

HEI ID: HEI-P-U-0427

Name of HEI: SGVU, Jaipur

Type of HEI: Dual Mode

Annual Report

OF

**CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)**

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2021-22>

Contents

Part – I: General Information	3
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning	7
Part – III: Human Resources and Infrastructural Requirements	14
Part – IV: Examinations.....	16
Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)	25
Part – VI: Programme Delivery through Learner Support Centre (LSC)	26
Part – VII: Self Regulation through disclosures, declarations and reports.....	29
Part – VIII: Admission and Fees	33
Part – IX: Grievance Redressal Mechanism.....	40
Part – X: Innovative and Best Practices.....	41
DECLARATION	42

Part – I: General Information**1.1 Date of notification of the Centre (attach a copy of the notification):**

<i>Upload PDF</i>

1.2 Details of Director, CIQA

- Name : Dr. Nagendra Swarnakar
- Qualification: Ph.D.
- Appointment Letter and Joining Report: Upload (PDF)

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. Ritu M. Gilhotra Ph.D.	Pharmacy	1 July, 2021
b.	Three Senior teachers of HEI	Member 1	Hemlata Dharendra, Assistant Professor	Humanities	1 July, 2021
		Member 2	Shreya Mathur, Assistant Professor	Management	1 July, 2021
		Member 3	Ashphak Ahmad Assistant Professor	Arts	1 July, 2021
c.	Head of three Departments or School of studies from which program is being offered in ODL and Online mode	Member 4	Dr. Kalpana Randhawa, Professor	SILS	1 July, 2021
		Member 5	Dr. (Professor) T.K. Jain, Professor	ISBM	1 July, 2021
		Member 6	Mr. Ankit Kumar Asso. Professor	Journalism and Masscom	1 July, 2021
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Naveen Sharma Controller of Examination	Management	1 July, 2021
		Member 8	Ajay Kr. Tripathi Chief Finance Officer	Accounts and Finance	1 July, 2021
e.	Officials from departments of HEI	Member 9 Administration	Dr. Kalpana Randhawa Principal, SILS	Psychology	1 July, 2021

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none"> • Administration • Finance 	Member	Pankaj Verma, MBA	Astt. Registrar (Exams)	1 July, 2021
		Member Finance	Ajay Tripathi MBA	Chief Finance Officer	1 July, 2021
f.	Director, CIQA	Member Secretary	Dr. Manish Dwivedi, Ph.D.	Administration	1 July, 2021

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

YES

If No, reason thereof

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 4

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	29 July, 2021	1	upload	upload
Meeting 2	14 October, 2021	1	upload	upload
Meeting 3	22 February, 2022	1	upload	upload
Meeting 4	17 June, 2022	1	upload	upload

1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	
1.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
N.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	
1.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
N.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
N.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:

Sr. No.	Under - Graduate Degree Title	Duration (Years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter and Date	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	BBA	3 Years	122	10+2	69,000/Yr	F. no.21-54/2021 (DEB III) 5 August, 2021	No off Campus LSC (ZERO)	676	147	0	823
2.	BA	3 Years	122	10+2	42,000/Yr	F. no.21-54/2021 (DEB III) 5 August, 2021	No off Campus LSC (ZERO)	2540	670	0	3210
3.	BA (Journalism)	3 Years	122	10+2	48,000/Yr	F. no.7-4 (ODL)/2021 (DEB III) 27 January, 2021	No off Campus LSC (ZERO)	12	4	0	16
4.	B.Com.	3 Years	122	10+2	48,000/Yr	F. no.21-54/2021 (DEB III) 5 August, 2021	No off Campus LSC (ZERO)	617	141	0	758

***Not for Private University**

Note: Mention details separately for <Month, Year>academic applicable, as above.

session, as

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	MBA	2 Years	122	Any Graduate	58,000/Yr	F. no. 7-4(ODL)/2021 (DEB III) 27 January 2022	No off Campus LSC (ZERO)	3348	1034	0	4382

2.	MA	2 Years	122	Any Graduate	42,000 /Yr	F. no.21- 54/2021 (DEB III) 27 January 2022	No off Campus LSC (ZERO)	264	161	0	425
3.	M.Com.	2 Years	122	Any Graduate	48,000 /Yr	F. no.21- 54/2021 (DEB III) 27 January 2022	No off Campus LSC (ZERO)	71	44	0	115

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome there of (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	<p>In house 10 faculties available to meet the requirements of students in terms of lectures and live sessions all the faculties are either NET qualified or pursuing PhD</p> <p>There are program coordinators to address issues and concerns of students</p> <p>Study material is regularly evaluated and revised as per the need of students.</p>	Document attached in hard copy report.
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<p>Work of all the administrative and academic staff is being evaluated from time to time and appropriate measures are taken as and where required.</p> <p>Important processes like admission, enrollment, exams, etc. are very closely monitored and respective issues are raised in the regular meetings of CIQA.</p>	Document attached in hard copy report.

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Subject Content, evaluation of students related services and prompt grievance redressal may be the key areas where required quality should be maintained.	Document attached in hard copy report.
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Nomenclature of respective courses and syllabus of CDOE is same as in conventional mode. Higher authorities of HEI are consulted from time to time regarding quality improvement in curriculum and related components of CDOE, in relation to conventional mode.	Document attached in hard copy report.
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	There are program coordinators to seek feedback from students in relation to services and course related matters. There is ticket system where the students can raise their queries and all the queries are addressed within 36 hours. Programs Coordinators are in regular touch with the parents of students as per the requirement. HEI is very serious about the communication from government and related regulatory authorities, also follow all the instructions. Mail-IDs and mobile number of all the higher authorities is available on the website of HEI and CDOE so that all the stakeholders can communicate their issues as and when required.	Document attached in hard copy report.

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	To automate the services for students as early as possible as this will increase the reliance of students on learning system of university.	Document attached in hard copy report.
7.	Implementation of its recommendations through periodic reviews	All the required changes and actions are being reported in the meetings of CIQA on quarterly basis.	Document attached in hard copy report.
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	2 workshops are conducted during the academic session of 2021-22, where the experts trained the administrative and academic staff for regular quality improvement and also self-development.	Document attached in hard copy report.
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	All the student related services are being automated like, enrollment, SLM, etc. This has increased the learning quotient of the students and resultants thereof.	Document attached in hard copy report.
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	CDOE is having its own fully developed and operative LMS (Learning Management System) where all the required statistics is available in just a few clicks.	Document attached in hard copy report.
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	PPRs of all the approved programs is available and is prepared as per the guidelines prescribed by UGC. There are no changes made in PPRs since they were approved by the commission.	Document attached in hard copy report.

12.	Mechanism to ensure the proper implementation of Programme Project Reports	PPRs are considered as the base document for the progression of the respective course, name of subjects, credits, etc. are aligned in the process of learning and the same is being reflected in mark sheets of the students.	Document attached in hard copy report.
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	CDOE is having separate staff for the purpose of record keeping and maintenance of records. All the annual plans, reports, communication to higher authorities, etc. are maintained semester and year wise.	Document attached in hard copy report.
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Students are being linked to the Training and placement cell of university and are being provided job and training opportunities as and when required.	Document attached in hard copy report.
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	CDOE follows the best available practices to provide service and best education to the students. However issues and problems of the students are monitored very closely and regular changes are being made to keep the system advanced enough to maintain high standards of quality.	Document attached in hard copy report.
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	HEI is maintaining records and documents as per the directives of NAAC, UGC, AICTE and other related government agencies. Will certainly present its candidature at appropriate time.	Document attached in hard copy report.

17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	<p>Following are quality enhancement practices followed at CDOE:</p> <ul style="list-style-type: none"> - All the systems and processes and regularly monitored and detailed reports are presented in CIQA meeting. - HEI use to conduct internal audits from time to time. - All the faculties are either NET qualified or pursuing PhD - CDOE is having its own fully functional LMS where the students are connected to their mentors 24 x 7. - Internal ticket system to know about the concerns and issues of the students. 	Document attached in hard copy report.
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines		Document attached in hard copy report.

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	CDOE is practice of maintaining good relations with fellow universities so that benchmark and parameters of quality should be monitored and improved regularly.	Document attached in hard copy report.
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	All the records are being maintained and recorded as per the directives of the commission.	Document attached in hard copy report.
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	All the required reports and activity records are submitted to Higher authorities of the HEI from time to time.	Document attached in hard copy report.
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes, the respective report is being submitted to the commission in soft and hard copy.	Document attached in hard copy report.
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Yes, all the reports generated by CIQA are being approved by higher authorities from time to time.	Document attached in hard copy report.
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	All the instructional design requirements are being adopted as required and reported to higher authorities.	Document attached in hard copy report.

24.	Promoted automation of learner support services of the Higher Educational Institution	Learner support services have been fully automated, CDOE is having fully functional Learning Management System with all the required facilities.	Document attached in hard copy report.
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	At least two external subject experts are being contacted for each course.	Document attached in hard copy report.
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	People (experts) from other universities re being called upon to conduct the audit of programs run under CDOE, SGVUE, Jaipur.	Document attached in hard copy report.
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Preparation of Self-Appraisal Report are being prepared from time to time and will be presented as and when required.	Document attached in hard copy report.
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	CDOE is following all the quality instructions as laid down by the respective governing agencies and the record of the same are being kept accordingly.	Document attached in hard copy report.
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	SGVU is having fully functional Training & Placement Cell, the same is working dedicatedly to provide required exposure to the students of distance education.	Document attached in hard copy report.

2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>HEI has filled all the positions as prescribed by the commission and established a credible governance system.</p> <p>All the process details of CDOE are submitted to all the higher authorities of the HEI (as and when required).</p> <p>HEI has implemented the policy of 'Paperless university' for the prompt disposal of issues (Distance and Conventional mode).</p> <p>Online ticket system is there to address the routine issues of the students.</p>	<p>Document attached.</p> <p>Document attached in hard copy.</p> <p>Document attached in hard copy.</p> <p>Link : https://sso.sgvu.org/tickets</p> <p>User id :- 2264728 Password :- P4NjgG</p>
2.	Articulation of Higher Educational Institution Objectives	The methodology and process of distance learning made as easy as possible to meet the requirements of learners.	Document attached in hard copy report.
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p>	Curriculum of CDOE is initially prepared by the in-house faculties then it is forwarded to subject experts for intellectual inputs. Finally the curriculum is presented in meetings of Academic council to get the approval.	Document attached in hard copy report.

	b. Curriculum Implementation	Once the curriculum is approved in the meetings of Academic Council and Board of Studies then it is implemented in the respective course.	Document attached in hard copy report.
	c. Academic Flexibility	CDOE is offering completed academic flexibility in terms of the time frame of the course, vertical mobility and inter-disciplinary options for the registered students.	Document attached in hard copy report.
	d. Learning Resource	CDOE is having fully functional Learning management system where all the needs of students are full filled in terms of SLM, e-learning material, extensive use of media and technology, etc. All such facilities are offered free of cost to the students i.e. no extra fee is being charged for the same.	Link : https://sso.sgvu.org User id :- 2264728 Password :- P4NjgG
	e. Feedback System	Curricula of CDOE is being reviewed and revised after collecting feedback from the respective stakeholders i.e. students, industry, market experts, subject experts, in-house experts, etc.	Document attached in hard copy report.
4.	Programme Monitoring and Review	Learning outcomes are being proposed in the syllabus (with the help of subject experts and industry experts) then at the time of assessment (internal and external) these outcomes are being evaluated in terms of attainment.	Document attached in hard copy report.

5.	Infrastructure Resources	HEI is having a full-fledged library for the use of CDOE student, other than this a book bank is available for the students that is provided to the students (as and when required). For the facility of students there is a Learning Management System present.	Document attached in hard copy report.
6.	Learning Environment and Learner Support	HEI is having a well-equipped library at the disposal of ODL students. HEI is conducting Live lectures for the students that are easily accessible on any smart device. References of e-learning platforms are being forwarded to students from time to time as the part of their assessment. HEI is determined to provide the students with sophisticated approach to the use of Information and Communication Technology.	Document attached in hard copy report.
7.	Assessment and Evaluation	HEI has included the Learning Outcomes in the syllabus and seriously following the same at the time of assessment. Assessment of the students in the form of multiple choice questions, projects, reports, case-studies, presentations, and term-end examinations, to suit the different learning outcomes expected of the course elements.	Document attached.
8.	Teaching Quality and Staff Development	In order to improve the teaching quality of the faculty and performance enhancement of staff, HEI is regularly conducting workshops, seminars etc.	Document attached in hard copy report.

2.3 Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

1.	Academic Planning	HEI has designed the curriculum in accordance to the need of job market. Also the system of education followed at CDOE is seamless in terms of admission, examination, assessment, result declaration, etc. HEI has recruited appropriate number of teaching and administrative staff as stated by UGC.	
2.	Validation	HEI is having appropriate mechanism in place for validation to ensure that its programs are academically viable and all the academic standards have been followed in the best interest of the learners.	

3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>As a matter of fact HEI is not having any LSC outside the campus and all the CDOE related activities are being conducted in and from the Suresh Gyan Vihar University, Jaipur campus only.</p> <p>HEI is not having any Examination center outside the campus and all the examination related activities are being conducted by the examination department of Suresh Gyan Vihar University, Jaipur campus only.</p> <p>External audits are conducted from time to time and the reports are being submitted to higher authorities of the HEI.</p> <p>For effective evaluation and audit, HEI has ensured the easy access to performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports, which is available on the online Learning Management of the HEI.</p> <p>All the relevant information related to course conduction is available on the website of HEI and on the LMS as well.</p>	
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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Name: Dr. Manish Dwivedi

Designation: Director, Centre for Distance and Online Education

Mode: Full Time, Regular

Joining Date: 2 January, 2020

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

Mention details such as Regular Employee, Designation, Qualification, Salary
(Attach appointment letter and joining report)

3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Insert Box

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	5	5	Yes	
PG	6	6	Yes	
PGD	NA	NA	NA	NA

HEI ID: HEI-P-U-0427**Name of HEI: SGVU, Jaipur****Type of HEI: Dual Mode**

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary/month			Date of joining programme and Joining report
							Type	Gross salary/month	Contract period	
1	Bachelor of Arts	3	1. Ms. Hmelata Dharendra	Assistant Professor	Post Graduate in Political Science & NET (Ph.D. Pursuing)		R	25,000/-		2.9.21
2	Master of Arts		2. Ms, Nirmala Parewa	Assistant Professor	Post Graduate in Hindi, NET (Ph.D. Pursuing)		R	21,500/-		26.3.22
			3. Mr. Ashphak Ahmad	Assistant Professor	Post Graduate in History (Ph.D. Pursuing)		R	25,000/-		4.10.21
3	Bachelor of Business Administration	3	1.Ms. Rajshree Gautam	Assistant Professor	Post Graduate In English		R	30,000/-		28.03.22
4	Master of Business Administration		2. Ms. Shreya Mathur	Assistant Professor	Post Graduate in `HR and Marketing (Ph.D. Pursuing)		R	25,000/-		6.9.21
			3. Kapila Bishnoi	Assistant Professor	Post Graduate in Commerce, NET		R	25,000/-		10.9.21
5	Bachelor of Commerce	3	1. Dr. Deep Mathur	Assistant Professor	Ph.D.		R	35,000/-		10.11.20

6	Master of Commerce		2. Dr. Swati Mishra	Associate Professor	Ph.D.	R	33,000/-	26.06.20
			3. Ms. Kriti Tandon	Assistant Professor	Post Graduate in Commerce, NET (Ph.D. Pursuing)	R	25,000/-	09.04.22
7	Bachelor of Arts (Journalism)	2	1. Dr. Shiva Parmar	Associate Professor	Post Graduate in Journalism, Ph.D.	R	30,000/-	25.03.22
			2. Mr. Saurabh Mathur	Assistant Professor	Post Graduate in Computers		26,000/-	01.09.21

3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	2
Assistants	3 (2 for DM Universities)	3
Computer Operator	2	6
Multi-Tasking Staff	2	1

(Attach duly attested photocopy of appointment letter with salary details)

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

Part – IV: Examinations

4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes, Complied	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes, Complied	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes, Complied There is no off campus LSC of the HEI. Yes, Complied	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes, Complied All the exams are conducted in the premises of Suresh Gyan Vihar University, Jaipur.	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes, Complied All the exams are conducted in the premises of Suresh Gyan Vihar University, Jaipur.	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes, Complied	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes, Complied	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes, Complied	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes, Complied	
10.	Safety and security of the examination centre must be ensured	Yes, Complied	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes, Complied	
12.	Provision of drinking water must be made for learners	Yes, Complied	
13.	Adequate parking must be available near the examination centre	Yes, Complied	
14.	Facilities for Persons with Disabilities should be available	Yes, Complied	

4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes, Complied Upload guidelines	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes, Complied Upload mechanism	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes, Complied	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes, Complied Upload sample question paper	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes, Complied	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes, Complied Upload sample	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes, Complied Upload Process	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes, Complied (All the exams are conducted at the campus of HEI i.e. Suresh Gyan Vihar University, Jaipur) Upload list	Document attached in hard copy report.

10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes, Complied	
	(b) Availability of biometric system		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Yes, Complied	
	(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Yes, Complied	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes, Complied Upload Sample and list	Document attached in hard copy report.
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes, Complied Upload detailsof Observer assigned	Document attached in hard copy report.
	(b) It shall be mandatory to have observer report submitted to the HigherEducational Institution	Yes, Complied Upload Observer Report	Document attached in hard copy report.

13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes, Complied	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes, Complied	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes, Complied However all the exams of Open and distance learning Students are conducted at the campus of Suresh Gyan Vihar University, Jaipur only. Campus is fully equipped to conduct exams of all the students registered in Open and Distance Learning mode.	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	There are no LSCs except campus of Suresh Gyan Vihar University, Jaipur.	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes, Complied.	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes, Complied Upload samples	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes, Complied Provisions have been made for the same and details will be uploaded as and when students pass the respective course.	

