

REGULATION FOR DISTANCE MODE OF EDUCATION COURSES

Admission

1. Any candidate having the requisite eligibility can take admission / registration in the courses runs under distance mode in this university by filling the form and payment of requisite fees.
2. There will be no bar with regard of *percentage of marks in qualifying examination* and as well as of *age of the student* taking admission in any program under distance mode of study.
3. Immediately after the admission / registration the candidate has to apply for enrollment.
4. For enrollment, the candidate has to submit following documents;
 - a. Copy of the mark sheet of qualifying examination,
 - b. Eligibility certificate in original issued by this university,
 - c. Migration certificate in original issued by the university / board from where the candidate has passed the qualifying examination.
 - d. Print out of the application form/ receipt
5. Those who have already enrolled will have to update/register the enrollment number for new course giving her/his old enrollment number.
6. Only after enrollment / registration the candidate can fill the examination form.
7. The candidate who opt their study centre other than the institute will have to pay Rs. 500/- at their centre. The centre will use this amount to meet out the expenditures on running the contact classes, to pay the electricity bill, and to procure other facilities for the students.

Contact Classes

8. After the admission / registration the student will have to attend the contact classes at their respective study centers for which the choice has already been given by the student in her/his admission/registration form. The dates for the contact program will be notified by the Professor in charge/ Principal/ director of the centre.
9. The students have to submit the assignment of each paper as per the scheme of the examination at their respective study centre. The teachers engaged in the contact classes teaching / eligible person working as counselor at the distance education centers shall evaluate them and submit the marks along with the marked A/B to the Professor in

charge/Principal/ Counselors. The centre will update these marks online at the site and a copy of the same in the university office for ratification.

Examination

10. The candidate has to pay examination fees as decided by the university at the time of submission of examination form.
11. Normally the examination will be held in the month of May/June every year.
12. The candidate who fails in one subject will be eligible for Supplementary.
13. The candidate having supplementary in any examination will be allowed to reappear along with the students of new session or the students of the same class in next session. However, such students will be allowed to take admission/ register for next higher class. Thus they can take examination of both the classes viz. supplementary of previous class and main examination of the higher class. Moreover the result of main examination will not be declared until and unless she/he passes the supplementary examination.
14. The courses where the number of papers are more than four, the examination conduction fees shall be Rs. 260/- or as decided by the advisory committee of the institute.
15. The candidate has to clear all the papers of a particular academic program in a period as specified in the ordinance viz. normal period + Three years.
16. The candidate has to obtain passing marks in assignments and university examination separately. There will be 70% marks university examination and 30% marks for internal examination/ assignment will be maintained.
17. If no separate ordinance for a particular academic program in distance mode exists, the provisions of academic program run by the university in regular mode will be applicable in distance mode also with the restriction as per pare 16 above.

Study centers

18. Any college affiliated to this university can opt to run the distance education program. For this the college has to submit an application along with a fee of Rs. 25000/- in the month of May of every year giving complete details of its affiliation of courses in regular mode to this university. The colleges' desires to run study centre of distance education courses, are require to submit application on the Performa available on university web site before 31 of July every year through mponline by paying the requisite amount of fees viz. Rs. 25000/-.

19. **Only those colleges will be allowed to run the study center of the distance education of this university who are affiliated to this university and the university has given them affiliation for that particular academic programs.**
20. **After approval, every study center will have to get renewal of at the beginning of the academic session i.e. before the admission/ registration for that particular session starts. The center will have to pay renewal fee Rs. 10000/-.**
21. **If university ceases the affiliation for any particular class or subject, the center will not be allowed to run that course in distance education mode.**
22. **Each study center will have to arrange contact classes of about 10 days for those students who have opted their college as study center. During this period the student will also be given the assignments. The students will have to submit the hand written script of these assignments at the center. These will be evaluated by the teachers engaged in contact classes. The marks awarded will have to be uploaded at the site by the in charge teacher of the contact program at the center.**
23. **For the scheme of examination, kindly refer to the syllabus of the concern class/Ordinance. Normally there exist 70:30 ratios in between university examination and internal examination or Assignment.**
24. **It will be the duty of the study center to provide all facilities to the students such as library facility, other basic amenities, proper guidance and to communicate them proper information/ notices issued by the university / institute of distance education for the students from time to time.**
25. **The study centre other than the institute of distance education can charge Rs. 500/- per student to meet out the centre expanses at the time of admission/ registration every year. The student can ask for its receipt from the centre.**

Counselors

26. **There will be regular or guest counselors, for each subject or group of subjects to deal with the contact program and assignment distribution/ collection and their valuation. They will also communicate relevant information to the students and keep the detailed account of the students enrolled. The each counselor must be post graduate in the relevant subject.**
27. **The counselors can also be involved in examination related work such as invigilation, assignment evaluation submitted by the students. For such work they will be entitled for due honorarium/ remuneration as per rates approved by the university.**

28. **They can also be involved in any other work of institute if needed without any extra remuneration. The counselors will have to remain present in the institute during office hours. During the office hour they will not be allowed to take up any other work of any other organization. They will be entitled to avail one casual leave per month only.**
29. **They will be paid Rs. 500/- per day as an honorarium for each working day. However, they will also be paid honorarium for Sunday and office holidays.**
30. **The appointment of Guest counselors shall be through an advertisement at the beginning of each academic session. The guest counselors will be selected for one academic session. However their tenure can be extended for next academic session also.**

General Rules

31. **Any revision in the fee structure for any program by the institute/ university will be effective from the same academic session on all the students undergoing study in the through distance mode.**
32. **The candidate will have to follow all the rules and regulation for the examination as framed by the university from time to time.**
33. **If any study center is found to use wrong practices, unauthorized collection of money from the students, the university can withdraw the approval of running the distance education program with immediate effect after giving due notice to the college. The penalty in the form of fine (*the amount will be decided by the advisory committee of the institute*) can also be imposed by the university on the recommendation of the advisory committee (*Constituted by the H'ble Vice Chancellor*) to the university.**
34. **Any provision not contained in these regulations, will be same as mentioned in the ordinance 5 and 6 of examination of the university.**
35. **For interpretation of any provision laid down in these regulations, the decision of the Vice Chancellor will be final and binding.**
36. **All disputes will be dealt with in the jurisdiction of Gwalior High court.**