



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved



DIRECTORATE OF
DISTANCE EDUCATION

(Approved by The Joint Commition of UGC-AICTE-DEC & Recognized by DEB of UGC)

Swami Vivekanand Subharti University

(Approved by UGC)

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SWAMI VIVEKANAND SUBHARTI UNIVERSITY

The Swami Vivekanand Subharti University is one of the finest and premier University in India, established in September 2008, under section 2(f) of the University Grants Commission Act, 1956 set up under the Swami Vivekanand Subharti Vishwavidyalaya Uttar Pradesh Adhiniyam, 2008 (U.P. Act No. 29 of 2008), as passed by the Uttar Pradesh Legislature and assented to by the Hon'ble Governor of Uttar Pradesh.

The University is running the aegis of Mahayana Theravada Buddhist Religious and Charitable Trust, Meerut, which has acquired a commendable record of service in the field of Education, health care and social welfare.

The University has been accredited with 'A' grade by NAAC.

The main campus of the University is in the National Capital Region (NCR), strategically situated on National Highway 58, Delhi-Haridwar Bypass Road, Meerut. The campus, aptly called Subhartipuram, is spread over a sprawling area of about 250 acre of land comprising of magnificent buildings, lush green lawns and vibrant surroundings with over 5000 people.

The University has centrally air-conditioned auditoriums with a seating capacity of 2500, Senate Halls, Conference Halls, well-equipped Sports Complex (Play fields, Gymnasium, Stadium, Tennis Courts, Volleyball, Basketball Courts, etc.), Teachers' Club, Club for Administrative staff, Separate Hostels, Health Centre, Business Complex, Residential quarters for all categories of staff. The University has a rich Central Library with more than 3.80 lac books, 181 journals (Foreign & Indian), Internet Section of 200 nodes, Computer Centres, Museum, Instrumentation (USIC) workshop, Student's Guest House, Faculty Houses, etc.

It has established its name in industrial collaboration and runs various professional programmes in almost all the disciplines like Medical, Dental, Paramedical, Nursing, Physiotherapy, Technicians Training, Pharmacy, Engineering, Management, Law, Journalism, Education, Security and Intelligence Management, Polytechnic, Arts and Science, Buddhist Studies etc. The university is leading at national level in sports, cultural and other activities.

In addition to Directorate of Distance Education, University College and University College of Education, the University has 18 Teaching Departments on the campus.



THE VISIONARY

'Dr. Krishna is not only an ardent votary of Indian culture but is also a diehard patriot. He is guiding force in bringing people together by removing prejudices arising out of casteism and communalism, spreading love and harmony, building up moral and national character along with service to mankind so as to make his dream of "VASUDHAIVA KUTUMBHAM", come true.

The boy who set out to make his dream a success in due course of time was none other than Dr. Atul Krishna, who was still a sophomore at LLRM Medical College, Meerut, at that time. Armed with a post graduate degree in General Surgery, Dr. Krishna soon set out to translate his dream into reality, a dream which had already taken shape in his mind.

This dream was establish such institutions of education and training that would produce highly skilled graduate of academic excellence in every field of education and aspect of life.

Graced with fore vision versatility & a genius mind with a vibrant and vivacious personality, Dr. Atul Krishna is not only a reputed surgeon of Northern India but also a great philanthropist, a learned thinker, a visionary and staunch social reformer, dedicated to the upliftment of the downtrodden and weaker section of society. Dr. Atul Krishna is the founder of SUBHARTI, a duly registered body, engaged in social service for which he has established several primary and secondary level school and many rural hospitals in the remotest villages.

“DREAM, WHILE YOU ARE AWAKE & TO ACHIEVE THE SAME, PUT ALL AT STAKE”

Prof. (Dr.) Atul Krishna
MS (Surgery)
Professor



Dr. Mukti Bhatnagar, dynamic, versatile, charismatic and multidimensional personality is a Professor of Medicine and a teacher of high acclaim and repute. She was born in the holy city of Allahabad, Uttar Pradesh, India in a prestigious family of educationists, doctors and civil servants, which somewhat predestined her future and purpose as a Medical professional.

She completed her graduation (MBBS) and post graduation (MD in General Medicine) from M.L.N. College, Allahabad. A popular teacher, extensively upheld for her professional competence, caliber and knowledge. She has added to her professional qualification by attaining specializations such as Post Graduate Diploma in Maternal and Child Health, and in Geriatric Medicine from Indira Gandhi Open University, New Delhi.

She had the most coveted distinction of presenting lectures on "Physical Disability in the Elderly" and on "Physical Rehabilitation: Disabilities in Old Age" before an august gathering of "SAARC" member countries in 2008 and 2009 respectively. She also a Director in Lokpriya Hospital, a 300 bedded super specialty hospital and has been Senior Superintendent of 1097 bedded Chhatrapati Shivaji Subharti Hospital, Meerut. In recognition of her dedicated services in the field of education, health and social service, she was conferred with the 'U.P. Ratna' in 2008 by all India Conference of Intellectuals.

She received 'The Mahila Gaurav Samman' on International Women's Day, from U.P. Film Photo Journalist Welfare Association (Regd.) on 8th March 2009 for her commitment of the cause of Women upliftment and empowerment.

She has been decorated with the "Rajiv Gandhi Shiromani Award" by The National Integration and Economic Council, New Delhi on 9th August 2009 for her unstinted contribution towards the spread of peace and harmony in the community.

She was honoured by Hon'ble Vice Chancellor Prof. N.K. Taneja for 'Service towards the Women Welfare' on International Women's Day by Department of History, C.C.S. University Meerut, on 10th March 2011. She has also been felicitated by the Consortium of Competence in Education for her Excellence in this field on 4th March 2012. On a national medicine platform, she has presented a guest lecture on "HIPPOCRATIC OATH- Revisiting in the Present Medical Scenario" on 1st February 2013 at the 68th APICON 2013 (National Conference) at Coimbatore, India and authored in much acclaimed API medical update Vol. 23, 123: Chapter 149, Titled: Hippocratic Oath: Revising in the Present Medical Scenario.

