



DR. A. SHANMUGASUNDARAM

Chancellor
Vinayaka Missions Sikkim University, Sikkim.

MESSAGE

Education is essential for every individual. Without education, no country can prosper and compete with the challenges that lie ahead in the rapidly growing globalized economy. Education enables a man to realize his talents and understand his responsibilities to propel his personal growth and to make him an worthy citizen.

Over the past decade, the environment of education has dramatically changed. We now live in an era where a critical understanding of the global dimensions to learning and development of students as global citizens are gaining importance. Quality education system including quality teaching is vital for achieving success in the global arena. At the same time, locating a quality service provider is critical in attaining success.

Economic growth can be achieved only through better human resources. In fact, “Human Resource” is the most significant strength, an institution can ever develop to provide a competitive edge to the society in the global perspective. Vinayaka Missions Sikkim University (VMSU) believes that human capital is the key for national growth, and thus, chose “Education” as means to excel in creating knowledge and skills by improving the quality of human resource.

VMSU strives to generate high quality human resources with best knowledge and skills in the field of Health Sciences, Technology, Management and Applied Arts & Science by imparting education. In addition, VMSU inculcates the social values in the students and ignites their minds to perform their best. VMSU firmly believes in adherence to values that are most relevant to the academic community, anchored on the concept of integrity.

VMSU aims to become a Centre of Excellence and dedicates itself to meet the vision of India by transforming students into highly talented individuals with commitment, integrity and patriotism.

I wish whole-heartedly with best of luck, to all those who seek admission in Vinayaka Missions Sikkim University and welcome you to our door to success.

A handwritten signature in blue ink, appearing to be 'Dr. A. Shanmugasundaram'.

Dr. A. Shanmugasundaram
Chancellor



Prof. Dr. Kalyan Kumar
Vice Chancellor

MESSAGE

It gives me immense pleasure to bring out much awaited Information Brochure concerning the Directorate of Distance Education, Vinayaka Missions Sikkim University. The Brochure contains all the relevant details what the students may like to know to opt for study programme(s) of their choice for acquiring knowledge and skills for gainful employment. The Directorate of Distance Education is well committed to provide education to all sections of interested people at their door-step(s). People of different age group(s) will find it very convenient to pursue education to avail better opportunities in life with promising career.

Initially thrust is given to such UG & PG Programmes which are usually expected to educate our people in diverse field(s) / area(s) and increase general awareness. However, there are programmes which may be also useful to promote various application areas related to field(s) of computer, IT and management.

It is believed that the combination of variety of programmes would go a long way in catering to the needs of foundation laying with general purpose subject studies along with the very specialized application(s) to address to the diverse requirements of both new learners and the in-service candidates aiming at advancement of learning/knowledge.

Wishing all success and support to the First Batch students joining our Distance Education Programmes.

Sincerely,

Prof. Dr. Kalyan Kumar
Vice Chancellor

12. Fees Payment Particulars : (DD Payable at Gangtok, Sikkim Only)

a) Name of the Bank:

b) DD Number:

c) DD Date: Date Month Year

d) Amount Rs.

Rupees (in words)

DECLARATION

I hereby declare that, the information furnished herein are true and correct to the best of my knowledge and belief. I have read the Information brochure and the rules and regulations of the University. In case any information furnished is found incorrect, at any stage I agree to forego the claim for admission.

Signature of the Applicant

Place:

Date:

Details of Xerox copies of the certificates submitted by the applicant at the time of admission :

S.NO.	PARTICULARS OF CERTIFICATE	CERTIFICATE SL. NO.	REG. NO., MONTH & YEAR OF PASSING
1.	10th Std. Mark Sheet (s)		
2.	H.Sc. or Equivalent Mark Sheet (s)		
3.	Degree Mark Sheet _____ Nos.		
4.	Provisional Certificate		
5.	Degree Certificate		
6.	Migration Certificate		
7.	Transfer Certificate		
8.	Community Certificate		
9.	Other Certificate (s), if any.		

DECLARATION OF THE CANDIDATE

I declare that all the above Xerox copies of the certificates submitted by me at the time of admission are true and genuine.

Signature of the Applicant.

Fees Details

- The students are permitted to pay the annual fees in two installments in advance.
- Demand Draft should be payable at Gangtok only. Demand Drafts payable outside Gangtok will not be accepted.
- Demand draft for the prescribed fees (including study centre fees) is to be drawn in favour of Directorate of Distance Education, Vinayaka Missions Sikkim University payable at Gangtok.
- Cheques, Postal Orders and Money Orders will not be accepted under any circumstance.
- Fees once paid shall neither be refunded nor adjusted towards any other payment.
- The candidates are advised not to pay any fees in the form of cash to the study centre under any circumstance.

Issue of No Objection Certificates

- A student enrolled with any School of VMSU-DDE may be allowed to migrate to any other University provided he / she clears all the outstanding dues & necessary documents. For obtaining migration certificate,

the student is required to submit his application on the prescribed form along with the required fee and self addressed envelope duly stamped.

General Instructions

Maintenance of Discipline

It is expected from all the students admitted in different Programmes of the University that they should not involve themselves with any unbecoming activity in the premises of the University or in the areas of their study centre. If such complaints are found to be true against any student, the matter will be dealt seriously for severe disciplinary action. The action may be upto suspension from the Programme and / or the students rustication from the University. The decision of the Vice-Chancellor shall be binding and final in all such matters.

Communication of Information

All necessary steps are being taken by the University to intimate to the students about essential information. However, the students are advised to keep regular contact with their respective study centres for all information. The University will not be responsible for any lack of communication.

ABOUT VINAYAKA MISSIONS SIKKIM UNIVERSITY

General

The Vinayaka Missions Sikkim University (VMSU), Sikkim was established in the year 2008 as per the statutory provisions under the Vinayaka Missions Sikkim University Act (No.11 of 2008) as notified vide Govt. of Sikkim Gazette No. 321 dated July 30, 2008. The University is fully geared up to cater to various UG & PG studies / programmes right up to Ph.D. degrees.

