CENTRE FOR DISTANCE AND ONLINE EDUCATION

TEZPUR UNIVERSITY

(A Central University)

Information Brochure 2026-27



NAAC 'A+' Grade

Visitor's Best Award

NIRF Ranking

THE World University Ranking

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Degrees awarded by TU through Centre for Distance and Online Education are permitted and recognized by DEB-University Grants Commission, New Delhi

Section I

Messages



Tezpur University
(A Central University)
Tezpur 784028, Assam
India

- *Visitor's Best University Award 2016*
- *NIRF India Rankings 2016: 05*
- *Accredited with 'A+' Grade by NAAC*
- *THE Asia Rankings 2018: 100*

Phone: 03712-267003(O)
E-mail : vc@tezu.emet.in

Prof. Amarendra Kumar Das
Pro-Vice-Chancellor



Message from the Pro-Vice-Chancellor

Higher education plays a pivotal role in shaping individuals, fostering innovation, and building a knowledge-driven society. As a premier institution of higher learning, Tezpur University has always been committed to academic excellence, inclusivity, and social responsibility. In pursuit of this commitment, the Centre for Distance and Online Education (CDOE) serves as an important vehicle for extending quality education beyond the boundaries of the conventional classroom.

In today's rapidly changing world, education must be flexible, accessible, and responsive to the diverse needs of learners. Through CDOE, Tezpur University seeks to empower learners from different backgrounds, regions, and stages of life by providing opportunities for continuous learning and professional advancement.

The Centre embodies the spirit of lifelong learning by offering programmes that combine academic rigor with flexibility. Whether you are a working professional, an aspiring learner from a remote area, or an individual seeking to enhance your knowledge and skills, CDOE provides a platform that enables you to pursue your educational aspirations without compromising your personal or professional commitments.

As we move towards a future driven by knowledge, innovation, and technology, the role of open and distance learning becomes increasingly significant. Tezpur University remains dedicated to maintaining the highest standards of academic quality while ensuring that education remains inclusive, equitable, and learner-centric.

I invite you to become a part of the Tezpur University community through CDOE and join us in a journey of learning, growth, and transformation. I am confident that your association with the University will be enriching and rewarding, and will contribute meaningfully to your personal and professional development.

I extend my best wishes for your academic success and future endeavors.

Date: 24.06.2026

(Prof. Amarendra Kumar Das)

Foreword from the Director



Education is a transformative force that empowers individuals, enriches communities, and contributes to the progress of society. Yet, many aspiring learners are unable to pursue higher education due to geographical constraints, professional commitments, family responsibilities, economic limitations, or other personal circumstances. The Centre for Distance and Online Education (CDOE), Tezpur University, has been established to bridge this gap and ensure that quality higher education remains within the reach of all.

At CDOE, we firmly believe that learning should not be restricted by location, time, or circumstance. Whether you are a working professional seeking to upgrade your qualifications, a homemaker aspiring to continue your education, a learner residing in a remote area, or someone looking for a second opportunity to achieve academic goals, CDOE provides a flexible and inclusive platform designed to support your aspirations.

The essence of distance and online education lies in its ability to offer learning opportunities to Anyone, Anywhere, and Anytime. Through innovative teaching-learning methodologies, digital technologies, self-learning materials, online academic support, and learner-centric services, we strive to create an educational environment that is accessible, engaging, and effective.

Tezpur University has earned a reputation for academic excellence, innovation, and social commitment. The Centre for Distance and Online Education carries forward this legacy by extending the University educational outreach beyond the conventional classroom.

Our programmes are carefully designed to meet contemporary academic and professional requirements while maintaining the highest standards of quality and rigor.

We recognize that education is not merely about acquiring a degree; it is about developing knowledge, skills, values, and confidence that enable individuals to contribute meaningfully to society. Therefore, our focus remains on creating a supportive ecosystem that encourages lifelong learning, critical thinking, and personal growth.

As you embark on your educational journey with CDOE, Tezpur University, I encourage you to make full use of the learning resources, academic support systems, and opportunities available to you. Your commitment and perseverance, combined with our dedication to quality education, will pave the way for your success.

I warmly welcome you to the Centre for Distance and Online Education, Tezpur University, and wish you a rewarding and enriching learning experience.

Dipankar Malakar, Ph.D
Director i/c

Section II

TEZPUR UNIVERSITY





ABOUT THE UNIVERSITY

Tezpur University was established by an Act of Parliament in 1994. The objects of this Central University to offer employment oriented and interdisciplinary courses to meet the local and regional aspirations and the development needs of the state of Assam and also offer courses and promote research in areas which are of special and direct relevance to the region and in emerging areas in Science and Technology.

The University offers 15 integrated/undergraduate programmes, 34 postgraduate programmes, 30 Doctoral programmes, along with diploma and certificate programmes under School of Humanities and Social Sciences, Sciences, Engineering, and Management Sciences and School of Multidisciplinary Studies.

With a diverse community of faculty, researchers, and students, both national and international, the University reflects a vibrant national character. Beyond teaching and learning, it actively addresses contemporary challenges through quality research, innovation, and community engagement. A good number of International students enrolled with a prospect of high quality research in Tezpur University make the institution unique in itself.

The University has consistently promoted meaningful and socially relevant research across disciplines. Its departments and faculty members have received prestigious research grants and fellowships from leading national and international funding agencies such as ONGC, DST, DBT, DAE, UGC, AICTE, ICSSR, DRDO, CSIR, ISRO, the World Bank, and several others. Faculty members and research scholars of the University have also earned distinguished national recognitions and awards for their contributions to research and academic excellence, including the President's Medal.



