

PROSPECTUS - 2022-23

Bachelor of Commerce (Hons.)

Bachelor of Science (Hons.)

Bachelor Business Administration

(Recognised by Govt. of Odisha

&

Affiliated to Utkal University)



MAHENDRA

INSTITUTE OF MANAGEMENT AND TECHNICAL STUDIES

At-Pitapalli Square, Po-Kumarbasta, NH-16, Dist-Khorda, Odisha, Pin-752057

www.mimts.org

OTHER COURSES

- ↗ **PGDM (Post Graduate Diploma in Management)**
- ↗ **MFC (M.Com. in Finance & Control)**
- ↗ **PM&IR (Personnel Management & Industrial Relations)**

SHORT TERM CERTIFICATE COURSES

- ↗ **Micro Finance Management (MFM)**
- ↗ **Hospital Management**
- ↗ **Accounting Practice**
- ↗ **Nurshing Service Management**
- ↗ **Development Administration and NGO Management**



CONTACT FOR ADMISSION

Mobile No. 9437010781 / 9090565269 / 9437062291

From the Desk of the President ...

Prof. (Dr.) S.C. Kumar

I feel proud and happy to introduce MIMTS, and at the same time welcome you with warm affection to this Institute.

The Mahendra Institute of Management and Technical studies (MIMTS) has been established in the memory of Late Mahendra Kumar Jena, an entrepreneur with extraordinary vision. In keeping with his pursuit of excellence, we have embarked upon this journey to spread and promote quality professional education of world standard that is affordable to all aspiring and deserving students to pursue management education. At MIMTS we aim to provide a platform for these young and innovative minds of the present as well as future generation to harness the tremendous opportunities ushered in by the growing economy.



President, MIMTS

MIMTS fosters and nurtures leaders capable of making difference in the management of corporate and non-sectors. It inculcates human values and professional ethics in the students, which help them, make decisions and create path that are good not only for them, but also for the welfare of the society, the nation, and the world at large. To fulfill its mission in new and effective ways, each member of MIMTS community strives to achieve excellence in every endeavor – be it education, research, consulting or training – by making continuous improvements in curriculum and pedagogical tools. MIMTS was established on the premise of this vision of its founders and has significantly contributed in this direction through many creative and innovative ideas. In consonance with this vision, the aim of MIMTS is to develop future Decision Makers who would be Creative, Enlightened and Organic leaders to provide future leadership to industry and society.

The new holistic vision of the world and the new corporate requirements need a new breed of global managers who would not only contribute to the development of their organization but would also provide leadership to the society to make the world a better place for living.

We hope we will be able to make that difference.

Thank You

Let's do the walk together!

FACULTY PROFILE ...



Ms. Kalpana Mohanty
Asst. Prof. HR



Dr. Madhuchhanda Behera
Asst. Prof. HR



Ms. Shatarupa Pati
Asst. Prof. Finance



Mr. Susanta Kumar Satapathy
Asst. Prof. Finance



Ms. Prajnya Padmaja Panda
Lecturer in Commerce



Mr. Amitava Pani
Asst. Prof. IT



Mr. Shekhar Das
Asst. Professor (QT)



Ms. Swapna Bijayeeni Das
Lecturer in Economics



Mr. Nirakar Swain
Lecturer in Commerce



Mr. Chinmaya Pal
Lecturer in Chemistry



Ms. Prativa Pani
Lecturer in Chemistry



Ms. Rupali Jena
Lecturer in Computer Science



Mrs. Shibani Mishra
Lecturer in Computer Science



Ms. Sanghamitra Parida
Lecturer in Physics



Ms. Riyanka Samantray
Lecturer in Physics



Ms. Shewta Mohanty
Lecturer in Physics



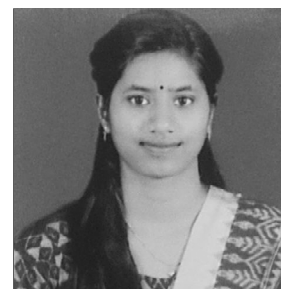
Ms. Ipsita Chinara
Lecturer in Botany



Mr. Pramod Nayak
Lecturer in Botany



Ms. Sudipta Priyadarshinee
Lecturer in Zoology



Ms. Niharika Routray
Lecturer in Zoology



Mrs. Tapaswini Mishra
Lecturer in Mathematics



Mr. Arun Padhihari
Lecturer in Mathematics

THE TRUST

Mahendra Kumar Jena Memorial Trust is a charitable Trust registered under the Indian Trust Act 1882 in the year 2008. The Trust is committed on principle to undertake various activities carefully designed for life, prosperity and peaceful living of humanity, especially, for the deserving group in a multicultural setup. The present endeavour is to establish a management institute named after Late Mahendra Kumar Jena in the name and style, **MAHENDRA INSTITUTE OF MANAGEMENT AND TECHNICAL STUDIES (MIMTS)**. The Trust commits to provide a world class academic infrastructure, a comprehensive understanding of global education and industries' best practices in order to cater to the need of technical and management

THE INSTITUTE

Mahendra Institute of Management and Technical Studies (MIMTS), Khordha, Bhubaneswar, Odisha was established under the auspices of Mahendra Kumar Jena Memorial Trust with the sole objective of imparting quality education at par with international standards and is steadfast to provide services that are efficient, empathetic, and responsive beyond the generally expected. Thus, the underlying academic philosophies of the institution are: independent educational process, catalytic effort, innovative pedagogy, human resource development and all round development of the students, faculty and staff.

VISION

The Institute envisions itself to be a leading educational institution in the world and be recognized for its excellence in education, innovative research, and emerge as a driving force for progressive changes in the human society.

MISSION

MIMTS is committed to diversity and inclusiveness; educating and fostering opportunities for all round development of students as well as faculty through collaborative and applied learning experiences, thus refining their abilities to take ownership for their learning, decisions and actions in order to be responsible citizens and leaders in their respective fields.



OBJECTIVES

The main objectives of the institute are:

- To impart need based education and training with a view to transforming information to knowledge base, and knowledge base to skill development.
- To develop skills, attitude and values appropriate to deal with the problems and challenges of managing organizations for peaceful human living.
- To popularise teaching pedagogy with right-mix of theory and practice.
- To imbibe in students the values of self-discipline, self-motivation, and self-accountability.
- To arrange lectures, seminars, workshops, conferences etc. on contemporary issues for enriching and updating the knowledge base of the students as well
- To carry out varied research projects on different fields and also acquaint students with social science research methods.
- To publish monographs, books, periodicals, journals, and research articles in the field of finance and human resource management in the interest of students, researchers, and organizations.
- To provide interdisciplinary collaboration for better understanding of human problems, services and issues of organizational development.

AREAS OF FOCUS

- Relevance to societal and organizational needs
- Quality assurance
- Accreditation
- Expansion

PROGRAMME

The following programmes have been approved by the Government of Odisha and Teaching is imparted as per the Utkal University Course Curriculum.

Sl. No.	Course	Level	Approved Intake	Duration
1	Bachelor of Commerce (B.Com. Hons.)	Under Graduate	128	3 Years full time
2	Bachelor of Science (B.Sc.Hons.)	Under Graduate	128	3 Years full time
3	Bachelor of Business Administration	Under Graduate	40	3 Years full time

BACHELOR OF COMMERCE HONOURS (CBCS)

Bachelor of commerce course is designed to improve the knowledge base and skills of students for solving problems relating to accounts and finance and for setting a foundation for a professional career as well as for the higher professional studies. B.Com. graduates have endless opportunities to better their prospects as the course is a mixture of theory and practice.



In the regime of competitive global market the prospects for B.Com. graduates are relatively better compared to other graduates. The course trains students in subjects covering areas of marketing, sales, purchases, commercial purchasing, accounts and finance.

Besides, this course also covers important courses such as Statistics, Human Resources Management, Economics, Cost and Management Accounting, Corporate and Business Law, Computer Application intricacies of Foreign Trade, Office Management, E-commerce and several others.

Students who are having B.Com degree acquires the ability to choose career from a wide range of professions like accountants, system officers, customer relationship officers, taxation officers, auditors in different fields like Banking and Finance Industry and corporate sectors.

