

## ORDINANCE ON DISTANCE EDUCATION

(Under sub-section 31(1)(j) of Rajiv Gandhi University Act, 2006)

*Rajiv Gandhi University has been offering Distance Education Programmes through the Centre for Distance Education established in 2005. The Centre has been renamed as Institute of Distance Education (IDE).*

### 1. Admission

- (i) The admission to academic programmes/courses offered under Distance Education by Rajiv Gandhi University shall be open to all who fulfil the conditions of eligibility prescribed for each programme/course.
- (ii) Candidates all over the country having requisite qualification shall be eligible for admission offered under distance mode of the University subject to enrolment in one of the centres located in Arunachal Pradesh until and unless notified otherwise.

### 2. Eligibility

- (i) The conditions of eligibility with respect to requisite educational qualifications, age and such other requirements shall be prescribed by Academic Council for each academic programme/Course offered and Institute of Distance Education shall make admission to these programmes/Courses subject to fulfilment of these requirements.
- (ii) For B.A. programme students passing 10+2/PU (Arts, Science or Commerce) or having equivalent degree from any recognised Board/University or Institute/National Institute of Open Schooling shall be eligible for admission to the B.A. 1<sup>st</sup> Year degree course of the distance education programme. Equivalent qualification shall be from non formal stream including diploma at least of two years of duration after 10th standard.
- (iii) For M. A. programme any holding a degree from institutions/universities recognized by the University Grants Commission and fulfil other requirements laid down in the regulations for the examinations concerned.
- (iv) The instructions are in distance mode. ***The internal assessment and written/theory examination for each paper shall be 30 % and 70% respectively for B. A. and M. A.***



- (iv) For the Certificate Course in Fisheries Technology, students passing at least HSCL examination from any recognised Board or National Institute of Open Schooling shall be eligible.
- (v) Students having appeared B.A. 1<sup>st</sup> year/2<sup>nd</sup> year under Distance Education Programme of Rajiv Gandhi University ONLY shall be eligible for admission to B.A. 2<sup>nd</sup>/3<sup>rd</sup> year respectively under the distance mode. However, they have to clear the papers as per sub-clause 7.1 (iv).
- (vi) Students having appeared M.A. 1<sup>st</sup> year under Distance Education Programme of Rajiv Gandhi University ONLY shall be eligible for admission to M.A. 2<sup>nd</sup> year under the distance mode. However, they have to clear the papers as per sub-clause 7.1 (iv).
- (vi) Admission to the Distance Education programmes is open to all who fulfil prescribed minimum qualification without any distinction of race, caste, creed, language, age or sex
- (vii) Admission to any Certificate/diploma/professional course shall be done as per guidelines of the Academic Council from time to time.
- (viii) Subject choice/combination in First Year B.A.(FYBA)/any other course shall be as allowed by the Institute of Distance Education and reflected in the information brochure/prospectus.
- (ix) The post graduate degree holder in any subject can take admission in any other subject at P G Programme.

### 3. Simultaneous Admission

A student may be allowed to take admission in a degree programme, a diploma programme and a certificate course simultaneously.

### 4. Duration of the Course

- (i) The maximum and minimum duration for the different academic programmes offered under distance mode leading to award of degrees, diplomas and certificate shall be as approved by the Academic Council.
- (ii) The minimum and maximum duration for completion of the programmes through distance mode shall be as follows:

COURSES	MINIMUM	MAXIMUM
a. Certificate/Diploma	1 year	3 years
b. Degree Programme	3 year	6 years
c. Masters Programme	2 year	5 years
d.		

This shall be revised from time to time by the academic Council of the University.

**If any learner fails to complete his/her degree/course in stipulated time then s/he may again take admission in first year of the course.**



- (iii) In case a student is left with one (1) back paper after the completion of the maximum duration, he/she may be allowed to appear for the single paper in the immediate next session.

This is as per provision of the 'Examination Ordinance of the RGU (OE05 B/15) and is governed by the same regulations.

## 5. Registration

- (i) A student enrolled to a programme/course shall be considered as registered to the programme/course. The registration, therefore, shall be done at the Institute of Distance Education.
- (ii) Original Certificates/Testimonials as prescribed shall be verified by the Director/Centre Coordinator/authorised official of the study centre at the time of admission.
- (iii) The candidate already registered in this University may submit their original registration card along with the registration form. However they will be issued new registration number by the University. They do not require to submit original marksheets for registration.
- (iv) The candidates who desire to take admission first time in any programme have to submit original class X and XII marksheet and certificates for registration along with the registration form.
- (v) The registration to the distance education programme shall be new one even though a candidate has been registered earlier.

## 6. Re-registration/Re-admission

### (a) *Re-admission and re-registration*

When a student is already enrolled but could not continue his/her studies in the next session may take admission in 1<sup>st</sup> year BA or any other programme. S/he can do so and register again in the programme by paying full fee.