ABOUT CENTRE FOR DISTANCE AND ONLINE EDUCATION

The Centre for Distance and Online Education (CDOE), formerly known as the Centre for Open and Distance Learning, was established in 2011 to expand access to quality higher education through distance and online learning mode. The Centre offers a range of Master's and Diploma programmes in emerging areas of science, social sciences, management, and humanities, providing flexible learning opportunities for those unable to pursue conventional campus-based education. Through learner-centric programmes and academic support, CDOE aims to develop skilled, knowledgeable, and employable human resources for the region and the nation.

Vision

To grow into a leading centre for human resource development through distance and open learning system using latest educational inputs and technology

Mission

To provide opportunity for quality higher education to all sections of the society through flexible and open learning mode. To dismantle all barriers and conform to regional priority and societal needs.

Objectives

1. To provide higher education to a larger segment of the population dismantling geographical barriers and adopting all inclusivity.
2. To offer degree, diploma and certificate programmes in the line of NEP 2020 in emerging areas through flexible and open learning mode
3. To provide counselling and guidance to the learners for seamless learning
4. To disseminate education using learning aids like structured content, ITC and LMS

RECOGNITION OF UGC-DEB

UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
Ministry of Education, Govt. of India
35, Feroze Shah Road, New Delhi – 110001
Website: https://deb.ugc.ac.in/
Email: ugcdebner@gmail.com
Ph.No. 011-2360 4687, 660

Speed Post/E-mail

F.No. 8-8/2025(DEB-NER) **September 2025**

The Registrar
Tezpur University
PO Napaam,
District- Sonitpur
Assam- 784028

24 SEP 2025

Sub: Commission Order on the application submitted online by the Higher Educational Institution (HEI) for recognition of the programmes to be offered in Open and Distance Learning (ODL) mode from academic year 2025-26, academic session beginning July-August, 2025 and onwards-regarding.

Sir/Madam,

1. UGC has notified the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments. Regulations 3, 4 and 5 describe the eligibility criterion for HEI, the process of application and the approval process for ODL and Online Programmes whereas Regulation 6 describes provisions of the right to appeal by the HEIs aggrieved with the order of the Commission.

2. The Commission invited online applications from the eligible HEIs for recognition of the programmes under ODL mode and/or Online mode from academic year 2025-26, academic session beginning July-August, 2025 vide Public Notice F. No. **1-4/2025 (DEB-NER)** dated **12th March, 2025**.

3. Application received from **Tezpur University, Assam** for recognition of ODL programmes was assessed by Virtual Interface Expert Committee (IEC) duly constituted by the Chairman, UGC. The details of the meetings are as under:

Sr. No.	Name of the Committee	Date of meeting	Date of recommendation sheet shared with the HEI
For ODL Programmes:			
1.	Interface Expert Committee (IEC)	**18.06.2025** and **30.06.2025**	**18.07.2025**

4. Based on the recommendations of IEC and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the programme-wise recognition for the programmes to be offered in ODL mode from the academic year 2025-26, academic session beginning July-August, 2025 and onwards.

o/c

5. **Programme wise recognition status**

(i) **Open and Distance Learning Programmes Recognized beginning from academic year 2025-26, academic session beginning July-August, 2025 and onwards: 03 (Three)**

Sr. No.	Programme Name	Period of Recognition
1.	Master of Arts (Sociology)	2025-26 academic session beginning July-August, 2025 to 2029-30 (upto January- February, 2030 only)
2.	Master of Arts (English)	
3.	Master of Arts (Journalism & Mass Communication)	

(ii) **Open and Distance Learning Programmes Not Recognised: Nil**

6. For the programmes recognized in the aforementioned table, the HEI shall comply with all the provisions of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments while offering the programmes in ODL/Online mode.

7. **The application of the HEI stands closed**.

8. In the event any HEI is found offering programmes in Open and Distance Learning mode without recognition of the Commission or in violation to any of the provisions of these regulations and guidelines or orders made there under, the Commission may take actions as per regulation 7 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.

9. The decision of the Commission shall be final and binding on the HEI.

Yours faithfully,

O/C

(**Sanjay Kumar**)
Under Secretary

Copy to:

1. The Secretary, Higher Education, Government of Assam, Assam Secretariat, Block 'C', 3rd floor, Assam, Guwahati - 781006 with a request to ensure that HEI adheres to all the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.
2. The Economic Advisor, Distance Learning Section, MoE, Govt. of India, Shastri Bhawan, New Delhi – 110 001.
3. The Joint Secretary, Central University Bureau, UGC, Bahadur Shah Zafar Marg, New Delhi -110 002.

O/C
ISSUED

(**Sh. Davinder Kumar**)
Section Officer

Prominent features of CDOE, Tezpur University

- The parent institution, Tezpur University, is known for its academic and research excellence with an A+ Grade by NAAC, Visitor's Best university award and THE ranking
- UGC-DEB approved programmes with nationwide recognition and credibility.
- Programmes implemented in the line of NEP 2020
- Equal weightage of Curriculum and credit as regular mode
- Seamless online and offline learner support system
- Cost effective and flexible payment system.

Learner Support System



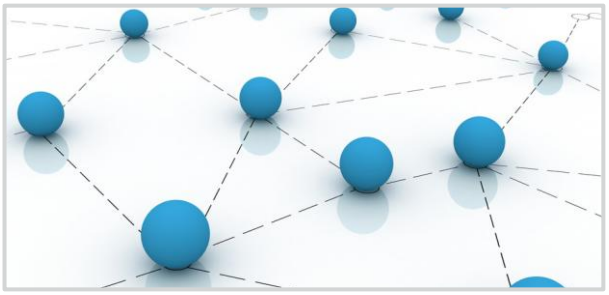
01 Academic Support

- Thoughtfully designed self-learning material
- Audio-video aids
- Guidance from experienced faculty and academic counsellors
- Online and offline counselling



02 Digital Support

- Easy and comfortable online mprogramme enrollment
- Access to e-content and digital learning resources
- ILMS to facilitate flexible and convenient learning.