COURSE CURRICULUM

Semester I

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
BCH-1.1	Environmental Sciences and Disaster Management	4	100
BCH-1.2	Financial Accounting	6	100
BCH-1.3	Business Law	6	100
BCH-1.4	Micro Economics	6	100
	Ethics and Values	1	25

Semester II

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
BCH-2.1	Alternative English / MIL	4	100
BCH-2.2	Cost Accounting	6	100
BCH-2.3	Corporate Law	6	100
BCH-2.4	Macro and Indian Economy	6	100
	Ethics and Values	1	25

Semester III

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
BCH-3.1	Corporate Accounting	6	100
BCH-3.2	Income-tax Law and Practice	6	100
BCH-3.3	Management Principles and Application	6	100
BCH-3.4	Business Statistics	6	100
BCH-3.5	E-Commerce	4	100
	Ethics and Values	1	25

Semester IV

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
BCH-4.1	GST and Indirect Taxes	6	100
BCH-4.2	Fundamentals of Data Management	6	100
BCH-4.3	Management Accounting	6	100
BCH-4.4	Principle of Marketing	6	100
BCH-4.5	Entrepreneurship Development and Business Ethics	4	100
	Ethics and Values	1	25

Semester V

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
BCH-5.1	Computerised Accounting and e-filing of Tax Returns	6	100
BCH-5.2	Fundamentals of Financial Management	6	100
BCH-5.3	DSE-1 (Elective I) A. Accounting and Finance Financial Markets, Institutions and Services	6	100
BCH-5.4	DSE-2 (Elective II) A. Accounting and Finance Financial Statement Analysis and Reporting	6	100
	Ethics and Values	1	25

Semester VI

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
BCH-6.1	Auditing and Corporate Governance	6	100
BCH-6.2	Business Mathematics	6	100
BCH-6.3	DSE-3 (Elective III) A. Accounting and Finance Fundamentals of Corporate Tax Planning	6	100
BCH-6.4	Business Research Methods and Project Work*	6	100
	Ethics and Values	1	25

Annual Project Work:

During semester- VI, the students are required to undertake Annual Project Work on any topic of their interest. The final Project shall be evaluated by both Internal and External examiner followed by Viva-Voce.

Dissertation and Viva-voce Presentation:

During the 6th semester, each student will be required to prepare a dissertation on any topic/ problem of his/her interest under the guidance of a faculty member. The dissertation shall be evaluated for 50 marks and leaving 30 marks for report and 20 marks for viva voce examination of the 6th semester (i.e. 30% for report and 20% for viva). Absence in the viva will amount to fail in that paper. The dissertation evaluation and the viva voce test will be conducted by the internal as well as external examiners.

Attendance:

A student shall have to secure a minimum of 75% of class attendance in a Semester to be permitted to sit for the semester examination. However, a student with 60% of attendance would be permitted for end semester examination with submission of a medical certificate. In case a candidate is unable to acquire the stipulated attendance at the end of any semester, he/she shall not be allowed to appear the end semester examination of that semester.



BACHELOR OF SCIENCE (B. Sc.) HONS.

The course of B.Sc. (Hons.) aims at providing an advanced and specialized theoretical and research skills in the chosen science subject, along with an overall knowledge in the sciences, in order to provide to the students a strong platform for an advanced academic or professional career.

The study of the B.Sc. (Honours) course will enable the students to be equipped with the state of the art of the subject and will empower them to get jobs in technological and engineering fields as well as in business, education and other sectors.

B.Sc. Honours is a three year full time teaching programme at the Under Graduate level. This is an approved course of the Utkal University and recognized by the Government of Odisha. On successful completion of the programme, the Utkal University awards Bachelor's degree in Bachelor of Science (Hons.) The examination is held according to CBCS pattern for all the Honours subjects available such as Physics, Chemistry, Mathematics, Botany, Zoology and Computer Science.



COURSE CURRICULUM

PHYSICAL SCIENCE

Physics (Honours)

Semester	Course opted	Course Name	Credits
I 4 Papers (400 Marks)	Ability Enhancement Compulsory	AECC-1	4
	Course-I		
	Core course-I	Mathematical Physics-I	4
	Core Course-I Practical	Mathematical Physics-I Lab	2
	Core course-II	Mechanics	4
	Core Course-II Practical	Mechanics Lab	2
	Generic Elective -1	GE-1	4/5
	Generic Elective -1	Practical/Tutorial	2/1
		Ethics and Values	1
II 4 Papers (400 Marks)	Ability Enhancement Compulsory	AECC-II	4
	Course-II		
	Core course-III	Electricity and Magnetism	4
	Core Course-III Practical	Electricity and Magnetism Lab	2
	Core course-IV	Waves and Optics	4
	Core Course-IV Practical	Waves and Optics Lab	2
	Generic Elective -2	GE-2	4/5
	Generic Elective -2	Practical/Tutorial	2/1
		Ethics and Values	1
III 5 Papers (500 Marks)	Core course-V	Mathematical Physics-II	4
	Core Course-V Practical	Mathematical Physics-II Lab	2
	Core course-VI	Thermal Physics	4
	Core Course-VI Practical	Thermal Physics Lab	2
	Core course-VII	Analog Systems and Applications	4
	Core Course-VII Practical	Analog Systems & Applications Lab	2
		Skill Enhancement Compulsory	
	Course -1	SECC-1	4
	Generic Elective -3	GE-3	4/5
	Generic Elective -3	Practical/Tutorial	2/1
		Ethics and Values	1

Semester	Course opted	Course Name	Credits
IV	Core course-VIII	Mathematical Physics III	4
5 Papers	Core Course-VII Practical	Mathematical	
		Physics-III Lab	2
(500 Marks)	Core course-IX	Elements of Modern Physics	4
		Ethics and Values	1
	Core Course-IX Practical	Elements of Modern	
		Physics Lab	2
	Core course-X	Digital Systems	
		and Applications	4
	Core Course-XPractical	Digital Systems &	
		ApplicationsLab	2
		Skill Enhancement Compulsory	
	Course -2	SECC -2	4
	Generic Elective -4	GE-4	4/5
	Generic Elective -4	Practical/Tutorial	2/1
		Ethics and Values	1
V	Core course-XI	Quantum Mechanics	
		& Applications	4
4 Papers	Core Course-XI Practical	Quantum Mechanics Lab	2
(400 Marks)	Core course-XII	Solid State Physics	4
	Core Course-XII Practical	Solid State Physics Lab	2
	Discipline Specific Elective -1	DSE-1	4/5
	Discipline Specific Elective -1	Practical/Tutorial	2/1
	Discipline Specific Elective -2	DSE-2	4/5
	Discipline Specific Elective- 2	Practical/Tutorial	2/1
		Ethics and Values	1
VI	Core course-XIII	Electro-magnetic Theory	4
4 Papers	Core Course-XIII		
	Practical/Tutorial	Electro-magnetic	
		Theory Lab	2
(400 Marks)	Core course-XIV	Statistical Mechanics	4
	Core Course-XIV Practical	Statistical Mechanics Lab	2
	Discipline Specific Elective4	DSE-4	4/5
	Discipline Specific Elective -4	Practical/Tutorial	2/1
	Or Discipline Specific Elective-4	(Eligible Students may	
		do a Project in DSE-IV)	6
		Ethics and Values	1

Chemistry (Honours)