18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes Complied Upload samples	
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4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

INSERT TEXT BOX

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
<July-2021 Extended to November- 2021 >	1. BBA	561	505	505	404	170
	2. B.Com.	563	507	507	406	162
	3. BA	2350	2120	2120	1690	676
	4. BAJ	14	14	14	14	12
	5. M.Com.	561	505	505	404	242
	6. MA	390	350	350	281	113
	7. MBA	3197	2870	2870	2296	1375
<April- 2022>	1. BBA	262	235	235	188	113
	2. B.Com	193	174	174	140	56
	3. BA	860	774	774	619	247
	4. BAJ	3	3	3	3	2
	5. M.Com.	262	235	235	188	75
	6. MA	45	40	40	32	15
	7. MBA	1185	1067	1067	853	342

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

INSERT TEXT BOX

Upload samples and authority approval

5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

INSERT TEXT BOX

DOCUMENTS ATTACHED IN HARD COPY REPORT.

Upload samples and authority approval

5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

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DOCUMENTS ATTACHED IN HARD COPY REPORT.

Upload samples

Part – VI: Programme Delivery through Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG	Suresh Gyan Vihar University, Jaipur	1	2		
	PG	Suresh Gyan Vihar University, Jaipur	1	2		
	PGD	NA	NA	NA	NA	NA

6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

There is no LSC, all the activities are conducted via campus only i.e. Suresh Gyan Vihar University, Jaipur.

No off campus LSC is there.

6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
N.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
NA	NA	NA	NA

6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA	NA	NA	NA	NA	NA	NA
N.	NA	NA	NA	NA	NA	NA	NA

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and	Date of delivery SLM	Whether delivered	SLM to

	January)		learners within a fortnight from the date of admission
Printing Material	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)
Audio-Video Material	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)
Online Material	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)
Compute based Material	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)	FOR JULY-2021 (17.08.2021) FOR JANUARY-2022 (08.03.2022)

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise - programmes wise)
	NA	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA	NA

b. Upload approval of statutory authorities of the Higher Educational Institution:
Upload

Part – VII: Self Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020- Self-regulation through disclosures, declarations and reports

S.No	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes, Complied. LINK :- https://www.sgvu.edu.in/ciqa	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes, Complied. LINK :- https://www.sgvu.edu.in/ciqa	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes, Complied. LINK :- https://www.sgvu.edu.in/ciqa	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes, Complied. LINK :- https://www.sgvu.edu.in/ciqa	
5.	Programme-wise information on syllabus,	Yes, Complied. LINK :-	

		https://www.sgvu.edu.in/programme-detail/b.com?source=SGVU&media=Direct&campaign=Direct	
	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes, Complied. LINK :- https://www.sgvu.edu.in/?source=SGVU&media=Direct&campaign=Direct	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes, Complied. LINK :- https://sso.sgvu.org/tickets MAIL ID : manish.dwivedi@mygyanvihar.com	
8.	Information regarding all the programmes recognised by the Commission	Yes, Complied. Link :- https://www.sgvu.edu.in/ciqa	

9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes, Complied.	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Document attached in hard copy report.	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes, Complied. LINK :- https://www.sgvu.edu.in/ciqa#	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	Yes, Complied. However HEI is having only one LSC i.e. Suresh Gyan Vihar University, Jaipur.	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes, Complied. However HEI is having only one Examination Center i.e. Suresh Gyan Vihar University, Jaipur.	

14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes, Complied	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes, Complied	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes, Complied. Document attached in hard copy report.	

Part – VIII: Admission and Fees

8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	No science programs are offered.
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes, Complied
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes, Complied. Yes, Complied. Yes, Complied.

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes, Complied.
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes, Complied. Yes, Complied.
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes, Complied.
7.	Every Higher Educational Institution shall- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes, Complied.

	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes, Complied. Yes, Complied. Yes, Complied.
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes, Complied.
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes, Complied.
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,	Yes, Complied.

	which shall be in consonance with the resources	
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes, Complied.
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes, Complied.
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes, Complied.
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes, Complied.
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes, Complied.
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes, Complied.

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes, Complied.
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes, Complied.
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes, Complied.
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes, Complied.
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes, Complied.
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the	Yes, Complied.

	<p>purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution</p>	<p>Yes, Complied.</p>
<p>13.</p>	<p>In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution</p>	<p>Yes, Complied.</p>
<p>14.</p>	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	<p>Yes, Complied.</p> <p>Yes, Complied.</p>

Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

1. At the first end issues of the students are very closely monitored over mail i.e. manish.dwivedi@mygyanvihar.com and other prescribed mail ids.
2. At the next level HEI is having its own ticket generation system, where all the tickets of the students are answered within 36 hours or earlier.
3. Person in charge is assigned to look after the grievances generated on UGC grievance portal where all the appropriate answers are given to the student and competent authority.
4. E-samadhan portal for student grievance is very closely monitored by the person in charge at HEI, appropriate answers are given as and when required.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
56	54

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

The grievance portal of UGC, direct mails and ticket system of university is being checked on regular basis and solutions are being provided at the earliest. All the issues are being addressed within 24 hours.

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
56	54	yes

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Document attached in hard copy report.

10.2 Best Practices of the HEI

Document attached in hard copy report.

10.3 Details of Job Fairs conducted by the HEI

Document attached in hard copy report.

10.4 Success Stories of students of ODL mode of the HEI

Document attached in hard copy report.

10.5 Initiatives taken towards conversion of SLM into Regional Languages

Document attached in hard copy report.

10.6 Number of students placed through Campus Placements

Document attached in hard copy report.

10.7 Details of Alumni Cell and its activity

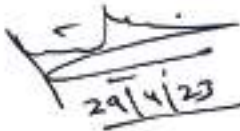
Document attached in hard copy report.

10.8 Any other Information

Document attached in hard copy report.

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.



29/4/23

Signature of the Director:

Name: Manish Dwivedi

Seal:

Date: 29.04.2023

DIRECTOR
Centre for Distance and Online Education
Suresh Gyan Vihar University, Jaipur



Signature of the Registrar:

Name: Madhusudan Sharma

Seal:

Date: 29.04.2023

Registrar
Suresh Gyan Vihar University
Jaipur

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

ORDER
(Centre for Internal Quality Assurance)

In order to develop and put in place a comprehensive and dynamic Internal Quality Assurance System to provide high quality programs of higher education in the Open and Distance Learning (ODL) Mode, a Centre for Internal Quality Assurance (CIQA) is constituted in the University in the following manner-

1. Pro-President (Acad.) – Convener
2. Shri Amit Sharma, COO – Member
3. Dr. Manish Sharma, Director CIQA – Member
4. Director, Distance Education – Member Secretary

The objectives of CIQA would inter alia include the following-

1. To maintain quality in the services provided to the learners.
2. To ensure continuous improvement in the entire operations of the University.
3. To identify the key areas in which the University should maintain quality.
4. To disseminate information on quality assurance.
5. To devise mechanisms for interaction and obtaining feedback from various departments in University.
6. To suggest to the authorities of the University, measures for qualitative improvement.
7. To ensure the implementation of its recommendations through regular monitoring.
8. To ensure participation of all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government in quality improvement processes.
9. To prepare Programme Project Report and ensure another launch of programme(s).
10. Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programme(s).

To fulfil the above objectives the CIQA shall –

1. prepare a Programme Project Report for each programme according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
2. get the Programme Project Report approved by the appropriate authority of the University and the Commission before launch of the programme;

3. oversee the development of Study Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning Centres and coordination with the parent institution and relevant Regulatory authorities;
4. put in place monitoring mechanism to ensure the proper implementation of Programme Project Reports;
5. design annual plans for quality level enhancement at the level of the University and ensure their implementation;
6. arrange for feedback responses from students, employers and other stakeholders for quality related institutional processes;
7. develop quality benchmarks or parameters for the various academic and administrative activities of the University;
8. obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices;
9. organise workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities;
10. suggest restructuring of programmes in order to make them relevant to the job market;
11. develop and implement innovative practices in major areas leading to quality enhancement in services to the learners;
12. create learner centric environment rather than institution centric environment;
13. cultivate creativity and innovation in the faculty and staff;
14. adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit;
15. conduct or encourage system based research to bring about qualitative change in the entire system;
16. coordinate between the University and the Commission for various quality related issues or guidelines;
17. record activities undertaken on quality assurance in the form of an annual report; and to coordinate recognition and accreditation of University.
18. submit Annual Reports to its Statutory Authorities or Bodies about the activities undertaken by Centre for Internal Quality Assurance during the financial year.

The functions of CIQA are as follows-

1. decide policies for programme development methodology and programme delivery mechanism that are aligned with the vision and mission of University;
2. advice on any issues related to programme development, Information and Communication Technology intervention and implementation, learning and teaching, collaboration referred to the Committee;
3. supervise academic approval and related modification procedures and to ensure that programmes satisfy stated design requirements and academic standards appropriate to the type and level of award as per philosophy of the Open and Distance Learning mode of education;

4. promote automation of academic and administrative activities of University, Regional Centres and Study Centres or Learning Support Centres;
5. oversee and report on the effectiveness of systems for self-evaluation and monitoring;
6. appoint external subject experts or agencies or organisations for validation and annual review of its in-house process, its Learner Support Centres, Open and Distance Learning mode programmes etc.;
7. appoint third party auditing bodies for quality audit of programme(s);
8. approval of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of University;
9. promote collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein; and
10. encourage industrial involvement and industry-institution linkage for providing exposure to the learners.


[Manish Sharma]
Director (CIQA)

Copy to: All concerned officials.

CC for kind information:

1. Hon'ble President
2. Hon'ble Pro - President (Acad.)

Bcc:

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor


[Manish Sharma]
Director (CIQA)



SGVU SURBODH
GRANDEIRAK
UNIVERSITY
DIRECTIONATE OF DISTANCE EDUCATION

Director-CIQA

SGVU/CIQA/21-22/01

Date: 22/07/2021

Notice- 1st Meeting

It is to inform all concerned that on Thursday (29/07/2021), Hon'ble President will conduct a meeting of all internal CIQA members in his chamber (Main Building) at 11:30 AM sharp.

So all are requested to attend the meeting.

~~Director, CIQA~~

CC to:

1. Hon'ble Chairman
2. Hon'ble Chief Mentor
3. Hon'ble President



SGVU State Government
University
DIRECTORATE OF DISTANCE EDUCATION

Director-CIQA

SGVU/CIQA/21-22/01

Date: 22/07/2021

Agenda

1st Meeting of CIQA

Cycle-I

Main Agenda of 1st meeting of CIQA will be:-

1. To discuss the status of student admission and enrollment at CDOE and other required details.
2. To evaluate the process of examination and time required for result declaration.
3. To find the ways and means to address the grievances of the students in real time and address the same to the required agencies.
4. Reconstitution of CIQA structure as per guidelines and regulation 16 (2020) of UGC.
5. Review the progress of syllabus updating and development of learning outcomes for each subject.

Director CIQA

CC to:

1. Hon'ble Chairman
2. Hon'ble Chief Mentor
3. Hon'ble President



Director-CIQA

SGVU/CIQA/2021-22/01

Date: 04/08/2021

Minutes of Meeting

Subject:- Minutes of 1st meeting Cycle-I of CIQA

Hon'ble President and Chairperson (CIQA) Dr. Ritu M. Gilhotra (Acting President) conducted the 1st meeting of Cycle-I of CIQA on 29-07-2021 in chamber (Main Building). In which all the members and administrative members were present. In this meeting following points have been discussed:-

1. CDOE is required to present the number of admissions taken in the present semester and process followed for the forthcoming semester.
2. All the student grievances that are pending on UGC portal should be solved at the earliest and report of the same shall be presented to the competent authority
3. It has been decided to regularize the exam cycle from next end semester examination
4. The document verification system for new admission in regular shall be followed by the Distance Education as well
5. The committee of CIQA is reconstituted and the new office bearers are as follows:-
 - Chairperson:- Dr. Ritu M. Gilhotra (Acting President) (SGVU)
 - Convener:- Dr. Nagendra Samkar, Dean Academics (SGVU)
 - Director:- Dr. Manish Sharma
 - Member Secretary: Dr. Manish Dwivedi, Dy. Director (SGVU-DE)
6. Syllabus of all the courses running under SGVU-DE shall be reviewed and updated according the present industry needs by the end of September, 2021.

~~Director CIQA~~

CC to:

1. Hon'ble Chairman

2. Hon'ble Chief Mentor
3. Hon'ble President



SGVU SURESH
GANDHI VEDIC
UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Director-CIQA

SGVU/CIQA/21-22/02

Date: 08/10/2021

Notice- 2nd Meeting

It is to inform all concerned that on Thursday (14/10/2021), Hon'ble President will conduct a meeting of all internal CIQA members in his chamber (Main Building) at 01:30PM sharp.

So all are requested to attend the meeting.

~~Director CIQA~~

CC to:

4. Hon'ble Chairman
5. Hon'ble Chief Mentor
6. Hon'ble President



SGVU SARAJEVO
UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Director-CIQA

SGVU/CIQA/21-22/02

Date: 14/10/2021

Agenda

2nd Meeting of CIQA

Cycle-I

Main Agenda of 1st meeting of CIQA will be:-

1. To discuss on the status of students grievances and action taken thereof by the respective department. CDOE is required to present a status report in this regard.
2. To evaluate the status of approval from UGC for respective courses and the status of preparation of the same in all respects.
3. To look after the status of mark sheets and degrees of students passed in previous sessions of July 2020 and January 2021.
4. To assess the status of preparation for forthcoming examination of distance education students for March 2022 session.
5. Review the progress of syllabus updating and development of learning outcomes for each subject.


Director CIQA

CC to:

4. Hon'ble Chairman
5. Hon'ble Chief Mentor

6. Hon'ble President



SGVU UNIVERSITY
INSTITUTE OF DISTANCE EDUCATION

Director-CIQA

SGVU/CIQA/2021-22/02

Date: 20/10/2021

Minutes of Meeting

Subject:- Minutes of 2nd meeting Cycle-I of CIQA

Hon'ble President and Chairperson (CIQA) Dr. Ritu M. Gilhotra (Acting President) conducted the 2nd meeting of Cycle-I of CIQA on 14/10/2021 in president's chamber (Main Building). In which all the members and administrative members were present. In this meeting following points have been discussed:

1. President evaluated the status of grievances of CDOE and provided valuable inputs to minimize the same at the earliest, also suggested the last date for the same as 20 November, 2021.
2. CDOE has received the approval from July 2021 (Extended to November 2021), hence the concerned persons are told to match the deadlines in relation to enrollments, examination, distribution of SLM, etc.
3. It has been decided to regularize the exam cycle from next end semester examination
4. The document verification system for new admission in regular shall be followed by the Distance Education as well
5. The committee of CIQA is reconstituted and the new office bearers are as follows:-
 - Chairperson:- Dr. Ritu M. Gilhotra (Acting President) (SGVU)
 - Convener:- Dr. Nagendra Swamkar, Dean Academics (SGVU)
 - Member Secretary: Dr. Manish Dwivedi, Dy. Director (SGVU-DE)
6. Syllabus of all the courses running under SGVU-DE shall be reviewed and updated according to the present industry needs by the end of October, 2021.


Director-CIQA

CC to:

1. Hon'ble Chairman

Appointment Letter

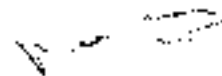
SGVU/AR (HR)/2021-22/

Date: 26.08.2021

Mr Sourabh Mathur,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor for Master Of Commerce at Center of Distance & online learning** on the following terms and conditions:-

1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be **Rs. 26,000/-** per month in the session 2021 - 22. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT-45/Indian Citation index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments
7. You have to complete your course well within the time, should update the LMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra circular activities and desired publications in Web of Science/Scopus/PUBMED/FT 45/Indian Citation Index Journal, conduction of seminars, examination work, research work and community club participation.



SURESH
GYAN VIHAR
UNIVERSITY

9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one-month salary in lieu before leaving the service.
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
11. The present timing of the University is from 9:00 A.M to 5:00 P.M and may be further changed from time to time.
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
13. During your employment with us you shall devote your time and attention to the business of the Institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
14. If you remain absent from work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.
15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you.

Assistant Registrar (HR)

.....

Assistant Registrar (HR)
Suresh Gyan Vihar University
Gurgaon

Subject: Joining Report

Dear Sir,

This is to inform you kind self that I, Suresh Kumar am joining
Suresh Gyan Vihar University with effect from today i.e. dated 11.09.2018 in the
School Center Department CDOF as Assistant Professor- Associate
Professor Professor.

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined
in my appointment letter, the enclosed KRAs and the service rules of the University. I assure
you that I would execute my services with honesty and sincerity.

Suresh Kumar

Yours sincerely

Suresh Kumar

Name & Signature

Appointment Letter

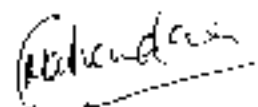
SGVU/AR (HR)/2022-23/

Date: 04.04.2022

Ms Kriti Tandon,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor** for **MASTER OF Commerce** at **Center of Distance & online learning** on the following terms and conditions

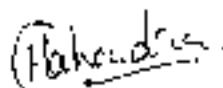
1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be **Rs. 25000/-** per month in the session 2022 - 23. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/ISI-45/Indian Citation Index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
7. You have to complete your course well within the time, should update the LMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra curricular activities and desired publications in Web of Science/Scopus/PUBMED/ISI-45/Indian Citation Index Journal, conduction of seminars, examination work, research work and community club participation.