03 Learner Support Centres

- A network of 22 Learner Support Centres (LSCs) across the state
- Pre admission support
- Academic and administrative support throughout programme.
- Learners may select the list of LSCs



04 Examination Centres

before enrolment.

- Semester end examination of CDOE operates through 8 Examination Centres.
- Conveniently located across Assam, enabling learners to attend hassle-free examinations

Section III

Programmes Offered at CDOE

Department and School Offering the Programme

Sociology, School of Humanities and Social Sciences



Programmes at Glance

Masters Programmes



Programme Code: MAMCD
Programme Name: MA in Mass Communication and Journalism

Eligibility

Bachelor's Degree in any discipline
Duration: 4 semester (min)
8 Semester (Max)

Offering Department

Mass Communication and Journalism,

School of HSS



Programme Code: MAEGD
Programme Name: MA in English

Eligibility

Bachelor's Degree in any discipline
Duration: 4 semester (min)
8 Semester (Max)

Offering Department

Department of English

School of HSS



Programme Code: MASOD
Programme Name: MA in Sociology

Eligibility

Bachelor's Degree in any discipline
Duration: 4 semester (min)
8 Semester (Max)

Offering Department

Department of Sociology

School of HSS

Diploma Programmes

Programme Code: DIPHRD

Diploma in Human Resource Management

Eligibility

Bachelor's Degree in any discipline

Duration: 2 semester (min)
4 Semester (Max)

Offering Department

Dept. of Business Administration
School of Management Sciences

Programme Code: DIPEVMD

Programme Name: Diploma in Environmental & Disaster Management

Eligibility

Bachelor's Degree in any discipline

Duration: 2 semester (min)
4 Semester (Max)

Offering Department

Dept. of Environmental Science & Disaster Management

School of Sciences & School of Management Sciences

Programme Code: DIPCRGD

Programme Name: Diploma in Child Rights and Governance

Eligibility

Bachelor's Degree in any discipline

Duration: 2 semester (min)
4 Semester (Max)

Offering Department

Centre for Inclusive Development, School of Humanities and Social



PROGRAMMES in DETAIL

Overview of

MA in Mass Communication and Journalism

The parent department of Mass Communication and Journalism was established in 2001. Masters in Mass Communication and Journalism offered from CDOE is in the line of the curriculum implemented in the Department. The programme at CDOE carries equal credits with that of the programme offered in the Department.

Objectives:

1. To improve quality training and understanding of communication and media.
2. To create a band of dedicated and professional communicators and journalists for the society with a difference.

Programme Structure

Semester	Course Code	Course Title	Credit
Semester I	MAMCD101	Introduction to Communication and Media	4
	MAMCD102	Principles of Journalism	4
	MAMCD103	Advertising	4
	MAMCD104	Radio Broadcasting	4
	MAMCD105	New Media: Evolution, Principles and Theory	4
Semester II	MAMCD201	Media Writing	4
	MAMCD202	Television Broadcasting	4
	MAMCD203	PR and Corporate Communication	4
	MAMCD204	Media Management	4
	MAMCD205P	Project	4
Semester III	MAMCD301	Communication Research Methods	4
	MAMCD302	Communication for Social Change and Development	4
	MAMCD303	Media Law and Ethics	4
	MAMCD304	Media Culture and Society	4
	MAMCD305	Communication Skills	4
Semester IV	MAMCD401	Understanding Cinema	4
	MAMCD402	Science Communication	4
	MAMCD403	Media in North East India	4
	MAMCD404	Community Radio	4
	MAMCD405P	Project/ Practical	4
		Total Credit	**80**

Masters in English

The parent Department of English (formerly The Department of English and Foreign Languages), Tezpur University was established in 1994. Masters in English offered from CDOE is in the line of the curriculum implemented in the Department. The programme at CDOE carries equal credits with that of the programme offered in the Department.

Objectives:

1. To critically engage in English literature beyond conventional disciplinary borders.
2. Exposing learners to a plethora of texts and contexts, movements, critical approaches, theory and study of language that would connect learners to the contemporary knowledge and communication system.

Programme Structure

Semester	Course Code	Course Title	Credit
Semester I	MAEGD101	Literary and Critical Theory I	4
	MAEGD102	English Literature from Chaucer to Marlowe	4
	MAEGD103	Shakespearean Drama	4
	MAEGD104	Fiction I (Early to Jane Austen)	4
	MAEGD105	Academic and Critical Writing in English	4
Semester II	MAEGD201	Language and Language Education	4
	MAEGD202	Puritan to Eighteenth-Century Literature	4
	MAEGD203	Romantic Poetry and Prose	4
	MAEGD204	Fiction II (Nineteenth Century)	4
	MAEGD205	Fundamentals of Research	4
Semester III	MAEGD301	Literary Criticism II	4
	MAEGD302	Modern British Drama	4
	MAEGD303	Modern Fiction	4
	MAEGD304	American Literature I	4
	MAEGD305	Indian Writing in English I	4
Semester IV	MAEGD401	Modern Poetry	4
	MAEGD402	Modern Prose	4
	MAEGD403	Postcolonial Literature in English	4
	MAEGD404	Indian Literature in English II (Optional)	4
	MAEGD405P	Project	4
		Total Credit	**80**

Masters in Sociology

The parent Department of Sociology was established in 2006. Masters in Sociology offered from CDOE is in the line of the curriculum implemented in the Department. The programme at CDOE carries equal credits with that of the programme offered in the Department.

Objectives:

1. To provides opportunity to learn the aspects of teaching, emerging areas of socio-cultural-political sphere through a single window system.
2. To foster critical and analytical ability among the learners through study of Sociology, hone their professional skills and make the learners self-sufficient for employability.

