

MANGALAYATAN UNIVERSITY, ALIGARH
DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION



PROGRAMME PROJECT REPORT

BACHELOR OF COMMERCE

(B. Com.)

2023-24


Registrar
Mangalayatan University
Beswan, Aligarh

Introduction

The B.Com. degree is one of the most sought bachelor degree the programs after 12th. It includes complete knowledge of finance and management. The B.Com degree has been started to provide sound knowledge for producing the sound financial and management professionals. B.Com is one of the most job provider educational degree course in India and abroad, there are various multinational industries, which are offering jobs to various commerce graduates.

The best part of the program is that the student of all stream" in 12th standard can get admission in the B.Com. The program. B.Com. degree allows the candidates to enter in the field of Banking, Finance and Management. This degree teaches the students with various aspects that are necessary for effective financial management and essential for entrepreneurs and business analyst. Bachelor in Commerce also gives students a platform for pursuing courses like MBA, M.Com. To do well in this field, students must possess leadership qualities, decision making skills, good oral and written communication skills. Partial ICT supported teaching learning practices shall be adopted to ensure parity in terms of academic rigor and quality of instructions.

A. Programme's Mission and Objectives

Mission

The mission of the program is to provide a nurtured knowledge that will lead to fulfil the aspirations of Trade, Industry, Commerce and the Individual. To create an atmosphere of effective learning in commerce, generate a spirit of questioning, enquiry, induce healthy challenges and competitiveness, feel of complete accomplishment and instill self-confidence.

Objectives

1. To impart knowledge in advanced concepts and applications in various fields of commerce.
2. To provide the students the avenues of studies in parallel professional courses in commerce discipline.
3. To equip the students to occupy the important positions in business, industries and related organizations.
4. To make the learners to understand the purpose and use of commerce subjects.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world and desire to grow into a personality than a person in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to the students and faculty with all facilities to nurture their interest.

B.Com. program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, Kadam and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL program is to provide educational facilities to all qualified and

willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases distance B.Com. can be helpful in increasing knowledge base and skill up gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education at Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to constraints. The candidates desirous of taking admission in B.Com. program shall have to meet the eligibility norms as follows-

1. To obtain admission in B.Com. program offered through ODL mode, the learner must have completed 10+2 in any stream.
2. The learner must have scored a minimum of 45% marks aggregately at 10+2 level.

The ODL- B.Com. program offered by Mangalayatan University caters the needs of diverse groups of undergraduate learners from all disciplines located in diverse regions and social structures such as learners from a low level of disposable income, rural dwellers, women and minorities who have little access to formal institutions of higher learning.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following program outcomes and program specific outcomes as acquisition of specific skills and competence for B.Com. Program.

1. Programme Outcomes (PO's)

PO1.Knowledge: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.

PO2.Effective Communication: Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.

PO3.Social Interaction: Elicit views of others, mediate disagreements and help reach conclusions in group settings.

PO4. Effective Citizenship: Demonstrate empathetic social concern and equity centered national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO5. Ethics: Recognize different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.

PO6. Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.



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Beswan, Aligarh

PO7. Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes.

2. Programme Specific Outcomes

PSO 1. To understand the basic concepts of the commerce, management, accounting & economics.

PSO 2. To analyze relationship among commerce, trade industry, services, management and administration.

PSO 3. To understand rules and regulations of taxation, banking and insurance sector.

The University has managed care to introduce B.Com. program taking into consideration, 1, and 2, to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into six semesters and minimum credit requirement is 120 to get B.Com. degree through ODL mode from Mangalayatan University. Minimum time period for acquiring BBA degree will be three years and maximum time (extended) period is six years.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	ENO-1100	English Communication	4	30	70	100
2	BCO-1101	Business Organization and Management	4	30	70	100
3	BCO-1102	Principles of Marketing	4	30	70	100
4	BCO-1103	Financial Accounting	4	30	70	100
5	BCO-1104	Principles of Micro Economics	4	30	70	100
Total			20	150	350	500
Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	ABO-1200	Environmental Science	4	30	70	100
2	BCO-1201	Cost Accounting	4	30	70	100
3	BCO-1202	Business Law	4	30	70	100
4	BCO-1203	Business Statistics	4	30	70	100

5	BCO-1204	Human Resource Management	4	30	70	100
Total			20	150	350	500
Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BCO-2101	Company Law	4	30	70	100
2	BCO-2102	Banking and Insurance	4	30	70	100
3	BCO-2103	Business Math	4	30	70	100
4	BCO-2104	Business Communication	4	30	70	100
5	BSO-2100	Introduction to Computer Application	4	30	70	100
Total			20	150	350	500
Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BCO-2201	Corporate Accounting	4	30	70	100
2	BCO-2202	International Business	4	30	70	100
3	BCO-2203	Research Methodology	4	30	70	100
4	BCO-2204	Commodity and Stock Market	4	30	70	100
5	BSO-2200	Entrepreneurship for Small Business	4	30	70	100
Total			20	150	350	500
Semester-V						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BCO-3101	Income Tax Law and Accounts	4	30	70	100
2	BCO-3102	Auditing	4	30	70	100
3	BCO-3103	Public Finance	4	30	70	100
4	BCO-3104	Working Capital Management	4	30	70	100
5	BSO-3300	Personal Selling and Salesmanship	4	30	70	100
Total			20	150	350	500
Semester-VI						
S.N.	Course	Course Name	Credit	Continuous	Term End	Grand

	Code			Assessment Marks	Exam Marks	Total
				Max.Marks	Max.Marks	
1	BCO-3201	Management Accounting	4	30	70	100
2	BCO-3202	Goods and Services Tax	4	30	70	100
3	BCO-3203	Indian Economy	4	30	70	100
4	BSO-3400	Personality Development and Communication Skills	4	30	70	100
5	BDO-3200	Dissertation	4	0	100	100
Total			20	120	380	500

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as per requirement, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact

hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English
Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented-services evaluation methods and dates both on and off line modes for easy and smooth services to the students through distance mode.

At present the university has only one study centre in the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the B.Com. programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- A. The maximum duration of the B.Com. Programme is six years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 6 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

10+2 in any stream from any recognized board.

Fee Structure

Name of the Program	Degree	Duration	Year	Admission Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Bachelor of Commerce	UG	3 to 6 Years	1	1500	8000	2000	11500
			2		8000	2000	10000
			3		8000	2000	10000
Total							31500


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Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
3 Yrs.	120	B.Com.	Bachelor's Degree

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the

Examination, every student has to submit an Examination form through online (www.mangalayatan.in) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost Estimate of the Programme and the Provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of self study material and other. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal Expense	:	10%
c) Salary and other Administrative expenses	:	60%
d) Future development	:	10%

Once programmes are operational, fee receipt from the programmes budget to be planed as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.



 9
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Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme (s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various qualities related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.

21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in B.Com. Programme at Mangalayatan University in ODL mode, student will exhibit understanding in areas such as accountancy, business law, corporate law, finance, marketing which will instill in students the knowledge and capability of understanding the business world and economy. After completion of B.Com. Programme, student will participate in multiple functional areas of business.



Registrar
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MANGALAYATAN UNIVERSITY, ALIGARH

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

BACHELOR OF BUSINESS ADMINISTRATION

(BBA)

2023-24

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Beswan, Aligarh**

Introduction

BBA is one of the most sought bachelor degree programmes after 12th standard. It includes complete knowledge of leadership and management. BBA degree allows the candidates to enter field of management. This degree instruction teaches the students with various aspects that are necessary for effective business management and essential for entrepreneurs and business managers. Bachelor in Business Administration also gives you a platform for pursuing courses like MBA. Whether you have done your school with arts or humanities or science, you are free to choose the BBA programme. The BBA is most popular and well-known courses among the students. It prepares base for MBA program.

To do well in this field, students must possess leadership qualities, decision making skills, and good oral and written communication skills.

A. Programme's Mission and Objectives

Mission:

- To Impart quality education to meet national and global challenges.
- To blend theoretical knowledge with practical skills.
- To provide access to all sections of society to pursue higher education.
- To promote leadership qualities among students

Objectives:

- To provide adequate understanding about business dynamism among the students.
- To develop management skill sets necessary to harness the budding professionals to excel in this dynamic business world.
- To adapt to ever evolving dynamism in modern business world with an entrepreneurial mindset.

B. Relevance of the Program with HEI's Mission and Goals

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09

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The University has identified the following program outcomes and program specific outcomes as acquisition of specific skills and competence for BBA Program.

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PO5. Ethics: Recognize different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.

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3
Registrar
Mangalayatan University
Beswan, Aligarh

90

PO6. Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.

PO7. Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes.

Programme Specific Outcomes

PSO1: To understand Business world.

PSO2: To help student's to explore practical application of managerial concepts.

PSO3: To develop student's with conceptual and analytical abilities for business world.

The University has managed care to introduce BBA program taking into consideration, 1, and 2, to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into six semesters and minimum credit requirement is 120 to get BBA degree through ODL mode from Mangalayatan University. Minimum time period for acquiring BBA degree will be three years and maximum time (extended) period is six years.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-1101	Principals of Management and Organizational Structure	4	30	70	100
2	MGO-1102	Business Statistics	4	30	70	100
3	MGO-1103	Financial Accounting	4	30	70	100
4	MGO-1104	Principles of Marketing	4	30	70	100
5	MGO-1105	Computer Applications in Business Management	4	30	70	100
Total			20	150	350	500

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-1201	Cost and Management Accounting	4	30	70	100
2	MGO-1202	Legal Aspects of Business	4	30	70	100
3	MGO-1203	Business Environment	4	30	70	100

Registrar
Mangalayatan University
Beswan, Aligarh

4	MGO-1204	Retail Management	4	30	70	100
5	MGO-1205	Indian Economy	4	30	70	100
Total			20	150	350	500

Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-2101	Human Resource Management	4	30	70	100
2	MGO-2102	Business Research	4	30	70	100
3	MGO-2103	Commodity and Stock Market	4	30	70	100
4	MGO-2104	Personality Development and Communication Skills	4	30	70	100
5	MGO-2105	Quantitative Techniques	4	30	70	100
Total			20	150	350	500

Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-2201	Business Policy & Strategy	4	30	70	100
2	MGO-2202	Financial Management	4	30	70	100
3	MGO-2203	Organizational Theory Design and Development	4	30	70	100
4	MGO-2204	Macroeconomics	4	30	70	100
5	MGO-2205	Investment Banking and Financial Services	4	30	70	100
Total			20	150	350	500

Semester-V						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-3101	Advertising and Brand Management	4	30	70	100

2	MGO-3102	Tax Planning	4	30	70	100
3	MGO-3103	Working Capital Management	4	30	70	100
4	MGO-3104	Project Management and Appraisal	4	30	70	100
5	MGO-3100	Summer Internship Project	4	30	70	100
Total			20	150	350	500

Semester-VI						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-3201	Digital Marketing	4	30	70	100
2	MGO-3202	Marketing of Services	4	30	70	100
3	MGO-3203	Training and Development	4	30	70	100
4	MGO-3204	Insurance & Risk Management	4	30	70	100
5	MGO-3200	Dissertation	4	0	100	100
Total			20	120	380	500

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as per requirement, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

Registrar
Mangalayatan University
Beswan, Aligarh

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English

Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented-services evaluation methods and dates both on and off line modes for easy and smooth services to the students through distance mode.

At present the university has only one study centre in the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the BBA programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- A. The maximum duration of the B.B.A. Programme is six years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 6 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

10+2 in any stream from any recognized board.



Registrar 7
Mangalayatan University
Beswan, Aligarh

94

Fee Structure

Name of the Program	Degree	Duration	Year	Admission Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Bachelor of Business Administration(BA)	UG	3 to 6 Years	1	1500	12000	2000	15500
			2		12000	2000	14000
			3		12000	2000	14000
Total							43500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours, 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
3 Yrs.	120	BBA	Bachelor's Degree

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in/) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources


The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.



Registrar
Mangalayatan University
Beswan, Aligarh
96

H. Cost Estimate of the Programme and the Provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of self study material and other. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal Expense	:	10%
c) Salary and other Administrative expenses	:	60%
d) Future development	:	10%

Once programmes are operational, fee receipt from the programmes budget to be planed as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

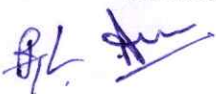
Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.

- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme (s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in B.B.A. Programme of Mangalayatan University in ODL mode, student will exhibit leadership skill and ability to work effectively in teams. After completion of B.B.A Programme, student will participate in business decision making and bring synergy to their ventures.



Registrar
Mangalayatan University
Beswan, Aligarh

**MANGALAYATAN UNIVERSITY,
ALIGARH**

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

BACHELOR OF SCIENCE

(Physics, Chemistry and Mathematics)

2023-24

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Registrar
Mangalayatan University
Beswan, Aligarh

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Introduction

Bachelor of Science degree in Physics, Chemistry and Mathematics (B.Sc. PCM) is unique at Mangalayatan University in its commitment to both breadth and depth of knowledge after 12th. Its aim and scope is very focused in its approach to preparing a student for higher education as well as for competitive exams. It also provides a sound platform to the students with the requisite background to proceed with confidence for higher studies in the form of M.Sc., MBA, etc. The three-year UG program would require a minimum of **120** credits through distance mode including ICT enabled study. Increasing numbers of students have become interested in B.Sc. (PCM) program, due to availability of jobs in government sector (through competitive exams) and making careers in higher education.