Kriti Tandon

SURESH
GYAN VIHAR
UNIVERSITY

9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one-month salary in lieu before leaving the service.
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
11. The present timing of the University is from 9:00 A.M to 5:00 P.M and may be further changed from time to time.
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' Campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
13. During your employment with us you shall devote your time and attention to the business of the Institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity
14. If you remain absent from work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence
15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you

Assistant Registrar (HR)



Assistant Registrar(HR)
Suresh Cyn Vihar University
Jaipur

Subject: Joining Report

Dear Sir,

This is to inform you: Kind self that I, *Dr. S. J. Jaiswal* am joining
Suresh Cyn Vihar University with effect from today i.e. dated, *21/01/20* in the
School Center Department *S.M.C.* as Assistant Professor/ Associate
Professor/ Professor.

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined
in my appointment letter, the enclosed KRAs and the service rules of the University. I assure
you that I would execute my services with honesty and sincerity.

Yours sincerely,
S. J. Jaiswal

S. J. Jaiswal
Name & Signature

Appointment Letter

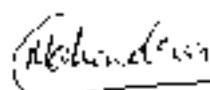
SGVU/AR (HR)/2022-23/

Date: 21.03.2022

Ms Nirmla Parewa,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor for ARTS/HUMANITIES** at Center of Distance & online learning on the following terms and conditions:-

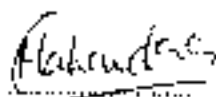
1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be Rs. 21,500/- per month in the session 2022 – 23. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT 45/Indian Citation index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
7. You have to complete your course well within the time, should update the LMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra curricular activities and desired publications in Web of Science/Scopus/PUBMED/FT-45/Indian Citation Index Journal, conduction of seminars, examination work, research work and community club participation.



SURESH
GYAN VIHAR
UNIVERSITY

9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one-month salary in lieu before leaving the service.
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
11. The present timing of the University is from 9:00 A M to 5:00 P M and may be further changed from time to time
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
13. During your employment with us you shall devote your time and attention to the business of the Institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political social activity.
14. If you remain absent from work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.
15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you.

Assistant Registrar (HR)



Assistant Registrar (HR)
Suresh Gyan Vihar University
Jaipur

Subject: Joining Report

Dear Sir,

This is to inform you and self that I, Anshu Kumar, Ph.D. am joining Suresh Gyan Vihar University with effect from today i.e. dated 10/11/2023 in the School/Center/Department as Assistant Professor/ Associate Professor/ Professor

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined in my appointment letter, the enclosed KRAs and the service rules of the University. I assure you that I would execute my services with honesty and sincerity.

Yours sincerely

Anshu Kumar
.....
Name & Signature

Appointment Letter

SGVU/AR (HR)/2022-23/

Date: 23.03.2022

Ms Rajshree Gautam,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor for Bachelor of Business Administration at Center of Distance & online learning** on the following terms and conditions:

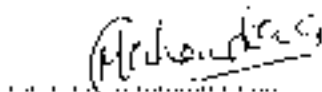
1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be Rs. 30,000/- per month in the session 2022 - 23. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT-45/Indian Citation index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
7. You have to complete your course well within the time, should update the IMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra curricular activities and desired publications in Web of Science/Scopus/PUBMED/FT-45/Indian Citation Index Journal, conduction of seminars, examination work, research work and community club participation.

Alakshya

SURESH
GYAN VIHAR
UNIVERSITY

9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one-month salary in lieu before leaving the service.
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
11. The present timing of the University is from 9:00 A.M to 5:00 P.M and may be further changed from time to time
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
13. During your employment with us you shall devote your time and attention to the business of the Institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political social activity.
14. If you remain absent from work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.
15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you.

Assistant Registrar (HR)



Assistant Registrar(HR)
Suresh Gyan Vihar University
Jaipur

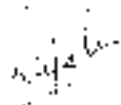
Subject: Joining Report

Dear Sir,

This is to inform your kind self that I, *Kajal Kumari, B.A., B.L.S., M.A., M.L.S., Ph.D.* am joining
Suresh Gyan Vihar University with effect from today i.e. dated *15/08/2024* in the
School Center Department *K. D. S. I.* as Assistant Professor/ Associate
Professor/ Professor.

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined
in my appointment letter, the enclosed KRAs and the service rules of the University. I assure
you that I would execute my services with honesty and sincerity.

Yours sincerely,



Kajal Kumari

Name & Signature

Appointment Letter

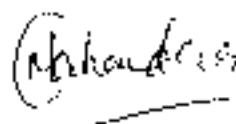
SGVU/AR (HR)/2022-23/

Date: 19.03.2022

Ms Shiva Parmar,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor for Bachelor of Journalism & Mass Communication at Center of Distance & online learning** on the following terms and conditions:

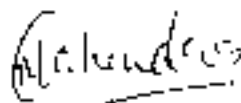
1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be **Rs. 30,000/-** per month in the session 2022 - 23. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program. (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT-45/Indian Citation index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
7. You have to complete your course well within the time, should update the LMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra circular activities and desired publications in Web of Science/Scopus/PUBMED/FT-45/Indian Citation Index Journal, conduction of seminars, examination work, research work and community club participation.



SURESH
GYAN VIHAR
UNIVERSITY

9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one month notice or payment of one-month salary in lieu before leaving the service.
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
11. The present timing of the University is from 9:00 A.M to 5:00 P.M and may be further changed from time to time.
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
13. During your employment with us you shall devote your time and attention to the business of the Institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political social activity.
14. If you remain absent from work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.
15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you.

Assistant Registrar (HR)



Assistant Registrar (HR)
Suresh Gyan Vihar University
Gurgaon

Subject: Joining Report

Dear Sir,

This is to inform you kindly that I, Shubh Parwar, am joining
Suresh Gyan Vihar University with effect from today i.e. dated 25.3.22 in the
School Center Department COE as Assistant Professor/ Associate
Professor/Professor.

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined
in my appointment letter, the enclosed KRAs and the service rules of the University. I assure
you that I would execute my services with honesty and sincerity.

Shubh Parwar
Yours sincerely

Shubh Parwar
Virtual Signature

Appointment Letter

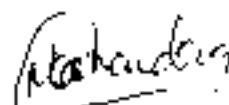
SGVU/AR (HR)/2021-22/

Date: 01.09.2021

Ms Shreya Mathur,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor** for **MASTER OF BUSINESS ADMINISTRATION** at Center of Distance & online learning on the following terms and conditions:-

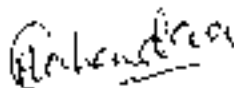
1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be Rs. 21,500/- per month in the session 2021 - 22. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT-45/Indian Citation Index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
7. You have to complete your course well within the time, should update the LMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra circular activities and desired publications in Web of Science/Scopus/PUBMED/FT-45/Indian Citation Index Journal, conduction of seminars, examination work, research work and community club participation.



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9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one month salary in lieu before leaving the service.
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not
11. The present timing of the University is from 9:00 A.M to 5:00 P.M and may be further changed from time to time
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
13. During your employment with us you shall devote your time and attention to the business of the institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
14. If you remain absent from work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.
15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you

Assistant Registrar (HR)



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Assistant Registrar (HR)
Suresh Gyan Vihar University
Jaipur

Subject: Joining Report

Dear Sir,

This is to inform your kind self that I, Shreya Mathur am joining
Suresh Gyan Vihar University with effect from today i.e. dated 20/12/21 in the
School Center Department S.C.C. as Assistant Professor/ Associate
Professor/ Professor

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined
in my appointment letter, the enclosed KRAs and the service rules of the University. I assure
you that I would execute my services with honesty and sincerity.

Shreya Mathur
Yours sincerely

Shreya Mathur
↓
Name & Signature

Appointment Letter

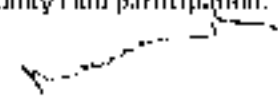
SGVU/AR (HR)/2021-22/

Date: 04.09.2021

Ms Kapila Bishnoi,

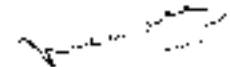
With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor for MASTER OF BUSINESS ADMINISTRATION** at Center of Distance & online learning on the following terms and conditions:

1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be **Rs. 21,500/-** per month in the session 2021 - 22. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT-45/Indian Citation index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
7. You have to complete your course well within the time, should update the LMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra circular activities and desired publications in Web of Science/Scopus/PUBMED/FT-45/Indian Citation Index Journal, conduct on of seminars, examination work, research work and community club participation.



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9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one month salary in lieu before leaving the service.
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
11. The present timing of the University is from 9:00 A.M to 5:00 P.M and may be further changed from time to time.
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
13. During your employment with us you shall devote your time and attention to the business of the Institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political social activity.
14. If you remain absent from work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.
15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you.



Assistant Registrar (HR)

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Assistant Registrar (HR)
Suresh Gyan Vihar University
Jaipur

Subject: Joining Report

Dear Sir

This is to inform your Good self that I, Kapila am joining
Suresh Gyan Vihar University with effect from today i.e. dated 10/07/2022 in the
School Center Department S.S.L. as Assistant Professor/ Associate
Professor/Professor.

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined
in my appointment letter, the enclosed KRAs and the service rules of the University. I assure
you that I would execute my services with honesty and sincerity.

Kapila

Yours Sincerely

Kapila

Name & Signature

Appointment Letter

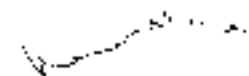
SGVU/AR (HR)/2021-22/249

Date: 29.09.2021

Mr. Ashphak Ahmad,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor for ARTS/HUMANITIES** at Center of Distance & online learning on the following terms and conditions:

1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be Rs. 22,000/- per month in the session 2021 - 22. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility.
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT 45/Indian Citation index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
7. You have to complete your course well within the time, should update the LMS and examinations assignment on daily basis.
8. Further increments will be completely based on your efforts to achieve 100% results, feedback of the students, performance appraisals and your participation in extra curricular activities and desired publications in Web of Science/Scopus/PUBMED/FT 45/Indian Citation Index Journal, conduction of seminars, Examination work, research work and community club participation.



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9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one-month salary in lieu before leaving the service.
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15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you.

Assistant Registrar (HR)

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Appointment Letter

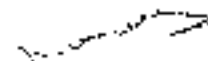
SGVU/AR (HR)/2021-22/

Date: 28.08.2021

Ms Hemlata Dharendra,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor for ARTS/HUMANITIES** at **Center of Distance & online learning** on the following terms and conditions:

1. You shall be paid under the pay scale 15600 - 39100 with AGP Rs. 6000. Your salary will be **Rs. 21,500/-** per month in the session 2021 - 22. You shall be on probation in the first instance, for a period of one year from the date of this letter and the said period of one year may further be extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. For continuation of your job for successive year you have to get yourself registered/enrolled for a Ph.D. program (for those who have not done their Ph.D.) which should be awarded within five years (in case you get extension in your job) from your date of appointment, failing to which your services in the university would be deemed as terminated.
3. For Ph.D. faculty their job will be continued in SGVU only when they succeed to get a research project (funded by any funding agency) a year and have to supervise Ph.D. research as per their eligibility
4. For Continuation of your job in SGVU, two research papers/publications per academic session in web of science/Scopus/PUBMED/FT-45/Indian Citation Index journals and filing one patent per academic session is mandatory failing to which their services would be terminated at the end of the academic session.
5. You have to organize one seminar a year and have to associate yourself with a research Centre in SGVU failing to which you will get extensions in your services and your services in the university will be deemed as terminated.
6. For further extension in your job you will have to provide video lectures of a course or write a book with ISBN number failing to which the university will be free to terminate your services or withhold your annual increments.
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9. During the period of the your tenure as prescribed in clause (1) above, your services are subject to termination at any time giving one-month notice or payment of one-month salary in lieu before leaving the service
10. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not
11. The present timing of the University is from 9:00 A.M to 5:00 P.M and may be further changed from time to time.
12. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
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15. The University shall have the right to suspend you, when serious misconduct is alleged against you. The order of such suspension shall take place immediately upon communication to you.

Assistant Registrar (HR)

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Assistant Registrar (HR)
Suresh Gyan Vihar University
Jaipur

Subject: Joining Report

Dear Sir,

It is to inform your kind self that I, Pradip Kumar am joining
Suresh Gyan Vihar University with effect from today i.e. dated 27/3/20 in the
School Center Department DOE as Assistant Professor/ Associate
Professor/ Professor.

I have read and understood all duties, conditions, responsibilities and my KRAs as outlined
in my appointment letter, the enclosed KRAs and the service rules of the University. I assure
you that I would execute my services with honesty and sincerity.

Yours sincerely

Pradip Kumar

(on DOE)

Name & Signature

Appointment Letter

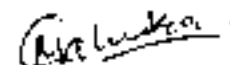
SGVU/AR (HR)/2020 -21/821

Date: 22.06.2020

Dr. Swati Mishra,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Associate Professor of Commerce** at **Center of Distance & online learning** of the university on the following terms and conditions: -

1. You will be appointed as a dedicated full time faculty at **Centre of Distance & online learning** of the University & shall devote all your working hours in the centre.
2. You shall be paid as per UGC pay scale **15600-39100** with other benefits.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.



6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management.
7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVI and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00A.M to 5:00P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

Swati Mishra

You are requested to bring the following documents on the date of your joining.

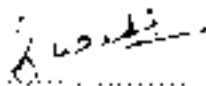
- Two Passport size photos
- Original certified in support of your educational/technical qualification, date of birth and experience.

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **22.06.2020** failing which it would be treated that you are not interested in joining the organization.



Authorized Signatory

I have understood the above said terms and conditions and I accept the same.



Subject: Jointing Report

Dear Sir,

I have to thank you for your letter of 22/12/50. I have been
very busy since we left for the 22/12/50. I have been
at the University of London since 22/12/50. I have been
at the University of London since 22/12/50.

I am sure that I will be able to give you a full report of my work.

Yours sincerely,

S. S. S. S.

Appointment Letter

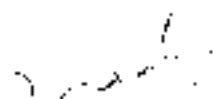
SGVU/AR (HR)/2020-21/914

Date: 10/11/2020

Mr. Deep Kumar Mathur,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Professor** in the **Centre for Distance and Online Education** on the following terms and conditions:

1. You shall be paid under the pay scale of **15600-39100**.
2. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
3. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
4. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.



Appointment of Mr. Deep Kumar Mathur

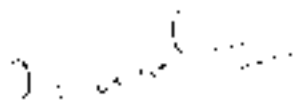
5. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management.
6. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
8. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
9. The present timing of the University is from 09:00 A.M. to 5:00 P.M. and may be further changed from time to time.
10. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
11. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

Appointment of Mr. Deep Kumar Malhotra

You are requested to bring the following documents on the date of your joining

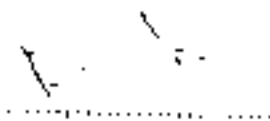
- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience.

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than 10/11/2020 failing which it would be treated that you are not interested in joining the organization.



Authorized Signatory

I have understood the above said terms and conditions and I accept the same.




Subject: Joining Report

Dear Sir,

I am pleased to meet you and to be in the same class as you. I have
been at the same school since I joined. I am a student of the
Senior Department. I have been a student of the school since
I joined you. I am a student of the school since I joined you.

I hope you will be able to help me with my work. Thank you.

Yours sincerely,



Appointment Letter

SGYU/AR(HR)/2020-21/443

Date: 22.10.2020

Mohit Sanwariya,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Computer Operator at Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **18000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management

(Mohandas)

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data) at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 A.M. to 5:00 P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

Mohit Sanwariya

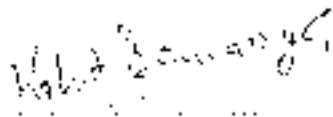
You are requested to bring the following documents on the date of your joining

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **22.10.2020** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same


Mohit Sarwariya

Appointment Letter

SGVU /AR(HR)/2021-22/634

Date: 14.02.2022

Pinki Pandey,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Computer Operator** at **Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **19000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management

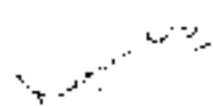
7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data) at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 A.M. to 5:00 P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

[Handwritten signature]

You are requested to bring the following documents on the date of your joining

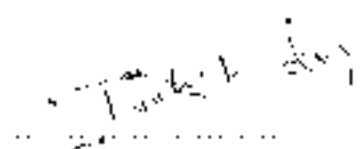
- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than 14,02,2022 failing which it would be treated that you are not interested in joining the organization



Authorized Signatory

I have understood the above said terms and conditions and I accept the same



Appointment Letter

SGVU/AR(HR)/2020-21/442

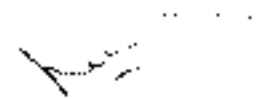
Date: 22,10,2020

Deepak Banjara,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Computer Operator at Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **18000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
4. If at any time in our opinion which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management.

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data) at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 AM to 5:00 PM and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.



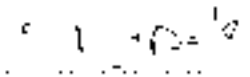
You are requested to bring the following documents on the date of your joining

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience.

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **22,10,2020** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same



Appointment Letter

SGVU/AR(HR)/2019-20/837

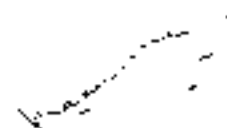
Date: 04.02.2020

Rohitav Sahu,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant at Center of Distance & online learning** of the university on the following terms and conditions: -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **21500**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even hereafter
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and/or account of reason of any of the acts or omission the University shall be entitled to recover the damages from you
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:30 A.M. to 5:00 P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.



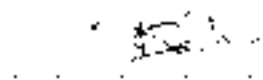
You are requested to bring the following documents on the date of your joining

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **04.02.2020** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same



Appointment Letter

SGVU / AR(HR)/2021-22/304

Date: 12.07.2021

Lalit Kumar Sharma,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Computer Operator** at **Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **210000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 A.M. to 5:00 P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

You are requested to bring the following documents on the date of your joining.

