

# PROSPECTUS

for

Admission into Professional UG/PG Courses

## BBA

Bachelor in Business Administration

## MSW

Master in Social Work

## MAJ&MC

Master of Arts in Journalism & Mass Communication

## MPM&IR

Master in Personnel Management & Industrial Relation

## M.Com (F&C)

Master in Commerce (Finance & Control)



Dept. of SFC

[BBA, MSW, MAJ&MC, MPM&IR, M.Com (F&C)]

**BHADRAK AUTONOMOUS COLLEGE**

Bhadrak - 756 100 (Odisha)

**Bhadrak Autonomous College**  
**PROFESSIONAL UG/PG COURSES PROSPECTUS**  
**BBA | MSW | MAJ&MC | MPM&IR | M.Com (F&C)**

Bhadrak Autonomous College, Bhadrak is one of the premier institutions of higher learning in Odisha. It was established in the year 1948 and conferred with autonomous status by the UGC and Government of Odisha from the session 2002-03. The college formulates its own syllabi, conducts examination and publishes results. However, the Graduation and post Graduation degree certificates are awarded by Fakir Mohan University, Balasore to which the college is affiliated. The college has been accredited by NAAC and awarded the Grade 'A'. The college aims at providing quality education, building character and developing the personality of the students.

The college mainly aims at imparting quality education, personality and holistic development of its students for their professional achievements. In the rapid development scenario, career prospects for the job seekers are diversifying and it is imperative to keep pace with the changing career platforms. With the consideration of need based approach College provides post-graduate professional courses with career orientation of the students in PPP mode.

**Graduate stream BBA and Post Graduate streams MSW, MAJ&MC, MPM&IR & M.Com (F&C) are the professional courses being provided by the College in self financing mode as per the higher education perspective of the State Government for augmenting skilled pool and enhancing the future prospects of the passing out degree holders.**

## THE COURSES

### Graduate Level Course

#### Bachelor in Business Administration (BBA)

Total Intake	50
Course Fees	Rs. 25,000/- per year
Duration	3 years (6 Semester)
Eligibility Criteria	The applicant must have +2 or equivalent qualification from any recognized board/university in any stream. A candidate who has appeared in +2 last year examination may also apply in anticipation of the results, provided he/she should clear last year examination at the time of admission.

#### Course Structure: Total No. of Papers – 26 (6 semesters).

Semester	Paper Code	Name of the Papers	Paper Code	Marks	Credit Points
First Semester	1.1	Communicative English	AECC-I	80 + 20	4
	1.2	Financial Accounting	Core 1	80 + 20	6
	1.3	Principle & Practices of Management	Core 2	80 + 20	6
	1.4	Business Environment	GE 1	80 + 20	6
				<b>400</b>	<b>22</b>
Second Semester	2.1	Environmental Science	AECC-2	80 + 20	4
	2.2	Business Statistics	Core 3	80 + 20	6
	2.3	Organizational Behaviour	Core 4	80 + 20	6
	2.4	Banking and Insurance	GE 2	80 + 20	6
				<b>400</b>	<b>22</b>
Third Semester	3.1	Production and Operation Management.	Core 5	80 + 20	6
	3.2	Income Tax Law and Practice	Core 6	80 + 20	6
	3.3	Human Resource Management	Core 7	80 + 20	6
	3.4	Business Economics	GE 3	80 + 20	6
	3.5	Communicative English Skills	SEC 1	80 + 20	4
				<b>500</b>	<b>28</b>
Fourth Semester	4.1	Cost and Management. Accounting	Core 8	80 + 20	6
	4.2	Marketing Management	Core 9	80 + 20	6
	4.3	E-Commerce	Core 10	80 + 20	6
	4.4	Business Law	GE 4	80 + 20	6
	4.5	Fundamental of Computers	SEC 2	80 + 20	4
				<b>500</b>	<b>28</b>
Fifth Semester	5.1	Financial Statement Analysis and Reporting	Core 11	80 + 20	6
	5.2	Business Ethics and Strategic Management	Core 12	80 + 20	6
	5.3	Retail Management	DSE-1	80 + 20	6
	5.4	Merchant Banking	DSE-2	80+20	6
				<b>400</b>	<b>24</b>

<b>Sixth Semester</b>	6.1	Entrepreneurship	Core 13	80 + 20	6
	6.2	Fundamentals of Financial Management	Core 14	80 + 20	6
	6.3	Fundamentals of Investment	DSE-3	80 + 20	6
	6.4	Business Research Methods and Project Work	DSE-4	100	6
				<b>400</b>	<b>24</b>
		<b>GRAND TOTAL</b>			<b>2600</b>

<b>6<sup>th</sup> Semester Mark Distribution</b>	
Project Work DSE-4	Practical-80 Prsentation-10 Viva-voce-10
	<b>Total-100</b>