Programme Structure

Semester	Course Code	Course Title	Credit
Semester I	MASOD101	Classical Sociological Thoughts	4
	MASOD102	Research Methodology	4
	MASOD103	Sociology of Family and Kinship	4
	MASOD104	Sociology of India I	4
	MASOD105P	Project Related Research	4
Semester II	MASOD201	Sociology of India II	4
	MASOD202	Modern Sociological Theories and Perspectives	4
	MASOD203	Economic Sociology	4
	MASOD204	Social Stratification	4
	MASOD205	Population and Society	4
Semester III	MASOD301	Political Sociology	4
	MASOD302	Sociology of Development	4
	MASOD303	Sociology of North East India	4
	MASOD304	Gender and Society	4
	MASOD305	Industry and Society	4
Semester IV	MASOD401	Sociology of Religion	4
	MASOD402	Social Movements in India	4
	MASOD403	Environmental Sociology	4
	MASOD404	Sociology of Health and Illness	4
	MASOD405P	Dissertation	4
		Total Credit	**80**

Overview of
Diploma in Child Rights and Governance

The Centre for Inclusive Development (CID) promotes student welfare, equal opportunity, employability, and community engagement. Bringing together the Equal Opportunity Cell, ST/SC Cell, and Training & Placement Cell, it serves as a bridge between higher education and community development while supporting the holistic growth of students.

Objective:

1. To produce a pool of practice-oriented trained human resource with a comprehensive knowledge, exposure and understanding in childhood, child rights, child vulnerability and child protection.

Programme Structure

Semester	Course Code	Course Title	Credit
Semester I	DIPCRGD101	Understanding Childhood	4
	DIPCRGD102	Child Rights as Human Rights – Part I	4
	DIPCRGD103	Vulnerabilities of Children in the North East	4
	DIPCRGD104	Social Policies for Children	4
Semester II	DIPCRGD201	Child Rights as Human Rights – Part II	4
	DIPCRGD202	Governance and Child Rights	4
	DIPCRGD203	Research in Child Rights	4
		Total Credit	**28**

Diploma in Human Resource Management

The parent department of Business Administration came into existence in 1995 with the objective of producing quality management professionals and carrying out research in the areas of Finance, Human Resources, Marketing, Production and Systems Management. The Department offers Masters of Business Administration, Masters of Tourism and Travel Management and Ph. D in regular mode.

Objectives:

1. To facilitate the learning of different aspects of Human Resource Management.
2. To focus on self-development competencies and enhance employability.
3. To enable learners with conceptual and analytical skills pertinent to changing demands of the market.

Programme Structure

Semester	Course Code	Course Title	Credit
Semester I	DIPHRD101	Foundation of Management	4
	DIPHRD102	Organizational Behaviour	4
	DIPHRD103	Foundation of Human Resource Management	4
	DIPHRD104	Industrial Relations	4
Semester II	DIPHRD201	Human Resource Development	4
	DIPHRD202	Labour Laws	4
	DIPHRD203	Compensation Management	4
	DIPHRD204	Organizational Change and Development	4
		Total Credit	**32**

Diploma in Environmental & Disaster Management

The parent department of Environmental Science was established in 2003 with the objective of imparting education on regional and global environmental issues. The department focuses on all important aspects of Environmental Science, problems of natural resource conservation and environmental quality.

Objectives:

1. To impart thorough and in-depth knowledge of different aspects of the management of environment vis-a-vis natural and human-made disasters and impart new skills, such as familiarity with major sources of environment and disaster management information accordingly.
2. To improve personal management skills, particularly as they relate to public awareness, policy promotion, response operations, training, use of information and inter organizational cooperation and prepare for the job field.

Programme Structure

Semester	Course Code	Course Title	Credit
Semester I	DIPEVMD101	The Environment: Basic Understanding	4
	DIPEVMD102	Natural Resources and Sustainable Development	4
	DIPEVMD103	Urban Water Management	4
	DIPEVMD104	Fundamentals of Disaster Management	4
Semester II	DIPEVMD201	Environmental Laws and Policies	4
	DIPEVMD202	Environmental Pollution and Management	4
	DIPEVMD203	Planning for Risk and Crisis Mitigation	4
		Total Credit	**28**

PROGRAMME WISE FEE STRUCTURE

MASTERS PROGRAMME WISE FEE STRUCTURE

SOCIOLOGY	
Semester	**AMOUNT**
1st	₹5450.00
2nd	₹4,020.00
3rd	₹4,020.00
4th	₹5,410.00
Total	₹18,900.00

MCJ	
Semester	**AMOUNT**
1st	₹4,850.00
2nd	₹4,620.00
3rd	₹4,020.00
4th	₹5410.00
Total	₹18,900.00

ENGLISH	
Semester	**AMOUNT**
1st	₹4,850.00
2nd	₹4,020.00
3rd	₹4,020.00
4th	₹5,410.00
Total	₹18,300.00

DIPLOMA PROGRAMME WISE FEE STRUCTURE

Diploma in Environmental and Disaster Management	
Semester	**AMOUNT**
1st	₹6,270.00
2nd	₹6,480.00
Total	₹12,750.00

Diploma in Child Rights and Governance	
Semester	**AMOUNT**
1st	₹6,270.00
2nd	₹6,480.00
Total	₹12,750.00

Diploma in Human Resource Management	
Semester	**AMOUNT**
1st	₹5,945.00
2nd	₹5,505.00
Total	₹11,450.00

Duration of the Programmes

Masters programme	Diploma Programmes
Minimum Duration: 2 Years (4 Semesters) **Maximum Duration:** 4 Years (8 Semesters)	**Minimum Duration:** 1 Year (2 Semesters) **Maximum Duration:** 2 Years (4 Semesters)

Study Input Hours

A learner has to complete specified credits for each course and is supposed to dedicate a total of 120 hours for self-study for courses 4 credits. Please refer the table given below-

No of credits in a course	No of assignments	Counselling sessions	Self-Study Input
4	2	12 Hours	120 Hours

Recognition and Approvals

Statutory Status

- Central University (by Act of Parliament)
- Recognized by UGC
- Programmes approved under UGC-DEB regulations
- Programmes offered in compliance with UGC-ODL Regulations

Section IV

Academic Regulations & Credit





Academic Session

The academic session shall ordinarily commence twice a year, generally in January and July, or as notified by the University in accordance with UGC-DEB notification.

