Admission Process

(All Program- Distance Education)

This SOP provides a structured approach to manage distance education programs, ensuring regulatory adherence, program quality, and an effective learning environment for students. Regular review and updates should align with UGC-DEB and government policy changes.

1. Objective

To establish a framework for the effective management, delivery, and quality assurance of distance education programs as per UGC regulations 2020 for ODL/ OL mode.

2. Scope

This SOP applies to all activities related to distance education within the institution, including program administration, admission, student support, faculty management, course delivery, examination and assessment, grievance redressal and feedback mechanisms.

3. Regulatory Compliance

- Ensure all distance education programs comply with UGC (Open and Distance Learning) Regulations, 2020.
- Obtain and maintain necessary approvals from UGC-DEB for each course offered.
- Periodic submission of compliance reports, academic calendars, and student admission records to UGC-DEB.
- Follow National Education Policy (NEP) 2020 guidelines where applicable, ensuring inclusivity and accessibility.

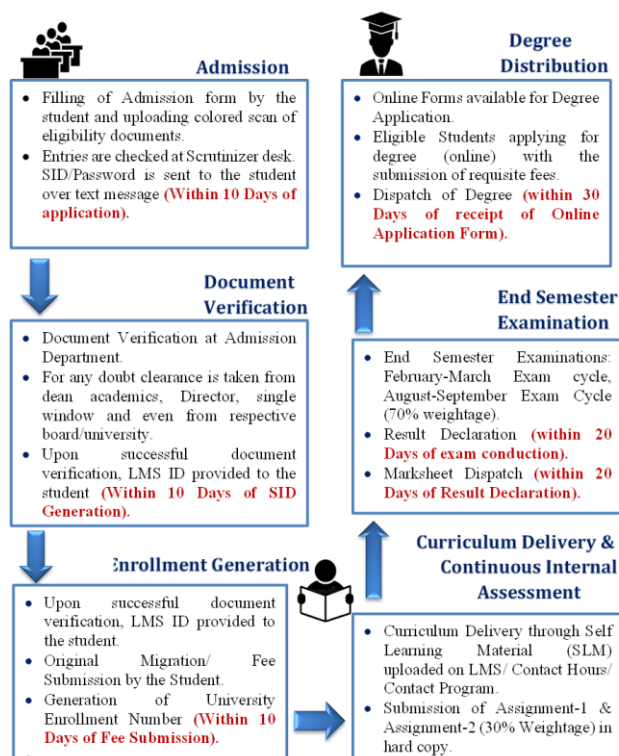### 4. Admissions and Eligibility Criteria

The proposed program in ODL mode will be conducted by CDOE-SGVU with the support of various departments of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, SGVU, Jaipur which are based on UGC guidelines for the program which comes under the purview of ODL mode for award of Degree. Students who will seek admission in any program offered through ODL mode are required to apply through the website of university www.sgvu.edu.in or visit the campus directly. Following points should be ensured:

- Implementation of a transparent, merit-based admission process in accordance with UGC guidelines.
- Clear communication of the eligibility criteria, course fees, and admission requirements on the university website.
- Implementation of a systematic verification process for eligibility, including documentation review and validation through the university centralized admission cell.

Procedure for Admissions:

- Direct (Twice in a year i.e. January & July and the last date of the admission will be given by UGC-DEB).

- Student will apply through admission portal of CDOE along with his/her documents. The senior desk in-charge will check the eligibility & online admission form filled by the candidate and uploaded documents.

- Senior desk in-charge will forward the form to the enrolment department desk after getting clearance from the finance department. Upon successful document verification and fees submission, student enrolment number will be generated and shared to the student through LMS.

- Complete list of the students will be provided to the IT Head and CoE for further process.

- All enrolled student data must be available with Registrar and President office.

- Orientation program should be conducted for newly admitted batch (Twice in a year i.e. February & August) via online mode.

- All new students should be provided with the "**New ODL Student Kit**" at the time of orientation in soft copy containing the necessary program details, fee structure, schedule of Personal Contact Program (PCP), academic calendar etc.

- All programs should have faculty members assigned as **Program Coordinators** and **Course Coordinators** for smooth planning and conduction of curricular activities.

Flow chart of Student Progression at CDOE

Admission
- Filling of Admission form by the student and uploading colored scan of eligibility documents.
- Entries are checked at Scrutinizer desk. SID/Password is sent to the student over text message (Within 10 Days of application).

Document Verification
- Document Verification at Admission Department.
- For any doubt clearance is taken from dean academics, Director, single window and even from respective board/university.
- Upon successful document verification, LMS ID provided to the student (Within 10 Days of SID Generation).

