

Course Delivery Strategy

(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. Program Design and Curriculum Development

The curriculum is designed by the respective subject experts in the field and has considered to include relevant topics that are contemporary and according to the industrial demand. It is approved by the BoS (Board of Studies), the CIQA (Centre for Internal Quality Assurance), and the AC (Academic Council) of the university.

Curriculum should be aligned with UGC-DEB standards, emphasizing skill development, and learning outcomes. For this, Learning Outcome-Based Education Framework (LOBEF) for curriculum design should be adopted with regularly updating syllabi and course materials based on industry requirements and academic feedback.

Following procedures must be adopted for offering an academic program through ODL mode:

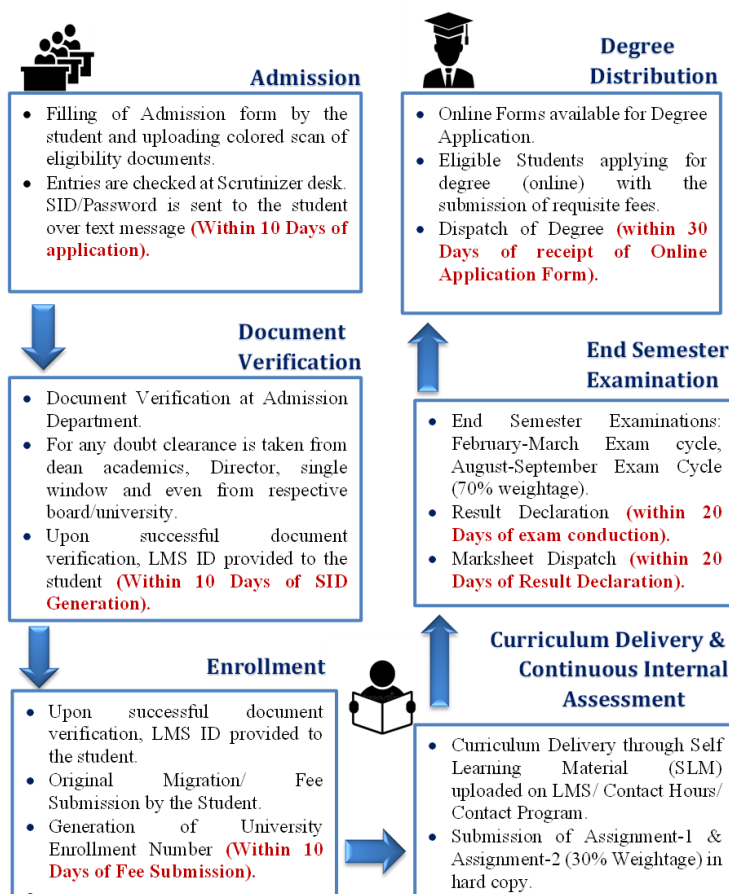
- Director, CDOE will discuss the program to be offered in ODL mode with the concerned Head/Principal/ Dean of the school/ department and ensure that the same program with same nomenclature is already being offered through conventional mode.
- A concept note, examination scheme and detailed syllabus (**all duly approved by the concerned Board of Studies (BoS) of the respective conventional program**) should

be submitted by the Director, CDOE to the office of the Dean Academics, which after careful examination should be forwarded to the Hon'ble President, SGVU for final approval.

- Program Project Report (PPR) and Self-Learning Material (SLM) of the respective program must be prepared and approved from the **Centre for Internal Quality Assurance (CIQA) and Academic Council (AC)** before submission of UGC-DEB application.
- **Eligibility:** As per the UGC norms.
- **Mode of Delivery:** As per the guidelines of UGC-DEB (online/offline/hybrid).
- **Program Scheme and Credits Mapping:** It should be in given format and same as running in conventional mode program:

S. No.	Course Code	Course Name	Credit	Contact Hrs. /Week			Exam Hrs.	Weightage (in%)		Total
				L	T/S	P		CIE	ESE	
TOTAL										

Flow chart of Student Progression at CDOE



5. Learning Management System (LMS) and Delivery Mechanism

This is mandatory and best practices of the university. All students should be registered here in the courses allotted as per the scheme of the program. Personal Contact Program (PCP) is there for solve the problems of the students online. Discussionforum will also be helpful.

- Ensure the LMS compliance with UGC-DEB technical and content delivery standards.
- Provide structured learning materials, video lectures, and interactive sessions as per course requirements.
- Monitor and record student engagement, attendance, and performance metrics through the LMS.

Instructional Delivery:

- Interacting with learning materials (Hard Copy Textbooks).
- Delivery of Learning Materials through SLM.
- Personal Mentor Available.
- Personal Contact Programmes (PCP) conducted at campus on Saturday and Sunday.

6. Assessment and Evaluation

A blend of formative and summative assessments should be implemented to evaluate student performance. It also includes timely grading, publication of results, and a transparent re-evaluation process.

- 1. Examination:** ESE for Distance Programs may be conducted by the Controller of Examination (CoE) at university Campus only. Duration of exam will be 3 hrs. End semester exam will be conducted in the month of **Feb/March** and **August/ September**.
2. Maximum duration of the program is double to the actual duration. Student may apply for the back exam as usual or as per the norms of conventional mode programs at SGVU. The fee for the Back exam will be 1500/- per semester irrespective of the number of back papers.
- 3. Evaluation Process:** Two components are there:
 - a. Continuous Internal Evaluation (30%):

Following are the part of CIE or CA (Continuous Assessment):

For theory paper:

Graded Assignment-1	Graded Assignment-2	Total
15	15	30

- b. For sessional (internal practical) component (30%):

Internal Component (Project/Seminar)		Internal Component (Lab Courses)	
Component	Max. Marks	Component	Max. Marks
Assignment	30	Lab Record	30

- c. End Semester Evaluation (70%): This will be of 70 marks.

External Component	External Component	External Component
--------------------	--------------------	--------------------

(Theory Courses)		(Project/Seminar)		(LabCourses)	
Component	Weightage	Component	Weightage	Component	Weightage
End Semester Theory Paper (MCQ + Descriptive type)	70	Project/Seminar Report	70	Experiment based Paper (MCQ + Descriptive type)	70
TOTAL (External-Theory)	70	TOTAL (External)	70	TOTAL (External-Lab)	70

d. Result: All results will be declared by CoE only. Format of the marksheet should be same in all regular, distance and outreach programs with proper security features.

e. Passing marks: Except the programs where regulating agency guides the university for the assessment/evaluation process, the passing marks for other programs will be as follows:

- For UG: Minimum 30% marks are required individually in internal & external both and overall, 40% marks are required to pass the course.
- For PG: Minimum 40% marks are required individually in internal & external both and overall, 50% marks are required to pass the course.

f. Grades & Grade Points:

- At the end of the Semester / Year every student is assigned a 'Letter Grade' based on his/her performance over the semester in all courses for which he/she had registered.
- The letter grade and grade point indicate the results of quantitative and qualitative assessment of the student's performance in a course.
- There are seven letter grades: **S, A+, A, B+, B, C, D, F** that have grade points with values distributed on a 10-point scale.

Examination Mechanism Flow Chart