The Vision of the University is 'To Ensure Excellence in Education'.

The Motto of the University is 'Vision, Knowledge and Wisdom'

Aims & Objectives

1. To provide instruction, teaching, training and research in Medical, Dental, Homoeopathy, Naturopathy, Nursing, Paramedical, Engineering, Management, Arts and Science, Education, Law, Agriculture, Physical Education, Veterinary Science, Fashion Technology, Vocational, and allied courses and related subjects and make provisions for research, advancement and dissemination of knowledge therein ;
2. To establish a campus in the State of Sikkim, and to have study centres, campuses and examination centres at different places in India and abroad.
3. To offer continuing and distance education programs;
4. To institute degrees diplomas, charters, certificates and other academic distinctions on the basis of examination, or any other method of evaluation;
5. To collaborate with other colleges or universities, research institutions, industry association, professional associations in India or abroad, to conceptualize, design and develop specific educational, and research programs, training programs and exchange programs for students, faculty members and others;
6. To disseminate knowledge through seminars, conferences, executive education programs, community development programs, publications, and training programs;
7. To undertake programs for the training and development of faculty members of the University and other institutions in India or abroad;
8. To undertake collaborative research with any organization in India or abroad;
9. To create higher levels of intellectual abilities;
10. To provide consultancy to industry, Government and Public Organization;
11. To ensure that the standards of the degrees, diplomas, charters, certificates and other academic distinctions are not lower than those

All Communication(s) must be addressed to :

**The Director
Directorate of Distance Education
Vinayaka Missions Sikkim University
NH 31A, Tadong,
East Sikkim - 737 102.**

laid down by University Grants Commission (UGC), All India Council of Technical Education (AICTE), Bar Council of India (BCI), the Distance Education Council of India (MCI), the National Council for Teacher Education (NCTE) and the Pharmacy Council of India (PCI) and other National Accreditation bodies;

12. To do all things necessary or expedient to promote the above objectives;

Schools

- School of Humanities
- School of Social Science
- School of Commerce & Management
- School of Computer Science & IT
- School of Education

Colleges, Centre & Programmes

- ✧ College of Arts & Science for BCA, BBA, BLiblSc, MLiblSc programmes.
- ✧ College of Education for B.Ed. programme.
- ✧ College of Nursing for GNM, B.Sc.(N) M.Sc.(N) programmes.
- ✧ College of Pharmacy for B.Pharm, D.Pharm. programmes.
- ✧ Affiliated Gyalshing Govt. College, West Sikkim for BA, Bcom programmes.
- ✧ Centre for Continuing Education (CCE) for employment oriented technical and vocational education and training programmes for various certificate courses.
- ✧ Directorate of Distance Education (DDE) for 25 UG & PG Programmes.

Identity Card

Students will be issued an Identity Card (with Registration No.) by the University. Students are advised to keep the identity card safely till the completion of the course. Students will have to produce the identity card at the time of contact classes and examination or whenever they are asked to do so by the authorities. If the original Identity Card is lost, a duplicate card can be obtained from the University on payment of Rs.100/- (Rs. 150/- by post).

Delivery of Study Material

The Printed study materials will be mailed to the Study Centres. Students are advised to collect it from the Study Centre / Campus. The University will provide course material in English only.

Contact Programme or face to face guidance

There shall be regular contact programmes at all the Study Centres identified/recognized by the University. Attendance of 75% in each programme is compulsory.

Assignments

- During the period of contact programme, assignments will be given to the students.
- The assignments shall be submitted by the candidates to their study centres in the intervening months.
- These assignments will serve as feedback and will be considered during the time of internal assessment in each paper.
- Assignments to be submitted by the student at the respective Study Centres as per schedule.

University Examinations

- The University will organize examinations having two parts:-
 - i) Theory
 - ii) Practical & Assignments (as per the scheme of examinations)

- **Examination forms** : Students will preferably fill their examination forms on line and submit. They should download the exam application and send along with the demand draft of Examination fees to the University.
- **Examination Centre** : The University will organize the examinations at suitable locations depending upon the number of students.
- **Date of Examination** : Date and the examination centre will be notified by the University on the website.
- **The rules & regulations** of the University shall be strictly observed and covered in the Information Brochure.
- **Medium** : The medium of examination shall be English.
- **Exam Hall Ticket** : Hall Ticket can be downloaded through the website, 7 days before the beginning of the Examinations. If any candidate does not receive his/ her Hall Ticket by this time, he / she should write to or contact the Director / Co-ordinator or Controller of Examinations of the University
- **Examination Fees** : Exam fees can be verified in the university website.

Change of Address

All communications will be sent to the students at the address given in the application form. Change of address will be entertained by the university on request of very special and unavoidable circumstances only and it should be communicated to the university well in advance.

Dispute / Legal Jurisdiction

Any dispute arising in matters including admission, lessons, contact programmes, examination, fees and any other disputes, will be subjected to JURISDICTION of SIKKIM COURT only.

Directorate of Distance Education

RULES & REGULATIONS

- The application form is not transferable.
- The application will be rejected if there is any difference between the information given in it and the supporting documents. Admission is open to all those who have the prescribed qualification.
- All admissions are provisional, subject to verification of the required documents & eligibility conditions.
- In case of a column not being applicable, the word 'N A' (Not Applicable) should be used against that column.
- Students passed only from the recognised Boards / Universities or equivalent National Open / state Open School should apply for admission

	Semester (January to June)	Semester (July to December)
Admission		
Last Date for Admission	February	August
Examination (Non Semester System)		
* Examination commencement	June	December

* The University can effect changes in Examination dates

Ambiguous / incomplete / false statements in the application may result in rejection of application, cancellation of admission and/or legal proceedings at any stage.