A. Programme's Mission and Objectives

Mission:

- To cater and ensure excellent theoretical and practical training through teaching, counseling, and mentoring with a view to achieve professional and academic excellence.
- To connect with industry and incorporating knowledge for research enhancement.
- To generate, disseminate and preserve knowledge for the benefit and betterment of society.

Objectives:

- To educate and train individuals to be well prepared for higher education.
- To be able to engage independent and life-long learning.
- To develop professionally that ensures existence in the competitive world.

B. Relevance of the Programme with HEI's Missions and Goals

The Bachelor of Science programme is identifying the assumptions that frame thinking, actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions. The aim of the programme is to transmit concepts and complex information effectively which utilize knowledge to solve theoretical and applied problems. The stakeholder will show scientific temperaments in daily life and understand the moral dimensions of their decisions with responsibility for them including ability to engage in independent and life-long learning.

The goals of ODL (Open Distance Learning) programme is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. The programme's objectives and goals are on the lines of HEIs vision and Mission.

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.



Registrar
Mangalayatan University
Beswan, Aligarh 100

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

C. Nature of Prospective Target Group of Learners

The ODL programme of Mangalayatan University (MU) shall target the working professionals as well as those who cannot attend a full-time programme due to constraints. We also welcome those candidates who want to see their career in the field of Basic Sciences. Students may complete their practical work/assignment through virtual lab mode. Desirous candidates of B.Sc. program shall have to meet the eligibility norms as follows:

1. To obtain admission in B.Sc. (PCM) programme offered through ODL mode, the learner must have completed 10+2 in Science stream.
2. The learner must have scored a minimum of 45% marks aggregately at 10+2 level.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following **Programme Outcomes (PO)** and **Programme Specific Outcomes (PSO)** as acquisition of specific skills and competence in B.Sc. PCM Programme.

Programme Outcomes (PO)

- PO1: Critical Thinking: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.
- PO2: Effective Communication: Transmit concepts and complex information effectively by written, computational and graphical means.
- PO3: Problem Solving: Utilize knowledge to solve theoretical and applied problems by understanding, analysis and synthesis.
- PO4: Scientific Temperament: Show scientific thought process in drawing conclusions from daily life experiences without letting it being affected by biases and prejudices.
- PO5: Ethics: Recognize different value systems including their own, understand the moral dimensions of their decisions, and accept responsibility for them.
- PO6: Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.
- PO7: Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning.

Programme Specific Outcomes (PSOs)

- PSO1: Attain a systemic understanding of core concepts, principles and theories along with their applications.



Registrar
Mangalayatan University
Beswan, Aligarh

101

- PSO2: Prepare to develop professionally through lifelong learning, higher education and accept the challenges in research and other creative pursuits in the area of specialization.

Evaluation Scheme

Semester-I						
S. No.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max. Marks	Max. Marks	
1	PHO-1111	Mechanics and Wave Motion	4	30	70	100
2	CHO-1111	Basic Analytical Chemistry	4	30	70	100
3	MAO - 1111	Calculus	6	30	70	100
4	ENO-1100	English Communication	4	30	70	100
5	PHO-1151	Physics Lab- I	2	0	100	100
6	CHO-1151	Chemistry Lab- I	2	0	100	100
Total			22	120	480	600

Semester-II						
S. No.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max. Marks	Max. Marks	
1	PHO-1211	Optics	4	30	70	100
2	CHO-1211	Atomic Structure, Bonding and Hydrocarbons	4	30	70	100
3	MAO - 1211	Differential Equations	6	30	70	100
4	ABO-1200	Environmental Sciences	4	30	70	100
5	CHO-1251	Chemistry Lab-II	2	0	100	100
6	PHO-1251	Physics Lab-II	2	0	100	100
Total			22	120	480	600

Semester-III						
S.	Course	Course Name	Credit	Continuous	Term End	Grand

No.	Code			Assessment Marks	Exam Marks	Total
				Max. Marks	Max. Marks	
1	PHO-2111	Thermodynamics	4	30	70	100
2	CHO-2111	Organic Chemistry	4	30	70	100
3	MAO-2111	Algebra	6	30	70	100
4	PHO-2151	Physics Lab-III	2	0	100	100
5	CHO-2151	Chemistry Lab-III	2	0	100	100
Total			18	90	410	500

Semester-IV						
S. No.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max. Marks	Max. Marks	
1	PHO-2211	Circuit Fundamentals and Basic Electronic	4	30	70	100
2	CHO-2211	States of Matter and Chemical Kinetics	4	30	70	100
3	MAO-2211	Real Analysis	6	30	70	100
4	PHO-2251	Physics Lab-IV	2	0	100	100
5	CHO-2251	Chemistry Lab-IV	2	0	100	100
Total			18	90	410	500

Semester-V						
S. No.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max. Marks	Max. Marks	
1	PHO-3111	Electromagnetism	4	30	70	100
2	MAO-3111	Numerical Methods	6	30	70	100
3	CHO-3111	Quantum Chemistry, Spectroscopy and	4	30	70	100

		Photochemistry				
4	PHO-3151	Physics Lab- V	2	0	100	100
5	CHO-3151	Chemistry Lab- V	2	0	100	100
Total			18	90	410	500

Semester-VI						
S. No.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max. Marks	Max. Marks	
1	PHO-3211	Elements of Quantum Mechanics and Atomic & Molecular Spectra	4	30	70	100
2	CHO-3211	Organometallics, Bioinorganic Chemistry	4	30	70	100
3	MAO-3211	Mechanics and Discrete Mathematics	6	30	70	100
4	PHO-3251	Physics Lab- VI	2	0	100	100
5	CHO-3251	Chemistry Lab- VI	2	0	100	100
6	SCO-3291	Major Project	4	0	100	100
Total			22	90	510	600

MOOCs

The University shall give flexibility in opting for MOOCs (Massive Online Open Courses)/SWAYAM by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOCs may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

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Registrar
Mangalayatan University
Beswan, Aligarh 104

prepared by this university will be on par with any Open University/Distance Education Centre in the country.

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Registrar
Mangalayatan University
Beswan, Aligarh

105

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- A. The maximum duration of the B.Sc. Programme is Six years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 6 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

10+2 in PCM from any recognized board.

Fee Structure

Name of the Program	Degree	Duration	Year	Admission Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
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Registrar
Mangalayatan University
Beswan, Aligarh

106

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
3 to 6 Yrs	120	B.Sc. (PCM)	Bachelor's Degree

Assignments

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 Registrar
 Mangalayatan University
 Beswan, Aligarh 107

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- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.




Registrar
Mangalayatana University
Beswan, Aligarh 100

- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/seminars/symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various qualities related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in B.Sc. Programme at Mangalayatan University in ODL mode, student will exhibit understanding in areas such as critical thinking, effective communication and develop problem solving, scientific temperament with right set of ethics and attitude towards environment and sustainability. After completion of B.Sc. Programme, student will participate in multiple functional areas of science and technology.

Registrar
Mangalayatan University
Beswan, Aligarh

**MANGALAYATAN UNIVERSITY,
ALIGARH**

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

BACHELOR OF SCIENCE

(Zoology, Botany and Chemistry)

2023-24

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Registrar
Mangalayatan University
Beswan, Aligarh
110

Introduction

Bachelor of Science in Zoology, Botany and Chemistry (B.Sc. ZBC) degree is unique at Mangalayatan University in its commitment to both breadth and depth of knowledge after 12th. Its aim and scope is very focused in its approach to preparing a student for higher education as well as for competitive exams. It also provides a sound platform to the students with the requisite background to proceed with confidence for higher studies in the form of M. Sc., MBA, etc. The three-year UG program would require a minimum of **120** credits through distance mode including ICT enabled study. Increasing numbers of students have become interested in BSc. (ZBC) program, due to availability of jobs in government sector (through competitive exams) and making careers in higher education.

A. Programme's Mission and Objectives

Mission:

- To cater and ensure excellent theoretical and practical training through teaching, counseling, and mentoring with a view to achieve professional and academic excellence.
- To connect with industry and incorporating knowledge for research enhancement.
- To generate, disseminate and preserve knowledge for the benefit and betterment of society.

Objectives:

- To educate and train individuals to be well prepared for higher education.
- To be able to engage independent and life-long learning.
- To develop professionally that ensures existence in the competitive world.

B. Relevance of the Programme with HEI's Missions and Goals

B.Sc. (ZBC) programme is identifying the assumptions that frame thinking, actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions. The aim of the programme is to transmit concepts and complex information effectively which utilize knowledge to solve theoretical and applied problems. The stakeholder will show scientific temperaments in daily life and understand the moral dimensions of their decisions with responsibility for them including ability to engage in independent and life-long learning.

The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. The programme's objectives and goals are on the lines of HEIs vision and Mission.

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to



Registrar
Mangalayatan University
Beswan, Aligarh
(11)

grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

C. Nature of Prospective Target Group of Learners

The ODL programme of Mangalayatan University (MU) shall target the working professionals as well as those who cannot attend a full-time program due to constraints. We also welcome those candidates who want to see their career in the field of Basic Sciences. Students may complete their practical work/assignment through virtual lab mode. Desirous candidates of B.Sc. program shall have to meet the eligibility norms as follows:

1. *To obtain admission in BSc. programme offered through ODL mode, the learner must have completed 10+2 in Science stream.*
2. *The learner must have scored a minimum of 45% marks aggregately at 10+2 level.*

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following **Programme Outcomes (PO)** and **Programme Specific Outcomes (PSO)** as acquisition of specific skills and competence in B.Sc. Programme.

Programme Outcomes (PO)

- PO1: Critical Thinking: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.
- PO2: Effective Communication: Transmit concepts and complex information effectively by written, computational and graphical means.
- PO3: Problem Solving: Utilize knowledge to solve theoretical and applied problems by understanding, analysis and synthesis.
- PO4: Scientific Temperament: Show scientific thought process in drawing conclusions from daily life experiences without letting it being affected by biases and prejudices.
- PO5: Ethics: Recognize different value systems including their own, understand the moral dimensions of their decisions, and accept responsibility for them.
- PO6: Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.
- PO7: Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning.



Registrar
Mangalayatan University
Beswan, Aligarh

112

Programme Specific Outcomes (PSOs)

- PSO1: Attain a systemic understanding of core concepts, principles and theories along with their applications.
- PSO2: Prepare to develop professionally through lifelong learning, higher education and accept the challenges in research and other creative pursuits in the area of specialization.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BDO-1111	Biodiversity-I	4	30	70	100
2	CHO-1111	Basic Analytical Chemistry	4	30	70	100
3	ZCO-1111	Non-chordates	4	30	70	100
4	ENO-1100	English Communication	4	30	70	100
5	BDO-1151	Botany Lab- I	2	30	70	100
6	CHO-1151	Chemistry Lab- I	2	30	70	100
7	ZCO-1151	Zoology Lab-I	2	30	70	100
Total			22	210	490	700

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BDO-1211	Biodiversity-II	4	30	70	100
2	CHO-1211	Atomic Structure, Bonding and Hydrocarbons	4	30	70	100
3	ZCO-1211	Diversity of Protochordates and lower chordates	4	30	70	100
4	ABO-1200	Environmental Sciences	4	30	70	100
5	BDO-1251	Botany Lab-II	2	30	70	100
6	CHO-1251	Chemistry Lab-II	2	30	70	100
7	ZCO-1251	Zoology Lab-II	2	30	70	100
Total			22	210	490	700

Registrar
Mangalayatan University
Beswan, Aligarh

113

Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BDO-2111	Plant Anatomy and Embryology	4	30	70	100
2	CHO-2111	Organic Chemistry	4	30	70	100
3	ZCO-2111	Diversity of Higher Chordates	4	30	70	100
4	BDO-2151	Botany Lab-III	2	30	70	100
5	CHO-2151	Chemistry Lab-III	2	30	70	100
6	ZCO-2151	Zoology Lab-III	2	30	70	100
Total			18	180	420	600

Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BDO-2211	Plant Physiology and Metabolism	4	30	70	100
2	CHO-2211	States of Matter and Chemical Kinetics	4	30	70	100
3	ZCO-2211	Mammalian Physiology-I	4	30	70	100
4	BDO-2251	Botany Lab-IV	2	30	70	100
5	CHO-2251	Chemistry Lab-IV	2	30	70	100
6	ZCO-2251	Zoology Lab-IV	2	30	70	100
Total			18	180	420	600




 Registrar
 Mangalayatan University
 Beswan, Aligarh

Semester-V						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BDO-3111	Cell Biology	4	30	70	100
2	CHO-3111	Quantum Chemistry Spectroscopy and Photochemistry	4	30	70	100
3	ZCO-3111	Microbiology, Immunology, Animal Biotechnology	4	30	70	100
4	BDO-3151	Botany Lab-V	2	30	70	100
5	CHO-3151	Chemistry Lab-V	2	30	70	100
6	ZCO-3151	Zoology Lab-V	2	30	70	100
7	SCO-3191	Minor Project	2	0	0	100
Total			20	180	420	900

Semester-VI						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BDO-3211	Genetics and Plant Breeding	4	30	70	100
2	CHO-3211	Organometallics, Bioinorganic Chemistry	4	30	70	100
3	ZCO-3211	Mammalian Physiology-II	4	30	70	100
4	BDO-3251	Botany Lab-VI	2	30	70	100
5	CHO-3251	Chemistry Lab-VI	2	30	70	100
6	ZCO-3251	Zoology Lab-VI	2	30	70	100
7	SCO-3291	Major Project	2	0	0	100
Total			20	180	420	600

MOOCs

The University shall give flexibility in opting for MOOCs (Massive Online Open Courses)/SWAYAM by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOCs may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Registrar
Mangalayatan University
Beswan, Aligarh
115

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction:	English
Medium of Examination:	English

Student Support Systems

Universities Study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both online and offline modes for easy and smooth services to the students of distance mode.