Enrollment Generation
- Upon successful document verification, LMS ID provided to the student.
- Original Migration/ Fee Submission by the Student.
- Generation of University Enrollment Number (Within 10 Days of Fee Submission).

Curriculum Delivery & Continuous Internal Assessment
- Curriculum Delivery through Self Learning Material (SLM) uploaded on LMS/ Contact Hours/ Contact Program.
- Submission of Assignment-1 & Assignment-2 (30% Weightage) in hard copy.

End Semester Examination
- End Semester Examinations: February-March Exam cycle, August-September Exam Cycle (70% weightage).
- Result Declaration (within 20 Days of exam conduction).
- Marksheet Dispatch (within 20 Days of Result Declaration).

Degree Distribution
- Online Forms available for Degree Application.
- Eligible Students applying for degree (online) with the submission of requisite fees.
- Dispatch of Degree (within 30 Days of receipt of Online Application Form).

Academic Calendar for January to June 2025 (Even Semester)

Semester Duration

- Start Date: January 1, 2025

- End Date: June 30, 2025

Key Events

1. **Admission / Registration:** From 4 January till last date as per UGC DEB

2. **Semester Commencement**:

   - **January 4, 2025 (Saturday)**, Kalindi Auditorium

3. **Assignments Submission Deadlines**:

   - **First Assignment**: January 31, 2025

   - **Second Assignment**: March 31, 2025

4. **Examinations**:

   - **Start**: June 1, 2025

   - **End**: June 15, 2025

5. **FDP/Workshops/Trainings**:

   - **January**: January 18, 2025

   - **February**: February 15, 2025

   - **March**: March 25, 2025

6. **PCP Schedule**:

   - **Frequency**: Every Saturday and Sunday

   - **Duration**: January 11, 2025 – June 29, 2025

   - **Time Slots:**

     - **Saturday & Sunday:**

       - 9:00 AM - 11:00 AM

- ■ 11:00 AM - 1:00 PM

- ■ 1:00 PM - 3:00 PM

- ■ 3:00 PM - 5:00 PM

7. **Examination Schedule**:

   ○ Conducted for all courses.

   ○ Subjects will be divided across 25 days (**June 1–25, 2025**). Results will be declared by 20 days from the last day of examination

Summary Table of Events

Event	Date
Semester Commencement	January 4, 2025
PCP Start	January 11, 2025
First Assignment Deadline	January 31, 2025
Second Assignment Deadline	March 31, 2025
FDP (Monthly)	3rd Friday of each month
Examination Start	June 1, 2025
Examination End	June 15, 2025
Semester End	June 30, 2025
Result Declaration	05 July, 2025
Convocation	22 Feb., 2025
Placement event / Personality development event / Employability Training Webinar / communication skill workshop	Every Saturday

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Academic Calendar for July to December 2025 (Odd Semester)

Semester Duration:

- **Start Date**: July 1, 2025 (Tuesday)

- **End Date**: December 31, 2025 (Wednesday)

Key Events

1. **Admission / Registration:** July 1, 2025 onwards till the last date specified by UGC DEB

2. **Semester Commencement**:

    a. **July 1, 2025 (Tuesday)**, at Kalindi Auditorium

3. **Assignments Submission Deadlines**:

    a. **First Assignment**: July 31, 2025

    b. **Second Assignment**: September 30, 2025

4. **Examinations**:

    a. **Start**: December 1, 2025

    b. **End**: December 15, 2025

5. **FDP/Workshops/Trainings**:

    a. **July**: July 18, 2025

    b. **August**: August 14, 2025

    c. **September**: September 19, 2025

6. **PCP Schedule**:

    ○ **Frequency**: Every Saturday and Sunday

    ○ **Duration**: July 12, 2025 – December 28, 2025

    ○ **Time Slots**:

        ■ **Saturday & Sunday**:

            ■ 9:00 AM - 11:00 AM

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- 11:00 AM - 1:00 PM

- 1:00 PM - 3:00 PM

- 3:00 PM - 5:00 PM

8. **Examination Schedule**:

   ○ for all courses.

   ○ Subjects will be divided across 25 days (December 1–25, 2025).

   ○ Results will be declared by **January 15, 2026** (20 days from the last exam).

Summary Table of Events

Event	Date
Semester Commencement	July 5, 2025
PCP Start	July 12, 2025
First Assignment Deadline	July 31, 2025
Second Assignment Deadline	September 30, 2025
Training / Workshops / FDP (Monthly)	3rd Friday of each month
Examination Start	December 1, 2025
Examination End	December 25, 2025
Semester End	December 31, 2025
Result Declaration	January 14, 2026
Convocation Date	August 24, 2025
Placement event / Personality development event / Employability Training Webinar / Communication Skill workshop	Every Saturday

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