

ORDINANCE NO. 43

CORRESPONDENCE COURSES

(refer clauses 2,4,8,14 and 24(b) of section 6;1 of Section 7 and i,ii,iii, iv, v, xiii and xiv of Section 37 of the Adhiniyam.)

1. This Ordinance and its Rules lay down the conditions for appearing at the University Examinations for Diplomas, Degrees and Post-Graduate Diplomas through the correspondence Courses.
2. Correspondence Course shall be available to all Indian Citizens, residing in India, possessing the requisite qualifications laid down for different courses.
3. The candidates appearing at the examination through Correspondence Courses shall be treated at par with the non-collegiate candidates as defined in para 1 (iii) of Ordinance No.6
4. The University shall run Correspondence Courses leading to following Diplomas and Degrees:
  - (i) Diploma
  - (ii) Bachelor's Degree,
  - (iii) B.Ed., B.P.Ed, B.Lib.Sc., M.Lib.Sc.
  - (iv) Post Graduate Diploma.
  - (v) Master's Degree.

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5. The Diplomas and Post-Graduate Diplomas, B.Ed., B.P.Ed., B.Lib.Sc. & M.Lib.Sc., shall be of Two semesters (One academic year) duration Four semesters (Two academic years) duration.
  6. Bachelor's Degree shall be of six semester (Three academic Years) duration.
  7. Master's Degree shall be of Four semesters/Six Semester (Two/Three Academic Year) duration.
  8. Correspondence Courses shall be organised by the University through the Institute of Correspondence Studies, Jiwaji University, Gwalior.
  9. Director of the Institute shall be appointed by the Executive Council on the recommendation of the Kulpati.
  10. The term, duties and functions of the Director of the Institute of Correspondence studies shall be laid down in Regulation made by the Executive Council.
  11. The Institute of Correspondence Studies shall have an Advisory Board to look after the activities and proper execution of the courses run by the Institute.
  12. The Advisory Board shall consist of the following:
    - (i) Kulpati Chairman
    - (ii) Two Deans of Faculties nominated by Kulpati. Member

- (iii) Three course Directors/  
Coordinators of University  
nominated by the Kulpati Member
- (iv) Chairmen Board of Studies of the  
Subjects for which Correspondance  
Courses are being organised. Member
- (v) Regional Director, Indira Gandhi  
National Open University, Bhopal. Member
- (vi) Registrar or his nominee, not less  
than a Deputy Registrar. Member
- (vii) Director of the Institute. Member Secretary

The Advisory Board shall have the power to Co-opt the experts as and when required. The term of the Advisory Board shall be of three years.

Seven Members shall constitute the quorum.

13. The Advisory Board shall have following duties and functions:

- (i) The Advisory Board shall identify the Courses which have to be run as correspondence course and shall take the approval of the Academic Council for the same.
- (ii) The Advisory Board shall prepare the Regulations governing the conduct of the courses, their examinations and the fee structure including the examination fees.

(iii) The Advisory Board shall perform such other functions as assigned to it by the Executive Council, Academic Council or Kulpati.

14. The syllabi for the courses to be conducted under the Institute of correspondence studies shall be prepared by the respective Board of Studies, constituted for the purpose. In case of inter-disciplinary/ multi-disciplinary courses the syllabi shall be drawn by joint Board of Studies.
15. The eligibility of the candidate to appear for different correspondence courses shall be laid down in the regulation of the respective courses after taking prior approval of the Academic Council.
16. The Director shall draw up a faculty for the Institute for execution of the academic programmes, in consultation with Kulpati, Dean of the Faculty and Chairman, Board of Studies.
17. The Director shall get the lessons prepared for the courses and shall arrange for the counselling of the candidates.
18. The written Examination of the courses shall be held at the centres placed at Gwalior and/or such other places as identified by the Advisory Board and approved by the Executive Council.

19. Said or otherwise provided for in this Ordinance, the provision of Ordinance Nos.5 & 6 shall be applicable to all the candidates admitted to the correspondence course Examinations.
20. For such other matters as are relevant but are not covered by this Ordinance such as determination of results, award of supplementary, grace marks, etc., the provisions of other Ordinance relating to non-collegeate candidates shall be applicable to all candidates admitted to correspondence courses.
21. The diploma/degree awarded to the candidates under this Ordinance shall have a clear mention that the diploma/degree pertains to CORRESPONDENCE COURSE.

REGISTRAR  
JIWAJI UNIVERSITY  
GWALIOR