At present the university have only one study centre on the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.



Registrar
Mangalayatan University
Beswan, Aligarh

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the B.Sc. (ZBC) programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- A. The maximum duration of the B.Sc. (ZBC) Programme is Six years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 6 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

10+2 in ZBC from any recognized board is eligible for admission into B.Sc. (ZBC) programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Admission Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Bachelor of Science ZBC	UG	3 to 6 Years	1	1500	12000	2000	15500
			2		12000	2000	14000
			3		12000	2000	14000
Total							43500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact programmes (counselling, practicals, etc.)	Sep	Nov	Mar	May




Registrar
Mangalayatan University
Beswan, Aligarh

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
3 to 6 Yrs.	120	B.Sc. ZBC	Bachelor's Degree

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in/) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.




Registrar
Mangalayatan University
Beswan, Aligarh

118

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the Programme and the provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of Self Study Material etc. The University intends to allocate expenses out of the total fee collection as per following details:

- | | | |
|---|---|-----|
| a) SLM Development and Distribution | : | 20% |
| b) Postal and ICT Expenses | : | 10% |
| c) Salary and other Administrative expenses | : | 60% |
| d) Future Research development reserve | : | 10% |

Once programmes are operational, the programme budget from fee receipts will be planned as per the guidelines of University Grants Commission.

I. Quality Assurance

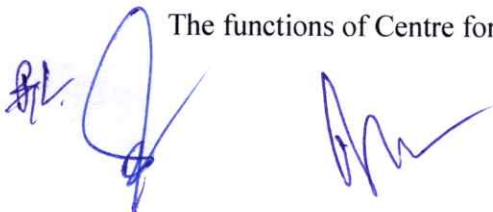
The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following



Registrar
Mangalayatan University
Beswan, Aligarh 119

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/seminars/symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.




Registrar
Mangalayan University
Beswan, Aligarh

120

After enrolling in B.Sc ZBC Programme of Mangalayatan University in ODL mode, student will exhibit understanding in areas such as fundamentals of plants and animal science, physiological process, evolutionary process, environmental conservation and will instill in students the knowledge of ethical principles and commitment towards environment protection.


Registrar
Mangalayatan University
Beswan, Aligarh

MANGALAYATAN UNIVERSITY, ALIGARH
DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION



PROGRAMME PROJECT REPORT

BACHELOR OF ARTS

(B.A.)

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Beswan, Aligarh

B.A. (BACHELOR OF ARTS)

B.A. Degree is one of the most sought Bachelor degree programmes after 10+2/ Senior Secondary/Intermediate Examination. The Bachelor of Arts is a comprehensive program focusing on holistic development of students in liberal education. It is intended to give graduate the greatest flexibility and choice in future study or career.

B.A. degree has been started to provide the ground knowledge for producing the competent professionals through inclusion of capacity building components in the mainstream program. B.A. is one of the most popular educational degree course in India and abroad. This is the basic educational degree program which is a mandatory qualification to appear in different graduate level competitive examinations like civil services, banking sector along with other national level examinations.

The best part of programme is that the students of any stream after 10+ 2 can get admission in B.A. programme. B.A. programme includes following subjects- English, History, Sociology, Political Science and Economics. It allows the candidates to enter in diverse academic and professional fields as well as higher education. This degree enables the students to acquire basic competencies and skills that are needed to compete in competitive examinations and pursue higher education in the respective course of study. It also imbibes leadership qualities, decision making ability, oral and written communication skills. ICT mediated teaching learning practices to ensure parity in terms of academic rigor and quality of instructions with regular B.A. offered by the university.

A. Programme's Mission and Objectives

Mission

- To acquire basic understanding of the course of study with its insight, essence and application in real life situations.
- To learn and use effective communication skills and strategies through oral, written and digital presentations.
- To develop critical thinking on issues related to courses of study based on the contents of study in the subject.

Objectives

The main objective of B.A. programme at MU is to provide a course of study by which students study and experience the basic concepts, thoughts, principles and theories of respective disciplines including an in-depth investigation into respective course of study, structure and phenomena inculcating core values of liberal education in students.

B. Relevance of the program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to




Registrar
Mangalayatan University
Beswan, Aligarh

123

grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

BA program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and alumni association. The University promotes multidisciplinary and allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL(Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases BA through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education of Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to prior occupation or other assignments. The candidates desirous of taking admission in B.A. program shall have to meet the eligibility norms as follows-

1. To obtain admission in BA program offered through ODL mode, the learner must have completed 10+2 in any stream.

The ODL B.A. program offered by Mangalayatan University aims to train students to be skilled professionals, with the hunger and ability to become leaders, to develop not just the intellect of our students, but also their character and personality. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.

D. Appropriateness of programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following Programme Learning Outcomes and Programme Specific Outcomes as acquisition of specific skills and competence in BA Program.



Registrar
Mangalayatan University
Beswan, Aligarh
24

1. Programme Outcomes

Program Outcomes (POs)

At the completion of B.A. programme, students shall able to:

PO1. Critical Thinking: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.

PO2. Effective Communication: Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.

PO3. Social Interaction: Elicit views of others, mediate disagreements and help reach conclusions in group settings.

PO4. Effective Citizenship: Demonstrate empathetic social concern and equity centred national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO5. Ethics: Recognize different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.

PO6. Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.

PO7. Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes

Programme Specific Outcomes

After completing the programme through ODL Mode, students will be able to:

PSO1. Ability to develop and understanding of the knowledge with facts figures concerned with subjects like, English, Political Science, Sociology, Economics and History.

PSO2. Ability to develop awareness in various aspects of human life & culture.

PSO3. Ability to compare and contrast in social life and linguistic behaviour.

The University has managed to introduce BA programme taking into consideration, 1 and 2, to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into six semesters and minimum credits requirement are 120 to get B.A. degree through ODL mode from Mangalayatan University. Minimum time period for acquiring BA degree will be three years and maximum time (extended) period is six years.

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Beswan, Aligarh

125

Evaluation Scheme

Semester-I						
S.N	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	ENO-1100	English Communication	4	30	70	100
2	HNO-1101	Hindi-I	4	30	70	100
Choose Any Two						
3&4	HSO-1101	Political History of Medieval India (1206-1320 AD)	6	30	70	100
	PSO-1101	Introduction to Political Theory	6	30	70	100
	SOO-1101	Introduction to Sociology	6	30	70	100
	ENO-1101	Professional Communication	6	30	70	100
	ECO-1101	Micro Economics	6	30	70	100
Total			20	120	280	400
Semester-II						
S.N	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	ABO-1200	Environmental Science	4	30	70	100
2	ENO-1201	English-I	4	30	70	100
Choose Any Two						
3&4	HSO-1201	History of Medieval India (1320-1526AD)	6	30	70	100
	PSO-1201	Indian Constitution	6	30	70	100
	SOO-1201	Society, Culture and Social Change	6	30	70	100
	ENO-1202	English Poetry From Elizabethan Age to Romantic Age	6	30	70	100
	ECO-1201	Public Finance	6	30	70	100
Total			20	120	280	400
Semester-III						


Registrar
Mangalayatan University
Beswan, Aligarh
 126

S.N .	Course Code	Course Name	Credi t	Continuou s Assessment Marks	Term End Exam Marks	Grand Total
				Max.Mark s	Max.Mark s	
1	SKO-2100	Public Administration	4	30	70	100
2	HNO-2101	Hindi-II	4	30	70	100
Choose Any Two						
3& 4	HSO-2101	History of Medieval India (1320-1526AD)	6	30	70	100
	PSO-2101	Indian Political Thinkers	6	30	70	100
	SOO-2101	Social Change & Social Control	6	30	70	100
	ENO-2101	Fiction and Indian Writings in English	6	30	70	100
	ECO-2101	Indian Economy	6	30	70	100
Total			20	120	280	400
Semester-IV						
S.N .	Course Code	Course Name	Credi t	Continuou s Assessment Marks	Term End Exam Marks	Grand Total
				Max.Mark s	Max.Mark s	
1	SKO-2200	History of Ancient Indian Culture	4	30	70	100
2	ENO-2201	English-II	4	30	70	100
Choose Any Two						
3& 4	HSO-2201	History of Indian National Movement (1858-1932 A.D.)	6	30	70	100
	PSO-2201	Western Political Thinker	6	30	70	100
	SOO-2201	Family Social Structure	6	30	70	100
	ENO-2202	English Poetry Till 1798	6	30	70	100
	ECO-2201	Economic Growth and International Trade	6	30	70	100
Total			20	120	280	400
Semester-V						
S.N .	Course Code	Course Name	Credi t	Continuou s Assessment Marks	Term End Exam Marks	Grand Total
				Max.Mark s	Max.Mark s	
1	SKO-3100	Basic Knowledge of English Grammar	4	30	70	100

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Registrar
Mangalayatan University
Beswan, Aligarh
127

2	HSO-3101	History of Indian National Movement (1932-1947 A.D.) & Constitution	6	30	70	100
3	PSO-3101	India's Foreign Policy	6	30	70	100
4	ECO-3101	Intermediate Micro Economics	4	30	70	100
Total			20	120	280	400
Semester-VI						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	SKO-3200	Sociology and Indian Society	4	30	70	100
2	HSO-3201	History of Indian National Movement (1932-1947 A.D.) & Constitution	6	30	70	100
3	PSO-3201	India's Foreign Policy	6	30	70	100
4	PSO-3202	The United Nations	4	30	70	100
Total			20	120	280	400

MOOCS

The University shall give flexibility in opting for MOOC(Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC(Open and Distance Learning Programmes and Online Programmes) Regulations,2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as per requirement, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.





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Mangalayatan University
Beswan, Aligarh

120

Delivery Mechanism

MU, ODL follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course *Instruction*: English/Hindi

Medium of Examination: English/Hindi

Student Support Systems

Universities study centres or learner support centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both on and off line modes for easy and smooth services to the students of distance mode.

At present the university has only one study centre in the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the BA programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.



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Mangalayatan University
Beswan, Aligarh
129

Maximum Duration

- A. The maximum duration of the B.A. programme is six years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 6 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

10+2 in any stream from any board.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Bachelor of Arts	UG	3-6 Years	1	1500	6500	2000	10000
			2		6500	2000	8500
			3		6500	2000	8500
Total							27000

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours, 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful

Registrar
Mangalayatan University
Beswan, Aligarh

130

clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of The Programme	Credits	Name of The Programme	Level of The Programme
3 Yrs.	120	B.A.	Bachelor's Degree

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in)/ or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a

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Mangalayatan University
Beswan, Aligarh
131

broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the programme and the provisions

Initial expenses have been done by the University to in terms of provision of infrastructure, manpower, printing of self study material and other. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM development and distribution	:	20%
b) Postal expense	:	10%
c) Salary and other administrative expenses	:	60%
d) Future development	:	10%

.Once programmes are operational, fee receipt from the programmes budget to be planed as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.

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Mangalayatan University
Beswan, Aligarh

32

- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After completing B.A. programme offered by Mangalayatan University through ODL mode, student will be able to locate relevant work in various fields or the right course for future education, depending on BA specialization. Whether a BA graduate chooses to work or pursues higher education, his/her options are extremely broad.

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Mangalayatan University
Beswan, Aligarh
133

MANGALAYATAN UNIVERSITY, ALIGARH

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

2023-24

SL. NO. Name

Registrar¹
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Beswan, Aligarh

Introduction

Mangalayatan University focuses on providing quality education through distance learning, matching with the parameter of regular program and producing capable administrative leaders who are prepared with the necessary library management & research skills to make high-quality administrative.

The B.L.I.Sc. programme at our university create high level of intellectual capacity in learners, providing opportunity for learners to pursue high level studies, providing opportunity for higher education studies to the learners who have been deprived of higher education due to being employed in government non-government organization.

A. Programme's Mission and Objectives

Mission

To develop broad and balanced knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science. To produce competent information professionals who can facilitate the flow of information in a rapidly changing society.

Objectives

- To import education to the students to meet the varied and changing information needs of individual and groups in a society.
- To trained the students to keep pace with the magnanimous developments in Library Science field.
- To provide students with learning experiences that help to in still deep interests in learning Library and Information Science;
- To develop broad and balanced knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science;
- To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies; and
- To impart students with the knowledge and skill base that would enable them to undertake further studies in Library and Information Science and in related areas or in multidisciplinary areas that involve Library and Information Science

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

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Mangalayatan University
Beswan, Aligarh

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

A Bachelor's Degree in Library and Information Science trains students in modern Library administration and can prepare them for higher study or careers in academic, corporate, military, museum, or special research libraries. Degree Programme may allow students to focus on their particular interests. Recipients of a Bachelor's Degree in Library and Information Science qualify for Library support positions, depending on the library. Graduates from this programme are prepared to work in a variety of libraries and information environments using people skills, problem-solving skills and their ability to organize access and evaluate information.

The Bachelor's Degree in Library and Information Science program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases B.L.I.Sc. through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons & students who can not afford costly regular programmes, also those who are willing to develop their professional skills in Library and Information Science are our target group learners.

The candidates desirous of taking admission in B.L.I.Sc.program shall have to meet the eligibility norms as follows-

1. *To obtain admission in B.L.I.Sc.program offered through ODL mode, the learner must have completed graduation in any stream.*

The ODL-B.L.I.Sc. program offered by Mangalayatan University aims specially for Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.

