

# **General Instructions to the Learners/Candidates**

## **PRILIMINARY NOTE**

Candidates applying for registration and admission to Distance Education Programmes have to read the Prospectus and syllabus carefully pertaining to their respective courses. They have to comply with the basic requirements, as per the University rules for registration and for admission to the respective University Examinations. The University will not correspond with candidates on any matter covered by the rules mentioned in the Prospectus.

## **A. ELIGIBILITY CONDITIONS**

### **For POST GRADUATE PROGRAMMES**

#### **M.A. / M.Com.**

A candidate who has passed the examination of B.A. or B.Sc. or B.Com., B.B.M., B.B.A. or B.Ed. / B.Tech. / B.Sc. Agri. / B.Sc. Home Science degree of any University recognised as equivalent thereto is eligible to register his/ her name for M.A./ M.Com. first year.

#### **M.Sc.**

A candidate who has passed the examination of B.Sc. or B.E. / B.Tech. / B.Sc. Agri. / B.Sc. Home Science or any degree in Science in the relevant subject of science of any University recognised as equivalent thereto and passed the examination concerned is eligible to register his / her name for M.Sc. first year.

#### **B.Lib.I.Sc.**

Any graduate from this university or any other university recognised by UGC is eligible for admission to the B.L.I.Sc. Programme.

#### **M.L.I.Sc.**

Any graduate with B.L.I.Sc. or B.Lib.Sc. from any recognised university is eligible for admission to the M.L.I.Sc. Programme.

#### **M.A. in Education**

Any Candidate who has passed the three year Degree Examination of this University or any University considered as equivalent thereto and has secured not less than

40% of the marks in aggregate in the examination for the declaration of class is eligible for admission to the M.A. in Education.

### **M.A. in Hindi**

B.A. degree with Hindi as Optional or

- Any graduate with Hindi as language;
- Rashtrabhasha Praveen or Rashtrabhasha Visharad of Dakshina Bharatha Hindi Prachar Sabha, Madras;
- Rajabhasha Vidwan or Rajabhasha Prakasha Examination of Mysore Riyasat Hindi Prachar Samithi, Bangalore;
- Hindi Ratna Examination of Mysore Hindi Prachar Parishat, Bangalore;
- Bhasha Praveen Examination of Karnataka Mahila Hindi Prachar Seva Samithi, Bangalore;
- Visharad (with Hindi Sahitya) or Uttam (with Hindi Sahitya) Examination of Hindi Sahitya Sammelan, Prayag;
- Hindi Vidwan Examination with Post/Pre-University Diploma in Hindi;
- Hindi Vidwan of Karnataka Govt. with S.S.L.C. and B.Ed. (Mysore University) (These eligibility conditions are subject to provisions made under the Admission Regulations).

### **M.A. in Sanskrit**

B.A. degree with Sanskrit as Optional or

- Any graduates with Sanskrit language or Sanskrit minor;
- Candidates who have passed the Vidwan Examination conducted by the Board of Sanskrit Education. Karnataka Govt. (or any other examination considered as equivalent thereto) with basic qualification of SSLC;
- Graduates who have passed Kannada Pandit Examination of the Govt. of Karnataka. (These eligibility conditions are subject to provisions made under the Admission Regulations).

### **For GRADUATE PROGRAMMES**

#### **B.A. / B.Com. / B.B.A. / B.Sc.**

- (i) Admission to B.A./B.Com./B.B.M. are on the basis of students those have passed either Pre-University or 12th Standard or equivalent.

- (ii) For B.Sc., candidates should have completed Science PUC or 10+2 or equivalent science Programme.
- (iii) Candidates who have passed ITI / JOC / vocational course at any of the recognised institutes within Karnataka are eligible for admissions to B.A., B.Com., B.B.M. and B.Sc.
- (iv) The students who have passed 10+2 in National Institute of Open Schooling, New Delhi in the respective Arts/ Commerce/ Science fields can also eligible to apply for UG Programmes.

#### **For POST GRADUATE DIPLOMA**

- Admission for PG Diploma Programmes are on the basis of students having passed any of the Bachelor Degree or equivalent.
- For PG Diploma in Genetics, candidates having graduation in any of the Life Sciences/ Medicine/ Dentistry/ Agriculture Science are eligible.
- For P.G. Diploma in Industrial Safety, candidates having graduation in any of the Science/ Engineering/ Medicine fields are eligible.

#### **M.B.A. Programme :**

- (i) Any Candidate who has passed the three years Degree Examination of this University or any other University considered as equivalent thereto and has secured not less than 45% of the marks in aggregate in the examination for the declaration of class, is eligible for admission to MBA Programme.
- (ii) The candidates must have qualified in the Entrance Test conducted by this University. The weightage for the qualifying Exam and the Entrance Test shall be 50:50.

**Entrance Examination:** Entrance Examination will be conducted in select places (towns/cities), details will be intimated to the candidates who apply for admission to the MBA Programme.