Semester	Course	Course Name	Credit	Total marks
I	AECC I	AECC I	4	100
	C-I	Inorganic Chemistry-I	04	75
	C-I Practical	Inorganic Chemistry-I Lab	02	25
	C-II	Physical Chemistry-I	04	75
	C-II Practical	Physical Chemistry-I Lab	02	25
	GE-I	GE-I	04	75
	GE-I Practical	GE-I Lab	02	25
		Ethics and Values	1	25
II	AECC-II	AECC-II	04	100
	C-III	Organic Chemistry-I	04	75
	C-III Practical	Organic Chemistry-I Lab	02	25
	C-IV	Physical Chemistry-II	04	75
	C-IV Practical	Physical Chemistry-II Lab	02	25
	GE-II	GE-II	04	75
	GE-II Practical	GE-II Lab	02	25
		Ethics and Values	1	25
III	C-V	Inorganic Chemistry-II	04	75
	C-V Practical	Inorganic Chemistry-II Lab	02	25
	C-VI	Organic Chemistry-II	04	75
	C-VI Practical	Organic Chemistry-II Lab	02	25
	C-VII	Physical Chemistry-III	04	75
	C-VII Practical	Physical Chemistry-III Lab	02	25
	GE-III	GE-III	04	75
	GE-III Practical	GE-III Lab	02	25
	SEC-I	SEC-I	04	100
		Ethics and Values	1	25
IV	C-VIII	Inorganic Chemistry-III	04	75
	C-VIII Practical	Inorganic Chemistry-III Lab	02	25
	C-IX	Organic Chemistry-III	04	75
	C-IX Practical	Organic Chemistry-III Lab	02	25
	C-X	Physical Chemistry-IV	04	75
	C-X Practical	Physical Chemistry-IV Lab	02	25
	GE-IV	GE-IV (Theory)	04	75

	GE-IV Practical	GE-IV (Practical)	02	25
	SEC-II	SEC-II	04	100
		Ethics and Values	1	25
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V	C-XI	OrganicChemistry-IV	04	75
	C-XI Practical	OrganicChemistry-IV Lab	02	25
	C-XII	PhysicalChemistry-V	04	75
	C-XII Practical	PhysicalChemistry-V Lab	02	25
	DSE-I	DSE-I	04	75
	DSE-I Practical	DSE-I Lab	02	25
	DSE-II	DSE-II	04	75
	DSE-II Practical	DSE-II Lab	02	25
		Ethics and Values	1	25
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VI	C-XIII	Inorganic Chemistry- IV	04	75
	C-XIII Practical	Inorganic Chemistry-IV Lab	02	25
	C-XIV	Organic Chemistry-V	04	75
	C-XIV Practical	Organic Chemistry-V Lab	02	25
	DSE-III	DSE-III	04	75
	DSE-III Practical	DSE-III Lab	02	25
	DSE-IV	DSE-IV	04	75
	DSE-IV Practical	DSE-IV Lab	02	25
	OR			
	DSE-IV	Dissertation	06	100*
		Ethics and Values	1	25
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Mathematics (Honours)

Semester	Course opted	Course Name	Credits
I	AECC-1	AECC-1	4
	C-I	Calculus	04
	C-I	Practical	02
	C-II	Discrete Mathematics	05
	C-II	Tutorial	01
	GE-I	GE-I	05
	GE-I	Tutorial	01
		Ethics and Values	01
II	AECC-II	AECC-II	04
	C-III	Real Analysis	05
	C-III	Tutorial	01
	C-IV	Differential equations	04
	C-IV	Practical	02
	GE-II	GE-II	05
	GE-II	Tutorial	01
		Ethics and Values	01
III	C-V	Theory of Real functions	05
	C-V	Tutorial	01
	C-VI	Group Theory-I	05
	C-VI	Tutorial	01
	C-VII	Partial differential equations and system of ODEs	04
	C-VII	Practical	02
	GE-III	GE-III	05
	GE-III	Tutorial	01
	SECC-I	SECC-I	04
		Ethics and Values	01
IV	C-VIII	Numerical Methods and Scientific Computing	04
	C-VIII	Practical	02
	C-IX	Topology of Metric spaces	05
	C-IX	Tutorial	01
	C-X	Ring Theory	05
	C-X	Tutorial	01

	GE-IV	GE-IV (Theory)	05
	GE-IV	Tutorial	01
	SECC-II	SECC-II	04
		Ethics and Values	01
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V	C-XI	Multivariable Calculus	05
	C-XI	Tutorial	01
	C-XII	Linear Algebra	05
	C-XII	Tutorial	01
	DSE-I	Linear Programming	05
	DSE-I	Tutorial	01
	DSE-II	Probability and Statistics	05
	DSE-II	Tutorial	01
		Ethics and Values	01
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VI	C-XIII	Complex analysis	05
	C-XIII	Tutorial	01
	C-XIV	Group Theory-II	05
	C-XIV	Tutorial	01
	DSE-III	Differential Geometry	05
	DSE-III	Tutorial	01
	DSE-IV	Number Theory/Project	06
		Ethics and Values	01
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BIOLOGICAL SCIENCE

Botany (Honours)

Semester	Course	Course Name	Credit	Total marks
Semester-I AECC-I			4	100
	C-1 (Theory)	Microbiology and Phycology	4	75
	C-1 (Practical)	Microbiology and Phycology Lab	2	25
	C-2 (Theory)	Biomolecules and Cell Biology	4	75
	C-2 (Practical)	Biomolecules and Cell Biology Lab	2	25
	GE -1A (Theory)	Biodiversity (Microbes, Algae, Fungi & Archegoniate)	4	75
	GE -1A(Practical)	Biodiversity (Microbes, Algae, Fungi & Archegoniate) Lab	2	25
		Ethics and Values	01	25
Semester-II AECC-II			4	100
	C-3 (Theory)	Mycology and Phytopathology	4	75
	C-3 (Practical)	Mycology and Phytopathology Lab	2	25
	C-4 (Theory)	Archegoniate	4	75
	C-4 (Practical)	Archegoniate Lab	2	25
	GE-2A (Theory)	Plant Physiology & Metabolism	4	75
	GE-2A(Practical)	Plant Physiology & Metabolism Lab	2	25
		Ethics and Values	01	25
Semester-IIIC-5 (Theory)			4	75
	C-5 (Practical)	Anatomy of Angiosperms Lab	2	25
	C-6 (Theory)	Economic Botany	4	75
	C-6 (Practical)	Economic Botany Lab	2	25
	C-7 (Theory)	Genetics	4	75
	C-7 (Practical)	Genetics Lab	2	25
	SEC-1		4	100
	GE -1B (Theory)	Plant Ecology & Taxonomy	4	75
	GE -1B (Practical)	Plant Ecology & Taxonomy Lab	2	25
		Ethics and Values	01	25
Semester-IVC-8 (Theory)			4	75
	C-8 (Practical)	Molecular Biology Lab	2	25
	C-9 (Theory)	Plant Ecology & Phytogeography	4	75
	C-9 (Practical)	Plant Ecology & Phytogeography Lab	2	25
	C-10 (Theory)	Plant Systematics	4	75
	C-10 (Practical)	Plant Systematics Lab	2	25

Semester	Course	Course Name	Credit	Total marks
	SEC II		4	100
	GE-2B (Theory)	Plant Anatomy, Embryology & Biotechnology	4	75
	GE-2B (Practical)	Plant Anatomy, Embryology & Biotechnology Lab	2	25
		Ethics and Values	01	25
Semester-VC-11	(Theory)	Reproductive Biology of Angiosperms	4	75
	C-11 (Practical)	Reproductive Biology of Angiosperms Lab	2	25
	C-12 (Theory)	Plant Physiology	4	75
	C-12 (Practical)	Plant Physiology Lab	2	25
	DSE - 1 (Theory)	Analytical Techniques in Plants Sciences	4	75
	DSE - 1 (Practical)	Analytical Techniques in Plants Sciences Lab	2	25
	DSE - 2 (Theory)	Natural Resource Management	4	75
	DSE - 2 (Practical)	Natural Resource Management Lab	2	25
		Ethics and Values	01	25
Semester-VI	C-13 (Theory)	Plant Metabolism	4	75
	C-13 (Practical)	Plant Metabolism Lab	2	25
	C-14 (Theory)	Plant Biotechnology	4	75
	C-14 (Practical)	Plant Biotechnology Lab	2	25
		Horticulture Practices & Post Harvest Technology	4	75
	DSE - 3 (Theory)	Horticulture Practices & Lab	2	25
	DSE-3 (Practical)	Post Harvest Technology Industrial & Environmental Microbiology /	6	100
	DSE – 4 (Theory +Practical)/Project work**	Project Work** Dissertation		
		Ethics and Values	01	25

BIOLOGICAL SCIENCE

Zoology (Honours)