**Note :**

- **AECC** : ABILITY ENHANCEMENT COMPULSORY COURSE
- **GE** : GENERIC ELECTIVE COURSE
- **DSE** : DISCIPLINE SPECIFIC ELECTIVE COURSE
- **SEC** : SKILL ENHANCEMENT COURSE

- ✦ For a **Six** credit course, the total teaching hours are: Minimum 40 Hours and Maximum 45 Hours
- ✦ For a **Four** credit course, the total teaching hours are: Minimum 30 Hours and Maximum 35 Hours

**Post Graduate Level Courses****A. Master in Social Works (MSW)**

Total Seats 64

Course Fees Rs. 30,000/- per year

Duration 2 years (4 Semester)

Eligibility Criteria The applicant must have a bachelor's degree of minimum 3 years duration or its equivalent. (10+2+3) from recognized university with minimum 40% aggregate marks. This criterion applies to all categories. A candidate who has appeared in last year degree examination may also apply in anticipation of the results, provided he/she has to clear the last year examination at the time of admission.

<b>1<sup>st</sup> /2<sup>nd</sup> Semester Mark Distribution</b>		
<b>Theory</b> Semester Examination - 80 Internal Examination - 20	<b>Practical (1<sup>st</sup> Semester)</b> Written & Practical test – 80 Record – 05 PPT Presentation - 05 Viva-voce – 10	<b>Practical (2<sup>nd</sup> Semester)</b> Written & Practical Test – 40 Field Report - 40 Record – 05 PPT Presentation - 05 Viva-voce – 10
	<b>Total – 100</b>	<b>Total-100</b>

**Course Structure: Total No. of Papers – 20 (4 semesters).**

Semester	Paper Code	Name of the Paper	Practical/Field work Report/Dissertation	Mid-Term Exams	End-Term Exams	Total
First Semester	SW-101	Evolution of Social Work		20	80	100
	SW-102	Society and Regional Problems		20	80	100
	SW-103	Environment and Disaster Management		20	80	100
	SW-104	Statistical Methods		20	80	100
	SW-105	Statistical Applications (Practical) (Written + Record + PPT Presentation + Viva-Voce)	80+05+05+10	-	100	100
		<b>Grand Total</b>		-	<b>80</b>	<b>420</b>
Second Semester	SW-201	Research Methodology		20	80	100
	SW-202	Epidemiology and Public Health		20	80	100
	SW-203	Maternal and Child Health		20	80	100
	SW-204	HIV/AIDS and Counseling		20	80	100
	SW-205	Statistical Applications in Health (Practical) (Written+ Field Report +Record +PPT Presenta- tion+ Viva-Voce)	40+40+05+05+10	-	100	100
		<b>Total</b>		-	<b>80</b>	<b>420</b>
Third Semester	SW-301	Social Development		20	80	100
	SW-302	Social Work Practice with Individual		20	80	100
	SW-303	Social Work Practice with Group		20	80	100
	SW-304	Social Work Practice with Community		20	80	100
	SW-305	Group Field Work (Practical) (FWR + Proposal PPT + Findings' PPT + Viva-Voce)	80+05+15	-	100	100
		<b>Total</b>		-	<b>80</b>	<b>420</b>
Fourth Semester	SW-401	Civil Society, NGOs and Social Work		20	80	100
	SW-402	History and Theories of Development		20	80	100
	SW-403	Social Policy, Social Legislation and Social Justice		20	80	100
	SW-404	Social Welfare Organization & Panchayati Raj System		20	80	100
	SW-405	Project Work/ Dissertation and Viva-Voce (Practical) (Proposal & Presentation marks + Data work marks +Findings & Presentation marks + Field- work report mark + Viva-Voice mark)	15+20+15+30+20	-	100	100
		<b>Total</b>		-	<b>80</b>	<b>420</b>
		<b>GRAND TOTAL: 400+1600=2000</b>		<b>320</b>	<b>1680</b>	<b>2000</b>

3rd/4thSemester Mark Distribution		
Theory Semester Examination –100	<b>Practical (3rdSemester)</b> FWR + Proposal - 80 PPT + Findings -05 PPT+ Viva voce-15	<b>Practical (4thSemester)</b> Project Work/ Dissertation and Viva-Voce (Practical) <b>Proposal &amp; Presentation marks-15</b> <b>Data work marks – 20</b> <b>Findings &amp; Presentation marks-15</b> <b>Fieldwork report mark-30</b> <b>Viva-Voice mark-20</b>
	<b>Total – 100</b>	<b>Total-100</b>

**B. Master in Personnel Management & Industrial Relations (MPM&IR)**

Total Seats	64
Course Fees	Rs. 30,000/- per year
Duration	2 years (4 Semester)
Eligibility Criteria	The applicant must have a bachelor's degree of minimum 3 years duration or its equivalent. (10+2+3) from recognized university with 40% marks. This criterion applies to all categories. A candidate who has appeared in last year degree examination may also apply in anticipation of the results, provided he/she has to clear the last year examination at the time of admission.