Enclosures with the application

- The filled in applications should be accompanied by attested copies of the following documents.
- X Std / matriculation / secondary school certificate issued by the respective board of examination after 10 yrs of study.
- Mark sheet of the qualifying examination.
- Pass certificate of the qualifying examination.
- Transfer Certificate

- Migration Certificate.
- Community certificate.
- Recent Passport size Photographs

GUIDELINES FOR STUDENTS

Selection for Admission

- The list of candidates selected for admission will be displayed on the website / or informed through the study centres / colleges.
- The candidates whose results are awaited can also apply. Such candidates, however, must produce the Mark sheets / Degree certificates, as a proof for required eligibility criteria before the cut off date failing which, the provisional admission granted will be cancelled.
- The candidate shall enter the address for correspondence and permanent address in prescribed admission form.

Rejection of Application form

The application form may be rejected due to any one of the following reasons, if:

- The candidate does not fulfil the eligibility conditions.
- The D.D. for fee is not enclosed.
- The application form is not signed by the candidate and his / her parent guardian, where ever required.

Registration Number

- Registration Number or Enrollment Number will be assigned to the students by the University after verification and submission of all the necessary documents / fees, etc.
- In all communication addressed to the Director, reference of this number should be given. Letters received without Registration Number will not be entertained.

Preamble :

The Directorate of Distance Education (DDE) under Vinayaka Missions Sikkim University (VMSU) is established as per the statutory provisions under the Vinayaka Missions Sikkim University Act (No.11 of 2008) as notified vide Govt. of Sikkim Gazette No. 321 dated July 30, 2008 and the decision based on the recommendation of the Joint Committee (UGC, AICTE & DEC) discussed/approved in its 40th meeting of the Distance Education Council (DEC) according recognition for offering 25 programmes through distance mode per F.No.DEC/VMSU/SIK/201/14277-79 dated August 28, 2012 (the list of programmes is appended at **Annexure-I**).

The VMSU Act, 2008 has the provisions to set up Regional Centres and Study Centres vide its Clause (6) within the state of Sikkim and outside Sikkim in India and abroad to offer continuing and distance education programmes as per clauses (7.b) and 7.c) However, the DDE, VMSU shall abide by the Rules and Regulations of UGC/AICTE/DEC, and also, follow the provisions under the VMSU Act.

The Distance Education enables the students to take up studies through on-line mode and self study programmes by following the well tested teaching-learning procedure mixed with teaching

methodology and pedagogy for knowledge and skills enhancement in the subject field so chosen. The learning materials are made available to the students and they are counselled at the Study Centres through Personal Contact Programmes (PCP) along with the web-based guidance of the subject expert.

The Directorate (DDE) : Its Organization and Structure

Figure 1 shows the University authorities controlling the activities of the Directorate of Distance Education (DDE) with its organization chart and major functions in terms of five divisions : (I) Students Enrollment & Registration Division (SERD); (ii) Academic Division (ACD); (iii) Study Materials Division (SMD); (iv) Examinations & Evaluation Division (EED); and (v) Students Complaints & Grievances Division (SCGD).

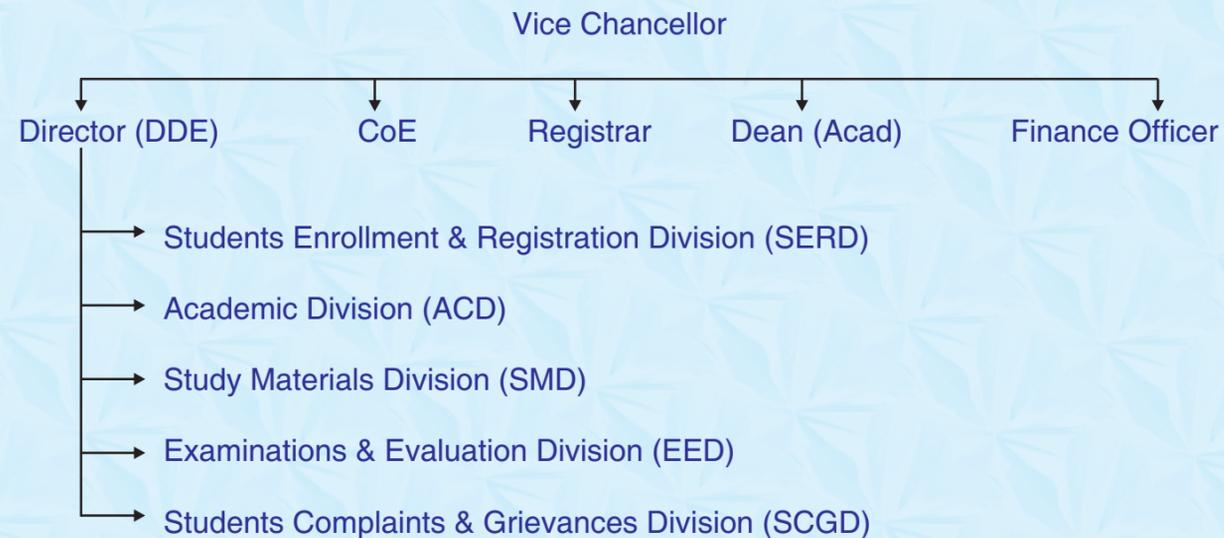
The Directorate of Distance Education (DDE) shall be headed by a Director. However, the Director (DDE) as a full time employee of the University shall report to the Vice Chancellor on all the matters related to the Distance Education.

The Directorate will require at least one academic staff for each programme. These positions should be filled on permanent basis failing which they may be filled on deputation or on contractual basis. The provision for adequate number of

supporting staff including administrative staff for day to day handling of academic, administrative and financial matters shall be made for efficient functioning of the Directorate. The DDE shall have separate

Bank accounts as “Directorate of Distance Education, Vinayaka Missions Sikkim University” with the ICICI/PNB/IOB Banks in Gangtok.

