# STUDENT HANDBOOK
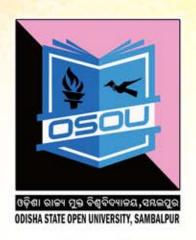# &
# PROSPECTUS
## ACADEMIC SESSION: 2018-19



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

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

University established by an Act of Government of Odisha
Recognised by UGC under section 2(f)

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Budharaja
Sambalpur, Odisha,
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**Dear Learner,**

Welcome to Odisha State Open University, Sambalpur.

OSOU is going to complete three years of its existence on 10$^{th}$ June 2018. It is still the youngest Open University in the educational map of India. During the last three years we have not only admitted learners in twenty-six Post Graduate Diploma, 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 **5558 learners**, **647 academic counsellors**, **45 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 two Post Graduate Diplomas (Media Management and Rural Management). Six Advance Diplomas in Management, Cyber Security, Journalism & Mass Communication, Rural Development, Media Management and Rural Management. We are also introducing three Diploma Programme in Android Programming, Media Management and Rural Management and two Certificate Programme in Media Management and Rural Management. 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.

**Dr. Srikant Mohapatra**
**Vice- Chancellor**

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ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

## PROGRAMMES OFFERED

| S.N. | Programme Title | Code | Duration | | Fee |
|------|-----------------|------|----------|-----|-----|
| | | | Min | Max | |
| **POST GRADUATE DIPLOMA PROGRAMME** | | | | | |
| 1. | PG Diploma in Management | PGDIM | 1 ½ Year | 4 Year | 9,000 |
| 2. | PG Diploma in Cyber Security | PGDCS | 1 ½ Year | 4 Year | 9.000 |
| 3. | PG Diploma in Journalism & Mass Communication | PGDJMC | 1 ½ Year | 4 Year | 6.000 |
| 4. | PG Diploma in Rural Development | PGDRD | 1 ½ Year | 4 Year | 6.000 |
| 5. | PG Diploma in Rural Management | PGDRM | 1 ½ Year | 4 Year | 7,500 |
| 6. | PG Diploma in Media Management | PGDMM | 1 ½ Year | 4 Year | 7,500 |
| **ADVANCE DIPLOMA PROGRAMME** | | | | | |
| 1. | Advance Diploma in Management | ADIM | 1 ½ Year | 4 Year | 9,000 |
| 2. | Advance Diploma in Cyber Security | ADCS | 1 ½ Year | 4 Year | 9.000 |
| 3. | Advance Diploma in Journalism & Mass Communication | ADJMC | 1 ½ Year | 4 Year | 6.000 |
| 4. | Advance Diploma in Rural Development | ADRD | 1 ½ Year | 4 Year | 6.000 |
| 5. | Advance Diploma in Rural Management | ADRM | 1 ½ Year | 4 Year | 7,500 |
| 6. | Advance Diploma in Media Management | ADMM | 1 ½ Year | 4 Year | 7,500 |
| **DIPLOMA PROGRAMME** | | | | | |
| 1. | Diploma in Management | DIM | 1 Year | 4 Year | 6,000 |
| 2. | Diploma in Computer Applications | DCA | 1 Year | 4 Year | 6,000 |
| 3. | Diploma in Cyber Security | DCS | 1 Year | 4 Year | 6,000 |
| 4. | Diploma in Web Design | DWD | 1 Year | 4 Year | 6,000 |
| 5. | Diploma in Office Management | DOM | 1 Year | 4 Year | 6,000 |
| 6. | Diploma in Entrepreneurship Development | DED | 1 Year | 4 Year | 4,500 |
| 7. | Diploma in Disaster Management | DDM | 1 Year | 4 Year | 4,000 |
| 8. | Diploma in Accounting | DIA | 1 Year | 4 Year | 4,000 |
| 9. | Diploma in Functional Hindi & Translation | DFHT | 1 Year | 4 Year | 4,000 |
| 10. | Diploma in Odia Language and Communication | DOLC | 1 Year | 4 Year | 4,000 |
| 11. | Diploma in Journalism and Mass Communication | DJMC | 1 Year | 4 Year | 4,000 |
| 12. | Diploma in Rural Development | DRD | 1 Year | 4 Year | 4,000 |
| 13. | Diploma in Multimedia & Animation | DMA | 1 Year | 4 Year | 20,000 |
| 14. | Diploma in Android Programming | DAP | 1 Year | 4 Year | 6,000 |
| 15. | Diploma in Rural Management | DRM | 1 Year | 4 Year | 5,000 |
| 16. | Diploma in Media Management | DMM | 1 Year | 4 Year | 5,000 |
| **CERTIFICATE PROGRAMME** | | | | | |
| 1. | Certificate in Soft Skill & IT Skill | CSSITS | 6 Months | 2 year | 2,500 |
| 2. | Certificate in e-Commerce | CEC | 6 Months | 2 Year | 2,500 |
| 3. | Certificate in Geriatric Care | CGC | 6 Months | 2 Year | 2,500 |
| 4. | Certificate in Journalism and Mass Communication | CJMC | 6 Months | 2 Year | 2,000 |
| 5. | Certificate in Rural Development | CRD | 6 Months | 2 Year | 2,000 |

| 6. | Certificate in Communication Skills | CCS | 6 Months | 2 Year | 2,000 |
|---|---|---|---|---|---|
| 7. | Certificate in Translation (English-Odia) | CIT | 6 Months | 2 Year | 2,000 |
| 8. | Certificate in Rural Management | CRM | 6 Months | 2 Year | 2,500 |
| 9. | Certificate in Media Management | CMM | 6 Months | 2 Year | 2,500 |

