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:

Directorate of Distance Education, M.D. University, Rohtak through its different bodies scan the academic environment and assess the needs and demands of the market. Accordingly by mapping the prevalent scenario, projection is made with regard to broader area in terms of the discipline and subjects. Therefore, these needs and demands are put in to a course framework which is assessed in spirit and text by different bodies of Directorate of Distance Education. Such a proposal is placed with course structure, scheme of examination and evaluation pattern. After being screened over there, it is placed before the advisory committee, Board of Studies and Faculty of the Distance Education. After being adjudging in terms of Course contents, course viability, potential students career opportunities and legalities, it recommends to the Academic Council and the Executive Council of the University for final approval.

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	NA	NA	Yes	NA	In-house

Note: All the Programmes/Courses have been developed in-house.

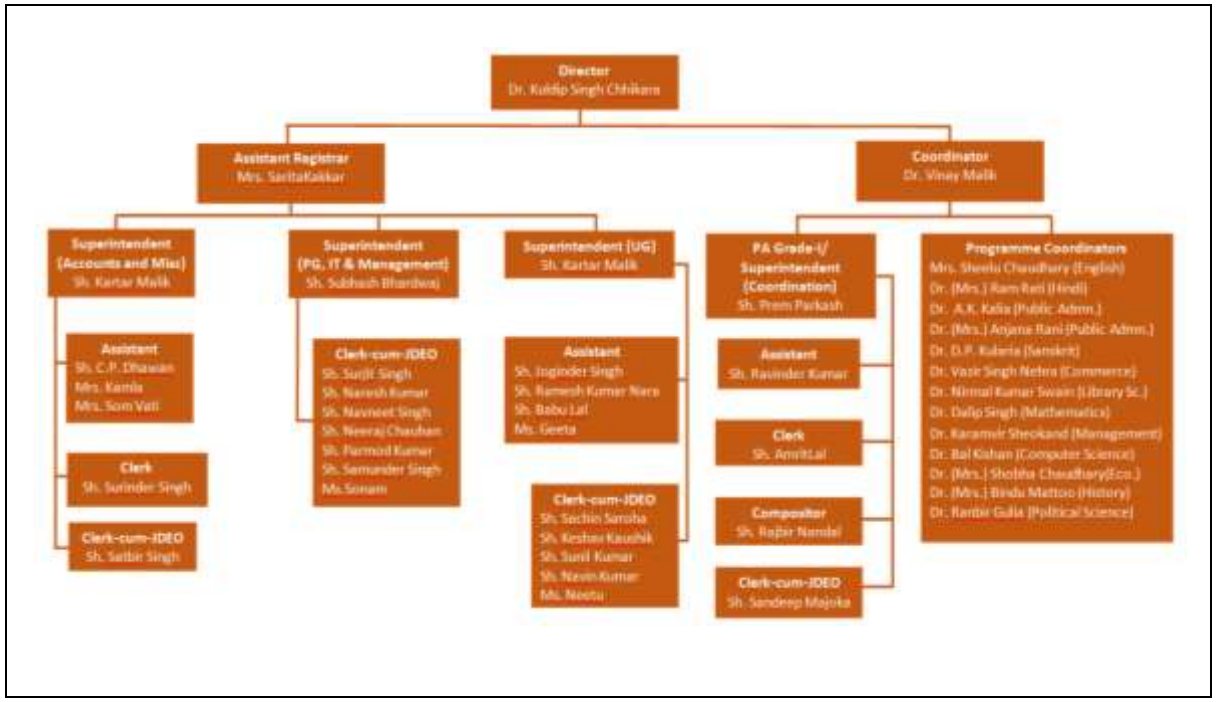
II. STAFFING

1. Information on Staff Strength

TABLE 2.3

Name of the Vice Chancellor/Head of the Institution		Prof. Bijender K. Punia
Name of the Pro Vice Chancellor/Rector(if any)		—
Name of the Registrar (Administrative Head)		Jitender Kumar Bhardwaj
In case of Distance Education Institution (DEI) of a dual mode university/institution	Name of the Director	Prof.Kuldip Singh Chhikara
	telephone/ mobile /Fax no.	Telephone: 01262-393186 Mobile : 9416052887

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	49	07	56
2	At Regional Centres (if any)	NA	NA	NA
3	At Study Centres (if any)	NA	NA	NA

Note: Two officers are performing the dual duties of Academic as well as administrative.