Prof. (Dr.) Mukti Bhatnagar
MBBS, MD, PGDMCH
Professor

CHANCELLOR



Dr G.C. Srivastava
IAS Retd.
MSc, MA, LLB, Ph.D.

Dr. G.C. Srivastava is a retired IAS officer with a wide and diverse experience, having held important assignment like Chief Secretary, Govt. of Goa, Member Secretary, Twelfth finance Commission in the Ministry of Finance, Govt. of India, Chairman, Tariff commission, Vice Chairman, Central Administrative Tribunal and Secretary, Indian Council of Agricultural Research.

Dr. Srivastava has written books on different facets of Public Administration, including Industrial Development, Agricultural Research, Municipal Administration, Panchayati Raj Institution and fiscal Federalism. He has travelled widely within the country and across the globe and has participated in several National and International conference and seminars.

Dr. Srivastava is currently Vice-Chairman of Maithili-Bhojpuri Academy of Delhi Govt.

VICE CHANCELLOR

Dr. N.K. Ahuja, an alumni of King George Medical College, Lucknow. After having one year of experience in AIIMS, New Delhi, he joined Army Dental Corps as a Direct Permanent Commission Officer in July, 1970. He served the length and breadth of the country on variety of assignments including Bangladesh operation and faced militancy in Nagaland and J & K. While serving at Pune (from 1983-1989), Army Chief Duly awarded him commendation card for his dedication, loyalty, sincerity and setting an example for others. During his period he was not only teaching at AFMC but had a privilege of starting the post graduation in the field of Orthodontics. He took premature retirement in November 1993 and got in full time teaching in Dental Colleges. He served Subharti Dental College for more than 11 years as HOD-Orthodontics & as a Principal. He later took over as Pro-Vice Chancellor of Swami Vivekanand Subharti University. Conferred with "Meerut Ratan" by All India Conference of Intellectuals. Decorated with "Rajiv Gandhi Shiromani" award by National Integration & Economic Council, New Delhi and had an honour of being the President of Indian Orthodontics Society for the year 2010-11. Lectured nationally and internationally and has large number of research paper to his credit. For his dedication and acumen he was decorated as the first Professor Emeritus of the University. His diversified experience and astute administrative capabilities make him a dynamic administrator On 19th April, 2014 he joined as Director-General Administration of the University.



Dr N.K. Ahuja
MDS, PGDHHM, FICD,
FWFO, FPFA, FICCDE

PRO VICE CHANCELLOR



Dr. D.C. Saxena is a result oriented professional and an effective communicator, who possesses extensive year of management and leadership experience in the field of medical, health and medical education. He acquired qualifications of MBBS, DCP and MD (Path. & Micro.) from MLN Medical College, Allahabad in year 1969, 1976 and 1978 respectively. His pursuit for upgrading skill continued by passing Post graduate Diploma in Health & Hospital Management (PGDHHM) and MBA (Hospital Management) courses.

After distinguished service of 37 years in Medical and Health Department of Govt. of Uttar Pradesh, he retired as Director, Medical & Health in year 2007. He successfully guided Pilot Projects in the field of Integrated Child Development Scheme, Routine Immunizations, IPPI, etc, which were later implemented across the State. He has also served as Consultant in Pathology at Central Hospital, Kitwe, Zambia for 03 years on deputation from Government of India. He has many

awards and certificates of honors to his credit. During his last tenure as Senior Medical Superintendent, Chatrapati Shivaji Subharti Hospital, the Teaching Hospital of Subharti Medical College, Meerut, the Hospital, under his able management, achieved new milestones in delivery of health care, efficient operations and patient satisfactions levels. His innovative, assertive and persuasive style of administration, quality control/assurance and compliance of regulatory and accrediting bodies like Medical Council of India and Quality Council of India

Dr. D.C. Saxena
MBBS, DCP, MD
PGDHHM, MBA

CHIEF EXECUTIVE OFFICER



A leader needs to foresee to make things better, have the vision, the skill, and the wherewithal to revolutionize the system; and mobilize the energy of others to organize and act in ways to achieve that vision.

Dr. Shalya Raj, did her graduation from SDM College of Dental Sciences, Dharwad and completed her masters in Conservative Dentistry & Endodontics from Subharti Dental College. She is presently working as an Assistant Professor in Subharti Dental College.

Innovation has always been her forte and foray into the unknown has been her strongpoint. She combined the benefits of engineering and dentistry for the benefit of patients and did her doctoral thesis on the novel concept of computational fluid dynamics. Her keen interest in academics is reflected in the fact that she has published numerous research papers, and articles. She is a lady who has her mind

set and plans made. She also independently looked after the directorate of distance education in the capacity of the director. Realizing her sense of purpose and a sense of direction, the board of trustees has nominated her as the president of the trust.

She is a popular teacher, academician, good clinician and above all a dedicated human being. These qualities make her an integral part of all cultural and social events of the University.

She is a trained Kathak dancer and Hindi classical singer, and her efforts have won her various accolades in the field of painting, craft and drama.

Dr. Shalya Raj
MDS
Associate Professor

DIRECTORATE OF DISTANCE EDUCATION

DIRECTOR'S MESSAGE



Globalization is the latest trend. Global boundaries are vanishing, merging people of diverse culture, nationalities and age groups. For a 'boundary-free' world, education is emerging as the most powerful medium. Education is the back-bone for the development of any country. With the rising population and increasing cost of living, it is not possible that everyone can reach out to standard and quality education. The Government of India, therefore, took an initiative and introduced Distance Education for those who are unable to received education or have to leave midway due to different constraints.