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **12.07.2021** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same

Lalit Kumar Sharma

Appointment Letter

SGVUAR(HR)/2021-22/348

Date: 06.08.2021

Vishal Saini,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Computer Operator** at **Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre.
2. You shall be paid a consolidated salary of 18000.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.
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8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
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You are requested to bring the following documents on the date of your joining

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **06.08,2021** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same

Appointment Letter

SGVUAR(HR)/2017-18/092

Date: 19.04.2017

Akhilesh Jain,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Section Officer at Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **21000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 A.M. to 5:00 P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

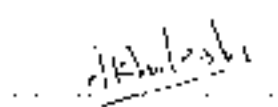
You are requested to bring the following documents on the date of your joining

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **19.04.2017** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same



Appointment Letter

SGVU/AR(HR)/2021-22/245

Date: 15.07.2021

Vinay Kumar Sharma,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Section Officer at Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre.
2. You shall be paid a consolidated salary of **25000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned unless you have previously applied to and obtained the written permission from the University.
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management.

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVL and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 A.M. to 5:00 P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

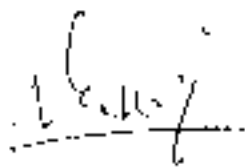
You are requested to bring the following documents on the date of your joining.

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **15.07.2021** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same.



Appointment Letter

SGYU/AR(HR)/2016-17/202

Date: 13.07.2016

Krishan Kumar,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant at Center of Distance & online learning** of the university on the following terms and conditions:-


1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **22170.**
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University
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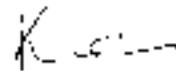
You are requested to bring the following documents on the date of your joining.

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **13.07.2016** failing which it would be treated that you are not interested in joining the organization.


Authorized Signatory

I have understood the above said terms and conditions and I accept the same.


.....

Appointment Letter

SGVU/AR(HR)/2016-17/102

Date: 11.03.2016

Lav Sharma,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant at Center of Distance & online learning** of the university on the following terms and conditions -

- 1 You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
- 2 You shall be paid a consolidated salary of **21000**.
- 3 Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
- 4 If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
- 5 You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publications relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University
- 6 You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 A.M. to 5:00 P.M. and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

You are requested to bring the following documents on the date of your joining

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **11.03.2016** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same

Lav

Appointment Letter

SGYU/AR(HR)/2020-21/942

Date: 16.01.2021

Pankaj Verma,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Assistant Registrar at Center of Distance & online learning** of the university on the following terms and conditions:-

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **29000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management

- 7 The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
- 8 This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
- 9 During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
- 10 The present timing of the University is from 09:00 AM to 5:00 PM and may be further changed from time to time.
- 11 During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
- 12 If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

[Handwritten signature]

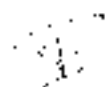
You are requested to bring the following documents on the date of your joining.

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **16.01.2021** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same



Appointment Letter

SGVU/AR(HR)/2021-22/389

Date: 27.09.2021

Radhey Shyam Sharma,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Computer Operator at Center of Distance & online learning** of the university on the following terms and conditions -

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre
2. You shall be paid a consolidated salary of **17000.**
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of resort of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management;

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00A M to 5:00P M, and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

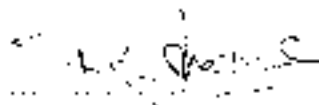
You are requested to bring the following documents on the date of your joining.

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **27.09.2021** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory

I have understood the above said terms and conditions and I accept the same.



Appointment Letter

SGVU/AR(HR)/2021-22/402

Date: 16.10.2021

Dinesh Deegwal,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **MTS at Center of Distance & online learning** of the university on the following terms and conditions.

1. You will be appointed as a dedicated full-time staff member at **Centre of Distance & online learning** of the University & shall devote all your working hours at the centre.
2. You shall be paid a consolidated salary of **13000**.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.
6. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any you should immediately report the same to the Management.

7. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data) at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
9. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
10. The present timing of the University is from 09:00 AM to 5:00 PM and may be further changed from time to time.
11. During your employment with us you shall devote your time and attention to the Distance Education Department work and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7th day of such absence.

You are requested to bring the following documents on the date of your joining

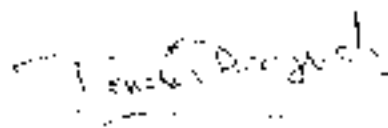
- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **16.10.2021** failing which it would be treated that you are not interested in joining the organization

Authorized Signatory



I have understood the above said terms and conditions and I accept the same



SOP
For
Examination
CDOE, SGVU

2021-2022

RULES FOR EXAMINATIONS

A. PREAMBLE

The successful conduction of examinations depends largely on the Integrity, Alertness and Sincerity of all the Officers/Officials involved in the Examination works. These guidelines aim to set out uniform codes of conduct for each official engaged in the examinations work. It is, therefore, necessary that each staff member of the examination section and the Paper Setters/Evaluators follow these guidelines.

B. APPLICABILITY OF REGULATIONS FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a programme spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during the academic year. Nothing in these regulations shall be deemed to prevent the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students whether old or new, as decided by the University.

C. POLICIES OF EXAMINATIONS

Where the ordinance and curriculum of the statutory bodies like AICTE and DEC etc. are available, they will be applicable and will supersede these ordinances.

1. The University will follow the semester system. Yearly system of Examination will be followed where it is mandatory as per the Statutory Bodies.
2. Examination Scheme & Ratio between the Internal & External marks will be as per the Decision/Approval of the Board of Studies.
 - a. The examination will be centralized. The University shall select a centre/venue for students, i.e. at the University campus itself.
 - b. The Teachers/Academic staff members of the School/College where examination is conducted; will be appointed by the CDOE.

However, Centre Superintendent/Assistant Centre Superintendent & Invigilators will be identified by the Examination Department SGVU.

3. In order to be eligible for appearing in the examination student must have
 - a. No dues from the concern Department & Accounts Section.
4. The basis of Internal/Sessional examination (Assessment) will be as follows:
 - a. Internal Assessment/Evaluation may comprise Assignments & Project. Marks allotted to each of these components may vary from

School to School/Programme to Programme.

- b. The Vice Chancellor/President shall have the right to call for all the records of Sessional Examinations for Scrutiny/Re-Evaluation.
5. Student has to complete his/her course in stipulated time frame as prescribed by the Concern Regulatory Bodies, statutory Body.

6. Back paper Examinations

Back Paper Examinations may be conducted in the month of February & September for all those students who appear in the Final Semester/Year Examination of their respective programmes.

The Examination Fee will be payable for appearing in the Back Paper Examinations as per notification issued by the University.

7. Scheduling of Examinations

The Examinations will be scheduled as per Academic Calendar finalized by the Vice Chancellor/President. However, under special circumstances, the Vice Chancellor/President has the authority to modify the Academic Calendar.

D. RULES & REGULATIONS FOR EXAMINATIONS

1. Issuing of Unique Identification to the Students for All Courses:

Student will be allotted Enrolment Number by the University.

2. Documents Required for Issuing of Enrolment

The student shall have to pay one-time Enrolment Fee, after his/her admission is confirmed. The Enrolment number once allotted will remain the same.

3. Submission of Examination Forms (Provisional)

- a. The Student has paid prescribed Examination Fee by the notified dates.
- b. The Students has paid all other dues/charges by the notified dates and has clearance from the Accounts Department.
- c. There is nothing against the students which otherwise may disqualify him/her to take examination.
- d. Every Eligible Student will be issued Admit Card/Hall Ticket.
- e. Examination Fee once paid shall not be refundable. In case of the students who are debarred by the University to appear in the

Examination after he/she has paid the Examination Fee, the Examination Fee may be adjusted for the Subsequent Examinations.

- f. Students appearing in Main/Back Paper are required to SUBMIT EXAMINATION FORM along with the prescribed examination fee by the notified dates.
- g. Student not appearing in the Main exam will not be allowed to appear in Back paper exam of the same in subsequent exam.

4. Declaration of Schedule of Examinations (Date Sheet) & Examination Centre

The schedule of the Examinations (Date Sheet) shall be notified by the Controller of Examinations at least 15 days prior to the commencement of University Examinations and will be sent to the concerned Schools/Departments.

The CDOE will notify the same on their respective website i.e. <https://sgvu.edu.in>

5. Issuing of Admit Cards

- a. The CDOE will upload the Admit Card on the LMS where students will download the same.
- b. Examination Section will also prepare admit card of all the students appearing in Back Paper and upload on LMS.

E. PROCEDURE FOR APPOINTMENT OF PAPER-SETTER & EXAMINER & EVALUATOR

1. The Examination Section asks the respective Schools (CDOE faculty and Conventional mode faculty) to submit panels of Internal as well as External Paper Setters/Evaluators (Minimum 2 or 3 Internal & 2 External) for each course of each programme before submitting the panel. (Especially in terms of their Specialization, Expertise and Professional Experience)
2. The Vice Chancellor/President may select anyone from the panel for appointment of Paper-Setting and/or Evaluating answer books from the panel However, The Vice Chancellor/President may choose to appoint experts from outside the panel also.
3. Controller of Examination shall issue general Instructions/Guidelines to the Paper-Setters/Evaluators for ensuring confidentiality & adherence to the prescribed Examination/Evaluation scheme.

4. In case the approved Paper Setter/Evaluator declines to do the assigned job, The Vice Chancellor/President may invite any other Expert.

F. PAPER SETTING

1. Instructions for Paper Setter:

- a. Question Papers should be framed in accordance with the prescribed syllabus contents
- b. Questions should be in strict accordance with the prescribed scheme of Examinations.
- c. Instructions for the candidates should be clearly worded.
- d. Questions should be worded in simple and readable handwriting by the printer. Vagueness and ambiguity should be avoided.
- e. Sections and Units should be indicated clearly.
- f. Language of the questions should be absolutely in clear, readable and understandably handwriting.
- g. Paper code must match the title of the paper.
- h. Questions and their sub-parts (if any) should be numbered properly.
- i. Questions and their sub-parts (if any) should be allotted marks as per the Examination Scheme.
- j. No Question or its sub-part should be repeated in the question paper.
- k. Wherever graphs, diagrams tables, figures and mathematical questions etc. are needed as per the requirement of the subject question paper, they must be according to the specifications prescribed by LMS contingencies.
- l. If it is a Back paper according to the old syllabus, the same must be mentioned on the paper along with the year.
- m. The Question paper and the Honorarium Bill are to be put in the same envelope.
- n. Question Papers are to be submitted to the CDOE Exam Section in properly secure envelope or over secured e-mail provided for the purpose.

G. RULES AND REGULATIONS FOR CONDUCTION OF UNIVERSITY EXAMINATIONS

1. Centre Superintendents

Head of the Institution/Director of the School shall be the Centre Superintendent at each examination Centre who shall be responsible for the safe custody of answer books and the fair and smooth conduct of examinations. Overall responsibility for safe and fair conduct of that examination will be of the Centre Superintendent.

2. Invigilators

Invigilators shall be appointed by the Examination Coordinator appointed by the Vice-Chancellor/President.

- Minimum two invigilators are to be deployed on 25 to 40 candidates in a room.
- In case the number of examinees is less than 25, one Invigilator may be deployed.

The Centre Superintendent will place the requirement of Invigilators and submit the same to the Examination Coordinator in the following tabular form:

1	2	3	4	5	6
Date of Exam	Room No.	Capacity of Room	Students allotted in the Room	No. of Invigilators required in the Room	Remarks

The invigilators will be informed about their Invigilation duties and the venue a day before the scheduled date of Examination.

3. Examination Halls/Labs :

1. The doors of the examination hall/Labs should be opened only 30 minutes before the commencement of the examination.
2. Roll numbers of candidates may be written/pasted on the examinees desks.
3. A seating plan of the examination should be prominently displayed on the Notice Boards outside the Exam Centre and also outside the Exam Room/Hall and a copy of the same should be maintained in the School records for inspection as and when necessary.

4. Candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.

4. Instructions for the Invigilators & Examinees

1. Invigilators must report at the Examination Centre 20 Minutes before the scheduled time of the start of the Examination and must be present in their allotted Examination Hall/ Room at least 15 minutes before the scheduled time of the start of the Examination.
2. Invigilators should ensure that the candidates occupy and are settled in their allotted seats at least 10 minutes before the commencement of examination.
3. Distribution of the blank Answer-Books to the candidates should be complete before the scheduled time of the start of the examination.
4. Invigilators must hand over the Question Papers to the examinees 3 to 5 minutes before the scheduled time of the start of the examination.
5. Invigilators have to be watchful and alert during the entire proceedings of the examination.
6. They shall NOT permit any candidate coming after 10 minutes of the start of the examination.
7. Any candidate reporting at the examination centre after 10 minutes must be referred by the Invigilator to the Centre-Superintendent. Such late comers should be permitted to appear in the examination only after due written permission from the Centre Superintendent.
8. No candidate shall be permitted to enter the examination hall/room after 30 minutes of the scheduled time of the start of the Examination.
9. Invigilators must not violate the sanctity of the examination by indulging in conversation with co-invigilator or any other person during the course of their invigilation duty.
10. Cell phones shall not be permitted in the examination hall neither by the candidate nor by the invigilators.
11. Any student found with Cell Phone or any objectionable material will be treated as Unfair Means case.
12. Invigilators must not be found sitting or reading newspaper/magazine etc. or indulging in any such activity that hampers invigilation.
13. Invigilators must very carefully check the entries made by the examinees on the answer-books – both on the detachable half page (for

secrecy purposes) and also on the first front cover page.

Only the detachable half cover page has the identifiable entries of the examinee such as , his/her Name , Enrolment No and Roll No, while the first front cover page carries only the name of the programme/course, Paper Title, Paper Code, Semester and Year etc.

14. Before putting their signatures on the answer-book of the candidate , the invigilators must make sure that all the entries on the half detachable secrecy page and the first front cover page are filled in by the candidate correctly and in legible handwriting.
15. No candidate shall be allowed to leave the examination hall/room before two hours in a 3-hour examination paper, and before one hour in a 2-hour examination paper.
16. No student shall leave the examination hall/room before handing over the answer-book to the invigilator.
17. Any candidate who tries to forcibly take the examination answer-book out of the examination hall/room or who tries to mutilate/damage the answer-book or tampers with it in any manner shall be liable to disciplinary action leading to rustication from the University.
18. Examinees shall maintain discipline and decorum while writing their examinations.
19. Invigilators are not allowed to interchange their duties without prior permission/approval of the competent authority

5. Attendance & Verification

1. The Enrolment number, roll number and signature of the all students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa supplied by the Controller of Examinations.
2. However the copy of the attendance sheet should also be sent with the docket along with the question paper in the sealed packet of Answer Books.

H. DISCIPLINARY CONTROL

1. During the examination the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his instructions. If a candidate disobeys the instructions of the Centre Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Centre Superintendent

from that day's examination. The misbehaviour done by the student should be reported by the Centre Superintendent to the Vice Chancellor/President the same day.

2. However if the student has any grievance against the conduct of Examination, he/she can submit the grievances to the CDOE. Appropriate action will be taken by CDOE.

I. INSTRUCTIONS FOR THE CANDIDATES

1. General Instructions

- a. All the candidates should bear the University ID card.
- b. The candidate is expected to be present at the examination Centre 15 minutes before the commencement of examination.
- c. No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- d. Possession of any arms, weapons, mobile phone, electronic devices etc. in the examination hall or at the examination Centre by the candidate is strictly prohibited.
- e. The candidate shall behave properly during the proceedings of the Examinations maintaining the sanctity of the system.
- f. The candidate is prohibited from keeping in his possession in the examination hall any blank paper, notes, chits, books, mobile phone, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
- g. The candidate found guilty of misbehaviour or using/attempting to use unfair means shall be liable for suitable punitive action.
- h. Disclosure of identity on the part of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of U.F.M.
- i. A candidate, who has come to appear the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.

J. CANCELLATION OF APPOINTMENTS/EXAMINATIONS

Vice Chancellor/President reserves the right to cancel or rescind any

appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduct of examinations.

K. REGULATION FOR UNFAIR MEANS/ PROCEDURE FOR DEALING WITH UNFAIR MEANS AND MASS COPYING CASES

1. Unfair Means Cases

Examination is a formal procedure intended to measure examinee's knowledge/talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

Code of conduct for an examinee is therefore, framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee has to follow this code of conduct.

L. EVALUATION PROCEDURE

After getting Answer Books from the centre:

1. Answer books shall be:- collected and distributed to the respective evaluation.
2. In special circumstances (coded) answer books can be sent to External Evaluator with prior permission of Vice Chancellor/President.
3. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the end of the answer.
4. Important Instructions for Evaluators
 - a. No question or part of a question should remain unevaluated. Particular care should be taken in case where there are multiple choice/ short answer type questions.
 - b. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question ends. Secondly, on the front page of the Answer-Book against the serial number of the question.
 - c. There should be no mismatch between the marks given inside the answer-book to a question and marks entered on the front page and where the question is written.
 - d. Ensure that marks are correctly counted before writing the total

sum on the front page.

- e. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re-checking/re-totalling.
- f. If the candidate has attempted more questions than asked for, the marks of best attempted/scored requisite number of questions must be granted on the front page and word “over attempted” be mentioned at the end of those answers which have not been taken into account.
- g. Assignment of evaluation should be completed within the stipulated period.

5. Practical Examinations

Practical examinations will be conducted by the Internal and External examiners as approved by the Vice Chancellor/President and should be conducted strictly according to the curriculum and evaluation scheme.

Practical awards along with the attendance must reach the examination cell either on the same day or the next day after the conduction of the practical examination.

6. Student Grievances with regard to Evaluation/Examination Grievances Committee

In case of any written representation/complaints received from the students within seven days after completion of the examinations regarding the question paper etc. along with specific recommendations of the Director/Head of the concerned School, the same shall be considered by the Vice Chancellor/President. The Vice Chancellor/President shall take appropriate decision or may refer the case to the grievance Committee for the purpose. **Annexure - B**

M. DECLARING RESULT OF EXAMINATIONS:-

1. Criteria for Passing

Where the ordinance and curriculum of the statutory bodies like AICTE, Distance Education Council (DEC) etc. are available, Criteria for passing will be applicable as per Statutory Bodies/Regulatory Bodies and will supersede these ordinances.

