

Vivekananda Global University, Jaipur

Minutes: Agenda Item Circulated to Academic Council Members **For Approval on 28.03.2023**

Council Members were informed that the Academic Council at its 21st meeting held on 6th October, 2022 had approved offering of Online and Distance Education programmes by the university and approved offering of B.A., BBA, BCA, MA (English) and MBA programmes in Online mode.

Members were also informed that now the university proposes to offer BCA, BBA, BA (Any three subjects:- Economics, Political Science, Public Policy and Development, International Relations, Psychology, English, History, Computer Applications), B.Com, MBA, (HR, Marketing, Finance, IT), MCA, M.Sc. (Mathematics) and MA (English) programmes in Open and Distance Learning mode and B.Com, MCA and M.Sc. (Mathematics) programmes in Online Learning mode.

The Self Learning Material (SLM), Syllabus and Programme Project Report (PPR) of the above programmes circulated to the members for consideration were approved for offering in ODL and OL mode for the AY 2023-24.

Council members considered and approved offering of above mentioned programmes and other documents Open and Distance Learning and Online Learning Mode.

For Vivekananda Global University, Jaipur

(Dr. Praveen Choudhry)

Registrar

Programme Project Report (PPR) Preparation Guidelines



Vivekananda Global University
Jaipur (Rajasthan)

Programme Project Report (PPR) Preparation Guidelines

For Vivekananda Global University Jaipur
Registrar

Overview

A Programme Project Report (PPR) is a comprehensive document outlining the details of a proposed program for Open and Distance Learning (ODL) and Online Learning (OL) modes. Centre for Distance and Online Education, VGU, to ensure the systematic and high-quality preparation of Programme Project Reports (PPRs) for proposed ODL programs follows the mentioned guidelines, align with Annexure-V, UGC DEB Regulation-2020 and uphold the institution's commitment to academic excellence and compliance. PPR for all of our programs includes-

(a) Clear Program Objectives and Expected Outcomes:

Define the program's objectives and the expected results it aims to achieve.

(b) Identification of the Target Group of Learners:

Identify the specific audience or learners the program is designed for.

(c) Assurance of Program Quality for Specific Skills:

Ensure that the program maintains high-quality standards for imparting specific skills.

(d) Development and Design of Program Content:

Create a detailed plan for the content and curriculum of the program.

(e) Cost Estimates for Program Development:

Estimate the financial requirements for the development of the program.


(f) Admission, Delivery, and Evaluation Procedures:

Define the procedures for student admissions, program delivery, and evaluation.

The PPR serves as a formal declaration by the Centre for Distance and Online Education at Vivekananda Global University (CDOE, VGU) regarding its intention to launch a program in ODL and/or OL mode. It not only sets the direction and objectives but also outlines the learning experiences, all with a focus on achieving specific results.

Contents of Programme Project Report (PPR):

For Vivekananda Global University, Jaipur
Registrar



a) Program's Mission and Objectives:

- Define the program's mission and objectives, ensuring alignment with VGU's academic goals.
- Ensure that the program's objectives are in harmony with industry or learner demands.

b) Relevance of the Program with HEI's Mission and Goals:

Plan a program that aligns with VGU's mission and goals, making it a significant contributor to the institution's achievements.

c) Nature of Prospective Target Group of Learners:

- Identify the target group of learners and their specific learning needs.
- Design the curriculum to cater to the diverse backgrounds and needs of various learner groups.

d) Appropriateness of Program to Acquire Specific Skills and Competence:

- Clearly define the program's learning outcomes, with a focus on acquiring specific skills and competencies.
- Ensure that the program content is tailored to meet these defined outcomes.

e) Instructional Design:


- Describe the curriculum design, syllabi, program duration, and faculty requirements.
- Define the instructional methods and media types (print, audio, video, online) and outline the learner support services.

f) Procedure for Admissions, Curriculum Transaction, and Evaluation:

- Establish clear admission policies, including eligibility criteria and fee structures.
- Provide information on financial assistance options if applicable.
- Outline the methods and tools for program delivery, along with an activity planner.
- Define the policies, methods, and tools for evaluating learner progress.

g) Requirement of Laboratory Support and Library Resources:

- Specify the need for laboratory support for programs (if requires) with practical components.
- Offer guidelines for learners' access to practical resources.

For Vivekananda Global University, Jaipur

Registrar

h) Cost Estimate of the Program and Provisions:

Include a detailed cost estimate covering program development, delivery, and maintenance.

i) Quality Assurance Mechanism and Expected Program Outcomes:

- Define a systematic review mechanism for the program.
- Continuously enhance curriculum and instructional design standards to meet professional requirements.
- Establish a monitoring mechanism to ensure program effectiveness in ODL and/or OL mode.

For Vivekananda Global University, Jaipur

Registrar