

# ALAGAPPA UNIVERSITY, KARAIKUDI

## Directorate of Distance Education (DDE)

### Frequently Asked Questions (FAQ) & Answers

No	Related to	Questions & Answers
1	UGC-DEB	<p><b>Q:</b> Which is the latest regulation by UGC-DEB regarding ODL programmes by HEIs?</p> <p><b>A:</b> University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations 2020. Please find the details in the link; <a href="https://deb.ugc.ac.in/Uploads/Notices_Upload/UGC_20220321163016_1.pdf">https://deb.ugc.ac.in/Uploads/Notices_Upload/UGC_20220321163016_1.pdf</a></p>
2	Distance Education Degree Equivalence to Conventional	<p><b>Q:</b> Whether the Degrees obtained through ODL mode is equivalent to the Degrees obtained through conventional mode?</p> <p><b>A:</b> Degrees at UG &amp; PG level in conformity with UGC notification on Specification of Degrees, 2014 and PG diplomas awarded through Distance Learning mode and/or Online mode by Higher Educational Institutions, recognized by the Commission under the regulations, shall be treated as equivalent to the corresponding awards of the Degrees at UG &amp; PG level and PG diplomas offered through conventional mode. Please find the link for UGC Notification <a href="https://deb.ugc.ac.in/Uploads/Notices_Upload/UGC_20220906102157_1.pdf">https://deb.ugc.ac.in/Uploads/Notices_Upload/UGC_20220906102157_1.pdf</a></p>
3	ODL	<p><b>Q:</b> What is the meaning of ODL?</p> <p><b>A:</b> Open and Distance Learning (ODL) is a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences;</p>
4	About Alagappa University	<p><b>Q:</b> When was Alagappa University established?</p> <p><b>A:</b> Alagappa University was established by an Act of the Tamil Nadu State Legislature in 1985.</p> <p><b>Q:</b> Is Alagappa University recognized by the UGC?</p> <p><b>A:</b> Yes. Alagappa University is recognized by the UGC.</p> <p><b>Q:</b> Whether Alagappa University is a Private University?</p> <p><b>A:</b> No. Alagappa University is a State Government University. The University has emerged from the galaxy of institutions initially founded during 1950's by Padma Bhushan Dr.RM.Alagappa Chettiar (06.04.1909 - 05.04.1957). Please find more details in the link <a href="https://alagappauniversity.ac.in/modules/theUniversity/aboutFounder.php">https://alagappauniversity.ac.in/modules/theUniversity/aboutFounder.php</a></p> <p><b>Q:</b> Where is Alagappa University situated?</p> <p><b>A:</b> Alagappa University is situated at Karaikudi, Sivaganga District, Tamil Nadu State.</p> <p><b>Q:</b> What is the current NAAC accreditation status?</p> <p><b>A:</b> Alagappa University is Accredited with A+ grade (CGPA 3.64) in the 3<sup>rd</sup> cycle of assessment during 2017.</p> <p><b>Q:</b> What are the other credentials of Alagappa University?</p> <p><b>A:</b> UGC-Category-1, NIRF Rank 28 (University category), 401-500 Band in World Times Higher Education (THE) Ranking.</p>
5	Directorate of Distance Education (DDE)	<p><b>Q:</b> When was the Directorate of Distance education (DDE) established?</p> <p><b>A:</b> DDE was established in 1992 at Alagappa University.</p> <p><b>Q:</b> Is it necessary for Distance Education students to visit Karaikudi for studying?</p> <p><b>A:</b> Not necessary. Student can study sitting at home or anywhere convenient. However, there are certain programmes, for which practical sessions or similar activities are compulsory, for which students have to attend the PCP theory classes / practicals/ labs / units at Alagappa University Karaikudi (about 2-3 weeks).</p>
6	Recognition / Approval of Distance Education programmes by the UGC	<p><b>Q:</b> Whether the Distance Education programmes of offer are recognized by the UGC?</p> <p><b>A:</b> Yes. The DDE programmes of offer are recognized by the UGC from time to time.</p> <ul style="list-style-type: none"><li>• DEC accorded Ex-Post Facto approval for 108 programmes with effect from 1995. (F.No.DEC/AU/KKD/TN/4425/2008, dated 24.11.2009)</li><li>• DEC accorded recognition to programmess valid for 3 years (2010-11 to 2012-13). (F.No.DEC/Recog/2010/2289, dated 04.08.2010)</li><li>• DEB granted recognition for programmes 2013-14 (F.No.UGC/DEB/Recog./2013/1252-1256,</li></ul>