(Where guidelines by the concerned regulatory bodies are not notified)

A chart showing minimum pass %, ratio between Internal and External evaluation and Grades allotted to each programme are given below:-

Passing Marks					
UG Theory Papers					
Internal 30%		External 30%		Total 37%	
Min.	Max.	Min.	Max.	Min.	Max.
9	30	21	70	37	100
PG Theory Papers					
Internal 40%		External 40%		Total 46%	
Min.	Max.	Min.	Max.	Min.	Max.
12	30	28	70	46	100
UG Lab Papers					
Internal 40%		External 40%		Total 37%	
Min.	Max.	Min.	Max.	Min.	Max.
24	60	16	40	37	100
PG Lab Papers					
Internal 40%		External 40%		Total 46%	
Min.	Max.	Min.	Max.	Min.	Max.
24	60	16	40	46	100

2. Awarding Grace Marks:-

Any examinee/student of the courses of University shall be eligible for getting maximum of 05 (five) Grace Marks, after fulfilling the conditions given below:-

- If a candidate fails in one or more than one paper of a semester/year programme and needs 05 marks to pass in one or more than one paper of the given **semester/year examination**, **he/she can awarded grace marks either to pass him/her the paper or to clear Back in the paper . 05 Grace Marks can be split in more than one paper of the said programme.**
- However, Grace Marks are not a matter of right of the student but the discretion of the University.
- Total number of Grace Marks given to the student will be marked with asterisk (*) at the bottom of the mark sheet.
- Note Sheet COE

3. Declaration of Result

The Controller of Examinations shall declare the results of various examinations within 2 months of last paper held.

Simultaneously with their declaration, the results shall be communicated to the Students and shall be made available on the University Website <https://www.gyanvihar.org/sgvu-de-result/>.

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In emergent situation for the reasons given by the student, where the result has not been compiled but the examination department has received all the awards, the Vice Chancellor/President may order for the declaration of result of the individual or a group of students provisionally on payment of the prescribed fee.

5. Promotion to Next Year

Promotion Rules as approved by the competent authority as per the approval of statutory body.

6. Issue of Mark Sheets

The Mark sheets/Grade Cards will be issued to the candidates within 2 months of the declaration of the result.

A Marks Sheet may be withheld by the University on reasonable grounds.

7. Issue of Duplicate Mark Sheets

In case of loss or destruction of a marks sheet, a candidate may obtain a duplicate marks sheet, on submitting an application along with the prescribed fee, stating that the applicant has a real need for the duplicate marks sheet and submitting an affidavit signed and certified by the Notary/First Class Magistrate, showing that the original has been lost/destroyed; Since CDOE is providing an OTP verified delivery hence in case of 'Lost in Transit' student will be provided with duplicate copy of mark sheet and CDOE will not be responsible for any case of Lost in Transit.

8. Change of Data in Issued Mark sheet

The data as entered in the record of the student shall not be altered except after the Controller of Examinations being satisfied that there has been a clerical error in the University Office or there is any proof provided by the student, any other correction may occur appropriate documents and requisite fees.

9. Award of Degree

The student shall have to apply for a degree in the prescribed format along with the prescribed fee.

A student shall be awarded a degree if:

- a. He/she has enrolled himself/herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and has secured the minimum credits prescribed for award of the concerned degree.
- b. There are no dues outstanding in his/her name.
- c. No disciplinary action is pending against him/her.
- d. Normally a degree shall be awarded during the convocation. The date of convocation will be decided by the competent authorities of University.

N. Provisions for computer based exams :-

1. Announcement of ESE :

- a. The date sheet will be announced 15 days prior to the commencement of the exams.
- b. ESE will be conducted for all the semesters in the month of Feb and Sept each year.
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- c. Exams will be conducted in two layer proctored mode as per the guidelines laid by ODL/OL guidelines UGC 2020.

3. Form Filling :

- a. Each and every student is required to fill the examination form as per the directions of CDOE, it is mandatory for all the students to fill the examination form as per the notifications.
- b. Student not appearing in the Main exam will not be allowed to appear in Back paper exam of the same in subsequent exam.
- c. Any student not filling the examination form, will not be allowed to appear in the examination.
- d. Subjects once mentioned in the examination form will not be changed in any condition.

4. Admit Card :

- a. All the students will be provided admit card for ESE only after getting approval from accounts dept. (no dues).
- b. All the students are required to carry the admit card during the examination period.

5. Duration of exam :

- a. Every exam will be of 2 hours and the same will be kept open for the said time period (2 hours) in each shift: as mentioned in the date sheet of examination.
- b. There will be no provision of extending the time period or attempt in any given case, if and only if there is a technical failure at the end of LMS, needed to be reported in time i.e. within 15 minutes of the occurrence of issue.

6. Issues during examination :

- a. In case of any issue raised during the examination, student/coordinator can contact directly to the CDOE, SGVU on following numbers (within 15 minutes) :

- i. 9799121999

- ii. 8233752936

- iii. 9784596473

Or can drop a mail within stipulated time (15 minutes) on following mail ids :

- i. manish.dwivedi@mygyanvihar.com

- ii. pankaj.verma@mygyanvihar.com

- iii. krishan.kumar@mygyanvihar.com

SOP
For
Examination
CDOE, SGVU

2021-2022

RULES FOR EXAMINATIONS

A. PREAMBLE

The successful conduction of examinations depends largely on the Integrity, Alertness and Sincerity of all the Officers/Officials involved in the Examination works. These guidelines aim to set out uniform codes of conduct for each official engaged in the examinations work. It is, therefore, necessary that each staff member of the examination section and the Paper Setters/Evaluators follow these guidelines.

B. APPLICABILITY OF REGULATIONS FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a programme spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during the academic year. Nothing in these regulations shall be deemed to prevent the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students whether old or new, as decided by the University.

C. POLICIES OF EXAMINATIONS

Where the ordinance and curriculum of the statutory bodies like AICTE and DEC etc. are available, they will be applicable and will supersede these ordinances.

1. The University will follow the semester system. Yearly system of Examination will be followed where it is mandatory as per the Statutory Bodies.
2. Examination Scheme & Ratio between the Internal & External marks will be as per the Decision/Approval of the Board of Studies.
 - a. The examination will be centralized. The University shall select a centre/venue for students, i.e. at the University campus itself.
 - b. The Teachers/Academic staff members of the School/College where examination is conducted; will be appointed by the CDOE.

However, Centre Superintendent/Assistant Centre Superintendent & Invigilators will be identified by the Examination Department SGVU.

3. In order to be eligible for appearing in the examination student must have
 - a. No dues from the concern Department & Accounts Section.
4. The basis of Internal/Sessional examination (Assessment) will be as follows:
 - a. Internal Assessment/Evaluation may comprise Assignments & Project. Marks allotted to each of these components may vary from

School to School/Programme to Programme.

- b. The Vice Chancellor/President shall have the right to call for all the records of Sessional Examinations for Scrutiny/Re-Evaluation.
5. Student has to complete his/her course in stipulated time frame as prescribed by the Concern Regulatory Bodies, statutory Body.

6. Back paper Examinations

Back Paper Examinations may be conducted in the month of February & September for all those students who appear in the Final Semester/Year Examination of their respective programmes.

The Examination Fee will be payable for appearing in the Back Paper Examinations as per notification issued by the University.

7. Scheduling of Examinations

The Examinations will be scheduled as per Academic Calendar finalized by the Vice Chancellor/President. However, under special circumstances, the Vice Chancellor/President has the authority to modify the Academic Calendar.

D. RULES & REGULATIONS FOR EXAMINATIONS

1. Issuing of Unique Identification to the Students for All Courses:

Student will be allotted Enrolment Number by the University.

2. Documents Required for Issuing of Enrolment

The student shall have to pay one-time Enrolment Fee, after his/her admission is confirmed. The Enrolment number once allotted will remain the same.

3. Submission of Examination Forms (Provisional)

- a. The Student has paid prescribed Examination Fee by the notified dates.
- b. The Students has paid all other dues/charges by the notified dates and has clearance from the Accounts Department.
- c. There is nothing against the students which otherwise may disqualify him/her to take examination.
- d. Every Eligible Student will be issued Admit Card/Hall Ticket.
- e. Examination Fee once paid shall not be refundable. In case of the students who are debarred by the University to appear in the

Examination after he/she has paid the Examination Fee, the Examination Fee may be adjusted for the Subsequent Examinations.

- f. Students appearing in Main/Back Paper are required to SUBMIT EXAMINATION FORM along with the prescribed examination fee by the notified dates.
- g. Student not appearing in the Main exam will not be allowed to appear in Back paper exam of the same in subsequent exam.

4. Declaration of Schedule of Examinations (Date Sheet) & Examination Centre

The schedule of the Examinations (Date Sheet) shall be notified by the Controller of Examinations at least 15 days prior to the commencement of University Examinations and will be sent to the concerned Schools/Departments.

The CDOE will notify the same on their respective website i.e. <https://sgvu.edu.in>

5. Issuing of Admit Cards

- a. The CDOE will upload the Admit Card on the LMS where students will download the same.
- b. Examination Section will also prepare admit card of all the students appearing in Back Paper and upload on LMS.

E. PROCEDURE FOR APPOINTMENT OF PAPER-SETTER & EXAMINER & EVALUATOR

1. The Examination Section asks the respective Schools (CDOE faculty and Conventional mode faculty) to submit panels of Internal as well as External Paper Setters/Evaluators (Minimum 2 or 3 Internal & 2 External) for each course of each programme before submitting the panel. (Especially in terms of their Specialization, Expertise and Professional Experience)
2. The Vice Chancellor/President may select anyone from the panel for appointment of Paper-Setting and/or Evaluating answer books from the panel However, The Vice Chancellor/President may choose to appoint experts from outside the panel also.
3. Controller of Examination shall issue general Instructions/Guidelines to the Paper-Setters/Evaluators for ensuring confidentiality & adherence to the prescribed Examination/Evaluation scheme.

4. In case the approved Paper Setter/Evaluator declines to do the assigned job, The Vice Chancellor/President may invite any other Expert.

F. PAPER SETTING

1. Instructions for Paper Setter:

- a. Question Papers should be framed in accordance with the prescribed syllabus contents
- b. Questions should be in strict accordance with the prescribed scheme of Examinations.
- c. Instructions for the candidates should be clearly worded.
- d. Questions should be worded in simple and readable handwriting by the printer. Vagueness and ambiguity should be avoided.
- e. Sections and Units should be indicated clearly.
- f. Language of the questions should be absolutely in clear, readable and understandably handwriting.
- g. Paper code must match the title of the paper.
- h. Questions and their sub-parts (if any) should be numbered properly.
- i. Questions and their sub-parts (if any) should be allotted marks as per the Examination Scheme.
- j. No Question or its sub-part should be repeated in the question paper.
- k. Wherever graphs, diagrams tables, figures and mathematical questions etc. are needed as per the requirement of the subject question paper, they must be according to the specifications prescribed by LMS contingencies.
- l. If it is a Back paper according to the old syllabus, the same must be mentioned on the paper along with the year.
- m. The Question paper and the Honorarium Bill are to be put in the same envelope.
- n. Question Papers are to be submitted to the CDOE Exam Section in properly secure envelope or over secured e-mail provided for the purpose.

G. RULES AND REGULATIONS FOR CONDUCTION OF UNIVERSITY EXAMINATIONS

1. Centre Superintendents

Head of the Institution/Director of the School shall be the Centre Superintendent at each examination Centre who shall be responsible for the safe custody of answer books and the fair and smooth conduct of examinations. Overall responsibility for safe and fair conduct of that examination will be of the Centre Superintendent.

2. Invigilators

Invigilators shall be appointed by the Examination Coordinator appointed by the Vice-Chancellor/President.

- Minimum two invigilators are to be deployed on 25 to 40 candidates in a room.
- In case the number of examinees is less than 25, one Invigilator may be deployed.

The Centre Superintendent will place the requirement of Invigilators and submit the same to the Examination Coordinator in the following tabular form:

1	2	3	4	5	6
Date of Exam	Room No.	Capacity of Room	Students allotted in the Room	No. of Invigilators required in the Room	Remarks

The invigilators will be informed about their Invigilation duties and the venue a day before the scheduled date of Examination.

3. Examination Halls/Labs :

1. The doors of the examination hall/Labs should be opened only 30 minutes before the commencement of the examination.
2. Roll numbers of candidates may be written/pasted on the examinees desks.
3. A seating plan of the examination should be prominently displayed on the Notice Boards outside the Exam Centre and also outside the Exam Room/Hall and a copy of the same should be maintained in the School records for inspection as and when necessary.

4. Candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.

4. Instructions for the Invigilators & Examinees

1. Invigilators must report at the Examination Centre 20 Minutes before the scheduled time of the start of the Examination and must be present in their allotted Examination Hall/ Room at least 15 minutes before the scheduled time of the start of the Examination.
2. Invigilators should ensure that the candidates occupy and are settled in their allotted seats at least 10 minutes before the commencement of examination.
3. Distribution of the blank Answer-Books to the candidates should be complete before the scheduled time of the start of the examination.
4. Invigilators must hand over the Question Papers to the examinees 3 to 5 minutes before the scheduled time of the start of the examination.
5. Invigilators have to be watchful and alert during the entire proceedings of the examination.
6. They shall NOT permit any candidate coming after 10 minutes of the start of the examination.
7. Any candidate reporting at the examination centre after 10 minutes must be referred by the Invigilator to the Centre-Superintendent. Such late comers should be permitted to appear in the examination only after due written permission from the Centre Superintendent.
8. No candidate shall be permitted to enter the examination hall/room after 30 minutes of the scheduled time of the start of the Examination.
9. Invigilators must not violate the sanctity of the examination by indulging in conversation with co-invigilator or any other person during the course of their invigilation duty.
10. Cell phones shall not be permitted in the examination hall neither by the candidate nor by the invigilators.
11. Any student found with Cell Phone or any objectionable material will be treated as Unfair Means case.
12. Invigilators must not be found sitting or reading newspaper/magazine etc. or indulging in any such activity that hampers invigilation.
13. Invigilators must very carefully check the entries made by the examinees on the answer-books – both on the detachable half page (for

secrecy purposes) and also on the first front cover page.

Only the detachable half cover page has the identifiable entries of the examinee such as , his/her Name , Enrolment No and Roll No, while the first front cover page carries only the name of the programme/course, Paper Title, Paper Code, Semester and Year etc.

14. Before putting their signatures on the answer-book of the candidate , the invigilators must make sure that all the entries on the half detachable secrecy page and the first front cover page are filled in by the candidate correctly and in legible handwriting.
15. No candidate shall be allowed to leave the examination hall/room before two hours in a 3-hour examination paper, and before one hour in a 2-hour examination paper.
16. No student shall leave the examination hall/room before handing over the answer-book to the invigilator.
17. Any candidate who tries to forcibly take the examination answer-book out of the examination hall/room or who tries to mutilate/damage the answer-book or tampers with it in any manner shall be liable to disciplinary action leading to rustication from the University.
18. Examinees shall maintain discipline and decorum while writing their examinations.
19. Invigilators are not allowed to interchange their duties without prior permission/approval of the competent authority

5. Attendance & Verification

1. The Enrolment number, roll number and signature of the all students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa supplied by the Controller of Examinations.
2. However the copy of the attendance sheet should also be sent with the docket along with the question paper in the sealed packet of Answer Books.

H. DISCIPLINARY CONTROL

1. During the examination the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his instructions. If a candidate disobeys the instructions of the Centre Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Centre Superintendent

from that day's examination. The misbehaviour done by the student should be reported by the Centre Superintendent to the Vice Chancellor/President the same day.

2. However if the student has any grievance against the conduct of Examination, he/she can submit the grievances to the CDOE. Appropriate action will be taken by CDOE.

I. INSTRUCTIONS FOR THE CANDIDATES

1. General Instructions

- a. All the candidates should bear the University ID card.
- b. The candidate is expected to be present at the examination Centre 15 minutes before the commencement of examination.
- c. No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- d. Possession of any arms, weapons, mobile phone, electronic devices etc. in the examination hall or at the examination Centre by the candidate is strictly prohibited.
- e. The candidate shall behave properly during the proceedings of the Examinations maintaining the sanctity of the system.
- f. The candidate is prohibited from keeping in his possession in the examination hall any blank paper, notes, chits, books, mobile phone, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
- g. The candidate found guilty of misbehaviour or using/attempting to use unfair means shall be liable for suitable punitive action.
- h. Disclosure of identity on the part of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of U.F.M.
- i. A candidate, who has come to appear the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.

J. CANCELLATION OF APPOINTMENTS/EXAMINATIONS

Vice Chancellor/President reserves the right to cancel or rescind any

appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduct of examinations.

K. REGULATION FOR UNFAIR MEANS/ PROCEDURE FOR DEALING WITH UNFAIR MEANS AND MASS COPYING CASES

1. Unfair Means Cases

Examination is a formal procedure intended to measure examinee's knowledge/talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

Code of conduct for an examinee is therefore, framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee has to follow this code of conduct.

L. EVALUATION PROCEDURE

After getting Answer Books from the centre:

1. Answer books shall be:- collected and distributed to the respective evaluation.
2. In special circumstances (coded) answer books can be sent to External Evaluator with prior permission of Vice Chancellor/President.
3. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the end of the answer.
4. Important Instructions for Evaluators
 - a. No question or part of a question should remain unevaluated. Particular care should be taken in case where there are multiple choice/ short answer type questions.
 - b. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question ends. Secondly, on the front page of the Answer-Book against the serial number of the question.
 - c. There should be no mismatch between the marks given inside the answer-book to a question and marks entered on the front page and where the question is written.
 - d. Ensure that marks are correctly counted before writing the total

sum on the front page.

- e. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re-checking/re-totalling.
- f. If the candidate has attempted more questions than asked for, the marks of best attempted/scored requisite number of questions must be granted on the front page and word “over attempted” be mentioned at the end of those answers which have not been taken into account.
- g. Assignment of evaluation should be completed within the stipulated period.