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Registrar
Mangalayatan University
Beswan, Aligarh
136

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following Programme Learning Outcomes and Programme Specific Outcomes as acquisition of specific skills and competence in B.L.I. Sc. Program.

Programme Outcomes (PO's)

After completing the programme through ODL Mode, students will be able to:

- PO 1: Develop workforce for libraries and information centres for effective and efficient service, professional values, devotion and attitudes.
- PO 2: Train students to work in the modern library administrative environment at an advanced level.
- PO 3: Impart education and training in knowledge communication and knowledge management.
- PO 4: Equip the students with competent skill essential for carrying out advanced information technology in libraries.
- PO 5: Enable the students to carry out research in many disciplines of Library and Information Science



Programme Specific Outcomes:

After completing the programme through ODL Mode, students will be able to:

- PSO1: Prepare students for careers in academic, corporate, museum, special, and research libraries by instructing them in contemporary library administration.
- PSO2: Provide instruction and training to aspiring library professionals.
- PSO3: Create staff members for information centres and libraries who will provide quality services and uphold professional standards.
- PSO3: To give students the knowledge and abilities they need to use ICT to carry out a variety of library and information Centre maintenance tasks.
- PSO4: To help LIS students become qualified professionals in their area by teaching employability skills based on ethical literacy, effective communication, and critical thinking.
- PSO5: Allow students to learn continuously for their own personal development.

E. Instructional Design

The program is divided into two semesters and minimum credit requirement is 44 to get B.L.I.Sc. degree in ODL mode from Mangalayatan University. Minimum time period for acquiring BLISc. degree will be one year and maximum time period to acquire B.L.I.Sc. degree is 2 Years.

SL. No.  


Registrar
Mangalayatan University
Beswan, Aligarh

137

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BLO-1101	Foundations of Library and Information Science	4	30	70	100
2	BLO-1102	Knowledge Organisation Classification (Theory)	4	30	70	100
3	BLO-1103	Knowledge Organisation Classification (Practice)	4	30	70	100
4	BLO-1104	Knowledge Organisation Cataloguing (Theory)	4	30	70	100
5	BLO-1105	Knowledge Organisation Cataloguing (Practice)	4	30	70	100
Total			20	150	350	500

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	BLO-1201	Management of Libraries and Information Centers	4	30	70	100
2	BLO-1202	Information Sources and Services	4	30	70	100
3	BLO-1203	School Library and Media Centre	4	30	70	100
4	BLO-1204	Basics of Information and Communication Technology (Theory)	4	30	70	100
5	BLO-1205	Basics of Information and Communication Technology (Practical)	4	30	70	100
6	BPO-1200	Project	4	0	100	100
Total			24	150	450	600

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Registrar⁵
Mangalayatan University
Beswan, Aligarh

138

MOOCS

The University shall give flexibility in opting for MOOC(Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC(Open and Distance Learning Programmes and Online Programmes) Regulations,2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material:

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions:

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction:	Hindi
Medium of Examination:	Hindi

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both on and off

line modes for easy and smooth services to the students of distance mode. At present the university have only one study centre on the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the B.L.I.Sc. Programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. An Admission shall not be a right to the students and ODL of MU shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

A. The maximum duration of the B.L.I.Sc. Programme is two years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.

B. The student can complete his/her programme within a period of 2 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Graduate from a recognised University is eligible for admission into B.L.I.Sc. programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (inRs.)
Bachelor of Library and Information Science(B.L.I.Sc.)	PG	1-2 Years	1	1500	14000	2000	17500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

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Registrar
Mangalayan University
Beswan, Aligarh

140

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours, 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of The Programme	Credits	Name of The Programme	Level of The Programme
1 Yr.	44	B.L.I.Sc.	PG (Professional)

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in/) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the Programme and the provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of Self Study Material etc. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal and ICT Expenses	:	10%
c) Salary and other administrative expenses	:	60%
d) Future Research development reserve	:	10%

Once programmes are operational, the programme budget from fee receipts will be planned as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.




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Mangalayatan University
Beswan, Aligarh

- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organise workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in Bachelor of Library and Information Science (B.L.I.Sc.) Programme of Mangalayatan University in ODL mode, student will be able to make a career as information professionals in a variety of roles and settings. Students demonstrate knowledge in information organization and presentation as well as systems for organizing information and facilitating information access by describing and/or proposing valid solutions to typical professional problems in these areas.

MANGALAYATAN UNIVERSITY, ALIGARH
DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION



PROGRAMME PROJECT REPORT

MASTER OF BUSINESS ADMINISTRATION
MBA
2023-24

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Beswan, Aligarh
144

Introduction

Masters of Business Administration – generally abbreviated as MBA is a highly valued post graduate degree designed specifically while keeping in mind to focus the essential skills required for careers in businesses, establishing ventures, imbibing entrepreneurial skills and managing organizations across globe. With the help of this program, the University teachers and real time projects in close alignment with holistic learning approach help the students to define their hidden personality traits and develops managerial style that transforms students into a variety of strategic thinkers, future leaders, economists and entrepreneurs.

MBA program helps students to expand their knowledge of management theories and allows the student to specialise in their chosen sector(s). The students are motivated to expand and swim in vast networking opportunities provided during the tenure of the course that further enhances their own prospects. This program helps students to become a change agent, ready to tackle a range of business issues and develop innovative solutions for the benefit of their own career.

A. Programme's Mission and Objectives

Mission

To develop reached and unreached students into a new generation of leaders through updated quality education and carrier assistance by open and distance learning.

Objectives

The MBA program of Mangalayatan University is designed after acknowledging essential quality inputs received from Students, Alumni, Parents, Academicians/Teachers and also incorporating the contribution of Industries' demands which enable a learner to get out of their comfort zones and make them understand how to deal with the latest domestic and international business issues. The Program uses latest management techniques to solve/rectify strategic problems effectively and efficiently. The MBA programme will help students in acquiring specialised knowledge for quality business management practise in globalised India.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world and desire to grow into a personality than a person in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.



Registrar
Mangalayatan University
Beswan, Aligarh
145

To provide the best campus environment to the students and faculty with all facilities to nurture their interest.

MBA program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL(Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases MBA through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education at Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to constraints. The candidates desirous of taking admission in MBA program shall have to meet the eligibility norms as follows-

To obtain admission in MBA program offered through ODL mode, the learner must have completed graduation in any stream.

The ODL-MBA program offered by Mangalayatan University aims specially for working class people, people from Industry, business executives people who are designated at various government positions, academicians who seek to gain MBA degree to amplify their credentials, medical practitioners, medical executives (hospital administration), Business owners/Entrepreneurs, women/housewives. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following program outcomes and program specific outcomes as acquisition of specific skills and competence for MBA Program.

Programme Outcomes (PO's)

- PO 1: Apply knowledge of management theories and practices to solve business problems.
- PO2: Foster Analytical and critical thinking abilities for data-based decision making.
- PO3: Ability to develop Value based Leadership ability.
- PO4: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
- PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Programme Specific Outcomes

- PSO1: To understand various forms of business organizations and their functioning.


Registrar
Mangalayatan University
Beswan, Aligarh
146

PSO2: To inculcate in student's the ability to gain multidisciplinary knowledge.
PSO3: To develop ability to adapt to dynamic changes in environment.

The University has managed care to introduce MBA program taking into consideration, 1, and 2, to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into four semesters and minimum credit requirement is 84 to get MBA degree through ODL mode from Mangalayatan University. Minimum time period for acquiring MBA degree will be two years and maximum time (extended) period is four years. Students can select one elective.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-6101	Principles and Practices of Management	4	30	70	100
2	MGO-6102	Managerial Economics	4	30	70	100
3	MGO-6103	Accounting for Managers	4	30	70	100
4	MGO-6104	Business Statistics	4	30	70	100
5	MGO-6105	Communication for Management	4	30	70	100
Total			20	150	350	500

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-6201	Entrepreneurship & SMEs Management	4	30	70	100
2	MGO-6202	Business Environment	4	30	70	100
3	MGO-6203	Research Methodology	4	30	70	100
4	MGO-6204	Business Laws	4	30	70	100
5	MGO-6206	Human Resource Management	4	30	70	100
Total			20	150	350	500

Registrar
Mangalayatan University
Beswan, Aligarh

147

Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-7101	Strategic Management	4	30	70	100
2	MGO-7102	Organizational Behavior	4	30	70	100
3	Three courses from any one area of the specialization and specialization area will remain same in IIIrd and IV th Semester		4	30	70	100
4			30	70	100	
5			30	70	100	
Total			20	150	350	500

Any one specialization area to be opted in the IIIrd semester	
Marketing	
MGO-7111	Marketing Management
MGO-7112	E-Marketing
MGO-7113	Retail Management
Finance	
MGO-7121	Financial Management
MGO-7122	Security Analysis & Portfolio Management
MGO-7123	Management of Financial Institutions & Services
Human Resource Management	
MGO-7131	Industrial Relations & Labour Enactments
MGO-7132	Global HRM
MGO-7133	Negotiation & Counseling

Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MGO-7201	Business Ethics and Corporate Governance	4	30	70	100
2	MGO-7202	Global Business Management	4	30	70	100

3	Three courses from any one area of the specialization and specialization area will remain same in IIIrd and IV th Semester		4	30	70	100
4			4	30	70	100
5			4	30	70	100
6	MGD-7200	Dissertation	4	0	100	100
Total			24	150	450	600

Any one specialization area to be opted in the IV Semester	
Marketing	
MGO-7211	Consumer Behavior & Marketing Communication
MGO-7212	Marketing of Services
MGO-7213	Sales and Distribution Management
Finance	
MGO-7221	Corporate Financial Restructuring
MGO-7222	Strategic Corporate Finance
MGO-7223	Management of Working Capital
Human Resource Management	
MGO-7231	Organization Development
MGO-7232	Group and Team in Organization
MGO-7233	Training and Development

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

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 Beswan, Aligarh
 149

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as per requirement, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English

Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented-services evaluation methods and dates both on and off line modes for easy and smooth services to the students through distance mode.

At present the university has only one study centre in the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the MBA programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. Admission shall not be a right to the students and MU,

DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

The maximum duration of the M.B.A. Programme is four years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.

The student can complete his programme within a period of 4 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Graduate from a recognised University is eligible for admission into M.B.A. programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Business Administration	PG	2 to 4 Years	1	1500	24000	2000	27500
			2		24000	2000	26000
Total							53500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course.

Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
2 Yrs.	84	M.B.A.	Master's Degree (Professional)

Assignments

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Mangalayatan University
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The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost Estimate of the Programme and the Provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of self study material and other. The University intends to allocate expenses out of the total fee collection as per following details:

SLM Development and Distribution	:	20%
Postal Expense	:	10%
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Future development	:	10%

Once programmes are operational, fee receipt from the programmes budget to be planed as per the guidelines of University Grants Commission.

I. Quality Assurance

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Objectives

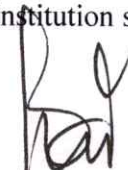
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Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

1. To maintain quality in the services provided to the learners.
2. To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
3. To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.




Registrar
Mangalayatan University
Beswan, Aligarh

10

153

4. To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
5. To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
6. To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
7. To facilitate the implementation of its recommendations through periodic reviews.
8. To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
9. To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
10. To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme (s).
11. To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.
12. To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
13. To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
14. To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
15. To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
16. To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
17. To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
18. To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
19. To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
20. To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
21. It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in M.B.A. Programme of Mangalayatan University in ODL mode, student will exhibit leadership skill and ability to work effectively in teams. After completion of M.B.A Programme, student will participate in business decision making and bring synergy to their ventures.

Registrar
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 Beswan, Aligarh

MANGALAYATAN UNIVERSITY, ALIGARH

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

MASTER OF COMMERCE (M.Com.)

2023-24

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Registrar
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Beswan, Aligarh

155

M.Com. (Masters of Commerce)

Introduction

Master of Commerce (M.Com) with emphasis on Finance, Marketing and Human Resources. The basic objectives of the program are to prepare the students with necessary conceptual, entrepreneurial and analytical skills required for handling modern and technical business operations at both national and international levels. M.Com. graduates are typically employed in fields related to their degree, such as financial services, marketing and project management; graduates also often work in general management and business consulting.

A. Programme's Mission and Objectives

Mission

To impart quality education to meet national and global challenges, blend theoretical knowledge with practical skills and pursue higher education, promote the use of new technologies in teaching and research, inculcate right values among students and encouraging promoting leadership qualities and making them socially sensitive citizens.

Objectives

The main objective of M.Com program. is to provide an opportunity to get a M.Com degree to those who find it too difficult or even impossible to pursue regular M.Com course at a University either due to their job commitments or certain other circumstances and help the learners, study at their own pace, and create an additional avenue of self-employment and also to benefit various financial/commercial/business institutions by providing them with suitable qualified persons.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

The M.Com. program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL(Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners

who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases M.Com. through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education of Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to prior occupation or other assignments. The candidates desirous of taking admission in M.Com. program shall have to meet the eligibility norms as follows-

1. To obtain admission in M.Com. program offered through ODL mode, the learner must have completed graduation in commerce stream.

The ODL-M.Com. program offered by Mangalayatan University aims specially for working class people, people from Industry, business executives people who are designated at various government positions, academicians who seek to gain M.Com. Degree to amplify their credentials, Business owners/Entrepreneurs, women/housewives. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following **Programme Learning Outcomes and Programme Specific Outcomes** as acquisition of specific skills and competence in M.Com. Program.

