

PART- B

Index

Sr. No	Description of Annexure	Page. No.
1	Academic Programmes & Faculty Position	
2.	Staffing	
3.	Infrastructure At Headquarters	
4.	Evaluation System	
6	Admission	
7	Learner Support Service	
8.	Finance	
9.	Any Other Information	

PART- B

I. ACADEMIC PROGRAMMES & FACULTY POSITION

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

1.Workshop for syllabus framing work 2.Syllabus development workshop a) Framing the syllabus b) Approval from expert committee 3. Finalizing the syllabus 4.Course writer training 5.Editing and approval from the academic council

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
B.A	HINDI	-	✓	-	

M.A	HINDI	-	✓	-	
P.G.D.T	HINDI	-	✓	-	
P.G.D.M.M	HINDI	-	✓	-	
P.G.D.M .M & H.T	HINDI	-	✓	-	

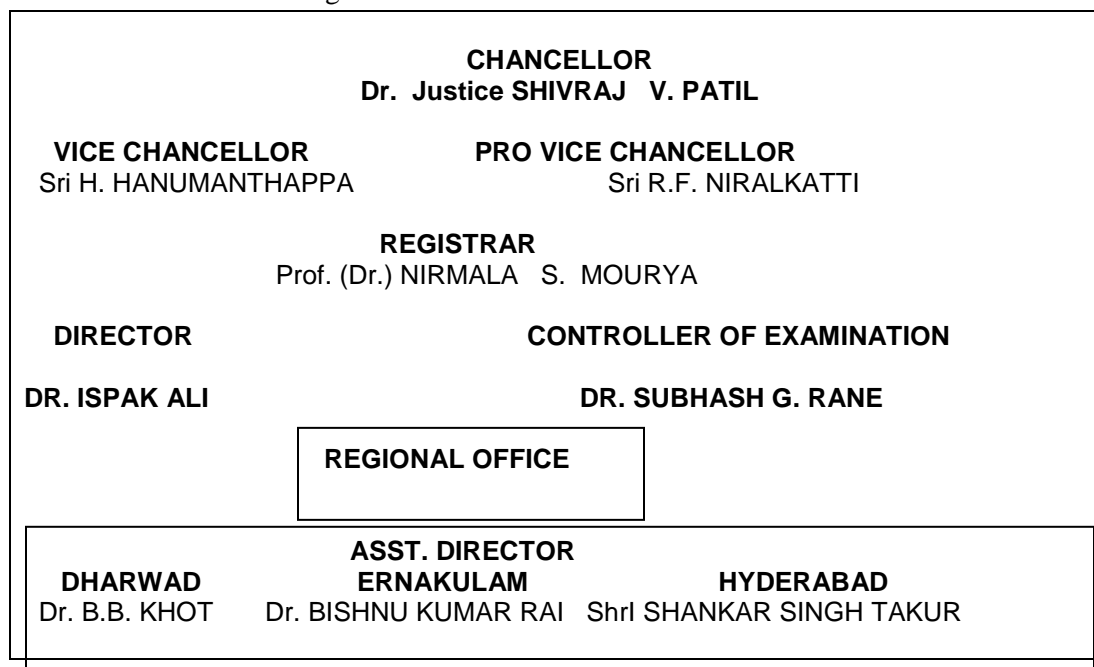
II. STAFFING

1. Information on Staff Strength

TABLE 2.3

Name of the Vice Chancellor/Head of the Institution		SHRI HANUMANTHAPPA
Name of the Pro Vice Chancellor/Rector(if any)		SHRI R.F. NIRALKATTI
Name of the Registrar (Administrative Head)		PROF(Dr.)NIRMALA S. MOURYA
In case of Distance Education Institution (DEI) of a dual mode university/institution	Name of the Director	Dr. ISPAK ALI
	Telephone/ Mobile /Fax no.	044 -24332033

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	5	-	5
2	At Regional Centres (if any)	3	-	3
3	At Study Centres (if any)	-	-	-

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	-
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			
(ii)	Publications			
(iii)	Participation in conferences/workshop/orientation programmes			
(iv)	Research project(s) undertaken			

(v)	Conference/seminar(s)/ workshop(s) held			
-----	---	--	--	--

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 Chennai	890	3
2	At Regional Centres (if any)		
	Dharwar	900	4
	Ernakulam	500	2
	Hyderabad	350	3
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	In House
(v)	Evaluators are same as those for Courses offered through Conventional mode	Yes

2. What is the policy with regard to:

- I. Moderation

In house moderation. Moderation done by the committee constituted by the controller of examination.

Candidates will obtain grace 5 marks for passing and distinction

II. Re-evaluation

Student can apply for revaluation within 45 days from the date of declaration of results to the Registrar along with the fees for the same. Revaluation done by the committee constituted by the controller of examination

III. Re-totalling

Student can apply for re-totalling within 45 days from the date of declaration of results to the Registrar along with the fees for the same. Re-totalling done by the committee constituted by the controller of examination

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

Evaluation for Answer scripts Sansthan follows the system of central valuation
Evaluation of Assignment and projects is assigned by the controller of Examination/Director of DED to the faculty members/ experts of Headquarters and regional centres

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?

Eligibility for admission in B.A

A pass in +2 examination with Hindi/Rastra Bhasha Praveen or equivalent

Eligibility for admission in M.A and P.G.D.T

A Graduate (10+2+3 pattern) from a recognised University by the Sansthan with Hindi as one of the subjects at graduation level or A Graduate (10+2+3 pattern) from a recognised university by the Sansthan with Rastra Bhasha Praveen of Dakshin Bharat Hindi Prachar Sabha or its equivalent.

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	B.A	3000
2	M.A	4000
3	P.G.D.T	200

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

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

5. If yes, Given details:

N/A

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

N/A

7. Is there any policy for overseas student?

N/A

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

N/A

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	YES	
Counselling	YES	YES	

SLM distribution	YES	YES	
PCP	YES	YES	
Internal Assessment	YES	YES	
Term End Examination	YES	YES	
Evaluation of Term End examination	YES	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
DHARWAR		DR. B.B.KHOT	5	1
HYDERBAD		SHRI SHANKAR SINGH THAKUR	5	1
ERNAKULAM		DR. BISHNU KUMAR RAI	5	1

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

<p>Database system followed by Sansthan is mySQL</p> <p>Details of computerization of various activities</p> <ol style="list-style-type: none"> 1. Administration and Finance 2. Academic activities 3. Student support system 4. Evaluation
--

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

STATIC

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

<p>Website describes the various courses offered through distance mode along with eligibility conditions, admission process, details of fees and directions for obtaining admission forms/download links for these forms. This also gives schedule for contact programme which is updated from time to time. Students can download previous years question paper.</p>

Students can see examination time table and results of the various examinations.

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.

N/A

7. Do you have placement cell? Give details.

N/A

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

Table 2.13

	Methods	Medium of Communication
Continuous Evaluation		
Term-End Evaluation	✓	LETTERS, PHONE, FACE TO FACE

VII. FINANCE

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

TABLE 2.14

Year	Income	Expenditure incurred	Sources of income
2015-16	30,44,415	24,37,465	Fees

2014-15	54,96,354	56,14,279	Fees
2013-14	50,87,621	50,45,068	Fees

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		
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: N/A

Table 2.16

Name of the Bank	Dena Bank
Address	
Bank A/C No	
Name of the Account Holder	Registrar
Designation of the Account Holder	Registrar
IFSC code	
MICR code	

VIII. ANY OTHER INFORMATION

--