

Price: 300=00

Internet Version No.

INSTITUTE OF DISTANCE EDUCATION
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.) 470 003
[Formerly University of Saugar]
(NAAC (UGC) Reaccredited 'A' Grade)



SESSION : 2013-14

Office - (07582) - 265055
 TeleFax - (07582) 265055
 Email- idesagar@yahoo.com
 Website - www.dhgsu.ac.in

Application form for admission to

Enrolment No. :

Regd. No. :

Fee Rs. :	Late Fee (if any) Rs. :
Power Jyoti A/c No. : 32000156472	Total Fee :
Challan No. :	
Date:	
Name of Bank with address	
Payable to : State Bank of India, University Branch, Saugar (1143)	Accountant

1. Full Name Shri/Smt./Ku.
 2. Name of Father/Husband:
 3. Date of Birth:
 4. Category (GEN/SC/ST/OBC) :
 5. Area (Rural/Urban) :
 6. Social Status (Employed/Unemployed) : Name of Employer
 7. Marital Status (Married/Unmarried) :
 8. Full Postal Address:
- Pin Code

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9. Permanent Address:
 10. Nationality:
 11. Which State do you belong to :

**Recent Passport
Size Photograph
attested by a
Gazetted Officer
to be pasted here**

12. Educational Qualifications :

Examinations passed	Year	Name of the Board/University	Division & Percentage	Subject(s)
1. Higher Secondary/ Matric				
2. Intermediate or (10+2)				
2. B.A./B.Com./B.Sc./ Equivalent Degree				
3. B.J.(C)/B.Lib.I.Sc.				
4. M.A./M.Com./M.Sc.				
5. Other Qualifications				

(Please enclose Photostat copies of each degree and its mark sheet duly attested by Gazetted Officer. **Migration Certificate will have to be submitted in original**)

13. College/University last attended :

14. Medium (Hindi/English) :

15. I accept the condition that the Institute has no binding to provide the Reading Material in any specific language, however subject to availability of material in Hindi/English the choice of student shall be adjusted by the Institute.

16. I Solemnly affirm that the facts stated above are correct to the best of my knowledge and belief. I agree to attend contact programme and for completing Examination form. I shall not ask for change of dates of Contact Programme and Examination.

17. Enclosures

(i) (iv)

(ii) (v)

(iii) (vi)

Date : -----

Signature of the applicant

Note : Fee is not refundable. However fee may be adjusted for next year on application by the candidate for the purpose.

FOR OFFICE USE ONLY

1. The application is in order : Yes/No.

2. If not documents required :

A. B.

C. D.

3. Shri/Smt./Ku. is admitted provisionally to the course
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Office Assistant

Asstt. Director

Director

Institute of Distance Education

Guidelines for Aspirant Candidates about Procedure and Programmes

Admission Notice : Admission to various courses of the Institute opens from July every year. Admission notice is normally published in the month of July-August in leading National and State Level News Papers as also Employment News/Rojgar Samachar and M.P. Rojgar & Nirman. Interested candidates may also get informations regarding admissions through the Website.

How to get Application Form ? : The interested candidates may send their formal request for obtaining the prescribed application form and the syllabus of the concerned course to the **Director, Institute of Distance Education, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)** by depositing the required amount of **Rs. 300/-** in the **Power Jyoti Account No. 32000156472** of Dr. Hari Singh Gour Vishwavidyalaya at any nearest branch of State Bank of India. The copies of challans A, B, C can be downloaded from the university website **www.dhgsu.ac.in**. Please send the copy of the challan (C) alongwith a self-addressed envelope (9"x5" size) with postal stamps of Rs. 32/- affixed on it. On receipt of the said documents, the Institute will send the prescribed application form and the syllabus of the concerned course of distance education in which the applicant is interested to seek the admission. The application form is also available on the Web-site. The interested candidate may also download this form and send it to the Institute duly filled in alongwith the course fee and application form fee.

Documents Required : While filling up the application form, the candidates are required to attach the attested copies of the following certificates and documents :

1. Marks sheet of the Qualifying Examination.
2. Degree of the said examination.
3. Migration Certificate issued by the last Institution attended by the candidate.

Submission of Application Forms : The candidates, desirous to admissions in the various courses of the Institute, are required to send the duly filled in application forms with all necessary enclosures and copy of the challan (C) of Course Fee on depositing the required amount in the **Power Jyoti Account No. 32000156472** of Dr. Hari Singh Gour Vishwavidyalaya at any nearest branch of State Bank of India, on the Institute's address on or before the notified last date of submission of application.

Registration of Students : On receipt of duly filled up application forms from the candidates, the Institute will scrutinise the application forms so received and if they are found correct, the candidates will be registered as bonafide students of the Institute and

the Registration letters will be sent to them along with necessary information regarding reading material, personal contact programme and examination etc.

Study Material : The students admitted to various courses of the Institute are provided course material without any extra cost. The Institute has developed its own course material for some academic programmes. For other academic programmes, the Institute procures standard course material from IGNOU and/or from other publishers and these are sent to the students. The students are also advised to refer other books and literature available on the subject for making necessary preparation of the examination as well as for obtaining adequate academic exposure and training in the area of their studies. The course materials are normally dispatched to the students on their address mentioned in the application form by registered post.

Personal Contact Programme : In order to provide proper and adequate counseling to the students, the Institute organises Personal Contact Programme in each course during the academic session. The programmes are conducted at Sagar in the Lecture Halls of Institute of Distance Education located in the University campus. The duration of each personal contact programme is of fifteen days. Eminent experts are invited from all over the country as also the local Senior Faculty Members from University Teaching Departments for delivering lectures and conducting practical classes in the Institute. The basic objective of arranging personal contact programmes is to provide better conceptual knowledge, professional skills and practical training to the students so that the goals of providing adequate academic exposure and opportunity for personal development could be achieved.

Examination : All academic programmes of the Institute are based on annual examination system. The examinations of the respective courses are organised by Dr. H.S. Gour University, Sagar normally in the month of November-December after the completion of PCPs. The students are required to fill up the examination forms during the conduct of concerned personal contact programmes at Sagar. Necessary instructions too are normally issued by the Institute in this regard from time to time.

Students' Support Services : The Institute takes special care for maintaining an effective communication system with a view to provide adequate informations to the students throughout the academic session. The queries by the students can be made through Mail/Telephone/Fax/E-mail and the replies are given to them by the officials of the Institute. The information bulletin/Brochure and News Letters are also issued by the

Institute from time to time for enabling the students to have detailed informations about the academic programmes.

Important Notes :

1. The Institute has neither established any study centre else where nor appointed any person as an agent to collect the fees/forms etc.
2. The course fee is charged from the students in one single installment. No other fee is charged from them during the academic session except examination fee as approved by the University. The course fee, once deposited by the applicant to the Institute is, in no case, refundable.
3. In all the matters of the Institute, the decision of the Kulpati of the University shall be final.
4. In case of any dispute, suit or legal proceedings against the Institute the jurisdiction shall be restricted to Civil Court, Sagar and High Court of M.P. at Jabalpur.

Mailing Address :

All correspondence, relating to any enquiry or admission, should be made by the candidates on the following address :

Director
Institute of Distance Education
Dr. Harisingh Gour Vishwavidyalaya
Sagar (M.P.) 470 003

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