



GAUHATI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION (GUCDOE)

ADMISSION E-BROCHURE
2023-24 SESSION



1. GAUHATI UNIVERSITY CENTRE FOR DISTANCE AND ONLINE EDUCATION (GUCDOE) AT A GLANCE :

With the motto of “*Quality Higher Education For All*”, the GUCDOE, the ODE (Open and Distance Education) wing of Gauhati University, aims at providing higher education in an intellectually challenging learning environment.

The centre was first established as the Post Graduate Correspondence School (PGCS) in May, 1998 with the objective of providing an opportunity to pursue quality higher education to a large number of learners who could not enroll themselves in the conventional system of higher education due to various factors such as limited number of seats, livelihood compulsion, age barrier, financial constraints etc.

The centre was renamed as the Gauhati University Institute of Distance and Open Learning (GUIDOL) in 2008. In the year 2023, this institute has been renamed further as the Gauhati University Centre for Distance and Online Education (GUCDOE) as per the directive of the UGC-DEB ODL Regulations, 2020. GUCDOE has completed 25 years of its glorious existence since its inception, thereby, catering to the needs of large chunk of ODL learners. Having a modest beginning with 514 learners and 6 courses in May, 1998, the centre has witnessed massive growth in all the capacities over the years. The centre provides a congenial learning environment, equipped with diverse up to date learner support services. Apart from providing Self Learning Materials and counselling services, GUCDOE endeavours to maximize learning opportunities through various learner support services such as well-equipped library facility, ICT enabled classrooms, state of the art computer laboratory, Community Radio Service, wi-fi enabled campus etc. The journey from Correspondence School to the Centre for Distance and Online Education is not only a giant leap in terms of quantity but also in quality and excellence.

Our Mission: Quality Higher Education for All

2. RESOURCES:

- 117 Study Centres
- 64 Examination Centres
(For list of Study Centres and Examination Centres please visit:
www.gucdoe.in)
- Self-Learning Materials (SLMs)
- Well-equipped Library Facility
- ICT Enabled Classroom
- State of the Art Computer Laboratory
- 24x7 wifi Enabled Campus
- Online and Face-to-Face Counselling



3. Important Phone Numbers :

Help Desk : 88110-92688
Examination : 88110-92679
88110-92693



4. Important Links :

| | |
|--------------------------|---|
| Website: | www.gucdoe.in |
| Online Admission Portal: | http://gucdoe.in/online_admission |
| Admission E-mail: | gucdoeadmission@gmail.com |
| Facebook Page: | facebook.com/gucdoe |

5. PROGRAMMES OF STUDY (For the Session 2023-2024):

MASTER DEGREE PROGRAMMES:

| Sl No | Subjects | Duration | Mode |
|-------|-------------------|----------|-------------|
| 01 | Assamese | 2 Years | 4 Semesters |
| 02 | English | 2 Years | 4 Semesters |
| 03 | Political Science | 2 Years | 4 Semesters |
| 04 | M.Sc (IT) | 2 Years | 4 Semesters |

ELIGIBILITY:

M.A. Programmes: Graduate from any recognized Indian or Foreign University.

M.Sc-IT : B.Sc. (With Computer Science as the Major or General subject) or BCA/B.Sc. (IT) or B.E./B.Tech. (CSE/IT) or B.Sc. with PGDCA/PGDCA degree from a recognized Indian or Foreign University.

6. FEE STRUCTURE and MODE OF PAYMENT

M.A. Programmes

| Mode of Payment | Programme Fees (Rs.) | Total Fees (Rs.) |
|---|----------------------|------------------|
| Single Installment at the time of admission for two years | 20,000 | 20,000 |
| Installment mode | 1 st year | 20,000 |
| | 2 nd year | |

M.Sc-IT Programme

| Mode of Payment | Programme Fees (Rs.) | Total Fees (Rs.) |
|--|----------------------|------------------|
| Single Installment at the time of admission for four semesters | 58,000/- | 58,000/- |
| Installment Mode : At the beginning of the semester | 14,500/- | 58,000/- |

7. ADMISSION PROCEDURE:

GUCDOE provides admission through Online Mode only in all the programmes. For admission, a candidate may visit the portal: http://gucdoe.in/online_admission

For seeking admission, the candidate must follow the following steps:

Step 1 – Registration

Enter Name, Contact Details, Date of Birth, Government Identity, Select the programme & Study Centre/Learner Support Centre. On submission a payment challan will be generated.

