

PART- B

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PART- B

I. ACADEMIC PROGRAMMES & FACULTY POSITION

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

In a span of nine years, the university has started an impressive array of 53 Certificate, Diploma, PG Diploma, Degree and PG Degree programmes and has developed 607 Modules in Hindi/English in Self Learning Material format. These materials are also available in CD ROM format and are being made available, on the website of the University. The courses are designed after an initial survey of the demand for such programmes in the job market by the members of the board of studies of the University. After that it was put up in the BOM and once it approved this then it goes to academic council for approval, after approval by the Academic Council ordinances are prepared which are also approved by the Regulatory Commission of GoCG. The course material has been developed through various processes as under :

- i) The programmes are initiated and planned by internal faculty members and the material is written in-house.
- ii) Some of the course material is written by the external experts empanelled with the University.
- iii) The course material for a few programmes has been assigned to renowned publishers as per the course curriculum of the University.
- iv) The printing of course material has been done by outside agencies.

MoU with publishers like Hindi Granth Academies of the respective State Governments is done to procure ready material in Hindi, mostly for UG programmes

2. 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	√	√
Interactive broadcasting/ teleconferencing,	√	√
Interactive Computer aided Learning	√	√
Any other		

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

TABLE 2.2

Programme	Medium	Adopted	Adapted	Translated	Source
NA					

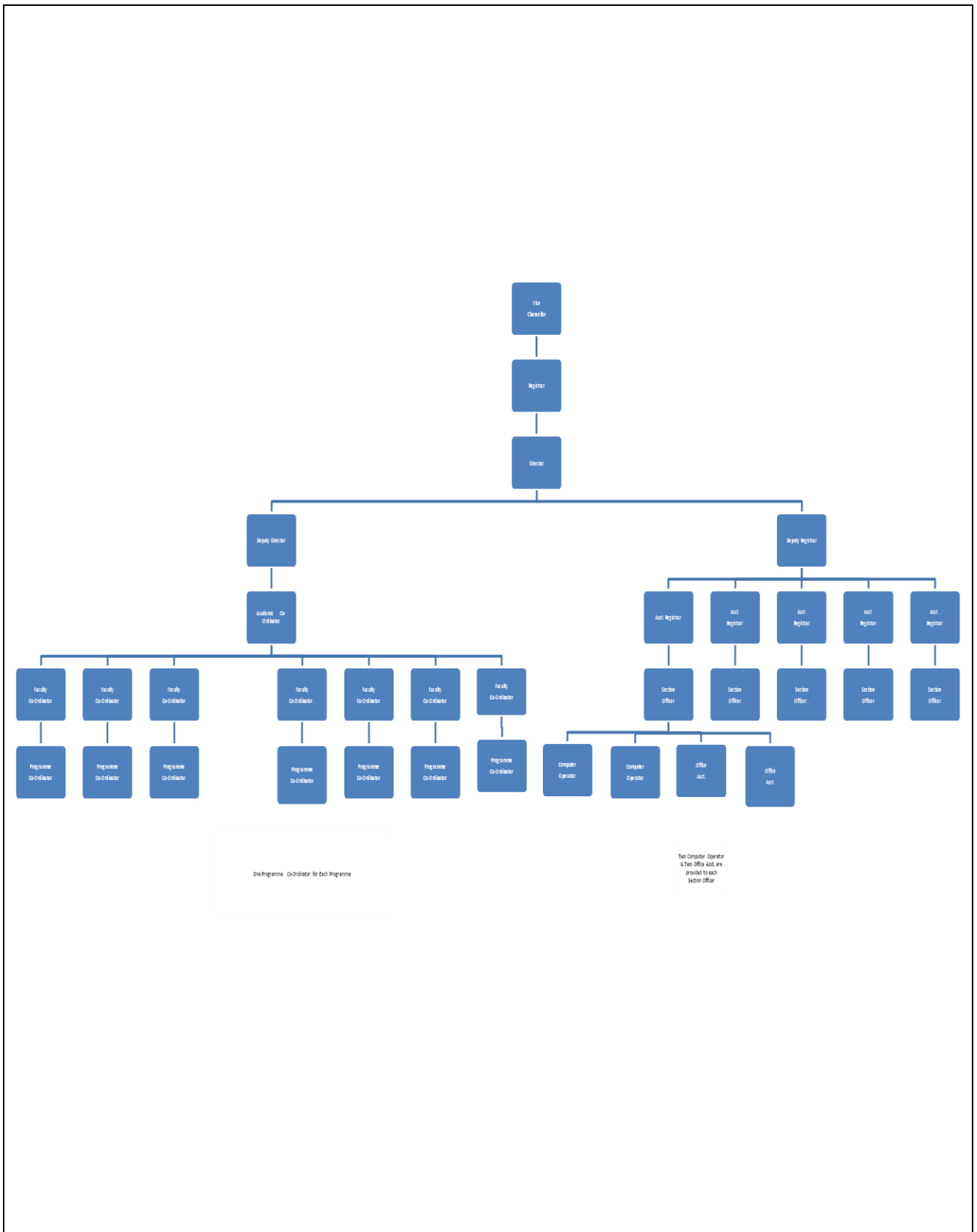
II. STAFFING

1. Information on Staff Strength

TABLE 2.3

Name of the Vice Chancellor/Head of the Institution		Dr Ravi Prakash Dubey
Name of the Pro Vice Chancellor/Rector(if any)		
Name of the Registrar (Administrative Head)		Shri Shailesh Pandey
In case of Distance Education Institution (DEI) of a dual mode university/institution	Name of the Director	Shri Arvind Tiwari
	Telephone/ mobile /Fax no.	07753 253728/ 9522661111/07753 253728

2. Provide a flowchart of Organization Structure:



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

TABLE 2.4

		Permanent	Temporary	Total
1	At Headquarters	34	00	34
2	At Regional Centres (if any)	NA	NA	
3	At Study Centres (if any)	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	No
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	12	10	10
(ii)	Publications	13	8	19
(iii)	Participation in conferences/workshop/orientation programmes	9	44	32
(iv)	Research project(s) undertaken			
(v)	Conference/seminar(s)/workshop(s) held	12	14	21

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	86548.15	76
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 University Ordinances

II. Re-evaluation

As per University Ordinances

III. Re-totalling

As per University Ordinances

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

As per University Ordinances

V. ADMISSION

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

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

2. Specify criteria adopted for admission?

Admission process is given in prospectus & Prospectus is enclosed with the format D

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

Table 2.10

S.No	Name of Programme (s)	No. of Intake
	Not Fixed	

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

- Duration of Programme No
- Horizontal Mobility Yes
- Choice of courses No
- Inter-disciplinary Approach No
- Modular curriculum allowing easy exit No
- CBCS introduced or not No

5. If yes, Given details:

Horizontal Mobility allow flexibility of entry from PGDBM to MBA & PGDCA to M.Sc(IT)

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

The University is using both print and electronic media for publicity of University and its courses at pan India level. It also organizes career fairs, IT Yatras, Computer orientation programmes, computer Olympiads, seminars, career guidance programmes, personality development & Knowledge orientation programmes, sports activities & cultural activities in the University campus as well as other locations to reach out to more number of students. It is also using internet and social networking sites to reach out through various portals. The university is also putting up Hoardings, Banners, flexes and posters and distributes brochures for its various courses.

7. Is there any policy for overseas student?

Admission is strictly controlled by ordinance.

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

The University has not registered any foreign students till date.

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		
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*)

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
NA				

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

Yes, Admission, course material, dispatch, Evaluation, Result Processing, Fees, Library data is computerized. The University is using most modern technology of DBMS.

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

Yes Website is interactive.

- (b) How does your website support distance learners?

Website provides:

- Online admission.
- Prospectus & application form containing Criteria for admission, fees & duration of course.
- Issue of personal password
- Online tutors and course material.
- Organization learner support though online boards, conferencing with faculty of university administration.
- Help desk to provide both academic and administrative services.

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 : _____

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

Scholarships are provided to the student as per the C.G. Govt. Norms and in Session 2011-12 Rs. 5805405 are distributed among the students and for session 2012-13 & 2013-14 Rs. 21085725 is sanctioned and very soon it will be disburse on the students accounts by ST,Sc,Welfare department.

7. Do you have placement cell? Give details.

Yes, the aim of placement cell is to bring the students and industrial community together to a mutually desirable employment relationship. The cell is headed by a placement officer, executives & supported by student representative. Our Parent organization also has a separate web for placement i.e. rojgarmatra.com. all registered students are automatically registered for placements.

Our recruiters and trainers are TCS, Wipro, Idea, reliance, HDFC, RME, Binomial, India Active Software, Shri Ram Motor Finance, Lanco, Satya Automobiles, etc.

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

Table 2.13

	Methods	Medium of Communication
Continuous Evaluation	Assignments, Practical exams & Projects	Online/Offline
Term-End Evaluation	Final Exam	Online/ Mark sheet

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	As per audited reports enclosed		
2014-15			
2013-14			

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	As per audited reports enclosed	
2	Development of Course material and Quality Assurance		
3	Students Support Service		
4	Staff Training and Development		
5	Technology Support		
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	Bank of India
Address	Dr. C. V. Raman University Campus
Bank A/C No	94680110000003
Name of the Account Holder	Registrar, Dr. C. V Raman University
Designation of the Account Holder	CFAO & G. B. Nominee
IFSC code	BKID0009468
MICR code	495013504

VIII. ANY OTHER INFORMATION

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