



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)

The Institute of Distance Education, Rajiv Gandhi University intends to fulfill the constitutional obligation in terms of access, equality and provision of Quality Higher Education to Everyone.

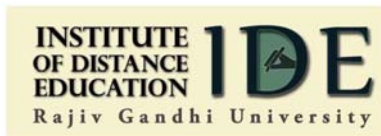
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RAJIV GANDHI UNIVERSITY

Rono Hills : Itanagar



INSTITUTE OF DISTANCE EDUCATION

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1. INTRODUCTION

The formal system of higher education in our country is facing the problems of access, limitation of seats, lack of facilities and infrastructure. Academicians from various disciplines opine that it is learning which is more important and not the channel of education. The education through distance mode is an alternative mode of imparting instruction to overcome the problems of access, infrastructure and socio-economic barriers. This will meet the demand for qualitative higher education of millions of people who cannot get admission in the regular system and wish to pursue their education. It also helps interested employed and unemployed men and women to continue with their higher education. Distance education is a distinct approach to impart education to learners who remained away in the space and/or time

from the teachers and teaching institutions on account of economic, social and other considerations. Our main aim is to provide higher education opportunities to those who are unable to join regular academic and vocational education programmes in the affiliated colleges of the University and make higher education reach to the doorsteps in rural and geographically remote areas of Arunachal Pradesh in particular and North-eastern part of India in general. The Centre for Distance Education has been renamed as “**Institute of Distance Education (IDE).**”



2. (A) PROFILE OF THE UNIVERSITY

Rajiv Gandhi University (formerly Arunachal University) has been endeavouring since its inception in 1984 to play a positive role in the socio-economic development of Arunachal Pradesh through research, education, training and extension. Towards realising these objectives, the University has been introducing relevant courses both at undergraduate and post graduate levels. The University has achieved a lot. For example, in 2002, UGC has identified our University as one among the select group of twelve Universities with potential for excellence in Bio-Diversity out of ninety competing Universities. The University was assessed and accredited in 2002 by the National Assessment and Accreditation Council (NAAC) and is placed in ‘B’ grade on the basis of its performance in academic, research and governance.



The students from interior villages and from the background of poor economic conditions cannot access higher education even though the Arunachalee students get stipends to pursue their education. It is in this context that the need for Distance Education was higher felt in Arunachal Pradesh. Realizing its importance, Rajiv Gandhi University has been offering Distance Education Programme at undergraduate level and started B.A. 1st year in five subjects namely Economics, Education, English, History and Political Science from the session 2005-06. During the session 2006-07, two more subjects namely Hindi and Sociology have been added to its undergraduate programme. During the session 2007-08, one more subject namely Tribal Studies has been added to its undergraduate programme in addition to two certificate courses namely 'Certificate Course in Fisheries Technology' and 'Certificate Course in English for Communication' have also been introduced in the same session. The courses have been recognized and approved by the Distance Education Council(DEC), New Delhi. An Expert Committee from the DEC visited the Centre in November 2005 and evaluated infrastructural facilities, availability of course materials, details of delivery mechanisms, provisions of students support, library facilities etc. The self-learning course materials are prepared with subject experts and evaluated by a team of experts at the DEC, New Delhi. The main objective is to provide opportunities to aspiring youths of the state for higher education. The University has been elevated to a Central University on 9th April, 2007.

(B) LOCATION OF INSTITUTE OF DISTANCE EDUCATION

The Institute of Distance Education is housed in the Physical Sciences Faculty Building (first floor) next to the University Library. The University campus is 6 kms from NERIST point on National Highway 52A. The University buses ply to NERIST point regularly.

3. OUTSTANDING FEATURES OF DISTANCE EDUCATION

(i) Eligibility requirements, curricular content, mode of examination and the award of degrees are on par with the colleges affiliated to the Rajiv Gandhi University and the Department(s) of the University.