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

TABLE2.5

Particulars	Yes/No
Faculty members	Yes
Course writers and editor	Yes (Orientation is provided in few subjects)
Coordinators of Study Centres	Not Applicable
Academic counsellor	Yes
Administrative Staff	Yes
Other staff, Specify	No

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	2	0	0
(ii)	Publications	46	38	29
(iii)	Participation in conferences/workshop/orientation programmes	42	40	30
(iv)	Research project(s) undertaken	3	0	1
(v)	Conference/seminar(s)/ workshop(s) held	-	-	-

III. INFRASTRUCTURE AT HEADQUATERS

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

TABLE 2.7

		Space in sq. ft.	No. of Rooms
1	At Headquarters	82487	123
2	At Regional Centres (if any)	-	-
3	At Study Centres (if any)	-	-

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

No such policy

II. Re-evaluation

There is no provision of moderation, however re-totalling and re-evaluation of answer script is allowed by the University. Any student who wishes to get revaluated his answer scripts(s) should apply to Revaluation Branch within 30 days from the declaration of result along with prescribed fee. Initially the answer script is evaluated by the two examiners (other than those who originally evaluated the answer script) selected from the panel of subject expert supplied by the Board of Studies of concerned Department. The marks given by the two examiners are averaged. If the average marks obtained by the students increases beyond 15% marks, the answer scripts is referred to third examiner for marking. The mean of the marks given by the three examiners is allotted to the student.

III. Re-totalling

Re-totalling of answer script is allowed by the University on the request of the student.

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

Presently bar-coding system is there in the examination Answer Books are evaluated by the evaluators then decoding is done using scanners.

V. ADMISSION

1. Student Admission is done by: (Put tick mark) Manual [X] Online [√]

   - Headquarters [√]
   - Regional Centres [X]
   - Study Centres [X]
   - All the above [X]

2. Specify criteria adopted for admission?

There is a certain eligibility conditions to each programme. All the candidates satisfying these eligibility conditions are admitted in respective programmes

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

Table 2.10

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

Note: There is no such programme.

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

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

5. If yes, Given details:

   N.A.

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

Through advertisement in regional and national newspapers; University Website; printed promotional material and through public meetings.

7. Is there any policy for overseas student?

No special policy

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

Foreign students are admitted through Foreign Students Cell of the University after verifying all the required documents.

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**	**No**	**No**
Counselling	**Yes**	**No**	**No**
SLM distribution	**Yes**	**No**	**No**
PCP	**Yes**	**No**	**No**
Internal Assessment	**No**	**No**	**No**
Term End Examination	**Yes**	**No**	**No**
Evaluation of Term End examination	**Yes**	**No**	**No**
Any Other (Specify)	**No**	**No**	**No**

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	NA	NA	NA	NA

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

Yes, Students Profiles are computerized as soon as the student is admitted in a Distance Education course. The following activities are computerized :

- Students Registration
- Design and development of Prospectus & the Application Form
- Preparation of Admission Notification
- Admission Data
- Maintenance of students record and Data of Optional Subjects

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

Static

(b) How does your website support distance learners?

The following information provided to the students:

- Admission Notification, Syllabi/Study material of various courses
- Academic Calendar, News & Events.
- Examinations Form/Date sheets/Examination Centres
- Declaration of Results
- Assignments
- List of programmes offered.

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

- Face to face [Y]
- Telephone/Mobile [Y]
- Radio/Television [X]
- Newsletter/bulletin [X]
- E-mail [Y]
- Automatic interactive system [X]
- All the above N.A.

If any other, specify : **By Post**

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

Post-Matric Scholarship is provided.

7. Do you have placement cell? Give details.

Yes,

- University has established a Career Counselling and Placement Cell to gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers. This information is analyzed in the local, regional and national context to explore its relevance/utility for the students for their career counselling and placement needs.
- The cell organizes seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks. Training is also imparted through workshops related to communication skills, personality development, resume writing, confidence building, preparing for interview etc.
- Eminent industrialist, HR personnels and eminent persons in different fields are invited for delivering lectures wherein they help students in getting the latest market requirements and trends in the job market. Efforts are also made to help the students to develop healthy outlook and positive attitude.

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

Table 2.13

	Methods	**Medium of Communication**
Continuous Evaluation	-	English & Hindi
Term-End Evaluation	Written	English & Hindi

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	28,81,74,900/-	8,54,65,550/-	Through Admission/ Registration fee etc.
2014-15	37,00,00,000/-	19,64,09,813/-	-do-
2013-14	55,30,67,353/-	32,30,98,566/-	-do-

2. Give details of the expenditure during the last financial year under various heads: (2015-16)

TABLE 2.15

S.No.	Head of expenditure	Budget approval	Amount spent
1	Assistance for Human Resource		
2	Development of Course material and Quality Assurance	4,00,00,000/-	27,37,500/-
3	Students Support Service	5,00,00,000/-	86,67,403/-
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: **NO**

Table 2.16

Name of the Bank	Not applicable
Address	
Bank A/C No	
Name of the Account Holder	
Designation of the Account Holder	
IFSC code	
MICR code	

VIII. ANY OTHER INFORMATION

There are 567 institutes affiliated with this University which includes 130 Degree Colleges, 303 Education Colleges, 80 Engineering and Architecture Colleges, 30 Management Colleges, 08 Law Colleges and 16 Associate status Institutes.