A student is instructed to read all the following guidelines and instructions before taking admission. It will be implied that the candidate is agreeing to all the terms and conditions and guidelines if it is submitted in online. The auto generated signature of the candidate will be affixed to this page automatically, once it is submitted by the candidate during admission.

A. **GENERAL & PCP INSTRUCTIONS – CDOE, Utkal University**

1. **Communication & Notices: CDOE does not send any notices, PCP schedules, examination schedules by post.** All official notices, exam schedules, and updates are published exclusively on the website: https://ddceutkal.ac.in. **Telephonic enquiries are not considered authentic.** Only notices uploaded on the website are official and valid.

2. **Facilities Not Provided:**
   i. **No Hostel Accommodation**
   ii. **No Placement Services**
   iii. **No Travel Concessions**
   iv. **No Study Tours or Picnics are arranged** for students.

3. CDOE does **not offer scholarships or stipends**. However, students may apply directly to eligible state/national scholarship portals if permitted. CDOE **does not follow up** on scholarship applications. The eligibility for applying of the same has to be verified by the student prior to the submission of application.

4. **Personal Contact Program (PCP):** PCP may be held **continuously or on separate dates/times**, from **7:00 AM to 9:00 PM**, in **online**, **offline**, or **hybrid** modes.
   i. **Online PCP** are conducted via platforms such as **Zoom**, **Google Meet**, **Microsoft Teams**, **YouTube**, or **Google Classroom**.
       a. Students must have access to an **Android device or laptop with internet connectivity**.
       b. Students must **keep audio and video off** during sessions for smooth conduct.
       c. Questions or queries must be submitted through the **chat box**, and will be addressed during or after the session.
   ii. **Offline PCP** are conducted at the **CDOE Centre, Bhubaneswar**.
       a. PCP are held **only when enrolment is more than ten** students in a batch.
       b. Supplementary **e-materials and notes** are provided by counsellors during PCP.
       c. PCP timings and details will be notified on the website.

5. **Study Materials: Course materials are uploaded** on the official website. Students may **download materials after admission/re-admission** into their respective courses. A student can collect the printed study materials from the CDOE Study Material Counter. In exceptional cases where study materials are not available, students may refer to the e-study materials provided on the official website.

6. A student may visit the **CDOE Library during official hours**, where hard copies of study materials, reference books, textbooks, and journals are available. **Note:** Lending facilities are *not* provided.

7. **Holiday Policy: CDOE remains closed** on:
   i. All **Sundays**
   ii. Every **2nd and 4th Saturday**
   iii. All **official public holidays** (as per Utkal University's Holiday List)

8. **Schedule Changes:** Any notified **examination or PCP schedule may be changed** due to **unavoidable circumstances** such as: Natural disasters, Strikes, Administrative decisions or in any other emergencies. All such updates will be made available on the official website.

B. DEPOSIT OF FEES – CDOE, UTKAL UNIVERSITY

Students may deposit their fees either through the online payment gateway **or via a** student-specific challan**.**

9. **For challan payments:**
    i. Students must collect their individual challan from the respective counter of CDOE.
    ii. Fees must then be deposited at the Canara Bank, DDCE Branch, located within the CDOE premises.
    iii. After making the payment, students must submit the CDOE copy of the challan at the CDOE counter and retain the student copy for their records.
    iv. An e-receipt will be issued by CDOE upon successful processing.
    v. The 3rd and 4th semester examination fees will be deposited by the candidate during the deposit of readmission fees.

    Important: The fee payment will not be considered valid unless an e-receipt is generated by CDOE, even if the student has deposited the fees at the bank.

10. **Payment Through Online Mode:**
    A student may deposit the fees through the online payment system. The link of the payment gateway will be activated only after authentication by the CDOE. To make the payment, the student must visit the official CDOE website and use one of the acceptable payment methods: Credit Card, Debit Card, Internet Banking, Wallet, QR Code, or UPI (such as PhonePe, Google Pay, Paytm, or any other UPI-enabled method).

11. **Fees & Refunds: Fees once deposited are non-refundable.** CDOE is **not responsible** for errors or lapses in **online transfers or challan deposits** made by students. Course fees are also **not reimbursable under any circumstance**.

C. a. EXAMINATION RELATED INSTRUCTIONS

12. **Examination Conducting Authority:** The **Centre for Distance and Online Education (CDOE)** is a constituent college of **Utkal University**. All **Degree, Diploma, and Postgraduate examinations** are conducted by the **Controller of Examinations (COE), Utkal University**.

13. **Examination Schedule:** The **COE publishes the examination schedules**, which include detailed programs for all CDOE examinations. These are uploaded on the official website: https://ddceutkal.ac.in
    i. **Examination Centres:** The **CDOE will serve as the default examination centre** for all courses.
    ii. For **B.A. and B.Com. students**, **additional centres** may be arranged in selected affiliated colleges of Utkal University. The exact **centre details are specified along with course information**. Upon request, the **COE and the Director, CDOE** may approve changes to a student's examination centre at their discretion.

14. **Examination Form & Fee:** At the time of admission, students are required to: **Fill in the examination form** and to **pay the 1st and 2nd semester examination fee**s as per the official notice issued by the university.

