STATUTE GOVERNING THE ESTABLISHMENT OF DIRECTORATE OF CORRESPONDENCE COURSES IN MANGALORE UNIVERSITY

(Framed under Sec 40(1)(f) read with Section 4(i) of KSU Act 2000)

PREAMBLE:

As per the National Education Policy Mangalore University has launched Correspondence Course Programmes during the academic year 2004-05.in order to reach higher education to all sections of the society considering the demand from general public and students. The Regulations governing the P.G. Degree Programmes and U.G. Degree Programmes through Correspondence Course have been duly assented by the Chancellor on 08.08.2007 and 13.08.2008 as communicated by the Government vide letters No ED 10 UDS 2007 dated 02.11.2007 and ED 126 UDV 2007 dated 08.09.2008 respectively. The Distance Education Council, New Delhi has recognized Correspondence Course Programmes of Mangalore University provisionally and sanctioned Development Grants from time to time. As per the terms and conditions of the Distance Education Council, concurrence of the State Government is also necessary to offer nonformal education programmes. Hence this Statute.

1. TITLE AND COMMENCEMENT:

i) This Statute shall be called "the Statute Governing the Establishment of Directorate of Correspondence Courses in Mangalore University"

ii) This Statute shall come into force from the date of assent of the Chancellor.

2. APPLICATION:

This Statute shall apply to the entire courses introduced under the Directorate of Correspondence Courses of Mangalore University from time to time.

3. OBJECTIVES:

a) To promote higher education through non-formal means, specifically through correspondence mode.

b) To promote the concept of connect intelligence among students and teachers.

c) To establish networking of learners and knowledge practitioners by means of Information and Communication Technology.

d) To offer both conventional and innovative courses for knowledge proliferation.

e) To take such courses to the doors of socially and economically disadvantaged sections of the society.

f) To encourage disadvantaged and weaker sections of the society to acquire essential skills, information and knowledge to cope with the demands of emerging new professions in a fast changing global society.

g) To collaborate with national and international educational organizations to promote excellence in non-formal education.

h) To impart quality higher education through communication networks.

i) To perform such other related functions as and when specified/prescribed by the University.

4. CONSTITUTION OF THE EXECUTIVE COUNCIL AND ITS FUNCTIONS:

There shall be an Executive Council for Correspondence Course which shall be as follows:

- The Vice-Chancellor — Chairperson
- Deans of concerned faculties — Member
- One Member each from Syndicate and Academic Council nominated by the Vice-Chancellor for a period of one year — - ,, -
- The Registrar — - ,, -
- The Registrar (Evaluation) — - ,, -
- The Finance Officer — - ,, -
- The Director of Correspondence Courses — Member Secretary

The Executive Council shall meet atleast once a year or whenever required. The quorum for the meeting shall be five.

Subject to the provisions of statutes, regulations, ordinances and rules the Executive Council shall be empowered to enunciate policies and review the performance of the Directorate.

5. ACADEMIC BOARD:

There shall be an Academic Board to advise the Directorate of Correspondence Courses on all academic matters. The Academic Board shall consist of the following:

- One of the Deans of Faculties nominated by the Vice-Chancellor — Chairperson
- Deans of concerned Faculties — Member
- Chairpersons of the concerned BOS of the University — - ,, -
- The Registrar (Evaluation) — - ,, -
- The Director of Correspondence Courses — Member Secretary

6. CREATION OF THE POST OF DIRECTOR AND OTHER SUPPORTING STAFF:

The creation of the post of Director and other supporting staff shall be as per the separate Statute governing the creation of academic and administrative posts in the Directorate of Correspondence Courses in Mangalore University framed in this regard.

7. THE DIRECTORATE, STAFF AND FUNCTIONS:

7.1 The Directorate of Correspondence Courses shall be headed by a Director and assisted by a Deputy Director, Assistant Directors and other administrative staff.

7.2 The duties and responsibilities of the Director, Deputy Director, and Asst. Director shall be as determined by the Syndicate from time to time.

8. FEE STRUCTURE:

The University Syndicate shall be empowered to fix fee structure for admission, registration, conduct of courses, examination and other services etc. for the Correspondence Courses from time to time

9. CONDUCT OF ACADEMIC PROGRAMMES:

There shall be a Coordinator for conduct of each programme. He shall be assisted by one or more Co-Coordinators and as many academic staff as required. The remuneration of the Coordinators, Co-Coordinators and academic staff shall be as determined by the Syndicate from time to time.

10. STUDY CENTRE:

10.1 There shall be Study Centre for conducting the academic activities of the Directorate.

10.2 The Study Centres shall be confined to the limits of the territory jurisdiction of the University as specified in the K.S.U Act.

10.3 The terms and conditions for recognition of Study Centres shall be as follows:

10.3.1 The constituent/affiliated Colleges of Mangalore University shall only be recognised as Study Centres.

10.3.2 There shall be a Committee consisting of following members for selection of Study Centres

➢	Director of Correspondence Course	Chairperson
➢	Deans of concerned Faculties	Member
➢	One member of the Syndicate nominated by the Vice-Chancellor	- ,, -

10.3.3 The Committee shall inspect the premises where Study Centre is proposed to be started and submit a report. The University Syndicate on the basis of the report submitted by the committee decide upon opening of a Study Centre.

10.3.4 The Study Centres shall have the minimum infrastructure facilities like class room, Library, Computer Laboratory, Communication system etc. These facilities shall be made available for the correspondence education programmes whenever necessary.

10.3.5 After the selection of the Study Centre, the University shall enter into a MOU with the management of the Study Centre regarding modus operandi including the charges for offering the infrastructure facilities, remuneration for faculty and staff, if any.

11. CONDUCT OF EXAMINATION:

11.1 The Registrar (Evaluation) shall be in overall charge of conduct of examinations.

11.2. The procedure for conduct of examinations shall be as per the provisions of the University Act. Statutes, Rules and Regulations.

11.3. The persons who are involved in the conduct of examinations shall be eligible for remuneration as fixed by the Syndicate from time to time.

11.4. The marks cards and the degree certificates awarded to the candidates who pursued Correspondence Courses shall clearly state that the programme is through "Correspondence Courses".

12. The University shall frame suitable rules, regulations, ordinances and statutes or amend them as and when required for the smooth conduct and functioning of the Directorate of Correspondence Courses.

[Assented by the Chancellor on 18.03.2013 vide Government letter No.ED 15/UDS/2011 dated 28.03.2013 and notified under Notification No.MU/ DEV/ 10/ 2007-08/ D6 dated 04.04.2013.]

Sd/-
REGISTRAR.