**1<sup>st</sup> /2<sup>nd</sup> Semester Mark Distribution****Theory**

Semester Examination - 100

**Course Structure: Total No. of Papers – 24 (4 semesters).**

Semester	Paper Code	Name of the Papers	SIP Report/ Viva/ Dissertation	Mid- Term Exams	End-Term Exams	Total
First Semester	PMIR-101	General Management		20	80	100
	PMIR-102	Industrial Relations – I		20	80	100
	PMIR-103	Labour Legislation – I		20	80	100
	PMIR-104	Industrial Economics		20	80	100
	PMIR-105	Research Methodology		20	80	100
	PMIR-106	Industrial Sociology		20	80	100
		<b>Total</b>			<b>120</b>	<b>480</b>
Second Semester	PMIR-201	Human Resource Management (HRM) – I		20	80	100
	PMIR-202	Industrial Relations – II		20	80	100
	PMIR-203	Labour Legislation – II		20	80	100
	PMIR-204	Labour and Managerial Economics		20	80	100
	PMIR-205	Management Information System(MIS)&Computer Ap- plication		20	80	100
	PMIR-206	Statistics		20	80	100
		<b>Total</b>			<b>120</b>	<b>480</b>
Third Semester	PMIR-301	Human Resource Management – II		20	80	100
	PMIR-302	Organizational Behaviour-I (O.B)		20	80	100
	PMIR-303	Human Resource Development – I		20	80	100
	PMIR-304	Basics of Marketing and Financial Manage- ment		20	80	100
	PMIR-305	TQM and Productivity Management (choice based)		20	80	100
	PMIR-306	Summer Internship Programme Report & Viva-Voce	80+10+10=100		Nil	100
		<b>Total</b>		<b>100</b>	<b>100</b>	<b>400</b>

Fourth Semester	PMIR-401	Organizational Behavior – II		20	80	100
	PMIR-402	Human Resource Development – II		20	80	100
	PMIR-403	Labour Administration and Social Security		20	80	100
	PMIR-404	Business Environment and Strategic Management		20	80	100
	PMIR-405	Business Ethics		20	80	100
	PMIR-406	Dissertation and Viva-Voce	80+10+10=100		NIL	100
		<b>Total</b>		100	100	400
<b>ALL TOTAL (440+1960=2400)</b>				<b>440</b>	<b>1960</b>	<b>2400</b>

3rd/4thSemester Mark Distribution		
Theory Semester Examination - 100	Practical (3rdSemester) SIP Report-80 PPT Presentation- 10 Viva-Voice mark- 10	Practical (4thSemester) Dissertatio-80 PPT presentation-10 Viva-10
	<b>Total – 100</b>	<b>Total – 100</b>

### C. Master of Arts in Journalism & Mass Communication (MAJ&MC)

Total Seats 64

Course Fees Rs. 25,000/- per year

Duration 2 years (4 Semester)

Eligibility Criteria The applicant must have a bachelor's degree of minimum 3 years duration or its equivalent. (10+2+3) from recognized university with 40% marks. This criterion applies to all categories. A candidate who has appeared in last year degree examination may also apply in anticipation of the results, provided he/she has to clear the last year examination at the time of admission.

#### Course Structure: Total No. of Papers – 20 (4 semesters).

Semester	Paper Code	Name of the Paper	Assignment/ Practical/ Dis- sertation Marks	Mid-Term Exams	End-Term Exams	Total
First Semester	JMC-101	Principles of Communication	Nil	20	80	100
	JMC-102	Development, Communication and Media	Nil	20	80	100
	JMC-103	Print Media -1	Nil	20	80	100
	JMC-104	Electronic Media -1	Nil	20	80	100
	JMC-105	Indian Polity and Freedom of Expression	<b>20-(A)</b>		80	100
		<b>TOTAL</b>		20	<b>80</b>	<b>400</b>
Second Semester	JMC-201	Advertisement and Public Relations	Nil	20	80	100
	JMC-202	Corporate Communications	Nil	20	80	100
	JMC-203	Media Laws and Ethics	Nil	20	80	100
	JMC-204	Media Management	<b>20-(A)</b>		80	100
	JMC-205	Professional Writing	<b>20-(A)</b>		80	100
		<b>TOTAL</b>		40	<b>60</b>	<b>400</b>

Third Semester	JMC-301	International and Inter-Cultural Communi-cationS	Nil	20	80	100
	JMC-302	Print Media - II (Practical)	<b>50-(A) &amp;50-(P)</b>		Nil	100
	JMC-303	Electronic Media – II	<b>20-(A)</b>		80	100
	JMC-304	Photography and Photo journalism	<b>20-(A)</b>		100	100
	JMC-305	Printing Technology & Layout Design	Nil	20	80	100
		TOTAL		140	<b>40</b>	<b>320</b>
Fourth Semester	JMC-401	Communication Research	Nil	20	80	100
	JMC-402	Media and Society	Nil	20	80	100
	JMC-403	Computer Application for Mass Media	<b>20-(A)</b>		80	100
	JMC-404	Specialization	Nil	20	80	100
	JMC-405	Dissertation & Viva Voce <b>(Field Work Report+Viva-Voce)</b>	<b>80+20</b>		Nil	100
		TOTAL		120	<b>60</b>	<b>320</b>
	<b>GRAND TOTAL</b>		220	240	1540	<b>2000</b>