15. **Admit Card:** Before the commencement of the examinations, **admit cards are issued online** through the CDOE website. Students must **download the admit card** and **verify all details**. In case of any discrepancies, students must **report to the CDOE office in person** for correction.

16. **Malpractice Cases:** Students booked under malpractice must **fill up the repeat examination form** along with a self certified **undertaking**, **even before the official punishment is announced**.

17. **Documents Required During Examination:** Students must carry the following documents to the examination centre:
    i. Printed **Admit Card to be downloaded from the official website of CDOE.**
    ii. Valid **CDOE Identity Card**
    iii. A valid **Government-issued Photo ID Proof** (i.e, Aadhar Card)

18. **CDOE will not issue any individual communication** (by post, email, or phone) regarding examination dates or instructions. Students are advised to stay updated through the official website.

19. **Examination & Re-admission:** Notices regarding **re-admission and examination fee deadlines** are published on the website. If a student **misses the fee deadline**, they may deposit the fees **with prescribed late fees** as announced by CDOE.

20. **During examinations**, answers should be precise and to the point. Students must use the answer booklet space judiciously. **No additional sheets** shall be provided, and **margins must not be used**. Handwriting must be legible.

21. **Temporary absence** is *not allowed* during the first hour of the examination. For a **three-hour examination**, one temporary absence is permitted. For a **four-hour examination**, a maximum of two absences is allowed.
    i. Temporary absence must not exceed **five minutes** and requires the **approval of the invigilators**.
    ii. Under no circumstances may the **answer script or question paper** be taken outside the examination hall during absence.

22. **Only the following items are allowed** inside the examination hall: pen, pencil, eraser, ID card, admit card, permission letter, non-scientific calculator (if permitted), scale, purse, sharpener, and refills.

23. Any examinee **found misbehaving with the invigilator** will face **strict disciplinary action**.

24. If a student **refuses to sign** the malpractice form, the **Centre Superintendent** is authorized to book the candidate.

25. In cases of **malpractice**, the decision of the appropriate University committees shall be **final**. A candidate may reappear in subsequent examinations **only with an undertaking**.

26. **Mobile phones or any other electronic gadgets are strictly prohibited.** CDOE does **not provide safekeeping** for such items. Any mobile phones or bags placed in a common area are done so **at the student's own risk**. CDOE shall bear **no responsibility** for theft or loss.

27. **Parking** of two-wheelers and other vehicles is allowed only at designated places. **Parking is at the student's own risk**. Students are advised to **double-lock** their vehicles. CDOE is **not responsible** for theft, and several thefts have been reported in the past.

28. **Students requiring special arrangements** (e.g., physically challenged, differently-abled, nursing mothers, pregnant women) must **apply at least 15 days** before the examination to the **Controller of Examinations, Utkal University** or the **Director, CDOE**.
    i. If a **scribe** is required, full details of the scribe (including ID proof and highest educational qualification) must be submitted.
    ii. Approval from both the Director, CDOE and the Controller of Examinations is required before the scribe is permitted.
    iii. The scribe must be pursuing a **lower academic level** than the examinee.
    iv. CDOE shall not take any responsibility unless all formalities are completed.
    v. Provisions of the **Higher Education Department, Government of Odisha** will apply.

29. **Examinees are subject to physical frisking** at the entry gate and inside the examination hall.

30. **Any form of indiscipline or malpractice** will be **strictly dealt with**.
31. Students must **download the examination timetable and admit cards** to verify exam centres, subjects, and other details **well before the commencement of exams**.
32. Students are required to carry their **own water bottle** to the examination hall. **Poly pouches or packets are not allowed**.
33. **Dual Component Evaluation:** All PG, MBA, MCA and CBCS-based examinations include **University Examination and Internal Assessment** components. Students must **appear and pass both components** to be considered successful in the subject.
34. **Examination Schedule:** The university examination schedule is published with the approval of the **Controller of Examinations (COE), UU**. Students are advised to **regularly visit the official website** for updates.
35. **Internal Assessments/Assignments:** Internal assessments may be conducted **during the University examination period**, or Students may be required to **submit home-prepared assignments on the day of the University exam** for the respective paper. Assignments **will not be accepted after the completion of examination. Home assignments are applicable only for PG courses**. For **UG courses**, internal assessments will be conducted **in person at the CDOE/DDCE Centre**.
36. **Project Work:** Students must follow the respective **project guidelines** provided for each subject. The **Project University Test will be held at the CDOE/DDCE Centre** as per the official schedule.
37. **Reappear/Failed Candidates:** Candidates who have failed must **reappear in both the assignment/internal test and the University examination**.
38. **Discrepancy in Marks or Attendance:** In case of **missing marks or incorrect absentee records**, students must obtain a **copy of the attendance sheet and memo**. Affected students should then **submit a form for reappearance**, pending resolution of the marks issue.
39. Students admitted in Computer Sc. Streams are instructed to bring their own Laptops for the Lab purpose.