Figure 1 : The Organization Chart with the Structure of DDE



Each Division under the Director (DDE) may be headed by either Deputy Director or Assistant Director depending on the strength of students' enrollment, however, the Divisional supporting staff strength shall be decided based on the total number of study Centres, on-going programmes besides students' enrollment under the Directorate.

The Students Enrollment & Registration Division (SERD)

This Division shall look into and co-ordinate the following activities under the guidance of Director (DDE) :

- ☆ To go for Press Release and Advertisement for admission to all the approved programmes as per the Distance Education Council (DEC).

- ☆ To plan for admission twice in a calendar year say in January for January to June Semester and in July for July to December Semester.

- ☆ The Admission Application Forms and Prospectus be kept ready in time with sufficient copies furnishing relevant admission deadlines and defining norms for admission whether through direct admission or through entrance test/examination. If necessary, provisional admission to MBA/MCA is to be allowed subject to the students qualifying in the Entrance Test (following MCQ pattern) within two-three weeks of the provisional admission.

KEY POINTS TO BE NOTED BEFORE FILLING-IN APPLICATION FORM

ADMISSION PROCEDURE

- Candidates may directly apply to the university for getting the prescribed application form for any particular course.
- Applicants may refer to the list of courses offered. Candidates who are desirous to apply for different courses must submit separate application form for each course.

Instructions to the candidates for filling the application forms

- Forms must be filled in candidate's own handwriting.
- Fill all the columns in English using capital letters only,
- Each candidate must submit only one application for the given group.
- All information in all the forms must be identical.
- Paste your most recent and identical photographs (not older than three months) at appropriate places on the application. The photograph signed should not be defaced.
- The photograph should be duly attested by a competent official / the head of the student's previous institution.
- Application number must be quoted in all future correspondence. Failure to do so may result in delay and even our inability to attend to your request.
- Square boxes provided in the forms are only for writing the alphabets (in capitals) or numbers or making tick marks, as the case may be.
- Overwriting, scoring out or erasing in the forms should be avoided as it may lead to their rejection.
- The Prospectus and application form can be obtained from “Vinayaka Missions Sikkim University, Gangtok”, either in person from the

university or from study centres on payment of Rs. 150 OR through post with a written request along with the demand draft of Rs.200 for Certificate, Diploma Course P.G Diploma Courses drawn in favour of “The Directorate of Distance Education, VM Sikkim University” payable at Gangtok. The applicant should write his / her name, course and the address on the back side of the demand draft. A processing fee of Rs. 300/- is payable along with the First instalment of the course fee.

SUBMISSION OF APPLICATION FORM

The application form for admission, completed in all respects, together with Demand Draft of the amount as indicated against each course payable to “The DDE - VM Sikkim University” should be sent by post or submitted in person to the University or to the study centre / campus as per the admission notification.

LAST DATE

The Application along with required certificates, as mentioned, and Bank Draft of Fee should reach the University on or before the last date as declared from time to time.

IMPORTANT INSTRUCTIONS

- Marksheets : Two sets of photo copies of Mark sheet duly attested, of qualifying / last attended examination (8th, S.S.L.C., +2, Graduation.)
- Recent Passport size photograph, duly attested, should be pasted on the application form and 2 Photographs are also to be enclosed.
- The student can submit the application form in person or by registered post in the office of the University or through Study Centre / Campus.

ANNEXURE - I

LIST OF PROGRAMMES & ELIGIBILITY

Sl. No.	Schools	UG/ PG	Prog. SI.No.	Programme	Duration	Eligibility
1	School of Humanities	UG	1	BA (English)	3 Years	Std 12 or equiv.
	"	UG	2	BA (Hindi)	3 Years	Std 12 or equiv.
	"	PG	3	MA (English)	2 Years	BA (Eng)
	"	PG	4	MA (Hindi)	2 Years	BA (Hindi)
2	School of Social Science	PG	5	MA (Eco)	2 Years	Any Degree
	"	UG	6	BA (Eco)	3 Years	Std 12 or equiv.
	"	UG	7	BA (Geography)	3 Years	Std 12 or equiv.
	"	PG	8	MA (Hist)	2 Years	Any Degree
	"	UG	9	BA (Hist)	3 Years	Std 12 or equiv.
	"	PG	10	MA (Socio)	2 Years	Any Degree
	"	UG	11	BA (Socio)	3 Years	Std 12 or equiv.
	"	PG	12	MA (Pub Admin)	2 Years	Any Degree
	"	UG	13	BA (Pub Admin)	3 Years	Std 12 or equiv.
	"	UG	14	BA (Jour.&Mass Comm.)	3 Years	Std 12 or equiv.
	"	UG	15	BLIS	3 Years	Std 12 or equiv.
	"	PG	16	MLIS	2 Years	B.Com
3	School of Commerce & Management	UG	17	B.Com	2 Years	Any Degree
	"	PG	18	M.Com	2 Years	Any Degree
	"	PG	19	MBA (Fin)	2 Years	Any Degree
	"	PG	20	MBA (HRM)	2 Years	Any Degree
	"	PG	21	MBA (MM)	1 Year	Any Degree
	"	PG	22	MBA (SYS)	1 Year	BLIS
4	School of Computer Science & IT	PG	23	MCA	3 Years	Any Degree
5	School of Education	UG	24	BA (Education)	3 Years	Std 12 or equiv.
	"	PG	25	MA (Education)	2 Years	Any Degree

☆ To organize sale of Application form-cum-Prospectus by charging the prescribed fee for the purpose in cash or through Bank DD drawn in favour of "Directorate of Distance Education, **Vinayaka Missions Sikkim University**" payable to any Bank in Gangtok.

☆ To invite filled-in Application Forms from students desirous of registration / admission to distance mode programmes with copies of Photographs, Certificates/Marks Sheet in support of EQ, experience, etc.

☆ To ensure that admission to MBA/MCA programmes can be done only after verification that the student has secured a valid score in the entrance test/examination for the purpose.