#### D. Master in Commerce (Finance & Control)-M.Com (F&C)

Total Seats 64

Course Fees Rs. 25,000/- per year

Duration 2 years (4 Semester)

Eligibility Criteria The applicant must have a bachelor's degree of minimum 3 years duration or its equivalent. (10+2+3) from recognized university with 40% marks. This criterion applies to all categories. A candidate who has appeared in last year degree examination may also apply in anticipation of the results, provided he/she has to clear the last year examination at the time of admission.

#### Course Structure: Total No. of Papers – 32 (4 semesters).

Semester	M.Com (F&C) Pa-Pers	Name of the Paper	Record+PPT Presentation+ Viva-voce	Mid-Term Exams	End-Term Exams	Total Marks
First Semester	Paper-1.1	Management Concept & Organisational Behaviour		20	80	100
	Paper-1.2	Economic Analysis for Decision Making		20	80	100
	Paper-1.3	Financial Accounting		20	80	100
	Paper-1.4	Quantitative Techniques for Management		20	80	100
	Paper-1.5	Marketing Management		20	80	100
	Paper-1.6	Financial Management		20	80	100
	Paper-1.7	Business and Financial Environment		20	80	100
	Paper-1.8	Financial Market and Institutions		20	80	100
		<b>GRANDTOTAL</b>			<b>160</b>	<b>640</b>



Second Semester	Paper-2.1	Management of Financial Institutions		20	80	100
	Paper-2.2	Accounting for Managerial Decisions		20	80	100
	Paper-2.3	Banking and Insurance Management (BIM)		20	80	100
	Paper-2.4	Investment Analysis & Equity Research (IAER)		20	80	100
	Paper-2.5	Financial Services and Instruments (FSI)		20	80	100
	Paper-2.6	International Business (IB)		20	80	100
	Paper-2.7	Mutual Fund & Portfolio Management (MFPM)		20	80	100
	Paper-2.8	Research Methodology & Business Communication (RMBC)		20	80	100
	<b>TOTAL</b>				<b>160</b>	640
Third Semester	Paper-3.1	Financial Derivatives & Risk Management (FDRM)		20	80	100
	Paper-3.2	International Finance (IF)		20	80	100
	Paper-3.3	I.T. for Management (ITM)		20	80	100
	Paper-3.4	Strategic Management (SM)		20	80	100
	Paper-3.5	Tax Planning & Management (TPM)		20	80	100
	Paper-3.6	Services Marketing (SM)		20	80	100
	Paper-3.7	Corporate Restructuring & Financial Engineering (CRFE)		20	80	100
	Paper-3.8	Training Report ( <b>Record +PPT+ Viva-voce</b> )	<b>60+20+20</b>	-	100	100
	<b>TOTAL</b>				<b>140</b>	<b>660</b>
Fourth semester	Paper-4.1	Strategic Financial Management (SFM)		20	80	100
	Paper-4.2	Corporate Governance and Business Ethics (CGBE)		20	80	100
	Paper-4.3	Commodity Markets and Futures (CMF)		20	80	100
	Paper-4.4	Retailing and Brand Management (RBM)		20	80	100
	Paper-4.5	Business & Corporate Law (BCL)		20	80	100
	Paper-4.6	Accounting Standards & Corporate Reporting (ASCR)		20	80	100
	Paper-4.7	Entrepreneurship & Small Business Management (ESBM)		20	80	100
	Paper-4.8	Final Project and Viva-Voce ( <b>Record + PPT Presentation+ Viva-voce</b> )	<b>60+20+20</b>	-	100	100
	<b>TOTAL</b>				<b>140</b>	<b>660</b>
<b>GRANDTOTAL (600+2600=3200)</b>				<b>600</b>	<b>2600</b>	<b>3200</b>

3rd/4thSemester Mark Distribution		
<b>Theory</b> Semester Examination –80 Internal Examination-20	<b>Practical</b> Record-60PPT-20 Viva-voce-20	<b>Practical</b> Record-60 PPT-20 Viva-voce-20
	<b>Total-100</b>	<b>Total-100</b>

**Note:**

- Course Fee is fixed by Higher Education Department, Govt. of Odisha.
- There is no Fee Concession for Reservation or any other category.
- Course fee may be restructured subject to Govt. approval at the time of admission.
- Admission / Examination Fee and any other expenses relating to lodging, boarding and other co-curricular activities will be paid separately by the students.
- All the above courses are recognised by Department of Higher Education, Government of Odisha and affiliated to Fakir Mohan University, Balasore.