		<p>Dt.20.08.2013) and for 2014-15 (F.No.UGC/DEB/AU/TN/2013/7177-7181, Dt.27.05.2014).</p> <ul style="list-style-type: none"> <li>• DEB accorded recognition on 12.02.2018.(Gazette notification F.No 1-8-2017(CPP-II)</li> <li>• DEB granted approval for programmes on 08.05.2019 (F.No.74-2/2018 (DEB-I).</li> </ul>
7	Territorial Jurisdiction	<p><b>Q:</b> What is the Territorial Jurisdiction norms of the HEI offering ODL programmes?  <b>A:</b> A University established or incorporated by or under a State Act shall offer programmes in Open and Distance Learning mode and operate all other related activities only within the territorial jurisdiction allotted to it under its Act and in no case beyond the territory of the state of its location.</p>
8	CIQA	<p><b>Q:</b> What is CIQA?  <b>A:</b> Centre for Internal Quality Assurance (CIQA) is a Centre established at DDE by Alagappa for ensuring the quality of programmes being offered in Distance Learning mode. CIQA Annual Reports are available at University website.</p>
9	Distance Education Programmes	<p><b>Q:</b> How many programmes have been offered under Distance Education mode?  <b>A:</b> 71 programmes (Certificate-8, Diploma-4, UG-16, PG-43).  Please find the details in the link  <a href="https://alagappauniversity.ac.in/modules/DDE/prospectus_view.php?id=4">https://alagappauniversity.ac.in/modules/DDE/prospectus_view.php?id=4</a></p>
10	Programme Fees	<p><b>Q:</b> What is the fee for different programmes under Distance Education mode?  <b>A:</b> Please find the details in the link  <a href="https://alagappauniversity.ac.in/modules/DDE/prospectus_view.php?id=4">https://alagappauniversity.ac.in/modules/DDE/prospectus_view.php?id=4</a></p>
11	Norms for admission to Distance Education programmes	<p><b>Q:</b> What are the norms for admission to Distance Education programmes?  <b>A:</b> A Learner residing in any part of the Country may enroll in any programme being offered by a Higher Educational Institution recognised by the Commission for offering programme under Distance Learning mode provided that the Higher Educational Institution shall conduct all activities such as admissions, contact programmes, examinations etc. for learner strictly within the territorial jurisdiction of the Higher Educational Institution as specified in the regulation.</p> <p><b>Q:</b> How do a student seek admission in Alagappa University Distance programmes?  <b>A:</b> Student(s) can seek admission in person or through University website in the DDE of University itself at Karaikudi as direct students.  Candidates can also enroll through authorized Learning Support Centres (LSCs)  There are two sessions of admission; (i) Jul-Aug, (ii) Jan-Feb every year.  Please find the online link for admission  <a href="https://alagappauniversity.ac.in/modules/DDE/admission_procedure.php">https://alagappauniversity.ac.in/modules/DDE/admission_procedure.php</a></p> <p><b>Q:</b> Whether Alagappa University admits students through any franchise mode?  <b>A:</b> No. Alagappa University never encourages such franchise mode of admission.</p> <p><b>Q:</b> Is there any age restriction in joining programmes offered by Distance Education?  <b>A:</b> No, there is no age restriction for admission, provided that a minimum qualification required for admission is to be fulfilled.</p>
12	Learning Support Centre (LSC)	<p><b>Q:</b> What is the meaning of LSC?  <b>A:</b> LSC means a centre established/recognised by the Higher Educational Institution for advising, counselling, providing interface between the teachers and the learners, rendering any academic &amp; other related service and assistance required.</p> <p><b>Q:</b> What are the Learning Support Centres addresses and contact numbers?  <b>A:</b> Please find the details in the link  <a href="https://alagappauniversity.ac.in/modules/DDE/Media/download/relevant_clauses/1.6.Learner_Support_Centers.pdf">https://alagappauniversity.ac.in/modules/DDE/Media/download/relevant_clauses/1.6.Learner_Support_Centers.pdf</a></p>
13	Self Learning Materials (SLM)	<p><b>Q:</b> What is the meaning of SLM?  <b>A:</b> Self-Learning Material (SLM) for Distance Learning mode means and includes contents in the form of course material, whether print or in e- form, which is interalia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books.</p> <p><b>Q:</b> Whether the students admitted get hard copies of SLM?  <b>A:</b> Yes. Admitted students will get hard copies of SLM.  Direct students will get the SLM from the University through post or in person.  Learning Support centre students will get the SLM through their Learning Centres.</p> <p><b>Q:</b> Is there any SLM material as soft copies available in the University website?  <b>A:</b> Yes. Please find the link  <a href="https://mis.alagappauniversity.ac.in/siteClient/DDE/book_materials.php">https://mis.alagappauniversity.ac.in/siteClient/DDE/book_materials.php</a></p>

