



डॉ. एम.ए. सिकंदर | Dr. M.A. Sikandar
कुलसचिव | Registrar

ڈاکٹر ایم۔ اے۔ سکندر

F.No. MANUU/DDE-I/F.151/2019
27th March, 2019

OFFICE ORDERS

**Sub: DDE - MANUU - Constitution of Admission Committee for
academic session July- 2019 - Reg.**

The Vice-Chancellor is pleased to constitute the Admission Committee to oversee the admission process of various Distance Education programmes of Directorate of Distance Education (including B.Ed/DM) for the new academic session, July - 2019 :-

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|-------|--|---|-------------|
| (i) | The Director In-charge, DDE | - | Chairperson |
| (ii) | Director, Directorate of Admissions | - | Member |
| (iii) | Dean, School of Education & Trg | - | Member |
| (iv) | Jt. Dean (Academics) | - | Member |
| (v) | All Professors on the roll of the DDE | - | Member |
| (vi) | Dr Najumus Saher, Associate Professor, DDE | - | Member |
| (vii) | Jt. Registrar, DDE | - | Secretary |

2. The Admission Committee, DDE shall be mainly responsible for the following functions:-

- (i) To formulate the Admission policies consistent with the framework of guidelines/regulations approved by the Academic Council and the regulatory bodies viz. NCTE and UGC (DEB);
- (ii) To prepare the Bulletin of Information/Prospectus for the programmes to be offered by the DDE with full details;
- (iii) To review the fee structure for each programme;
- (iv) To identify and allocate students to the LSCs/Programme Centres;
- (v) To formulate on-line registration and subsequent admission process in consultation with the Centre for Information Technology and Directorate of Admissions;
- (vi) To formulate the Academic Calendar for new academic session including the schedule for delivery of SLM for the students/assignments/Term End Examinations;


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- (vii) To prepare a complete list of students enrolled in each programme under each Regional Office/SRC/LSCs/Programme Centres for the purpose of submission to Regulatory Bodies as required under its Regulations;
- (viii) To prepare a detailed report on the Admissions for the purpose of presenting before the Academic Council and submit the same to the Academic Council;
- (ix) To redress the Student Grievances;
- (x) To formulate suitable strategies for publicity of DDE programmes to improve the enrollments; and
- (xi) Any other allied matters related to the Student Admission and Student Support Services

3. The Admission Committee shall meet as and when required and the Meetings shall be convened by the Director, DDE and Notice for the Meeting to the members shall be issued by the Secretary, Admission Committee. The Admission Committee may co-opt any external members of the University for its Meetings as special invitees.

The agenda for each meeting shall be circulated to members and decisions/recommendations of the Committee shall be recorded through Minutes of Meeting. Administrative approval wherever necessary shall be sought by the Director, DDE from the Vice-Chancellor.

4. The Admission Committee shall function through sub-committees with the faculty members of DDE in such matters as may be required and resolved in the Admission Committee Meetings and approved by the Vice-Chancellor. The Meetings of the Sub-Committees of the Admission Committee shall be headed by the Conveners and the decisions/recommendations of the sub-committees shall be placed before the Admission Committee for further action/approvals from time to time. The Sub-committees shall be assisted by Administrative staff.

5. The recommendations/decisions of the Admission Committee shall be implemented by the Director, DDE after getting approval from the competent authority/authority bodies as per the requirements.


27/3/18
Registrar

Copy to:-

1. Director, In-charge, DDE
2. All Members of Admission Committee
3. Joint Registrar, DDE
4. Office of the Vice-Chancellor/PVC/Registrar/Finance Officer/CoE
5. Director, CIT - for uploading the Office Order on the University Website.
6. Office Copy.