☆ To announce the programme-wise list of selected candidates who are eligible for enrollment and admission.

☆ The Enrollment number is issued to a selected candidate for depositing prescribed tuition fee, admission fee, etc preferably by Bank DD drawn in favour of "Directorate of Distance Education, Vinayaka Missions Sikkim University" payable to any Bank in Gangtok for registration/ admission to a programme.

☆ To ensure the validity of registration under stipulated time-frame for admission.

☆ The Marks Sheet submitted by the candidates would be sent to respective Board/University for verification.

☆ To have provision for cancellation of registration/admission.

☆ The fee dues to be paid the next semester has to be paid before the start of Term End Examination of previous semester as per the pre-decided dates.

☆ **Discipline** : Students are required to observe the code of conduct while attending the programme in the Study Centre. No students will be allowed to enter into the Study Centre without permission of the Study Centre authorities, once they have completed the programme or have been expelled.

The Academic Division (ACD)

This Division shall give thrust to the academic norms and guidelines as decided by the statutory bodies like BoS/Academic Council/BoM of the University in maintaining academic standards as expected by DEC/UGC/AICTE, and thus, primarily concerned with the execution of the following activities under the guidance of Director (DDE) :

☆ That the University shall not establish its Study Centres / Regional Centres outside its territorial jurisdiction for offering programmes through distance mode as per the decision of the 40th DEC meeting. The 40th meeting of DEC has decided the territorial jurisdiction for Vinayaka Missions Sikkim University to be the state of Sikkim.

- ☆ That the Study Centres are academic facilitators for programme delivery. The Directorate should establish well equipped Study Centres as per DEC guidelines. These Centres should preferably be established in recognized Schools / Colleges / academic institutions having adequate infrastructure within geographical limits of the jurisdiction of the university and not beyond it.
- ☆ That the University shall have appropriate legislation / mechanism to monitor the academic standard and quality of DDE within the University. To meet its objectives, the DDE shall frame/evolve academic norms for all the programmes.
- ☆ That the University shall appoint adequate and duly qualified faculty as per norms laid down by DEC/UGC from time to time, and establish Schools with the faculty so appointed to cater to the 25 Nos. of DEC approved programmes. The Schools, in turn, shall monitor their respective programmes in association with the Director (DDE).
- ☆ That the stipulations regarding qualifications and experience for the recruitment of core faculty and supporting staff shall be as per norms laid down by the UGC or relevant statutory bodies or the DEC from time to time.
- ☆ That there shall be suitable and adequate physical facilities such as building, library, computer, faculty and laboratories required for imparting, instruction through distance education mode and for conducting relevant research.
- ☆ That adequate number of students be admitted for the programme (s) of study under the distance education mode and for conducting relevant research.
- ☆ That the number of students admitted for the programme (s) of study under the distance education programme shall not exceed the limits prescribed by DEC, from time to time. At present, the admission shall be limited to maximum 60 seats per programme per Study Centre for management, computer & IT, and allied health sciences programmes, if any. For laboratory/practical work, the University can have a maximum of 30 students in a batch subject to maximum of 60 students per Study Centre.
- ☆ That the Study Centre shall be operated by the University. The University shall not franchise the Study Centres.
- ☆ That the Management of the University will be open for review and inspection of the distance education programmes by DEC. Also, the academic norms of the programmes shall be under monitoring and regulation by the concerned regulatory authorities.
- ☆ That the directions issued from time to time by the DEC shall be strictly followed in terms of stipulations of the DEC prescribed for different programmes from time to time.

- f) Recommend the list of examiners submitted by the HoD and the supervisor (in the prescribed proforma) to the Director / VC for constitution of Board of Examiners for PG programmes.
- g) Promote inter-disciplinary research and may also appoint / recommend a Committee to organize teaching and / or research of such nature.
- h) Perform all other functions as may be prescribed under Academic Bye laws and as may be directed by the Academic Council and Board of Management from time to time.
- i) Act on any proposal(s) concerning PG studies such as signing of MoU, introduction of new PG programmes, collaborative research programmes with other Institutes / Industries, etc.

(3) Meeting of BPGS

- a) The meeting of BPGS shall be convened as and when required and last meeting, if any, at least 10 days ahead of Academic Council meeting.
- b) The Chairman of the Academic Council reserves the right to accept or reject the proposal accepted by the BPGS.
- c) Presence of at least four members will form the quorum for the meeting.

Terminology

AICTE	All India Council for Technical Education
BoM	Board of Management
AC	Academic Council
BoS	Board of Studies
BPGS	Board of Postgraduate Studies
DDE	Directorate of Distance Education
DEC	Distance Education Council, Govt. of India
UGC	University Grants Commission
VC	Vice Chancellor

NOTE :

1. The University reserves the right to revise the Rules and Regulations from time to time under the statutory provisions of the VMSU Act, 2008.
2. The University shall abide by the directions received from time to time on matters related to the distance education as issued by the UGC/AICTE/DEC; and to the various statutory provisions to take care of the people under the VNSU Act, 2008.
3. The jurisdiction for the settlement of any dispute that may arise in future is the state of Sikkim vis-a-vis the location of the HQRS of the Vinayaka Missions Sikkim University.

- g) Presence of at least 50% of the BoS Committee members will form the quorum of the meeting.

Composition, Powers and Functions of Board of PG Studies

(1) Composition :

1.	Dean (Academic)	Chairperson
2.	Director (DDE)	Member
3.	One nominee of the VC from concerned School / Department	Member
4.	One nominee of the VC from other School / Department	Member
5.	C.O.E. / Dy. C.O.E	Member
6.	Deputy Registrar (Academic) / Assistant Registrar (Academic)	Member - Secretary

The VC's nominee shall not be below the rank of Assistant Professor and their term shall normally be for three years.