14	e-Resources	<p><b>Q:</b> Is there any e-Resources support to the admitted students?</p> <p><b>A:</b> Yes available. Please find them in the link  <a href="https://dde-online.alagappauniversity.ac.in/student_main.php">https://dde-online.alagappauniversity.ac.in/student_main.php</a></p>
15	Programme Project Report (PPR)	<p><b>Q:</b> What is the meaning of Programme Project Report (PPR)</p> <p><b>A:</b> A Programme Project Report (PPR) of a Higher Educational Institution is a document prepared to introduce a new programme, which includes details of (a) programme objectives and outcomes, (b) nature of target group of learners, (c) appropriateness of the programme with quality assurance for acquiring specific Skills, (d) programme content designing and developing, (e) cost estimates for development of the programme, (f) admission, delivery and evaluation norms.</p>
16	Personal Contact Programme (PCP)	<p><b>Q:</b> When and where will be the PCP conducted for admitted students?</p> <p><b>A:</b> Please find the updates in the University website from time to time in the link  <a href="https://alagappauniversity.ac.in/modules/DDE/notification_PCP.php">https://alagappauniversity.ac.in/modules/DDE/notification_PCP.php</a></p>
17	Examination	<p><b>Q:</b> When and where will be the End Semester Examinations conducted?</p> <p><b>A:</b> Please find the updates in the University website from time to time in the link  <a href="https://alagappauniversity.ac.in/modules/examinations/examSchedule.php">https://alagappauniversity.ac.in/modules/examinations/examSchedule.php</a></p>
		<p><b>Q:</b> Whether students of Distance Education programmes of the University are allowed to write examinations in exam centres situated outside Tamil Nadu?</p> <p><b>A:</b> No. In compliance to the UGC notification, the Exam centres situated outside the State of Tamil Nadu were closed down since 2015-16.</p>
		<p><b>Q:</b> What is the communication postal address of the Controller of Examinations?</p> <p><b>A:</b> The Controller of Examinations, Alagappa University, Karaikudi-630003, TamilNadu</p>
		<p><b>Q:</b> What is the e-mail address of the Controller of Examinations?</p> <p><b>A:</b> <a href="mailto:coe@alagappauniversity.ac.in">coe@alagappauniversity.ac.in</a></p>
		<p><b>Q:</b> What is the fee &amp; procedure for Examination, duplicate certificate, re-valuation etc?</p> <p><b>A:</b> Please find the details in the link  <a href="https://alagappauniversity.ac.in/modules/examinations/fee&amp;Centers.php">https://alagappauniversity.ac.in/modules/examinations/fee&amp;Centers.php</a></p>
		<p><b>Q:</b> What is the link to make online payment for Examination fee?</p> <p><b>A:</b> Please find the link  <a href="https://mis.alagappauniversity.ac.in/distance/">https://mis.alagappauniversity.ac.in/distance/</a></p>
		<p><b>Q:</b> How can I see the results of my examination appeared?</p> <p><b>A:</b> Results are published in the University website. Please find the link  <a href="https://alagappauniversity.ac.in/modules/examinations/examResults.php">https://alagappauniversity.ac.in/modules/examinations/examResults.php</a></p>
18	Transcript, Re-valuation	<p><b>Q:</b> Whom to approach for Transcript, Re-valuation, Duplicate Certificate etc?</p> <p><b>A:</b> Apply to the Controller of examinations with necessary fee.</p>
19	Certificates	<p><b>Q:</b> How can the students get semester mark cards / consolidated mark cards?</p> <p><b>A:</b> Direct students will get their mark cards dispatched from the University by post. Learning Support Centre students can get their mark cards through their Centres.</p>
		<p><b>Q:</b> How can the completed students get provisional / Degree Certificate?</p> <p><b>A:</b> Direct students will get their certificates dispatched from the University by post. Learning Support Centre students can get their certificates through their Centres.</p>
		<p><b>Q:</b> I have completed my Distance programme, but not received certificates. Why?</p> <p><b>A:</b> If a student has pending in the payment of tuition fee, the certificates are withheld; on the receipt of pending tuition fee, the certificates are dispatched accordingly</p>
20	PSTM Certificate	<p><b>Q:</b> How to get PSTM Certificate?</p> <p><b>A:</b> If a student completed a distance program in this University in Tamil medium, such students may apply to the DDE for Persons Studied in Tamil Medium (PSTM) certificate through the Directorate of Distance Education.</p>
21	Convocation & Degrees	<p><b>Q:</b> Whether DDE UG/PG completed students need to apply &amp; pay fee to get Degree?</p> <p><b>A:</b> Since the Degree/Convocation fee is already collected along with exam fee, there is no need to apply &amp; pay fee again.</p>
22	Genuineness certificate	<p><b>Q:</b> I am a Distance Education student, employed / in higher studies. How to get genuineness certificate?</p> <p><b>A:</b> Please find the link <a href="https://mis.alagappauniversity.ac.in/genuineness/apply.php">https://mis.alagappauniversity.ac.in/genuineness/apply.php</a></p>
23	Phone & e-mail Contact	<p><b>Q:</b> What is the time slot for phone enquiry?</p> <p><b>A:</b> On working days (Monday to Friday), 10.30 am to 1.30 pm &amp; 2.30 pm to 5.30 pm.</p>