Swami Vivekanand Subharti University, Meerut was established with the dream of providing quality education and instilling "Sanskar" and "Desh-Prem" in the youth.

Therefore, with the dream of spreading education & values of 'Subharti' to all, the Directorate of Distance Education was

established. Learning through Distance Mode proved out to be a ray of hope and opened new directions of opportunities for students to obtain higher education without constraint of location and time.

Directorate of Distance Education (DDE), Swami Vivekanand Subharti University offers a chance to enhance your career and life through the medium of quality education. Our mission is 'self-paced, self-styled learning and to provide ultimate convenience, ease and flexibility to our students. At DDE, we seek self-motivated individuals who believe in charting their own methods of learning, who take full advantage of the opportunities, and willing to contribute their very best.

As the Director of DDE, it is my duty and responsibility to reach out to maximum number of students & spread education upto the smallest & darkest corners. I, along with my team, have pledged to set new standards for education, spread the values of the founder of 'Subharti' far and wide and to contribute in building up of a stronger nation.

"I welcome each one of you to be a part of the 'Subharti University' where latest technology, innovative teaching methodologies and quality education are blended together to create unique learning experience."

Jai Hind!

Dr Santosh Sharma
Director

WHY DDE, SVSU ?

Distance Education plays a crucial role in enriching the knowledge base of any society. The need & importance of Distance Education is becoming more relevant in modern age where it becomes difficult to impart education to masses in conventional regular mode.

SVSU understands the aforesaid need in India & further it has firmly understood that innovative professional education has to be spread to the general masses. This is how the Distance Education Programme of the Swami Vivekanand Subharti University was conceived in 2009.

UGC approved Private University

Swami Vivekanand Subharti University is a State Government University established under section 2(f) of the University Grants Commission Act, 1956 set up under the Swami Vivekanand Subharti Vishwavidyalaya Uttar Pradesh Adhinium, 2008 (U.P. Act No. 29 of 2008), as passed by the Uttar Pradesh Legislature and assented to by the Hon'ble Governor of Uttar Pradesh.

As per UGC letter no. F.9.37/2008(CPP-1), Dated 06.02.2009, Swami Vivekanand Subharti University, being a State Private University, is competent to award degrees specified in Section 22 of the UGC Act 1956.

DEB (UGC) Recognition

Distance Education Bureau-University Grants Commission has given recognition to DDE SVSU for offering Programmes through distance education mode vide letter no. DEC/Recog/2009/3174, dated 09.09.2009, on the recommendation of the Joint Committee of the University Grants Commission, All India Council for Technical Education and Distance Education Council and extended subsequently vide letter no. DEC/SVSU/UP14621-14623, dated 17.09.2012, UGC/DEB/Recog/Dayalbagh/Vol.II/7471-7475, dated 05.06.2014, UGC/DEB/SVSU/2013, dated 28.09.2015 & F.No. 49-1/2016(DEB-III), dated 01-07-2016, for offering Distance Learning Programmes.

The Programmes conducted by the University through distance education are identical in contents to the courses offered through the normal mode. Consequently, as per Government of India Gazette Notification No. 44, F.No.18-15/93-TD.V/TS-IV, dated 01.03.1995 and MHRD Notification no. 6-1/2013/DL, dated 10.06.2016, the degrees awarded by the University through distance education stand automatically recognized for all purposes, including employment to posts & services.

Market Leader in Distance Education

Since 2009, DDE has grown as a market leader offering quality distance education to thousands of students, and produced a large number of Under Graduates & Post Graduates students who are well placed in reputed organizations and many are self employed.

Quality Education

DDE, SVSU provides an opportunity to students for their career growth along with holistic development of personality. The university adopts latest and industry oriented curriculum which are revised from time to time as per contemporary requirements. We have exclusive Board of Studies for every discipline which consists of eminent academicians and experts from industry for designing & developing the course curriculum.

Affordable Fee Structure

University has adopted a very nominal fee structure for all courses run by Directorate of Distance Education. The objective is to increase the access to quality education for the masses and especially the underprivileged and downtrodden sections of society. Quality education at affordable cost is a unique strength of IKG-PTU DEP which is indeed unparalleled across board.

Free of cost Study Material for all students of Distance Education

University provides free study material to all its students of distance education in the form of Self Learning Material (SLM). The study material is designed strictly as per SLM format and is Self Contained so that students do not need to hunt for additional reading sources.

Online Student Support Services

Distance learners require extensive support services as they are already located away from the university. DDE, SVSU has established a student support service in the form of online web portal 'Help Desk' at our official website i.e. www.subhartidde.com where Students can register any request, query, complaint as well as through e-mail ID helpdesk@subhartidde.com as well as land line & mobile numbers given at DDE website. Even an exclusive grievances portal has been activated for speedy settlement of any type of complaints.

Placement Facility

The University assists learners in getting a suitable placement with the help of the Central Placement Cell of the University. The Placement Cell assists the students with job and internship search strategies, developing a resume, building interview skills, and networking with professionals in the respective fields. To make tie ups with the relevant Institutions/Companies for suitable placement and conducting job fairs for the students. Placement Cell makes liaison with these Companies and arranges for career placement and takes responsibility in conducting campus interviews and in house interviews in coordination with the HR Department and to submit the reports to the Registrar. The Placement Cell also organizes workshops/seminars/guest lectures for the students to improve their self confidence, to build positive attitude, etc.

