713
24	Khurda	Prananath College (Autonomous), Khurda	1902	Dr. Brajabandu Padhiary	osousc1902@osou.ac.in 9437008922
25	Khurdha	Rajdhani College, Bhubaneswar	1903	Dr. Manas Ranjan Satpathy	osousc1903@osou.ac.in 9437479045
26	Koraput	Vikram Deb (Auto) College, Jeypore	2001	Mr. Trinath Prasad Rath	osousc2001@osou.ac.in 9437216956
27	Koraput	Government College, Koraput	2002	Dr. Prabhat Chandra Mohanty	osousc2002@osou.ac.in 8908315428
28	Malkangiri	Govt. +2 Science College, Malkangiri	2101	Dr. Srichandan Mishra	osousc2101@osou.ac.in 9437299124
29	Mayurbhanj	MPC Autonomous College, Baripada	2201	Dr. Pramod Chandra Sahu	osousc2201@osou.ac.in 9439884072
30	Nabarangpur	Nowrangpur College, Nabarangpur	2301	Mr. Padmanava Mishra	osousc2301@osou.ac.in 9437471446
31	Nayagarh	Nayagarh (Autonomus) College, Nayagarh	2401	Md. Omer Mallik	osousc2401@osou.ac.in 9238680670
32	Puri	Samanta Chandra Sekhar (Autonomous) College, Puri	2601	Dr. Prafulla Kumar Mohanty	osousc2601@osou.ac.in 9437237922
33	Rayagada	Rayagada Autonomous College, Rayagada	2701	Dr. K. SalvaRaju	osousc2701@osou.ac.in 9437434645
34	Sambalpur	G.M. University, Samablpur	2801	Dr. Mahendra Prasad Behera	osousc2801@osou.ac.in 9438260994
35	Sambalpur	Sambalpur Public Library, Sambalpur	2802	Dr. Santosh Kumar Das	osousc2802@osou.ac.in 9437737025
36	Sambalpur	Kuchinda College, Kuchinda	2803	Dr. Amiya Kumar Patra	osousc2803@osou.ac.in 9437257857
37	Subarnapur	Sonepur College, Subarnapur	2901	Mr. Satya Narayan Rath	osousc2901@osou.ac.in 9938074778
38	Sundargarh	Rourkela Government Autonomous College, Rourkela	3001	Dr. Iswar Prasad Mohanty	osousc3001@osou.ac.in 9437247583

ODISHA STATE OPEN UNIVERSITY, SAMBALPUR