## ELIGIBILITY CRITERIA FOR LATERAL ENTRY ADMISSION

| SL. NO. | Programme Name | Min. Eligibility Criteria | Previous OSOU Programme | Duration | Fees for LE |
|---|---|---|---|---|---|
| **POST GRADUATE DIPLOMA PROGRAMME** | | | | | |
| 1 | PG Diploma in Management | +3 Pass | DIM | 6 Months | 4,000 |
| 2 | PG Diploma in Cyber Security | +3 Pass | DCS | 6 Months | 4,000 |
| 3 | PG Diploma in Journalism & Mass Communication | +3 Pass | DJMC | 6 Months | 4,000 |
| | | +3 Pass | CJMC | 1 Year | 5,000 |
| 4 | PG Diploma in Rural Development | +3 Pass | DRD | 6 Months | 4,000 |
| | | +3 Pass | CRD | 1 Year | 5,000 |
| **ADVANCE DIPLOMA PROGRAMME** | | | | | |
| 1 | Advance Diploma in Management | +2 Pass | DIM | 6 Months | 4,000 |
| 2 | Advance Diploma in Cyber Security | +2 Pass | DCS | 6 Months | 4,000 |
| 3 | Advance Diploma in Journalism & Mass Communication | +2 Pass | DJMC | 6 Months | 4,000 |
| | | +2 Pass | CJMC | 1 Year | 5,000 |
| 4 | Advance Diploma in Rural Development | +2 Pass | DRD | 6 Months | 4,000 |
| | | +2 Pass | CRD | 1 Year | 5,000 |
| **DIPLOMA PROGRAMME** | | | | | |
| 1 | Diploma in Journalism & Mass Communication | +2 Pass | CJMC | 6 Months | 3,000 |
| 2 | Diploma in Rural Development | +2 Pass | CRD | 6 Months | 3,000 |

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ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

## 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 establish 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 three years University has established study centres in all 30 districts in Odisha. All centres have been established in reputed Universities and Government/Aided Colleges. Regional Centres have been established at Bhubaneswar, Berhampur, Jeypore 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 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 and Advance Diploma Programme are eighteen months duration. Credit value of PG Diploma and Advance 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 learners 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 secures.

## 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.  Post Graduate Diploma in Journalism & Mass Communication (PGDJMC)
2.  Post Graduate Diploma in Rural Development (PGDRD)
3.  Post Graduate Diploma in Management (PGDIM)
4.  Post Graduate Diploma in Cyber Security (PGDCS)
5.  Post Graduate Diploma in Rural Management (PGDRM)
6.  Post Graduate Diploma in Media Management (PGDMM)

**Advance Diploma Programmes:**

7.  Advance Diploma in Management (ADIM)
8.  Advance Diploma in Cyber Security (ACSP)
9.  Advance Diploma in Journalism and Mass Communication (ADJMC)
10. Advance Diploma in Rural Development (ADRD)
11. Advance Diploma in Rural Management (ADRM)
12. Advance Diploma in Media Management (ADMM)

**Diploma Programmes:**

13. Diploma in Management (DIM)
14. Diploma in Computer Applications (DCA)
15. Diploma in Cyber Security (CSP)
16. Diploma in Rural Development (DRD)
17. Diploma in Journalism and Mass Communication (DJMC)
18. Diploma in Entrepreneurship Development (DED)
19. Diploma in Disaster Management (DDM)
20. Diploma in Accounting (DIA)
21. Diploma in Functional Hindi & Translation (DFHT)
22. Diploma in Odia Language and Communication (DOLC)
23. Diploma in Web Design (DWD)
24. Diploma in Office Management (DOM)
25. Diploma in Multimedia & Animation (DAM)
26. Diploma in Android Programming (DAP)
27. Diploma in Rural Management (DRM)
28. Diploma in Media Management (DMM)

**Certificate Programmes:**

29. Certificate in Translation (English-Odia) (CIT)
30. Certificate in Geriatric Care (CGC)
31. Certificate in Communication Skills (CCS)
32. Certificate in e-Commerce (CEC)

33. Certificate in Soft Skill and IT Skill (CSSITS)

34. Certificate in Journalism and Mass Communication (CJMC)

35. Certificate in Rural Development (CRD)

36. Certificate in Rural Management (CRM)

37. Certificate in Media Management (CMM)

## 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, Maximum 4 years

**Eligibility Criteria:** Graduation in any discipline

**Target Group:**

Working Journalists
Those who are pursuing/completed DJMC/CJMC 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:**

JMC-01- Communication Concept, History, Law and Ethics
JMC-02- Reporting
JMC-03- Editing
JMC-04- Radio and TV journalism
JMC-05- Emerging and Social Media
JMC-06- Advertising and Public Relations
JMC-07- Communication theory
JMC-08- Media Research
JMC-09- Project Work

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

Students of OSOU currently pursuing DJMC or CJMC with minimum +3 or equivalent Qualification can join PGDJMC through Lateral Entry. Programme fee for Lateral Entry through (DJMC) is Rs. 4000 and for CJMC Rs. 5000. Minimum duration for completion of both (DJMC and PGDJMC) or (CJMC 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 govt. 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 ½ Years, 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/CRD 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:**

RD-01: Rural Society

RD-02: Rural Development in India

RD-03: Rural Social Problems

RD-04: Rural Development Institutions & Entrepreneurship

RD-05: Rural Resource Management

RD-06: Rural Development in Odisha

RD-07: Soft Skill Development

RD-08: ICT and Geo-Informatics for Rural Development

RD-09: Communication and Extension in Rural Development

RD-10: Research and Project Work

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

Students of OSOU currently pursuing DRD or CRD with minimum qualification +3 or equivalent can join PGDRD through Lateral Entry. Programme fee for Lateral Entry through (DRD) is Rs. 4000 and for CRD is Rs. 5000. Minimum duration for completion of both (DRD and PGDRD) or (CRD and 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: 1 ½ Years, 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: Graduation in any disciplines

**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:**

MP-1: Understanding of Business and its Environment

MP-2: Management Principles and Applications

MP-03: Human Resources and Organisational Behaviour

MP-04: Marketing and Retail Management

MP-05: Finance and Accounting for Management

MP-06: Operations Management

MP-07: Information Technology for Business

MP-08: Business Communication and Soft Skills

MP-09: Logistics and Supply Chain Management

MP-10: Strategic Management

MP-11: Entrepreneurship Development

MP-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 3rd Semester. Programme fee for Lateral Entry students is Rs/. 4000. 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 becomes 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 cybercrimes 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 and ½ year (18 Months), 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, and 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:**

| | |
|---|---|
| CSP-010: | Operating Systems |
| CSP-011: | Data Communication and Computer Networks |
| CSP-012: | Information Security |
| CSP-013: | Application Cyber Security |
| CSP-014: | Network Cyber Security |
| CSP-015: | Minor Project |
| CSP-016: | White Hat Hacking |
| CSP-017: | Security Analysis and Reporting |
| CSP-018: | Major Project |

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

Students of OSOU currently pursuing DCS can join PGDCS through Lateral Entry in 3rd Semester. Programme fee for Lateral Entry students is Rs. 4000. Minimum duration for completion of both DCS & PGDCS is eighteen months and maximum duration for completion is four years.