D. GUIDELINES FOR COLLECTION OF ACADEMIC CERTIFICATES AND MARK SHEETS:

40. **University Registration Number:** The **University Registration Number** is issued by CDOE/DDCE on behalf of the **Controller of Examinations, Utkal University**. This **Registration Number is the same as the Enrolment Number** and is unique to each student.
41. **Result Publication:** All semester-wise results are published by the **Controller of Examinations**.
42. **Semester-wise Mark Sheets:** All semester-wise mark sheets, including SGPA/CGPA details, are uploaded on the official CDOE/DDCE website. Students must download their respective mark sheets after the declaration of results.
43. **Provisional Certificate & Grade Sheet:** Upon successful completion of the final examination, students will be issued a **Provisional Certificate-cum-Memorandum of Marks/Grade Sheet** by the Controller of Examinations. These documents must be collected from the CDOE office during office hours upon verification of the student's identity.
44. **Original Degree (OD) Certificate:** The University prepares and issues OD certificates either in **hard copy** or **e-format**. If the **hard copy** is available at CDOE office, students can collect it by presenting the photocopy of their Mark Sheet and/or Provisional Certificate (e-mark sheet is also acceptable), and Valid ID Proof. After proper document verification via TR or online records, the OD will be issued to the candidate.
45. **If OD is Not Available at CDOE:** The candidate must apply to the **Controller of Examinations, UU** through the **Director, CDOE**, along with the requisite fees (if applicable). The University will then issue the OD certificate (hard copy or e-degree) directly to the candidate.

46. **Collection by Representative:** Under the approval of the Director, a **student's representative** (such as Father or Mother) may collect certificates on behalf of the student by presenting their own valid ID proof, and submitting an **undertaking from the student** with authenticated signature of the receiver. In **exceptional cases**, the Director has sole discretion to authorize issuance of certificates to other representatives.

47. **Student Category Clarification:** Utkal University recognizes two categories of students **Collegiate Students** are the Regular students formally enrolled in the University or its affiliated colleges/institutions and **Non-Collegiate Students** are the Private students who are not formally enrolled. Students enrolled through the **CDOE/DDCE** are considered **Collegiate Candidates**. Therefore, their **provisional cum mark sheets** will mention the term **"Regular."**However, it is important to note that **programs offered under the Open and Distance Learning (ODL) mode are not considered full-time programmes**, even though students are treated as regular (collegiate) for academic and certification purposes.

48. **UGC Equivalence Notification:** As per the **University Grants Commission (UGC) Distance Education Bureau (DEB)** notification on the **Equivalence of Qualifications**, the following applies: *"Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and /or Online mode by Higher Educational Institutions, recognized by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode"*.

E. CLC, MIGRATION & IDENTITY CARD

49. **CLC / Migration Certificate:** Submission of **College Leaving Certificate (CLC) or Migration Certificate** is **not mandatory** at the time of admission. If a student submits either document, the **same will be issued by CDOE**:
    i.   Upon **successful course completion**, or
    ii. In the case of **course discontinuation**.

50. A **separate conduct certificate is not issued**; conduct information is included in the CLC.

51. **Duplicate CLC:** Issued upon submission of a **self-declaration/affidavit** and payment of a **fee of Rs. 200**, and must be applied for **within 5 years** from the date of course completion.

52. **CLC Request After 5 Years:** If a student applies for a **CLC after 5 years** (original or duplicate), they must pay a **fee of Rs. 500 and s**ubmit a **self-declaration/affidavit** with all relevant academic and personal details.

53. **Identity Card:** Issued after the completion of the **admission process**. **Duplicate Identity Cards** can be obtained on payment of a **fee of Rs. 50 with the s**ubmission of a **self-declaration**.

54. **Migration Certificate:**
    i.   Students from the **2011 admission batch onwards** (with online registration numbers) can collect their migration certificates from **CDOE/DDCE, Utkal University**.
    ii. In case of a student, who have transferred from a different university and admitted at CDOE/DDCE ,Utkal University must produce the migration of the university from where he/she is being transferred in order to get a get a fresh migration form Utkal University.

iii. Students **admitted prior to 2011** must obtain their migration certificates from the **main campus of Utkal University**.

iv. Required fees (if applicable) must be paid **at the university counter** or **through the designated payment platform Online via SBI Collect**. Visit: https://utkaluniversity.ac.in .

F. TRANSCRIPTS & DATE OF RESULT PUBLICATION

55. **Transcripts for International Use:** Students seeking **employment or admission abroad** may require **official transcripts**. To obtain a transcript, students must apply to:
Controller of Examinations,
Utkal University,
Vani Vihar, Bhubaneswar – 751004.

56. **Date of Result Publication:** The **date of publication** is printed on the **Provisional Certificate-cum-Memorandum of Marks/Grade Sheet**. If **not mentioned**, students must request official confirmation from the **Controller of Examinations** at the above address.

57. **Fee Payment:** Any applicable fees must be paid either: At the **University Counter**, or **Online via SBI Collect**. Visit: https://utkaluniversity.ac.in .

I undertake that I have read all the above and understood the content and I am accepting all these above.

(Full Signature)

Date   Name: _____

Course: _____

Enrolment No: _____