








ONLINE ADMISSION PROCESS FOR GENERAL AND SFS COURSES

IMPORTANT DATES	
Admission to all Courses	Date
Last Date of Admission Without Late Fee	31-Dec-2020
With Late Fee Rs. 500/-	Date will be notified later

ONLINE ADMISSION PROCESS

STEPS	PROCEDURES
1.	Registration of the Applicant: The applicant needs to register him/her self through a link available in the DDCE website https://ddceutkal.ac.in/admission.asp and click New Student Registration button. Here the applicant needs to submit his/ her Name, Email id, Select Course Name, Mobile No, and Date of Birth.
2.	After New Registration you will get an auto generated Email , where your form no is mentioned.
3.	Login with Form No & DOB , read the <i>instruction</i> carefully.
4.	Fill up all details of the form (<i>Personal Information, Address, Subjects, Qualifications Details etc</i>) correctly then click Submit & Continue button.
5.	Upload  your Passport Size Photograph with clear visibility of face and clear background (<i>Max Size: 100 KB</i>) & Signature with clear visibility (<i>Max Size: 50 KB</i>) in .jpg format only.
6.	Upload  all required  documents (<i>Mark Sheets & Certificates etc.</i>) in .pdf format (Max Size: 1 MB each)
7.	Once the certificates are uploaded and Final Submit , an applicant cannot edit the Online form/ Course/ Photograph/ Signature etc. After successful submission of the Application Form and documents submitted by the applicant, the entire online document verification  process will start by DDCE, which will take 48 working hours . The verification of all the Computer Sc. Courses, PGDBIM and Evening MBA course will be completed after successful clearance of Online test/ PI . Admission to these courses are subject to availability of seats.

8.	Once the form is accepted ,  your payment bank challan will be generated. Take a Print out of the Bank Challan by login with your Form no and Date of Birth and deposit fees at  any branch of <u>Canara (E-Syndicate) Bank</u> through the generated challan.
9.	The challan is student specific, in which the name of the candidate, form no. and the amount for the purpose of deposits are specific.  Upload the copy of Challan after depositing the fees in the <u>Canara (E-Syndicate) Bank</u> .
10.	DDCE will verify the payment process. Once the payment is received by DDCE, the e-Identity Card, e-Prospectus and e-receipt will be uploaded in the student portal.

For Admission query e-mail us at helpline@ddceutkal.ac.in

Call us during working days between 11:00 AM to 4:00 PM at : 9437156110, 7847055859

The telephone nos will be activated till the completion of admission.

DDCE FOLLOWS FIRST COME FIRST SERVE PRINCIPLE

The **ONLINE** Admission Test for MBA Evening Program, P G Diploma Banking and Insurance Management and MCA Program (Face to Face Mode) is on **ROLLING ENTRANCE BASIS**. Candidates have to appear **Online Test / PI** on any working day. Those who secure qualifying marks can take admission immediately. Conduct of online admission Test / PI is also subject to availability of seats. Reservation policy of P.G. Council, Utkal University shall be applicable. All SC/ST students meeting the minimum requirements of admission shall be admitted into various courses.

EXTENSION OF ADMISSION DATE beyond last date of admission shall not be permitted. However defense personnel shall be considered on a case by case basis.