(ii) **Self-Instructional Study Material (SISM)**

The students are provided SISM prepared by the Institute and approved by Distance Education Council (DEC), New Delhi. This will be provided at the time of admission at the IDE or its Study Centres. SISM is provided only in English except Hindi subject.

(iii) **Personnal Contact and Counselling Programme (PCCP)**

The course curriculum of every programme involves counselling in the form of personal contact programme of duration of approximately 7-15 days. The CCP is compulsory for BA. However for professional courses the attendance in CCP will be mandatory.

**(iv) Field Training and Project**

For professional course(s) there shall be provision of field training and project writing in the concerned subject.

(v) Medium of Instruction and Examination

The medium of instruction and examination will be English for all the subjects except for those subjects where the learners will need to write in the respective languages.

(vi) Subject/ Counselling Coordinators

For developing study material, the IDE appoints subject coordinators from within and outside the University. In order to run the PCCP effectively Counselling Coordinators are engaged from the regular PG Departments and who recommend the resource persons for contact and counselling programme and assignment evaluation. The learners can also contact them for clarifying their difficulties in the respective subjects.

Year	Subjects	No of Papers	Marks
FYBA	English (Compulsory P - I)	1	100*
	First Elective (P- I)	1	100*
	Second Elective (P- I)	1	100*
	Third Elective (P- I)	1	100*
SYBA	English (Compulsory P - II & III)	2	200*
	First Elective (Paper- II)	1	100*
	Second Elective (Paper- II)	1	100*
TYBA	First Elective (P- III & IV)	2	200*
	Second Elective (P- III & IV)	2	200
		Total Marks:	1200*

**This includes both the internal assessment and the term end theory examination.*



4. COURSE STRUCTURE AND SYLLABUS

4.1 B.A. PROGRAMME

The Distance Education Programme has adopted the syllabus of UG (Pass) course of regular formal degree course of Rajiv Gandhi University. The structure of courses for First Year B.A. (FYBA), Second Year B.A. (SYBA) and Third Year B.A. (TYBA) is shown in **Section 4.1.1.**

4.1.1 TITLE OF PAPERS IN BA COURSE:

Name of the paper	Paper Title
Compulsory English	
Paper - I	Basic Language Skills & Remedial Grammar
Paper - II	Advanced Grammar and Applied Language Skills
Paper - III	English Literary Texts
Electives	
(i) Economics	
Paper - I	An Introduction to Micro Economic Theory
Paper - II	Macro Economics and International Trade
Paper - III	Indian Economy and the Economy of Arunachal Pradesh
Paper - IV	Public Finance and Elementary Statistics
(ii) Education	
Paper - I	Elements of Education
Paper - II	Foundation of Education
Paper - III	Curriculum, Teaching and Evaluation
Paper - IV	Trends and Issues in Indian Education
(iii) English	
Paper - I	Applied Language Skills
Paper - II	English for Academic and Creative Purposes
Paper - III	Poetry and Drama
Paper - IV	Prose and Fiction
(iv) History	
Paper - I	History of North-East India (1228 to 1947)
Paper - II	History of India Upto 1526 A.D
Paper - III	History of India From 1526 to 1947
Paper - IV	World History (1500-1950)



(v) Hindi

Paper - I	Anivarya Hindi
Paper - II	Gadya Sahitya
Paper - III	Kavya Aur Kavya Shastra
Paper - IV	Hindi Sahitya Ka Itihash Aur Bhasha Vigyan

(vi) Political Science

Paper - I	Indian Government and Politics
Paper - II	Political Theory
Paper - III	Comparative Government and Politics (U.K, U.S.A and China)
Paper - IV	Local Self Government in India (with special reference to Arunachal Pradesh)

(vii) Sociology

Paper - I	Introduction of Sociology
Paper - II	Foundation of Sociological Thought
Paper - III	Society In India
Paper - IV	Social Research Methods

(viii) Tribal Studies

Paper - I	Tribal Studies: Concepts and Methods
Paper - II	Tribes in India and in Arunachal Pradesh
Paper - III	Contemporary Tribal Issues
Paper - IV	Constitutional Provisions and Tribal Development Programmes in India.