## 5. Post Graduate Diploma in Media Management (PGDMM)

**Learning Objectives**

The objective of this programme is to make the learners understand and able to analyze individual media businesses and understand the drivers of the media economy. This programme intends to develop critical appreciation and impart effective skills for managing various functions of the media houses. The programme is designed to acquaint the learners with the knowledge and skills of mass media organisation management. The programme blends the general principles and theories of management and their practical applications for managing the contemporary media organisation.

**Learning Outcomes**

After the successful completion of this programme the learners should be able to:

- State the general principles and theories of management and how they can be applied in of smooth functioning media organisations.
- Demonstrate managerial skills for different functional areas like marketing, finance, human resource management.
- Develop integrated strategies using a wide variety of tools and techniques to meet the emerging challenges in the field of media.

**Highlights of the Course:**

- Duration of the Course: 1.5 years (minimum) and 4 years (maximum)
- Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
- Total Counselling Sessions: 48
- Study Hours: 1440
- Evaluation Methodology: Based on assignments and Term End Examination (TEE) for
- each semester

**Target Group**

Media professionals and individuals interested to pursue career in managing media
Eligibility Criteria: +3 pass / Graduate

**Pedagogy**

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

## 6. Post Graduate Diploma in Rural Management (PGDRM)

This programme presents plethora of opportunities for the learners to become rural management specialists. This programme aims at imparting knowledge and skills needed for effective utilization and management of valuable resources in rural context.

**Highlights of the Course:**

- Duration of the Course: 1.5 years (minimum) and 4 years (maximum)
- Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
- Total Counselling Sessions: 48
- Study Hours: 1440
- Evaluation Methodology: Based on assignments and Term End Examination (TEE) for each semester

**Target Group**

Individuals interested to pursue career in Rural Management.

**Eligibility Criteria:** +3 pass / Graduate

## 7. Advance Diploma in Journalism and Mass Communication (ADJMC)

**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, Maximum 4 years

**Eligibility Criteria:** +2 Pass

**Target Group:**

Working Journalists

Those who are pursuing/completed DJMC/CJMC 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:**

JMC-01- Communication Concept, History, Law and Ethics
JMC-02- Reporting
JMC-03- Editing
JMC-04- Radio and TV journalism
JMC-05- Emerging and Social Media
JMC-06- Advertising and Public Relations
JMC-07- Communication theory
JMC-08- Media Research
JMC-09- Project Work

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

Students of OSOU currently pursuing DJMC or CJMC can join ADJMC through Lateral Entry. Programme fee for Lateral Entry through (DJMC) is Rs. 4000 and for CJMC Rs. 5000. Minimum duration for completion of both (DJMC and ADJMC) or (CJMC and ADJMC) is eighteen months and maximum duration for completion is four years.

## 8. Advance Diploma in Rural Development (ADRD)

**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 govt. 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 ½ Years, 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/ CRD can join ADRD through lateral entry to third semester.

**Criteria:**

Minimum Qualification: +2 Pass

**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:**

RD-01: Rural Society

RD-02: Rural Development in India

RD-03: Rural Social Problems

RD-04: Rural Development Institutions & Entrepreneurship

RD-05: Rural Resource Management

RD-06: Rural Development in Odisha

RD-07: Soft Skill Development

RD-08: ICT and Geo-Informatics for Rural Development

RD-09: Communication and Extension in Rural Development

RD-10: Research and Project Work

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

Students of OSOU currently pursuing DRD or CRD can join ADRD through Lateral Entry. Programme fee for Lateral Entry through (DRD) is Rs. 4000 and for CRD is Rs. 5000. Minimum duration for completion of both (DRD and ADRD) or (CRD and ADRD) is eighteen months and maximum duration for completion is four years.

## 9. Advance Diploma in Management (ADIM)

The ADIM 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: 1 ½ Years, 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: +2 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. ADIM 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:**
MP-1: Understanding of Business and its Environment
MP-2: Management Principles and Applications
MP-03: Human Resources and Organisational Behaviour
MP-04: Marketing and Retail Management
MP-05: Finance and Accounting for Management
MP-06: Operations Management
MP-07: Information Technology for Business
MP-08: Business Communication and Soft Skills
MP-09: Logistics and Supply Chain Management
MP-10: Strategic Management
MP-11: Entrepreneurship Development
MP-12: Ethics, Governance and Social Responsibility
**Lateral Entry for DIM Students of OSOU:**

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Students of OSOU currently pursuing DIM can join ADIM through Lateral Entry in 3$^{rd}$ Semester. Programme fee for Lateral Entry students is Rs/. 4000. Minimum duration for completion of both DIM & ADIM is eighteen months and maximum duration for completion is four years.

## 10. Advance Diploma in Cyber Security (ADCS)

In today's cyber world, it is important for every cyber citizen to understand and appreciate cyber security as it has becomes 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 cybercrimes 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 and ½ year (18 Months), 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**: + 2 Pass

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

CSP-010:      Operating Systems
CSP-011:      Data Communication and Computer Networks
CSP-012:      Information Security
CSP-013:      Application Cyber Security
CSP-014:      Network Cyber Security
CSP-015:      Minor Project
CSP-016:      White Hat Hacking
CSP-017:      Security Analysis and Reporting
CSP-018:      Major Project

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

Students of OSOU currently pursuing DCS can join ADCS through Lateral Entry in 3rd Semester. Programme fee for Lateral Entry students is Rs. 4000. Minimum duration for completion of both DCS & ADCS is eighteen months and maximum duration for completion is four years.

