

PART- B

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9.	Any Other Information A. Flowchart of Organization Structure B. Policy of Moderation C. Policy of Re-Totalling D. Policy of Evaluation of Answer Scripts, Projects, Assignments etc. E. Credit Transfer Policy	All Annexures enclosed in Part 'D' (under point no. 10)

PART- B

I. ACADEMIC PROGRAMMES & FACULTY POSITION

1. Explain the process of course Development at your institution/University by highlighting the various steps involved:

The procedure for course development programme at Directorate of Distance Education, Swami Vivekanand Subharti University, Meerut is as follows –

1. The Course Curriculum with detailed syllabus and SLM is prepared by the subject expert of a particular course and sent to the Academic Council of the University.
2. The same is assessed with the curriculum and syllabus of regular courses running in the University and compared with the course curriculum of the similar courses of other reputed Universities.
3. The proposed course syllabus is, then sent to the Study Material Assessment Committee for consideration, as per the ordinance No. VI (2) OF Swami Vivekanand Subharti University.

[“ORDINANCE NO VI (2) – Constitution of Study Material Assessment Committee” dated 07.01.2009

- A. This ordinance shall be called the Ordinance for ‘Constitution of Study Material Assessment Committee
- B. The ordinance shall come into force with immediate effect.
- C. The following shall be the constitution of Study Material Assessment Committee:
 - (i) Vice Chancellor - Chairman
 - (ii) Pro-Vice Chancellor - Chairman
 - (iii) Principals/ Heads of the institute - Member
 - (iv) Subject Specialists (from University) - Member
 - (v) External Expert (atleast one) - Member
- D. The Chairman of Committee will invite Subject Specialists from the University and External Experts.
- E. The Study Material Assessment Committee will evaluate Study Material developed in-house/reference study material from external resources for the purpose of self study, teaching and training in Regular as well as Distance Education Mode.
- F. The Committee will approve the study material and release it for printing.
- G. The Chairman of Study Material Assessment Committee shall call its meeting as and when considered necessary by him”]
4. After approval of the same by the Study Material Committee, the same is given to SLM Review Committee for correction/s (if any).
5. After getting it reviewed & corrected accordingly, the same is sent for printing.
6. The printing work is done in house and outside both.

- i. Specify whether the following activities are done in-house or are out sourced, tick correct option.

TABLE 2.1

Activity	In-house	Out sourced
Development of course material	✓	✓
Production of Print material	✓	✓
Production of multi-media material	✓	X

Interactive broadcasting/ teleconferencing,	✓	X
Interactive Computer aided Learning	✓	X
Any other	NA	NA

- ii. (a) Specify if programme/courses are adopted/adapted/translated and mention the source:

Programme	Medium	Adopted	Adapted	Translated	Source
Post Graduate Diploma in Intellectual Property Rights	---	Yes	---	---	SVSU
Post Graduate Diploma in Dietetics & Public Nutrition	---	Yes	---	---	SVSU
Post Graduate Diploma in Hospital & Health Management	---	Yes	---	---	SVSU
Post Graduate Diploma in Maternal and Child Health	---	Yes	---	---	SVSU
Post Graduate Diploma in Food Safety & Quality Management	---	Yes	---	---	SVSU
Post Graduate Certificate in Patent Practice	---	Yes	---	---	SVSU
Bachelor of Arts in Journalism & Mass Communications	---	Yes	---	---	SVSU
Bachelor of Arts	---	Yes	---	---	SVSU
Bachelor of Commerce	---	Yes	---	---	SVSU
Diploma in Business Administration	---	Yes	---	---	SVSU
Advance Diploma in Business Administration	---	Yes	---	---	SVSU
Bachelors in Business Administration	---	Yes	---	---	SVSU
B. Lib.	---	Yes	---	---	SVSU
M. Lib.	---	Yes	---	---	SVSU
Master of Arts in English/Hindi/Sociology/Political Science/History/Public Admn.	---	Yes	---	---	SVSU
Master of Arts in Journalism & Mass Communications	---	Yes	---	---	SVSU
Master's in Commerce (M.COM.)	---	Yes	---	---	SVSU
Master in Business Administration	---	Yes	---	---	SVSU
PG Diploma in Computer Applications	---	Yes	---	---	SVSU
M.Sc. Dietetics & Food Service Management	---	Yes	---	---	SVSU
Diploma in Computer Applications	---	Yes	---	---	SVSU
Advance Diploma in Computer Applications	---	Yes	---	---	SVSU
Bachelor in Computer Applications	---	Yes	---	---	SVSU
Bachelor of Science (PCM)	---	Yes	---	---	SVSU
Bachelor of Science (ZBC)	---	Yes	---	---	SVSU
M.Sc. (Computer Applications)	---	Yes	---	---	SVSU
Master in Computer Applications	---	Yes	---	---	SVSU