Detailed syllabus in each paper shall be supplied with the self instruction study material in respective paper(s).

4.1.2 SUBJECT COMBINATION/CHOICE

(a) First Year B.A. (FYBA)

1. English Compulsory and any three elective subjects, two(2) from Group A and one (1) from Group B:

Group A

English or Hindi
Political Science
Sociology or Tribal Studies

Group B

Education
History
Economics

**(b) Second Year B.A. (SYBA)**

1. English Compulsory : Paper-II and III and one each from Group A and Group B of the elective subjects opted in **FYBA**

(c) Third Year B.A. (TYBA)

1. Two papers (Paper-III & IV) of each of the two elective subjects opted in **SYBA**

4.1.3 SUBJECT COMBINATION/CHOICE

BA Programme is of **three years** duration. The course has to be completed within **six years** of admission to the programme.

4.2 CERTIFICATE COURSE IN FISHERIES TECHNOLOGY(CCFT)

The main objective of this paper is to provide theoretical knowledge and to develop skills of the learner in the field of Fisheries Technology so that they can take up fisheries as a subsidiary occupation.

4.2.1 Title of the Papers**Compulsory**

Paper-I

Basic Concepts in Fisheries

Paper-II

Fresh Water Fisheries and Management Practices

Optional Theory (Any One)

(i) Paper-III (Optional)

Post Harvest Technology and Fishery Economics

(ii) Paper IV (Optional)

Fresh Water Culture Fisheries and Economics

Practical

Paper -V

Practical/Field Training

Detailed syllabus in each paper shall be supplied with the SISM in respective papers.

4.2.2 Subject of Choice

A candidate has to opt four papers, (i) two compulsory papers (ii) any one from the two optional theory papers, (iii) the practical paper in Certificate Course in Fisheries Technology.



4.2.3 Duration of the Course

The course is of one year duration. In any case the course is to be completed within **three years** from the date of admission

4.3 CERTIFICATE COURSE IN ENGLISH FOR COMMUNICATION (CCEC)

In recent years, English has become more applied and as such importance is given to reading, writing and speaking English in different situations effectively. So the main objective of this course is to develop communicative skills of the learners.

4.3.1 Duration of the Course

Paper-I	Skills for Reading
Paper-II	Functional Grammar and Vocabulary
Paper-III	Writing for Communication
Paper-IV	Oral Communication

Detailed syllabus in each paper shall be supplied with the course materials in respective papers.

4.3.2 Duration of the Course

The course is of **one year** duration. In any case, the course is to be completed within **three years** from the date of admission

5. STUDY CENTRE

The prospectus along with application forms for admission shall be available in all the Study Centres of IDE. Besides the headquarter in the Rajiv Gandhi University, there are six other study centres at the following colleges:

Sl.No.	Name of Centres	Centre Coordinator	Ph. No.
1.	Government College Bomdila, Bomdila	Mr. A. Doley	9402445061
2.	Doni Polo Govt. College, Kamki	Mr. Goli Bagra	9436639748
3.	Wangcha Rajkumar Govt. College, Deomali	Dr. A. K. Mishra	9436046148
4.	Jawaharlal Nehru College, Pasighat	Dr. Narmi Darang	9862569045
5.	Indira Gandhi Govt. College, Tezu	Dr. Brojen Das	9436049687
6.	Rang-Frah Govt. College, Changlang	Mr. P. Mossang	9436229582
7.	Don Bosco College, Itanagar	Fr. R.K.G. Nicholas	0360-2000820
8.	S. F. S. College, Aalo	Mr. Kuli Ete	03878-223369