Academic Programme

An Academic Programme shall consist of a set of Courses. Completion of the set of courses by a learner prescribed for a programme shall lead to the award of a Degree or a Diploma to the learner concerned.

Course

A course is a unit of instruction or segment of a subject area under any discipline. Each programme shall consist of a set of courses.

Credit

Each course carries a specified number of credits based on the academic workload involved. In the Master programmes, each course is of 4 credits, with a total requirement of **80 credits** for degree completion. The Diploma in Human Resource Management requires 32 credits, while the Diploma in Environmental and Disaster Management and Diploma in Child Rights and Governance require 28 credits each. One credit represents the prescribed quantum of learning and study hours.

Credits Earned

The total credits earned by a learner on a programme are the sum of the credits specified for the courses completed by the learner securing pass grades.

Credit Requirement

Each programme has a prescribed minimum credit requirement, including specific credits for different course categories as per UGC-DEB guidelines. Learners must earn the required credits in all categories to be eligible for the award of the degree or diploma.

Letter Grades and Grade Point

Letter Grade indicates a learner's level of academic achievement in a course. Grades O to P are considered pass grades, while F denotes a fail grade. Each letter grade corresponds to a Grade Point, and grades are awarded using the relative grading system.

Letter Grade	Grade Point	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above Average
C	5	Average
P	4	Pass
F	0	Fail
Ab	0	Absent

Assignment

Assignment submission is compulsory for all learners and must be submitted within the prescribed period of time notified by CDOE-TU.

Submission of assignments is mandatory irrespective of whether the learner:

- Appears in the semester-end examination
- Does not appear in the semester-end examination; or
- Has failed in any previous semester examination.

Learners failing to submit assignments shall not be permitted to appear in the semester-end examination. Assignments must be original work and free from plagiarism. Copied or plagiarized assignments shall not be evaluated and may invite disciplinary action

Instruction Methodology

The medium of instruction / examination in the University at all levels is English except for the language courses

Semester Grade Point Average (SGPA)
&
Cumulative Grade Point Average (CGPA)

Semester Grade Point Average (SGPA):

The Semester Grade Point Average (SGPA) is the weighted average of the grade points secured by a learner in all credit courses registered and passed during a semester.

Formula:

$$SGPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

Ci = Course Credit, Gi = Grade Point

Where:

- C_i = Credit value of the ith course
- G_i = Grade point obtained in the ith course
- C_t = Total credits earned in the semester

Total Credits (C_t): $C_t = \Sigma C_i$

Where n is the total number of courses registered and passed during the semester.
Note: Courses awarded an 'I' (Incomplete) grade are not included in the calculation of SGPA.

Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average (CGPA) is the accumulated weighted average of grade points earned by a learner across all semesters of a programme.

Formula:

$$CGPA = \frac{\sum_{j=1}^{m} S_j C_j}{\sum_{j=1}^{m} C_j}$$

Sj = Semester GPA, Cj = Semester Credits

Where:

- C_i = Credit value of the ith course
- G_i = Grade point obtained in the ith course
- C_τ = Total credits earned across all semesters

Total Credits (C_τ):

$C_\tau = \Sigma C_i$

Where N is the total number of courses registered and successfully completed by the learner from the commencement of the programme.

Section: V

ADMISSION PROCESS



Admission notice

Admission notifications shall be published through official website and other relevant media well before the commencement of each academic session.

Mode of Admission

- Online admission only
- Centralized admission through CDOE official portal

No Learner Support Centre is authorized to admit students on behalf of CDOE

Online Admission Step by step:

<table>
<tr><th>Online admission</th><th>Fee payment</th></tr>
<tr><td>For online admission-----
✓ Visit the Tezpur University website and click on the “Distance Education” tab.
✓ On the CDOE webpage, access the Online Admission Portal,
✓ Create your DEB ID from DEB portal and also create your ABC ID from digilocker or NAD portal.
✓ Validate your DEB ID in the admission portal and create a password and complete the registration.
✓ Log in, fill in the application form, upload your photograph, signature and scanned copies of certificates, mark sheets, and identity documents,
✓ Click the ‘submit’ button.</td><td>✓ Fees must be paid online through the dedicated payment gateway.
✓ Click the “Pay Fees” option.
✓ Pay the system generated fee according to the programme.
✓ Applicants are advised to ensure their eligibility before applying.
✓ For details, refer to “Programmes at a Glance” in Section III.
✓ Upon successful payment, your payment will be updated in the admission portal within 72 hours of successful payment and then you can download your application form.</td></tr>
<tr><th colspan="2">Refund of Fee</th></tr>
<tr><td colspan="2">Fifty (50%) percent of the admission fee will be refunded if admission is withdrawn before the last date of admission (excluding the late-fee period).</td></tr>
<tr><th colspan="2">Provisional admission</th></tr>
<tr><td>✓ Candidates awaiting the results of the last qualifying examination may be granted provisional admission.</td><td>✓ All academic requirements, including theory and practical components of the qualifying examination, must be completed before admission.</td></tr>
<tr><td>✓ All previous examinations for the qualifying degree must be cleared without any carry-over papers and the prescribed eligibility criteria must be fulfilled.</td><td>✓ Proof of passing the qualifying examination with the requisite qualification must be submitted before the Semester-End Examination. Failure to do so will render the candidate ineligible to appear for the examination.</td></tr>
</table>

Reservation Policy: Wherever applicable the relevant Govt. of India rules on reservation shall be adhered to. Certificate of Sponsorship / Caste/ PWD/ PRC etc. are to be uploaded by the concerned aspirant. Original certificates are to be produced at the centre for verification when called for.