### **B. DECLARATION OF CLASS**

#### **POST GRADUATE PROGRAMMES**

- (i) **Pass Class :** 40% of marks or above but below 50% of marks.  
**II Class :** 50% of marks or above but below 60% of marks.  
**I Class :** 60% of marks or above.

- (ii) Class will be awarded on the basis of the aggregate of marks at both previous and final examinations taken together.

## **GRADUATE PROGRAMMES**

### **B.A. / B.Com. / B.B.A. / B.Sc.**

Minimum marks for passing in each paper and in aggregate shall be 35%.

A candidate who secures 35% marks in any of the papers in the UG exam shall be entitled to claim exemption in that paper at his / her option and has to reappear in the remaining papers in which he / she has failed to secure the minimum marks in the first and subsequent attempts.

Full exemption to the next year will be given, if for any reason, a candidate was not able to take a theory exam. However, a candidate has to complete all exams within double the duration of the Programme.

UG Students are to study Environmental Science as a subject in the first year and Indian Constitution as a subject in the second year. Both are mandatory. However, marks obtained in these papers will not be considered for declaration of class.

### **C. I.A. AND PRACTICAL MARKS**

- As a part of Internal Assessment, the candidates will have to complete assignments in the booklets provided by DDE and submit them to the Directorate of Distance Education within the specified date. The Topics & Instructions for I.A. will be notified in the Students Corner section of the website and also issued to the students directly or through Learners' Support Centres.
- It is mandatory to submit the I.A. in the same year of registration.
- There is no provision for resubmission of I.A.
- Each paper of B.A., B.Com. papers, and B.Sc. & B.B.A. language papers, also M.A., M.Com. papers will be of 100 marks of which 80 marks shall be for theory, 20 marks for I.A. Out of the 20 I.A. marks, 15 marks for Assignments and 5 for candidates regularity (attendance) at the orientation / contact programme.
- For B.B.A., each of the Optional papers, 80 marks for theory and 20 marks for I.A. Out of the 20 I.A. Marks, 10 marks for Skill Development Activity, 5 marks for assignments and 5 marks for attendance.

- Each of the Science Programmes papers (B.Sc. & M.Sc.) (except Mathematics) will be of 100 marks of which 85 shall be for Theory and 15 for Internal Assessment (10 for the assignment and 5 for attendance at the orientation and practical classes).
- For M.Sc. Mathematics papers, 80 marks for theory and 20 marks for I.A.
- For B.Sc. Mathematics papers, 90 marks for theory and 30 marks for I.A.
- In the M.L.I.Sc. Programme, for Papers 1,2,3,4 & 5, theory will be of 85 marks and 15 marks for I.A. (10 for assignment and 5 for attendance at the orientation and practical classes). For Papers 6, 7 & 8, practicals will be 90 marks and 10 marks for I.A. given during practical session.
- B.L.I.Sc. Each paper is of 100 marks of which 85 marks is for Theory and 15 for Internal Assessment (10 for assignment and 5 for attendance at the orientation and practical classes). Practical are of 100 marks of which 90 is for Practicals and 10 for Internal Assessment given during practical session.
- Papers of all the P.G. Diploma Programmes (except PGD Industrial Safety) will be of 100 marks of which, 80 marks for theory and 20 marks for IA. PGD Industrial Safety - each paper is of 100 marks of which, 15 marks for IA, 85 marks for theory.

## **PRACTICALS**

For Science Programmes with practicals, the candidates will have to attend practical work for specified days at designated University Departments / Colleges / Student Support Centres.

For Post Graduate Programmes (M.Sc.), Practicals will be for 75 marks of which 65 for experimental work and 10 marks for Record.

- For Under Graduate Programmes (B.Sc.), Practicals will be for 50 marks, of which, 40 marks for experimental work and 10 marks for records.
- The practical examination can be repeated if the candidate has failed to take up the practicals and practical examination in the concerned year. If a candidate fails to attend the regular practical Programme and exam, he/ she may attend the same during next year along with theory papers.

**Note :** For practical orientated programmes, if students in any centre are fewer than 10, the University reserves the right to shift such students to a nearby Student Support Centre or to the University campus.

- Practicals and practical exams will be held by the respective Learners Support Centres/ Colleges. However, the KUDDE reserves the right to decide on the number of examination centres, and it may attach one or more Centres to a designated examination centre. And, the students will have to take their exams in the designated exam centres only. However, the University will make efforts to designate examination centres- within reasonable distance from the Centre where the students have applied for admission.

## **IMPORTANT NOTES**

1. The unsuccessful candidates at the P.G. Examinations of a particular year are required to reappear for those papers/examinations only as per the syllabus of that year. The repeaters are therefore advised to preserve the syllabus and study material until they pass the final year of the Programme.
2. For science students with practicals, practical courses and practical exams are mandatory. However, his / her completion of the course will be declared only after he/she completes the practical course and exam of the years concerned.
3. Candidates will have to complete all the exams within double the duration of the course (and not the number of attempts). The double the duration is reckoned from the year of registration.
4. A candidate is permitted to register for M.A. / M.Com./ M.Sc. final year examination irrespective of the number of papers failed at the previous theory exam.
5. Study material provided is only to guide and help the students in the concerned subject. Students are advised to make use of reference books in the list of books provided along with Syllabus.

