

THE THIRD SCHEDULE
The Center of Distance and Online Education Ordinances

CONTENTS

Ordinance No.	Ordinances	Page No.
1.	Functions of the CDOE	3
2.	Advisory Board	5
3.	Centre for Internal Quality Assurance (CIQA)	7
4.	Powers, Duties and Functions of the Director	9
5.	Powers, Duties and Functions of the Joint Director	10
6.	Divisions	11
7.	Teaching Staff/Course Coordinator	13
8.	Information Cell	15
9.	Duties & Functions of Counselor	16
10.	Study-Cum-Information Centres	17
11.	Academic Counselors	18
12.	Programmes Offered	19
13.	Admissions and Programme Administration	20
14.	Utilisation of funds and maintenance of accounts	22
15.	Conduct of Examinations	23

CENTER OF DISTANCE AND ONLINE EDUCATION (CDOE)

(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)

PRELIMINARY

1. Motto of CDOE :

Tradition says – fish nurtures its off springs from a ‘distance’ through its vision without its immediate presence.

स्वापत्यानि यथा मत्स्यः वीक्षणेनैव पोषयेत् ।
दृग्दीक्षाख्योपदेशस्तु तादृशः कथितः प्रिये ॥

-(Kularnava Tantra, 14.36)

Similarly, a Teacher in Distance and Online Education directs, guides and teaches the students through self learning material. What the student requires is, the will to learn and perseverance like that of *Ekalavya* who in spite of the absence of immediate presence of his guru *Drona* could master the skill of archery.

The CDOE shall follow the regulations of University Grants Commission (Open and Distance Learning Programmes and Online Programmes), 4th September, 2020 and amended from time to time.

2. Objects of CDOE:

- i. to preserve and impart instruction in traditional Sanskrit lore with special attention to highly specialised branches of *Śāstras* to make it reach the people at large;
- ii. to provide means for education in modern disciplines needed for meaningful interpretation of original Sanskrit texts including technical literature in Sanskrit to accustom to the modern technologies;
- iii. to facilitate the people to continue the higher education in Sanskrit who could not be able to study in regular colleges due to various reasons;
- iv. to facilitate the people with High Quality Sanskrit education with minimum expenditure;
- v. to facilitate the people to bring out their potential with respect to Sanskrit Language and Literature to accommodate themselves to meet the challenges in the modern world.

***** ** *****

ORDINANCE No. 01
FUNCTIONS OF THE CDOE

OBJECTS

The objects of CDOE are to

- i. promote equality of opportunity in the field of education by providing necessary facilities through Distance and Online modes of education.
- ii. establish its study-cum information centres across the country; as may be deemed necessary for the purpose;

Functions of the CDOE are:

- i. to enroll candidates residing in any part of the country in different programmes as per the approval in the capacity and
- ii. to enroll applicants from other countries also for all online mode programmes.
- iii. to provide instructions through correspondence to such persons who are not otherwise in a position to acquire knowledge, education and improve upon their professional competence by remaining whole-time students in the University or in its affiliated and constituent institutions/colleges;
- iv. to provide instructions in such branches of learning as the Advisory Board of the CDOE/University may think fit for the advancement and dissemination of knowledge through correspondence/ distance/ online modes of education;
- v. to co-operate with other Universities for promoting education through distance/ online mode in such a manner and for such purposes as the Advisory Board of the CDOE/University may determine;
- vi. to suggest the Academic Council, the syllabi and courses of studies of different courses/programmes after consulting the Board of studies in the concerned subject;
- vii. to establish and maintain the study-cum-information centres at different places for the benefit of the students enrolled with the CDOE for promoting and facilitating distance/ online education, subject to the approval of the competent authorities.
- viii. to demand and receive payments of such fees and other charges as may be prescribed by the Academic Council;

- ix. to prepare the course-wise study material for all Programmes in approved branches of learning, and issue instructions to students through electronic or any other mode;
- x. to undertake editing, printing and publication of Study Materials and other relevant materials for various programmes, as the CDOE may deem proper;
- xi. to design admission procedure for students to various programmes.