1. Procedure for Obtaining Admission Form and Prospectus

- The prospectus containing Admission Form can be obtained in person from :
The Directorate of Distance education, Swami Vivekanand Subharti University, Subhartipuram, NH-58, Delhi Haridwar Bypass Road, Meerut or its city office located at Lokpriya Hospital Complex, Samrat Palace, Garh Road, Meerut on payment of Rs. 150/- in cash or by demand draft.
- The Prospectus can also be obtained by post by sending a demand draft of Rs. 200/- drawn in favour of "SVSU, Distance Education", payable at Meerut along with a filled requisite proforma (available at DDE website i.e. www.subhartidde.com) for "Obtaining the Prospectus and Admission Form" to the Directorate of Distance Education.

2. Submission of Admission Form:

- An applicant should submit the admission form duly filled with all enclosures completed, personally or by post, to the Directorate of Distance education, Swami Vivekanand Subharti University, Subhartipuram, NH 58, Delhi Haridwar Bypass Road, Meerut-250005.
- The application for admission should be submitted along with the following :
 - A demand draft for the course fee (as per fee structure table) drawn in favour of "SVSU, Distance Education" payable at Meerut.
 - Duly attested photocopies of the statement of marks and other relevant documents/certificated pertaining to the qualifying examination, by a gazetted officer or Principal of the college from where these were obtained, should be submitted at the time of admission.
 - Self attestation of documents is permissible, if the originals are produced before the Registrar of Swami Vivekanand Subharti University or Director/Deputy Registrar/Asst. Registrar of Directorate of Distance Education.
 - 4 recent passport size color photographs should be provided in which 2 photographs should be pasted on the admission form & Enrollment form accordingly and another two photographs should be attached/stapled with the form.
 - Equivalence certificate obtained from the Association of Indian Universities, is compulsory, if the qualifying examination is from a foreign University.
- The learners are advised to check up the eligibility criteria of a course they wish to apply for, from our website our website www.subhartidde.com or DDE Prospectus.

3. Admission Procedure -

- Applications can be sent to the Directorate of Distance Education directly or through its city office. The applicant's eligibility will be checked and accordingly he/she shall be granted admission and an acknowledgement of the receipt of the fee and the application form shall be issued.
- An Identity Card, mentioning the enrollment number of the learner, shall be issued by University as soon as the admission is confirmed. Learners are advised to keep their Identity Card safely, as it will be required for attending counseling sessions/PCPs and also for the receipt of study material, mark sheets, Degree etc in person. In case of loss of Identity Card, a duplicate can be issued on receiving a written request along with a fee of Rs. 100/-. The Identity Card shall be valid for the entire duration of the Programme.
- The University conducts entrance examination twice in a year for admission in MBA and MCA or any other programme, as may be decided by the University. Learners can obtain information relating to the entrance examination from the Directorate of Distance Education or its website www.subhartidde.com. The University may, as an alternative, consider granting admission on the basis of the score obtained by an applicant in any central or state level entrance examination for a similar course.

4. Change of Address

- If a student wants to get his/her address changed, then he/she may apply for the same with the requisite fee.
- Change of Address shall come into effect if the application is accepted or, at the beginning of the academic/calendar year or, as the case may be.

1. Programme Guide and Supportive Study Material

The relevant programme guide will be issued to all the learners at the beginning of the programme. The study material will be supplied by post to the student address or the learner can collect the material from DDE on producing the Identity Card. On no account, the study material will be issued to any other person other than the registered learner.

Special Instructions for Learners

- The Candidates are advised to **go through the Prospectus carefully** before filling up the Admission Form and follow other instructions issued from time to time. The candidates should also remain vigilant and get in touch with the Directorate at the appropriate time in case of non-receipt of study material, admit card/roll number, examination date sheet, result/DMC, etc. from the Directorate.
- (a) For correspondence with Directorate and remission of fees etc., please ensure to mention Name, Father's Name, DDE Ref. No., Session, Class, Subject and complete address, failing which the Directorate may not be held responsible for not sending any response to such communications or non-adjustment of fee and consequences thereof.
(b) **The candidature of an applicant is liable to be cancelled** in case of non-payment of any type of dues/fee or part thereof and/or for non-submission of any document. It can, however, be restored during the session on payment of balance dues with late fee and the required documents along with the revival fee, as the case may be. If the outstanding dues are not remitted and the required documents are not submitted **before the termination of the theory examinations** and roll number is not issued to the candidate for the annual examination, his/her candidature shall not be revived in any case thereafter. Such a candidate can, however, seek admission afresh in the subsequent session to become eligible to appear in the university examination after paying all the dues afresh, however, no adjustment/refund of fee paid in previous session will be allowed.
(c) The date of receipt of fee or any other document will be the date on which the same is actually received in the Directorate of Distance Education. The Directorate will not be responsible for failure on the part of the postal/courier services for non-receipt or late delivery of any document including payment of dues to be deposited by a student.
- Acceptance of Admission Forms/fees, allotment of DDE Ref. No., issue of identity card, dispatch of study material, attendance of Personal Contact Programme, etc., will be provisional subject to confirmation of eligibility subsequently at a later date.
- Pursuing Additional Course simultaneously with another course through distance education:**
As per guidelines of the Distance Education Council decided in its 40th meeting held on 8.6.2012 which have been adopted by the University and subject to the eligibility conditions laid down in the respective Ordinance(s), a student can pursue two programmes simultaneously through distance or combination of distance and regular modes, from the same or different Universities/Institutions duly approved by the U.G.C./A.I.C.T.E./Central Government/State Governments, in various combinations, viz:
 - One Degree and one Diploma/P.G. Diploma/Certificate;
 - One P.G. Diploma and one Diploma/Certificate;
 - One Diploma and one Certificate;
 - Two P.G. Diplomas;
 - Two Diplomas; and
 - Two Certificates.

The candidates desirous of seeking admission to two courses simultaneously in this Directorate as above are required to submit **two separate Admission Forms** together with requisite documents and fees, for each course. However, no request for adjustment in dates of examinations to suit the convenience of any candidate will be entertained.

