

MAHATMA GANDHI UNIVERSITY

(Abstract)

School of Distance Education - Structuring of new Certificate/ Diploma/PG Diploma Courses -
Minutes of the meeting of the Heads of Department/Schools- Approved-Orders issued

School of Distance Education I Section

No.5201/SDE I/UGC-DEB/2017

Dated, P.D.Hills 24.08.2017

Read: Minutes of the Meeting of the Heads of Schools/Departments held at 11.30 a.m on
21.08.2017 in the Mini Conference Hall.

ORDER

Sanction has been accorded by the Vice Chancellor to the following decisions taken
vide minutes read above, being approved.

1. To initiate steps to submit online application to the UGC- DEB within the time limit for starting programmes (Conventional course, Certificate or Diploma Courses and PG Diploma Courses) in the Distance Education mode.
2. The Heads of Schools/ Departments/Centres shall convene the faculty council and identify programmes which can be offered through the Distance Education mode utilizing the infrastructural as well as instructional facilities available in each Department/ School.
3. To issue the guidelines to the Heads of Schools/ Departments and the Heads in turn shall provide the details of the programmes in three days and syllabus within one week.
4. The Schools/ Departments/Centres shall prepare the course structure, syllabus and conduct Personal Contact Programme in the respective Schools/ Departments/ Centres and verify the study materials.
5. To draft a policy of revenue sharing among the Schools/ Departments.
6. To draft a policy to study the Diploma/ Certificate programmes of School of Distance Education additionally to regular students.

Orders are issued accordingly.

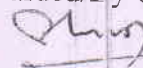
Sd/-

K. Sherafudeen
Assistant Registrar (SDE)
For Registrar

To

1. Heads of Schools/ Departments/ Centres
2. PS to VC
3. PA to Registrar/FO/CE
4. JD, KSA
5. CM Section/ IQAC
6. SDE II/SDE III/SDE IV Sections
7. Stock file/File copy

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Section Officer