6. INFORMATION ABOUT ADMISSION

6.1 Eligibility

6.1.1 B.A. Programme

- (a) Students passing 10+2/PU (Arts, Science, or Commerce for present course) or equivalent from any recognized Board/University or National Open School, and also three years diploma holders in Civil/Mechanical/Electrical Engineering from recognised institution after Class-X, with English as one of the compulsory subject, will be eligible for admission to the B.A. 1st year(FYBA) degree course of the Distance Education Programme. Students passing B.A. 1st year and 2nd year(SYBA) under Distance Education Programme from Rajiv Gandhi University will be eligible for admission to B.A 2nd and 3rd year(TYBA) degree course of the Distance Education Programme, respectively. ***The learners of B.A. Programme who get reappear in the annual examination can take admission in the next class. However the degree has to be completed within five years irrespective of chances available for reappear only.***
- (b) A candidate who is allotted University roll number to appear in First Year of B.A. shall only be allowed to take admission in 2nd year.

6.1.2 Certificate Course in Fisheries Technology (CCFT)

Students passing Class-X or equivalent from any recognized Board/University or National Open School will be eligible for admission to the Certificate Course in Fisheries Technology.

6.1.3 Certificate Course in English for Communication (CCEC)

Students passing Class-XII and above or with equivalent qualification (any two years course after Class-X from any stream) recognized by Central/State Boards/Universities, institutions, etc. including National Open School will be eligible for the Certificate Course in English for Communication.



7. ADMISSION PROCEDURE

- * Admission form along with prospectus can be collected directly from the Institute of Distance Education or study centres on payment of Rs. 100/-
- * Complete admission form along with photocopies of documents (triplicate) on or before. The required Course fee (**see section-9**) in the form of DD in favour of Registrar, RGU payable at :
 - i) SBI, Itanagar, Bank, Code 6091 or
 - ii) Vijaya Bank, Itanagar Branch, Bank code 8801, or
 - iii) Vijaya Bank, RGU, Bank Code 8802
(*The fee once paid is non-refundable.*)
- * The candidate her/himself has to come to the study centre for admission
- * Admission may be done with late fee of **Rs. 300 : from 1st to 15th October, 2011**
- * For the spot admission, students can come with required documents **see section 7.1**. The admitted candidate will be provided immediately SISM and enrolment number(ERN).
- * Furnish all the information correctly and neatly on the application, examination, registration form and other documents supplied.
- * Affix the recent passport size colour photos at specified spaces and attach 3 extra photos with Admission form.
- * Fill in the particulars on the Identity Card and affixed a stamp size colour photo.
- * Write your Enrolment Number (ERN) and subjects on the last page of the prospectus.
- * Keep your Identity Card and Prospectus till the completion of the course.
- * Candidates must produce their Identity Card for all enquiries.
- * Right to admission is reserved with the IDE.
- * No cash will be accepted.

7.1 Requirement For Admission

1. Photo copies of Class X marksheet and Certificate (2sets)
2. Photo copies of Class XII/10+2 from recognised Board (2 sets)
3. Recent passport size photos 6 Nos.
4. SC/ST certificate (2 nos.)
5. Original Registration card if already registered with RGU
6. Original CI-X Certificate and CI-XII marksheets for verification
7. Photocopy of the Voter ID card or Driving Licence
8. Inservice candidates have to submit a photo copy of their government Identity Card
9. Demand Draft of Admission and Registration.



Fee as per prospectus without late

FYBA	:	Rs.3680.00
SYBA	:	Rs.3530.00
TYBA	:	Rs.3530.00
CCFT	:	Rs.7180.00
CCEC	:	Rs.5280.00

10. For taking admission in SY/TY BA candidates must bring their previous identity card, admit card and marksheet(including back paper marksheet).

