

STANDING ORDERS: EXTENSION OF PROGRAMME BEYOND “N” PERIOD

Normally students of Distance Learning are required to complete their chosen programme within the stipulated period (called 'N' years – e.g. MBA 3 Years programme, 'N' will be 3). However, in certain cases a student is not able to complete the programme in 'N' years and needs extension beyond 'N' years. It must, however, be remembered that no extension can be given beyond N+N years.

When to apply:

The student may apply for extension beyond 'N' period any time after completion of 'N' years (but within N+N years).

How to apply:

The student is required to apply on prescribed proforma (Attached)

Payment of Continuation Fees:

The sanction of the competent authority would be granted for the entire extended 'N' period. A sum of Rs. 2000/- would be charged against each year of extended period apart from re-appearing fees if due.

Process for Approval:

1. Student seeking extension applies on the prescribed proforma(attached.)
2. On receipt of application, the concerned center head/programme officer examines the correctness of details in the application. Sends it to headquarters ASoDL
3. At ASoDL headquarters the application is examined by programme officer (Examinations) for the correctness of statement made by the student and verification by the concerned Centre Head/Programme Officer.
4. Deputy Director examines the case and endorses his recommendation considering the time available to the student for completion of the programme in extended period.
5. Finally chairman endorses his approval.