## Admission Procedure:

Admission to all the professional courses will be held on the basis career evaluation fulfilling the minimum eligibility criteria. Selection of the applicants shall be made on the basis of marks secured at Graduation / +2 level and career assessment. Students will be admitted as per their option of the course.

### Application Form & Prospectus:

Students can obtain the Application Form & Prospectus from the College counter OR Professional PG Department, Bhadrak Autonomous College, Bhadrak during office hours from 10.00 AM to 5.00 PM on payment of Rs. 200/-. OR can also get the same through registered post by sending 250/- DD drawn in favour of Principal, Bhadrak Autonomous College, Bhadrak payable at Bhadrak. *(The candidate must write his/her full name in the backside of the draft.)*

### Submission of Application

- ✉ Application Form duly filled in should reach the Principal, Bhadrak Autonomous College, Bhadrak – 751 014 latest by the last date of receipt of forms either by hand or by Registered Post / Speed Post.
- ✉ The College shall not be held responsible for any kind of postal delay. The candidates are, therefore, advised to send their applications sufficiently ahead of time so that they reach the College by 5.00 P.M. of the last date of submission of form.
- ✉ Last date for submission of form is mentioned on the next page of this prospectus and subject to change by the authority if needed.
- ✉ Applications incomplete in any manner or received after the last date shall be rejected.

### Reservation

Seats will be reserved for SC, ST and Physically Handicapped students as per Govt. Rule.

Note: In case of non-availability of such candidates, the reserved seats will be filled up from the merit list.

## Confirmation of Admission

- After drawing the final merit list intimation shall be sent to the selected candidates by speed post/registered post indicating the date and time of admission and documents to be submitted.
- The list of applicants selected for admission shall be displayed on the main Notice Board of the College.

### Note:

- Certificates not signed by competent authority shall not be considered for selection. Doubtful cases shall be referred to the appropriate authority for scrutiny.
- Claim for reservation shall not be considered unless it is supported by genuine documents.
- The selection/admission of a candidate shall be invalidated if suppression of facts, submission of false information or forgery of documents is detected during the process of admission or thereafter, and such cases shall be reported to the appropriate authority who may draw criminal proceedings against the candidate concerned.
- Any false information found on verification of the original document at any stage will lead to cancellation of selection / admission and will be treated as a cognizable offence.

### Documents to be submitted with Application Form:

- Xerox copies of Mark sheets and certificates of all examination (self attested)
- Xerox copies of Conduct certificate from the Institution last attended.
- Xerox copies of SC/ST certificate from the competent authority (MP/MLA/Collector/ADM/SDO/Local Gazetted Revenue officer not below the rank of Deputy Collector/Tahasildar).
- Physically handicapped certificate and ill card issued by District Welfare Officer / Chief District Medical Officer / Social Welfare Department of the State Govt.
- Photocopy of the money receipt (if paid in cash, for the application form)
- Two self-addressed envelopes of (9" x 4" size) with Postal stamp.

### Documents to be presented at the time of Admission

- Original of Certificates and mark sheets of all examinations passed till the qualifying examinations.
- College Leaving Certificate (to be retained by the college)
- Migration Certificate (for students from other university)
- Relieve order from competent authority (in case of sponsored candidate)
- Six passport size photographs.
- Intimation Letter
- The original Conduct Certificate from the Head of the Institution last attended.
- The original and one attested photocopy of Caste Certificate, if applicable.
- The original and one attested photocopy of Certificate in support of claim, if any for reservation.

**DECISION FOR ADMISSION**

Admission to the College cannot be claimed as a matter of right. The decision for admission shall be made by the Principal if satisfied with the conduct of the applicant and information provided by him/her.

The Principal reserves the right to cancel the admission of a student at any time if he/she is convinced that the student conducts himself/herself contrary to the discipline of the College.

**CAUTION**

Applicants are advised to go through the prospectus thoroughly before filling in / submission of application forms and avoid misleading information from unauthorized persons to prevent possibility of rejection of application.

Last date for receipt of completed applications for Admission - .....

**WARNING**

In case the applicant for admission is found to have indulged in Ragging or any Police filed criminal activities in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the college.

**PRINCIPAL**  
 Bhadrak Autonomous College  
 Bhadrak

**Facilities**

The serene educational ambience of the campus will enthrall the students to imbibe the humanistic and egalitarian social ethos. In rapidly developing industrial base and implementation of development sector project & programmes in the state, our endeavour is to provide skilled professionals to the industry and world class support with indigenous man power. In this scenario students of the adjoining areas can get maximum benefits by honing their skills in the relevant fields. The college has all the requisite facilities for comfortable learning and acquiring relevant skills. Main attractions of these professional courses are:

**Expert Faculty:** Highly qualified and experienced teachers.

**Regular Guest Lectures:** By eminent academicians and professionals of the concerned area to enlighten the students on real life problems.

**Interactive Teaching:** Teaching comprises seminars, group discussions, simulation games, assignments, case studies, field visits, industrial tours, SIP, research projects, presentations and exercises.

