

Frequently Asked Questions (FAQ)

Question-1. Are all distance courses of your University approved by UGC/DEB? If yes, please provide its proof.

Answer: Yes, all the courses are reflected on our official website www.subhartidde.com under the tab "COURSE OFFERED", you can also find information of all course on website link <http://www.subhartidde.com/Courses.aspx>.

Question-2. What is the process of taking affiliation from your University?

Answer: We cannot give affiliation to any college as being Private University as per UGC directives.

Question-3. I want to take Admission in Distance Education in your University. What is the process?

Answer- Admission related information is available on University official website www.subhartidde.com.

Question-4. From where I can get information about Datasheet of my Examination.

Answer: It is available on university website before 20 days of examinations.

Question-5. I want to submit my Admission form. Which documents are needed to be attached along with the form? Can it be submitted online also?

Answer: Admission form can be submitted at Directorate of Distance Education of the University. Please attach documents along with application form as per the list available on University official website link www.subhartidde.com/AdmissionProcedure.aspx. Online submission of Admission Form is not possible.

Question-6- I want to submit my examination form. Which documents are needed to be attached with the form? Can it be submitted online also?

Answer: Examination form, complete in all respect, is to be submitted at Directorate of Distance Education of the University. Online submission of Examination Form is not possible.

Question-7. How and when I can get information regarding my Examination Centre?

Answer: It is made available on 'student login' of University official website www.subhartidde.com before 10-15 days of conduction of examinations.

Question-8- How can I get my Admit Card? What are the conditions to get the Admit Card? Can I get it online also?

Answer: It is made available on 'student login' of University official website www.subhartidde.com, 15 days before examination provided all dues cleared by the student.

Question-9. How can I get the result of my examination? Is it available on University website?

Answer: Result of examination is displayed on the University official website www.subhartidde.com within One month after declaration of results.

Question-10. I need my result urgently to join my job/ take admission in Higher Education. What is to be done to get it urgently?

Answer: Student can apply for confidential result after submitting the hand written application with requisite fee given on website link www.subhartidde.com/FeeStructure.aspx.

Question-11. What is the process of getting Marksheet from the University?

Answer: Marksheet is provided to the student directly from Directorate of Distance Education on submission of identity proof.

Question-12. I want to get my marksheet/ Degree rectified. What shall I have to do?

Answer: An application along with original marksheet, to be corrected, and the scheduled fees needs to be deposited in Distance Education of the University.

Question-13. I want to get my Transcript (Combined Marksheet). How shall I get it?

Answer: One may get transcript on applying to Directorate of Distance Education of the University along with copy of marksheet(s) of each year and requisite fee given on website link www.subhartidde.com/FeeStructure.aspx

Question-14. I need my Duplicate marksheet? What shall I have to do?

Answer: For each individual marksheet, one shall have to submit a F.I.R (in Original) saying that my name is....., and my original marksheet with my details of roll no... enrollment no... is lost, an Affidavit (in Original) on Rs. 10 Non-judicial

Stamp paper stating the same and a press cutting (in original) along with requisite website link <http://www.subhartidde.com/FeeStructure.aspx>

Question-15-What is to be done for getting my marksheet verified?

Answer: One shall have to submit a copy of the marksheet/s, to be verified, along with the requisite fee given on web-link <http://www.subhartidde.com/FeeStructure.aspx>

Question-16.What is to be done for getting my Migration Certificate?

Answer: One shall have to fill up the Form, available on official website link www.subhartidde.com/StudentDownloads.aspx, for Migration and attach copy of all marksheet(s) and original Migration/TC issued by the last University along with requisite fee given on website link www.subhartidde.com/FeeStructure.aspx

Question-17.What is the process of getting provisional degree?

Answer: Fill up the Form for Provisional Degree, available on website link www.subhartidde.com/StudentDownloads.aspx, attach requisite documents as mentioned in the Form and deposit the requisite fee as given on website link www.subhartidde.com/FeeStructure.aspx

Question-18.What is required to get my Final Degree?

Answer: Fill up the Form for Final Degree as per guidelines, available on website link www.subhartidde.com/StudentDownloads.aspx, attach listed documents as mentioned in the Form and deposit the requisite fee.

Question-19. Where should I submit my Project file?

Answer: You may submit it in Dispatch Section of the Directorate of Distance Education of the University.

Question-20. Where should I submit my Assignment file?

Answer: You may submit it in Dispatch Section of the Directorate of Distance Education of the University.

Question-21. How can I get my Bonafied certificate and what is to be done at my end?

Answer: You may apply in the office of Directorate of Distance Education of the

University along with the requisite fee given on website link <http://www.subhartidde.com/FeeStructure.aspx>

Question-22- On Competition of my Course, how will I get Degree and from where I will get its information?

Answer: Complete Information is available on website link www.subhartidde.com/StudentDownloads.aspx

Question-23. What are the timings of the office of Distance Education?

Answer: 08:00 AM to 04:00 PM during March to November and 08:30 AM to 04:00 PM during December to February.

Question-24. Please provide name & contact No. of the person to whom I may contact to clear my queries.

Answer:

<u>Purpose</u>	Concerned Person	Contact No.
For Admission	Mr. Rahul Sharma	9639011228
For Examination	Mr. Umang Verma	9639010030
For Degree / Marksheet	Mr. Amit Bhatnagar	7302319994

Question-25. How many Study Centres of the University are running and where these are located?

Answer: There is no any Study Centre off campus of the University.

Question-26. Can I choose Examination Centre of my choice? Please provide me the list of your Examination Centers.

Answer: The nearest examination centre as per your examination form will be allotted to you. The list of examination centres will be display on website before 15 days of Examinations.

Question-27. What are the supportive documents required for correction in photograph?

Answer: Supportive Documents required for correction in photograph.

Hand written application with self-attested correct photograph pasted on it.

Affidavit on stamp paper of Rs. 10 with correct photograph pasted on it.

Any Govt. issued ID proof with photograph along with father and mother name matching with the names written on 10th/12th certificates of the student.

Fee of Rs. 50 per correction.