- This Directorate has not authorized any Agency/Institution or appointed any Agent to deal with any matter relating to admissions, examinations or other related matters. The candidates seeking admission to distance education courses of this University are advised to contact this Directorate directly.
- The candidates should ensure timely submission of all required documents and fees as mentioned in the Prospectus failing which it will solely be responsibility of the student for any consequences including withholding of the Admit Card/Roll No. Slip, debarring him/her from appearing in the University examination without any notice.
- In case, any certificate issued either by the DDE or the Controller of Examinations has incorrect information or spelling mistakes, the original certificate should be returned along with a request for rectification within 30 days of receipt of the certificate. Delayed request for rectification may entail payment of penalty fee.
- Learners are expected to behave well and maintain discipline during the various sessions organized by the University. Any complaint of indiscipline will be viewed seriously, and such learners will be removed from the rolls of the University.
- With regard to any all legal disputes are subject to having jurisdiction in Meerut District.



INSTRUCTIONAL SYSTEM

The Instructional System of the University comprises six components, viz, Self Learning Material, Continuous Internal Assessment (IA) & Assignment work (AW), Theory Training Classes, Practical Exposure Classes, Professional Project Work, Internship & Industry Integrated Learning.

1. Self Learning Material (SLM) –

The success and effectiveness of distance education systems largely depends on the study materials. Self-learning materials depend on exploiting the various means and ways of communication to suit it to the needs of learners. These have been so designed as to substitute effectively the absence of interaction with teachers in class room teaching mode. Their style is ideal for easy and better understanding in self-study mode.

2. Continuous Internal Assessment (CIA)

The progress of a learner is continuously monitored through Personal Contact Programmes, Viva & Group Discussions, Personality Development Programmes and Assignment Work. All these are compulsory and marks shall be awarded for attendance and performance of a learner in all these activities, as may be prescribed in the syllabus.

- a. **Personality Contact Programme (PCP)** – PCP sessions guide the learners as the programme proceeds. The date and venue for the PCP will be communicated to the learners through our website. During PCP, the learner gets guidance for better understanding of the subject. The learners can get their doubts cleared with the help of subject experts so as to improve their self-learning capability. The total duration of PCP sessions for a subject of four credits shall be 12-16 hours. Learners are required to attend PCP sessions for all their respective subjects.
- b. **Viva & Group Discussion (VGD)** – VGDs are designed to help the learners improve their professional communication and presentation abilities. Special emphasis is laid on learners speaking extempore, an ability necessary for building leadership skill as well as for enhancing the capability of understanding and exchanging views. The total duration of VGD sessions for a subject of four credits shall be 3-4 hrs.
- c. **Personality Development Programme (PDP)** – The PDPs are designed to improve the overall personality of the learner, and aim, especially, at the improvement of body language and strengthening of the power of expression. The purpose is to inculcate leadership, communication and presentation skills and brush up the knowledge of the learner by organizing a mix of management games, debates, quizzes and role play. The duration of PDP sessions for a subject of four credits shall be 3-4 hrs.
- d. **Assignment Work (AW)** – Distance Education learners have to depend much on self study, as distinct from professional teaching guidance, which is available in regular mode of education. In order to ascertain the writing skill and level of comprehension of the learner, assignment work is compulsory for all learners. Each assignment shall consist of a number of questions, case studies and practical related tasks. The Assignment Question Papers will be uploaded to the website within a scheduled time and the learners shall be required to respond them within a specified period of time. The response of the learner will be examined by a faculty member.

3. Practical Exposure Class (PEC) – Practical Exposure Classes are compulsory, wherever prescribed in the syllabus. A learner will not be eligible to appear for the practical examination unless he/she obtains an attendance and performance certificate in respect to PECs, held as per the schedule drawn by the Directorate of Distance Education. These classes shall generally be held on Saturdays and Sundays at a venue decided by DDE in consultation with the institution where the PECs are to be held. The total duration of PEC sessions for a subject of one credit shall be 30 hrs.

4. Professional Project Work (PPW) – The PPW enables a learner to experience the rigours of an environment with the real life situations. The learners shall also be required to prepare a project report, which shall be evaluated by the University. Learners shall be subjected to a comprehensive viva for proper evaluation of the Project Report. For project work, wherever mentioned in the syllabus, DDE shall provide complete guidance to the learners. Normally, one credit of PPW shall require 30 hrs or input by the learner.

5. Internship & Industry Integrated Learning (IIIL) – IIIL helps working professionals complete their educational credits with the help of their respective industry experience. This serves dual purpose, they can do professional work with improved capability and also earn a recognized qualification. The IIIL is required only for some specific disciplines. Normally, one credit of IIIL can be obtained by working for 6 hours in a professional environment daily for 5 days. IIIL is a compulsory component in MCA. The duration will be six months for MCA.

6. Examinations –

- (a) The annual examination shall be held annually in June for the Academic batch and in December for the Calendar batch respectively.
- (b) **Admit Cards/Roll No. Slips and date sheet** for appearing in the examination shall be provisional subject to fulfilling the eligibility, etc. **Admit Cards/Roll Nos. and date-sheet will be issued to the candidates concerned, by e-mail or by hand, 10-12 days before the commencement of examination concerned, if the students have fulfilled all the requirements and paid their all kinds of fees/dues and submitted the requisite documents.** If any candidate does not receive his/her Admit Card/Roll No. slip in time, he/she should contact the Directorate of Distance Education.
- (c) **No correspondence regarding Non-Receipt of Roll Number will be entertained from any student after the Theory Papers Examinations are over and He/She himself/herself will be responsible for the consequences of not appearing in the Examinations. The University in such cases will not consider the requests of the students for refund/adjustment of fee paid by them or any claim for compensation or re-examination.**
- (d) **An Examination Centre will be decided by the DDE and will be located in a college or a school, where all the requisite facilities can be made available.**
- (e) **Centres for the practical examination shall be institutions having adequate laboratory facilities. The examiners for the practicals shall be appointed by the DDE from amongst the senior teaching staff of the institution.**