1) Programme Outcomes (PO's)

After completing the programme through ODL Mode, students will be able to:

PO: 1.Understand the principles of Accounting and Banking services for business decision-making.

PO: 2. Apply investment strategies from the perspective of financial institutions.

PO: 3. Analyze and interpret the influence of securities, forex, commodities and future market on the business.

PO: 4.Develop the knowledge, skill and attitude to creatively and systematically apply the principles and practices of commerce, accountancy, financial problems and work effectively in modern day business and non-business organizations.

PO: 5.Design and develop a solution for complex trade and commerce related problems in business.

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3
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Beswan, Aligarh
157

2) Programme Specific Outcomes:

After completing the programme through ODL Mode, students will be able to:

PSO 1: To understand the basic concepts of the commerce, management, accounting & economics.

PSO 2: To develop moral values and professional code of ethics, to inculcate life skills and become a responsible citizen.

PSO 3: To understand rules and regulations of taxation , banking , insurance sector and investment

The University has taken care to introduce M.Com. programme taking into consideration, 1, and 2, above to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into four semesters and minimum credit requirement is 84 to get M.Com. A degree in ODL mode from Mangalayatan University. Minimum time period for acquiring M.Com. degree will be two years and maximum time period to acquire M.Com degree is 4 years.

Evaluation Scheme

Semester-I						
S.N .	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MCOM-101	Organization Theory and Behaviour	4	30	70	100
2	MCOM-102	Statistical Analysis	6	30	70	100
3	MCOM-103	Economic Analysis	4	30	70	100
4	MCOM-104	Accounting Theory and Practice	6	30	70	100
Total			20	120	280	400

Semester-II						
S.N .	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total

4
Registrar
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Beswan, Aligarh
150

				Max.Mar ks	Max.Mar ks	
1	MCOM-201	Financial Management and Policy	6	30	70	100
2	MCOM-202	Business Environment	4	30	70	100
3	MCOM-203	Quantitative Techniques & Business Decision Making	6	30	70	100
4	MCOM-204	Marketing Management	4	30	70	100
Total			20	120	280	400

Semester-III						
S.N .	Course Code	Course Name	Cred it	Continuo us Assessme nt Marks	Term End Exam Marks	Gran d Total
				Max.Mar ks	Max.Mar ks	
1	MCOM-301	Strategic Management	6	30	70	100
2	MCOM-302	Research Methodology	6	30	70	100
3	MCOM-303	Management of financial institutions and services	4	30	70	100
4	MCOM-304	Banking Products and Services	4	30	70	100
Total			20	120	280	400

Semester-IV						
S.N .	Course Code	Course Name	Cred it	Continuo us Assessme nt Marks	Term End Exam Marks	Gran d Total
				Max.Mar ks	Max.Mar ks	
1	MCOM-401	International Business	6	30	70	100
2	MCOM-402	Human Resource Management	6	30	70	100
3	MCOM-403	Security Analysis and Portfolio Management	4	30	70	100
4	MCOM-404	Working Capital Management	4	30	70	100
6	MCOM-411	Dissertation	4	0	100	100
Total			24	120	380	500

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Beswan, Aligarh
159

MOOCS

The University shall give flexibility in opting for MOOC(Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC(Open and Distance Learning Programmes and Online Programmes) Regulations,2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction:

English

Medium of Examination:

English

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Beswan, Aligarh
160

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both on and off line modes for easy and smooth services to the students of distance mode.

At present the university have only one study centre on the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the M.Com. Programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- A. The maximum duration of the M.Com. Programme is four years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 4 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Commerce Graduate from a recognised University is eligible for admission into M.Com. programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Commerce	PG	2 to 4 Years	1	1500	12000	2000	15500
			2		12000	2000	14000
Total							29500

Registrar
Mangalayan University
Beswan, Aligarh

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
2 Yrs.	84	M.Com.	Master's Degree (General)

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.

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8
Registrar
Mangalayatan University
Beswan, Aligarh
162

B. Term-end examination (weightage 70%): This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in)/ or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the Programme and the provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of Self Study Material etc. The University intends to allocate expenses out of the total fee collection as per following details:

- | | | |
|---|---|-----|
| a) SLM Development and Distribution | : | 20% |
| b) Postal and ICT Expenses | : | 10% |
| c) Salary and other Administrative expenses | : | 60% |
| d) Future Research development reserve | : | 10% |

Once programmes are operational, the programme budget from fee receipts will be planned as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following


- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.

10
Registrar
Mangalayan University
Beswan, Aligarh

164

- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in M.Com. Programme to Mangalayatan University in ODL mode, student will exhibit research skills as well as competencies required for effective problem solving and right decision making in routine and special activities relevant to financial management and Banking Transactions of a business.



11

Registrar
Mangalayatan University
Beswan, Aligarh

165

MANGALAYATAN UNIVERSITY, ALIGARH

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

MASTER OF SCIENCE (MATHEMATICS)

2023-24

Registrar 1
Mangalayatan University
Beswan, Aligarh

M.Sc. (Mathematics)

Introduction

Master of Science in Mathematics (M.Sc. Mathematics) is a postgraduate program that focuses on advanced mathematical concepts and theories. This program is designed to help students develop a deep understanding of various mathematical principles and their applications in diverse fields such as engineering, physics, computer science, and finance. The curriculum includes topics such as advanced calculus, algebra, topology, number theory, and probability theory, among others. Students pursuing M.Sc. in Mathematics learn how to use mathematical models to solve real-world problems and develop critical thinking and analytical skills. Graduates of this program are well-equipped to pursue careers in academia, research, data analysis, finance, and many other fields that require strong quantitative skills.

M.Sc. Mathematics students are trained to work independently and collaboratively on research projects, helping them to develop valuable teamwork and communication skills. They are exposed to modern mathematical tools and techniques, such as computer simulations and programming languages, which further enhances their problem-solving abilities. This program also encourages students to apply their knowledge in practical settings, allowing them to develop innovative solutions to complex problems. This is a challenging and rewarding program that provides students with a strong foundation in mathematics and prepares them for a wide range of exciting career opportunities.

A. Programme's Mission and Objectives

Mission

- To cater and ensure excellent theoretical and practical training through teaching, counseling, and mentoring with a view to achieve professional and academic excellence.
- To connect with industry and incorporating knowledge for research enhancement.
- To generate, disseminate and preserve knowledge for the benefit and betterment of society.

Objectives

M.Sc. in Mathematics programme aims to provide students with advanced mathematical skills and knowledge in areas such as algebra, analysis, topology, geometry, and applied mathematics. The programme aims to develop students' skills in mathematical analysis, problem-solving, logical reasoning, and critical thinking. Additionally, it offers advanced coursework in specialized areas of mathematics such as algebra, topology, geometry, number theory, and applied mathematics. The programme also aims to provide students with the skills required to carry out independent research in mathematics, including skills in literature review, mathematical modeling, data analysis, and technical writing. Furthermore, the program prepares students for further studies in mathematics, including Ph.D. programmes or research-based careers in academia, industry, or government. Ultimately, the programme aims to prepare students for a wide range of career opportunities, including roles in academia, research, industry, finance, technology, and government, by providing them with the necessary skills and knowledge to succeed in these fields.

B. Relevance of the Programme with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel

in the pressure of a fast-changing professional world, and a desire to grow into a personality rather than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

M.Sc. (Mathematics) programme of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University promotes multidisciplinary and allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases M.Sc. (Mathematics) through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education of Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to prior occupation or other assignments. The candidates desirous of taking admission in M.Sc. (Mathematics) program shall have to meet the eligibility norms as follows-

1. To obtain admission in M.Sc. (Mathematics) program offered through ODL mode.
2. The learner must have completed graduation in science stream (PCM/PCMB).

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following **Programme Outcomes** and **Programme Specific Outcomes** as acquisition of specific skills and competence in M.Sc. (Mathematics) Program.

Programme Outcomes (PO's)

After completing the M.Sc. (Mathematics) programme through ODL Mode, students will be able to:

- a. PO1: Knowledge outcomes: Acquire knowledge and ability to develop creative solutions, and better understanding of the future developments of the subject. Also, evolve analytical and logical thinking abilities.



Registrar³
Mangalayatan University
Beswan, Aligarh

168

- b. PO2: Skill Outcomes: Learn and understand the new concepts and get prepared for placement by developing scientific skills. Further ability to communicate scientific information in a clear and concise manner.
- c. PO3: General Competence: Be able to understand the role of science in solving real life problems and get an ability to participate in debates and discussions constructively.
- d. PO4: Scientific Aptitude and Innovation: Know the recent developments, future possibilities and able to gather, assess, and make use of new information and applying this knowledge to find creative solutions.

Programme Specific Outcomes:

After completing the M.Sc. (Mathematics) programme through ODL Mode, students will be able to:

- a. PSO1: Evaluate hypotheses, theories, methods and evidence within their proper contexts.
- b. PSO2: Select, interpret and critically evaluate information from a range of sources that include books, scientific reports, journals, case studies and the internet.
- c. PSO3: Develop proficiency in the analysis of complex problems and the use of mathematical techniques to solve them.
- d. PSO4: Provide a systematic understanding of the concepts and theories of mathematics and their application in the real world – to an advanced level, and enhance career prospects in a huge array of fields.

E. Instructional Design

The program is divided into four semesters and minimum credit requirement is 76 to get M.Sc. (Mathematics) degree in ODL mode from Mangalayatan University. Minimum time period for acquiring M.Sc. (Mathematics) degree will be two years and maximum time period to acquire is 4 years.

Evaluation Scheme

Semester-I						
S. No.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAL-6111	Abstract Algebra	4	30	70	100
2	MAL-6112	Classical Mechanics	4	30	70	100
3	MAL-6113	Partial Differential Equations	4	30	70	100
4	MAL-6114	Real Analysis	4	30	70	100
5	MAL-6115	Computer Graphics	4	30	70	100
6	MAP-6111	Computer Graphics (Practical)	1	0	100	100
Total			21	150	450	600

Semester-II						
S. No.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAL-6211	Operations Research	4	30	70	100
2	MAL-6212	General Topology	4	30	70	100
3	MAL-6213	Complex Analysis	4	30	70	100
4	MAL-6214	Numerical Methods	4	30	70	100
5	MAL-6215	Programming in C	4	30	70	100
6	MAP-6211	Programming in C (Practical)	1	0	100	100
Total			21	150	450	600

Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAL-7111	Research Methodology	4	30	70	100
2	MAL-7112	Axiomatic Set Theory	4	30	70	100
3	MAL-7113	Functional Analysis	4	30	70	100
4	MAL-7114	Integration Theory	4	30	70	100
5	MAL-7115	Measure Theory	4	30	70	100
Total			20	150	350	500

Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAL-7211	Mathematical Statistics	4	30	70	100
2	MAL-7212	Graph Theory	4	30	70	100
3	MAD-7211	Project	6	0	100	100
Total			14	60	240	300



 Registrar
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 Beswan, Aligarh

MOOCs

The University shall give flexibility in opting for MOOCs (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOCs may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

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The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

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The printed material of the programme supplied to the students will be unit wise for every course.

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Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English

Medium of Examination: English

Student Support Systems

Universities Study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both online and offline modes for easy and smooth services to the students of distance mode.

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F. Procedure for Admissions, Curriculum, Transaction and Evaluation

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Admission to the M.Sc. (Mathematics) Programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc..

Maximum Duration

- A. The maximum duration of the M.Sc. (Mathematics) Programme is four years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 4 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Science (PCM) Graduate from a recognised University is eligible for admission into M.Sc. (Mathematics) programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Science (Mathematics)	PG	2 to 4 Years	1	1500	13500	2000	17000
			2		13500	2000	15500
Total							32500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of programme	Credits	Name of programme	Level of programme
2 to 4 Yrs.	76	M.Sc. (Mathematics)	Master's Degree

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in/) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the programme and the provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of Self Study Material etc. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal and ICT Expenses	:	10%
c) Salary and other Administrative expenses	:	60%
d) Future Research development reserve	:	10%

Once programmes are operational, the programme budget from fee receipts will be planned as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.


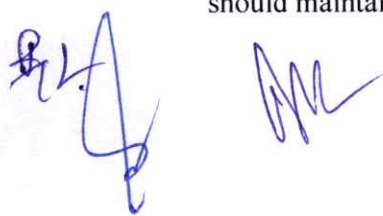
Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following:

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.





Registrar
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Beswan, Aligarh

9

74

- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/seminars/symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in M.Sc. (Mathematics) programme of Mangalayatan University in ODL mode, student will exhibit knowledge, skill and general competence with scientific aptitude and innovation. After completion of M.Sc. (Mathematics) programme, student will pursue further studies in mathematics for roles in academia, research, industry, finance, technology and government.

10


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175

MANGALAYATAN UNIVERSITY, ALIGARH
DIRECTORATE OF DISTANCE AND ONLINE EDUCATION



PROGRAMME PROJECT REPORT
MASTER OF ARTS(ENGLISH)

2023-24

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176

M.A. (MASTER OF ARTS) ENGLISH

The Master of Arts in English is designed to help students develop strong analytical skills and grounding in diverse critical and theoretical approaches. The programme helps students develop specialization in the particular area of English literary studies. The course aims at generating qualified, competent and articulate human resource capable of contributing to relevant domains of knowledge.

