

**MAHATMA GANDHI UNIVERSITY**

PROCEEDINGS OF THE DIRECTOR, SCHOOL OF DISTANCE EDUCATION

SDE III SECTION

No.992/SDE III/4/2015

Dated, P.D.Hills 5<sup>th</sup> January 2016

Read: 1. U.O.No.7336/AII (3)/2015/Admn. dated 19.12.2015.

2. Minutes of the meeting held on 5.1.2016 in the Chamber of the Director, SDE

ORDER

Vide University order read (1) above, the Syndicate of the Mahatma Gandhi University resolved to comply the orders of the Hon. High Court of Kerala in W.A No.2291/2015 to facilitate the study of all students in all the closed down Off campus centres, without causing any difficulty to the students already admitted. The Syndicate resolved to entrust the Director, School of Distance Education to take decisions in all matters relating to the conduct and continuance of study of all students of all closed down Off Campus Centres, including the appointment of Centre Co-ordinators wherever necessary. In continuation of the same, the Director, School of Distance Education issues the following for the continuance of study of students in the closed down Off Campus Centres.

- i. The Centre Co-ordinators of the Off Campus Centres shall extend all support and service to all the students who have already been admitted to the centres and who have completed I/II year as done in the previous years.
- ii. The centre authorities shall forward the details of the centre co-ordinator (Name, Contact details, University approval details etc) to this office at the earliest. In case of change of co-ordinator, a detailed Biodata with application may be forwarded to the Director, SDE at the earliest for approval.
- iii. The Centre Co-ordinators shall collect the entire fee as per the prospectus and remit 50% of the course fee collected from each student for each course by way of Pay in Slip exclusively for School of Distance Education with A/c No. 67150831515. In exceptional cases (Overseas Centres), fee shall also be remitted by way of demand draft in favour of "The Finance Officer, Mahatma Gandhi University, Kottayam" payable at State Bank Of Travancore, Mahatma Gandhi University Campus Branch, code no. 70669.
- iv. Course fee shall be remitted by the centres on or before 18.1.2016 without fine and with a fine of 250/- on or before 27.01.2016.
- v. The study materials shall be collected by the centres from the School office (Ph: 0481-2730491) after submitting a detailed list of students (Year wise/Course wise) along with the Chalan.
- vi. Study Materials shall be distributed only after clearing all dues (including the exam expenses of 2012 & 2013 examinations if any) from the students/centre.
- vii. The students who have already remitted the course fee directly to the University shall be attached to the centres to which they have already studied.
- viii. Application for readmission/Centre transfer will be accepted at SDE office only upto 27.1.2016.

Orders are issued accordingly.

Sd/-  
DIRECTOR

To

- (1) All closed down Off Campus Centres
- (2) P.S to VC/PVC
- (3) P.A to Registrar/FO/CE
- (4) JR II (Exam)/DR (SDE)/DR I (Exam)AR XVI (Exam)
- (5) Ac.C Section/Legal Section/CM Sn/PRO
- (6) Security Officer/LFA/SDE Sections
- (7) All SDE Sections
- (8) Stock File/File Copy.

FORWARDED/BY ORDER

SECTION OFFICER