(2) Powers and Functions of Board of Postgraduate Studies (BPGS) :

The Board of PG Studies shall

- a) Translate the academic plans and proposals related to Post Graduate studies of the DDE, VMSU into action. It shall play a pivotal role for advancement of teaching and research in the University.
- b) Scrutinize all the proposals for Post Graduate studies recommended by Board of Studies leading to MBA, MCA, M.SC., M.A., M.Com., MLIS degrees, and other PG degrees and send its recommendations for consideration of the Academic Council.
- c) Coordinate teaching and research works amongst Departments and Schools.
- d) Consider and recommend the proposals for creation and abolition of teaching posts and programmes of studies received from the schools /Departments to the Academic Council.
- e) Consider the list of candidates selected by the Schools/Department for admission to PG programmes leading to M.A. / M.Sc. / M.Com./MBA/MCA etc. The list of candidates shall be placed to the Director / VC for his approval and for subsequent notification by Academic Branch and intimation to the selected candidates for admission.

- ☆ That the University shall not permanently withdraw the courses of study already offered, except as per the procedure laid down by the DEC.
- ☆ That the University will prepare the self-instructional material (SIM) in the form of print, audio and video or in any other form as per the guidelines of DEC and launch the programmes after seeking prior approval of DEC.
- ☆ That the University shall not award through the distance mode, the Degrees, which are not included in the approved list of DEC/UGC.
- ☆ That the approved programmes as recognized by DEC are valid for three academic years (2012-13; 2013-14 & 2014-15). Initiative should be taken for extension of approval by DEC for the already approved programmes, ordinarily one year prior to the expiry of such recognition.
- ☆ That the University shall ensure laid down norms / mechanism for curriculum development, preparation of self-instructional materials format, policy for admission of students, evaluation system, library/laboratory support, delivery system, Audio-Video facility, adequate building space and stores, information & communication technology (ICT) support, office automation tools, etc.
- ☆ That the University has its organizational strength/support for acquiring permission or grant of approval as accorded by the various authorities as per the statutes of the University.

- ☆ That the University should evolve manuals/documents for imparting training to Study Centre Coordinators, Academic Counselors and others. Also, a number of training/orientation programmes, Sensitization Workshops, etc be organized / conducted.

The Study Materials Division (SMD)

This Division has the main task of programme-wise development and preparation of self-instructional materials (SIM). The study materials are to be kept in the libraries of University / Schools / Study & Regional Centres. Also, the students who are enrolled / admitted to the various programmes need to receive the study materials in time for their preparation. The following activities shall be called for :

- ☆ That the programme-wise course / subjects are to be developed and/or materials compiled.
- ☆ That usually the subject experts are appointed/hired by the DDE and Unit-wise lessons/materials are organized in the format decided by the University.
- ☆ That the subject-wise printing of study materials (both in CD and printed forms) so developed by the experts is done in multiple copies and compiled in the book form.
- ☆ That for both theory and practical papers, as the case may be, the study materials are developed.

The report of the Academic Council shall be placed before the BoM of the University for acceptance. Once cleared, the Registrar shall communicate the decision of the BoM to all those who applied for permission to start the Study Centre(s).

No students shall be directly admitted to the Study Centre.

The Advisory Committee

There shall be an Advisory Committee headed by the Vice-Chancellor and eminent members of academia as well as administration for giving advice and monitoring of the functioning of the Directorate (DDE) as per the DEC norms.

The Students' Advisor

The University shall have an Advisor who from time to time as per the needs of the students and their parents shall interact with them to address to their problems and issues.

The Students' Advisor is a facilitator for guidance for Campus Placement, Entrepreneurship and self employment opportunities. He / she with strong industrial exposure should be able to help those who aspire for either further studies or gainful employment. He / she may also identify suitable industrial project title (s) along with identification of industry guide (s) / supervisor (s) for interested PG students for their industry related project / dissertation work (s).

E-Governance / E-Learning / On - Line Studies

The continuously rising trend in the distance learning tools / methodology demands for Hi-Tech and web-hosted study materials which will enable students even located at remotest corners of the state of sikkim or even outside sikkim to have access to the knowledge domain 24 hours a day and 365 days in a year. However, this may require that the state legislative Act of Sikkim be given due weightage to 'on-line' applications for choosing distance mode of education, and also, Govt. of Sikkim may take up the matter to the DEC for according permission to the Vinayaka Missions Sikkim University in this 'Hi-Tech' application area for extending benefits to distance learners from within and outside Sikkim vide clause 6 (1) & (2). As much as possible, the University should explore/enable the students to opt for filling-in "on-line" application forms ; and also, wherever applicable "on-line" examinations be conducted by the University.

☆ The paper-setting for the End-Semester Examination will normally be done by the Course Coordinator. The End-Semester Examination related question paper shall be moderated by the Question-Paper Moderation Board (QMB) of the concerned Department/School.

☆ The Head of the Department / School Shall send the moderated Question paper to Controller of Examinations in strictly confidential sealed envelopes, by a specified date for printing.

☆ Every question-paper shall be moderated by a Question-Paper moderation Board (QMB). The Board shall comprise of:

- (I) Head of the Department / School - Chairperson
- (ii) One Internal Subject expert - Member
- (iii) One External Subject expert - Member
- (iv) Course coordinator - Member

(At least two members must constitute the QMB)

Functions of the Question Paper Moderation Board

The Board shall ensure that the question paper has been set strictly in accordance with the syllabus and the topics to be taught; and the Academic Regulations of the VMSU / School. The Board may,

(i) Delete question(s) set from outside the syllabus and make necessary corrections & substitutions, if required.

(ii) Remove ambiguity in the language of a question, if any.

(iii) Moderate some or all questions giving ample opportunity to candidates with average and exceptional capabilities.

(iv) Ensure proper distribution of marks to each question or part(s) thereof, duration, modify the questions and correct errors, in this regard.

(v) Bring to the notice of the Controller of Examinations lapses or omissions on the part of paper-setter.