## 11. Advance Diploma in Media Management (ADMM)

**Learning Objectives**

The objective of this programme is to make the learners understand and able to analyze individual media businesses and understand the drivers of the media economy. This programme intends to develop critical appreciation and impart effective skills for managing various functions of the media houses. The programme is designed to acquaint the learners with the knowledge and skills of mass media organisation management. The programme blends the general principles and theories of management and their practical applications for managing the contemporary media organisation.

**Learning Outcomes**

After the successful completion of this programme the learners should be able to:

- State the general principles and theories of management and how they can be applied in of smooth functioning media organisations.
- Demonstrate managerial skills for different functional areas like marketing, finance, human resource management.
- Develop integrated strategies using a wide variety of tools and techniques to meet the emerging challenges in the field of media.

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**Highlights of the Course:**

- Duration of the Course: 1.5 years (minimum) and 4 years (maximum)
- Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
- Total Counselling Sessions: 48
- Study Hours: 1440
- Evaluation Methodology: Based on assignments and Term End Examination (TEE) for
- each semester

**Target Group**

Media professionals and individuals interested to pursue career in managing media
Eligibility Criteria: +2 pass

**Pedagogy**

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

## 12. Advance Diploma in Rural Management (ADRM)

This programme presents plethora of opportunities for the learners to become rural management specialists. This programme aims at imparting knowledge and skills needed for effective utilization and management of valuable resources in rural context.

**Highlights of the Course:**

- Duration of the Course: 1.5 years (minimum) and 4 years (maximum)
- Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
- Total Counselling Sessions: 48
- Study Hours: 1440
- Evaluation Methodology: Based on assignments and Term End Examination (TEE) for each semester

**Target Group**

Individuals interested to pursue career in Rural Management.

**Eligibility Criteria:** +2 pass

## 13. 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.6000/-
Medium of Instruction:       English
Eligibility for Admission:   +2 Pass and above
Examination:                 Semester-wise
Target Group:                Students already enrolled in +3 & PG Programmes

## 14. Diploma in Computer Applications (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. 6000/- 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 |

**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

## 15. 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. 6,000 |
| 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:**

| | |
|---|---|
| CSP-010: | Operating Systems |
| CSP-011: | Data Communication and Computer Networks |
| CSP-012: | Information Security |
| CSP-013: | Application Cyber Security |
| CSP-014: | Network Cyber Security |
| CSP-015: | Minor Project |

## 16. 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, and 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.4,000/-
Min. & Max. Duration : One year and Four years
Minimum Qualification : +2 Pass and above
Medium of Instruction : Odia & English
Examination : Semester-wise

**Course Structure:**
RD-01: Rural Society
RD-02: Rural Development in India
RD-03: Rural Social Problems
RD-04: Rural Development Institutions & Entrepreneurship
RD-05: Rural Resource Management
RD-06: Rural Development in Odisha

## 17. 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.4,000/-
Minimum Qualification : +2 Pass and above
Min. & Max. Duration : One year and Four years
Medium of Instructions : Odia & English
Examination : Semester-wise

**Course Structure:**

JMC-01- Communication Concept, History, Law and Ethics

JMC-02- Reporting
JMC-03- Editing
JMC-04- Radio and TV journalism
JMC-05- Emerging and Social Media
JMC-06- Advertising and Public Relations

## 18.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.

Eligibility:           +2 Pass or Equivalent
Minimum Duration:   1 Year
Maximum Duration:   4 Year
Programme Fee:      ₹ 4,500/-
Examination:        Semester-wise

**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

## 19. 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.

Eligibility:           +2 Pass or Equivalent
Minimum Duration:   1 Year

Maximum Duration:   4 Year
Programme Fee:       ₹ 4000/-

**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
DDM-06P:    Project

## 20. 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.

Eligibility:           +2 Pass or Equivalent
Minimum Duration:   1 Year
Maximum Duration:   4 Year
Programme Fee:       ₹ 4000/-

**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

## 21. प्रयोजनमूलक हिंदी और अनुवाद में डिप्लोमा (डी.एफ.एच.टी)

डी.एफ.एच.टी कार्यक्रम का मुख्य उद्देश्य शिक्षार्थिओं 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 संबिधान देवनागरी लिपि सहित हिंदी को संघ की राजभाषा रूप में धोषित 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 सावित होगा। निजी टीवी चैनल, रेडियो चैनल के आगमन तथा प्रतिष्ठित पत्र–पत्रिकाओं के हिंदी संस्करणे के प्रकाशन एवं लोकप्रियाता के कारण रोजगार के अवसरों में कई गुना वृद्धि हुई है। हिंदी मीडिया के क्षेत्र में भी संपादक, रिपोर्टर, संवाददाता, उप–संपादक, रेडियो जॉकी, एंकर, कार्यक्रम संपादक आदि पदों की आवश्यकता है। एक फ्रीलंस अनुवदक के रूप में आजीविका अर्जित की जा सकती है और खुद की अनुवाद इकाई भी स्थापित की जा सकती है।

कार्यक्रम शुल्क : रू 4000 ╱— (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 है, 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