**Advanced Curriculum:** The curriculum is designed to impart knowledge to handle intricate issues. These curriculums will help the students not only to hone their decision-making skills but also adapt themselves to the dynamic learning environment.

**Library Facilities:** The Department Library is the store house of Knowledge where the students can fulfill their minimum requirement in search of learning. It includes a number of voluminous and qualitative books on

social work, rural development, media & management studies, industrial management, Business Management, Accountancy, Humanities and different Odia/ English dailies.

**Hostel Facility:** 10% Seats of each hostel is fixed for Professional PG Courses. Separate hostel facilities for Boys & Girls with in-house canteen satisfying all the requirement of students. However, the students interested to avail the hostel facility are required to apply separately. They have to bear the lodging and boarding charges as fixed up by authority.

**Courses Delivery**

**Classroom Instruction**

Weekly periods are assigned for classroom teaching and some days for practical. There are at least four classes allotted for each paper in a week. Along with the theory classes the students are given scope to regularly use the library in order to successfully complete their course. Guest Lectures by top ranking professionals and educationists are regularly organised. Audio-visual presentations and computer application are also included in the curriculum.

**Field Work**

Field work is an important aspect of curriculum that enable students to develop professionalism through continuous self-evaluation. The fields of interventions are relatively different for all the professional streams.

**Exposure**

Exposure helps the students to know the practical problems and related issues that will enable them to compete in the diverse situations without any problem. Exposure based learning is one of the main attractions and it will immensely help the students in the getting acquainted with the real life issues and coping procedures.

**Project Report (UG Courses)-50 marks**

Report Preparation: Meaning, types and layout of research report; steps in report writing; citations, bibliography and annexure in report JEL classification.

**Summer Internship Programme**

At the end of 2<sup>nd</sup> semester, a student has to undergo Summer Training during May-June in an organization for 4 to 5 weeks to gain practical insight into real life business environment. During the summer training he/she will work under supervision of a company executive. After the completion of the training the student is required to work under the guidance of a faculty member of the department for another 1 week to prepare a report, which should be evaluated out of 50 marks by both the examiners, i.e. the mark shall be awarded by averaging the marks given by the internal & external examiners, under whom the student has worked. The distribution of marks are: thesis writing (comprising 45 to 60 pages)-50 marks, PPT Presentation-20 mark & Viva-voce-30 marks before the External.

**Dissertation**

At the end 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 distribution of marks are: thesis writing (comprising 45 to 60 pages)-50 marks, PPT Presentation-20 mark & Viva-voce-30 marks before the External.

**Attendance****(I) Minimum Requirement**

No student shall be promoted to next higher class unless he/she attends a minimum of 75% of theory and practical classes and seminars taken separately in each subject in each semester. A candidate shall have to give, at the time of admission, an undertaking to the effect that he/she shall attend minimum required classes in each semester.

**(II) Classes**

There will be approximately 30/35/40 hours of classes for each paper carry 50/100 marks in a semester.

**(III) Condonation**

- a) The Principal may condone shortage of attendance to the extent of 15% in exceptional cases.
- b) The Principal may grant condonation of shortage of attendance to the extent of 5% more in respect of a student who has represented the University or the State on deputation at a National / International competition or function.

**Examination**

All matters relating to examinations shall be guided by the Examination Regulations of the College which may be procured by a student from the College Office at a nominal cost.

**(i) Mid-Semester Examination (Mid-Term of 20 Marks for UG Course )**

There shall be continuous and comprehensive evaluation of students through Mid-Semester Examinations. One such examination shall be conducted per Semester. Non-appearance at any of the Mid-Semester Examination shall be treated as securing zero in the subject concerned.

**(ii) End-Semester Examination (End-Term of 50/80 Marks)**

There shall be two Semester End Examinations in each academic year. Students shall have to register for Semester End Examination by filling in the form and paying necessary fees for the examination concerned to be eligible for promotion to next higher class.

**Final Result**

- a) The final result of a student shall be computed on the basis of marks secured at the Semester End Examinations, Mid Semester Examinations and SIP/Dissertation/Field work/Project work.
- b) The final result shall be declared at the end of the course.

**(iii) Back/ Repeat Examination**

If he/she fails to clear the paper(s) during any semesters, the student may be appeared the same during the next academic session. The students are permitted to complete the course within five years from the academic session of his/her admission; else, the student-ship will be cancelled.

**(iv) Evaluation: As per the Autonomous College Regulation.**

## FEES / DUES

Fees/Dues to be paid at the time of Admission/Re-Admission for First Year/ Second Year in addition to the **Course Fee**.

Sl.	Particulars	Rs.
1	Red Cross	10.00
2	Medical Treatment	1.00
3	Registration Fee -UG/PG(Non F.M. University)	100.00
4	Recognition Fee -UG/PG(Non F.M. University)	25.00
5	Int.Assessment (For UG Course only)	125.00
6	Tuition Fee per year (For UG Course)	132.00
7	Tuition Fee per year(For PG Course)	144.00
8	Re-Admission Fee(For UG Course)	11.00
9	Re-Admission Fee(For PG Course)	12.00

**N.B :** In addition, Examination Fees (for two Semesters) are to be collected during the examination notification/ Readmission as per the prevailing fee structure. Tuition fee is exempted for SC/ST and girls student.