7. Evaluation System –

- The University follows the following evaluation system:
- a. Continuous evaluation through personal contact programmes, assignment work, viva, group discussion and personality development programmes.
 - b. Annual Examination
 - c. Evaluation of practicals, wherever prescribed
 - d. Evaluation of professional project report, wherever prescribed
- A learner shall be declared 'pass' at the end of the academic/calendar year, if he/she secures minimum 40% marks in each subject (including project report, internship, industry integrated learning and practicals, wherever prescribed) separately in the annual examination and the internal assessment. If a learner fails to secure 40% marks in any subject or in internal assessment, he/she will still be promoted to the next academic/calendar year, but he/she will have to appear in back paper for the subject in which he/she has not been able to obtain the requisite pass marks. The examination for learners giving back paper in any subject shall be held along with the subsequent examination for the relevant subject. In case, the learner fails to secure minimum 40% marks in internal assessment, he/she will have to resubmit the assignments for evaluation.

8. Distribution of Marks –

- a. Each theory paper shall carry 100 marks, which will be divided into the ratio of 60:40 between term end examination and continuous evaluation. The term end examination shall be held towards the end of the session, whereas continuous evaluation shall be done throughout the year through PCP, AW, VGD and PDP, wherever prescribed. The distribution of continuous assessment marks shall be done equally between these components.
- b. The practical examination, wherever prescribed, shall carry 50 marks, which will be divided in the ratio of 60:40 between term end practical examination and continuous evaluation.
- c. The professional project work component, wherever prescribed, is compulsory for the learner and one copy of project report must be submitted to DDE for assessment.
- d. The internship & industry integrated learning component, wherever prescribed, shall carry 100 marks and marks will be awarded to the learner, on the basis of performance report submitted by the business enterprise or the industry unit to which the learner is attached.



9. Grading System –

- a. The final grading of the learner shall be determined on the basis of the marks obtained by the learner in examinations and continuous internal assessment, after substituting the marks obtained in back papers, if any. The learner's achievement shall be indicated on a six point scale, as given below –

Marks	Description	Division	Grade
85% and above	Outstanding	First	A++
75% and above but below 85%	Excellent	First	A+
60% and above but below 75%	Very Good	First	A
50% and above but below 60%	Good	Second	B
40% and above but below 50%]	Average	Third	C
Below 40%	Unsatisfactory	Fail	D

- b. The degree awarded to a successful learner shall indicate the grading as well as the description along with an explanation containing the correlation between the marks, grade and description.

10. Certification –

- a. **Provisional Certificate** - On successful completion of the course, the learner may apply for a Provisional Certificate along with the prescribed fee.
- b. **Consolidated Statement of Marks** – Learners, who have obtained provisional certificate and have completed the entire course of study, may obtain consolidated statement of marked by applying to the Director, DDE in the prescribed form along with the requisite fee.
- c. **Degree Certificate** – The degree certificate for successful learners can be obtained by applying to the Controller of Examinations on prescribed format along with required documents and requisite fee. The degree will be distributed during the University convocation. If required, the degree can be obtained (by Hand or by Post), before the convocation by applying for the same, as mentioned above.
- d. **Duplicate Certificate** – Duplicate copies of the statement of marks, consolidated statement of marks, provisional certificate, migration certificate etc may also be obtained by applying to the Controller of Examinations along with the prescribed fee.



Credit Transfer

“Credit transfer” means allowing a student of another recognized university to get admitted to DDE, SVSU for completing any equivalent degree programme on the basis of credits obtained by him/her from that University. A student thus admitted need not write DDE examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for, and for purposes of fulfilling the DDE requirements for award of a degree.

The Directorate of Distance Education has adopted credit transfer policy for UG and PG degree courses run by DDE as given below –

1. If a learner has completed his/her 1st year or 2nd year from any other university and wishes to apply for 2nd year or 3rd year respectively, he/she can apply for the same on the prescribed form along with the prescribed fee to the Directorate of Distance Education.
2. The Learner will have to deposit all his relevant documents attested by a Gazetted Officer (with a clear seal of the name and designation) along with the application.
3. The Credit Transfer fee will be Rs. 1500/-+additional charges of qualifying exam.
4. The additional charges will be as follows –

S.No.	Standard	Charges
1	Traditional UG Course • BA, B.Sc., B.Com	Rs.500/-per additional paper
2	Traditional PG Course • MA, M.Com	Rs.700/-per additional paper
3	Professional UG Course • BBA, BCA, BA-JMC	Rs.800/-per additional paper
4	Professional PG Course • MBA, M.Sc (CA), MCA	Rs.1000/-per additional paper

Note-The above-mentioned fee can change as per the rules of DDE.

1. The eligibility criteria and matching of the credits for that course will be done and according to the credits matched as per the norms of the University, the Learner will be given admission & promoted to the appropriate year.
2. In case the credits are short, the student will be required to give the extra papers to match the credits.
3. The student/learner will have to give an affidavit as per the prescribed format that all informations given by him/her are correct and all documents deposited by him/her are genuine. In case any information given by him/her is found fake or any document submitted is found fake, he/she will be liable for the appropriate administrative/legal action against him/her.
4. The Directorate reserves the right to get the certificate/marksheets/documents verified by the issuing authority.
5. The Policy of credit transfer will be applicable only in the degree courses at PG & UG Level run by DDE.
6. The student/Learner may be allowed to take admission under Credit Transfer Policy depending upon the eligibility from Regular to Distance mode, Private to Distance mode and Distance to Distance mode. However as per rules, the student will not be eligible to take admission under Credit Transfer from Distance to Regular mode in Swami Vivekanand Subharti University. The approval of the previous university under which the student has been continuing course under Regular/Distance/Private mode will be checked before giving the admission.