An important objective of the Masters programme is to introduce students to advanced study and scholarly activity in order to provide an avenue towards a PhD for those who wish eventually to seek a career in the academia. In addition, the course is designed to provide a reasonably complete higher education in literary studies for those who do not intend to proceed to a further degree in the field but who may branch into other areas as diverse as publishing, editing, journalism, administration, management, communications, or teaching at the high school level.

The programme offers various compulsory courses providing training in Linguistics and English language, grounding in the genre, eras and movements in English literatures, a hands-on acquaintance with literary criticism as well as literary and critical theory. To create informed and motivated scholars, academics, litterateurs and communicators this programme adopts a comparative, contextualized and interdisciplinary perspective drawn from contemporary view of literature and culture.

A) Programme's Mission and Objectives

Mission

To develop reached and unreached students into a new generation of leaders through updated quality education and carrier assistance by open and distance learning.

Objectives

M.A English program at Mangalayatan University is designed after acknowledging essential quality inputs received from students, alumni, parents, academicians, teachers and also incorporating the contribution of the ability which enable a learner to develop critical thinking and decision making skills so that they can identify and analyze problems, develop feasible alternatives and make decisions effectively and efficiently. M.A programme will help students in acquiring specialised knowledge for developing the terminology and practical elements of literary criticism and theory; also will be able to analyse the underlying meaning of Indian English poetry, fiction and American fiction and so on.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.

- To provide the best campus environment to the students and faculty with all facilities to nurture their interest.

M.A English program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University promotes multidisciplinary and allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases, MA English through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education of Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to prior occupation or other assignments. The candidates desirous of taking admission in M.A English program, shall have to meet the eligibility norms as follows-

To obtain admission in MA program offered through ODL mode, the learner must have completed graduation in English literature/ Language/ Linguistics.

The ODL- M.A English program offered by Mangalayatan University caters the needs of diverse groups of undergraduate learners from all disciplines located in diverse regions and social structures such as learners from a low level of disposable income, rural dwellers, women and minorities who have little access to formal institutions of higher learning.

D. Appropriateness of programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following program outcomes and program specific outcomes as acquisition of specific skills and competence for M.A. English Program.

1. Programme Outcomes (PO's)

Understand the basic literary concepts, theories and principles.

- Write and deliver oral, written and digital presentations on issues of literature
- Use digital mode and resources to research stylistic innovations pertaining to English
- Demonstrate critical thinking on key literary issues
- Discuss and research on key literary theories and concepts as relevant to present world and society.

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Beswan, Aligarh

2. Programme Specific Outcomes

- Succeed in obtaining employment appropriate to their interests, education and become a valuable academician.
- Continue to develop professionally through lifelong learning, higher education and accept the challenges in research and other creative pursuits in their areas of specialization.
- Disseminate the subject knowledge to coming generations effectively so as students can further develop them through self-study and create a sense of ethical responsibilities among students.

The University has taken care to introduce this (MA English) program taking into consideration, 1, and 2, to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into four semesters and minimum credit requirement is 88 to get M.A degree through ODL mode from Mangalayatan University. Minimum time period for acquiring M.A degree will be two years and maximum (extended) time period is 4 years.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAO-6101	THE STRUCTURE OF MODERN ENGLISH	6	30	70	100
2	MAO-6102	NON-FICTIONAL PROSE	6	30	70	100
3	MAO-6103	BRITISH DRAMA	6	30	70	100
Total			18	90	210	300

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAO-6201	FICTION	6	30	70	100
2	MAO-6202	SHAKESPEARE	6	30	70	100
3	MAO-6203	LITERARY CRITICISM AND THEORY	6	30	70	100
Total			18	90	210	300

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Mangalayatan University
Beswan, Aligarh

Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAO-7101	ROMANTIC POETRY	6	30	70	100
2	MAO-7102	TWENTIETH CENTURY POETRY AND DRAMA	6	30	70	100
3	MAO-7103	INDIAN ENGLISH LITERATURE	6	30	70	100
4	MAO-7104	AMERICAN LITERATURE	6	30	70	100
Total			24	120	280	400

Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAO-7201	TWENTIETH CENTURY NOVELS	6	30	70	100
2	MAO-7202	THE NOVELS IN INDIA	6	30	70	100
3	MAO-7203	RESEARCH METHODOLOGY	4	30	70	100
4	MAO-7200	Dissertation	4	30	70	100
Total			20	120	280	400

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

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Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction:	English
Medium of Examination:	English

Student Support Systems

Universities study centres or learner support centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both on and off line modes for easy and smooth services to the students of distance mode.

At present the university have only one study centre in the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.



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Beswan, Aligarh

181

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to M.A. English programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

The maximum duration of M.A. programme is four years. Thereafter, students seeking completion of the left over course (s) will be required to seek fresh admission.

Eligibility

Graduate from a recognised University is eligible for admission to M.A. English Programme.

Fee Structure

Fee Structure							
Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Arts(English)	PG	2 to 4 Years	1	1500	24000	2000	27500
			2		24000	2000	26000
Total							53500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course.

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Mangalayatan University
Beswan, Aligarh

Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Program	Credits	Name of the Program	Level of the Program
2 Yrs.	80	M.A. English.	Master's Degree (General)

Assignments

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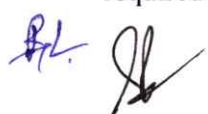
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Beswan, Aligarh

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- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
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After enrolling in M.A English programme at Mangalayatan University through ODL mode, student will be able to impart essential knowledge of literary forms, movements and trends in contemporary theory and interdisciplinary extensions. After completion M.A English programme, student will demonstrate a graduate-level ability to use current theoretical approaches to literary study as well as the ability to synthesize literary characteristics, themes, and/or approaches in several literary texts.

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MANGALAYATAN UNIVERSITY, ALIGARH
DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION



PROGRAMME PROJECT REPORT

MASTER OF ARTS (HISTORY)

MA (HISTORY)

2023-24

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Beswan, Aligarh

Introduction

M.A. History Programme in Distance Learning of MU enables the students to study history of the world in a chronological order from ancient to the modern world with a passion for the past from basics of history to the knowledge of advanced historiographical concerns along with its varied primary and secondary sources as mandated for scientific research in issues of history pertaining to contemporary periods and ages of history.. This programme imbibes concepts, theories, principles, methods and advanced studies in knowledge and research of History to cross sections of students who cannot pursue the programme on regular mode of study due to varied reasons.

The Master of Arts in History seeks to acquaint a student with the factual perspective of contemporary civilizations of the world including transnational histories, empires and colonies, oriental and occidental history of the world in general and Indian history and her cultural heritage in particular..The study includes advanced studies in history and offers opportunities for students to visit places of historical importance as required for collecting primary data and information which are presented in their assignments as part of evaluation scheme of the programme. The programme provides students a flexible course of study, an accessible faculty with diverse interests and experiences, and excellent facilities for research and study in History. The programme seeks students to acquaint with value of history through probing ancient archaeological remains and also acquire the essence of the rich historical and cultural heritage of the world. The whole programme is interwoven with theories and methodologies needed to evaluate and conduct research in History. This degree enables the students to acquaint with various aspects that are necessary for competent and effective individuals who are equipped with necessary skills needed for Master of Arts (History). The Programme is added with development of professional acumen, decision making skills; and good oral and written communication skills. ICT mediated teaching learning practices to ensure parity in terms of academic rigor and quality of instructions with regular M.A. History offered by the university.

A. Programme's Mission and Objectives

Mission

The mission of this programme is taken from the core mission statement of the university which guides students to:

- Identify, understand, analyze and develop critical thinking on issues related to History based on the contents of study in the subject
- Learn and use effective communication skills and strategies through oral, written and digital presentations.
- Research on history with scientific acumen using judgmental methodologies to ferret out the facts of history and its significance in contemporary world.
- Avail employment opportunities in various governments, non- government and private organizations which mandate knowledge and application of History, i.e. Museums, Archaeological Society of India and also teaching History at various levels..
- Lead a role in historical and cultural integration of contemporary societies and world..

Objectives

The main objective of M.A. in History is to provide a course of study by which students study and

experience the essence of history, historical thoughts, principles and theories of history including an in-depth investigation into ancient, medieval and modern history aimed at conservation of valuable remains of history as significant for our cultural unity in diversity.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world and desire to grow into a personality than a person in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to the students and faculty with all facilities to nurture their interest.

M.A. in History program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL(Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases M.A. in History through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education of Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to prior occupation or other assignments. The candidates desirous of taking admission in M.A. in History program shall have to meet the eligibility norms as follows-

- 1. To obtain admission in M.A., History program offered through ODL mode, the learner must have completed graduation in any stream.*

The ODL- M.A., History program offered by Mangalayatan University aims specially for working class people, people from various class of society, who are designated at various government positions, academicians who seek to gain M.A. History degree to amplify their credentials, Business owners/Entrepreneurs, women/housewives. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.



D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following Programme Learning Outcomes and Programme Specific Outcomes as acquisition of specific skills and competence in M.A., History Program.

1) Programme Outcomes (PO's)

After completing the programme through ODL Mode, students will be able to:

PO 1: Understand basic concepts of history and develop critical thinking and study skills by which they can identify and theoretical relevant historical and cultural facts, develop feasible analyses, and make effective resolutions to promote unity in diversity.

PO2: Write and deliver oral, written and digital presentations on key issues of history based on facts and contemplations of history.

PO3: Theoretical and develop understanding of war and conflicts and its consequences on mankind as depicted in phases of world history.

PO4: Use digital mode and resources to conduct researches in history of the world..

PO5: Demonstrate critical thinking on key issues of contemporary history.

2) Programme Specific Outcomes:

After completing the programme through ODL Mode, students will be able to:

PSO1: Succeed in obtaining employment appropriate to their interests, education and become a valuable asset to the society.

PSO2: Continue to develop professionally through lifelong learning, higher education and accept the challenges in research and other creative pursuits in their areas of specialization.

PSO3: Disseminate the subject knowledge to coming generations effectively so as students can further develop themselves through self-study and create a sense of ethical responsibilities among students.

The University has taken care to introduce this (M.A. History) programme taking into consideration, 1, and 2, above to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into four semesters and minimum credit requirement is 80 to get M.A., History degree in ODL mode from Mangalayatan University. Minimum time period for acquiring M.A. History degree will be two years and maximum time period to acquire M.A., History degree is 4 years.

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Registrar
Mangalayatan University
Beswan, Aligarh

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAH-101	Historiography	4	30	70	100
2	MAH-102	Indian History-I up to 750 A .D	6	30	70	100
3	MAH-103	Indian History 750 to 1857 A.D	6	30	70	100
4	MAH-104	History of Civilization	4	30	70	100
Total			20	120	280	400
Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAH-201	Middle & Modern Ages History of Civilization	4	30	70	100
2	MAH-202	History of Europe from 1789 to 1795	6	30	70	100
3	MAH-203	History of Europe from 1795 to 1848	6	30	70	100
4	MAH-204	Research Methodology: History & its Practice	4	30	70	100
Total			20	120	280	400
Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAH-301	History of India from 1857 to 1885	6	30	70	100
2	MAH-302	Development of Nationalism in	4	30	70	100
3	MAH-303	History of India from 1861 to 1947	6	30	70	100
4	MAH-304	History of Europe from 1848 to 1870 A.D.	4	30	70	100
Total			20	120	280	400

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5

Registrar
Mangalayan University
Beswan, Aligarh
190

Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAH-401	History of Europe from 1870 to 1990	4	30	70	100
2	MAH-402	History of England from 1782 to 1800	6	30	70	100
3	MAH-403	History of England from 1800 to 1827	6	30	70	100
4	MAH-411	Dissertation	4	0	100	100
Total			20	90	310	400

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as per requirement, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism


The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions





 Registrar
 Mangalayatan University
 Beswan, Aligarh
 191

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English
Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented-services evaluation methods and dates both on and off line modes for easy and smooth services to the students through distance mode.

At present the university has only one study centre in the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the M.A. History programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- The maximum duration of the M.A. History Programme is four years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- The student can complete his programme within a period of 4 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Graduate from any recognised University is eligible for admission to M.A. History Programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Arts(History)	PG	2 to 4 Years	1	1500	12000	2000	15500
			2		12000	2000	14000
Total							29500

Registrar
Mangalayatan University
Beswan, Aligarh

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Program	Credits	Name of the Program	Level of the Program
2 Yrs.	80	MA(History)	Master's Degree

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

A. Continuous Evaluation in the form of assignments (weightage 30%): This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.

B. Term-end examination (weightage 70%): This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the

University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in/) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.


H. Cost Estimate of the Programme and the Provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of self study material and other. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal Expense	:	10%
c) Salary and other Administrative expenses	:	60%
d) Future development	:	10%

Once programmes are operational, fee receipt from the programmes budget to be planed as per the guidelines of University Grants Commission.

I. Quality Assurance



Registrar
Mangalayatan University
Beswan, Aligarh

194

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

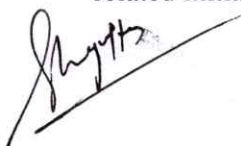
Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme (s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain are cord of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various qualities related initiatives or guidelines.



Registrar
Mangalayan University
Beswan, Aligarh
195

- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in MA History Programme of Mangalayatan University in ODL mode, student will exhibit skill and ability to work effectively in teams. After completion of M.A. History Programme History graduates usually find plenty of lucrative career positions in both government and private sectors. Some of the most promising government job arenas are museums, libraries, archives, tourism, heritage consultancy & planning, and foreign affairs departments. Apart from this, History majors can also opt for Academia, Law, Journalism, Politics, Civil Services, and Public Relations.