### Rules & Regulations

1. Course fees do not include the expenses towards Seminar/ Study Tour/Field Tour etc.
2. The applicant if employed, should furnish NOC from the employer at the time of admission.
3. The normal rules and regulations of the College will be applicable as per practice, even if they may or may not have been mentioned in this prospectus.
4. Classes will be conducted during normal College hours as far as practicable. However some classes may be conducted in the morning/evening hours.
5. If any applicant discontinues in the mid of the course he/she shall forfeit the amount already deposited and in addition shall have to deposit the balance amount of the total course fee before taking College Leaving Certificate.
6. Students shall regularly attend all the theory classes and maintain sincerity in the field-works, seminars, workshops and all activities of the college.
7. Absence from classes cannot be considered as a matter of right, students have to take prior permission by submitting leave application to the Principal.
8. Students should take utmost care to maintain the cleanliness of the campus and should see that no property of the college is defaced or damaged by their actions. Any student found to be indulging in such activities shall be severely penalized even to the extent of exclusion from the campus.
9. Students should not use or possess tobacco/alcohol in the Hostel/College premises or during any activities of the college inside or outside the campus.
10. Students should be courteous to fellow students, faculty members, administration, library and other non-teaching staff.
11. Students having grievances if any, pertaining to academic programmes and their day-to-day activities may address to the Principal for redressal.
12. The college expects each student to conduct himself/ herself in disciplined manner that evinces regard and concern for the welfare and rights of other members of the college community.
13. The rules/information given herein are subject to change without prior notice as and when there is a satisfactory situational demand.

### AUTHORITY

- In case of dispute on any matter, the interpretation and decision of the Principal, Bhadrak Autonomous College, Bhadrak shall be final and binding.
- The normal rules and regulations of the College will be applicable as per practice, even if they may or may not have been mentioned in this prospectus.
- The date of admission to Professional UG/PG course run under a collaborative programme shall be counted from the date of publication of admission notice of selected candidates and not from the last date of submission of application form.

**PRINCIPAL**  
 Bhadrak Autonomous College  
 Bhadrak



# BHADRAK AUTONOMOUS COLLEGE, BHADRAK

## Application Form

For Admission into Professional UG/PG Courses

Application Form No.

Academic Session .....

For Office Use

Roll No.

Course Preferred    BBA     MSW     MAJ&MC     MPM&IR     M.Com (F&C)

Self Attested Photo

Verified by Admission Officer

Principal

All blank columns are to be filled in by applicant's own handwriting.

- 01. Course Applied for (Tick) :    BBA     MSW     MAJ&MC     MPM&IR     M.Com (F&C)
- 02. Name of the Applicant (Capital Letters) :
- 03. Father's Name & Occupation :
- 04. Mother's Name & Occupation :
- 05. Date of Birth of the Applicant :   /   /
- 06. Nationality :
- 07. Marital Status :                      Married                       Unmarried
- 08. Category of Reservation entitled to :    SC     ST     OBC     Other
- 09. Annual Income of Parents :
- 10. Academic Records

Sl. No.	Examination	Examination Body	Year of Passing	Division	Marks secured Without Extra Optional	Marks Secured with Extra Optional	Max. marks	Subject Taken
1.	HSC/Equivalent							
2.	+2 / Equivalent							
3.	Degree / Equivalent							

### ACKNOWLEDGEMENT SLIP

Name of Applicant (BLOCK LETTER) .....

Course Applied .....

Application received with all the necessary documents.

Signature of Receiving Officer

11. Address for Correspondence :   
  
Phone No.  Mobile No.   
E-mail
12. Permanent Address : Village / Street  Tehsil   
Block  Police Station   
Post Office  District   
State  PIN Code   
Phone No.   
Parent's Contact No.
13. Name and Address of the Guardian with relationship if you propose to stay at a place other than with parents :   
  
  
Phone No. of Guardian
14. Hostel Facility Required : Yes  No
15. Whether the applicant is a Government Servant : Yes  No
16. Prospectus Fee Detail : Deposit Slip Attached  Online Deposit Reference No.
17. Declaration :
- (a) All information furnished by me in this form and the documents attached are correct and genuine. I shall be liable for any action deemed fit, if any of the information is proved contrary.
- (b) I shall abide by the rules & regulations of the College and the Hostel as shall be laid down by the Government or any authorised person from time to time. I shall have no objection if my name is struck off the Rolls of the College in case of violation of the rules / unsatisfactory conduct at any time.