### (b) *Renewal of admission*

If a candidate in 1<sup>st</sup> Year M.A./B.A./ certificate/ diploma/first year of any other programme unable to appear or got reappear in three or more papers s/he **can renew** his/her admission in the course by paying requisite renewal fee as approved by IDE. In such cases his/her assignment marks shall be carried over and the candidate will not be provided SISM again. However, such candidate can complete his/her programme within the maximum time limit prescribed for the said course from the date of re-admission/renewal of admission. **Further there will be one chance for renewal in 1<sup>st</sup> year and in the immediate next two sessions, failing which the candidate has to seek fresh admission.**



- (c) In case of renewal of admission, a candidate has to submit the original Registration Card if already registered.

## 7. Examinations

### 7.1 General

- (i) The term-end examinations shall ordinarily be conducted once in a year for each programme on such dates and centres as may be notified by the University from time to time. A student who has pursued the course of study for the required duration and who has submitted/ completed the required number of assignments/ practical shall be eligible to appear at the term end examination in the course concerned.
- (ii) In case of incompleteness of prescribed subjects of a course a candidate shall reappear only in subjects not cleared in term-end examination. However, assignments marks shall be carried over and the subjects cleared shall be credited.
- (iii) A candidate who fails to clear all the subjects in one chance shall also be allowed to reappear in all the subjects so as to clear the course within the prescribed time limit.
- (iv) A candidate can re-appear in all the papers and/or in papers which s/he cannot clear after duly filling of examination form and paying prescribed fees. The chances of reappearance shall not be fixed except that all the papers shall be cleared within the given maximum prescribed time limit to clear the course.
- (v) The course structure, registration rules, question paper setting, and examination pattern shall be same as that of regular programme of the University. However, if needed, a separate equivalent question paper(s) can be set in some papers for IDE learners.
- (vi) The evaluation of answer script of IDE learners shall be done separately by such appointed examiners from among the panel given by the Director.
- (vii) Each candidate will require filling in the examination forms and forwarding the same to Institute of Distance Education, Rajiv Gandhi University within the time limits notified/given in the prospectus failing which Institute shall not be held responsible.
- (viii) A candidate may be allowed to change the examination centre provided he/she applies at least 60 days before the commencement of the examination on the prescribed form with the requisite fee for the purpose.
- (ix) The fee for assignment evaluation, re-checking, back paper, re-evaluation (if any), duplicate mark sheet/degree certificate, migration etc. shall be as approved by the University from time to time.
- (x) A candidate who is allotted University roll number to appear in First Year of M. A./B.A./any other course shall only be allowed to take admission in 2<sup>nd</sup> year of that course. The same roll number will continue till the



completion of respective certificate/diploma/degree under maximum period allowed as per section 4 (ii).

## 7.2 Medium of Examination

- (i) Medium of examination shall be English for all the subjects except for languages where the candidates shall write in respective languages.

## 7.3 Pass Requirements

### 7.3.1 MA Programme

- (i) The weightage for internal and term end final theory examination of MA or any other equivalent programme shall be as per the guidelines at Distance Education of RGU. A candidate is required to secure 40% marks in assignments as well as in written theory examination separately subject to 45% in aggregate. A candidate who fails to secure the above prescribed marks in assignments and written separately shall be allowed to reappear in paper(s). However, if the candidate has already cleared assignment/ practical requirement the marks obtained in assignments and practical shall be carried over. But the degree has to be completed within the prescribed maximum period for the programme from the date of admission/re-admission.
- ~~(ii) The marks for internal and end term written theory examination at any other PG level course shall be on par with the Departments of Rajiv Gandhi University and/or prescribed by Academic Council from time to time.~~
- (ii) Grace marks shall be as per rules of the University.

### 7.3.2 BA Programme

- (i) The weightage for internal and term end final theory examination of general programme such as BA or any other equivalent programme introduced shall be at par with the regular candidates of the Colleges affiliated to this University. A candidate is required to secure 40% marks in assignments and at least 33% marks in written theory examination separately subject to 35% in aggregate. A candidate who fails to secure the above prescribed marks in assignments and written separately shall be allowed to reappear in paper(s). However, if the candidate has already cleared assignment/ practical requirement the marks obtained in assignments and practical shall be carried over. But the degree has to be completed within the prescribed maximum period for the programme from the date of admission/re-admission.



- (ii) The marks for internal and end term written theory examination at any other PG level course shall be ~~on-par with the Departments of Rajiv Gandhi University and/or~~ prescribed as approved by Academic Council from time to time.
- (iii) Grace marks shall be as per rules of the University.