5. Practical Examinations

Practical examinations will be conducted by the Internal and External examiners as approved by the Vice Chancellor/President and should be conducted strictly according to the curriculum and evaluation scheme.

Practical awards along with the attendance must reach the examination cell either on the same day or the next day after the conduction of the practical examination.

6. Student Grievances with regard to Evaluation/Examination Grievances Committee

In case of any written representation/complaints received from the students within seven days after completion of the examinations regarding the question paper etc. along with specific recommendations of the Director/Head of the concerned School, the same shall be considered by the Vice Chancellor/President. The Vice Chancellor/President shall take appropriate decision or may refer the case to the grievance Committee for the purpose. **Annexure - B**

M. DECLARING RESULT OF EXAMINATIONS:-

1. Criteria for Passing

Where the ordinance and curriculum of the statutory bodies like AICTE, Distance Education Council (DEC) etc. are available, Criteria for passing will be applicable as per Statutory Bodies/Regulatory Bodies and will supersede these ordinances.

(Where guidelines by the concerned regulatory bodies are not notified)

A chart showing minimum pass %, ratio between Internal and External evaluation and Grades allotted to each programme are given below:-

Passing Marks					
UG Theory Papers					
Internal 30%		External 30%		Total 37%	
Min.	Max.	Min.	Max.	Min.	Max.
9	30	21	70	37	100
PG Theory Papers					
Internal 40%		External 40%		Total 46%	
Min.	Max.	Min.	Max.	Min.	Max.
12	30	28	70	46	100
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Internal 40%		External 40%		Total 37%	
Min.	Max.	Min.	Max.	Min.	Max.
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- c. Any student not filling the examination form, will not be allowed to appear in the examination.
- d. Subjects once mentioned in the examination form will not be changed in any condition.

4. Admit Card :

- a. All the students will be provided admit card for ESE only after getting approval from accounts dept. (no dues).
- b. All the students are required to carry the admit card during the examination period.

5. Duration of exam :

- a. Every exam will be of 2 hours and the same will be kept open for the said time period (2 hours) in each shift: as mentioned in the date sheet of examination.
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- iii. 9784596473

Or can drop a mail within stipulated time (15 minutes) on following mail ids :

- i. manish.dwivedi@mygyanvihar.com

- ii. pankaj.verma@mygyanvihar.com

- iii. krishan.kumar@mygyanvihar.com

 SURESH GYAN VIHAR UNIVERSITY Accredited by NAAC with 'A' Grade		Internal Assignment-1
Course	M.A	Mathematical Method for Economics
Semester	1	
Total Marks	15	

Q.1 Attempt any two questions (5 Marks each- Word Limit-500)

- A. Explain the concept of simple differentiation in derivatives?
- B. Explain in detail about Concave and Convex Functions?
- C. Explain Matrices and their Applications in Economics?

Q.2. Write short notes on the following topics (1 Mark each- Word Limit-100)

- A. Derivatives
- B. Partial Differentiation
- C. Point of inflexion
- D. Convex Functions
- E. Applications in Economics

Difficulty	Question	Option1	option2	option3	Option4	Option5	Option6	Marks
M	A rational	Takes an a	Takes an a	ignores m	ignores the	likely effects of	gove	1
M	Economist	a good ide	a good ide	a bad idea,	a bad idea,	since doing so leads t		1
M	Comparati	dollar pric	labor cost	capitol co	opportunity cost			1
M	In a marke	demand d	supply det	supply and the	allocation of	scarce resource		1
M	If demand	buyers do	buyers res	buyers do the	demand curve is	very flat		1
M	Market fai	some unre	a market t	buyers to	buyers to	interact harmoniously		1
M	Within a c	trade restr	the countr	the countr	the country	allows free trade		1
M	The govern	private ma	free-riders	markets ar	external benefits	will accrue to p		1
M	To gauge t	marginal	average	sales	lump-sum			1
M	For any giv	average to	average va	buyers ma	marginal revenue	curve		1
M	For a mon	Price = ave	Price = ma	Price = tot	Marginal revenue =	marginal cos		1
M	When a fir	it must be	it must be	additional	additional production	would low		1
M	Oligopolie	small and t	small and t	large and t	large and t	they do not cooperate		1
M	Which of t	Labor-augr	A change i	A decrease	An increase in the	wage paid to \		1
M	The belief	compensat	human-ca	natural-ab	unmeasured-variables			1
M	'Economic	Adam Smit	Lord Robbi	Alfred Mar	Samuelson			1
M	The brancl	Micro Ecor	Macro Eco	Economet	None of these			1
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M	If a point f	Resources	Resources	There is er	Both (b) and (c)			1
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S	Graphically explain the economy's production possibility curve in terms of ec	7
S	Discuss the conditions of price discrimination under monopoly.	7
S	Explain the innovation theory of profit.	7

Negative N Hint

Explanatio Correct An True & Fal: Fill in the blanks

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QR CODE



S.No.: 26894

**END-SEMESTER-EXAMINATION
MARK STATEMENT**

Programme : MASTER OF ARTS IN ECONOMICS
Semester : 4
Enroll. No. : SGVU45D3212115094
Student's Name : BHAVISHAYA DAHIYA
Father's Name : SANDEEP KUMAR

Medium : ENGLISH
Exam : SEPTEMBER 2023
Category : ODL

S.NO.	SEM.	SUBJECT CODE	SUBJECT NAME	CR.	MARKS			GR.	APPEARING	
					IN. 30	EX. 70	TO. 100		EXAM	ST.
1.	I	ECO-501	MICRO ECONOMICS THEORY-I	4	21	57	78	B+	JUL-23	<
2.	I	ECO-502	MACRO ECONOMICS THEORY-I	4	23	63	86	A	JUL-23	<
3.	I	ECO-503	MATHEMATICAL METHOD FOR ECONOMICS	4	20	48	68	B	FEB-22	
4.	I	ECO-504	INDIAN BANKING SYSTEM	4	21	59	80	B+	FEB-22	
5.	II	ECO-505	MICRO ECONOMICS THEORY-II	4	20	50	70	B	JUL-23	<
6.	II	ECO-506	MACRO ECONOMICS THEORY-II	4	23	61	84	A	SEP-22	
7.	II	ECO-507	STATISTICAL METHODS	4	23	69	92	A+	SEP-22	
8.	II	ECO-508	INDIAN FINANCIAL SYSTEM	4	22	64	86	A	SEP-22	
9.	III	ECO-509	PUBLIC ECONOMICS-I	4	23	46	69	B	FEB-23	
10.	III	ECO-510	INTERNATIONAL TRADE THEORY	4	21	58	79	B+	FEB-23	
11.	III	ECO-511	ECONOMICS OF DEVELOPMENT AND GROWTH-I	4	24	48	72	B	FEB-23	
12.	III	ECO-512	INDIAN ECONOMICS DEVELOPMENT AND POLICY-I	4	20	51	71	B	FEB-23	
13.	IV	ECO-513	PUBLIC ECONOMICS-II	4	23	29	52	C	SEP-23	
14.	IV	ECO-514	TRADE POLICY AND INTERNATIONAL MONETARY SYSTEM	4	19	66	85	A	SEP-23	
15.	IV	ECO-515	ECONOMICS OF DEVELOPMENT AND GROWTH-II	4	24	68	92	A+	SEP-23	
16.	IV	ECO-516	INDIAN ECONOMICS DEVELOPMENT AND POLICY-II	4	21	68	89	A	SEP-23	

SEM.	TOTAL CREDITS ASSIGNED	TOTAL CREDITS EARNED	TOTAL GRADE POINTS	SGPA	CGPA
I	16	16	128	8	8.06
II	16	16	140	8.75	
III	16	16	116	7.25	
IV	16	16	132	8.25	

CGPA :- 8.06, Degree :- Eligible for award of degree.

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Abbreviations :- 'CR.'-Credit; 'IN.'-Internal Marks out of 30; 'EX.'-External Marks out of 70; 'TO.'-Total Marks out of 100; 'GR.'-Grades Earned
GRADE (A+, A, B+, B, C+, C, D*) are pass; ('E1'-are fail in internal evaluation, 'E2'-are fail in End Semester Examination, 'E'-are fail in overall minimum passing marks and 'F'-are fail in both the components); 'ST.'-Status; '<'-already appeared.

" * " Marked Grade Will only be applicable in UG Programmes.

Aadhar or any other government recognised identifier or Passport number :- **460396214704 / Aadhar**

Date of admission :- **July-2021**

Date of completion :- **September-2023**

Name and address of all Learner Support Centres :- **SURESH GYAN VIHAR UNIVERSITY, JAIPUR**

Name and address of all Examination Centres :- **SURESH GYAN VIHAR UNIVERSITY, JAIPUR**

Note : This is computer generated grade sheet. This is valid for all official purpose. To verify the same scan the QR Code.

RESULT DECLARATION DATE : 28.10.2023

CONTROLLER OF EXAMINATION

Passing Criteria of a Paper (All conditions are necessary) : For UG course individual component (i.e. Internal and External Paper) is 30% in theory and 40% in practical subject and aggregate 37% is required. For PG course individual component 40% in theory and 40% in practical subject and aggregate 46% is required.

Disclaimer :

- The result displayed on university website is subject to correction, if any discrepancy is noticed at any point of time.
- For any discrepancy found in grade sheet students are advised to contact the office of CDOE, SGVU within 30 days from the date of publication of result.



QR CODE



END-SEMESTER-EXAMINATION, SEPTEMBER-2024

S.No.: 58494

MARK STATEMENT

Programme : BACHELOR OF BUSINESS ADMINISTRATION
Semester : 6
Enroll. No. : SGVU45D2212125876
Student's Name : AMAL P S
Father's Name : SUDHAKARAN P K

Medium : ENGLISH
Exam : SEPTEMBER 2024
Category : ODL

S.NO.	SEM.	SUBJECT CODE	SUBJECT NAME	CR.	MARKS			GR.	APPEARING	
					IN. 30	EX. 70	TO. 100		EXAM	ST.
1.	I	DBM-101	PRINCIPLES OF MANAGEMENT	4	21	57	78	B+	SEP-23	<
2.	I	DBM-107	BUSINESS MATHEMATICS	4	23	63	86	A	SEP-23	<
3.	I	DBM-110	BUSINESS COMMUNICATION SKILLS	4	20	48	68	B	FEB-22	
4.	I	DBM-109	INTRODUCTION TO COMPUTERS	4	21	59	80	B+	FEB-22	
5.	II	DBM-102	ORGANIZATIONAL BEHAVIOUR	4	20	50	70	B	SEP-23	<
6.	II	DBM-104	BUSINESS ENVIRONMENT	4	23	61	84	A	SEP-22	
7.	II	DBM-108	BUSINESS ECONOMICS	4	23	69	92	A+	SEP-22	
8.	II	DBM-112	INTRODUCTION TO FINANCIAL ACCOUNTS	4	22	64	86	A	SEP-22	
9.	III	DBM-215	COST ACCOUNTING	4	23	46	69	B	FEB-23	
10.	III	DBM-211	FOUNDATION OF HUMAN SKILLS	4	21	58	79	B+	FEB-23	
11.	III	DBM-203	HUMAN RESOURCE MANAGEMENT	4	24	48	72	B	FEB-23	
12.	III	DBM-209	PRINCIPLES OF MARKETING	4	20	51	71	B	FEB-23	
13.	IV	DBM-202	BUSINESS STATISTICS	4	23	29	52	C	SEP-23	
14.	IV	BM-107	ORGANIZATIONAL BEHAVIOUR	4	19	66	85	A	SEP-24	<
15.	IV	ECO-515	Economics of Development and Growth-II	4	24	68	92	A+	SEP-23	
16.	IV	ECO-516	Indian Economics Development and Policy-II	4	21	68	89	A	SEP-23	
17.	V	DBM-311	ENTERPRISE RESOURCE PLANNING	6	20	48	68	B	FEB-24	
18.	V	DBM-313	ELEMENTS OF COMPANY LAW	6	21	49	70	B	FEB-24	
19.	V	DBM-315	BUSINESS ENTREPRENEURSHIP	6	22	52	74	B+	FEB-24	

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20.	V	DBM-317	INTERNATIONAL ECONOMICS	6	20	58	78	B+	FEB-24	
21.	VI	DBM-310	BUSINESS REGULATORY FRAMEWORK (MERCANTILE LAW)	4	20	49	69	B	SEP-24	
22.	VI	DBM-312	BUSINESS ADMINISTRATION	6	21	59	80	B+	SEP-24	
23.	VI	EC-740	E-COMMERCE	6	20	66	86	A	SEP-24	
24.	VI	DBM-316	PROJECT WORK	8	18	36	54	C	SEP-24	

SEM.	TOTAL CREDITS ASSIGNED	TOTAL CREDITS EARNED	TOTAL GRADE POINTS	SGPA	GRAND TOTAL OF CREDITS EARNED	CGPA
I	16	16	128	8	112/112	7.73
II	16	16	140	8.75		
III	16	16	116	7.25		
IV	16	16	132	8.25		
V	24	24	180	7.5		
VI	24	24	170	7.08		

CGPA :- 7.73, Degree :- Eligible for award of degree.

Abbreviations :- 'CR.'-Credit; 'IN.'-Internal Marks out of 30; 'EX.'-External Marks out of 70; 'TO.'-Total Marks out of 100; 'GR.'-Grades Earned
GRADE (A+, A, B+, B, C+, C, D*) are pass; ('E1'-are fail in internal evaluation, 'E2'-are fail in End Semester Examination, 'E'-are fail in overall minimum passing marks and 'F'-are fail in both the components); 'ST.'-Status; '<'-already appeared.

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Aadhar or any other government recognised identifier or Passport number :- **460396214704 / Aadhar**

Date of admission :- **July-2021**

Date of completion :- **September-2024**

Name and address of all Learner Support Centres :- **SURESH GYAN VIHAR UNIVERSITY, JAIPUR**

Name and address of all Examination Centres :- **SURESH GYAN VIHAR UNIVERSITY, JAIPUR**

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RESULT DECLARATION DATE : 28.10.2023

CONTROLLER OF EXAMINATION

Passing Criteria of a Paper (All conditions are necessary) : For UG course individual component (i.e. Internal and External Paper) is 30% in theory and 40% in practical subject and aggregate 37% is required. For PG course individual component 40% in theory and 40% in practical subject and aggregate 46% is required.

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- For any discrepancy found in grade sheet students are advised to contact the office of CDOE, SGVU within 30 days from the date of publication of result.

SOP
For
Examination
CDOE, SGVU

2021-2022

RULES FOR EXAMINATIONS

A. PREAMBLE

The successful conduction of examinations depends largely on the Integrity, Alertness and Sincerity of all the Officers/Officials involved in the Examination works. These guidelines aim to set out uniform codes of conduct for each official engaged in the examinations work. It is, therefore, necessary that each staff member of the examination section and the Paper Setters/Evaluators follow these guidelines.

B. APPLICABILITY OF REGULATIONS FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a programme spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during the academic year. Nothing in these regulations shall be deemed to prevent the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students whether old or new, as decided by the University.

C. POLICIES OF EXAMINATIONS

Where the ordinance and curriculum of the statutory bodies like AICTE and DEC etc. are available, they will be applicable and will supersede these ordinances.

1. The University will follow the semester system. Yearly system of Examination will be followed where it is mandatory as per the Statutory Bodies.
2. Examination Scheme & Ratio between the Internal & External marks will be as per the Decision/Approval of the Board of Studies.
 - a. The examination will be centralized. The University shall select a centre/venue for students, i.e. at the University campus itself.
 - b. The Teachers/Academic staff members of the School/College where examination is conducted; will be appointed by the CDOE.

However, Centre Superintendent/Assistant Centre Superintendent & Invigilators will be identified by the Examination Department SGVU.

3. In order to be eligible for appearing in the examination student must have
 - a. No dues from the concern Department & Accounts Section.
4. The basis of Internal/Sessional examination (Assessment) will be as follows:
 - a. Internal Assessment/Evaluation may comprise Assignments & Project. Marks allotted to each of these components may vary from

School to School/Programme to Programme.

- b. The Vice Chancellor/President shall have the right to call for all the records of Sessional Examinations for Scrutiny/Re-Evaluation.
5. Student has to complete his/her course in stipulated time frame as prescribed by the Concern Regulatory Bodies, statutory Body.

6. Back paper Examinations

Back Paper Examinations may be conducted in the month of February & September for all those students who appear in the Final Semester/Year Examination of their respective programmes.

The Examination Fee will be payable for appearing in the Back Paper Examinations as per notification issued by the University.

7. Scheduling of Examinations

The Examinations will be scheduled as per Academic Calendar finalized by the Vice Chancellor/President. However, under special circumstances, the Vice Chancellor/President has the authority to modify the Academic Calendar.

D. RULES & REGULATIONS FOR EXAMINATIONS

1. Issuing of Unique Identification to the Students for All Courses:

Student will be allotted Enrolment Number by the University.

2. Documents Required for Issuing of Enrolment

The student shall have to pay one-time Enrolment Fee, after his/her admission is confirmed. The Enrolment number once allotted will remain the same.

3. Submission of Examination Forms (Provisional)

- a. The Student has paid prescribed Examination Fee by the notified dates.
- b. The Students has paid all other dues/charges by the notified dates and has clearance from the Accounts Department.
- c. There is nothing against the students which otherwise may disqualify him/her to take examination.
- d. Every Eligible Student will be issued Admit Card/Hall Ticket.
- e. Examination Fee once paid shall not be refundable. In case of the students who are debarred by the University to appear in the

Examination after he/she has paid the Examination Fee, the Examination Fee may be adjusted for the Subsequent Examinations.

- f. Students appearing in Main/Back Paper are required to SUBMIT EXAMINATION FORM along with the prescribed examination fee by the notified dates.
- g. Student not appearing in the Main exam will not be allowed to appear in Back paper exam of the same in subsequent exam.