Simultaneous enrolment in programmes of CDOE: Learners may simultaneously pursue more than one programme in CDOE. The enrolment can only be in accordance with the guidelines issued by the UGC–Distance Education Bureau (DEB) and the Government of India.
Learner pursuing a programme through regular mode can also enroll for a programme in distance mode simultaneously as per UGC.

Provisional Admission: Candidates awaiting the results of the last qualifying examination may be granted provisional admission, subject to fulfilment of the prescribed eligibility criteria. Proof of passing the qualifying examination must be submitted before appearing in the semester-end examination, failing which the learner shall not be permitted to appear in the examination.

Document Verification: Applicants shall upload scanned copies of all relevant certificates, including caste, PwD, PRC, sponsorship, and other supporting documents, wherever applicable. Original documents must be produced for physical verification on the stipulated date/s decided by the Centre.

SEMESTER ENROLLMENT AND COURSE REGISTRATION

Admission to all programmes under CDOE is semester-wise. Every learner shall complete semester enrolment and course registration at the beginning of each semester by submitting the prescribed enrolment-cum-course registration form and paying the prescribed semester fee. Semester enrolment is compulsory irrespective of whether the learner:

- Appears in the previous semester examination;
- Does not appear in the previous semester examination; or
- Fails in one or more courses of the previous semester examination.

Subsequent semester fees must be paid within thirty (30) days from the last date of the semester-end examination of the preceding semester.

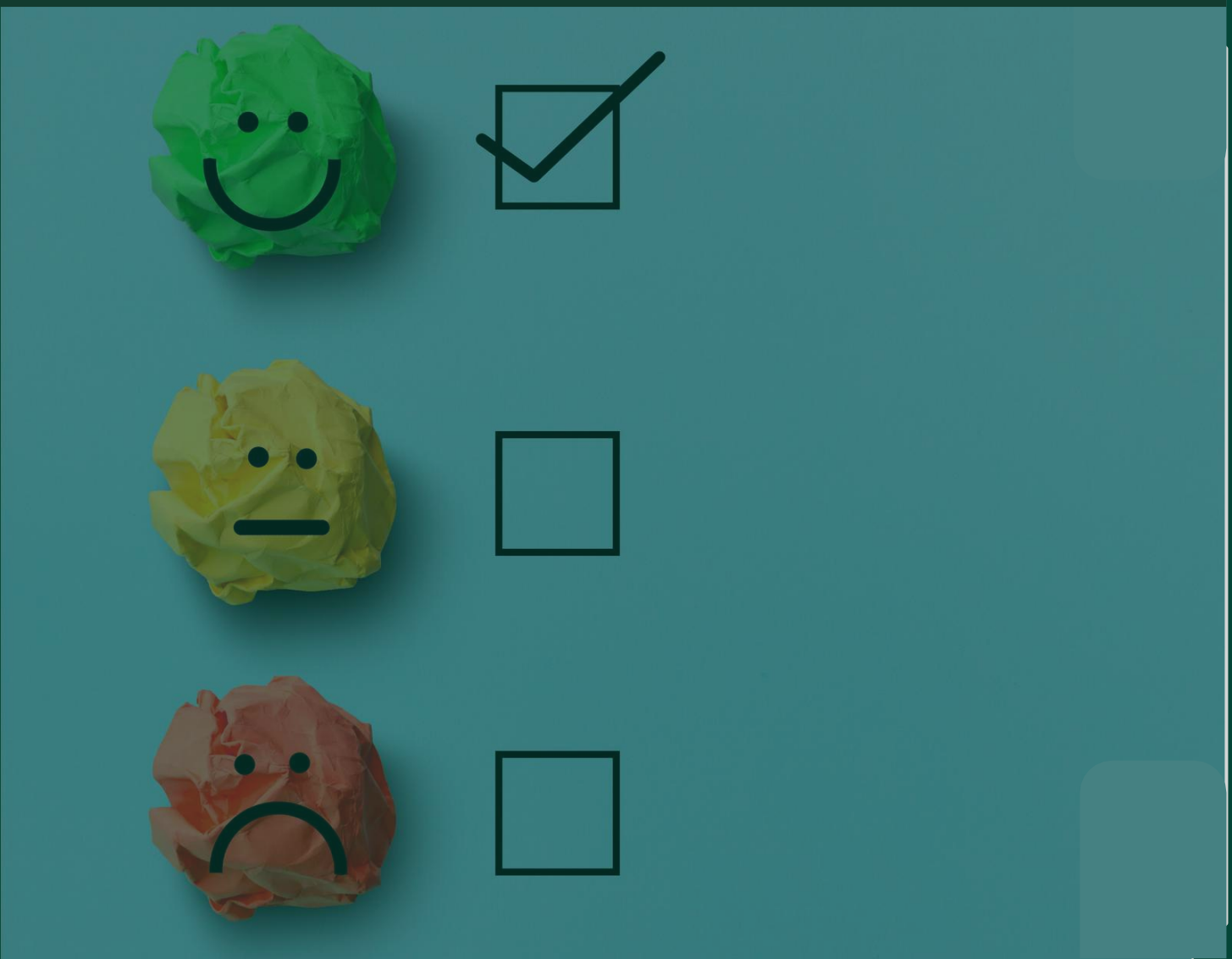
Failure to complete semester enrolment within the prescribed period may affect continuation of studies and examination eligibility.

SELF–LEARNING MATERIALS (SLM)

Soft copy of Self-learning materials shall be available for download in CDOE website. Learners seeking print copies can obtain the same by paying the processing fee as prescribed by the Centre depending on the availability of the materials at CDOE. Audio- Visual Learning aids are also available.