☆ Ordinarily the Paper-setter shall act as an Examiner. In case, the Paper-setter is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner. The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Term End / End Semester Examination in the Marks-list provided for the purpose. He/she shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected.

☆ The marks-list/Grade-sheet duly signed by the Examiner and Head of the concerned Department / School shall be sent to the Controller of Examinations in strict confidence.

☆ All examinations held in the examination centres shall be conducted in accordance with the Academic Regulations framed for the

purpose and modified from time to time by the University Authority. Also, credit transfer is allowed based on “on-line examinations for non-practical programmes” and “appearance only in Gangtok for practical examinations”.

- ☆ Subject to the Rules & Regulations framed and directions issued & approved by Academic Council & Board of Management, the Controller of Examinations shall be responsible for all arrangements for the smooth conduct of examinations and all matters connected therewith.
- ☆ The Controller of Examinations shall arrange to scrutinize the filled-in application forms for appearing at the examination and after being satisfied that the applications are in order in all respects, shall issue Hall Tickets / Admit cards permitting the candidate to appear at the examination under the registration number, mentioning the room number / hall / centre of examination allotted to the candidate.
- ☆ Each examination centre shall have Centre Superintendent, who shall exercise overall control of the examination at that centre and shall conduct examination strictly in accordance with the guidelines provided by the DDE / University in this regard. The Centre superintendent will be assisted by Controller of Examinations, Deputy Superintendent(s), Assistants and Invigilators in the smooth conduct of examination.

- ☆ The Centre Superintendent of an examination centre shall have the disciplinary control over candidates appearing in the examination at the centre. He shall have the power to expel and refuse to allow a candidate from taking examination for reasons to be recorded in the presence of Invigilator(s). Any such action taken shall be immediately reported to the Controller of Examinations. The Controller of Examinations shall report about all such cases to the University Disciplinary Committee (UDC) or Examination Board of the University (EBU), as the case may be, in due course.

- ☆ All cases of malpractices and indiscipline in the examination shall be reported to the Examination Board of the University which shall comprise of :

- | | |
|--|-------------------|
| (i) Dean (Acad) | Chairperson |
| (ii) Director (DDE) | Member |
| (iii) All Heads of the Departments / Schools or their nominees | Member |
| (iv) Controller of Examinations | Member -Secretary |

Centre Superintendent / Deputy Centre Superintendent/Invigilators or any other official may be invited to the meeting of the Board, on the approval of Chairman (EBU).

Functions :

- (I) To award punishment for malpractices during the examination.

- ☆ The DEC may constitute an Expert Committee to review the present status of infrastructural facilities, and quality of the existing academic programmes.
- ☆ The Committee shall visit the University to assess the facilities available with the University for the courses of study as per the guidelines of the DEC and shall submit report to the DEC.
- ☆ The DEC after considering the report of the Committee may permit the University to continue with the programmes under the distance education mode.

Assessment of the University by the DEC

- ☆ The University is required to furnish reports from time to time to the DEC to enable it to assess the academic standards of programmes being offered, and the administrative and financial management.
- ☆ The Chairperson, DEC shall cause the University to be assessed at least once in five years, unless specified otherwise by an Expert Committee appointed by the DEC in this regard.
- ☆ The Committee after visiting the University shall submit report to the Chairperson, DEC for consideration.
- ☆ The Director, DEC shall communicate the decision of the DEC to the University.

Guidelines for Study Centre

The ‘Study Centre’ means a centre established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the students used in the context of distance education. The University / DDE shall make adequate provisions for Study Centres within its jurisdiction having adequate student support facilities, including Academic Staff, Coordinator and Counsellors/Tutors. The approved Coordinators will be appointed to the Study Centres by the DDE following University norms / procedure.

The Study Centres shall provide academic and administrative support services to the distance learners. In these Study Centres, the learners are provided with collegiate environment through information dissemination, monitoring and academic counseling, vocational guidance, hands on experience, etc.

The Study Centres should normally be established at recognized Schools/Colleges/academic institutions, preferably Govt. Schools/Colleges having adequate infrastructure such as computer facilities, class rooms, etc.

The grant of the status of a ‘Study Centre’ demands for application in the prescribed proforma of the University by the applicant Collegiate and the University Vice Chancellor shall cause an inquiry by an Expert Committee constituted for the purpose.

☆ The re-totalling or revaluation work may be allowed when the student submits an application along with the requisite fee to the office of the CoE.

Internal Assessment (IA)

☆ The Internal Assessment of a Course/Subject/Paper is given the weightage of 25 Marks out of Full Marks of 100 as follows :

Tutor Marked Assignment	:	10 Marks	(May have MCQ)
Tutor Marked Assignment II	:	10 Marks	(May have MCQ)
Computer Marked Assignment	:	5 Marks	(only MCQ)
TOTAL	:	25 Marks	

☆ The Assignments “Whenever required” shall have to be submitted in time by the students to the Study Centre. Failure to submit the Assignments in time may result in non-evaluation and the candidate may get zero in that Assignment for which University shall not be responsible.

Students’ Complaints & Grievances Division (SCGD)

This Division looks after complaints and grievances raised by students from time to time in respect of

- ☒ Students Enrollment, Registration and Admission.
- ☒ Academic Counselling.
- ☒ Timely receipt of Study Materials and Assignment Papers (TMA/CMA)
- ☒ Timely return of evaluated Assignment Papers (TMA / CMA).
- ☒ Timely receipt of Examination Hall Tickets by the students.
- ☒ Timely publication of Results.
- ☒ Revaluation of Answer Books.

The Continuation of Recognition of Programmes by DEC

☆ The University presently conducting programmes under the distance education mode shall apply to DEC in a prescribed form with requisite fees (preferably one year prior to the expiry of validity) for continuation of recognition of such programmes.

(ii) To recommend cases of gross indiscipline and misbehavior to the University disciplinary Committee.

(iii) To suggest measures for improvement in discipline / conducting examination.