Semester	Course	Course Name	Credit	Total marks
Semester-I	AECC I	AECC I	4	100
	Core I (Theory)	Non-chordates I: Protista to Pseudocoelomates	4	75
	Core I (Practical)	Non-chordates I: Protista Lab to Pseudocoelomates	2	25
	Core II (Theory)	Principles of Ecology	4	75
	Core II (Practical)	Principles of Ecology Lab	2	25
	GE I (Theory)	GE I (Theory)	4	75
	GE I (Practical)	GE I (Practical) Lab	2	25
		Ethics and Values	01	25
Semester-II	AECC 2	AECC 2	4	100
	Core III (Theory)	Non chordates II: Coelomates	4	75
	Core III (Practical)	Non chordates II: Coelomates Lab	2	25
	Core IV (Theory)	Cell biology	4	75
	Core IV (Practical)	Cell biology Lab	2	25
	GE II (Theory)	GE II (Theory)	4	75
	GE II (Practical)	GE II (Practical) Lab	2	25
		Ethics and Values	01	25
Semester- III	Core V (Theory)	Diversity of Chordates	4	75
	Core V (Practical)	Diversity of Chordates Lab	2	25
	Core VI (Theory)	Physiology: Controlling and Coordinating systems	4	75
	Core VI (Practical)	Physiology: Controlling Lab and Coordinating systems	2	25
	Core VII (Theory)	Fundamentals of Biochemistry	4	75
	Core VII (Practical)	Fundamentals of Biochemistry Lab	2	25
	SEC 1	SEC 1	4	100
	GE III (Theory)	GE III (Theory)	4	75
	GE III (Practical)	GE III (Practical) Lab	2	25
		Ethics and Values	01	25

Semester	Course	Course Name	Credit	Total marks
Semester- IV	Core VIII(Theory)	Comparative anatomy of Vertebrates	4	75
	Core VIII (Practical)	Comparative anatomy of Vertebrates Lab	2	25
	Core IX (Theory)	Physiology: Life Sustaining Systems	4	75
	Core IX (Practical)	Physiology: Life Sustaining Systems Lab	2	25
	Core X (Theory)	Biochemistry of Metabolic Processes	4	75
	Core X (Practical)	Biochemistry of Metabolic Processes Lab	2	25
	SEC 2	SEC 2	4	100
	GE IV (Theory)	GE IV (Theory)	4	75
	GE IV (Practical)	GE IV (Practical) Lab	2	25
		Ethics and Values	01	25
Semester-V	Core XI (Theory)	Molecular Biology	4	75
	Core XI (Practical)	Molecular Biology Lab	2	25
	Core XII (Theory)	Principles of Genetics	4	75
	Core XII (Practical)	Principles of Genetics Lab	2	25
	DSE I (Theory)	DSE 1	4	75
	DSE I (Practical)	DSE 1 Lab	2	25
	DSE II (Theory)	DSE II	4	75
	DSE II (Practical)	DSE II Lab	2	25
		Ethics and Values	01	25
Semester- VI	Core XIII(Theory)	Developmental Biology	4	75
	Core XIII (Practical)	Developmental Biology Lab	2	25
	Core XIV(Theory)	Evolutionary Biology	4	75
	Core XIV (Practical)	Evolutionary Biology Lab	2	25
	DSE III (Theory)	DSE III	4	75
	DSE III (Practical)	DSE III Lab	2	25
	DSE IV (Theory with Practical/Project)	Project/ Economic Zoology Lab	6	100
		Ethics and Values	01	25

Computer Science (Honours)

Semester	Course opted	Course Name	Credits
I	Ability Enhancement Course-1	AEC-1 (Environmental Science)	2
	Core Course-1	Programming using C	4
	Core Course-1 Practical	Programming using C Lab	2
	Core Course-2	Digital Logic	4
	Core Course-2 Practical	Digital Logic Lab	2
	Generic Elective-1	GE-1	4
	Generic Elective-1 Practical	GE-1 Tutorial/ Lab	2
		Ethics and Values	01
II	Ability Enhancement Course-2	AEC-2 (English Communication/MIL)	2
	Core Course-3	Programming using C++	4
	Core Course-3 Practical	Programming using C++ Lab	2
	Core Course-4	Data Structures	4
	Core Course-4 Practical	Data Structures Lab	2
	Generic Elective-2	GE-2	4
	Generic Elective-2 Practical	GE-2 Tutorial/ Lab	2
		Ethics and Values	01
III	Core Course-5	JAVA Programming	4
	Core Course-5 Practical	JAVA Programming Lab	2
	Core Course-6	Database Systems	4
	Core Course-6 Practical	Database Systems Lab	2
	Core Course-7	Discrete Mathematical Structures	4
	Core Course-7 Practical	Discrete Mathematical Structures Lab	2
	Skill Enhancement Course-1	SEC-1	2
	Generic Elective-3	GE-3	4
	General Elective-3 Practical	GE-3 Tutorial/ Lab	2
		Ethics and Values	01
IV	Core Course-8	Operating Systems	4
	Core Course-8 Practical	Operating Systems Lab	2
	Core Course-9	Computer Networks	4
	Core Course-9 Practical	Computer Networks Lab	2
	Core Course-10	Computer Graphics	4
	Core Course-10 Practical	Computer Graphics Lab	2
	Skill Enhancement Course-2	SEC-2	2
	Generic Elective-4	GE-4	4
	General Elective-4 Practical	GE-4 Tutorial/ Lab	2
		Ethics and Values	01

Semester	Course opted	Course Name	Credits
V	Core Course-11	Web Technology	4
	Core Course-11 Practical	Web Technology Lab	2
	Core Course-12	Software Engineering	4
	Core Course-12 Practical	Software Engineering Lab	2
	Discipline Specific Elective-1	DSE-1	4
	Discipline Specific Elective-1	PracticalDSE-1 Lab/ Tutorial	2
	Discipline Specific Elective-2	DSE-2	4
	Discipline Specific Elective-2		
	Practical	DSE-2 Lab/ Tutorial	2
		Ethics and Values	01
VI	Core Course-13	Artificial Intelligence	4
	Core Course-13 Practical	Artificial Intelligence Lab	2
	Core Course-14	Algorithm Design Techniques	4
	Core Course-14 Practical	Algorithm Design Techniques Lab	2
	Discipline Specific Elective-3	DSE-3	4
	Discipline Specific Elective-3		
	Practical	DSE-3 Lab/ Tutorial	2
	Discipline Specific Elective-4	DSE-4	4
	Discipline Specific Elective-4	DSE-4 Lab/ Tutorial	2
	Practical		
		Ethics and Values	01

Practical : After the completion of every semester, students have to appear the practical examination of their concerned subject.

Annual Project Work: During semester- VI, the students are required to undertake Annual Project Work on any topic of their interest. The final Project shall be evaluated by both Internal and External examiner followed by Viva-Voce.

Attendance:

A student shall have to secure a minimum of 75% of class attendance in a Semester to be permitted to appear the end semester examination. However, a student with 60% of attendance would be permitted for end semester examination with submission of a valid medical certificate. In case a candidate is unable to acquire the stipulated attendance at the end of any semester, he/ she shall not be allowed to appear the end semester examination of that semester.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)



Course Details:

BBA is a 3-year full time degree programme that provides fundamental education in business and management principles. The course allows students to specialize in one of the specialization areas, such as marketing, finance, human resources, operations and information systems management.

Course Features:

It offers practical management training that can prepare students to work successfully both in large or small organizations. It educates students to be effective and socially responsible managers. Students inculcate skills that are required for the continuously all-out progress of the organization they work and identify new opportunities for their growth. The learning goals focus on communication, critical thinking, business knowledge, career goals and entrepreneurial skills.

BBA is the basic platform which prepares students to set into a good MBA programme. This Bachelor in Business Administration lays the bases of management education. This course is important as it comprises both elements of commerce and Business Administration.