4. Declaration of Schedule of Examinations (Date Sheet) & Examination Centre

The schedule of the Examinations (Date Sheet) shall be notified by the Controller of Examinations at least 15 days prior to the commencement of University Examinations and will be sent to the concerned Schools/Departments.

The CDOE will notify the same on their respective website i.e. <https://sgvu.edu.in>

5. Issuing of Admit Cards

- a. The CDOE will upload the Admit Card on the LMS where students will download the same.
- b. Examination Section will also prepare admit card of all the students appearing in Back Paper and upload on LMS.

E. PROCEDURE FOR APPOINTMENT OF PAPER-SETTER & EXAMINER & EVALUATOR

1. The Examination Section asks the respective Schools (CDOE faculty and Conventional mode faculty) to submit panels of Internal as well as External Paper Setters/Evaluators (Minimum 2 or 3 Internal & 2 External) for each course of each programme before submitting the panel. (Especially in terms of their Specialization, Expertise and Professional Experience)
2. The Vice Chancellor/President may select anyone from the panel for appointment of Paper-Setting and/or Evaluating answer books from the panel However, The Vice Chancellor/President may choose to appoint experts from outside the panel also.
3. Controller of Examination shall issue general Instructions/Guidelines to the Paper-Setters/Evaluators for ensuring confidentiality & adherence to the prescribed Examination/Evaluation scheme.

4. In case the approved Paper Setter/Evaluator declines to do the assigned job, The Vice Chancellor/President may invite any other Expert.

F. PAPER SETTING

1. Instructions for Paper Setter:

- a. Question Papers should be framed in accordance with the prescribed syllabus contents
- b. Questions should be in strict accordance with the prescribed scheme of Examinations.
- c. Instructions for the candidates should be clearly worded.
- d. Questions should be worded in simple and readable handwriting by the printer. Vagueness and ambiguity should be avoided.
- e. Sections and Units should be indicated clearly.
- f. Language of the questions should be absolutely in clear, readable and understandably handwriting.
- g. Paper code must match the title of the paper.
- h. Questions and their sub-parts (if any) should be numbered properly.
- i. Questions and their sub-parts (if any) should be allotted marks as per the Examination Scheme.
- j. No Question or its sub-part should be repeated in the question paper.
- k. Wherever graphs, diagrams tables, figures and mathematical questions etc. are needed as per the requirement of the subject question paper, they must be according to the specifications prescribed by LMS contingencies.
- l. If it is a Back paper according to the old syllabus, the same must be mentioned on the paper along with the year.
- m. The Question paper and the Honorarium Bill are to be put in the same envelope.
- n. Question Papers are to be submitted to the CDOE Exam Section in properly secure envelope or over secured e-mail provided for the purpose.

G. RULES AND REGULATIONS FOR CONDUCTION OF UNIVERSITY EXAMINATIONS

1. Centre Superintendents

Head of the Institution/Director of the School shall be the Centre Superintendent at each examination Centre who shall be responsible for the safe custody of answer books and the fair and smooth conduct of examinations. Overall responsibility for safe and fair conduct of that examination will be of the Centre Superintendent.

2. Invigilators

Invigilators shall be appointed by the Examination Coordinator appointed by the Vice-Chancellor/President.

- Minimum two invigilators are to be deployed on 25 to 40 candidates in a room.
- In case the number of examinees is less than 25, one Invigilator may be deployed.

The Centre Superintendent will place the requirement of Invigilators and submit the same to the Examination Coordinator in the following tabular form:

1	2	3	4	5	6
Date of Exam	Room No.	Capacity of Room	Students allotted in the Room	No. of Invigilators required in the Room	Remarks

The invigilators will be informed about their Invigilation duties and the venue a day before the scheduled date of Examination.

3. Examination Halls/Labs :

1. The doors of the examination hall/Labs should be opened only 30 minutes before the commencement of the examination.
2. Roll numbers of candidates may be written/pasted on the examinees desks.
3. A seating plan of the examination should be prominently displayed on the Notice Boards outside the Exam Centre and also outside the Exam Room/Hall and a copy of the same should be maintained in the School records for inspection as and when necessary.

4. Candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.

4. Instructions for the Invigilators & Examinees

1. Invigilators must report at the Examination Centre 20 Minutes before the scheduled time of the start of the Examination and must be present in their allotted Examination Hall/ Room at least 15 minutes before the scheduled time of the start of the Examination.
2. Invigilators should ensure that the candidates occupy and are settled in their allotted seats at least 10 minutes before the commencement of examination.
3. Distribution of the blank Answer-Books to the candidates should be complete before the scheduled time of the start of the examination.
4. Invigilators must hand over the Question Papers to the examinees 3 to 5 minutes before the scheduled time of the start of the examination.
5. Invigilators have to be watchful and alert during the entire proceedings of the examination.
6. They shall NOT permit any candidate coming after 10 minutes of the start of the examination.
7. Any candidate reporting at the examination centre after 10 minutes must be referred by the Invigilator to the Centre-Superintendent. Such late comers should be permitted to appear in the examination only after due written permission from the Centre Superintendent.
8. No candidate shall be permitted to enter the examination hall/room after 30 minutes of the scheduled time of the start of the Examination.
9. Invigilators must not violate the sanctity of the examination by indulging in conversation with co-invigilator or any other person during the course of their invigilation duty.
10. Cell phones shall not be permitted in the examination hall neither by the candidate nor by the invigilators.
11. Any student found with Cell Phone or any objectionable material will be treated as Unfair Means case.
12. Invigilators must not be found sitting or reading newspaper/magazine etc. or indulging in any such activity that hampers invigilation.
13. Invigilators must very carefully check the entries made by the examinees on the answer-books – both on the detachable half page (for

secrecy purposes) and also on the first front cover page.

Only the detachable half cover page has the identifiable entries of the examinee such as , his/her Name , Enrolment No and Roll No, while the first front cover page carries only the name of the programme/course, Paper Title, Paper Code, Semester and Year etc.

14. Before putting their signatures on the answer-book of the candidate , the invigilators must make sure that all the entries on the half detachable secrecy page and the first front cover page are filled in by the candidate correctly and in legible handwriting.
15. No candidate shall be allowed to leave the examination hall/room before two hours in a 3-hour examination paper, and before one hour in a 2-hour examination paper.
16. No student shall leave the examination hall/room before handing over the answer-book to the invigilator.
17. Any candidate who tries to forcibly take the examination answer-book out of the examination hall/room or who tries to mutilate/damage the answer-book or tampers with it in any manner shall be liable to disciplinary action leading to rustication from the University.
18. Examinees shall maintain discipline and decorum while writing their examinations.
19. Invigilators are not allowed to interchange their duties without prior permission/approval of the competent authority

5. Attendance & Verification

1. The Enrolment number, roll number and signature of the all students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa supplied by the Controller of Examinations.
2. However the copy of the attendance sheet should also be sent with the docket along with the question paper in the sealed packet of Answer Books.

H. DISCIPLINARY CONTROL

1. During the examination the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his instructions. If a candidate disobeys the instructions of the Centre Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Centre Superintendent

from that day's examination. The misbehaviour done by the student should be reported by the Centre Superintendent to the Vice Chancellor/President the same day.

2. However if the student has any grievance against the conduct of Examination, he/she can submit the grievances to the CDOE. Appropriate action will be taken by CDOE.

I. INSTRUCTIONS FOR THE CANDIDATES

1. General Instructions

- a. All the candidates should bear the University ID card.
- b. The candidate is expected to be present at the examination Centre 15 minutes before the commencement of examination.
- c. No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- d. Possession of any arms, weapons, mobile phone, electronic devices etc. in the examination hall or at the examination Centre by the candidate is strictly prohibited.
- e. The candidate shall behave properly during the proceedings of the Examinations maintaining the sanctity of the system.
- f. The candidate is prohibited from keeping in his possession in the examination hall any blank paper, notes, chits, books, mobile phone, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
- g. The candidate found guilty of misbehaviour or using/attempting to use unfair means shall be liable for suitable punitive action.
- h. Disclosure of identity on the part of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of U.F.M.
- i. A candidate, who has come to appear the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.

J. CANCELLATION OF APPOINTMENTS/EXAMINATIONS

Vice Chancellor/President reserves the right to cancel or rescind any

appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduct of examinations.

K. REGULATION FOR UNFAIR MEANS/ PROCEDURE FOR DEALING WITH UNFAIR MEANS AND MASS COPYING CASES

1. Unfair Means Cases

Examination is a formal procedure intended to measure examinee's knowledge/talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

Code of conduct for an examinee is therefore, framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee has to follow this code of conduct.

L. EVALUATION PROCEDURE

After getting Answer Books from the centre:

1. Answer books shall be:- collected and distributed to the respective evaluation.
2. In special circumstances (coded) answer books can be sent to External Evaluator with prior permission of Vice Chancellor/President.
3. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the end of the answer.
4. Important Instructions for Evaluators
 - a. No question or part of a question should remain unevaluated. Particular care should be taken in case where there are multiple choice/ short answer type questions.
 - b. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question ends. Secondly, on the front page of the Answer-Book against the serial number of the question.
 - c. There should be no mismatch between the marks given inside the answer-book to a question and marks entered on the front page and where the question is written.
 - d. Ensure that marks are correctly counted before writing the total

sum on the front page.

- e. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re-checking/re-totalling.
- f. If the candidate has attempted more questions than asked for, the marks of best attempted/scored requisite number of questions must be granted on the front page and word “over attempted” be mentioned at the end of those answers which have not been taken into account.
- g. Assignment of evaluation should be completed within the stipulated period.

5. Practical Examinations

Practical examinations will be conducted by the Internal and External examiners as approved by the Vice Chancellor/President and should be conducted strictly according to the curriculum and evaluation scheme.

Practical awards along with the attendance must reach the examination cell either on the same day or the next day after the conduction of the practical examination.

6. Student Grievances with regard to Evaluation/Examination Grievances Committee

In case of any written representation/complaints received from the students within seven days after completion of the examinations regarding the question paper etc. along with specific recommendations of the Director/Head of the concerned School, the same shall be considered by the Vice Chancellor/President. The Vice Chancellor/President shall take appropriate decision or may refer the case to the grievance Committee for the purpose. **Annexure - B**

M. DECLARING RESULT OF EXAMINATIONS:-

1. Criteria for Passing

Where the ordinance and curriculum of the statutory bodies like AICTE, Distance Education Council (DEC) etc. are available, Criteria for passing will be applicable as per Statutory Bodies/Regulatory Bodies and will supersede these ordinances.

(Where guidelines by the concerned regulatory bodies are not notified)

A chart showing minimum pass %, ratio between Internal and External evaluation and Grades allotted to each programme are given below:-

Passing Marks					
UG Theory Papers					
Internal 30%		External 30%		Total 37%	
Min.	Max.	Min.	Max.	Min.	Max.
9	30	21	70	37	100
PG Theory Papers					
Internal 40%		External 40%		Total 46%	
Min.	Max.	Min.	Max.	Min.	Max.
12	30	28	70	46	100
UG Lab Papers					
Internal 40%		External 40%		Total 37%	
Min.	Max.	Min.	Max.	Min.	Max.
24	60	16	40	37	100
PG Lab Papers					
Internal 40%		External 40%		Total 46%	
Min.	Max.	Min.	Max.	Min.	Max.
24	60	16	40	46	100

2. Awarding Grace Marks:-

Any examinee/student of the courses of University shall be eligible for getting maximum of 05 (five) Grace Marks, after fulfilling the conditions given below:-

- If a candidate fails in one or more than one paper of a semester/year programme and needs 05 marks to pass in one or more than one paper of the given **semester/year examination** , **he/she can awarded grace marks either to pass him/her the paper or to clear Back in the paper . 05 Grace Marks can be split in more than one paper of the said programme.**
- However, Grace Marks are not a matter of right of the student but the discretion of the University.
- Total number of Grace Marks given to the student will be marked with asterisk (*) at the bottom of the mark sheet.
- Note Sheet COE

3. Declaration of Result

The Controller of Examinations shall declare the results of various examinations within 2 months of last paper held.

Simultaneously with their declaration, the results shall be communicated to the Students and shall be made available on the University Website <https://www.gyanvihar.org/sgvu-de-result/>.

4. Provisional Result

In emergent situation for the reasons given by the student, where the result has not been compiled but the examination department has received all the awards, the Vice Chancellor/President may order for the declaration of result of the individual or a group of students provisionally on payment of the prescribed fee.

5. Promotion to Next Year

Promotion Rules as approved by the competent authority as per the approval of statutory body.

6. Issue of Mark Sheets

The Mark sheets/Grade Cards will be issued to the candidates within 2 months of the declaration of the result.

A Marks Sheet may be withheld by the University on reasonable grounds.

7. Issue of Duplicate Mark Sheets

In case of loss or destruction of a marks sheet, a candidate may obtain a duplicate marks sheet, on submitting an application along with the prescribed fee, stating that the applicant has a real need for the duplicate marks sheet and submitting an affidavit signed and certified by the Notary/First Class Magistrate, showing that the original has been lost/destroyed; Since CDOE is providing an OTP verified delivery hence in case of 'Lost in Transit' student will be provided with duplicate copy of mark sheet and CDOE will not be responsible for any case of Lost in Transit.

8. Change of Data in Issued Mark sheet

The data as entered in the record of the student shall not be altered except after the Controller of Examinations being satisfied that there has been a clerical error in the University Office or there is any proof provided by the student, any other correction may occur appropriate documents and requisite fees.

9. Award of Degree

The student shall have to apply for a degree in the prescribed format along with the prescribed fee.

A student shall be awarded a degree if:

- a. He/she has enrolled himself/herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and has secured the minimum credits prescribed for award of the concerned degree.
- b. There are no dues outstanding in his/her name.
- c. No disciplinary action is pending against him/her.
- d. Normally a degree shall be awarded during the convocation. The date of convocation will be decided by the competent authorities of University.

N. Provisions for computer based exams :-

1. Announcement of ESE :

- a. The date sheet will be announced 15 days prior to the commencement of the exams.
- b. ESE will be conducted for all the semesters in the month of Feb and Sept each year.
- c. The date sheet will be displayed on LMS of the University where students can take prior notice of the same.
- d. The date sheet will carry maximum 3 shifts per day across semesters and papers.

2. Conduction of exam :

- a. Examination will be conducted in online/computer based mode for all the students registered under CDOE.
- b. Students will be provided with the provision of typing as well as uploading of answer sheets as and where required.
- c. Exams will be conducted in two layer proctored mode as per the guidelines laid by ODL/OL guidelines UGC 2020.

3. Form Filling :

- a. Each and every student is required to fill the examination form as per the directions of CDOE, it is mandatory for all the students to fill the examination form as per the notifications.
- b. Student not appearing in the Main exam will not be allowed to appear in Back paper exam of the same in subsequent exam.
- c. Any student not filling the examination form, will not be allowed to appear in the examination.
- d. Subjects once mentioned in the examination form will not be changed in any condition.

4. Admit Card :

- a. All the students will be provided admit card for ESE only after getting approval from accounts dept. (no dues).
- b. All the students are required to carry the admit card during the examination period.

5. Duration of exam :

- a. Every exam will be of 2 hours and the same will be kept open for the said time period (2 hours) in each shift: as mentioned in the date sheet of examination.
- b. There will be no provision of extending the time period or attempt in any given case, if and only if there is a technical failure at the end of LMS, needed to be reported in time i.e. within 15 minutes of the occurrence of issue.

6. Issues during examination :

- a. In case of any issue raised during the examination, student/coordinator can contact directly to the CDOE, SGVU on following numbers (within 15 minutes) :

- i. 9799121999

- ii. 8233752936

- iii. 9784596473

Or can drop a mail within stipulated time (15 minutes) on following mail ids :

- i. manish.dwivedi@mygyanvihar.com

- ii. pankaj.verma@mygyanvihar.com

- iii. krishan.kumar@mygyanvihar.com



Report to be submitted by the University Observer

1. Name of the University Observer with Designation and Address :

Prof. Nathuram Prasad
Faculty Head, D. Sc. E. University of Rajasthan, Jaipur

2. Date of Exam:

18th Feb 2022

3. Name of Centre:

Main Building

4. Name of Centre Supdt.:

Dr. Manish Dandia

5. Name of the Examination:

BBA - 5th Sem, 3rd Sem, 1st Sem
BCA - 5th Sem, 3rd Sem, 1st Sem
MBA - 3rd Sem, 1st Sem
MCA - 2nd Sem, 1st Sem

6. Report about cases of malpractices Detected, if any:

No such cases detected

7. Any irregularity or insincerity by any of the exam official/staff if reported to the Centre Supdt.

No irregularity is found.

8. Were the numbers of allotted Invigilators present?

Yes.

9. Whether reporting procedure have been followed?

Yes.

Suggestion for improvement in conduct of examination:

(Signature of the University Observer).

Director
2022-23



Report to be submitted by the University Observer

1. Name of the University Observer with Designation and Address :

Prof. Mathurashankar Parash
Former Head & Dean Edu, University of Rajasthan, Jaipur

2. Date of Exam:

19th Feb 2022

3. Name of Centre:

Main building

4. Name of Centre Supdt.:

Dr. Manish Dwivedi

5. Name of the Examination:

BBA- 6th Sem, 1st Sem, 2nd Sem,
B.A- 6th Sem, 1st Sem, 2nd Sem,
MBA- 4th Sem, 2nd Sem,
MCA- 4th Sem, 2nd Sem.

6. Report about cases of malpractices Detected, if any:

No such cases detected.

7. Any irregularity or insincerity by any of the exam official/staff if reported to the Centre Supt.

No irregularity is found.

