

DR. C. V RAMAN UNIVERSITY

INSTITUTE OF OPEN AND DISTANCE EDUCATION UNIVERSITY

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes.

We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers.

With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- Reaching various far-flung regions of the state through information technology
- Providing professional education, need- and knowledge-based
- Setting new national standards in distance education

PROGRAMME OFFERED BY THE UNIVERSITY IN OPEN & DISTANCE LEARNING MODE

The University offers through the institute of open and distance education (IODE) both short term and long term programmes leading to Certificates,

Diploma and Degrees which are conventional as well as innovative.

Most of these programme have been development after an initial of the demand for such programmes in the job market. They are launched with a view to fulfil the learner's need for skill and employability.

- Certification ,
- Improvement of skills,
- Acquisition of Professional Qualifications,
- Continuing education and Professional Development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and
- Empowerment .

FOLLOWING PROGRAMMES ARE OFFERED BY INSTITUTE OF OPEN AND DISTANCE EDUCATION (UG,PG AND SELECT DIPLOMA PROGRAMMES FACULTY OF INFORMATION TECHNOLOGY

- Diploma in computer application (DCA)
- Post Graduate Diploma in computer Application (PGDCA)
- Bachelor of computer Application (BCA)
- Master of Science in information Technology (M.Sc. (IT)
- Post Graduate Diploma in Computer Hardware and maintenance (PGDCHME)

FACULTY OF MANAGEMENT

- Post Graduate Diploma in business Management (PGDBM)
- Post Graduate Diploma in Marketing Management (PGGMM)
- Post Graduate Diploma in Insurance and Risk Management Management (PGDIRM)
- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA) Optional Group-(HR, Finance, Marketing, IT & Production and Operation)

FACULTY OF COMMERCE

- Bachelor of Commerce (B.Com)
- Diploma in Accountancy Based on Tally (DACC)
- Bachelor of Commerce (Banking) (BCOMBK)
- Bachelor of Commerce (CA) (BCOMCA)

FACULTY OF ARTS

- Master of Art (English Literature) (MA EL)
- Master of Art (Hindi Literature) (MA HL)

FACULTY OF SCIENCE

- Master of Science (Maths) (MSC MATH)

LATERAL ENTRY PROVISIONS

- Lateral Entry to M.Sc .(IT) -2nd year- PGDCA from any other recognized University.
- Lateral entry to MBA-2nd year – PGDBM (Duration-1 year) from any recognized University.

IMPORTANT ACHIEVEMENTS

AN ISO 9001: 2008 Certified University

- World Education Award
- Largest Network for Learning Support System.
- Declaration of Term end result Time to Time.
- Best in Skill Development Award 2015
- Best University in Open Distance and online Award 2017

PROMINENT FEATURES OF THE OPEN & DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C.V Raman University has certain unique features such as

- Individual study- flexible in term of place, pace and duration of study.
- Use of latest information and communication technologies.
- Nationwide student support service network
- Modular approach to programmes.
- Cost –effective programmes.
- Socially and academically relevant programmes based on student need
- Convergence of open and conventional education systems.
- Take higher –education to the unreached section of the society through the use of information technology.
- Provide need and knowledge- based professional education.
- Set the national standards for Distance Education.

PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the University is different from that of the conventional regular courses. The system adopted for this is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) Process. Most of the instructions are imparted through distance education methodology and face- to face mode as per the requirement.

The printed study material will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The Assignments for internal assessment shall also be dispatched along with the study material. Online modules are also available for some of the course . These are in progress and as well as available, these will be available on the website of the students for registered candidates.

The Counselling sessions will be of 30 days duration for a programmes in a year. The actual schedule and place of contact program shall be announce and communicated to students in-time.

The programme delivery methodology used in the distance learning mode follows multimedia approach instructions, which comprises:

- Self Instructional Written Material: the printed study material (Written in self-instructional style) for both theory and practical components of the programmes in supplied to the learners in batches for every course.
- Audio- Visual Material Aids: The learning package contains audio and video CDs which have been produced by the University for better Clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.
- Counselling Sessions: Normally counselling sessions are held as per schedule drawn by the Learner Support Centres. These are mostly held outside the regular working hours of the Learner Support centre.
- Teleconferences: Live teleconferencing sessions are conducted via satellite through interactive video Conferencing facility (available some places) from the University studios, the schedule of which is made available at the learner support centre.
- Industrial Training/ Practicals Project work: Some Programmes have industrial training / Practical/ Project component also. Practical's are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical's is compulsory. For project work, comprehensive project guide in the form of a booklet is provided to the student along with the study materials.

EVALUATION SYSTEM

The system of evaluation in open and Distance Learning system is also different from that of conventional system. CVRU has a multi- tire system of evaluation.