Semester I

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
101	Introduction to Business	4	100
102	English Language and Literature	4	100
103	Quantitative Techniques for Management	4	100
104	Basic Financial Accounting	4	100

Semester II

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
201	Economics	4	100
202	Management Theory and Practice	4	100
203	Cost and Management Accounting	4	100
204	Computer for Management (including practical)	4	100

Semester III

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
301	Psychology for Management	4	100
302	Business Ethics and Corporate Governance	4	100
303	Introduction to Banking and Insurance	4	100
304	Business and Corporate Law	4	100
305	Communicative English	2	50

Semester IV

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
401	Financial Management	4	100
402	Marketing Management	4	100
403	Human Resource Management	4	100
404	Production and Operation Management	4	100
405	Environmental Studies	2	50

Semester V

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
501	Organizational Behavior	4	100
502	Financial Markets and Institutions	4	100
503	Advertisement and Sales Promotion	4	100
504	Management Information System and DSS (including practical)	4	100
505	Indian Society and Culture	2	50

Semester VI

<i>Paper Code</i>	<i>Subject</i>	<i>Credit</i>	<i>Full Mark</i>
601	Research Methodology	4	100
602	Entrepreneurship and Small Business Management	4	100
603	Organizational Change and Development	4	100
604	Dissertation and Viva-voce	4	100
605	E-Business	2	50

Dissertation and Viva-voce Presentation:

During the 6th semester, each student will be required to prepare a dissertation on any topic/ problem of his/her interest under the guidance of a faculty member. The dissertation shall be evaluated for 70 marks and leaving 30 marks for viva voce examination of the 6th semester (i.e. 70% for report and 30% for viva). Absence in the viva will amount to failure in that paper. The dissertation evaluation and the viva voce will be conducted by the internal as well as external examiners.

Attendance:

A student has to attend a minimum of 75% of classes in a Semester to be permitted to sit for the semester examination. However, a student with 60% of attendance would be permitted for end semester examination with submission of a medical certificate. In case a candidate is unable to acquire the stipulated attendance at the end of any semester, he/she shall not be allowed to appear the end semester examination of that semester.



Model Regulation for Under Graduate Programme for +3 (B.Com/B.Sc)
(As per CBCS System) From the Session 2019-20
Universities/Autonomous/Degree colleges of Odisha

1. Outlines of Choice Based Credit System (Commerce /Science stream)

Core Course (14 papers) for Bachelorsdegree in a particular discipline :

The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course. The Institution/student may refer to the Corresponding Language syllabus for the same.

Discipline Specific Elective (DSE) Course(4 Papers)

Elective courses offered under the main discipline/subject of study is referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and each University has complete freedom to suggest additional papers under this category based on their expertise, specialization, requirements, scope and need.

Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work. A candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

Generic Elective (GE) Course(4 papers)

An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. **Universities can offer two papers each in two subjects as GE or four papers one subject. Depending on the subject, GE1 and GE2 listed in each Honours syllabus may be used as models for the purpose.**

Ability Enhancement Compulsory Courses (AECC):

Paper I : Environmental Science.

Paper II :MIL Communication (English / Odia / Hindi / Sanskrit / Urdu / Telugu)

Skill Enhancement Courses (SEC):

These courses may be chosen from a pool of courses designed as per the availability of courses and faculty/suitability of the college ,to provide skill-based knowledge. The main purpose of these courses is to provide students life-skills so as to increase their employability. A Student opting for Honours would have to take two SEC and a student offering Pass papers would take four papers of SEC. Some of the subject syllabi have also provided options in SEC.

The Autonomous institution/University through its Board of Studies need to suggest the necessary qualifications for teaching of the ability and skill courses. However, as a general practice, Specific language teachers can be assigned to teach AECC2. Life Science Faculty can be assigned to

Environment Studies, English Faculty for Communicative English, Mathematics faculty to quantitative aptitude and Logical Reasoning, computer science or IT faculty for ICT related courses, commerce faculty for financial skills etc.

An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC), 4 papers from a list of Discipline Specific Elective and **4 papers from one discipline or 2 papers each in two disciplines other than his /her core discipline.**

Teaching of “ETHICS AND VALUES” has been started for degree students from 2021-22 session.

ELIGIBILITY

Higher Secondary / +2 / Senior Secondary or any other equivalent examination passed from any Board / Council established by the Govt. of India or any State Govt. or any other equivalent examination recognized by Central Board of Secondary Education/ Council of Higher Secondary Education, Govt. of Odisha/ Dept of Higher Education / Dept. of Industry or any other Dept of Govt. of Odisha. Those joining B.Sc. Programme must have passed the above examination under the faculty of Science/ Technology / Engineering/ Pharmacy etc. There shall be no such restriction for joining B.Com stream.

Students ordinarily may be selected for admission through merit in the qualifying examination. DDCE would admit students on first come first serve basis. The Govt. of Odisha may lay down admission process for colleges under its control. Directorate of Distance & Continuing Education would decide its own admission policy.

2. DURATION:

Three years of degree programme will have six semesters. Odd semester (i.e. 1st, 3rd & 5th semester) is from 1st June to 30th November and the examination shall be held normally in the month of November. Even semester (i.e. 2nd, 4th & 6th semester) is from 1st December to 31st May and the examination shall be held normally in the month of April/May. However, the Final Semester shall be conducted in April and it is desirable that the result shall be published within **30 days and not beyond 45 days from the date** of completion of the examination. A student would be required to complete the course within six academic years from the date of admission.

3. COMPULSORY REGISTRATION:

- a. **Registration for the 1st semester examination is compulsory and will be at the time of admission.** All the students admitted in 1st semester of a college will compulsorily be registered by the University. A registration / examination card will be issued to candidates admitted and that will remain valid till completion of the course. There will be no need to issue admit card for every semester. The candidates fulfilling the attendance norms and other eligibility criteria will be allowed to appear the examination. Students will not be required to fill up any form for the University examination for regular papers. Examination Fee will be

collected at the time of admission/readmission and affiliated Colleges will be required to send the appearing students list along with the requisite fees to the university before the cut off date for each semester. If a student does not appear for all the papers in both first and second semester examinations, his admission for the said course will be cancelled. Concerned universities will notify all fees to be paid before admission process.

- b. For students desiring to appear in any back paper(s), they would be required to fill up the examination forms. Those who fail in any paper in a semester or unable to appear in any semester or unable to submit forms for back papers of 2/3/4/5/6 may appear in those papers in subsequent semester examination within 6 years from the date of admission to that course. A student must clear backlog papers (failed) within 6 academic years starting from the year of admission batch.
- c. Back papers are to be permitted in consecutive semesters for the first attempt at clearing back paper. Subsequent attempts will be allowed in alternate semester (eg : A student failing in a paper of Semester- I, will be allowed to appear for the paper in Sem II. If he/she fails to clear this back paper in Sem II, he will get the next opportunity in Sem IV, Sem VI etc. only), This practice is to ensure earliest opportunity to the student as well as timely conduct of regular paper exams.

4. ATTENDANCE:

1. A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
2. Condonation may be granted by the Principal (In case of affiliated Colleges) to the extent of 15% in exceptional cases i.e. serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his/her absence shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.
3. Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter-University or inter-state competitions in Games and Sports or attending different recognized National level camps.
4. Under no circumstance, the condoning shall be beyond 25%.
5. This clause shall not be applicable for Distance Education

5. DURATION OF THE EXAMINATIONS - MID SEMESTER & END SEMESTER:

The Choice Based Credit System (CBCS) examination shall be implemented in Semester pattern. Examination timetable for the odd semester will be communicated by 20th June and even semester by 7th December. Each semester examination shall consist of a Mid-Semester (Internal) Examination and End Semester examination. Mid Semester examination shall be conducted only for theory papers. End Semester Examination in theory papers carrying full marks above 50 (e.g. 60, 75, 80 etc) shall be of 3 hours duration and practical shall be of 3 hours (for full marks

carrying 25). On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

6. MID SEMESTER EXAMINATION:

- 6.1. Mid semester examination will be of 01 hour duration for 20/15 marks (20 for subjects having no practical and 15 for subject with practical papers). There shall be no pass mark in Mid Semester examination. The type of questions will be decided by the college authority.
- 6.2. The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination will be allowed one more chance to take the same examination. There will be no provision to re-appear in the Mid-Semester Examination for improvement.
- 6.3. The College has to conduct the Mid Semester Examination between 15th September to 30th October for 1st, 3rd, & 5th Semester and in between 1st March to 15th March for 2nd, 4th, & 6th Semester respectively and will feed the marks online under the University/College Examination management System within 15 days from the date of examination. In case of Mid Semester examination of Semester-I, marks shall be fed by 30th November.
- 6.4. The College authority will preserve the answer script of the Mid Semester examination for 06 months from the date of publication of result of concerned semester for reference.
- 6.5. The College authority of the valuation zones/University authority will preserve the answer Script of the End Semester examination for 06 months from the date of publication of result for reference.
- 6.6. For DDCE students, DDCE shall frame its policy for Mid Semester examination.
- 6.7. A student has to appear the Mid Semester Examination. Absence in a Mid Semester paper will be declared as failed in that Paper. A student who was absent in the Mid Semester examination during both the chances but has passed at the University End Term examination shall be treated as failed in that Semester. Such candidates would be required to appear the Mid-Semester Examinations in subsequent semester.