7.2 Number of forms to be filled at the time of admission

At the time of admission the candidate has to fill in the following forms :

- (i) Admission Form
- (ii) Registration Form
- (iii) Examination Form
- (iv) Identity Card
- (v) Attendance Sheet

7.3 Identity Card

The students will be issued an Identity Card by the IDE. The students are advised to keep the Identity Card safely till the completion of the course. Students will have to produce the Identity Card at the time of contact and counselling classes and examination as and when asked to do so by the authorities. If the original Identity card is lost, a duplicate card can be obtained from the IDE on payment of Rs. 50/-

7.4 Enrolment Number (ERN)

On admission the students will be assigned ERN by the IDE. In all communications addressed to the Institute of Distance Education/Study Centre, reference of the ERN should be given. Letters received without ERN will not be entertained.



7.5 Registration Number

All the candidates admitted to any course offered in Institute of Distance Education will be assigned new registration number RGN by the university. For this original marks sheets and certificates of previous examinations are mandatory.

7.6 Renewal of Admission (RA)

If any candidate fails to appear in all papers in First year BA (FYBA) and/or any course s/he can renew his/her admission to the course on payment of the following fee:

1.	Re-admission Fee(Half (including Identity Card)	:	Rs. 250/-
2.	Re-registration Fee(Full)	:	Rs. 250/-
3.	Examination Fee (Full)	:	Rs. 600/-
4.	Assignment Response Form	:	Rs. 150/-
5.	Centre fee	:	Rs. 50/-
6.	Assignment Evaluation	:	Rs. 500/-
	Total	:	Rs. 1800/-

In such cases, **SISM will not be provided again to the candidate**. In any case the degree is to be completed within the maximum time limit prescribed for the course from the date of admission/renewal of admission in the course.

If already registered, the candidate has to submit the original registration card for renewal of admission.

7.7 Rejection of Admission Form

The admission form can be rejected due to any of the following reasons:

1. The Rajiv Gandhi University does not recognize the qualifying examination as minimum qualification.
2. The form is incomplete or the required documents are not attached or photographs are not affixed and/or attested.
3. The admission form is not signed by the candidate himself or herself.



4. The admission to a course will be cancelled for period decided by the authority if he/ she found involved in unfair means in examination.

7.8 Change of Subject

Change of subject will not be entertained after 15th of November, 2011

8. PERSONAL CONTACT AND COUNSELLING PROGRAMME AND SUBMISSION OF ASSIGNMENT

8.1 Personal contact and counselling programme (PCCP)

The IDE and the Study Centres organise PCCP as per the calendar of the Institute.

Attendance in Contact and Counselling programme is compulsory for professional and vocational courses. However, for BA programme it is optional.

Every candidate must submit completed assignment booklets **within the specified date (see section 12)**. It is one of the essential component of examination. The students are supposed to obtain minimum percentage of marks in assignment as per University rules.

In case one is not able to submit assignment s/he will be declared absent. S/He will be automatically declared fail/ineligible.

The learners can collect their assignment within the specified dates **(see section 12)**.

9. ADMISSION FEES

9.1 Fee Structure for B. A.Course

A total amount of Rs. 3,680.00 (Rupees three thousand six hundred eighty) only for BA 1st year, Rs.3,530.00 (Rupees three thousand five hundred thirty)only for BA 2nd and 3rd year respectively, will



be collected at the time of admission. Prospectus fees will be collected at the time of purchasing the prospectus along with application form. Fees for provisional certificate and rechecking will be paid separately. The breakup of fee is given in **TABLE-1**.

TABLE - 1

Sl. No.	Particulars	1st year	2nd year	3rd Year
		Amount	Amount	Amount
1	Admission fee	Rs. 500.00	Rs. 500.00	Rs. 500.00
2.	Registration/Renewal fee	Rs. 250.00	--	--
3.	Examination fee	Rs. 600.00	Rs. 600.00	Rs. 600.00
4.	Mark sheet fee	Rs. 100.00	Rs. 100.00	Rs.100.00
5.	Teaching materials (Package)	Rs.1500.00	Rs.1500.00	Rs.1500.00
6.	Assignment and Evaluation fee	Rs. 500.00	Rs 500.00	Rs. 500.00
8.	Identity Card	Rs. 30.00	Rs. 30.00	Rs 30.00
9.	Assignment Response Format fee	Rs. 150.00	Rs. 150.00	Rs. 150.00
10.	Centre fee	Rs. 50.00	Rs. 50.00	Rs. 50.00
11.	Continuation fee	---	Rs. 100.00	Rs. 100.00
	Total	Rs.3,680.00	Rs.3,530.00	Rs.3,530.00

