

**/REGULATION NO.33**  
**AWADHESH PRATAP SINGH UNIVERSITY, REWA (M.P.)**  
**DISTANCE EDUCATION CENTRE**

**1. INTRODUCTION :**

It is being realized that to create costly formal educational institutions to meet the demands of ever growing number of aspiring students for higher learning centres would be an uphill task-rather an unachievable goal. As an alternative, Distance education / correspondence mode of teaching has the potential to provide opportunities for quality and relevant education at affordable expenditure to masses.

The concept of Distance education is a relatively new one and draws the support of modern communication technologies like satellite, radio, T.V., audio-visual tapes, computers, cable T.V., etc. These are finding their wider applications and slowly national and international communication networks are getting established. The printing technology gave boost to the whole educational system that fulfills the needs and requirements of the society. Micro-electronic revolution is offering new electronic media for storing and retrieving information, not only in print but also in audio-visual forms which are far more economical and accessible to large section of the society.

The U.G.C. also encourages the starting of correspondence courses with the emphasis that these courses would cater to the following categories of students :

1. Students who have to discontinue their formal education owing to various circumstances.
2. Students in geographically remote areas.
3. Students who had to discontinue their education because of lack of aptitude and motivation, but who may later on become motivated.
4. Students who can find a seat or do not wish to join a regular college or university department, although they have the necessary qualification to pursue higher education.
5. Individuals who look upon education as a life long activity and may either like to pursue their knowledge in an existing discipline or to acquire knowledge in new areas, and
6. In-service persons.

U.G.C. has urged universities to discontinue allowing students to appear for the examination and to bring all the private students under the distance education/correspondence mode of education. A decision to this effect has also been taken by the coordination committee.

It therefore becomes inevitable to strengthen the Distance Education Centre, which was created in 1994.

**2. DISTANCE EDUCATION CENTRE (DEC)**

DEC would run courses through Distance/Correspondence mode after obtaining due approval from the appropriate body/authority. (Vice-Chancellor, Executive Council, Coordination Committee, Deptt. of Higher Education M.P. Govt. etc., whichever is applicable or who so ever matter(s).

3. There exists a basic difference between the regular courses run under the Self Supporting Programme (SSP), and Courses run through correspondence mode under Distance Education Centre, a need has been felt to have a separate regulation to

Facilitate the functioning of DEC.

4. The Distance Education Centre would be self supportive. Appropriate bodies/authorities would decide the various kinds of fees to be charged and other sources of income for the smooth running of courses.
5. University would retain 20% of the courses fee of all the courses run under Distance Education Centre, to be utilized for academic and developmental programmes.

## **II. OFFICE OF THE DISTANCE EDUCATION CENTRE -**

The DEC shall function with the assistance of the following persons, who will normally be provided from the existing staff of the University :

1. **Director :-**  
(to be nominated by the Vice-chancellor from amongst the faculty members of the UTD not below the rank of Professor.)
2. **Deputy Director :-**  
(If proposed by the Director than to be nominated by the Vice-Chancellor, from amongst the faculty members of officers of the UTD, not below the rank of Reader or Deputy Registrar, to assist the Director in carrying out the responsibilities assigned to him.)
3. **Officer-In-Charge :-**  
(Class III employee provided by the University from amongst the University staff in consultation with the Director.)
4. **Accountant :-**  
(If needed a class III employee may be provided by the University to work as the accountant, otherwise, office-in-charge would also act as accountant.)
5. **Office-Assistant (Clerk-cum-typist) :-**  
(To be provided from amongst the University staff and number could be as per the requirement)
6. **Photo-Copier operator**
7. **Computer operator**
8. **Peons (Number as per the requirements).**
9. **Driver for DEC vehicle.**

If needed, persons can be appointed on daily-wages, after the due approval from the Vice-Chancellor.

The administrative committee may recommend other positions as per the need for the approval from the Vice-chancellor.

These positions would be purely temporary and for a specified period.

## **III. DIRECTOR OF THE DEC**

(Appointment, job-requirement and responsibilities).

- 3.1 The Director of the DEC shall be appointed by the Vice-Chancellor from amongst the regular faculty members of the University reaching departments not below the rank of Professor.
- 3.2 The Director shall be the academic and executive officer of the Distance Education Centre and shall carry-out his duties under the overall supervision of the Vice-Chancellor of the University.
- 3.3 The Director along with Registrar shall be responsible for the safe custody of the funds and shall ensure observance of financial norms.

3.4 The Director shall be responsible for maintaining the proper account and other relevant records including the preparation of annual accounts, balance sheet and audit.

The Director shall be responsible the preparation of annual budget estimate for being submitted to the Finance Committee and Administrative Committee for approval and for onward forwarding to obtain approval from the Executive Council.