Step 2 - Payment of Fee

After receiving the payment challan, go to the payment link and pay the fee as per the challan (Keep the Roll No field blank in payment page).

Step 3 - Declaration & Verification

Login to Dashboard with your Challan No. & Date of Birth. For the first time, you are required to access code mentioned in the challan. Here, you are required to agree to the terms & conditions specified.

Step 4 - Enter Your Details, Payment Details & Upload Documents

Now proceed to enter payment details, your details and upload your documents, photo, signature, along with all other required documents. On submission you will receive a copy of the application form which you have to submit at your Study Centre.

Step 5 - Verification & Roll Number Generation

After successful submission of Online application, you have to submit a copy of application in your study centre and verify the original documents. On successful verification you will receive your Roll Number.



DOCUMENTS REQUIRED FOR ONLINE ADMISSION

- 1) Scanned copy of Marksheets of the qualifying examinations.
- 2) Scanned copy of Pass Certificates of the qualifying examinations.
- 3) Scanned copy of H.S.L.C Admit Card or Pass Certificate
- 4) Scanned copy of G.U. Registration Certificate (For the graduates of G.U. only).
- 5) Scanned copy of Govt. ID card (JPEG format)
- 6) Recent passport sized photograph (JPEG format).
- 7) Signature of the candidate (JPEG format).

IMPORTANT NOTE FOR IT PROGRAMME ASPIRANTS:

- Admission into M.Sc-IT programme will be done on the basis of a Selection Test. Eligible candidates should register themselves by visiting http://gucdoe.in/online_admission . After successful registration an Admit Card will be generated. The Admit Card will have detailed information regarding the Selection Test. Candidate should produce the Admit Card along with the photo ID proof on the day of Selection Test.
- Selected candidates can take admission in to the programme by following the steps mentioned above (excluding step 1).

REFUSAL OF ADMISSION

Notwithstanding any rules or procedure, a candidate may be refused admission if his/her past conduct in this University or in any other University has not been satisfactory.

A candidate who has been expelled / rusticated or disqualified by this University or any other University may also be refused for admission.

CANCELLATION OF ADMISSION

Admission of a candidate may be cancelled at any stage if it is found that he/she does not fulfill the eligibility criteria and has furnished incorrect information or suppressed facts to secure admission or indulged in unlawful activities.

If any dispute arises out of such REFUSAL/CANCELLATION, the decision of the Honourable Vice-Chancellor, G.U. shall be final.

8. REFUND OF FEE

The Course fee and other fees deposited by an admitted candidate will not be refunded under any circumstances. However, any excess Fees wrongly deposited by a student may be adjusted against his/her future dues.

9. REGISTRATION FOR CANDIDATES GRADUATING FROM OTHER UNIVERSITIES

Candidates who have passed their qualifying examinations from Universities other than Gauhati University shall be required to apply for Registration at Gauhati University immediately after admissions. Applications for registration can be made through Online Mode only. Candidate can apply for registration at G.U. Portal. No migration certificate is required for Registration.

10. SCHOLARSHIP

Learners belonging to Scheduled Caste/Scheduled Tribes, Other Backward Classes, Tea Garden, Minority Communities and differently abled are eligible for Government Scholarships. Their applications for scholarships will be forwarded by the GUCDOE authorities to the Government Agencies/Departments for consideration.