		<p><b>Q:</b> What is the contact number for enquiry related to general aspects?  <b>A:</b> (+91) 4565 223410.</p> <p><b>Q:</b> What is the contact for enquiry related to student admission?  <b>A:</b> (+91) 4565 223420. <a href="mailto:dde.admission@alagappauniversity.ac.in">dde.admission@alagappauniversity.ac.in</a></p> <p><b>Q:</b> What is the contact for enquiry related to Tuition fee (2<sup>nd</sup> &amp; 3<sup>rd</sup> Year)?  <b>A:</b> (+91) 4565 223425. <a href="mailto:dde.fee2.3@alagappauniversity.ac.in">dde.fee2.3@alagappauniversity.ac.in</a></p> <p><b>Q:</b> What is the contact for enquiry related to Self-Learning materials (SLM)/Books?  <b>A:</b> (+91) 4565 223405. <a href="mailto:dde.books@alagappauniversity.ac.in">dde.books@alagappauniversity.ac.in</a></p> <p><b>Q:</b> What is the contact number for enquiry related to Mark cards /Provisional /Degree?  <b>A:</b> (+91) 4565 223125, (+91) 4565 223170, (+91) 4565 223175.</p> <p><b>Q:</b> What is the postal address of the Directorate of Distance Education (DDE)?  <b>A:</b> The Director, Directorate of Distance Education (DDE), Alagappa University  Karaikudi - 630004, Tamil Nadu</p> <p><b>Q:</b> What is the e-mail, Fax, Phone contact of the Director of Distance Education?  <b>A:</b> Director Office: (+91) 4565 223401  Director: (+91) 4565 223400  Fax: (+91) 4565 225216  E-mail: <a href="mailto:dde@alagappauniversity.ac.in">dde@alagappauniversity.ac.in</a></p>
24	Grievance Redressal mechanism	<p><b>Q:</b> What is the Grievance Redressal Mechanism for Distance Education students?  <b>A:</b> <b>Level 1:</b> Lodging the grievance either through post or through email  <a href="mailto:dde.grievances@alagappauniversity.ac.in">dde.grievances@alagappauniversity.ac.in</a>  <b>Level 2:</b> Lodging the grievance to the Student Grievance Redressal Committee (SGRC) portal available at University website.  <b>Level 3:</b> Lodging the issue to the e-Samadhaan portal available at UGC website.</p>
25	Travel to Karaikudi	<p><b>Q:</b> How to reach Karaikudi?  <b>A:</b>  <b>By Road:</b> Karaikudi is well connected with buses from neighbouring cities such as Madurai (80 km), Tiruchirappalli (100 km), Dindigul (100 km), Rameshwaram (145 km). Distance between Karaikudi New Bus Stand and the University is 1.5 km.  <b>By Train:</b> There are daily express trains from Chennai Egmore (MS) to Karaikudi (KKDI). In addition, daily passenger trains operate between Tiruchirappalli (TPJ) and Karaikudi. Distance between Karaikudi Junction and University is just 1 km.  <b>By Air:</b> Nearby airports are Madurai (IMX) and Tiruchirappalli (TRZ). It takes about 90 minutes from the airport to reach the University by car.</p>