Organisational structure:

Subject to the changes from time to time, the CDOE shall have the following Organisational Structure.

- Advisory Board
- Director
- Joint Director
- Divisions

The Headquarter of the CDOE shall be at the University Campus, Tirupati only.

***** ** *****

ORDINANCE No. 02

ADVISORY BOARD

(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)

1. Advisory Board

The Advisory Board shall consist of the following members :

- | | |
|---|-------------------|
| (i) Vice-chancellor | - Chairman |
| (ii) Dean, Academic Affairs | - Member |
| (iii) Two Deans nominated by the Vice-Chancellor | - Members |
| (iv) Nominee of the Distance Education Bureau | - Member |
| (v) Two external Experts of Distance Education
nominated by the Vice- Chancellor | - Members |
| (vi) Director of the CDOE, NSU | - Member |
| (vii) Registrar of the University | - Member |
| (viii) Two faculty members amongst Professors/
Associate Professors of the CDOE nominated
by the Vice Chancellor. | - Members |
| (ix) Joint Director of the CDOE, NSU | - Member-convener |

(2) The term of office of the members of the Advisory Board other than ex-officio members shall be THREE YEARS.

(3) The quorum for the meeting of the Advisory Board shall be 50 % of the members of the Board.

1.1. Powers & functions of the Advisory Board:

- i. To review the existing academic programmes;
- ii. To introduce or suspend any programme as per necessity;
- iii. To suggest the rates of remuneration for conducting different activities of the CDOE;
- iv. To frame/review the Annual Budget;
- v. To suggest measures for improving the functioning of the CDOE.

- vi. To collaborate with other institutions.
- vii. To approve the proposals for future expansion of the CDOE.
- viii. To recommend the creation of new positions (Teaching/non-teaching) in different disciplines;
- ix. To review any other matter which may be referred by the Director.

***** ** *****

ORDINANCE No. 03

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

Centre for Internal Quality Assurance (CIQA) shall be established as per the UGC Open and Distance Learning Programmes and Online Programmes Regulations, 2020 for ensuring the quality of programmes being offered in Distance and Online Learning mode. The object of CIQA is to develop and put in place a comprehensive and dynamic internal Quality assurance system to provide high quality programmes of higher education in Distance and Online Learning mode.

1. Composition of the CIQA Committee:

- | | | |
|---|---|------------------|
| i. Vice-Chancellor | - | Chairman |
| ii. Three Professors nominated by Vice-Chancellor | - | Members |
| iii. Heads of Three Departments nominated by Vice-Chancellor, offering recognized programmes in Distance Learning and Online mode | - | Members |
| iv. Two external experts of Distance Learning and/or online education | - | Members |
| v. Officials from the Administration & Finance sections of the University | - | Members |
| vi. Director (CDOE) | - | Member Secretary |

1.1. Tenure of members:

The membership of the above committee shall be for a period of two years. The committee shall meet at least once in a semester. The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert.

1.2. Powers, duties and functions of the CIQA committee:

The powers, duties and functions of the CIQA committee shall be as per the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

***** ** *****

ORDINANCE No. 04

POWERS, DUTIES AND FUNCTIONS OF THE DIRECTOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The Director:

The CDOE shall be headed by a Director appointed in accordance with the provisions of the University Regulations.

2. Powers and duties of the Director:

- i. to make proposals/plans for development and expansion of the CDOE to place before the Advisory Board/other bodies of the University.
- ii. to propose reforms and re-organization of the existing system of distance/ online education for the smooth and efficient functioning of the CDOE.
- iii. to issue orders to the members of Academic committees subject to non-financial matters.
- iv. to have the power to prescribe instructions/ guidelines for the preparation of the Study material/Evaluation of Response Sheets and Assignments/guidance of Project work, by issuing notifications from time to time keeping in view the requirements for the same, through the joint director.
- v. to submit panels of subject experts of various programmes to the Vice-Chancellor for approval.
- vi. to sanction deputation of officials to visit Study Centres/Offices with respect to CDOE.