N.B.: *The candidates who have passed their qualifying examination out side Aruanchal Pradesh have to pay Rs. 100/- as eligibility*

9.2 Fee Structure for Certificate Course in Fisheries Technology

A total amount of Rs. 7,180.00 (Rupees seven thousand one hundred eighty) only will be collected at the time of admission. Prospectus fees will be collected at the time of purchasing the



prospectus along with application form. The breakup of fees for CCFT is given in **TABLE-2**. *The inservice candidates have to pay admission fee in cash which they can get reimbursed from the department later.*

TABLE-2

Sl. No.	Particulars	Amount (Rs.)
1	Course Fees	Rs. 1000.00
2	Admission fee	Rs. 500.00
3	Registration/Renewal fee	Rs. 250.00
4	Examination fee	Rs. 600.00
5	Mark sheet fee	Rs. 100.00
6	Self Learning Materials package	Rs. 2500.00
7	Assignment and evaluation fee	Rs. 500.00
8	On farm practical training fee	Rs. 1250.00
9	On farm practical evaluation fee	Rs. 250.00
10	Identity Card fee	Rs. 30.00
11.	Assignment Response Format fee	Rs. 150.00
12.	Centre fee	Rs. 50.00
Total		Rs. 7180.00

Note : If provision exists, the inservice candidates can get their fee reimbursed from the Fisheries Department of the State.

N.B.: The candidates who have passed their qualifying examination out side Aruanchal Pradesh have to pay Rs. 100/- as eligibility

9.3 Fee Structure for Certificate Course in English for Communication

A total amount of Rs. 5,280.00 (Rupees five thousand two hundred eighty) only, will be collected at the time of admission. Prospectus fees will be collected at the time of purchasing the prospectus along with the application form. The fee break-up is given in **TABLE-3**.



TABLE -3

Sl. No.	Particulars	Amount(Rs.)
1	Course fee	Rs. 1000.00
2	Admission fee	Rs. 500.00
3	Registration/Renewal fee	Rs. 250.00
4	Examination fee	Rs. 600.00
5	Mark sheet fee	Rs. 100.00
6	Self Learning Materials package	Rs. 1500.00
7	Assignment and evaluation fee	Rs. 500.00
8	Practical Teaching	Rs. 500.00
9	Language lab evaluation fee	Rs. 100.00
10	Identity Card fee	Rs. 30.00
11.	Assignment Response Format fee	Rs. 150.00
12.	Centre fee	Rs. 50.00
Total		Rs. 5,280.00

N.B.: The candidates who have passed their qualifying examination out side Aruanchal Pradesh have to pay Rs. 100/- as eligibility

9.4 Other fees/charges

- (i) Prospectus: Rs. 100.00 at the University/Study Centre
- (ii) Change of Study/Examination Centre fee : Rs. 100/-
- (iii) Other fees relating to re-checking, provisional certificate, original certificate etc., and their payment will be as per University rules and will be paid directly to University office when required.

9.5 Availability of Prospectus

1. Office of the Institute of Distance Education, RGU, Ph: 0360-2278087/2278540(O)
2. Study Centres ;
 - (i) IGGC, Tezu
 - (ii) GC Bomdila



- (iii) RFGC, Changlang (iv) WRGC, Deomali
(v) JNC, Pasighat (vi) DPGC, Kamki

9.6 Mode of Payment

Fees will be paid in the form of *Demand Draft* in favour of **Registrar, Rajiv Gandhi University, Rono Hills payable at:**

- i) SBI, Itanagar, Bank, Code 6091 or
- ii) Vijaya Bank, Itanagar Branch, Bank code 8801, or
- iii) Vijaya Bank, RGU, Bank Code 8802

The details regarding admission and other fees have been given in the *fee structure* section . Money Orders **will not be** accepted.

