



MOTHER TERESA WOMEN'S UNIVERSITY
(Accredited by NAAC with "A" Grade in the III Cycle)
KODAIKANAL



**CENTRE FOR DISTANCE AND ONLINE
EDUCATION (CDOE)**



ADMISSION PROCEDURE

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The Centre for Distance and Online Education is a boon to career women who aspire to enhance their personal and professional competence and to home bound women who wish to profitably use their time and resources to satisfy their deferred academic aspirations and also to the rural girls who have no access to the mainline educational system. The Centre for Distance and Online Education now functions from Kodaikanal. The University has its own Research and Extension Centres at Madurai, Chennai and Coimbatore. The affiliated colleges in Theni & Dindigul Jurisdiction serve as Learner Support Centers to reach out to more women and to offer more academic support to them. Candidates seeking admission to CDOE, Mother Teresa Women's University can approach the CDOE, Kodaikanal for obtaining the admission to the programmes.

Prospectus can be obtained in person and online from the university website on online payment of the cost of application. The application form need to be submitted online through University website and the hardcopy with relevant documents need to be submitted to the Director, Centre for Distance and Online Education, Mother Teresa Women's University, Kodaikanal in person or by post along with the online fee receipt paid towards application form.

On clearing the admission process, provisional admission to the programme will be provided subject to confirmation by the Director, CDOE, Mother Teresa Women's University. The Director, Centre for Distance and Online Education, Mother Teresa Women's University is authorized to confirm the admissions on scrutinizing the application for completeness and correctness on the following before issuing Identity Cards.

Registration cannot be claimed as a matter of right and the Directorate reserves all rights to admission. Registration will be made for only such programmes as notified in the prospectus and the university has the right to cancel any programme if there is no sufficient number of students in the course.

Instructions for submission of Application

Candidates should follow the instructions carefully before filling in the application form online.

- Application should be filled online by the candidate along with the scanned copy of the required documents.
- The Date of Birth should coincide with the Date of Birth in the 10th / +2 Examination Certificate
- Name and spelling should be the same as in 10th / +2 examination certificate.
- Programmes opted should be clearly specified in the allotted space.
- The furnished information should be true and correct.
- Hard copy of the Application forms submitted online should be submitted to CDOE office with all the required enclosures.

Mode of Payment:

The CDOE, Mother Teresa Women's University will accept the ONLINE payment paid through SBI collect. NO FEE SHALL BE ACCEPTED IN THE FORM OF MONEY-ORDERS / CASH/ DD OR BY CHEQUES.

General Instructions to the candidates

- Contact details such as address for communication, e-mail id, phone number / mobile no. is required as mandatory information so as to enable the office to sent the academic information.
- The candidates are instructed to intimate the change of address if at all happens during the study period.
- Change of programme will not be permitted in the middle of the course of study.
- Any fees paid by the candidates shall neither be refunded nor adjusted towards any fees.

- Admission cannot be claimed as a matter of right.
- Incomplete applications will be rejected.
- A self-addressed envelope with required stamp must be enclosed for any correspondence / inquiry sent to “The Centre for Distance and Online Education”.
- Candidates of CDOE who have enrolled should keep a watch for important communications such as PCP, date of payment of fees, examination fees, exam schedule, hall tickets, results, convocations, etc., which will be notified through post / will be placed in the Mother Teresa Women’s University website.

Study Materials

Though the study materials are provided to the candidates through study centres they are instructed to equip themselves better with the help of References text books that are mentioned in the syllabus which will be given to the candidates after admission.

Personal Contact Programme

Personal Contact Programmes will be conducted based on the Credits earned by the candidate for each course. 10% of the total study hours as per UGC norms shall be conducted for Theory Counselling and for Practicals the hours shall be distributed as per credits

Examinations

Examination application form submission details will be intimated to the candidates through post. The examination fee has to be paid in the form of Online payment through SBI Collect and the same has to be enclosed along with the application form and submitted to Controller of Examinations.

Declaration of results of examination

The performance of the students in examinations will be declared in the website and a statement of marks will be issued to the concerned candidate through Post.

Revaluation

Candidates who wish to apply for revaluation can apply for the same by filling the revaluation form with prescribed fee and the revaluation form can be sent to the Controller of Examinations, Mother Teresa Women's University, Kodaikanal.

Completion of Course

The candidates who have paid their course fees for the period of study within the stipulated time have to complete the programme (including theory / practical / project / dissertation) within 5 years from the year of completion of period of study, failing which their registration will stand automatically cancelled and they have to register a fresh application if they want to continue the programme.

Renewal of Registration

The registration students who have failed to pay the course fee in the respective year (in time as specified by the University) will stand automatically cancelled and they are permitted to reregister for the programme by paying the specified fee along with a penalty of prescribed fee.

Course Completion Certificate

Candidates who have completed the course and who have no dues will be issued with Course Completion Certificate by paying the prescribed fees.

Procedure to get Provisional / Degree Certificate

Candidates who have qualified the Degree examination may obtain the provisional degree certificate through a separate Application form along with prescribed fees mentioned in the form.

Having obtained the provisional degree certificate the candidates may apply for Degree Certificate in the prescribed format along with enclosing the required particulars as mentioned in the form.

Grievances

Grievances if any, may be address to “The Director, CDOE, Mother Teresa Women’s University, Attuvampatti, Kodaikanal – 624 101” along with Grievance form available in the University website.

Clarification & Enquiry

This prospectus contains essential information for all those wish to continue their higher education through CDOE, Mother Teresa Women’s University.

We have put forth all the efforts in delivering important information for the candidates; however clarifications if any may be obtained from the CDOE. Here we have furnished important telephone numbers for the purpose of enquiry.

| S.No | Department | Purpose | Contact Number / E-mail ID |
|------|----------------|---|---|
| 1. | Director, CDOE | Admission / Study Centre information / courses offered / Study centres / Other enquiry / regarding Distance Education | 04542-241921 M: 8300207907 dde@motherteresawomenuniv.ac.in |
| 2. | Controller | Examination time table / results / hall ticket revaluation / arear examination / provisional certificate / degree certificate | 04542-240895, 245685 mtwucoe@gmail.com |

PROGRAMMES OFFERED

| S.No | Name of the Programme | Year | Eligibility | Fees Structure (Per Year) |
|---------------------------------|-----------------------|---------|--|---------------------------|
| UNDERGRADUATE PROGRAMMES | | | | |
| 1. | BA ENGLISH | 3 Years | 12 th Standard pass | Rs.4600/- |
| 2. | BA TAMIL | 3 Years | 12 th Standard pass | Rs.4600/- |
| 3. | BA HISTORY | 3 Years | 12 th Standard pass | Rs.4600/- |
| 4. | B.Com | 3 Years | 12 th Standard pass | Rs.4600/- |
| 5. | BBA | 3 Years | 12 th Standard pass | Rs.5100/- |
| POSTGRADUATE PROGRAMMES | | | | |
| 6. | MA ENGLISH | 2 Years | Any Degree | Rs.6100/- |
| 7. | MA TAMIL | 2 Years | Any Degree | Rs.6100/- |
| 8. | MA HISTORY | 2 Years | Any Degree | Rs.6100/- |
| 9. | M.Com | 2 Years | Graduate with minimum 50% marks with Accountancy, Economics as allied /ancillary subject | Rs.6100/- |
| 10. | MA Women Studies | 2 Years | Any Degree | Rs.4000/- |