3. The Director shall engage:

(1) Resource Persons for:

- (i) writing, revising, proof reading and editing of study material;
- (ii) delivering of lectures in Contact Programmes;

(2) Part-time Co-ordinators and other supporting staff for conducting such new programmes as may be offered by the CDOE from time to time.

***** ** *****

ORDINANCE No. 05

POWERS, DUTIES AND FUNCTIONS OF THE JOINT DIRECTOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The Joint Director:

A Joint Director shall be appointed in accordance with the provisions of the University Regulations.

2. Powers and duties of the Joint Director:

- i. to engage Liaison Officers, Academic Counselors, Part-time coordinators and other supporting staff for study-cum-information centres in consultation with the concerned Authorities on fixed Honorarium basis.
- ii. to supervise the teaching, Ministerial, technical and other supporting staff of the CDOE and shall maintain discipline in all the Divisions and Units of the Centre and take action whenever needed for the purpose.
- iii. to organise/ arrange Contact Programmes for the students enrolled with the CDOE and Orientation Programmes for Academic Counselors, as and when necessary, and engage subject Experts/Resource Persons/Part-time coordinators/supporting staff for this purpose.
- iv. to prescribe the instructions/ guidelines for the preparation of the Study material/Evaluation of Response Sheets and Assignments/guidance of Project work, by issuing notifications from time to time keeping in view the requirements for the same.
- v. to make arrangements for writing, typing, editing, proof reading and printing of the study Material of all programmes offered by the CDOE.
- vi. To convene advisory board meetings from time to time.
- vii. Any other duties assigned by the director from time to time.

***** ** *****

ORDINANCE No. 06

DIVISIONS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Divisions

The CDOE shall have the Divisions as may be established with the approval of the Advisory Board/ University from time to time.

2. Head of the Division (H.O.D)

- i. Each of the Divisions shall be headed by a senior most faculty member of the concerned Division for a period of TWO YEARS.
- ii. Each Head of the Division in the execution of his official duties shall be assisted by the teaching, ministerial, technical and other supporting staff of the concerned Division in such manner as the Head/Director may assign from time to time.

3. Powers and duties of Head of the Division (H.O.D):

- i. The Heads of Divisions shall work under the overall supervision of the Director.
- ii. Each H.O.D shall be responsible for the due observance of Regulations relating to his/her division.
- iii. The other duties and functions of the H.O.D. shall be the same as prescribed for teaching staff/ programme co-ordinators.

4. Divisional Committee :

There shall be a Divisional Committee comprising following members;

- | | |
|---|-------------------|
| (i) Director | - Chairman |
| (ii) Joint Director | Member |
| (iii) All teachers/programme Coordinators of the Division; | - Members |
| (iv) Any other person whose presence may be considered essential by the Chairman. | - Member |
| (v) Head of the Division | - Member Convener |

The quorum for the meeting of the Divisional committee shall be the majority of the members, including the Chairman.

5. Powers & Functions of Divisional Committee:

- i. To organize the teaching work/contact classes for all the programmes.
- ii. Each Head of the division will be co-opted member for concerned Board of studies.
- iii. To assign the writing/revising the study material to resource persons.
- iv. To perform such other functions as may be prescribed by the Regulations.

***** ** *****

ORDINANCE No. 07

TEACHING STAFF/ PROGRAMME COORDINATOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Teaching staff/ Programme Coordinators

The Teaching Staff/ Programme Coordinators shall be appointed in accordance with the provisions of the National Sanskrit University prescribed on such terms and conditions from time to time.