1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor- marked, practical assignments and seminar/ workshops/ extended contact programmes.
3. The term-end examinations.
4. Project works

COMMUNITY RADIO (90.4)

The university has established a community radio 90.4 FM radio Raman With due permission from the Ministry of information and Broadcasting. The plan is to utilize Radio Raman to

broadcast necessary information on registration, study Materials, contact classes Seminars, examination schedules examination results of Institute of Open and Distance Education. The classroom lectures delivered by the professors will also be recorded and shall be broadcasted thus benefitting students in rural and far flung areas.

Nature of Contact Classes:

During the contact sessions, the counsellors are supposed to guide/discuss with the students, based on the course material. The learners can solve their difficulties by discussing with their colleagues as well as with the counselor during contact sessions. Apart from this contact sessions, students will have to attend practical as well as various training schedule conducted by the respective learner support centre.

PROGRAM GUIDE:

The Institute of Open and Distance Education has designed program Guides for various courses offered for the information and convenience of students. The students are provided with a program guide which gives them comprehensive information on the courses of study chosen by them. The programme guide provide information about the scheme of examination, credit plan, detailed syllabus, counselling & study structure, date schedule & instructions for submitting assignments and reference books for particular courses/ Modules, etc.

SELF LEARNING MATERIALS

We provide study materials to learner for the study of IODE programme. This study material is called self learning material. In open and distance mode, Learners have less opportunity to interact with either the institution or the tutor. In this condition, self learning materials help them to learn effectively and independently without much interaction with institution and tutor. Our Self-learning materials are structured according to need of learners. Self Learning Materials also arouse interest for learning. SLM keeps all the functions of a teacher like, explaining, motivating, provoking, assessing, providing feedback etc. IODE CVRU Self Learning Materials are having characteristics of self-explanatory, self-contained, self-directed, self motivating, self-evaluating, and self learning.

MATERIAL PRODUCTION AND DISPATCH DIVISION (M.P.D.D.):

The University has established a Material production and Dispatch Division in the University campus itself to provide high quality. Study material to its students. The self study learning material (SLM) for approx 600 modules of various courses offered has been prepared under the guidance of subject experts from across the country these are dispatched to the registered students normally within a month of registration through post. The self learning material is provided in Hindi and English depending on student requirement. The students are also provided a programme guide and a copy of assignment to be submitted.

LEARNER SUPPORT SERVICES:

Dr. C V Raman University Institute of Open And Distance Education has a fully fledged Learner Support Division (LSD) to provide guidance and help to its students. Necessary information is passed on to the registered student through modern means of communication as SMS, website and e-mail. For the convenience of learner, computer, photocopy machine, internet, WIFI facilities etc has also been provided. The learner support division has a web centre and learners could seek clarifications regarding problems by messaging on 56161. Bulk SMS are sent to learners regarding their registration detail, dispatch of study, material time table for contact class, submission of examination forms, examination schedule etc. from time to time. Important information and necessary material are also sent through e-mail and through regular post. Website of Dr. C.V Raman University www.cvru.ac.in also provides information about various programme being offered by the institute of open and distance education, the syllabus, assignment, programme guide, guidelines for project report, faculty details, study materials, academic calendar, admission process, exam related information and other important information.

GRIENVANCE CELL

Institute Of Open and Distance Education Dr. C.V. Raman University is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell was set up at Dr. C.V. Raman University in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013), for handling day-to-day grievances related to Learners, parents .

Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in our web portal. He/she can also write or send through e-mail on cvrussd@gmail.com. Once a complaint is registered, then the complainer will get solution from the concerned department within 8 working days.

A high-power committee handles the function of remedying of grievances. It is guided by the principles of natural justice while redressing the grievances. The committee will consider only formal grievances, received via our web portal ,through e-mail or in direct application and put its best efforts in order to arrive at a right decision/amicable solution expeditiously.

REFERENCE LIABRARY

The academic block of the institute of open and distance education also houses a reference library for the convenience of the student. the student can either get required book issued or avail the facility of sitting and reading in the reference library itself.the reference library boasts of over 5000 books for the various courses run under different faculty of study .The reference library has a well equipped internet browsing centre (e-library) having both LAN and WiFi connectivity with a good number of computers installed and e resource having computer system dedicated for browsing and for multimedia access. IODE library has an institutional membership of DELNET. DELNET has been actively engaged with the compilation of various union catalogues of the resources available in member- libraries. It has already created the union catalogues of books, union list of current periodicals, union catalogue of periodicals, CD-ROM database. DELNET provides an array of facilities for the learners. DELNET relentless efforts in resource sharing have proved extremely effective for ODL learners. It has contributed a lot towards the modernisation of libraries in India.

PLACEMENT CELL

ROJGAR MANTRA is the complete placement solution developed by AISECT the parent organisation of CVRU especially for the Distance Learner from rural, semi-urban and unorganized sectors. It has a dedicated team of experienced people working towards providing placement support to learners, establishing contact with employers, identifying their growth plans and manpower requirements, receiving feedback from students, managing job seeker and employer database and maintaining a track record of placement data.