Section: VI

EVALUATION & CONDUCT OF EXAMINATIONS



Examination Registration

All learners must register separately for semester-end examinations. Submission of the examination form is mandatory for every semester. No learner shall be permitted to appear in semester-end examinations unless:

- Semester enrolment has been completed
- Assignments have been submitted
- Examination form has been submitted; and
- Examination fee has been paid.

Examination Fee

An examination fee of ₹500 per course shall be payable at the time of examination registration. This fee is separate from Programme Fee, Semester Fee.

Re-scrutiny

A learner may apply for re-scrutiny of answer scripts after declaration of results by paying ₹100 per course, within the prescribed period notified by CDOE. Re-scrutiny includes:

- Verification of totaling
- Verification of mark transfer
- Verification of unevaluated answers.

Re-evaluation

- ✓ A learner may apply for re-evaluation by paying ₹500 per course, within the prescribed period after declaration of results.
- ✓ Re-evaluation shall be carried out by an examiner other than the original evaluator.
- ✓ The marks/grade awarded after re-evaluation shall be final and binding.

****

Betterment Examination

A learner who has successfully passed a course but wishes to improve his/her academic performance may apply for a Betterment Examination by paying ₹1,000 per course and fulfilling the following eligibility:

- Betterment shall be allowed only for Semester-End Examination components (Theory Papers).
- A learner may apply for Betterment Examination only for 25% of the total programme or 1 course per respective semester.
- A learner may appear for the Betterment Examination in the immediate next semester end examination.

Result of Betterment Examination:

The higher of the two performances (original examination or betterment examination) shall be considered for the computation of grades, SGPA, and CGPA.

If for some reason a leaner fails to appear in the betterment examination, his/her original marks against the paper will be considered.

The decision of the University regarding Betterment Examination shall be final.

Evaluation

The system of evaluation shall be as follows:

- Continuous Evaluation (30%) – Assessment through written assignments worth 30 marks per course, to be submitted to CDOE.
- Semester-End Examination (70%) – Final examination carrying 70 marks for each course
- Dissertation/Project Evaluation – 60% weightage for the written report and 40% for the oral presentation/viva voce.

In case of practical component in the Programme

If a programme has a practical component, the weightage of the theory and practical shall be as follows: Theory 75% and practical 25%.

Award of Degree / Diploma

A learner shall be eligible for the award of a Degree or Diploma upon:

- Successful completion of all prescribed courses
- Earning the required programme credits
- Securing the minimum CGPA prescribed by the University
- Completing project/dissertation requirements wherever applicable;
- Fulfillment of all academic and administrative requirements of the programme.

CONDUCT OF EXAMINATIONS

Semester end examination

- Examinations are conducted at the designated centres of CDOE, Tezpur University.
- Evaluation of answer scripts is carried out at CDOE, Tezpur University.
- Results are published online in CDOE website.
- Grading follows the University's letter-grade system.
- Examination schedules are announced in advance on the CDOE website.
- Successful learners may apply for Provisional Certificates and Transcripts.

Practical Examination

a. Practical examinations are conducted by course teachers nominated by the concerned department and appointed by CDOE.

b. Practical examinations are generally held before the semester-end theory examinations.

Grade Card and Transcript

a. Transcript: After completion of the final semester, the Controller of Examinations issues a transcript showing course grades, SGPA, CGPA, and total credits earned.

b. Grade Card: Learners may collect their grade card in person or receive it by post upon request.

Action against Unfair Means

Semester end examination: Possession or use of unauthorized electronic devices, printed materials, handwritten notes, or any prohibited aids during examinations is considered an unfair means practice. Such violations may result in an F (Fail) grade in the course and may invite disciplinary action, including withdrawal from the programme.

Assignment: Direct copying from any print and electronic source or copying of another assignment will be considered as unfair means in relation to assignment/s.

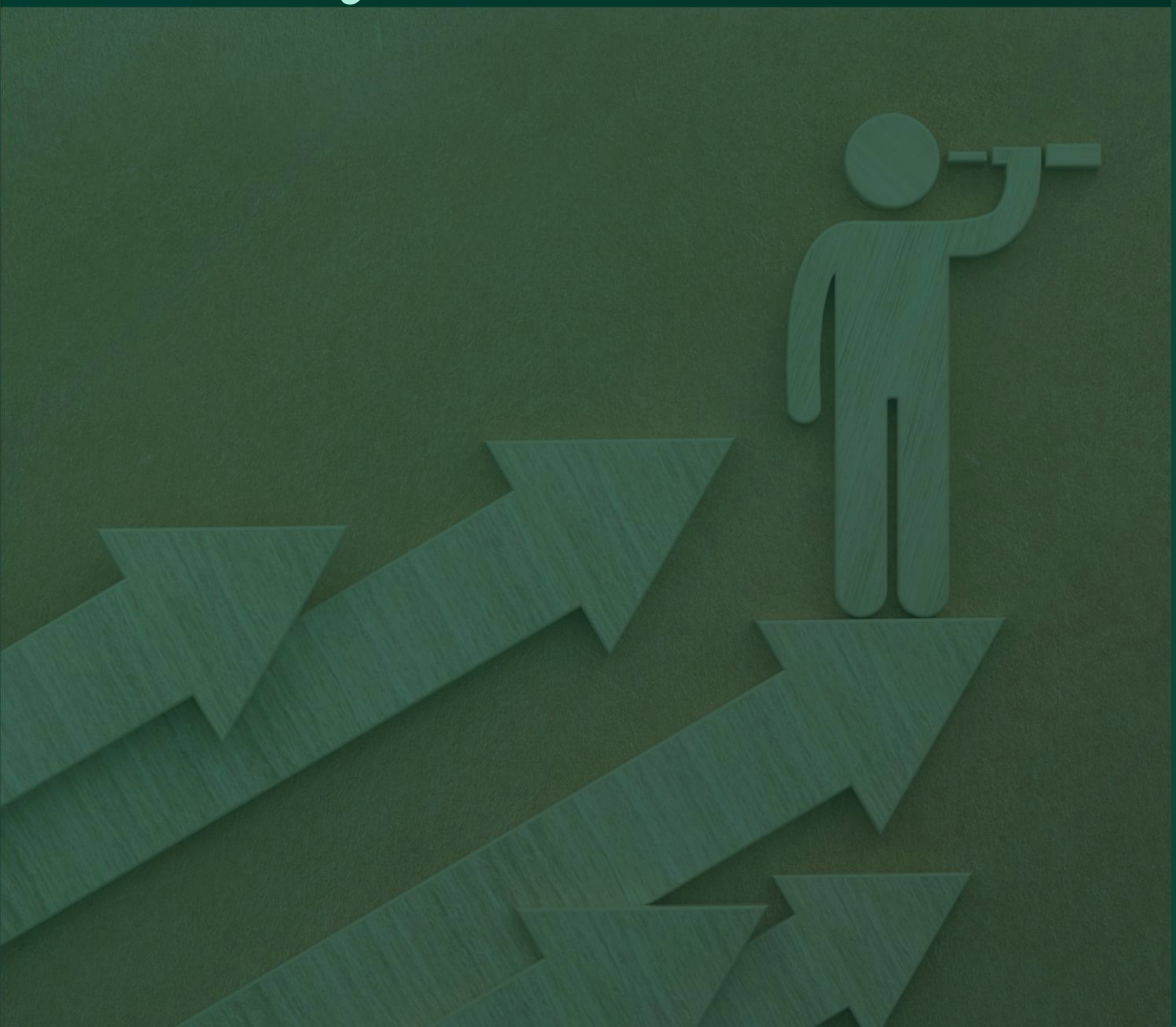
Unfair means detected at any stage till evaluation of answer scripts shall be liable for necessary action under 'unfair means'