3.5 The Director shall be responsible for the preparation of annual progress report and present the same to the proper authorities for consideration and adoption.

3.6 The Director shall issue the appointment letters/assignment letters for writing and reviewing of the course material to persons approved by the Vice-Chancellor from the list submitted by the course-in-charge/the Director.

3.7 The Director shall issue the admission notice after seeking due approval from the University authorities (Vice-Chancellor/Registrar).

3.8 The Director shall make available the information bulletin and forms.

3.9 The study centres shall be approved by the Vice-Chancellor in consultation with the Director DEC, and the Registrar of the University.

3.10 The Director would finalize the admission and allot the registration no. to students admitted in various courses.

3.11 The students will have to be enrolled in the University as per the rules, and get the enrollment number, through DEC.

3.12 The Director shall be responsible for getting the course material printed/cyclostyled/Photocopied on receipt of the duly reviewed manuscript and would provide to students either directly by post or through the supervisors of the study Centres. In special circumstances prepared course material can be borrowed from other sources and distributed to the students.

3.13 The Director shall finalize the data for PCP in consultation with the course-in-charge and the supervisor of the study centre.

3.14 The Director would finalize the examination schedule in consultation with the Registrar of the University.

3.15 The Director shall receive all fees, however the examination fees and the enrollment fees would be collected in favor of the Registrar.

3.16 The Director would make payments for the remunerative work, honorarium, etc. except for examination work as per the provision and financial powers delegated to him.

3.17 The Director will receive the marks of the home assignment, PCP and work experience through the course-in-charge.

3.18 The Director shall carry out the decision of academic committee administrative Committee, Finance committee and other appropriate authorities.

#### **IV. ADMINISTRATIVE COMMITTEE FOR DEC**

4.1 There shall be an administrative Committee for the courses run by DEC, consisting of :

- |   |   |          |
|---|---|----------|
| (1) Vice-Chancellor                                 | - | Chairman |
| (2) Registrar                                       | - | Member   |
| (3) Course-In-Charge of all the courses run by DEC. | - | Members  |
| (4) Deans of the concerned faculties.               | - | Members  |

- (5) Heads of the nodal Deptt.  
(if Head is not the course-in-charge) - Members
  - (6) Director SSP - Member
  - (7) Director DEC - Member Secretary
- 4.2 The administrative Committee shall frame policies for planning, execution and revaluation of Distance Education Courses.
- 4.3 The administrative Committee shall recommend remuneration, honorarium, conveyance and other allowances for different purposes from time to time. These would be implemented after the approval from the competent authorities (Vice-chancellor and/or Executive Council).
- 4.4 The University employees engaged in DEC will be given 6.25% of the basic salary or an appropriate amount as additional allowance/conveyance allowance after due approval from the appropriate authority (Vice-chancellor/Executive Council).
- 4.5 The administrative council shall recommend fees for various purposes for the approval by the competent authority (Vice-chancellor and/or Executive Council).
- 4.6 The administrative council shall ordinarily meet at least once in three months and the minutes of the meeting shall be circulated by the Secretary, counter signed by the Registrar, after the approval of the chairman. The necessary orders shall be issued by the joint signatures of the Director and the Registrar or by any one of the two authorized by the Chairman.
- 4.7 The administrative Committee shall scrutinize all matters such as administrative, examination, seminars, related to courses run by DEC.
- 4.8 The administrative Committee shall meet as occasion demands and 50% of the total members will form its quorum.

## **V. ACADEMIC COMMITTEE OF DEC**

5.1 There shall be an academic committee for the courses run by DEC, comprising of

- (1) Director - Chariman
- (2) Course-in-charge of all the courses - Members
- (3) Registrar - Member
- (4) Deputy Registrar  
(Academic Section) - Member
- (5) Deputy Registrar  
(Examination Section) - Member
- (6) Two teachers  
(Not below the rank of reader to be  
nominated by the Vice-chancellor) - Member
- (7) Deputy Director - Member Secretary

5.2 The syllabi for all the courses to be run by DEC shall be approved by the concerned Boards of studies/ faculties/ academic council and/or standing committee of the academic council. If, for a particular course, there is no formal board

of studies available, than the Vice-chancellor would constitute a course committee. This committee would work out the details of the course contents and submit it for due approval from the concerned faculty and the academic council.

- 5.3 The academic committee shall ensure the high standards of the course by way of monitoring the courses periodically and by introducing all the possible audio-visual inputs for upgrading the courses.
- 5.5 The academic committee shall meet as occasion demands and 50% of the total strength will form its quorum.