## **D. OTHER INFORMATION**

### **i. RENEWAL OF REGISTRATION**

Students who have failed to pay the II year/ III year course fee in the respective year are permitted to renew their registration by paying the specified course fee along with a penalty of Rs. 500/- for each year lapsed, provided the candidate renews his registration within 2 years from the year of cancellation of his registration.

## **ii. CHANGE OF ADDRESS**

Any change in the address of the students should be intimated to the Directorate with a fee of Rs. 100/- paid through a specified challans or Electronic Transfer. No change of address will be entertained once the students receive their examination hall ticket.

It is not the responsibility of the Directorate of Distance Education for missing correspondence due to change of address.

## **iii. CHANGE OF NAME**

Change of Name, if any required, candidate has to make a written request along with relevant documents as proof of change of name, by paying specified fee.

## **iv. DUPLICATE REGISTRATION CARD**

For issue of duplicate Admission/Registration/ Enrollment card- Rs. 200/- will be charged.

## **v. LIBRARY CARD**

Candidates who are desirous to avail themselves the facilities of Kuvempu University Main Library on the campus will be permitted. They have to obtain a separate Library / ID Card on payment of Rs. 100/- (through Challan of Electronic Transfer). However, no books will be issued to them to carry outside the library.

## **vi. BONAFIDE / STUDY CERTIFICATE**

Those candidates who require Bonafide Certificate / Study Certificate can obtain by sending a filled in prescribed application form (available from the KUDDE website) along with a fee of Rs. 100/- paid either through Bank Challan or Demand Draft.

## **vii. ABOUT TRANSFER CERTIFICATE**

A Transfer Certificate is not required for admission to any of the KUDDE courses. The Directorate will also not issue Transfer Certificate at the time of completion of the course. However, for Lateral Entry a Migration / Transfer Certificate will be required from such students for verification.

## **E. MISCELLANEOUS**

- All the original certificates submitted by the candidates in connection with their admission, registration will be returned to them from the Office of the DDE along

with the registration certificate. In case any of their certificates are not received back, they must bring the same to the notice of The Director, DDE, Kuvempu University, immediately. The original records will be maintained for a minimum period of three months.

- KUDDE will not entertain any change of exam centre unless there is a proof of change of address.
- In case of any discrepancies observed in the marks card/ certificates etc., candidates have to bring it to the notice of the Director, DDE through a written request within a period of 3 months from the date of issue of the document.

### **PRESERVATION OF ANSWER SCRIPTS / IA SCRIPTS**

- The answer scripts of Theory Exams will be preserved for a maximum duration of 6 months from the date of announcement of results / revaluation / challenge valuation results. Any query or request for verifications may be submitted, through a written request, within the said period only.
- Similarly, written IA Scripts of the students will be preserved for a period of six months from the date of announcement of the results (First announcement of results). Any discrepancy observed regarding IA marks may be informed to DDE through a written request within three months from the date of issue of results. Later request may not be accepted.
- Students are advised to refer the website for notifications regarding preservation of various documents, issued from time to time.

Notwithstanding any conditions mentioned above the University reserves the right to change, alter, amend any of the above clauses/conditions. In matters of fees for unforeseen issues / certificates / endorsements the University may fix the amount subject to the existing fee structure or change it from time to time.

### **ARBITRATION AND COURT JURISDICTION**

Once the candidates are admitted to Kuvempu University they should agree to settle all disputes by arbitration and within the jurisdiction of Kuvempu University.

With regard to disputes arising in all matters, only the Courts and Tribunals having jurisdiction over Shankaraghatta shall have jurisdiction.



## F. STUDENT SUPPORT SERVICES

The Directorate of Distance Education offers several Student Support Services to the registered candidates, such as, student counseling/ orientation / practicals / web based information.

**Web based Services:** Relevant information about the courses can be obtained by visiting the DDE website. Also, examination time-tables, provisionally declared results are available from the website: [www.kuvempu.ac.in](http://www.kuvempu.ac.in) (Distance Education).

**Study Support Services:** Students can get support/access the Faculty / RTAs regarding their Learning activities/study support through emails.

Contact Nos.: 87623 54244, 87622 89129

SN.	Name	Subject/Department	e-mail ID
1	Dr. Ravi Naik M.	Kannada	kan@kuvempuuniversitydde.org
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7	Dr. Haseena H.K. Khadri	History & Archeology	hist@kuvempuuniversitydde.org
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17	Dr. Sanjit M.N.	Law	law@kuvempuuniversitydde.org

**Grievances Cell:** Matters related to certification, non-receipt of documents and such other individual cases may be addressed the Students Grievances Cell. Liaison Officer will be in-charge for this.

Liaison Officer: Dr. Suresh G.C.

e-mail: [ssgc@kuvempuuniversitydde.org](mailto:ssgc@kuvempuuniversitydde.org)

Contact No.: 87622 86311