General Instructions –

1. Do not forget to enclose your duly attested mark-sheets and syllabus of the courses which you have passed and against which you seek credit transfer. Note that the syllabus should be of the same year in which you passed the courses.
2. Credit transfer will be permissible for those students who have completed 1st year or 2nd year through distance or private mode from any recognized University.
3. Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
4. A demand Draft of required fee drawn in favour of SVSU Distance Education” payable at Meerut with the attested copies of Mark Sheets and attested copies of syllabus of courses covered by them to be send to the following address –

Directorate of Distance Education,
Swami Vivekanand Subharti University, Subhartipuram NH-58 Delhi- Haridwar Bypass Road, Meerut, 250005

POLICY FOR LATERAL ENTRY (SVSU)

“Lateral Entry” means an applicant who has passed an unassembled examination consisting of an appraisal of training, education, experience, work history or any other means for evaluating relative qualifications.

A student thus admitted need not write DDE examinations for such courses which are found equivalent to and for which appropriate lateral entry would be deemed to have been acquired for, and for purposes of fulfilling the DDE requirements for award of a degree.

The Directorate of Distance Education has adopted Lateral Entry Policy for UG and PG degree courses run by DDE as given below –

1. If a learner has completed one year Post Graduate Diploma in Computer Application or in Business Management and wishes to apply for 2nd year in MCA/M.Sc.(CA) or MBA course respectively through the lateral entry, he/she can apply for the same on the prescribed form along with the prescribed fee to the Directorate of Distance Education.
2. The Learner will have to deposit all his relevant documents attested by a Gazetted Officer (with a clear seal of the name and designation) along with the application.
3. The Lateral Entry fee will be Rs. 1500/-+additional charges of qualifying exam.
4. The additional charges will be as follows –

S.No.	Standard	Charges
1	Professional PG Course • M.Sc (CA)/MCA or MBA	Rs.500/-per additional paper

Note-The above-mentioned fee can change as per the rules of DDE.

1. The eligibility criteria for above-mentioned courses will be done and according to the subject/paper matched as per the norms of the University, the Learner will be given admission & promoted to the appropriate year.
2. If any paper or course are mismatched and candidate has not studied in PGDCA or PDGBM, he/she will have to appear in that particular course during his 2nd year MCA/M.Sc.(CA) or MBA exam for qualifying the course.
3. If the student/learner is admitted in the 2nd year under the Lateral entry scheme, he/she will not be considered for another lateral entry under any circumstances.
4. The Policy of Lateral Entry will be applicable for MCA/M.Sc.(CA) or MBA courses only.
5. The student/Learner may be allowed to take admission under Lateral Entry Policy depending upon the eligibility from Regular to Distance mode, Private to Distance mode and Distance to Distance mode. However as per rules, the student will not be eligible to take admission under Lateral Entry from Distance to Regular mode. The approval of the previous university under which the student has been continuing course under Regular/Distance/Private mode will be checked before giving the admission.

Instruction to be followed

1. Do not forget to enclose self attested your mark-sheets and syllabus of the courses which you have passed and against which you seek lateral entry.
2. Lateral Entry can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
3. A demand Draft of required fee drawn in favour of SVSU Distance Education” payable at Meerut with the attested copies of Mark Sheets and attested copies of syllabus of courses covered by them to be send to the following address –

Directorate of Distance Education,
Swami Vivekanand Subharti University,
Subhartipuram NH-58 Delhi- Haridwar Bypass Road, Meerut, 250005

Gap for Lateral Entry



POLICY FOR REFUND OF FEE-DISTANCE COURSES

If a learner studying in a Distance Education Courses wants to withdraw his/her admission, the deposited fee may be refunded to the student after deduction of the following processing fee:

S. No.	Point of time when withdrawal of admission is requested	Processing Fee
1	After receiving Admission Form but before enrollment for the course	10% of Course Fee
2	After enrollment but before issuance of Self Learning Material (SLM)	20% of Course Fee
3	After enrollment and issuance of Self Learning Material (SLM) but before starting Term End Examination	30% of Course Fee + Value of SLMs issued
Note:- Self Learning Material (SLMs) once issued will not be taken back.		

No refund of fee will be permissible if the deposited amount by the student is less or equal to the Processing Fee as indicated above.

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PROGRAMMES AT A GLANCE ALONG WITH FEE STRUCTURE

Minimum Age Limit: As per prescribed eligibility criteria

Maximum Age Limit: No Bar

1: Diploma Programmes

S.No.	Title of Programme	Eligibility	Course Duration		Annual Fees Per Year (In Rs.)
			Minimum	Maximum*	
1	Diploma in Business Administration (DBA)	10+2 or eq.	1 Year	3 Years	7200.00
2	Diploma in Computer Applications (DCA)	10+2 or eq.	1 Year	3 Years	8500.00

2: Advance Diploma Programmes

S.No.	Title of Programme	Eligibility	Course Duration		Annual Fees Per Year (In Rs.)
			Minimum	Maximum*	
1	Advance Diploma in Business Administration (ADBA)	10+2 or eq.	2 Years	5 Years	7200.00
2	Advance Diploma in Computer Applications (ADCA)	10+2 or eq.	2 Years	5 Years	7200.00