II. STAFFING

1. Information on Staff Strength

TABLE 2.3

Name of the Vice Chancellor/Head of the Institution		Prof. N.K.Ahuja
Name of the Pro Vice Chancellor/Rector(if any)		Dr. Vijay Bhatnagar
Name of the Registrar (Administrative Head)		Er. P.K.Garg
In case of Distance Education Institution (DEI) of a dual mode university/institution	Name of the Director	Dr. Shalya Raj
	telephone/ mobile /Fax no.	01212439043, Ext. No-2800/2801

2. Provide a flowchart of Organization Structure: **As per Annex. No. 10 (A) Attached**

3. Norms of the university/institution for number of Administrative staff for ODL programmes:

TABLE 2.4

		Permanent	Temporary	Total
1	At Headquarters	37	Nil	37
2	At Regional Centres (if any)	NA	NA	NA
3	At Study Centres (if any)	NA	NA	NA

4. Whether orientation/training in the ODL system is given to the following:

TABLE 2.5

Particulars	Yes/No
Faculty members	YES
Course writers and editor	YES
Coordinators of Study Centres	YES
Academic counsellor	YES
Administrative Staff	YES
Other staff, Specify	-----

5. (a) Furnish details of faculty development (Distance Education) during the last 3 year:

TABLE 2.6

		2013	2014	2015
(i)	Additional qualification acquired by faculty members	01	05	05
(ii)	Publications	18	18	24
(iii)	Participation in conferences/workshop/orientation programmes	43	34	41
(iv)	Research project(s) undertaken	02	03	03
(v)	Conference/seminar(s)/workshop(s) held	05	04	05

III. INFRASTRUCTURE AT HEADQUARTERS

1. Norms of the university/institution for infrastructure for ODL programmes:

TABLE 2.7

		Space in sq. ft.	No. of Rooms
1	At Headquarters	58350 sq. Ft.	33
2	At Regional Centres (if any)	NA	NA
3	At Study Centres (if any)	NA	NA

IV. EVALUATION SYSTEM

1. Mode adopted for the following activities:

TABLE 2.9

	Activity	In-house/Outside Agency/Both
(i)	Paper setting Both In-house and Outside	Both
(ii)	Conduct of examination Both In-house and Outside	Both
(iii)	Declaration of results In-house	In-House
(iv)	Assessing the examination papers both In-house and Outside	Both
(v)	Evaluators are same as those for Courses offered through Conventional mode	Both

2. What is the policy with regard to:

I. Moderation

As per Annex. No. 10 (B) Attached

II. Re-evaluation

There is no provision of re-evaluation.

III. Re-totalling

As per Annex. No. 10 (C) Attached

3. What is the method adopted for evaluation of answer scripts, projects, assignments etc.?

As per Annex. No. 10 (D) Attached

V. ADMISSION

1. Student Admission is done by: (Put tick mark) Manual Online

- Headquarters
- Regional Centres X
- Study Centres X
- All the above X

2. Specify criteria adopted for admission?

As per the eligibility criteria, as adopted for regular courses in SVSU

3. Specify the programmes for which the intake is fixed. Give details:

Table 2.10

S.No	Name of Programme (s)	No. of Intake
1.	NA	NA

4. Do you allow flexibility of entry and exit in the following context:

- Duration of Programme Y
- Horizontal Mobility Y
- Choice of courses Y
- Inter-disciplinary Approach Y
- Modular curriculum allowing easy exit Y
- CBCS introduced or not Y