Full Name & Signature of Father / Guardian

Full Name & Signature of the Applicant

Date:

Date:

#### List of Documents to be Attached / Uploaded

- Attested photo copy of Money Receipt for Application.
- Acknowledgement Slip with full name Signature.
- Attested Photo Copy of Certificate of Degree / equivalent Examination.
- Attested Photo Copy of Mark Sheet of Degree / equivalent Examination.
- Attested Photo Copy of Certificate in support of Reservation.
- Permanent Resident Certificate, if necessary.
- Two Self-addressed envelopes of 9 inch x4 inch size with Rs.10/- postal stamps on each.

#### IMPORTANT

- Prospectus fee of Rs. 200/- may be submitted to the department OR may be deposited to following account –  
Name: JISSR | A/c No. 50082556323 | IFSC – ALLA0212009  
Bank: Allahabad Bank
- Attach deposit slip with the completed application form OR provide transaction no. of online deposit.
- Submit (i) Application Form and (ii) Acknowledgement Slip duly filled in, putting it inside the cover meant for the purpose.

**BHADRAK AUTONOMOUS COLLEGE, BHADRAK**

**Department of SFC (PPP Mode-MSW, MPMIR, MAJMC, M.COM (F&C) & BBA**

**Under taking by the students & their parents/Guardians**

I Mr/Ms \_\_\_\_\_ S/o /D/o \_\_\_\_\_ take admission in the course **MSW/MPMIR/MAJMC/M.COM (F&C)/BBA** during the Academic session 20..... I am hereby undertaking to pay the whole amount of Corse Fees Rs. \_\_\_\_\_ of 1<sup>ST</sup> year on or before the stipulated date of admission, failing which the claim for paid amount and will be forfeited.

**Place:-**

**Date:-**

**Signature of the students**

**Signature of Parents/Guardians**

**BHADRAK AUTONOMOUS COLLEGE, BHADRAK**

**Department of SFC (PPP Mode-MSW, MPMIR, MAJMC, M.COM (F&C) & BBA)**

**Under taking by the students & their Parents/Guardians.**

I Mr./Ms. \_\_\_\_\_ so/Do \_\_\_\_\_ taken admission the course **MSW/MPMIR/MAJMC/M.COM (F&C)/BBA**, during the Academic session **20.....** ..... I am hereby admitting my undertaking to the following points deviating which the authority may cancel my studentship.

1. I will pay the Admission Fees, Examination Fees and course Fees on/before the closing date of admission at the college fees collection counter. I will also bear the amount necessary for workshop/ field work/ Internship/ dissertation during the Academic session. I will attend the classes regularly as per the regulation, however less than 75% of attendance may deprive me to appear the semester examinations.
2. I will not involve with any indiscipline activities, harassment to the juniors/seniors (physically/verbally), persuading for student unrest during academic session. If any judicial compliance (previously/present) will be noticed against me be the authority of the college/ department the continuity of my students will stand cancelled and disciplinary action may be initiated against me.
3. If any of college/department property will be damaged by my unauthorized activities. I will bear the cost of damaged property.
4. Claim for any placement through the department is not a matter of my right during and after academic sessions; rather employability will be my priority.
5. If i fail to produce the required Degree/ Diploma pass certificate /CLC/ conduct certificate/ Migration certificate within. One week of my signing the undertaking my admission/payment made earlier will is forfeited.
6. For any discrepancies in my mark/grade sheets/ certificate/ registration card of semester examination, the student should only contact the controller of the examination/admission section of the college not the Dept. Of.SFC.

**Place:**

**Date:**

**Signature of the Student**

**Signature of Parents/Guardians**

**N.B- This form is mandatory for filling up.**



BHADRAK AUTONOMOUS COLLEGE , BHADRAK		
For Admission into professional Courses under Self Financing Mode		
Session 20..... ..		
Sl No	Required Information	Fill up in Block Letters
1	Course Applied :	
	BBA/MSW/MAJMC/MPMIR/M.COM(F&C)	
2	Name of the Applicant (as per HSC)	
3	Parent's /Guardian's Name	F- M- G-
4	Date of Birth (as per HSC)	
5	Nationality	
6	Marital Staus :(Unmarried/Married)	
7	Religion	
8	Mother Tongue	
9	Caste:(General/SEBC/OBC/SC/ST/EWS/Minority)	
10	Gender(Male/Female)	
11	Last Qualifing Exam passed	
12	Year of Passing	
13	Name of the Collge last attended	
14	Name of the University/Council/Board last attended	
15	If it is FMU, mention its Registration number	
16	Examination for which reading	
17	Source of knowledge about the courses of the Dept. (News paper/Telephonic counselling/Physical counse ling/ Friends/ Relatives/Any other specify)	
18	Postal Address	
	C/o-	Father's Mob-
	At-	Guardian's Mob-
	Post-	
	Ps-	
	Dist-	
	Pin-	
	State-	
	Mob-	
	Email-	
For Office Use Only		
1	Application Form No	
2	Date of Admission Counseling	
3	Date of Admission	
4	Allotted College Roll No	

Signature of the admission officer