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Mangalayatan University
Beswan, Aligarh

MANGALAYATAN UNIVERSITY, ALIGARH

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

MASTER OF ARTS (Political Science)

MA(Political Science)

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Registrar
Mangalayatan University
Beswan, Aligarh 1

Introduction

Master of Arts in Political Science is designed to help students develop strong analytical skills and grounding in diverse critical and theoretical approaches. The programme helps students develop specialization in the particular area of Political studies. The course aims at generating qualified, competent and articulate human resource capable of contributing to relevant domains of knowledge.

An important objective of the Masters programme is to introduce students to advanced study and scholarly activity in order to provide an avenue towards a PhD for those who wish eventually to seek a career in the academia. In addition, the course is designed to provide a reasonably complete higher education in literary studies for those who do not intend to proceed to a further degree in the field but who may branch into other areas as diverse as publishing, editing, journalism, administration, management, communications, or teaching.

A) Programme's Mission and Objectives

Mission

To be the enablers of a confluence of academic rigor and professional practicality.

To train students to be skilled professionals, with the hunger and ability to become leaders.

To hone not just the intellect of our students, but also their character and personality.

To bring global best practices to our students through widespread use of technology.

To empower our faculty to constantly develop new skills and excel professionally.

To provide the best campus environment to students and faculty with all facilities to nurture their interests

Objectives

MA Political Science program of Mangalayatan University is designed after acknowledging essential quality inputs received from students, alumni, parents, academicians/teachers and also incorporating the contribution of the ability which enable a learner to develop critical thinking and decision making skills so that they can identify and analyze problems, develop feasible alternatives and make decisions effectively and efficiently. The MA Political Science facilities to nurture their interests programme will help students in acquiring specialised knowledge for developing the practical elements of literary criticism and theory.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world and desire to grow into a personality than a person

Registrar
Mangalayatan University
Beswan, Aligarh
190

in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to the students and faculty with all facilities to nurture their interest.

M.A. Political Science program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University promotes multidisciplinary and allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases, MA Political Science through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education at Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to prior occupation or other assignments. The candidates desirous of taking admission in M.A. Political Science program, shall have to meet the eligibility norms as follows-

1. To obtain admission in M.A. Political Science program offered through ODL mode, the learner must have completed graduation in English literature/language/ linguistics.

The ODL- M.A. Political Science program offered by Mangalayatan University caters the needs of diverse groups of undergraduate learners from all disciplines located in diverse regions and social structures such as learners from a low level of disposable income, rural dwellers, women and minorities who have little access to formal institutions of higher learning.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following program outcomes and program specific outcomes as acquisition of specific skills and competence for M.A. Political Science Program.

1. Programme Outcomes (PO's)

PO 1: Understand the basic literary concepts, theories and principles.

PO 2: Write and deliver oral, written and digital presentations on issues of Polity.

PO 3: Use digital mode and resources to research stylistic innovations pertaining to Political Science



3

Registrar
Mangalayatan University
Beswan, Aligarh

PO 4: Demonstrate critical thinking on key current issues

PO 5: Discuss and research on key Political theories and concepts as relevant to present world and society.

2. Programme Specific Outcomes

PSO1: Succeed in obtaining employment appropriate to their interests, education and become a valuable academician.

PSO2: Continue to develop professionally through lifelong learning, higher education and accept the challenges in research and other creative pursuits in their areas of specialization.

PSO3: Disseminate the subject knowledge to coming generations effectively so as students can further develops them through self-study and create a sense of ethical responsibilities among students.

The University has taken care to introduce MA Political Science program taking into consideration, 1, and 2, to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into four semesters and minimum credit requirement is 80 to get MA degree through ODL mode from Mangalayatan University. Minimum time period for acquiring M.A degree will be two years and maximum time (extended) period is 4 years.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAP-101	Western Political Thought	4	30	70	100
2	MAP-102	Politics in India	6	30	70	100
3	MAP-103	Indian political System	6	30	70	100
4	MAP-104	Urban Politics in the age of Globalisation	4	30	70	100
Total			20	120	280	400

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAP-201	Modern western political thought	4	30	70	100
2	MAP-202	Comparative political analysis	6	30	70	100

3	MAP-203	International Politics	6	30	70	100
4	MAP-204	Indian government and Politics	4	30	70	100
Total			20	120	280	400

Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAP-301	Democracy in India	4	30	70	100
2	MAP-302	Contemporary Pol. Scie	6	30	70	100
3	MAP-303	Liberal Political theory	6	30	70	100
4	MAP-304	Political theory after W.W. I	4	30	70	100
Total			20	120	280	400

Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAP-401	Contemporary issues in G.P.	4	30	70	100
2	MAP-402	Public Administration	6	30	70	100
3	MAP-403	Gender and Politics	6	30	70	100
4	MAP-404	Human right's in India	4	30	70	100
Total			20	120	280	400

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

5
Registrar
Mangalayatan University
Beswan, Aligarh
201

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as per requirement, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

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The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

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C. Medium of Instruction

Medium of Course Instruction: English

Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

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F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the M.A. Political Science programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration



6

Registrar
Mangalayatan University
Beswan, Aligarh

202

- A. The maximum duration of the M.A. Political Science Programme is four years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 4 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Graduate from a recognised University is eligible for admission to M.A. Political Science Programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Arts(Political Science)	PG	2 to 4 Years	1	1500	12000	2000	15500
			2		12000	2000	14000
Total							29500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Program	Credits	Name of the Program	Level of the Program
2 Yrs.	80	MA(Political Science)	Master's Degree

Registrar
Mangalayatan University
Beswan, Aligarh

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in/) or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

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The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost Estimate of the Programme and the Provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of self study material and other. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal Expense	:	10%
c) Salary and other Administrative expenses	:	60%
d) Future development	:	10%

Once programmes are operational, fee receipt from the programmes budget to be planed as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme (s).

- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in M.A Political Science programme at Mangalayatan University through ODL mode, student will be able to impart essential knowledge of political, social movements and trends in contemporary theory and interdisciplinary extensions. After completion M.A Political Science programme, student will demonstrate a graduate-level ability to use current theoretical approaches to polity study as well as the ability to synthesize analytical and practical knowledge in several aspects.



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**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

MASTER OF ARTS (Sociology)

MA(Sociology)

2023-24

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Beswan, Aligarh

Introduction

Master of Arts in Sociology is designed to help students develop strong analytical skills and grounding in diverse critical and theoretical approaches. The programme helps students develop specialization in the particular area of Sociological studies. The course aims at generating qualified, competent and articulate human resource capable of contributing to relevant domains of knowledge.

An important objective of the Masters programme is to introduce students to advanced study and scholarly activity in order to provide an avenue towards a PhD for those who wish eventually to seek a career in the academia. In addition, the course is designed to provide a reasonably complete higher education in literary studies for those who do not intend to proceed to a further degree in the field but who may branch into other areas as diverse as publishing, editing, journalism, administration, management, communications, or teaching.

A) Programme's Mission and Objectives

The M.A Sociology program of Mangalayatan University is designed after acknowledging essential quality inputs received from students, alumni, parents, academicians/teachers and also incorporating the contribution of the ability which enable a learner to develop critical thinking and decision making skills so that they can identify and analyze problems, develop feasible alternatives and make decisions effectively and efficiently. The M.A programme will help students in acquiring specialised knowledge for developing the terminology and practical elements of literary criticism and theory.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world and desire to grow into a personality than a person in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to the students and faculty with all facilities to nurture their interest.

The M.A. Sociology program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University promotes multidisciplinary and allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot

afford to join regular courses due to professional responsibilities and personal commitments. For such cases, MA Sociology through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

Distance Education at Mangalayatan University (MU) shall target the working professional's executives as well as those who cannot attend a full-time program due to prior occupation or other assignments. The candidates desirous of taking admission in M.A. Sociology program, shall have to meet the eligibility norms as follows-

1. To obtain admission in M.A. Sociology program offered through ODL mode, the learner must have completed graduation in any stream.

The ODL- M.A. Sociology program offered by Mangalayatan University caters the needs of diverse groups of undergraduate learners from all disciplines located in diverse regions and social structures such as learners from a low level of disposable income, rural dwellers, women and minorities who have little access to formal institutions of higher learning.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following program outcomes and program specific outcomes as acquisition of specific skills and competence for M.A. Sociology Program.

1. Programme Outcomes (PO's)

PO 1: Understand the basic literary concepts, theories and principles.

PO 2: Write and deliver oral, written and digital presentations on issues of Society.

PO 3: Use digital mode and resources to research stylistic innovations pertaining to Sociology.

PO 4: Demonstrate critical thinking on key current issues.

PO 5: Discuss and research on key Sociological theories and concepts as relevant to present world and society.

2. Programme Specific Outcomes

PSO1: Succeed in obtaining employment appropriate to their interests, education and become a valuable academician.

PSO2: Continue to develop professionally through lifelong learning, higher education and accept the challenges in research and other creative pursuits in their areas of specialization.

PSO3: Disseminate the subject knowledge to coming generations effectively so as students can further develops them through self-study and create a sense of ethical responsibilities among students.

The University has taken care to introduce MA Sociology program taking into consideration, 1, and 2, to maintain the quality and to face the competition at the National/International level.

E. Instructional Design

The program is divided into four semesters and minimum credit requirement is 80 to get MA degree through ODL mode from Mangalayatan University. Minimum time period for acquiring M.A degree will be two years and maximum time (extended) period is 4 years.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAS-101	Introduction to Sociology	4	30	70	100
2	MAS-102	Social Structure	6	30	70	100
3	MAS-103	Sociology of Kinship	6	30	70	100
4	MAS-104	Sociology of Religion	4	30	70	100
Total			20	120	280	400

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAS-201	Sociology & Research Method-I	4	30	70	100
2	MAS-202	The Rural Development	6	30	70	100
3	MAS-203	Law and Sociology	6	30	70	100
4	MAS-204	Medical Sociology	4	30	70	100
Total			20	120	280	400

Semester-III						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAS-301	Sociology and Research Method-II	4	30	70	100
2	MAS-302	Sociology of India	6	30	70	100
3	MAS-303	Social Development	6	30	70	100
4	MAS-304	Sociology of Education	4	30	70	100

Total	20	120	280	400
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Semester-IV						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MAS-401	Ageing and Sociology	4	30	70	100
2	MAS-402	Ecology, Environment and Society	6	30	70	100
3	MAS-403	Media Sociology	6	30	70	100
4	MAS-404	Dissertation	4	0	100	100
Total			20	90	310	400

MOOCS

The University shall give flexibility in opting for MOOC (Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as per requirement, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

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Registrar
Mangalayatan University
Beswan, Aligarh

211

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English

Medium of Examination: English

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented-services evaluation methods and dates both on and off line modes for easy and smooth services to the students through distance mode.

At present the university has only one study centre in the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the M.A. Sociology programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. Admission shall not be a right to the students and MU, DDOE shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- A. The maximum duration of the M.A. Sociology Programme is four years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his programme within a period of 4 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Graduate from a recognised University is eligible for admission to M.A. Sociology Programme.



Registrar
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Beswan, Aligarh

Fee Structure

Fee Structure							
Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Arts(Sociology)	PG	2 to 4 Years	1	1500	12000	2000	15500
			2		12000	2000	14000
Total							29500

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours, 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Program	Credits	Name of the Program	Level of the Program
2 Yrs.	80	MA(Sociology)	Master's Degree

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

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Registrar
Mangalayatan University
Beswan, Aligarh

213

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in)/ or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing a course will be 40% marks.

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The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost Estimate of the Programme and the Provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of self study material and other. The University intends to allocate expenses out of the total fee collection as per following details:

- | | | |
|-------------------------------------|---|-----|
| a) SLM Development and Distribution | : | 20% |
| b) Postal Expense | : | 10% |



Registrar
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Beswan, Aligarh

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|---|---|-----|
| c) Salary and other Administrative expenses | : | 60% |
| d) Future development | : | 10% |

Once programmes are operational, fee receipt from the programmes budget to be planed as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme (s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain are cord of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.

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- 15) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various qualities related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in M.A Sociology programme at Mangalayatan University through ODL mode, student will be able to impart essential knowledge of literary forms, movements and trends in contemporary theory and interdisciplinary extensions. After completion M.A programme, student will demonstrate a graduate-level ability to use current theoretical approaches to literary study as well as the ability to synthesize literary characteristics, themes, and/or approaches in several literary texts.



Registrar
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Beswan, Aligarh

MANGALAYATAN UNIVERSITY, ALIGARH

**DIRECTORATE OF DISTANCE AND ONLINE
EDUCATION**



PROGRAMME PROJECT REPORT

MASTER OF LIBRARY AND INFORMATION SCIENCE

2023-24

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217

Introduction

Mangalayatan University focuses on providing quality education through distance learning, matching with the parameter of regular program and producing capable administrative leaders who are prepared with the necessary library management & research skills to make high-quality administrative.

The M.L.I.Sc. programme at our university create high level of intellectual capacity in learners, providing opportunity for learners to pursue high level studies, providing opportunity for higher education studies to the learners who have been deprived of higher education due to being employed in government non-government organization.

A. Programme's Mission and Objectives

Mission

To provide educational opportunities for higher education through distance mode for a large segment of the population, including those in employment, women (including housewives) and adults who wish to upgrade their education or acquire knowledge in various fields of study.

Objectives

- To spread the light of education till the smallest & darkest corner.
- To provide access to higher education to all segments of the society;
- To offer high-quality, innovative and need-based programmes at different levels, to all those who require them;
- To promote, coordinate and regulate the standards of education offered through open and distance learning in the country.
- To spread more literacy in the society.