7. MARK DISTRIBUTION:

A. Subjects without Practical :

Mid Semester	End Semester	Total
20	80	100

B. Subjects with Practical :

Mid Semester	End semester		Total
	A-Theory	B-Practical	
15	60	25 (20 + 05 (Record))	100

C. Projects :

The mark distribution would be subject specific. In general, the Project report will carry 80 marks and viva voce/Seminar will carry 20 marks. The report marks will be subdivided as : Introduction and context : 10 marks; Literature survey : 10 marks; Actual project work methodology : 20 marks, Results, discussion, critical analysis : 10 marks; Clarity of thought and aesthetics of report : 10 marks.

8. POLICY ON DSEPAPERS

- DSE – 4 for Honors students (6th Semester) will be a paper like the other three DSE papers. For students who have secured 60% in aggregate or above (or equivalent CGPA) in their first three semesters, colleges can exercise the option of offering a project to such students. Unless explicitly indicated in the respective subject curriculum, the recommended marking scheme will have about 60 % in the project report 40% in a Seminar cum Viva Voce). The Project paper will not have Mid Semester Examination and it will be evaluated by an Internal Examiner specified by the college.
- DSE Papers for Honours. Students may or may not have the Practical component as proposed by the respective Board of Studies. If there is no practical, tutorial classes are allotted as per the 5+1 formula.
- Individual faculty of the college are to prepare the list of probable project topics under their guidance for a batch in the beginning of the fifth semester to facilitate the students and such list to be notified by the college for information of students. Evaluation of project shall be completed before the commencement of the End Semester Examination of Semester-VI .

9. GRADE SYSTEM IN EACH PAPER (MID +END SEM EXAM) IN A SEMESTER

9.1 GRADING SYSTEM

Qualification	Grade	Mark Secured from 100	Grade Point	Classification for Hons.
Outstanding	‘O’	90-100	10	First Class Hons.
Excellent	‘A+’	80-89	9	
Very Good	‘A’	70-79	8	
Good	‘B+’	60-69	7	
Above Average	‘B’	50-59	6	Second Class Hons.
Fair	‘C’	45-49	5	
Pass	‘D’	40-44	4	
Fail	‘F’	Below 40	0	Fail
Absent	‘ABS’	00	0	Fail
Malpractice	‘M’	00	0	MP

- a. The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.
- b. For candidate in both Pass and Honours Courses securing 'B' Grade and above in aggregate in their first appearance will be awarded Distinction. However, students who could not appear at an examination due to they representing the University or State in Inter-University or Inter- State competitions in Games and Sports at national/international level or attending National level NCC/NSS camps will get one chance exemption for distinction.
- c. FAIL/MP/HARD CASE and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

9.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as follows.

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

- (a) **GRADEPOINT** - Integer equivalent of each letter grade
- (b) **CREDIT** - Integer signifying the relative emphasis of individual course item (s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT- CREDIT GRADE POINT for each course item

CREDIT INDEX: \sum CREDIT POINT of course items in each Semester

GRADE POINT AVERAGE = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA)=

$\frac{\text{CREDIT INDEX for each semester}}{\sum \text{CREDIT}}$

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX of all semesters upto 6}^{\text{th}} \text{sem}}{\sum \text{CREDIT}}$

9.3. Paper Type, Subject, Credit, Grade, SGPA & CGPA in the last semester result shall be reflected in the Grade Sheet.

9.4 The details of grading system shall be printed on the backside of University Mark-sheet.

9.5 Formula for Equivalent Percentage of Marks:

The following formula will be used to obtain the equivalent percentage of marks for the CGPA awarded to the students of the University.

Case a. Equivalent Percentage of Mark = $(\text{CGPA} - 0.50) \times 10$; for $4 < \text{CGPA} \leq 10$

Case b. Equivalent Percentage of Mark = $\text{CGPA} \times 10$ for $\text{CGPA} \leq 4$

10. REPEAT EXAMINATION:

- 10.1 A student has to clear back paper(s) (if failed) by appearing at subsequent/ alternate semester examinations within **six academic years** from the year/session of admission. (refer Clause 3)
- 10.2 A student may appear in improvement (having passed in that paper) in any number of papers **ONLY ONCE** in the next semester examination.

11. MINIMUM PERCENTAGE AND MARKS TO BE SECURED FOR PASSING:

11.1 Paper without Practical :

Mid Semester	End Semester	Pass Mark – End Semester	Total	Paper Pass Mark 40 out of 100
20	80	30% out of 80 100 (i.e. 24 marks)		By taking both components (i.e. Mid-Sem + End Sem Exam.)

- End Semester (University Examinations) Total Mark: 80, 30% out of 80 (i.e. 24 mark)
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Semester Exam. A student has to appear the Mid Semester Exam. Securing 'ABS' in both the chances in Mid Semester examinations, the student will be declared fail in that paper, though he/she secures pass mark in theory papers.

11.2 Paper with Practical :

Mid Sem		End Semester			Total	Paper Pass Mark
	A-Theory	Pass Mark A-Theory	B-Practical	Pass Mark B-Practical		
15	60	30% out of 60 (i.e. 18 mark)	25	40% out of 25 (i.e. 10 mark)	100	40 out of 100 By taking (i.e. Mid-Sem + End Sem Exam + Practical)

- End Semester (University Examinations) : Total Mark: 60, 30% out of Total Mark (i.e. 18 mark)
- Minimum pass mark for practical paper is 40%.
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Semester Exam. A student has to appear the Mid Semester Exam. Securing 'ABS' in both the chances in Mid Semester examination, student will be declared fail in that paper, though he/she secures pass mark in theory and practical.

NB: In order to clear a Semester examination a candidate is required to pass in all theory & practical papers/project component of the said semester.

12.DISCIPLINARY ACTION AGAINST UNFAIR MEANS IN EXAMINATIONS

A student adopting malpractice and/or showing any indiscipline behavior, violating code of conduct [Which includes: Use of programmable calculators, mobile phones(except the paper in which it is asked to use such tools)/ smart watch (even in switch off mode), document or any electronic devices having memory chips, leaving the Examination Hall within the first hour from the commencement of the examination, talking to other examinees in the Examination Hall, trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall, using question papers and/or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/outside, writing answers in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation/permission from the concerned authority of the examination etc.]

- a. Will be awarded “M” grade having 0(zero) Grade Point in the paper/papers concerned and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University for the first offense.
- b. For repeated offense as described above in subsequent semester examinations in spite of the warning issued previously or grave misconduct despite warnings, he will be awarded “M” grade having 0(zero) Grade Point in all the papers of that examination and will be expelled from the college for one year.
- c. Any student found man-handling/threatening the officers/staff connected with the examinations (Invigilator, Centre Superintendent, Supervisors, Principal, Members of Flying squad, etc.) will be awarded “M” grade having 0(zero) Grade Point in all the papers of that Examination and will be expelled from the college for one year. Other disciplinary actions as deemed fit as per the Odisha conduct of examination Act-1988 or University first statute -1990 or IPC would be initiated by the University/college.