### 7.3.2 CCFT and CCEC Programmes

- (i) The other professional/vocational/innovative programmes offered by only IDE, shall have examination rules as approved by the AC from time to time.
- (ii) Grace marks shall be as per rules of the University.
- (iii) The placement of candidates in first/second/third division or grades if any shall be out of the total marks in aggregate as per rules of the University amended from time to time.
- (iv) For Certificate Course in Fisheries Technology and Certificate Course in English for Communication shall have 20% and 80% weightage of marks for internal/assignment and end term written theory marks in each paper including practical paper(if any).
- (v) The practical examination in CCFT shall be conducted by examiners and at place as suggested by the Director in consultation with the counselling coordinator of the course.
- (vi) A candidate is required to secure 40% marks in assignments/practical and at least 33% marks in written theory examination separately subject to 35% in aggregate.

## 8. Personal Contact and Counselling Programme (PCCP)

- (i) The course curriculum of every programme involves counselling in the form of personal contact programme of duration approximately 7-15 days. The attendance in PCCP shall be optional for BA/MA. However for professional courses the attendance in PCCP will be mandatory.
- (ii) During the contact and counselling programme a **Counselling Coordinator** for each subject shall be appointed on fixed honorarium as approved by the University. The Coordinator shall also help in removing difficulties of the learners and guide their studies.
- (iii) The duration of class period and honorarium to resource person shall be as approved by BOM.
- (iv) Generally the duration of class period is 60 to 75 minutes. There shall be 7 to 10 classes for each paper during PCCP.

## 9. Development of Self Instructional Study Material

- (i) When the Institute proposes to start a new course, a Subject Coordinator shall be appointed on fixed honorarium keeping in view his/her expertise



and interest. The distribution of units in each paper to the course writers may be done by the Subject Coordinator but the whole responsibility of the developing and editing the complete material for all the papers of the new programme introduced will lie with the Subject Coordinator.

- (ii) The course writers may be selected by the Subject Coordinator in consultation with the Director. They will be paid honorarium for writing the course material as per guidelines of the IDE. The draft study material by the course writers should be submitted to the Director/Subject Coordinator in hard and soft copy.
- (iii) The content and language editors will be paid as per the approved rates of the Institute. For language courses the editors will be paid for content editing only.

#### **10. Assignment and Question Papers**

- (i) In assignments and written examinations each unit will be given equal weightage while setting question papers.
- (ii) The learners should submit their assignments within the notified date in the respective Study Centres.
- (iii) Further if a learner fails in assignment/internal assessment s/he has to re-submit the assignment(s).
- (iv) The evaluators of assignments shall give their comments on the quality and further scope for improvements of the examinee. Evaluation of assignments papers shall be done in IDE and its Study Centres.
- (v) The setting of question papers, preparing panel for question setters, moderators, examiners, tabulators, etc. shall be done by the examination branch in consultation with the Director, Institute of Distance Education.

#### **11. Organisation of /Study Centre**

- (i) The IDE shall be headed by a regular Director of Associate/Professor rank.
- (ii) The Institute shall have teaching faculty, Subject and/or Counselling Coordinators along with officials who shall deal with the matters regarding admission, registration, finance, etc.
- (iii) The annual academic activities and schedule given in the prospectus shall be followed by the IDE/Study Centre.
- (iv) Institute of Distance Education shall open Study Centres in colleges where minimum infrastructure in terms of office accommodation, almirah, furniture and permission for using office computer etc. of the college will be made available to the Coordinator. However, the IDE may provide honorarium to Coordinator, one LDC & one Group-D staff as per approved rates. The Principal of the college may write and agree to open study centre and extend cooperation in its functioning.



- (v) The study centre will be open in a college subject to minimum enrolment of 50 candidates in the centre or as approved by BoM on request from the college.
- (vi) The candidates had to collect assignments/admit cards and other documents directly from the office of the IDE/Study Centre.
- (vii) The candidates have to keep in touch with the Institute of Distance Education/ Study centre for obtaining any information regarding assignment, PCCP and examination.
- (viii) On admission the students will be assigned Enrolment Number (ERN) by the IDE. In all communication addressed to the Institute of Distance Education/Study Centre reference of the ERN should be given. Letters received without ERN will not be entertained.

## 12. Administration

Any decision regarding the Institute of Distance Education will be governed through the Board of Management. On approval from the Board of Management the matter will be separately placed before the Academic Council and Executive Council as per recommendation of the Board.

## 13. Removal of difficulties

*Any difficulty arising in these provisions shall be removed by the Vice Chancellor.*

1. Recommended by Board of Management in its meeting held on 30th May 2008
2. Approved in 3rd Academic Council meeting held on 23<sup>rd</sup> June 2008 vide item No. AC:03:10.
3. Revised as per Board of Management meeting held on 27<sup>th</sup> September 2016
4. Approved in the 17<sup>th</sup> Academic Council meeting held on 14<sup>th</sup> October 2016 vide item No. AC:17:278:2