5. If yes, Given details:

As per Annex. No. 10 (E) Attached

6. How do you promote your programmes? (Specify the media used):

Through Print and Electronic Media

7. Is there any policy for overseas student?

Yes

8. In case you admit foreign students explain the modus operandi and the enrolment details including the geographical spread:

International Student Admission Policy

These rules define the procedure for the admission of International students to various courses provided by “Swami Vivekanand Subharti University” based on General Guidelines issued by the University Grants Commission (UGC), Association of Indian Universities (AIU) and Statutory / Regulatory directives issued from time to time by the Government.

Foreign students are those students who are holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries, including subjects of Bhutan & Nepal. The International Students are taken care under the foreign students cell hitherto called “International Students & Global Relations Cell” or “IS&GR Cell”. It is responsible for mobilizing admissions from different countries approved by Executive Committee of the University.

Documents required for admission of International Students:

- i. **Visa:** All the international students require a student visa endorsed to this Institution for joining full time courses. No other endorsement is acceptable. Students wishing to join a research program require a research visa endorsed to this Institution. The visa should be valid for the prescribed duration of the course.
Visa is not required for students of Bhutan & Nepal.
- ii. All international students wishing to undertake any research work or join a Ph.D. Programs are required to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India.

Eligibility Qualifications:

Only students having qualification recognized as equivalent by the Association of Indian Universities (AIU) are eligible for admission in a particular course of study as per University & related Statutory Body norms applicable from time to time.

- A candidate should have completed 17 years of age on or before 31st December of the year of admission, there will be no bar on upper age unless specified by any of the Statutory Body i.e. UGC, MCI, DCI, INC, AICTE, etc or the Swami Vivekanand Subharti University for admission in a particular degree course.
- Under this category only the students who have studied and passed the qualifying examination from a school located in foreign country are considered.
- The candidate shall have to obtain equivalence certificate from the Association of Indian University (AIU), New Delhi.

Admission Procedure:

- A student wishing to join the University has to submit application form to the International Student & Global Relations Cell along with the prescribed fee. The student has also to submit all the required documents by mail or by post.
- The documents are sent to the Association of Indian Universities by the student himself or by the University along with the prescribed fee, for getting the equivalence certificate to certify that the student fulfills the criteria for admission in the particular course.
- After verifying the eligibility of the candidate for admission in a particular course the IS&GR Cell issues a provisional admission letter to the student and will ask the student to obtain Visa from the appropriate authority.
- After submitting copy of Visa and/or any other certificate required from the Embassy/Government for admission, the student is informed to deposit the required fee and the Medical Certificate.
- The student has also to undergo medical examination after reporting to the University. If a student is found to be harboring any communicable disease, the student may be deported back to his native country.
- The international students will pay the fees in US dollars barring the students from Nepal & Bhutan who may pay the fee in INR. In special cases, payment of fee in the equivalent Indian Rupees may be considered based on then prevailing US\$ conversion index.
- After the student report for admission, the IS& GR Cell sends the information to F.R.R.O. Meerut. The student also reports to FRRO in Meerut in person.
- The foreign students are not required to appear in the entrance examination held for the particular course by the Government or the University/Association of Colleges or Universities.
- Only the permitted number of foreign students can be admitted in a particular course as per the regulations laid down by the Government/Statutory Bodies/Swami Vivekanand Subharti University.
- The procedure for examination, issue of mark list, issue of passing certificates and award of degrees will be same as for the Indian students doing same courses.