## 22. ଓଡ଼ିଆ ଭାଷା ଓ ଯୋଗାଯୋଗ ଡ଼ିପ୍ଲୋମା କାର୍ଯ୍ୟକ୍ରମ (DOLC)

ଚାରିକୋଟିରୁ ଅଧିକ ଲୋକ ସଂଖ୍ୟା ବିଶିଷ୍ଟ ଓଡ଼ିଶା ରାଜ୍ୟରେ ପ୍ରସୃତ କଥିତ ଓ ଲିଖିତ ଭାଷା ଓଡ଼ିଆ । ଏହି ଭାଷାର ଦୀର୍ଘ ଐତିହ୍ୟ ରହିଛି । ଏଥି ସହିତ ଭାଷା ଆଇନ ୧୯୫୪ ଦ୍ୱାରା ଏହା ଓଡ଼ିଶାର ରାଜ ଭାଷାର ସ୍ୱାକୃତି ମଧ ଲାଭ କରିଛି । ସଂପ୍ରତି ରାଜ୍ୟ ସରକାରଙ୍କ ଭାଷାନୀତି ଅନୁସାରେ ଓଡ଼ିଆ ଭାଷାର ପ୍ରୟୋଗ ଶିକ୍ଷା ଠାରୁ ଆରମ୍ଭ କରି ପ୍ରଶାସନ ପର୍ଯ୍ୟନ୍ତ ପ୍ରତିଟି କ୍ଷେତ୍ରରେ ଉପଲବ୍ଧ । କବି, ଲେଖକ, ପ୍ରବନ୍ଧିକ, ଗୀତିକାର, ରାଜନେତା, ଦାର୍ଶନିକ, ସାମ୍ୱାଦିକ, ସମାଜ ସେବକ ଇତ୍ୟାଦିଙ୍କ ଅବଦାନରେ ସମୃଦ୍ଧ ଏହି ଭାଷା ନୂତନ ପାଢ଼ି ପ୍ରସ୍ତୁତିରେ ବେଶ୍ ସହାୟକ ହୋଇ ପାରୁଛି । ଅଶାରୁ ଊର୍ଦ୍ଧ ଦୈନିକ ସମ୍ୱାଦପତ୍ର, ଶତାଧିକ ପତ୍ରପତ୍ରିକା, ବିଦ୍ୟାଳୟ ଠାରୁ ଆରମ୍ଭ କରି ବିଶ୍ୱବିଦ୍ୟାଳୟ ତଥା ଅନ୍ୟାନ୍ୟ ସାମାଜିକ କ୍ଷେତ୍ରରେ ଏହି ଭାଷାର ପ୍ରୟୋଗ ଓ ପରିକ୍ଷା ଆଜି ବିଶ୍ୱଦରବାରରେ ସମ୍ମାନିତ । ଏହାର ସଠିକ୍ ଉଚ୍ଚାରଣ, ଲିଖନର ଆବଶ୍ୟକତାକୁ ଆଖିଆଗରେ ରଖି ଉକ୍ତ ପାଠ୍ୟକ୍ରମ ପ୍ରବର୍ତ୍ତନ କରାଯାଇଛି ।

ଯୁକ୍ତ ଦୁଇ ଉତ୍ତୀର୍ଣ୍ଣ ବା ତଦୁର୍ଦ୍ଧସ୍ତରର ଶିକ୍ଷାପ୍ରାପ୍ତ ପ୍ରତ୍ୟେକ ଓଡ଼ିଆ ଭାଷାଭାଷୀ ଏହି ପାଠ୍ୟକ୍ରମର ଅନ୍ତର୍ଭୁକ୍ତ ହୋଇପାରିବେ । ଏହି ଶିକ୍ଷା ସମାପ୍ତିପରେ ବିଦ୍ୟାର୍ଥୀ ଓଡ଼ିଆ ଭାଷାର ସଠିକ୍ ପ୍ରୟୋଗ ସହିତ ଅନୁବାଦ, ସାମ୍ୱାଦିକତା, କୋର୍ଟ କଚେରିରେ ଲିଖନକାର୍ଯ୍ୟ ଆଦି କାର୍ଯ୍ୟ ସହଜରେ ସଂପାଦନ କରିପାରିବେ । ଏଥି ସହିତ କମ୍ପୁଟର ଚାଳନାର ମୌଳିକ ବିଦ୍ୟା ଅର୍ଜନ କରି ଓଡ଼ିଆ ଭାଷାରେ ବୃତ୍ତିଗତ କାର୍ଯ୍ୟ ସଂପାଦନ କରି ସାବଲମ୍ବୀ ହୋଇ ପାରିବେ ।

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

**କାର୍ଯ୍ୟକ୍ରମ ଦେୟ** – ଟ. ୬୦୦୦/- 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** – ସେମିଷ୍ଟାର

**Course Structure:**

ଓଡ଼ିଆ ଭାଷା ଓ ଯୋଗାଯୋଗ ଡ଼ିପ୍ଲୋମା କାର୍ଯ୍ୟକ୍ରମରେ ମୋଟ ୩୬ ଟି କ୍ରେଡ଼ିଟ୍ 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: କମ୍ପ୍ୟୁଟର ବ୍ୟବହାର କୌଶଳ

## 23. 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 or equivalent.

**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

Eligibility:        +2 Pass or Equivalent
Minimum Duration:   1 Year
Maximum Duration:   4 Years
Programme Fee:      ₹ 6000/-

**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

## 24. 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)
Course Coverage – Inclusion of Case Studies and discussions to understand and gain firsthand experience on various aspects/dimensions of office management

Eligibility: +2 Pass or Equivalent
Programme Fee: ₹ 6000/-

**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

## 25. Diploma in Android programming (DAP)

**Learning Objectives:**

Diploma in Android programming is a hands-on course which is designed for providing essential skills and experiences to the learners in developing applications on mobile platform. The hands-on training is effective for beginners and experienced developers for practical Android Code Application. The course suits the JAVA developers who seek a fast track to the Android API and best practices. Throughout the duration of program, the students are helped to develop a real-life application which acts as a basis for future projections. Throughout the class Eclipse and SDK are used as the development environment.

**Learning Outcome:**

**By completion of this course a learner should be able to**:

- Build and deploy their Android application.

- Learners understand the operation of the application, application lifecycle, configuration files, intents, and activities.
- The candidates get a better understanding of the components, layouts, event handling, and screen orientation.
- Learners also develop a working knowledge of the custom UI elements and positioning.
- The candidates may also have an in-depth understanding of broadcast receivers and services.