10. EXAMINATION

The examination is conducted once in a year

10.1 Medium of Examinations

The medium of examination will be English for all the subjects except for those subjects where the learners will need to write in respective languages.

10.2 Examination Centre(s)

The annual examination will be held at the Institute of Distance Education, Rajiv Gandhi University or in its Study Centres if approved by the University authority.

In case a learners wants to change the examination/study centre he/she has to pay Rs. 100/- as change of centre. **No request for change of exam/study centre will be entertained after 30th January, 2012.**

10.3 Examination schedule

1. The final written and practical examination will be conducted as per schedule declared by the University. The duration and medium of instruction will be as per approved syllabus.



2. The examination will be conducted in Study Centres or any other Centre approved by the University, keeping in view the number of examinees.

10.4. Back Paper/Reappearance :

- (i) A candidate can reappear in all the papers or in papers in which s/he has failed after duly filling up examination forms as per rules of the University.
- (ii) The candidates appearing in back paper can get examination form from the Study Centre and fill in the form as detailed below :

Cost of examination form	:	Rs. 50/-
Back paper Examination fee (including centre fee)		
For one paper	:	Rs. 250/-
For two papers	:	Rs. 450/-
For 3 or more papers	:	Rs. 650/-

- (iv) Enclosures
- Recent passport size colour photo: 3 Nos. per examination form
 - Photocopy of marksheet of last examination appeared
 - Seperate Back paper examination form for 1st/2nd/3rd year examination
- (v) The repeaters if any will fill in the examination form for back paper within 30 days of declaration of the respective result.
- (vi) 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.
- (vii) 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.
- (viii) 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.

10.5 Collection of Admit Cards and examination routine

Admit Cards and Examination schedule may be collected atleast 15 days before the examination from the respective study centre. **No Admit Card and examination schedule will be sent by post.**



10.6 Duplicate Admit Card

Duplicate Admit Card will be issued on the basis of FIR report of lost card from the Police Station. The fee for issue of Duplicate Admit Card is Rs. 100/- per card.

10.7 Pass requirement

10.7.1 B.A.

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.

10.7.2 CCFT and CCEC

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.

10.8 Additional information about Examination

Assignments are compulsory. The learners will submit one assignment in each subject in order to be eligible for appearing in the examination. For each paper, assignments will carry 10 marks, while the written annual examination will carry 90 marks (or as decided by the University from time to time) from the session 2008-09 onward.

- (i) A candidate is required to complete the Degree **within six years** from admission to the course.



- (ii) If a candidate fails to get the pass marks in the assignments, **s/he must re-submit within 15 days from date of receipt of assignment by the candidate. If s/he fails to resubmit the assignment s/he will not be allowed to appear in the annual examination.** Carrying over assignment marks will hold in case of failure in written examination also.
- (iii) A candidate, who fails to appear in written examination in a year, will be allowed in the following year to appear in two courses, i.e. 1st/2nd year and 2nd/3rd year examinations simultaneously, provided that s/he fulfils assignment criteria and takes admission to the second year's course.
- (iv) In assignments and written examinations, each unit will be given equal weight while setting the questions.
- (v) The evaluators of assignments will give their comments on the quality and further scope for improvement of performance of the examinee.
- (vii) Evaluation of assignments will be done at the respective Study Centre (if resource persons are available) of IDE, Rajiv Gandhi University.
- (viii) **In other matters, the examination rules of the University will be followed.**
- (ix) Examination form attached herewith should be filled up and sent as per the time schedule given or at the time of admission to avoid late fee/delay in submission.
- (x) The marks in passed papers will be carried over along with assignment marks.
- (xi) Any candidates using unfair means in examination will be strictly penalised as per examination ordinance of the University.