13. RE-ADDITION/RE-CHECKING AND UN-EVALUATED PORTION:

- 13.1 A Student may apply through his/her college for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester. In case, there is any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The photo copy of answer scripts and information regarding re- addition of marks will be intimated to the candidate within 45 days.
- 13.2 There will be no re-evaluation processes of the answer scripts. However, in case of serious irregularities in evaluation detected/pointed out, the answer book has to be placed before a high level committee consisting of one member of the Examination Committee, one member of Board of Conducting Examination. and one subject expert for assessment provided the difference in marks claimed is more than 10% of total marks in the paper. If the new mark awarded by the high level committee is more than 5% of the total mark, the

new mark is to be accepted. The recommendation of high level committee will be accepted under approval of the examination committee/Vice-Chancellor.

14. GRADE SHEET:

At the end of 6 (six) Semester, a Grade sheet shall be made available to each student as per Clause 8.1. However, if a student requires additional copies, he/she should apply through the college with prescribed fees. Provisional Grade sheets for each semester will be sent to the Colleges through online mechanism. The final Grade sheets for each semester along with provisional certificate will be provided by the University at the end of the course i.e. after 6th Semester Examination.

15. RE-ADDITION OF MARKS AND PHOTO COPY OF ANSWER SCRIPTS:

A candidate desiring for re-addition of marks/photo copy of answer scripts may apply for the same in the prescribed application form available in the college concerned with application fees as applicable for re-addition of marks per paper and for photo copies of answer scripts per paper within 15 days from the date of publication of the result. Here publication means the date on which the result of the particular candidate has actually been published.



ADMISSION PROCEDURE

B.Com. (Hons.) and B.Sc. (Hons.)

Admission to B.Com. (Hons.) and B.Sc.(Hons.) programme is open to male and female students. A candidate to be eligible to apply for the B.Com.(Hons.) programme must have passed +2 in any discipline (Arts, Science and Commerce) and for B.Sc.(Hons.) programme a candidate must have passed +2 Science from any Board recognized by the Government of Odisha.

RESERVATION

The reservation of seats will be as follows:

Category	Per Cent/No.
♦ SC	16.25%
♦ ST	22.55%
♦ Children/wife of Martyrs/Ex-serviceman	1
♦ Children of serving defense personnel	1.00%
♦ Participated in International games/sports	1
♦ Physically handicapped students	3.00%

Note:

- 1) In case of non-availability of such candidates, the reserved seats will be filled from the merit list.
- 2) While calculating percentage, a number less than one will be treated as one and for a number greater than one with a fraction will be rounded to nearest integer.



SELECTION PROCEDURE

B.Com. and B.Sc. COURSE

Candidates will be selected for admission on the basis of merit list prepared by the Directorate of Higher Education (DHE) Govt. of Odisha under Student Academic Management System (SAMS).

BBA COURSE

Candidates will be selected on merit on the basis of marks secured in the +2 level examination.

APPLICATION PROCEDURE

Candidates seeking admission to BBA programme should apply in a prescribed form obtainable from the office of the Institute/ City Office on payment of **Rs. 500/- (Rupees five hundred)** only in cash or by mail on sending a Bank Draft drawn in favour of the Secretary, MIMTS, payable at any Nationalised Bank in Bhubaneswar along with two address slips. The candidate must write his/her full name in the back of the draft and the course applying for.

Last Date for Application: The application form complete in every respect should reach the office of the Principal within 14 days of the publication of the +2 Final examination results in case of BBA. Candidates whose results for qualifying examination are awaited may also apply provisionally. They have to produce their +2 marks and certificates within 14 days of the publication of their result. Applications received after last date or incomplete application forms shall not be considered. The Institute will not be responsible for postal delay or loss of application form in the transit.

DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM

- Mark sheets and certificates of all examinations (self attested)
- Conduct certificate from the Institution/College last attended.
- SC/ST certificate from the competent authority (MP/MLA/ Collector/ADM/ SDO/Local Gazetted Revenue Officer not below the rank of Deputy Collector/Tahashildar).
- Physical handicapped certificate and ID card issued by District Welfare Officer/ Community Development Officer/ Social Welfare Department of the State Government.
- Sports and Games certificate of participation are required for special weightage consideration from the competent authority (Director of Sports/ Sports Council of Universities counter signed by the Principal of the College).
- Photocopy of the receipt for Rs.500/-, if paid in cash, for the application form.
- Two self-addressed envelope.

CONFIRMATION OF ADMISSION

The merit list of candidates for admission will be displayed on the **notice board** of the Institute. The selected candidates will also be intimated individually by post. It is to be noted that the admission offered by the Institute is provisional and is subject to the final approval by the University.

The original documents required at the time of admission are as follows:

1. Certificates and mark sheets of all examinations passed till the qualifying examination.
2. College Leaving Certificate (to be retained by the Institute).
3. University Registration Receipt.
4. Migration Certificate (students from other University/Board)
5. Relief order from competent authorities (in case of sponsored candidates).
6. Eight passport size photographs

COURSE FEE

Under Graduate Programmes			
Courses	At the time of Admission	At the time of Re-admission to 2 nd Year	At the time of Re-admission to 3 rd Year
B.Com. (Hons.)	Rs.10,000.00	Rs.10,000.00	Rs.10,000.00
B. Sc. (Hons.)	Rs.20,000.00	Rs.20,000.00	Rs.20,000.00
Computer Sc.(Hons.)	Rs.22,000.00	Rs.22,000.00	Rs.22,000.00
BBA	Rs.30,000.00	Rs.30,000.00	Rs.30,000.00

Note:

The course fee excludes all other University fees such as examination fee, sports fee, registration fee, caution money, study circle fee and uniform fee etc.

A student shall have to register his/her studentship on payment of Rs.500 at the beginning of second semester till sixth semester.

SOME IMPORTANT NOTES

- (a) Candidates failing to take admission within the stipulated time shall forfeit their claim.
- (b) In case of any dispute in respect of the stipulations made in this prospectus and admission of students, the decision of the Admission Committee of the Institute is final and binding.

- (c) All correspondences in connection with admission or any matter relating to programme should be addressed to the Principal, MIMTS, Khordha

STUDENT COMMITTEE AND CAMPUS ACTIVITIES

There shall be different 'Student Committees' in the department. Committee activities are administered by a board of faculty members, HOD, Principal as the Chairman. The students in-group are encouraged to participate in:

- (a) Discipline Committee
- (b) Seminar Committee
- (c) Social/cultural committee
- (d) Health and hygiene committee
- (e) Sports committee
- (f) Year book committee
- (g) Grievance Committee
- (h) Anti-ragging Committee

Through these committees students learn the value of teamwork and leadership, improve the quality of life on campus, and ensure that programs and activities reflect the interests and concerns of the student body.

LIBRARY

Library is considered to be the intellectual pretty face of any educational Institution. This remaining upper most in the minds of the promoters of MIMTS, due priority has been accorded in the shaping of its library. It takes pride in becoming one of the leading libraries with state-of-the-art facilities. The library houses more than 5000 books picked from different branches of study - Management, Commerce and Science. Besides, to facilitate research activities, the library could manage to collect 136 Ph.D. thesis from top-notch Universities of India. Keeping pace with the development in higher education, the library subscribes 15 numbers of journals both national and international. The library also has a separate provision for a reading room with the capacity of 100 students.



HOSTEL

The college provides residential accommodation both for boys and girls. The Institute has two boys hostels which can accommodate 100 students. Similarly the Institute has one women's hostel to accommodate 100 girls students.

FOOD AND ACCOMMODATION CHARGES

- Hostel admission fee - Rs.1500/-
- Hostel caution money - Rs.1500/- (Refundable)
- Room rent - Rs.18,000/- (1st year at the time of admission)
- Food charges - Rs.25000/- (1st year payable on or before reporting)
- Room rent - Rs.18,000/- (2nd year payable on or before 20th February)
- Food charges - Rs.25000/- (2nd year payable on or before 20th February)
- Room rent - Rs.18,000/- (3rd year payable on or before 30th June)
- Food charges - Rs.25000/- (3rd year payable on or before 30th June)

HOSTEL RULES AND REGULATIONS

1. BEHAVIOUR AND DISCIPLINE

- 1.1 Boarders are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- 1.2 Smoking is not allowed in the hostel complex at anytime.
- 1.3 Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex is not allowed.
- 1.4 Parties, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the accommodation officer.
- 1.5 Boarders must return to the hostel by 7 pm everyday and are not allowed to leave the hostel before 6 am.
- 1.6 The Boarders will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission granted in writing by the accommodation officer.
- 1.7 A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other Boarders at all times. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television, Radio etc. provided in the common room must be switched off or volume toned down after 10:00 pm. These rules are intended to ensure a conducive environment for all Boarders.
- 1.8 Vandalism is a very serious offence. Boarders found guilty of committing such an offence can be evicted from the hostel.
- 1.9 In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college authorities.