**Highlights of the Course:**
1. Duration of the Course:        Min. One year & Max. Four years
2. Conduct of Classes:    Min 4 hrs. (40% time for theory and 60% for lab    work)
3. Total Counseling Sessions:  32
4. Study Hours – 960 hrs.
5. Evaluation Methodology      : Based on Assignments (Theory+ Practical), Term   end Examinations (Theory + Practical) and Project work (viva voce + Report)
6. Programme Fee:        Rs. 6000/- to be paid at the time of admission
7. Min. Eligibility:       +2 Pass and above
8. Examination:  Semester-wise

**Target Group**: Students already enrolled in +3 and PG
**Pedagogy**
The Course shall be taught with Self-Learning Materials, E-learning Materials, OERs, Video Lectures and Project Assignments.

**Course Structure:**

DAP-01        Operating System Basics
DAP-02        Object oriented programing in JAVA
DAP-03        Fundamental of Android Programming
DAP-04        Android GUI Design
DAP-05        Android Application Development
DAP-06        project Work

## 26. Diploma in Multimedia & Animation (DMA)

**Learning Objectives:**  To enable the students to be multimedia literates, which will prepare them to actively participate in various media related activities for strengthening their skills. The Course will have scope for skill development in the field of Electronics and Print Media Production, which in turn make them employable in the media industry.

**Highlights of the Course:**
1. Duration of the Course: **1 year**
2. Conduct of Classes: **Online & Offline**
4. Evaluation Methodology: **Continuous & Term end Evaluation**
5. Course Coverage: **3 courses per semesters**

**Target Group:** +2 pass out Students with minimum computer knowledge
**Minimum Qualification:** +2 any stream
**Pedagogy:** Counseling, Workshop, Study tour, Industrial exposure visit, etc.

**Career Opportunities:** All media houses, TV channels, Radio Channels, TV & Film production houses, Web designing farms, Animation studios, Newspapers, Magazines, Advertisement agencies

**Course Structure:** Total 6 courses including 5 theories with practical and 1 project

DMA-01:     Introduction to Multimedia

DMA-02:     Digital Imaging

DMA-03:     2D Animation

DMA-04:     3D Animation

DMA-05:     AV Productionv

DMA-06:     Project

## 27. Diploma in Media Management (DMM)

**Learning Objectives**

This programme intends to develop critical appreciation and impart effective skills for managing various functions of the media houses. The programme is designed to acquaint the learners with the knowledge and skills of mass media organisation management. The programme blends the general principles and theories of management and their practical applications for managing the contemporary media organisation.

**Learning Outcomes**

After the successful completion of this programme the learners should be able to:

- State the general principles and theories of management and how they can be applied in of smooth functioning media organisations.
- Demonstrate managerial skills for different functional areas like marketing, finance, human resource management.

**Highlights of the Course:**

- Duration of the Course: 1 year (minimum) and 4 years (maximum)
- Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
- Total Counselling Sessions: 32
- Study Hours: 960
- Evaluation Methodology: Based on assignments and Term End Examination (TEE) for each semester

**Target Group:** Media professionals and individuals interested to pursue career in managing media

**Eligibility Criteria:** +2 pass

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

## 28. Diploma in Rural Management (DRM)

This programme presents plethora of opportunities for the learners to become rural management specialists. This programme aims at imparting knowledge and skills needed for effective utilization and management of valuable resources in rural context.

**Highlights of the Course:**

- Duration of the Course: 1 years (minimum) and 4 years (maximum)
- Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
- Total Counselling Sessions: 32

31

- Study Hours: 960
- Evaluation Methodology: Based on assignments and Term End Examination (TEE) for each semester

**Target Group**

Individuals interested to pursue career in Rural Management.

**Eligibility Criteria:** +2 pass

## 29. Certificate in Translation (English-Odia) (CIT)

**Proramme Objectives:**
- 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.

### Course Structure:
CIT-01: Nature and Scope of Translation
CIT-02: Functional Translation
CIT-03: Translation of Official Documents
CIT-04: Literary Translation

## 30. Certificate in Geriatric Care (CGC)

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

## 31. 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

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

## 32. 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 – 6 Months, Maximum: 2 years
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-01: Information Technology and e-Commerce

CEC-02: Business Models for e-Commerce

CEC-03: Digital Marketing and e-CRM

CEC-04: e-Payment System and m-Commerce

## 33. 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, and 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 : 2500/-

- 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

## 34. Certificate in Media Management (CMM)

**Learning Objectives**

The programme is designed to acquaint the learners with the knowledge and skills of mass media organisation management. The programme blends the general principles and theories of management and their practical applications for managing the contemporary media organisation.

**Learning Outcomes**

After the successful completion of this programme the learners should be able to state the general principles and theories of management and how they can be applied in of smooth functioning media organisations.

**Highlights of the Course:**
• Duration of the Course: 6 months (minimum) and 2 years (maximum)
• Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
• Total Counselling Sessions: 16
• Study Hours: 480
• Evaluation Methodology: Based on assignments and Term End Examination (TEE)

**Target Group**
Media professionals and individuals interested to pursue career in managing media
Eligibility Criteria: +2 pass

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

**Course Structure:**
Course-01: Communication Concepts, History, Law and Ethics
Course-02: Management Principles and Applications
Course-03: Public Relations, Advertising & Media Management
Course-04: Management of Media Organisations

## 35. Certificate in Rural Management (CRM)

This programme presents plethora of opportunities for the learners to become rural management specialists. This programme aims at imparting knowledge and skills needed for effective utilization and management of valuable resources in rural context.

**Highlights of the Course:**

- Duration of the Course: 6 months (minimum) and 2 years (maximum)
- Conduct of Classes: On weekends for 4 hours (preferably on Sundays)
- Total Counselling Sessions: 16
- Study Hours: 480
- Evaluation Methodology: Based on assignments and Term End Examination (TEE) for each semester

**Target Group**

Individuals interested to pursue career in Rural Management.