11. MISCELLANEOUS

Learners are to remain in constant touch with the Institute of Distance Education, Rajiv Gandhi University to obtain update information regarding contact and counselling, assignment submission and examination etc.

The time schedule will be **strictly followed**. In this regard, ***no further correspondence will be made from the Institute of Distance Education, Rajiv Gandhi University until and unless some changes are made under compelling situation.***

- (i) Hostel Accommodation; There is no provision of providing hostel accommodation to the learners of Distance Education in the University/study centre.
- (ii) Refund of Admission Fee; The total admission fee including other fee paid at the time of admission is non-refundable after being admitted/enrolled to the course.
- (iii) University reserves the right to take a decision to start/withdraw the courses mention in the prospectus.



- (iv) The learners of BA are advised to write the name of one more elective subject (*as extra*) so that subjects may be decided for them in case of lesser number of students in any subject.
- (v) All the fees are to be paid by Demand Draft **except the prospectus** and **cost of examination form for back paper**.
- (vi) The fee for re-checking (or re-counting), re-evaluation (if any), duplicate marksheet/ certificate, migration or convocation fee shall be as prescribed by the University from time to time and has to be paid directly to the University.
- (vii) The IDE learners are guided by the Distance Education Ordinance.
- (viii) During the Contact and Counselling Programme, bus service will be available from Bage Tinali(Nirjuli) to RGU
- (ix) *Bus service will be provided during the annual examination from **Vivek Vihar to Rajiv Gandhi University Campus**. The bus will start 1 hour 30 minutes before the commencement of examination from Itanagar. The learners have to pay the fare as fixed by the University.*

12. ACADEMIC CALENDAR 2011-12

The Academic Calendar to be followed during the session 2011-12 for B.A. Courses and Certificate Courses under the Distance Education Programme is as stated below:

- | | |
|--|---|
| 1. Issue of Prospectus | 1st August, 2011 onwards |
| 2. Admission Schedule | |
| a. B. A. First Year/CCFT/CCEC Admission | 10th August, 2011 to 30th September, 2011 |
| b. SYBA & TYBA Admission | 25th August to 30th September, 2011 |
| 3. Admission with late fee | |
| a. Admission with late fees of Rs 300 from | 1st to 15th October, 2011 |
| 4. Issue of Study Materials (RGU Centre)
At the time of admission | 10th August, 2011 to 31th October, 2011 |
| | <i>(Study Material will be available at other Study Centres from 16th to 31th October, 2011)</i> |



5. Receipt of Assignments from students	On or before 30th November, 2011
6. Returning of Assignment to learners	1st March to 15th March, 2012
7. Counseling and Contact Programme	15th November to 25th November, 2011
8. Filling up of Examination Form	At the time of Admission.
9. Filling up of Back Paper Form	Within one month of declaration of respective results.
10. Last Date of changing Study Centre	31st January, 2012
11. Issue of Admit card	10th April, 2012 to 30th April, 2012
12. Practical certificate course	To be decided in consultation with Farms/ English Language Laboratory
13. Date of Examination	3rd week of May, 2012

Note:

- (i) The Contact and Counseling Programme at different study centres will be notified by the coordinator of the study centres.
- (ii) The learners must take admission in B.A. second and third year as per the schedule even if the result of the respective class is not declared.
- (iii) The activities relating admission, CCP and examination shall be carried as per the calendar in the prospectus(2011-12). There will be no separate notification through any media. The learners should read the prospectus thoroughly and keep in touch with IDE office for any inquiry.



AFTER ADMISSION WRITE YOUR

CLASS : BA I/II/III/CCEC/CCFT.....

ENROLMENT NO. (ERN):-----

SUBJECTS OFFERED

1. -----
2. -----
3. -----
4. -----

SUBMISSION OF ASSIGNMENT : YES/NO

ATTENDED CONTACT PROGRAMME : YES/NO