2. UPKEEP OF THE HOSTEL

- 2.1 Boarders are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc. clean and tidy at all times.
- 2.2 All fans, lights and electrical appliances must be switched off when not in use.

- 2.3 Cooking, making tea etc. is not allowed in the hostel.
- 2.4 Common hostel furniture must not be moved without the permission of the accommodation officer.
- 2.5 Any damage to the hostel property must be reported immediately to the accommodation officer. Boarders will be charged for all damages except damages caused by normal wear and tear.
- 2.6 Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- 2.7 The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
- 2.8 Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the accommodation officer. However, every effort will be made to respect the privacy and dignity of the Boarders.
- 2.9 The hostel management reserves the right to move Boarders to other hostel units if there is a necessity.

3. VISITORS

- 3.1 Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hours as follows.
Weekdays: (Monday-Friday) - 5:00 pm to 6:00 pm & 7:30 am to 8:30 am
Weekend (Saturday, Sunday) and holidays- 7:30 am to 6:00 pm
- 3.2 All visitors must register at the guard house and provide all details and documents as requested by Security before entering the hostel complex.
All visitors must leave the hostel complex by 6:00 pm.
- 3.3 Boarders are not permitted to allow visitors of the opposite sex into rooms at any time for whatever reason. Any Boarders found violating this rule will be evicted from the hostel.
- 3.4 Non-Hostel students are prohibited in the hostel without the permission of Residential Warden. The student who violates this is answerable to the Warden.

4. RENTAL

- 4.1 Boarders are required to pay their rental in advance. The rental is paid on yearly basis.
- 4.2 The hostel management reserves the right to increase the rental by giving one month's notice.

5 TERMINATION OF TENANCY

- 5.1 Boarders can terminate the hostel tenancy by giving at least one month's written notice. Failure to give one month's advance notice will result in forfeiture of one month's rent.
- 5.2 The hostel management can end this tenancy at any time if: (a) the Boarders fails to pay any sums due to the hostel within fifteen days of the due date (b) if the Boarders fails to comply with the terms of this tenancy.
- 5.3 Admission in the hostel cannot be claimed as a matter of right.

6. SECURITY

- 6.1 Boarders are required to carry their hostel card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.

- 6.2 Boarders are advised to lock all doors at all times for security reason.
- 6.3 The hostel management is not responsible for any loss of private property. Hostilities are strongly advised to lock all your valuable e.g. mobile phones, laptop, watches, money etc. at all times.
- 6.4 Boarders are not permitted to change rooms or sleep anywhere other than in their own room.
- 6.5 Any Boarders who find his/her room-mate missing for more than 24 hours, must report to the accommodation officer immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place . Your cooperation is very much appreciated.
- 6.6 Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as T.V, VCR, heater, iron, oven etc. in the rooms is also prohibited.
- 6.7 Pets are not allowed in the hostel complex.

7. LATE NIGHT PASSES

- 7.1 Boarders should return to the hostel by the stipulated time. Occasionally, if the hostelite expects to be late (not beyond 10:00 pm), he/she should obtain a late night pass from the accommodation officer in advance and this pass must be produced to the security guard on returning to the hostel.

8. EMERGENCY

- 8.1 In case of any emergency, please contact the security guards at the guard house or call hostel/college authorities. Important telephone numbers are provided with these guidelines?

9. REVISION OF RULES AND REGULATIONS

- 9.1 The hostel management reserves the right to revise the rules and regulations from time to time and will Keep the Boarders informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

10. COMPLAINTS AND SUGGESTIONS

- 10.1 Any complaints, suggestions or enquiries are always welcome.

SEMINAR

Seminars are an important part of academic programmes and provide an opportunity for students to discuss and analyse a range of new material, ideas and concepts together with the resource persons. The institute organizes both in house as well as state level seminars. Every Saturday seminar on different topics are organized regularly. Besides persons with outstanding academic standing, persona and designations are invited to deliver talks on contemporary topics. These sessions are interactive and aimed at the wholesome academic upliftment of the students and the teachers.



CAFETERIA

The college has Cafeteria facilities which provide breakfast and lunch for the hostel and the day boarders and the staffs. The hostel boarder are also provided with dinner. Besides, there is a faculty lounge which caters to the needs of the faculties.



UNIFORMS

The Institute prescribes a common uniform for the students. The basic objective behind introducing a common prescribed uniform is to ensure unity, obedience, discipline and order among the students. All students are required to prepare at least two sets of uniforms at their own cost. It is mandatory on the part of the students to be in uniform in all programmes of the department including classroom teaching and field visits. Students, without prescribed uniforms will not be permitted to attend any activity in the campus as it violates the Institute's discipline.

STUDENTS' GRIEVANCES REDRESSAL

Students having grievances, if any, pertaining to academic programmes and their day-to-day activities may address to the Principal/or to the professor in charge of grievance redressal committee.

UNIVERSITY EXAMINATION

In order to be eligible to appear at the University Examination, a student has to secure at least 75% of attendance in theory classes. If any student falls short of required percentage of attendance he/she shall not be allowed to fill up forms to write in the University Examination. For this purpose the department shall fix the last date for estimating attendance. The Utkal University as per its rules and regulations shall award the degree.

RULES AND REGULATIONS

- (i) Students shall regularly attend all the theoretical classes and maintain punctuality in seminars, workshops, extramural lectures and all other educational and extracurricular activities. Students will have to conform to and comply with the instructions given by the authorities from time to time. Parents will be informed about irregular attendance or any kind of misconduct on the part of their wards and disciplinary actions, deemed fit, will be taken by the authority.
- (ii) Leave of absence from classes cannot be considered as a matter of right. Students have to take prior permission by submitting leave application to the concerned authorities.
- (iii) Students should take utmost care to maintain the cleanliness of the department and see that no property of the College is defaced or damaged by their action. Any student found to be indulging in such activities, shall be severely penalized even to the extent of temporary expulsion from the campus.

Students should inculcate a sense of brotherhood and belongingness to create a family like atmosphere inside and outside the campus. They should try on their part to adhere to the mission objectives and goals of the Department.

LIST OF HOLIDAYS - 2022

01.01.2022 (Saturday)	-	New Year Day
14.01.2022 (Friday)	-	Makar Sankranti
01.03.2022 (Tuesday)	-	Maha Shivaratri
18.03.2022 (Friday)	-	Dola Purnima
19.03.2022 (Saturday)	-	Holi
01.04.2022 (Friday)	-	Utkal Divas
14.04.2022 (Thursday)	-	Dr. Ambedkar Jayanti
15.04.2022 (Friday)	-	Good Friday
03.05.2022 (Tuesday)	-	Id-Ul-Fitre
30.05.2022 (Monday)	-	Savitri Amavasya
13.06.2022 to 16.06.2022 (Monday to Thursday)	-	Raja (4 Days)
01.07.2022 (Friday)	-	Rath Yatra
09.08.2022 (Tuesday)	-	Moharum
18.08.2022 (Thursday)	-	Janamastami
01.09.2022 (Thursday)	-	Nuakhai
03.10.2022 to 06.10.2022 (Monday to Thursday)	-	Durga Puja (4 Days)
24.10.2022 (Monday)	-	Diwali
08.11.2022 (Tuesday)	-	Kartika Purnima/Guru Nanak Jayanti)

List of Observation Days

26.01.2022 (Wednesday)	-	Republic Day
05.02.2022 (Saturday)	-	Vasant Panchami
15.08.2022 (Monday)	-	Independence Day
31.08.2022 (Wednesday)	-	Ganesh Chaturthi

List of Optional Holidays

09.07.2022 (Saturday)	-	Bahuda Yatra
11.08.2022 (Thursday)	-	Rakhipurnima
16.11.2022 (Wednesday)	-	Parthamastami