2. Duties & functions of Teaching staff/ Programme Coordinators:

- i. Teaching, editing, writing and revising the study material in their own area of specialisation
- ii. Assigning the job of script writing to resource persons of various subjects after seeking approval of the Director
- iii. Ensuring the supply of Study Material to students of the concerned Programme;
- iv. Preparing panel of resource persons/ academic counselors and subject experts for writing of study material/ providing guidance to students and upgradation respectively and submit the same to the Director through Head of the Division for approval of the Vice-chancellor.
- v. Subject to the Regulations that may be framed in this behalf, each Programme coordinator shall, in the execution of his duties be assisted by the ministerial, technical and other supporting staff of the Programme concerned and it shall be obligatory upon them to tender such assistance to the Programme Co-ordinator as may be required/assigned by him in the performance of his official duties.
- vi. The Programme coordinators shall supervise the Contact Programmes and examinations whenever arranged by the CDOE.
- vii. The Programme coordinators shall maintain the record of work done and shall submit the same to the Director after every six months in an academic year.

- viii. It shall be the duty of the Programme Co-ordinators to review the stock position of the study material and submit a report to the Director regarding the availability of and/or for preparation of new study material.
- ix. The teaching staff engaged in Contact Programmes on Sundays and other holidays will be entitled to compensatory leave/Remuneration subject to approval of concerned authorities.
- x. The norms of work-load for teachers shall be governed by Regulations.
- xi. Such other work as assigned by the Director for smooth conduct of the CDOE;

***** ** *****

ORDINANCE No. 08
INFORMATION CELL

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The CDOE shall constitute a separate Information Cell for keeping the public in general and the desirous students in particular, informed of its programmes and activities.
2. The Information Cell shall be under the direct control of the Director/Joint Director.
3. The Director shall prescribe the procedure to establish, run or maintain the Information cell.
4. The Information cell shall consist of a Counselor and other supporting staff to be appointed in accordance with the Regulations of the University.

***** ** *****

ORDINANCE No. 09

DUTIES & FUNCTIONS OF COUNSELOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

The Counselor shall perform the following duties and functions:

1. To provide information to the students regarding admission procedure and schedules, contact programmes, examinations, examination centres, results, and matter incidental thereto;
2. To keep liaison with the Part-time Co-ordinators of the Study-cum-Information Centres;
3. To arrange publication of notification of the CDOE through media;
4. To maintain liaison between Programme co-ordinators for the information of students;
5. To respond to the queries of the students/public;
6. To maintain Liaison with various units of the University for the information of the students;
7. To discharge such other duties as may be assigned by the Director.

***** ** *****

ORDINANCE No. 10

STUDY-CUM-INFORMATION CENTRES

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Study-cum-Information Centres:

- i. The CDOE shall establish its study-cum-Information Centre for the furtherance of its objects across the country as may be deemed necessary for the purpose subject to the approval of the authorities.
- ii. The CDOE shall engage a Liaison Officer for each Study-cum-information Centre.
- iii. The Liaison-cum-information Officers shall be engaged on such terms and conditions and for such periods during an academic session as the Director may deem fit from time to time.

2. Duties & Functions of Liaison Officers of Study-cum-information centres :

- i. To make necessary arrangements for conducting Contact Programmes for the students of the Centre in consultation with the Programme-Co-ordinator concerned;
 - ii. To provide guidance to the students of the concerned area enrolled with the CDOE;
 - iii. To issue instructions to the students regarding contact programmes, examinations etc.
 - iv. To supply study material and issue books to the students;
 - v. To maintain the books, audio-visual equipments, or any other movable or immovable property of the Study Centre supplied by the CDOE.
 - vi. To perform such other functions for the benefit of the students as the Director may prescribe from time to time.
- (2) Each Liaison Officer shall be assisted by such other supporting staff as may be deemed necessary for the purpose.
- (3) The terms and conditions of service and emoluments of the Liaison Officers shall be as per the rules and regulations of University from time to time.

***** ** *****

ORDINANCE No. 11
ACADEMIC COUNSELORS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The Director shall on the recommendation of the Programme Co-coordinator(s) engage Academic Counselors for providing counseling to the students.
2. The Academic counselor shall be qualified/experienced/expert in the subject concerned.
3. Each Academic Counselor will perform his/her functions under the guidance and supervision of the Programme Co-coordinator concerned, of the Centre. The minimum number of students to be engaged by an Academic counselor shall be fifteen at Graduate level and ten at Post-Graduate level.