VI. LEARNER SUPPORT SERVICE

1. Give details of the services to distance learners at each of these. State Yes or No:

Table 2.11

Services	Head Quarters	Regional Centres	Study Centres
Admission	Yes	As of Now, Not Applicable (These services may be setup after approval by UGC/DEB)	
Counselling	Yes		
SLM distribution	Yes		
PCP	Yes		
Internal Assessment	Yes		
Term End Examination	Yes		
Evaluation of Term End examination	Yes		
Any Other (Specify)	-----		

2. State total number of Coordinators and Academic Counsellors working at Regional Centres in the following format: (*wherever applicable*) – **Not Applicable** (As of Now)

TABLE 2.12

Location of Regional Centre	Address of Study Centre	Name of Coordinator if any, on rolls of the institution	No. of programmes offered	Total No. of Academic Counsellors
<h1 style="margin: 0;">Not Applicable</h1>				

3. Do you maintain databases? Explain the databases management system followed by your institution. Give details of computerization of various activities.

Yes, In house on ERP system

4. (a) Is your website interactive/static ?

Interactive

(b) How does your website support distance learners?

Yes, All distance learners related information available on web-site

5. How do you attend to student queries? Put tick mark.

- Face to face
- Telephone/Mobile
- Radio/Television
- Newsletter/bulletin
- E-mail
- Automatic interactive system
- All the above

If any other, specify: _____ NA _____

6. Give details of scholarships/financial assistance that are provide to distance learners.

Not Applicable as per State Govt. Policy

7. Do you have placement cell? Give details.

Yes

1. We have a common Placement Cell located centrally in Swami Vivekanand Subharti University campus.
2. The Cell acts as an interface between the industry and the Department with the primary objective of nurturing a long-lasting and mutually beneficial relationship with the corporate world so as to match the right student with the right job.
3. The Placement Cell approach organizations to recruit, keep an extensive record of each student's qualifications, interact with students regarding their career preferences, and when the recruitment drive begins, the Placement Cell provide all the necessary logistical support for recruiters to conduct their process.
4. The Placement Cell assists the students with job and internship search strategies, developing a resume, building interview skills, and networking

with professionals in the respective fields.

5. To make tie ups with the relevant Institutions/Companies for suitable placement and conducting job fairs for the students. Placement Cell makes liaison with these Companies and arranges for career placement.
6. The Placement Cell takes responsibility in conducting campus interviews and in house interviews in coordination with the HR Department and to submit the reports to the Registrar.
7. The Placement Cell also organizes workshops/seminars/guest lectures for the students to improve their self confidence, to build positive attitude, etc.
8. Reports on the activities of the Cell are sent to the Registrar periodically.

8. How do you provide feedback to learners on their performance?

Table 2.13

	Methods	Medium of Communication
Continuous Evaluation	In writing	By Post/Courier
Term-End Evaluation	Subjective	Online

VII. FINANCE

1. Income and Expenditure relating to distance education during last three years

TABLE 2.14

	Income	Expenditure incurred	Sources of income
2015-16	14,36,28,774.20	4,98,57,541.00	By Fee
2014-15	14,63,91,139.00	4,59,98,420.01	By Fee
2013-14	11,84,85,461.00	4,58,61,673.00	By Fee

2. Give details of the expenditure during the last financial year under various heads:

TABLE 2.15

S.No.	Head of expenditure	Budget approval	Amount spent
1	Assistance for Human Resource	11,41,000.00	55,35,048.00
2	Development of Course material and Quality Assurance	1,38,60,000.00	91,51,717.00
3	Students Support Service	45,00,000.00	27,07,0145.00
4	Staff Training and Development	5,000.00	5,000.00
5	Technology Support	25,000.00	11,056=00
6	Vocational Education and Training	-----	-----
7	Library	-----	-----
8	Research and Development	-----	-----
9	e-Content / e-Learning	-----	-----

3. Whether University maintains separate account for Distance Education? If Yes please give details thereof:

Table 2.16

Name of the Bank	Oriental Bank of Commerce
Address	Delhi Haridwar By-Pass Road
Bank A/C No	52282191015961
Name of the Account Holder	SVSU Distance Education
Designation of the Account Holder	-----
IFSC code	ORBC0105228
MICR code	250022512

VIII. ANY OTHER INFORMATION

The expenses under point No.6, 7, 8, & 9 of table 2.15 are incurred by the parent university from its common pool.