**Eligibility Criteria:** +2 pass

## 36. Certificate in Journalism and Mass Communication (CJMC)

**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: 16
Total Teaching Hours: 16 Contact Classes,
Study Hours:   480 hrs.
Conduct of Classes: On Weekends
Duration of the Course: Minimum 6 Months, Max 2 years
Eligibility Criteria: +2 Pass
Target Group: Students want to pursue journalism as a career Working Journalists
**Pedagogy:** This course will be taught with
- Contact Classes
- SLMs
- OER available materials
- Field visits
- Exposure Visits

**Course Structure:**
- JMC-01- Communication Concept, History, Law and Ethics
- JMC-02- Reporting
- JMC-03- Editing

## 37. Certificate in Rural Development (CRD)

**Objectives:**

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.

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.

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.

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:**

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 and Term end Examinations.

Programme Fees: 2000/-

**Target Group:**

1. Students who want to pursue Rural Development Specialist / Analyst as a career.

2. Students pursuing Graduation or Post Graduation courses in any discipline can join in this course for enhancement of knowledge about rural development.

**Criteria:**     Minimum Qualification - +2 Pass

**Pedagogy:**

The Course shall be taught with Self Learning Material, e-learning materials, OERs, Contact Classes.

**Career Opportunities:**

Pass out students:

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

Can join in Rural Development Organizations / Institutions as Social Worker, Community Mobilizer.

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.

Can join in State Livelihoods Mission under Panchayati Raj Dept / Rural Development Dept. of the state as manager or programme coordinator.

**Course Structure:**

RD-01- Rural Society

RD-02- Rural Development in India

RD-03- Rural Social Problems

## ADMISSION PROCESS

1.     Admission will be offered **online** through the Odisha State Open University Website**: www.osou.ac.in** and OSOU Android Apps.

2.     Admission will commence from 01ˢᵗ June and the last date for admission will be **31ᵗʰ July 2018.**

3.     Commencement of Academic Session**:  1ˢᵗAugust 2018**

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 1st August 2018.**

8.  General Instructions for filling-up the online admission form will be provided in the Odisha State Open University website: **www.osou.ac.in** and OSOU Android Apps**.**

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 2018 for Diploma programmes and in JUNE, 2019 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.  **e-Gyanagar:** The OER Repository of OSOU has all Open Source materials developed/adopted by the University under Creative Commons Attribution Share Alike (CC-BY-SA) license. It is free to reproduce or use them, provided attributed to Odisha State Open University as the source of the information.

6.  **PragynaVani:** OSOU has launched internet radio called "PragynaVani" for audio lectures relevant to your course of studies. You can access anytime and from anywhere.

## Help Line for Prospective Learners

| | |
|---|---|
|  | **Jyoti Prakash Mohapatra**<br>Journalism and Mass Communication Programme<br>**e-Mail Id:** jp.mohapatra@osou.ac.in<br>**Cell No.:** +91-9437080048 |
|  | **Dr. Ansuman Jena**<br>Management, Accounting & E-commerce Programme<br>**e-Mail Id:** a.jena@osou.ac.in<br>**Cell No.:** +91-9040209907 |

| | |
|---|---|
| | **Aseem Kumar Patel**<br>Cyber Security, Computer Application, Web Designing and Android Programming<br>**e-Mail Id:** ak.patel@osou.ac.in<br>**Cell No.: +91-9439821374** |
| | **Bhabesh Chandra Mohanty**<br>Cyber Security, Computer Application, Web Designing and Android programming<br>**e-Mail Id: bc.mohanty@osou.ac.in**<br>**Cell No.: +91- 9437519840** |
| | **S T Rehman**<br>Rural Development and Disaster Management<br>**e-Mail Id**: st.rehman@osou.ac.in<br>**Cell No.:** +91-9853333448 |
| | **Dr. Sambhu Dayal Agrawal**<br>CCS & CIT Programme<br>**e-Mail Id:** sd.agrawal@osou.ac.in<br>**Cell No.: +91-9237095921** |
| | **Dr. Dillip Kumar Nayak**<br>DOLC Programme<br>**e-Mail Id:** dk.nayak@osou.ac.in<br>**Cell No.:** +91-9437901718 |
| | **Prashansa Das**<br>CGC and CSSITS Programme<br>**e-Mail Id:** p.das@osou.ac.in<br>**Cell No.:** +91-8658027922 |
| | **Sambit Mishra**<br>Multimedia and Animation Programme<br>**e-Mail Id:** m.sambit@osou.ac.in<br>**Cell No.:** +91- 9853433066 |
| | **Dr. Jayanta Kar Sharma**<br>DFHT Programme<br>**e-mail Id:** jk.sharma@osou.ac.in<br>**Cell No.:** +91-9861168455 |
| | **Sibananda Panda**<br>For technical and online support<br>**e-Mail Id**: spanda@osou.ac.in<br>**Cell No.:** +91-9853359951 |