***** ** *****

ORDINANCE No. 12
PROGRAMMES OFFERED

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

There shall be programmes of study in the CDOE for the Degrees, Diplomas and Certificates in various Divisions through Distance and Online streams as decided by the University and approved by the competent body from time to time and the regulations of University Grants Commission (Open and Distance Learning Programmes and Online Programmes), 4th September, 2020 and amended from time to time; provided that the programme shall be in existence for at least two years in regular stream.

The programmes pertaining to Management, Computer Applications shall be offered according to the “AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021”.

The Regulations in respect of all the programmes above shall be framed by the University.

***** ** *****

ORDINANCE No. 13

ADMISSIONS AND PROGRAMME ADMINISTRATION

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Admission Notification:

The admission into various programmes offered by the CDOE shall be notified during the month of April/May every year.

2. Admission committee

(1) The admission to the various programmes of the CDOE shall be made by the Admission Committee consisting of

- (i) Director (Chairman)
- (ii) Joint Director
- (iii) All Heads of the Divisions of the Centre.

(2) The admissions to the various programmes shall be made in accordance with the instructions/guidelines to be issued by Admission Committee of the CDOE from time to time. Provided, it shall be obligatory to give some relaxation for admission to various programmes offered, through distance/ online mode as per DEB guidelines

(3) The quorum of the Admission Committee shall be the majority of the members including the Chairman.

3. Fees:

The University shall from time to time prescribe the enrolment, admission, tuition and other fees to be collected from the candidates at the time of admission for a particular programme.

4. Programme Administration

All programmes shall be administered through various modes of distance/ online education for convenience and benefit of the students.

The main components of a programme shall comprise of lessons/Printed Study

Material, Compulsory/Optional Contact Programmes/Evaluation of Response Sheets, Individual Consultation etc.,.

5. Panel of Resource persons/Academic Counselors/other functionaries

The Director shall in consultation with the programme Coordinators draw a panel of qualified Resource Persons after every two years in the subjects concerned for the preparation of Self-Instructional Material (SIM), delivering of lectures in Contact Programmes and for providing counseling and guidance to students.

The SIM shall be prepared by the Resource Persons/Subject experts strictly in conformity with the syllabi and guidelines prescribed by the CDOE.

6. Contact Programmes:

The Director shall, every year, arrange conducting of Contact Programmes and Extension Lectures in each Course/Programme.

The Contact Programme may extend twice an academic year. On the recommendation of the Director, the Vice-Chancellor shall authorize extension of a Contact Programme or/and conducting of a special programme as may be considered necessary.

7. Study material/Evaluation of Assignments

The preparation of study material and evaluation of Assignments shall be done in accordance with the regulations.

8. Remuneration

The remuneration for the engagement of Resource Persons for preparation of Study Material/delivering of lectures in Contact Programmes/evaluation of Response sheets and Assignments/guidance of Project work, etc., shall be prescribed by the University from time to time.

***** ** *****

ORDINANCE No. 14

UTILISATION OF FUNDS AND MAINTENANCE OF ACCOUNTS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Utilisation of Funds

- (1) The funds reflected in the annual budget under different heads of expenditure shall be utilized strictly in accordance with the budgetary allocation.
- (2) The funds shall be utilized with the prior approval of the competent authority on case-to-case basis as per the requirement of the CDOE.

2. Maintenance of Accounts

The accounts shall be maintained by the CDOE as per the Financial Rules prescribed by the University from time-to-time.

***** ** *****

ORDINANCE No. 15
CONDUCT OF EXAMINATIONS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Examination

The examination for all the programmes under CDOE shall be held at the completion of each academic session on annual pattern.

The dates for the examinations shall be fixed by the Controller of Examinations in consultation with the Director.

2. Examination Fees

The University shall prescribe the examination fees for each programme from time to time.

The norms for examination applications, attendance and other such procedures shall be in accordance with the regulations prescribed for the same.

***** ** *****