3: Post Graduate Diploma Programmes

S.No.	Title of Programme	Eligibility	Course Duration		Annual Fees Per Year (In Rs.)
			Minimum	Maximum*	
1	Post Graduate Diploma in Intellectual Property Rights	Graduation or eq.	1 Year	3 Years	8500.00
2	Post Graduate Diploma in Dietetics & Public Nutrition	B.Sc. in Food & Nutrition or eq.	1 Year	3 Years	14000.00
3	Post Graduate Diploma in Maternal & Child Health	MBBS or eq.	1 Year	3 Years	19000.00
4	Post Graduate Diploma in Food Safety & Quality Management	Graduation with Food & Nutrition / Food Sc.	1 Year	3 Years	14000.00
5	Post Graduate Diploma in Hospital & Health Management	Medical & Dental Graduates with 3 years of experience or MBA/PG candidates in Financial, Material or Personal Mgmt. with 5 years of Hospital Experience	1 Year	3 Years	19000.00
6	Post Graduate Diploma in Computer Application	Graduation or eq.	1 Year	3 Years	12000.00
7	Post Graduate Certificate in Patent Practice	LLB/Graduation in Law or eq.	1 Year	3 Years	9000.00

4: Bachelor Degree Programme

S.No.	Title of Programme	Eligibility	Course Duration		Annual Fees Per Year (In Rs.)
			Minimum	Maximum*	
1	Bachelor of Arts (Hindi, English, Mathematics, Economics, Sociology, Political Science, History (Choose any two subjects))	10+2 or eq.	3 Years	6 Years	3600.00
2	Bachelor of Arts (Fashion Designing & Fine Arts)	10+2 or eq.	3 Years	6 Years	7200.00
3	Bachelor of Business Administration	10+2 or eq.	3 Years	6 Years	11000.00
4	Bachelor of Arts in Journalism & Mass Communications (B.A.- JMC)	10+2 or eq.	3 Years	6 Years	7200.00
5	Bachelor of Library Science (B. Lib)	Graduation or eq.	1 Year	3 Years	9000.00
6	Bachelor of Science (B.Sc.-PCM)	10+2 with PCM	3 Years	6 Years	8500.00
7	Bachelor of Science (B.Sc.-ZBC)	10+2 with PCB	3 Years	6 Years	8500.00
8	Bachelor of Computer Applications	10+2 or eq.	3 Years	6 Years	10000.00
9	Bachelor of Commerce (B.Com.)	10+2 or eq.	3 Years	6 Years	5500.00

PROGRAMMES AT A GLANCE ALONG WITH FEE STRUCTURE

5: Master Degree Programme

S.No.	Title of Programme	Eligibility	Course Duration		Annual Fees Per Year (In Rs.)
			Minimum	Maximum*	
1	Master of Arts in English, Sociology, Hindi, Political Science, Public Administration, History	Graduation or eq.	2 Years	5 Years	5000.00
2	I. Master of Business Administration (MBA) with Dual Specialization (Information Technology/ Human Resource Management/ Marketing Management/ Production & Operation Management/ Financial Management) II. Master of Business Administration (MBA) with Single Specialization (Hotel & Tourism Mgt/ Telecom Management/ Fashion/ Pharmaceutical Marketing/ Hospital Administration)	Graduation or eq.	2 Years including Internship	5 Years	17000.00
3	Master of Arts in Journalism & Mass Communications (M.A.- JMC)	Graduation or eq.	2 Years	5 Years	9500.00
4	Master of Library Science (M.Lib.)	B.Lib or eq.	1 Year	3 Years	9000.00
5	Master of Science in Dietetics & Food Service Management (M.Sc. in DFSM)	B.Sc. in Food and Nutrition or eq.	2 Years	5 Years	12500.00
6	Master of Science in Computer Application (M.Sc.-CA)	Graduation or eq.	2 Years	5 Years	13500.00
7	Master of Computer Applications (MCA)	Graduation with Mathematics or eq. (The students who have not pursued Mathematics as a distinct subject, are required to pass the qualifying exam)	3 Years	6 Years	13500.00
8	Master of Commerce (M.Com.)	Graduation with Commerce or eq.	2 Years	5 Years	6200.00

*Maximum duration refers to the Maximum time allowed for the completion of that course. If the student fails to complete it within this period, re-enrollment will have to be done & full fees will have to be paid again.



PROGRAMMES AT A GLANCE ALONG WITH FEE STRUCTURE

In addition to the course fee, the learner will be required to deposit the following fee at appropriate time –

Other Fees:

In addition to the course fee, the learner will be required to deposit the following fee at appropriate time by way of demand draft drawn in favour of "SVSU Distance Education" payable at Meerut:

- Main/Reappear Examination Fee : Rs. 1400 per year
- Back Paper Fee : Rs. 250 per paper
- Continuation Fee : Rs. 500
- Re-totalling Fee : Rs. 200 per paper
- Change of Address Fee : Rs. 200
- Change of Specialization Fee : Rs. 200
- Certificate/ Diploma/ Provisional Degree Fee : Rs. 500
- Consolidated Marksheet Fee : Rs. 300
- Duplicate Marksheet Fee : Rs. 200
- Duplicate Consolidated Marksheet Fee : Rs. 500
- Final Degree Fee : Rs. 1500
- Document Verification Fee : Rs. 1000/- per document

For any query & other details, visit our DDE website www.subhartidde.com or
E-mail us at helpdesk@subhartidde.com

ACTIVITY PLANNER

S.No.	Academic Activity	Academic Batch	Calendar Batch
1	Notification for Program Announcement & Issue of Application Forms	March/April	September/October
2	Admission	July-August	January-February
3	Dispatch of SLMs	August	February
4	Uploading of Assignments on the Website "www.subhartidde.com"	February & Return of Assignment 15th March	August & Return of Assignment 15th September
5	Last Date of Submission of Examination Form	30th April	30th October
6	Examination	June	December
7	Announcement / Declaration of Result	September	February
8	PCP	September-May	March-November

The dates given above are tentative and subject to change depending on the decision of the University. For further details, please visit the DDE website: www.subhartidde.com.

