

### ***2.3.5 Mechanism to provide academic counselling support at DDE***

***A mechanism is in place at DDE to provide academic counselling support to learners enrolled in different programmes including strategies for learner participation and engagement as well as development of required competencies and skills***

Mechanism of Academic Counselling of UG & PG Programmes:

UGC (Open and Distance Learning) Regulations, 2017, Annexure VII deals with Quality Assurance Guidelines of Learning Material in Multiple Media, Human Resource, Curriculum and Pedagogy. In this annexure, UGC has given norms for the effective delivery of Distance Education programmes as following :-

| <b>No. of Assignments</b> | <b>Practical Sessions</b> | <b>No. of Counselling Sessions Theory (10% of total study hours)</b> | <b>Size of SLMs Study input Range (in terms of units, to be divided into blocks)</b> | <b>Study input</b> | <b>Credit Value of the course</b> |
|---------------------------|---------------------------|--|--|--------------------|-----------------------------------|
| 1.                        | 60 hours                  | 6 hours  | 6-8 units  | 60 hours           | 2 Credits                         |
| 2.                        | 120 hours                 | 12 hours.  | 14-16 units  | 120 hours          | 4 Credits                         |
| 3.                        | 180 hours                 | 18 hours.  | 20-24 units  | 180 hours.         | 6 Credits                         |
| 4.                        | 240 hours                 | 24 hours   | 30-34 units  | 240 hours          | 8 Credits                         |

All rules and regulations for admission into any programme are laid in the prospectus. The following procedure is followed before organizing academic counselling at the Learner Support Centre:

Step 1 - MoU with LSC is renewed every year

Step 2 - Approval is accorded to Academic Counsellors of LSCS

Step 3 - Self Learning Material is dispatched well in advance to the students. The SLM is also uploaded on website for online access

Step 4 - LSCs and Students are informed about Academic Counselling Sessions through **e-mails, SMS alerts and Website Notifications**.

Step 5 - Academic Counselling Sessions/ Practical are conducted as per the schedule.

Step 6 - Bills are processed for payments of Academic Counsellors and other part time staff as per the norms of the university.

Step 7 - The rates of honorarium of academic counsellors and part time staff are prescribed and approved by the competent authority of the University. The claims of honorarium are processed and remitted to their respective individual accounts.

Academic Counselling Support to learners is an integral part of the University and there is a well defined institutional mechanism to provide counselling support to learners. A brief description of this mechanism is as below:

Counseling sessions are classified into two categories i.e., mandatory and voluntary counselling. In view of the specific nature of some of the programs such as Yogavijnana, counseling has been made mandatory in these programmes.

**Mandatory Counselling:** In view of the practical nature of the programmes offered by the Department of Yoga, special counselling sessions of 10 days have been made mandatory for them. These special counselling sessions are very popular amongst learners.

**Voluntary Counselling:** These special counselling sessions are not mandatory, but, the basic purpose of arranging these special counselling sessions is to augment the academic counselling support provided to learners by their respective LSCs. Further, in some of the programmes of study, there exists a provision of project work or field-work, and as such the learners are exposed to the nitty-gritty of these specific activities. Though these special counselling sessions are not mandatory, the learner participation is always rich and encouraging.