11. SELF-LEARNING MATERIALS (SLMs)

Printed study materials for various courses are in the SLM (Self Learning Material) format and the learners are provided with such materials so that fruitful interaction between the teacher and the student can be initiated through it. These materials are designed to be an appropriate substitute of the regular university classes, and the 'teacher in print' will help the learners to learn their course themselves and subsequently prepare themselves for the term-end examination. The learners should make the best use of the SLM by understanding the way it has been designed and developed. The objectives will first introduce the learners with the goals which the Learners will reach after reading the unit. Then the various sections and subsections of the unit will follow. After each section there will be SAQs (Self Asking Questions) through

which the Learners can check their progress in terms of understanding the course content. In between, there will be some boxes in which attempts will be made to impart the 'Extra' information which the Learners need to acquire. Towards the end, there will be a list of references and suggested readings. Although the study materials are meant to be self-contained and self-sufficient, Learners can also consult the books and references for having a better grasp of the course content.

Study Materials are supplied to the Learners immediately after the admission either in person or by post. Learners can also get the Study Materials through the Study Centers in which he/she has taken admission. Study materials can also be downloaded from the GUCDOE website.

N.B.: Please bring the admission receipt to collect the Study Materials for all the semesters.

12. PERSONAL CONTACT PROGRAMME

In addition to the Study Materials, useful Personal Contact Programmes are conducted which will enable the learners to clarify their confusions and ease their difficulties while going through it. Qualified faculty members of GUCDOE will help out the attending learners by providing necessary tips and guidelines during the interactive sessions. These sessions are also meant to give the learners a chance to meet the teachers personally and discuss their problems. Learners are supposed to attend these programmes. GUCDOE has set up 117 different Study centres in various parts of Assam and learners can join any one of the Study Centres which is nearest to them.

13. EXAMINATION & EVALUATION

The GUCDOE is an integral part of the Gauhati University. All the examinations for GUCDOE Learners are conducted as per Rules and Regulations of the Gauhati University by the Controller of Examinations, G.U. All examinations, evaluation and assessment norms of conventional/regular mode courses of Gauhati University shall also be applicable to GUCDOE learners. Learners will have to pass/clear their courses within 2N years of admission (N is the duration of the programme, i.e students will have to complete their course within maximum of 4 years from the date of admission). Any query related to the examinations may be made to the Controller of Examinations, G.U. through the Director, GUCDOE.

INTERNAL ASSESSMENT

As a part of continuous evaluation process, internal assessment will be conducted in each semester for all the Programmes. The internal assessment shall carry 20% and the term end examinations shall carry 80% weightage for each course/paper.

ADMIT CARDS

The learners at Gauhati University Examination Centre can download their Admit Cards before commencement of examination from the website www.gucdoe.in. Candidates appearing in the Examination Centres other than Gauhati University will have to collect their Admit Cards from the respective Officer-in-Charge of the Examination centre.

14. FEES TO BE PAID FOR BACK/BETTERMENT PAPER

Candidates re-appearing in the examination of all the courses offered for Back/Betterment papers are required to pay an examination fee of ₹1000/- (Rupees one thousand only) for all categories, failing which candidates will not be allowed to appear in the examinations.

15. CHANGE/CORRECTION OF ADDRESS AND OPTIONAL PAPERS

Any change/correction in the Address for correspondence and Optional papers must be intimated to the GUCDOE in writing.



16. IMPORTANT INFORMATIONS:

Fee Payment :

For all PG Programmes:

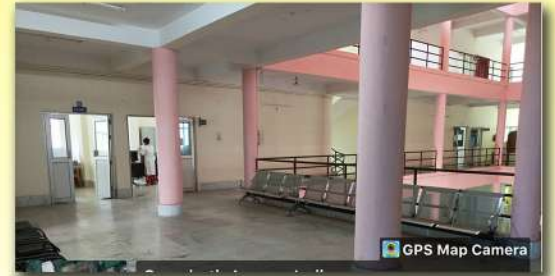
1st Installment: At the time of admission
2nd Installment: June, 2024

For M.Sc-IT Programme:

1st Installment: At the time of admission
Consecutive Installments: At the beginning of each semester

Examinations:

1st Semester Examinations commence from January-February, 2024
2nd Semester Examinations commence from July-August, 2024
3rd Semester Examinations commence from January-February, 2025
4th Semester Examinations commence from July-August, 2025



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