8. Were the numbers of allotted Invigilators present?

Yes

9. Whether reporting procedure have been followed?

Yes

Suggestion for improvement in conduct of examination:

(Signature of the University observer)

Director
Distance Education
Suresh Gyan Vihar University, Jaipur



Report to be submitted by the University Observer

1. Name of the University Observer with Designation and Address :

Dr. Mahesh Kumar Pasark
Faculty of Education, University of Rajasthan,
Jaipur

2. Date of Exam:

20th Feb. 2022

3. Name of Centre:

Main Building

4. Name of Centre Supdt.:

Dr. Manish Dwarvedi

5. Name of the Examination:

BBA- 5th Sem, 3rd Sem, 2nd Sem.
B.A. 6th Sem, 3rd Sem, 1st Sem.
MBA 2nd Sem, 1st Sem.
MCA 3rd Sem, 2nd Sem.

6. Report about cases of malpractices Detected, if any:

No such cases detected.

7. Any irregularity or insincerity by any of the exam official/staff if reported to the Centre Supdt.

No irregularity is found.

8. Were the numbers of allotted Invigilators present?

Yes

9. Whether reporting procedure have been followed?

Yes

Suggestion for improvement in conduct of examination:

(Signature of the University observer)

Dr. Mahesh Kumar Pasark
Faculty of Education, University of Rajasthan, Jaipur

Date: 17/07/2021

**Minutes of Meeting for Approval of PPR, SLM, LMS and ELM for CDOE
(Center of Distance and Online Education)**

Meeting for the approval of PPR (Program Project Report), SLM (Self Learning Material), LMS (Learning Management System) and ELM (e-Learning Material) for the courses offered at CDOE, Suresh Gyan Vihar University. The members of the committee have reviewed the PPR of all the said courses and put up their valuable suggestion approval on the same.

The respective members of the committee are as follows:

S.No	NAME OF MEMBER	DESIGNATION
1	Dr. Nagendra Kumar Swankar	Associate Dean Academics
2	Prof. (Dr.) Trilok Kr. Jain	Director (SGVUDE)
3	Dr. Kalpana Randhawa	Associate Professor (SILS)
4	Mr. Manish Shrivastva	Associate Professor (HMCT)
5	Dr. Shruti Tiwari	Professor (Education)
6	Dr. Swati Mishra	Associate Professor (ISBM)
7	Ms. Anu Sharma	Assistant Professor (Journalism & Mass Communication)

The members of the committee have reviewed the PPR of following courses:
(The copies of respective PPR are given in Annexure-I)

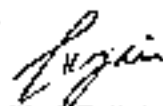
Course Applied in Online Mode		Course Applied in ODL Mode	
S. No.	Course	S. No.	Course
1	MBA	1	MBA
2	BBA	2	B.Ed.
3	BA	3	BA (Journalism) 3 Yr. course
4	BCOM	4	MA
5	MA	5	MCOM

The respective members of the committee stated following comments on the preparedness of the presented PPRs and SLM:

1. The Associate Professor (ISBM) stated that the PPR and SLM of B.Com, MBA, and BBA are completed in all respect and can be presented for further processing.
2. Associate Professor (SILS) stated that PPR of BA, B.Lib.I. Sc., MA (Journalism) and MA are completed in all respects and SLM is prepared as per the specification of regulation of UGC.
3. Assistant Professor (Journalism & Mass Communication) stated that the PPRs of BA (Journalism), Bachelor of Journalism and MA (Journalism) are completed in all respect and can be presented further, but the SLM is prepared for first year only, members recommend that the remaining SLM must be prepared before the final submission of form to UGC.
4. Mentioned below are the Learning Resources which would be provided for every subject/course for Online Programs through our LMS:

Quadrant	Quadrant Type	Learning Resource Type	Type	Delivery Format
1	E - Tutorial	Tutorials: Recorded Videos	Chapter Level	MP4 (Audio Video Content)
		Animation / Gamified Module	Chapter Level	SCORM File
		Simulated Case Study	Subject Level	SCORM File
2	e-Content	E-book	Chapter Level	PDF/ Notes
		Study Guide	Chapter Level	PPT / Bullet Notes
		Web Resources	Chapter Level	Articles and Reference Videos from Swayam, NPTEL and other platforms
3	Discussion Forum	Discussion Forum	Chapter Level	Real Time Technology
		Synchronous Interactive Sessions –	Chapter Level	Real Time Technology

		Live Sessions	
4	Assessment	FAQ	Chapter Level
		Miss-Conception	Chapter Level
		Practice Assignment	Chapter Level
			Excel Based System Upload for Objective Assessment and Document Upload for Subjective questions in assessment in form of Assignments


Prof. (Dr.) Trilok Kr. Jain
 Convener


Dr. Nagendra Kumar Swarnkar
 Associate Dean Academics


Director
 Distance Education
 Suresh Gyan Vihar University, Jaipur

List of Members for Approval of PPR, SLM, LMS and ELM for Distance

Education

Date: 17/07/2021

S.No	NAME OF FACULTY	DESIGNATION	Status	Email ID & Contact No.
1	Prof. (Dr.) Trilok Kr. Jain	Director (SGVUDE)	Convener	trilokkr.jain@mygyanvihar.com 94144 30763
	Dr. Nagendra Kumar Swarnkar	Associate Dean Academics	Member Secretary	Nagendra.swarnkar@mygyanvihar.com 9828229045
2	Dr. Kalpana Randhawa	Associate Professor (SILS)	Member	Kalpana.randhawa@mygyanvihar.com 9928009559
3	Dr. Shruti Tiwari	Professor (Education)	Member	Shruti.tiwari@mygyanvihar.com 9667319446
4	Dr. Swati Mishra	Associate Professor (ISBM)	Member	swati.mishra@mygyanvihar.com 8410428831
5	Ms. Anu Sharma	Assistant Professor (Journalism & Mass Communication)	Member	Anu.sharma@mygyanvihar.com 98281 10554


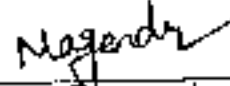

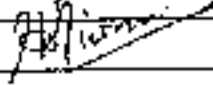
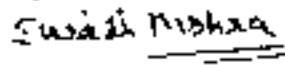


 Prof. (Dr.) Trilok Kr. Jain
 Convener


 Dr. Nagendra Kumar Swarnkar
 Associate Dean Academics


 Director
 Distance Education
 Suresh Gyan Vihar University, Jaipur

**Attendance Sheet of the Meeting for Approval of PPR, SLM, LMS and
e-LM for Distance Education**

Date: 17/07/2021

S.No	Name of Faculty	Designation	Status	Signature
1	Prof. (Dr.) Trilok Kr. Jain	Director (SGVUDE)	Convener	
	Dr. Nagendra Kumar Swankar	Member Secretary and Convener BoS	Asst. Dean Academics	
2	Dr. Kalpana Randhawa	Associate Professor (SILS)	Member	
3	Dr. Shruti Tiwari	Professor (Education)	Member	
4	Dr. Swati Mishra	Associate Professor (ISBM)	Member	
5	Ms. Anu Sharma	Assistant Professor (Journalism & Mass Communication)	Member	


 Prof. (Dr.) Trilok Kr. Jain
 Convener


 Dr. Nagendra Kumar Swankar
 Associate Dean Academics


 Director
 Distance Education
 Suresh Gyan Vihar University, Jaipur

Program Structure and Credits Mapping:**B.Com**

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	BM-161	Corporate and Financial Accounting	4	12	30	70	100
1	BM-302	Entrepreneurship and Small Business Management	4	12	30	70	100
1	BM-166	Business Economics	4	12	30	70	100
2	EN-102	English language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	BM-163	Business Statistics	4	12	30	70	100
2	BM-162	Business Law	4	12	30	70	100
2	BM-172	Indian Banking and Financial System	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	BM-262	Income Tax Practice	4	12	30	70	100
3	BM-263	Cost Accounting	4	12	30	70	100
3	BM-271	Company Law & Secretarial Management	4	12	30	70	100
3	BM-107	Organizational Behaviour	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	BM-111	Management	4	12	30	70	100
4	BM-274	Economics Environment in Rajasthan	4	12	30	70	100
4	BM-276	Element of Financial Management	4	12	30	70	100
4	BM-264	Advanced Accountancy	4	12	30	70	100
5	BM-381	Accounting & Business Statistic	4	12	30	70	100
5	BM-170	Functional Management	4	12	30	70	100
5	BM-383	Rural Development &	4	12	30	70	100

		Cooperation					
5	BM-385	Industrial Laws	4	12	30	70	100
5		Elective 1	4	12	30	70	100
6	BM-207	Cost and Management Audit	4	12	30	70	100
6	BM-361	Goods and Services Tax	4	12	30	70	100
6	BM-372	Advertising & Sales Management	4	12	30	70	100
6	BM-325	International Finance	4	12	30	70	100
6		Elective 2	6	12	30	70	100

Elective 1 (Student can choose any one of the following subjects)

- Insurance: BM-387
- Business Budgeting: BM 389
- Public Economics: BM-393

Elective 2 (Student can choose any one of the following subjects)

- Auditing and Management Accounting: BM-392
- Advance Cost Accounting: BM-394
- Direct Tax: BM-396

Bachelor of Arts (Psychology)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	PY-101	Basic Psychological Processes	4	12	30	70	100
2	EN-102	English Language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	PY-103	Social Psychology	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	PY-202	Abnormal Psychology	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	PY-205	Psychological Statistics	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5	PY-304	Positive Psychology	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6	PY-301	Psychological Testing and Assessment	4	12	30	70	100

Bachelor of Arts (English Literature)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	EN-101	Poetry and Drama-I	4	12	30	70	100
2	EN-102	English language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	EN-104	Prose and Fiction-I	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	EN-201	Poetry and Drama-II	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	EN-202	Prose and Fiction-II	4	12	30	70	100
5	EM-102	Employability Skills-I	4	12	30	70	100
5	EN-301	Poetry and Drama-III	4	12	30	70	100
6	EM-201	Employability Skills-II	4	12	30	70	100
6	EN-302	Prose and Fiction-III	4	12	30	70	100

Bachelor of Arts (Geography)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	GEO-109	Physical Geography	4	12	30	70	100
2	EN-102	English language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	GEO-110	Geography of Rajasthan	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	GEO-209	Resources Geography	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	GEO-210	Human Geography	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5	GEO-311	World Regional Geography	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6	GEO-312	Geography of India	4	12	30	70	100

MARKED subject codes are being generated by our department itself.

Bachelor of Arts (Political Science)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	PS-107	Foundations of Political Science	4	12	30	70	100
2	EN-102	English language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	PS-110	Representative Indian Political Thinkers	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	PS-209	Selected Political System	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	PS-210	Indian Political System	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5	PS-309	Representative Western Political Thinkers	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6	PS-310	International Relations since World War-II and Indian Foreign Policy	4	12	30	70	100

Bachelor of Arts (Economics)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	ECO-101	Micro Economic Theory	4	12	30	70	100
2	EN-102	English language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	ECO-103	Indian Economy	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	ECO-105	Introductory Macro Economics	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	ECO-207	Elements of statistics and Mathematics	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5	ECO-205	Introduction To International Trade, Development and Public Economics	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6	ECO-314	Application of Mathematics in Economics	4	12	30	70	100

MARKED subject codes are being generated by our department itself.

Bachelor of Arts (History)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	HS-101	History of India (From the Beginning Up to 1200 A.D.)	4	12	30	70	100
2	EN-102	English language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	HS-102	HISTORY OF RAJASTHAN (FROM EARLIEST TIMES TO 1956 A.D)	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	HS-201	History of Medieval India (C 1200-1761 AD)	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	HS-202	Main Trends in the Cultural History of India	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5	HS-301	History of Modern India (1761-1971 AD)	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6	HS-302	History of Modern World (1500-2000 AD)	4	12	30	70	100

MARKED subject codes are being generated by our department itself.

Bachelor of Arts (Public Administration)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1	PAD-101	Elements of Public Administration	4	12	30	70	100
2	EN-102	English language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2	PAD-102	Public Administration in India	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3	PAD-201	Administrative Institutions in India	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4	PAD-202	State Administration in India	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5	PAD-301	Comparative Administrative Systems	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6	PAD-302	Local Administration	4	12	30	70	100

MARKED subject codes are being generated by our department itself.

Bachelor of Arts (Sociology)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1		Introduction to sociology	4	12	30	70	100
2	EN-102	English Language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2		Society in India	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3		Social Research Methods	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4		Sociology of Village	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5		Sociology Thought	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6		Introducing sub sociology	4	12	30	70	100

Bachelor of Arts (Hindi Literature / □□□□□ □□□□□□□□)

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	HN-101	Hindi Language	4	12	30	70	100
1	ES-101	Environment Studies	4	12	30	70	100
1		□□□□□ और □□□□□□□□	4	12	30	70	100
2	EN-102	English Language	4	12	30	70	100
2	HV-102	Human Values and Professional Ethics	4	12	30	70	100
2		□□□□□ और गद्य □□ □□□□ □□□□□□	4	12	30	70	100
3	CP-203	Basics of Computers	4	12	30	70	100
3		□□□□□□□	4	12	30	70	100
4	CS-202	Communication Skills	4	12	30	70	100
4		□□□□ □□□ □□□□□□	4	12	30	70	100
5	EM-102	Employability Skills - I	4	12	30	70	100
5		□□□□□□ □□□□□	4	12	30	70	100
6	EM-201	Employability Skills - II	4	12	30	70	100
6		□□□□□, □□□□□□□ और □□□□□□□□□□□□	4	12	30	70	100

3	BJ-106	Media Management and Ethics	4	12	30	70	100
3	BJ-107	Public Relations	4	12	30	70	100
3	BJ-108	New Media Technologies	4	12	30	70	100
3	BJ-109	Basic of Camera Light and Sound	4	12	30	70	100
3	BJ-110	Development Communication	4	12	30	70	100
4	BJ-111	Radio Production	4	12	30	70	100
4	BJ-112	Television Production	4	12	30	70	100
4	BJ-113	Photo Journalism- I	4	12	30	70	100
4	BJ-114	Indian Constitution, Economy and Politics	4	12	30	70	100
4	BJ-115	Event Management	4	12	30	70	100
5	BJ-116	World Media Scenario	5	12	30	70	100
5	BJ-117	Public Relations	5	12	30	70	100
5	BJ-118	Cyber Journalism	5	12	30	70	100
5	BJ-119	Photo Journalism-II	5	12	30	70	100
6	BJ-120	Global Media	5	12	30	70	100
6	BJ-121	Press Laws & Media Ethics	5	12	30	70	100
6	BJ-122	Industrial training	5	12	30	70	100
6	BJ-123	Project Work	5	12	30	70	100

Program Structure and Credits Mapping

S. No	Course Code	Paper	Credit	Contact Hours	Internal	External	Total
1	DBM -110	Business Communication Skills	4	12	30	70	100
1	DBM -107	Business Mathematics	4	12	30	70	100
1	DBM -109	Introduction to Computers	4	12	30	70	100
1	DBM -101	Principle of Management	4	12	30	70	100
2	DBM -104	Business Environment	4	12	30	70	100
2	DBM -108	Business Economics	4	12	30	70	100
2	DBM -110	Introduction to Financial Accounts	4	12	30	70	100
2	DBM -102	Organizational Behaviour	4	12	30	70	100
3	DBM -215	Cost Accounting	4	12	30	70	100
3	DBM -211	Foundation Of Human Skills	4	12	30	70	100
3	DBM -203	Human Resource Management	4	12	30	70	100
3	DBM -209	Principles Of Marketing	4	12	30	70	100
4	DBM -202	Business Statistics	4	12	30	70	100
4	DBM -206	Financial Management	4	12	30	70	100
4	DCA-605	Management Information Systems	4	12	30	70	100
4	DBM -204	Production & Operation Management	4	12	30	70	100
5	DBM -311	Enterprise Resource Planning	4	12	30	70	100
5	DBM -313	Elements of Company Law	4	12	30	70	100
5	DBM -315	Business Entrepreneurship	4	12	30	70	100
5	DBM -317	International Economics	4	12	30	70	100
6	DBM -310	Business Regulatory Framework (Mercantile Law)	4	12	30	70	100
6	DBM -312	Business Administration	4	12	30	70	100
6	EC-740	E-Commerce	4	12	30	70	100
6	DBM -316	Project Work	8	24	30	70	100



Program Structure and Credits Mapping

Semester	Course Code	Paper	Credit	Contact Hours for ODL	Internal	External	Total
1	MM-501	Management Concepts and Organizational Behavior	4	12	30	70	100
1	MM-502	Managerial Economics	4	12	30	70	100
1	MM-503	Advanced Statistics	4	12	30	70	100
1	MM-504	Marketing Management	4	12	30	70	100
2	MM-505	Accounting for Managerial Decisions	4	12	30	70	100
2	MM-506	Strategic Management	4	12	30	70	100
2	MM-507	Business Environment	4	12	30	70	100
2	MM-508	Corporate Governance	4	12	30	70	100
3	MM-509	Advanced Financial Management	4	12	30	70	100
3	MM-510	Advertising and Sales Management	4	12	30	70	100
3	MM-511	Entrepreneurship Development	4	12	30	70	100
3	MM-512	IT and E Commerce	4	12	30	70	100
4	MM-	Service Marketing	4	12	30	70	100

	513						
4	MM-514	International Business Environment	4	12	30	70	100
4	MM-515	Corporate Accounting	4	12	30	70	100
4	MM-516	Operations Management	4	12	30	70	100

Program Structure and Credits Mapping

S. No	Course Code	Paper	Credit	Contact Hours	Internal	External	Total
1	DBM-551	Modern Business Organization and Management	4	12	30	70	100
1	DBM-553	Global Business Environment and Economics	4	12	30	70	100
1	DBM-555	Accounting and Financial Management	4	12	30	70	100
1	DBM-557	HR & OB	4	12	30	70	100
1	DBM -559	Business & Corporate Law	4	12	30	70	100
2	DBM -552	Business Research Methodology	4	12	30	70	100
2	DBM -554	Modern Marketing Management	4	12	30	70	100
2	DBM -558	Production, Operations and SCM	4	12	30	70	100
2	DBM -560	Business Communication Skills	4	12	30	70	100
2	DBM -556	Information Technology for Business	4	12	30	70	100