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## Annexure-I

## List of Study Centres

| S.N. | District | Study Center | Code | Co-ordinator | 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 | Dr. Dillip Kumar Panda | osousc0202@osou.ac.in 9776428256 |
| 5 | Bargarh | Panchayat College, Bargarh | 0301 | Prof. Umesh Chandra Mahapatra | osousc0301@osou.ac.in 9776428256 |
| 6 | Bhadrak | Bhadrak Autonomous College, Bhadrak | 0401 | Sri Mrutyunjay Das | osousc0401@osou.ac.in 9438121121 |
| 7 | Bolangir | Rajendra (Auto) College, Bolangir | 0501 | Dr. Sanjay Kumar Singh | osousc0501@osou.ac.in 9437139923 |
| 8 | Boudh | Model Degree College, Boudh | 0601 | Dr. Saroj Kant Choudhury | osousc0601@osou.ac.in |
| 9 | Cuttack | JKBK College, Cuttack | 0701 | Sri Dhiren Chand Nayak | osousc0701@osou.ac.in 9438482269/7978442131 |
| 10 | Cuttack | Gopabandhu Science College, Athgarh | 0702 | Mr. Debesh Nandan Rath | osousc0702@osou.ac.in 9668140211 |
| 11 | Deogarh | Deogarh College, Deogarh | 0801 | Sri Jitendra Kumar Pradhan | osousc0801@osou.ac.in 9437347894 |
| 12 | Dhenkanal | Dhenkanal Mahila Mahavidyalaya, Dhenkanal | 0901 | Dr. Ramachandra Malla | osousc0901@osou.ac.in 8895225212 |
| 13 | Gajapati | Sri Krushna Chandra Gajapati (Autonomous) College, Paralakhemundi | 1001 | Mr. Indubhusan Sahoo | osousc1001@osou.ac.in 9437859590, 8984360390 |
| 14 | Ganjam | S.B.R. Govt. Women's College, Berhampur | 1101 | Dr. Chittaranjan Satapathy | osousc1101@osou.ac.in 8895310443 |
| 15 | Jagatsinghpur | Swami Vivekananda Memorial (Autonomous) College, Jagatsinghpur | 1201 | Dr. Dhiren Mohanty | osousc1201@osou.ac.in 9437142705 |
| 16 | Jajpur | Narasingh Choudhury (Autonomous) College, Jajpur | 1301 | Mr. Santosh Kumar Sethy | osousc1301@osou.ac.in 9437243374 |
| 17 | Jajpur | Vyasanagar Autonomous College, Jajpur-Road | 1302 | Dr. Muktikant Mohanty | osousc1302@osou.ac.in 9438448694 |

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|---|---|---|---|---|---|
| 18 | Jajpur | Baruneswar Mohavidyalaya, Arei, Jajpur | 1303 | Mr. Batakrushna Mohapatra | osousc1303@osou.ac.in 9437023455 |
| 19 | Jharsuguda | Women's College, Jharsuguda | 1401 | Dr. Suprita Dash | osousc1401@osou.ac.in 9439450582 |
| 20 | Kalahandi | Govt. (Auto) College, Bhawanipatna | 1501 | Mr. Padma Lochan Bhue | osousc1501@osou.ac.in 9937985822 |
| 21 | Kandhamal | S.M. Govt. Women's College, Phulbani | 1601 | Sri Dhananjaya Pradhan | osousc1601@osou.ac.in 9438190693 |
| 22 | Kendrapara | Kendrapada Autonomous College, Kendrapada | 1701 | Sri Tapan Kumar Pati | osousc1701@osou.ac.in 9861311703 |
| 23 | Kendrapara | S.N. College, Rajkaniak | 1702 | Prof Mirza Ibrahim Beg | osousc1702@osou.ac.in 9437177310 |
| 24 | Kendujhar | Chandra Sekhar College, Champua | 1801 | Sri Rohit Kanta Mishra | osousc1801@osou.ac.in |
| 25 | Khurda | BJB Autonomous College, Bhubaneswar | 1901 | Dr. Trinath Das | osousc1901@osou.ac.in 9437070447 |
| 26 | Khurda | Prananath College (Autonomous), Khurda | 1902 | Dr. Sarat Kumar Dora | osousc1902@osou.ac.in 9437422008 |
| 27 | Khurdha | Rajdhani College, Bhubaneswar | 1903 | Dr. Manas Ranjan Satpathy | osousc1903@osou.ac.in 9437479045 |
| 28 | Koraput | Vikram Deb (Auto) College, Jeypore | 2001 | Dr Niladrinath Das | osousc2001@osou.ac.in 9437315419 |
| 29 | Koraput | Government College, Koraput | 2002 | Dr. Prabhat Chandra Mohanty | osousc2002@osou.ac.in 8908315428 |
| 30 | Koraput | Kotpad College, Kotpad | 2003 | Sri Hemanta Kumar Dalai | osousc2003@osou.ac.in 9437316718 |
| 31 | Malkangiri | Govt. +2 Science College, Malkangiri | 2101 | Dr. Srichandan Mishra | osousc2101@osou.ac.in 9437299124 |
| 32 | Malkangiri | Balimela College Of Science and Technology, Balimela | 2102 | Sri Saroj Kumar Mohapatra | osousc2102@osou.ac.in 9438135451 |
| 33 | Mayurbhanj | MPC Autonomous College, Baripada | 2201 | Dr. Pramod Chandra Sahu | osousc2201@osou.ac.in 9439884072 |
| 34 | Nabarangpur | Nowrangpur College, Nabarangpur | 2301 | Mr. Padmanava Mishra | osousc2301@osou.ac.in 9437471446 |
| 35 | Nayagarh | Nayagarh (Autonomus) College, Nayagarh | 2401 | Md. Omer Mallik | osousc2401@osou.ac.in 9238680670 |
| 36 | Puri | Samanta Chandra Sekhar (Autonomous) College, Puri | 2601 | Dr. Prafulla Kumar Mohanty | osousc2601@osou.ac.in 9437237922 |
| 37 | Rayagada | Rayagada Autonomous College, Rayagada | 2701 | Sri Surya Narayan Tripathy | osousc2701@osou.ac.in 9583343576 |
| 38 | Rayagada | Gunupur Degree College, Gunupur | 2702 | Dr. Jawaharlal Choudhury | osousc2702@osou.ac.in 9437413196 |

| 39 | Sambalpur | G.M. University, Samablpur | 2801 | Dr. Mahendra Prasad Behera | osousc2801@osou.ac.in 9438260994 |
|----|-----------|---------------------------|------|----------------------------|----------------------------------|
| 40 | Sambalpur | Sambalpur Public Library, Sambalpur | 2802 | Dr. Santosh Kumar Das | osousc2802@osou.ac.in 9437737025 |
| 41 | Sambalpur | Kuchinda College, Kuchinda | 2803 | Sri Khitish Chandra Bhoi | osousc2803@osou.ac.in 9438202605 |
| 42 | Subarnapur | Sonepur College, Subarnapur | 2901 | Mr. Satya Narayan Rath | osousc2901@osou.ac.in 9938074778 |
| 43 | Sundargarh | Rourkela Government Autonomous College, Rourkela | 3001 | Dr. Iswar Prasad Mohanty | osousc3001@osou.ac.in 9437247583 |

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