(iv) To consider request(s) for scrutiny of end-Semester examination answer script of aggrieved students.

Powers : The Board shall be empowered to:

(i) Award FM grade for malpractices and I grade on valid ground(s).

(ii) Award up the punishment as per the Institute norms for an act of indiscipline in the examination or misbehavior with an invigilator.

(iii) Recommend issue of warning to a student for improvement in his/her behaviour.

(iv) Arrange scrutiny for marking of unchecked questions or part(s) thereof and totalling of marks in an answer script.

☆ On approval of Vice Chancellor, the Controller of Examinations shall appoint Centre Superintendent and the Deputy Superintendent of each centre who shall be responsible for overall discipline and smooth conduct of examination at the centre.

☆ The Controller of Examinations shall have the authority to engage other staff required at each centre to conduct the examinations. He shall arrange the handing over of Examination Answer-script in sealed envelopes to Examiners / Evaluators immediately after the examination.

☆ If a candidate falls sick or is suffering from a contagious disease and wishes to appear at the Examination on notified date and time, special arrangement may be made by the Controller of Examinations at the request of the candidate subject to the production of evidence in support of such illness, duly certified by Medical officer in-charge of the Institute / other recognized Hospitals, provided that for such special arrangement, the candidate shall pay additional fee per paper fixed by the VMSU from time to time.

☆ The End semester practical examination shall be jointly conducted by an external and two internal examiners. In case, the external examiner is not available, a committee of two or three internal examiners shall conduct the practical examination(s).

☆ The dissertation evaluation, viva-voce examination for dissertation / field report in subjects where applicable shall be conducted as per provisions in the academic regulation of the University.

☆ The Centre Superintendent, Deputy Superintendent, Question Paper and Grade Moderators, Invigilators, Examiners / Evaluators, Tabulators and Assistants shall be paid honorarium as decided by the Academic Council & Board of Management from time to time, for the End Semester / “I” grade / Practical examinations and project evaluation as may be applicable.

- ☆ The external examiners shall be paid honorarium and allowances as applicable.
- ☆ A person shall not accept any of the above examination related works of a question paper in which his/her relative is appearing. An invigilator will not perform invigilation duty in the room / hall / laboratory etc. where his/her relative is writing the examination.
- ☆ Notwithstanding anything contrary to the provisions contained herein above, the Director (DDE) shall have the power to take such steps and order such actions, as he/she may consider necessary in order to ensure fair and smooth conduct of the examinations.
- ☆ The grades / marks from the grade-sheet/ marks-list shall be tabulated by Tabulators appointed for the purpose. They shall be primarily responsible for correct entries in the tabulation sheets of grades / marks and calculation of grade point average (GPA/CGPA) in accordance with the Academic regulations of the University. They shall be assisted by Assistants in tabulation work and preparation of Result.
- ☆ The Result prepared by the Tabulators and Controller of Examinations shall be presented to the Result Moderation Board (RMB) of the University. The Board shall comprise of :
 - (I) Vice Chancellor or his nominee - Chairman
 - (ii) Dean (Academic) - Member
 - (iii) Director (DDE) - Member

- (iv) Two Heads of the concerned Department / School - Member
 - (v) Registrar - Member
 - (vi) Controller of Examinations - Member Secretary
- (At least four members must constitute the Board)*

Power & Functions of the Result Moderation Board (RMB) :

- (i) The Result Moderation Board may moderate the result of a student submitted by the Tabulators and Controller of the Examinations.
- (ii) If a candidate fails in one paper only by 3% of total marks or he/she fails to secure a higher grade, the requisite 3% marks will be added to the total marks obtained by the candidate in the paper to enable him to pass or get a higher grade, provided that
 - (a) Only one of the two benefits can be given to a student and further that if the student has failed, he/she shall not get the benefit of improvement in the grade.
 - (b) If a candidate fails in more than one paper in a semester, none of the benefits shall be given to him/her.
 - (c) A student whose result is moderated to allow him/her to pass, shall not be eligible for award of Gold Medal, Change of discipline, etc.
- (iii) Only one of the two benefits can be given to a student for improvement of his/her semester grade as follows :

- (a) Only one F grade / I grade will be considered for moderation by adding specific marks (up to 3 marks) to allow a student to pass the semester. (or)

- (b) In case of passing in all subjects by a candidate subject grade falling short by 3 marks to next higher grade will be considered for moderation for improvement to next higher grade.

NOTE : In case a student has both the F-grade and the I-grade, or he/she is falling short by 3 marks for up-gradation in two or more subjects, no benefit can be given to a such student. Following Table illustrates the process of result / grade moderation.

SI No.	L	T	P	Credit	Theory Marks			Practical Marks		
					Total	Passing	Grace*	Total	Passing	Grace*
1	2	0	2	3	67	20	3	33	10	3
2	2	0	4	4	50	15	3	50	15	3
3	3	0	2	4	75	22.5	3	25	7.5	3
4	4	0	2	5	80	24	3	20	6	3
5	3	1	2	5	80	24	3	20	6	3
6	1	0	4	3				100	30	3
7	All theory courses				100	30	3	--	--	--
8	All Practice courses				--	--	--	100	30	3

Note : **Fail Grade - F Grade;** **Incomplete Grade - I Grade**

- ☆ Applicable only either in theory / practice in only one subject of full marks 100, for a student.
- ☆ On the approval of the Vice-Chancellor, the moderated result shall be published by the Controller of Examinations on a specified date in the Academic Calendar.
- ☆ Notwithstanding anything above, the Vice Chancellor may quash the result of a candidate, if
 - i. A candidate is disqualified for having used unfair means in the examination.
 - ii. A mistake is found in the result of the candidate.
 - iii. The candidate has willfully suppressed any important information such as eligibility in terms of marks, qualification, etc pertaining to his/her admission in the School/Institute.
- ☆ The students are allowed to write the examinations of their arrear papers, if any, along with the current papers / subjects.