

MADHYA PRADESH BHOJ (OPEN)UNIVERSITY

ORDINANCE NO.2

DIPLOMA IN SOCIAL WELFARE

INTRODUCTION

As the main objective of this Open University is to introduce and promote distance to begin with it is proposed to launch the DIPLOMA IN SOCIAL WELFARE Correspondence Course from the ensuing Academic Session 1996-97 with effect from the date decided by the University on approval of the Coordination Committees of the State Government.

THE OBJECTIVES

- (1) To impart professional training in SOCIAL work, particularly to the employees of Welfare agencies/Institutions/Department Voluntary or Statutory, who are unable to join the regular full time courses being conducted by the Universities or Institutions.
- (2) To improve the quality and quantity of their output by acquiring upto date knowledge and latest skills of Social Work in general.
- (3) To impart an understanding and an appreciation of the role of Social Welfare organisations /institutions at State National and International level so as to ensure its more meaningful involvement in welfare activities of the communities .

ELIGIBILITY FOR ADMISSION

The minimum qualifications required for admission to DIPLOMA IN SOCIAL WELFARE ,shall be Higher Secondary School Certificate (10+2) or its equivalent of other states in India provided that

- (i) The candidate is resident of India.
- (ii) A candidate who is an employee of a voluntary of a Statutory Social Welfare Agency/Institution Department shall be preferred.
- (iii) The candidate already prosecuting studies (Regular or Correspondence for any other Course of the University during the session shall not be eligible.
- (iv) Candidate intending to join this course, shall submit his application in the prescribed application form alongwith requisite enclosures and fee so as to reach the Registrar, M.P. Bhoj Vishwavidyalaya, Barkatullah University Campus, Bhopal within the time limit and date fixed for the purpose.
- (v) The candidate shall be granted admission according to rules However, the university reserves the right to admit the application of the candidate or to reject it without assigning and giving any reason thereof.

SCHEME OF EXAMINATION

The scope of studies in different papers shall be such is prescribed in the prospectus by the board of studies and the academic council from time to time in due course.

PASS PERCENTAGE

Division shall be awarded to the successful candidates on the aggregate Marks obtained by him in accordance with the following scale, viz.

First Division :	60% & above
Second Division :	50% but below 60%
Third Division :	40% but below 50%

A. ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

- (i) Candidates securing less than 40% marks in individual papers will be treated as failed they can re-appear at the subsequent examination in the paper concerned.
- (ii) A candidate declared eligible for supplementary shall be required to clear the same in the subsequent attempts. Any attempt unavailed of shall lapse automatically after expiry of this period, he will be deemed to have failed in the examination.
- (iii) An ex-student candidate seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form to the registrar. M.P. Bhoj Vishvidhyalaya, Bhopal by the date fixed for the purpose together with such fees and documents as are required of him/her.
- (iv) Notwithstanding any thing contained in the foregoing paragraphs a candidate who after having appeared at the whole examination as a regular student fails in not more than two papers by not more than three marks shall be eligible for award of grace marks upto a limit of three marks so as to enable him/her to pass the examination the grace marks shall however, not be added anywhere.
- (v) The kulpati may, if a candidate is failing at an examination or missing a division by one mark, condone deficiency of one mark where the deficiency is so condoned one mark shall nowhere be added.

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph (iv)

MODE OF INSTRUCTION

- (i) The method of instruction is : A set of lessons shall be mailed to the students periodically these lessons will guide the students for effective learning
- (ii) Personal Contact Programme: There is a provision for the personal contact programme The programme is meant for class room lectures on important topics/media teaching through audio and video cassettes, clearing the doubts of the students.

- (iii) It will be in the interest of the student to attend the contact programme classes which will help them to improve their performance in the examination.
- (iv) Lessons will be in Hindi and English medium as per option of the candidate concerned However the question papers shall be in Hindi as well as in English.
- (v) The whole course in each paper will be divided in to Five units, the lessons for which shall be supplied to the student in the intervening months.

Address slip

The applications for admission are required to furnish in the slip attached with the application from 10 copies of their address to which admission information original certificates and lessons will be sent.

Change of address

Lessons and all communication will be sent to the student to the address given in the application form any change in the address should be intimated to the university immediately with enrollment no. however the students are advise to make arrangement in the post office for getting the lessons and other letters redirected to their new address since the University will take at least a month to incorporate the new address.

ENROLLMENT NUMBER

Enrollment number will be assigned to candidates on admission. In all communications, this number should be mentioned .

MODE OF PAYMENT

Fees will be paid by a Bank Draft in the name of Registrar MPBOU Bhopal . The Annual Fee of Rs. 3000/- may be deposited as per date schedule declared by the MPBOU , Bhopal .

CONTACT PROGRAMME

Contact Programme may be conducted at appropriate places, or in Bhopal as the case may be . prior information will be given to students facilitating them to attend the programme/ programmes by the Registrar , MPBOU , Bhopal shall be notified to students well in advance.

TUTION FEE AND OTHER FEES

- (i) The fees as prescribed by the MPBOU shall be payable by the Candidates.
- (ii) First installment of fee is to be paid by the time of admission and second installment to deposited alongwith the fee for the examination.
- (iii) Fees related with the examination of the Diploma, etc., as decided by the University shall have to be paid by the candidate as and when required.
- (iv) All fees etc., should be sent by demand draft in favour of Registrar, MPBOU Bhopal. Cheque and money order will not be accepted under any circmstances.

- (v) (a) Cost of application form and late fee for submission of form are non-refundable.
- (b) If application form is rejected by the University, tuition fee alongwith the its late fee deposited by the candidate shall be refunded after deducting Rs. 50/- towards miscellaneous expenses.
- (c) Once the application form is accepted, tuition fee shall not be refunded non carried over for next year.
- (d) As regards refund of University examination fees, the rules shall be same as are applicable to other University examinations.

GENERAL

In all matters pertaining to the Course, the decision of the Vice Chancellor, MPBOU Bhopal shall be final .

CORRESPONDENCE

All correspondence pertaining to the university must be addressed to the Registrar , MPBOU Bhopal.

*Approved by Board Of Management in its vii meeting

**Approved by Coordination Committee in its meeting held on 20-06-1996