B. Relevance of the Program with HEI's Mission and Goals

The vision and mission of HEI, Mangalayatan University, Aligarh are:

Vision:

To be an institution where the most formative years of a young mind are spent in the guided pursuit of excellence while developing a spirit of inquisitive questioning, an ability to excel in the pressure of a fast-changing professional world, and a desire to grow into a personality than a person, in an environment that fosters strong moral and ethical values, teamwork, community service and environment consciousness.

Mission:

- To be the enablers of the confluence of academic rigor and professional practicality.
- To bring global best practices to students through widespread use of technology.
- To empower our faculty to constantly develop new skills and excel professionally.
- To provide the best campus environment to students and faculty with all facilities to nurture their interest.

Registrar
Mangalayatan University
Beswan, Aligarh

2

210

A Master's Degree in Library and Information Science trains students in modern Library administration and can prepare them for higher study or careers in academic, corporate, military, museum, or special research libraries. Degree Programme may allow students to focus on their particular interests. Recipients of a Master's Degree in Library and Information Science qualify for Library support positions, depending on the library. Masters from this programme are prepared to work in a variety of libraries and information environments using people skills, problem-solving skills and their ability to organize access and evaluate information.

The Master's Degree in Library and Information Science program of the University strives to realize its vision and mission by rectifying student centric issues on priority and also to empower local community with the help of various social clubs running in University like NSS, KADAM and Alumni association. The University Promotes Multidisciplinary and Allied research in various fields that supports and harnesses joyful learning environment. The goals of ODL (Open Distance Learning) program is to provide educational facilities to all qualified and willing persons who are unable to join regular courses due to personal or professional reasons. There are many potential learners who cannot afford to join regular courses due to professional responsibilities and personal commitments. For such cases M.L.I.Sc. through ODL mode can be helpful in increasing knowledge base and skill up-gradation.

The program aims to provide alternative path to wider potential learners who are in need of refresher courses to update their skills.

C. Nature of Prospective Target Group of Learners

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons & students who can not afford costly regular programmes, also those who are willing to develop their professional skills in Library and Information Science are our target group learners.

The candidates desirous of taking admission in M.L.I.Sc. program shall have to meet the eligibility norms as follows-

1. *To obtain admission in M.L.I.Sc. program offered through ODL mode, the learner must have completed the degree of B.L.I.Sc./equivalent program.*

The ODL-M.L.I.Sc. program offered by Mangalayatan University aims specially for Working Professionals, Housewives, Students from rural area, students who do not wish to prefer regular courses due to various reasons. This gives an opportunity to the distance learner to attend distance programmes offer by the university to those who can't spare enough time to attend regular classes.

D. Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence

The University has identified the following Programme Learning Outcomes and Programme Specific Outcomes as acquisition of specific skills and competence in M.L.I. Sc Program.

Programme Outcomes (PO's)

After completing the programme through ODL Mode, students will be able to:

PO1: Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science.

PO2: Professional skills: Ability to understand and classify simple, compound and complex documents using standard classification schemes; capability to catalogue all types of documents using standard catalogue codes and metadata standards; ability to carry out library housekeeping operations and to provide library and information services by standard procedures.

PO3: Critical thinking/Development of solutions: Capability to critically analyze subjects of documents to classify them properly and to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information Centers.

PO4: Ethics: Capable of demonstrating the ability to identify ethical issues related with Intellectual Property Rights while providing library services and able to understand basic philosophy and ethics of librarianship to make them conscientious librarians.

PO5: Modern tool usage: Understanding of concepts of information technology and its application to libraries and capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

PO6: Communication: Ability to communicate effectively in oral and written forms with users, colleagues and authorities in an effective manner.

PO7: Employability and Lifelong learning: Ability to seek job opportunities as library professionals; capable of self-paced and self-directed learning aimed at personal and professional development; for improving knowledge and skills and for re-skilling through continuing educational opportunities.

Programme Specific Outcomes:

After completing the programme through ODL Mode, students will be able to:

PSO1: To familiarize with the basic concepts of information, its nature, importance and role in the development of society as well as concepts of communication of information, economics and management of information and knowledge.

PSO2: To gain understanding of concepts of research methodology in general and to develop research aptitudes and skills applied in library and information science field.

PSO3: To make learn the concepts relating to information and communication technology such as communication tools and techniques; internet communication; data security; procedure of digitization, development of digital libraries, web and web designing.



4

Registrar
Mangalayan University
Beswan, Aligarh 220

E. Instructional Design

The program is divided into two semesters and minimum credit requirement is 44 to get M.L.I.Sc. degree in ODL mode from Mangalayatan University. Minimum time period for acquiring M.L.I.Sc. degree will be one year and maximum time period to acquire M.L.I.Sc. degree is 2 Years.

Evaluation Scheme

Semester-I						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MLIS-101	Knowledge, Information and Communication	4	30	70	100
2	MLIS- 102	Knowledge Organization	4	30	70	100
3	MLIS-103	Research Methodology & Statistical Techniques	4	30	70	100
4	MLIS-104	Information Sources & Systems	4	30	70	100
5	MLIS-105	Print and Electronic Sources & Literature in Natural Sciences	4	30	70	100
Total			20	150	350	500

Semester-II						
S.N.	Course Code	Course Name	Credit	Continuous Assessment Marks	Term End Exam Marks	Grand Total
				Max.Marks	Max.Marks	
1	MLIS-201	Academic Library System	4	30	70	100
2	MLIS- 202	Information Storage & Retrieval	4	30	70	100
3	MLIS-203	Information Technology(Theory)	4	30	70	100
4	MLIS-204P	Information Technology(Practical)	4	30	70	100
5	MLIS-206	Modern Libraries	4	30	70	100
6	MLIS-206	Dissertation	4	0	100	100
Total			24	150	450	600

MOOCS

The University shall give flexibility in opting for MOOC(Massive Online Open Courses) by the students pertaining to the prescribed curriculum and also the Credits earned in the MOOC courses may be dealt as part of the evaluation scheme as per UGC(Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Syllabi and Course Materials

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and BoS/ Academic Council/ Executive Council for further suggestions and approval.

Faculty and Support Staff

The University has identified the requisite faculty and support staff as mandated by UGC and formally they shall be allocated the required positions from amongst the existing faculty exclusively for ODL mode or fresh appointments as required so, shall be initiated for which Letter of Intent have been issued to the prospective faculty and staff. The course material prepared by this university will be on par with any open university/Distance education centre in the country.

Delivery Mechanism

The ODL of MU follows a modern ICT (Information & Communication Technology) enabled approach for instruction. The methodology of instruction in ODL of MU is different from that of the conventional/regular programs. Our ODL system is more learner-oriented and the learner is an active participant in the teaching-learning process. ODL of MU academic delivery system comprises:

A. Print Material:

The printed material of the programme supplied to the students will be unit wise for every course.

B. Counselling Sessions

Normally, counselling sessions are held as per a schedule drawn beforehand by the Subject Coordinator. There will be 6 counselling/ contact classes for 4 credit course will be held on the campus on Saturday and on Sunday of 2 hour duration for each course in face to face mode (In case of 2 credit course contact hours are required 6 hours and in case of 6 credit course contact hours required 18 hours). Contact classes will be held in the campus on Saturdays and on Sundays.

C. Medium of Instruction

Medium of Course Instruction: English
Medium of Examination: English


6
Registrar
Mangalayatan University
Beswan, Aligarh

222

Student Support Systems

Universities study Centres or Learner Support Centre shall be headed by a coordinator, not below the rank of Assistant professor and shall be augmented with academic and non-academic staff depending on the learner.

The university has made appropriate arrangements for various support services including counselling schedule and resource-oriented services evaluation methods and dates both on and off line modes for easy and smooth services to the students of distance mode.

At present the university have only one study centre on the campus. The institution is not promoting any study centres outside the campus. All student support services will be provided to the student through a single window method/mode onsite and online.

F. Procedure for Admissions, Curriculum, Transaction and Evaluation

Admission Process

Admission to the M.L.I.Sc. Programme will be done on the basis of screening of candidate's eligibility on first come first serve basis. The University will follow the reservation policy as per norms of the Government. An Admission shall not be a right to the students and ODL of MU shall retain the right to cancel any admission at any point of time if any irregularity is found in the admission process, eligibility etc.

Maximum Duration

- A. The maximum duration of the M.L.I.Sc. Programme is two years. Thereafter, students seeking completion of the left-over course(s) will be required to seek fresh admission.
- B. The student can complete his/her programme within a period of 2 years failing which he/she shall seek fresh admission to complete the programme.

Eligibility

Any Degree in B.L.I.Sc./equivalent from a recognised University is eligible for admission into M.L.I.Sc. programme.

Fee Structure

Name of the Program	Degree	Duration	Year	Registration Fee	Tuition Fee/Year	Exam Fee/Year	Total (in Rs.)
Master of Library and Information Science (M.L.I.Sc.)	PG	1-2 Years	1	1500	14000	2000	17500


Registrar
Mangalayatan University
Beswan, Aligarh

Activity Schedule

S.NO.	Name of the Activity	Tentative months schedule(specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

Credit System

MU, DDOE proposes to follow the 'Credit System' for most of its programs. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 8 credit course requires 240 hours, 6 credit course requires 180 hours , 4 credit course requires 120 hours and 2 credit course requires 60 hours of study. This helps the student to understand the academic effort to complete a course. Completion of an academic programme requires successful clearing of both, the assignments and the term-end examination of each course in a programme.

Duration of the Programme	Credits	Name of The Programme	Level of The Programme
1 Yr.	44	M.L.I.Sc.	PG

Assignments

Distance Education learners have to depend much on self study. 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 is examined by a faculty member.

Evaluation: The evaluation system of the programme is based on two components:

- A. Continuous Evaluation in the form of assignments (weightage 30%):** This Component carries a weightage of 30%. There will be at least one graded assignment and test per course. These assignments are to be submitted to the Co-ordinator of the DDOE/Study Centre to which the student is assigned or attached with.
- B. Term-end examination (weightage 70%):** This will be held twice every year in the months of June and December. The students are at liberty to appear in any of the examinations conducted

by the University during the year. A student will be allowed to appear in the Term-End Examination only after she/he has registered for that course and submitted the assignment. For appearing in the Examination, every student has to submit an Examination form through online (www.mangalayatan.in)/ or offline before the due dates as given in the schedule of operations. If a student misses any term-end examination of a course for any reason, s/he may appear for any of them or all the courses subject to the maximum of 8 courses in the subsequent term-end examinations. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters, since the date of registration of the course is valid for four semesters. Beyond this period s/he may continue for another four semesters by getting Re-registration by paying fee again. In that case, the score of qualified assignments and/or term-end examination will be retained and the student will be required to complete the left out requirements of such re-registered courses. Minimum requirement for passing the course will be 40% marks.

G. Laboratory Support and Library Resources

The library of Mangalayatan University aims to empower the teaching mission and intellectual culture of the community through availability through an organized collection of information as well as instruction in its access, relevance and evaluation.

The University Library enriches advance learning and discovery by providing access to a broad array of resources for education, research and creative work to ensure the rich interchange of ideas in the pursuit of knowledge.

The Directorate of Distance Education of Mangalayatan University has initiated the process of setting up a dedicated Library for ODL program and acquiring printed books and e-books for this purpose. The required International and National subject journals are also provided. We have a full functioning community radio service onboard (90.4 FM). We already have annual journal subscriptions and the capacity can be enlarged at later stages as the University lines up with more online journals.

The collection of the Library is rich and diverse especially in terms of the breadth and depth of coverage. Collection encompasses subjects in Management, Commerce, Information Technology, Computer Applications, and other allied areas. This collection further includes Books, Research Journals, Project Reports/Dissertations and online Journals.

The University has well equipped Computer Laboratories, Lecture Capturing Systems, Audio Video facilities, ICT enabled class rooms, Wi-Fi facilities etc.

H. Cost estimate of the Programme and the provisions

Initial expenses have been done by the University in terms of provision of infrastructure, manpower, printing of Self Study Material etc. The University intends to allocate expenses out of the total fee collection as per following details:

a) SLM Development and Distribution	:	20%
b) Postal and ICT Expenses	:	10%
c) Salary and other administrative expenses	:	60%
d) Future Research development reserve	:	10%

Once programmes are operational, the programme budget from fee receipts will be planned as per the guidelines of University Grants Commission.

I. Quality Assurance

The University has established the Centre for Internal Quality Assurance (CIQA) in the University campus. The CIQA will monitor and maintain the quality of the ODL programmes. It has the following objectives in making the compliances of quality implementations.

Objectives

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the Higher Educational Institution are of acceptable quality and further improved on continuous basis.

Functions of CIQA

The functions of Centre for Internal Quality Assurance would be following

- 1) To maintain quality in the services provided to the learners.
- 2) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- 3) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- 4) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- 5) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- 6) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- 7) To facilitate the implementation of its recommendations through periodic reviews.
- 8) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- 9) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- 10) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- 11) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme;
- 12) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- 13) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- 14) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- 15) To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.

- 16) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- 17) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- 18) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- 19) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- 20) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- 21) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

After enrolling in Master of Library and Information Science (M.L.I.Sc.) Programme of Mangalayatan University in ODL mode, student will be able to make a career as information professionals in a variety of roles and settings. Students demonstrate knowledge in information organization and presentation as well as systems for organizing information and facilitating information access by describing and/or proposing valid solutions to typical professional problems in these areas.



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Beswan, Aligarh