Important Note

- Learners should regularly visit the CDOE website for updates on admissions, assignments, examinations, counselling sessions, and results.
- Any change in contact details must be communicated to CDOE promptly.
- Self-Learning Materials (SLMs) are available online. When ready, print SLM may be applied by paying a processing fee depending of the availability of the material.
- Submission of assignments on stipulated time is mandatory for examination registration.
- Registration and payment of the prescribed fee are required before each semester-end examinations.
- Academic counselling and learner support are provided through online and/or offline modes.

Section VII

Through the Lens: Your Learning Ecosystem at CDOE



Your Learning Ecosystem at CDOE



01 Administrative Block

The central administrative block housing key offices including the Vice-Chancellor, Registrar, Finance, and other administrative divisions responsible for the University's governance and management.



02 CDOE

The Centre comprises the Director's Chamber, faculty offices, administrative sections, a dedicated CDOE Library, a Women and Child Care Room, Students Lounge and a Smart Classroom that supports academic activities, and programme coordination.



03 School of Humanities and Social Sciences

A vibrant academic space fostering teaching and research in social sciences and humanities, located within easy reach of the CDOE premises.



04 Mass Communication and Journalism Building

Modern facilities supporting media education, communication studies, and practical training for aspiring media professionals.



05 School of Sciences

Home to advanced laboratories, classrooms, and research facilities across diverse scientific disciplines.



06 School of Engineering

A well-equipped, modern laboratories, workshops, and innovation spaces for engineering education.

Cont..



07 School of Management Sciences

Established in 1995, the Department of Business Administration offers an AICTE-recognized MBA programme and is actively involved in management education, research, consultancy, and training.



09 GUEST HOUSE & Hostel Facilities

A modern on-campus guest house with 63 well-furnished rooms, for visitors and guests. A fully residential campus with 16 hostels accommodating over 4,000 students, providing a safe and inclusive living environment. Learners may apply for accommodation prior to exam. Permission may be granted as per university rule.



11 Health Centre

Provides round-the-clock medical assistance, OPD services, emergency care, diagnostic facilities, and specialist consultations for the university community.



08 Central Library

The University Central Library offers a rich collection of books, journals, and online resources through INFLIBNET. Learners enrolled in ODL programmes can access the reading facility using their ID proof.



10 Dean Students Welfare.

The nodal office for student welfare, extracurricular activities, cultural events, and campus engagement.



12 Eateries

The campus hosts multiple cafeterias, hostel messes, juice corners, and snack facilities catering to diverse food preferences

Section VIII

Contact Information & LSCs



Contact Information

We are here to support your journey with the CDOE, TU. Feel free to reach out to us through the following channels:



Faculties at CDOE

Administrative staff



Faculty of English

Dr. Suchibrata Goswami
Email: suchitu@tezu.ernet.in
Phone +03712 27396

Faculty of Sociology

Dr. P. Akumsenla Kichu
Email: akumsen@tezu.ernet.in
Phone: 03712 273097

Faculty of Mass Communication and Journalism **Name**
Email:
Phone:

Social Media

Stay connected with us on social media for the latest updates, events, and news:
✉ cdoe@tezu.ernet.in
https://www.tezu.ernet.in/tu_codl/
UCYpoyTFYg_eCPC477LyvK4g
cdoe_tu

Postal Address:

Centre for Distance and Online Education (CDOE),
Tezpur University, Napaam,
Tezpur, Assam, India 784028.

Operating Hours: Monday to Friday

9:00 AM - 5:30 PM Summer Timing
9:00 AM - 5:00 PM Winter Timing

Saturday-Sunday closed

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Intercom: 5350

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Multi Tasking Staff
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Multi Tasking Staff
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E-mail: nirmali@tezu.ernet.in

Diploma in Child Rights and Governance

Dr. P. Akumsenla Kichu
Faculty of Sociology
CDOE, Tezpur University

CDOE, TU
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Centre for Distance and Online Education
Tezpur University

Bringing Quality Education Closer to You:
Your Journey. Your Pace. Your Future.