

ADMISSION PROCEDURE

The Directorate of Distance Education is a boon to career women who aspire to enhance their personal and professional competence and to home bound women who wish to profitably use their time and resources to satisfy their deferred academic aspirations and also to the rural girls who have no access to the mainline educational system. The Directorate of Distance Education now functions from Kodaikanal and also has its own Research and Extension Centres at Madurai, Chennai and Coimbatore and many study centres in major cities to reach out to more women and to offer more academic support to them. Candidates seeking admission to DDE, Mother Teresa Women's University can approach the DDE, Kodaikanal or any one of its Study Centre for obtaining the admission to the courses .Prospectus and Application Form can be obtained in person from the DDE , Kodaikanal or any of the study centers on payment of the cost of application or may be downloaded and the filled in application form may be submitted to the Director, Directorate of Distance Education, Kodaikanal or Co-ordinator of the chosen Mother Teresa Women's University Study Centre in person or in post along with the application fees.

On clearing admission process, provisional admission to the programme will be provided subject to confirmation by the Director, DDE, Mother Teresa Women's University. The Director, Directorate of Distance Education, Mother Teresa Women's University is authorized to confirm the admissions on scrutinizing the application for completeness and correctness on the following before issuing Identity Cards.

Registration cannot be claimed as a matter of right and the Directorate reserves all rights to admission. Registration will be made for only such courses as notified in the prospectus and the university has the right to cancel any programme if there is no sufficient number of students in the course.

Instructions for submission of Application

Candidates should follow the instructions carefully before filling in the application forms.

- Application should be filled in by the candidate only in English.

- The Date of Birth should coincide with the Date of Birth in the 10th / +2 Examination Certificate
- Name and spelling should be the same as in 10th / +2 examination certificate.
- Course opted should be clearly specified in the allotted space.
- The furnished information should be true and correct.
- Application forms duly filled in should be submitted with all the required enclosures.
- The submitted enclosures has to be noted in the enclosures list.

Mode of Payment:

The DDE, Mother Teresa Women's University will accept DEMAND DRAFT obtained from State Bank of India / Canara Bank / Indian Bank drawn in favour of the "The Registrar, Mother Teresa Women's University" payable at Kodaikanal or ONLINE payment paid through SBI collect. NO FEE SHALL BE ACCEPTED IN THE FORM OF MONEY-ORDERS / CASH OR BY CHEQUES.

General Instructions to the candidates

- Contact details such as address for communication, e-mail id, phone number / mobile no. is required as a mandatory information so as to enable the office to sent the academic information.
- The candidates are instructed to intimate the change of address if at all happens during the study period.
- Change of course will not be permitted in the middle of the course of study.
- Any fees paid by the candidates shall neither be refunded nor adjusted towards any fees.
- Admission cannot be claimed as a matter of right.
- Incomplete applications will be rejected.
- A self addressed envelope with required stamp must be enclosed for any correspondence / inquiry sent to "The Directorate of Distance Education".
- Candidates of DDE who have enrolled should keep a watch for important communications such as PCP, date of payment of fees, examination fees, exam schedule, hall tickets, results, convocations, etc., which will be notified through post / will be placed in the Mother Teresa Women's University website.

Study Materials

Though the study materials are provided to the candidates through study centres they are instructed to equip themselves better with the help of References text books that are mentioned in the syllabus which will be given to the candidates after admission.

Examinations

Examination application forms will be sent to the candidates through post. The examination fee has to be paid in the form of a Demand Draft or Online payment through SBI Collect and the same has to be enclosed along with the application form.

Declaration of results of examination

The performance of the students in examinations will be declared in the website and a statement of marks will be issued to the concerned candidate through Post/Study centres.

Revaluation

Candidates who wish to apply for revaluation can apply for the same by filling the revaluation form with prescribed fee and the revaluation form can be sent to the Controller of Examination, Mother Teresa Women's University, Kodaikanal.

Completion of Course

The candidates have to complete the course (including theory / practical / project / dissertation) within 5 years from the year of completion of period of study, failing which their registration will stand automatically cancelled and they have to register a fresh application if they want to continue the course with the prescribed fee.

Renewal of Registration

The students who have failed to pay the course fee in the respective year (in time as specified by the University) are permitted to renew their registration by paying specified course fee along with a penalty of prescribed fee.

Course Completion Certificate

Candidates who have completed the course and who have no dues will be issued with Course Completion Certificate by paying the prescribed fees .

Procedure to get Provisional / Degree Certificate

Candidates who have qualified the Degree examination may obtain the provisional degree certificate through a separate Application form along with prescribed fees mentioned in the form.

Having obtained the provisional degree certificate the candidates may apply for Degree Certificate in the prescribed format along with enclosing the required particulars as mentioned in the form.

Grievances

Grievances if any, may be address to “The Director, DDE, Mother Teresa Women’s University, Attuvampatti, Kodaikanal – 624 101”.

Clarification & Enquiry

This prospectus contains essential information for all those wish to continue their higher education through DDE, Mother Teresa Women’s University.

We have put forth all the efforts in delivering important information for the candidates; however clarifications if any may be obtained from the DDE. Here we have furnished important telephone numbers for the purpose of enquiry.

S.No	Department	Purpose	Contact Number / E-mail ID
1.	Director, DDE	Admission / Study Centre information / courses offered / Study centres / Other enquiry / regarding Distance Education	04542-241921 mtwudde@gmail.com
2.	Controller of Examinations	Examination time table / results / hall ticket revaluation / arear examination / provisional certificate / degree certificate	04542-240895, 245685 mtwucoe@gmail.com