## **VI. FINANCE COMMITTEE FOR DEC**

6.1 There shall be a finance committee consisting of the following -

- |   |   |                  |
|---|---|------------------|
| (1) Director, DEO   | - | Chairman         |
| (2) Registrar   | - | Member           |
| (3) Finance Officer   | - | Member           |
| (4) Director SSP cell   | - | Member           |
| (5) Two course-in-charge<br>(of the courses run by DEC to be<br>nominated by the Vice-chancellor) | - | Member           |
| (6) Deputy Director   | - | Member Secretary |

- 6.2 The Finance Committee shall examine and scrutinize the annual budget of the DEC prepared by the Director, and make recommendations for onward submission to the administrative committee.
- 6.3 The Finance Committee shall consider the annual audited accounts and forward the same to the administrative committee.
- 6.4 The Finance Committee shall ensure maintenance of proper accounts and regulate expenditure as per financial rules and procedure of the University and those framed for DEC.
- 6.5 The Finance Committee shall give its views and make recommendations of Director to Distance Education programmes.
- 6.6 The Finance Committee shall do all such other things incidental or conducive to the attainment of all of any of the objectives of the Distance Education Centre.

## **VII. FUNDS AND ACCOUNTS OF THE DEC**

- 7.1 All money received by way of application fee, registration fee, course fee, enrollment fee etc. shall be deposited first in the joint account in the name of the Registrar, A.P.S. University and the Director Distance Education Centre, A.P.S. University.
- 7.2 20% of the course fee will be transferred to self source account of the University.
- 7.3 Out of the 80% course fee available, 20% shall be credited to the endowment fund (may be kept in fixed deposit in the bank as far as possible) of the Distance Education Centre. The rest will be budgeted and used for the courses. The endowment fund should only be used during emergency and for the development of various programmes.
- 7.4 Since every expenditure to be incurred is preaudited the director would be authorized to sanction and issue cheques upto a limit of Rs. 5000/- by his single signature. Exceeding Rs. 5000/- all cheques would be signed jointly by the director and the registrar after due approval. All payments will be made through cheques.

- 7.5 All expenditure shall be preaudited by the local fund accounts who will also certify the annual accounts. The director shall submit yearly audited statement of accounts duly signed by the local fund, finance officer, director and the registrar for information to the vice-chancellor and/or other authorities.
- 7.6 Audit fees will be paid by the director, from the amount earmarked for purpose in the budget after obtaining due approval from the Vice-Chancellor.

## **VIII. COURSE IN-CHARGE**

- 8.1 The Vice-Chancellor shall nominate Course-in-Charge for respective courses run by distance education centre proposed by the director from amongst the faculty members. If no suitable person is available then other than the faculty members of the university teaching deptts can be appointed as Course-in-charge by the Vice-chancellor.
- 8.2 The Course-in-charge will ensure that the course is run as per the time schedule fixed for that academic session. If more than one study centres are made for a particular course, the Course-in-charge will coordinate between the distance education centre and the study centres.
- 8.3 The Course-in-charge will assist in the admission process.
- 8.4 The Course-in-charge will submit a list of subject experts for writing and reviewing of the course material to DEC for approval. The letters for writing & reviewing the course material would be issued by the director. The final write-ups would be received by the director.
- 8.5 The Course-in-charge would finalize the dates for PCP in consultation with the director, and wherever applicable with the supervisor(s) of the study centres.
- 8.6 The Course-in-charge would ensure the distribution of the course materials to students.
- 8.7 The Course-in-charge will finalize the list of resource persons to be invited for PCPs (Personal Contact Programs). If more study centres are created then supervisors of the study centres may suggest the names of the resource persons for approval from the director and/or competent authority.
- 8.8 The Course-in-charge will act as a contact person between students and the DEC.
- 8.9 The Course-in-charge would ensure the periodical evaluation of the home assignments and feed back to students, through distance education centre.

## **IX. SUPERVISOR OF STUDY CENTRE**

- 9.1 The Vice-chancellor will accord formal approval to the study centres for the courses run by DEC. The Vice-chancellor will also identify and appoint the supervisors for the study centres provided that more than one study centres are to be created. In case of a single centre located in the University head quarter (i.e. Rewa), the Course-in-charge would manage the activities of that study centre, and no separate supervisor would be appointed.
- 9.2 The Supervisor/ Course-in-charge would ensure the sale of admission forms by motivating students in his personal capacity also. If forms are deposited in the study centre, the supervisor would ensure their delivery to DEC, directly or through the Course-in-charge. The fees shall be paid only through demand draft payable to director DEC APSU Rewa.
- 9.3 The Supervisor / Course-in-charge would be responsible for arranging the classes during personal contact programmes (Theory and/or Practical Classes as per the requirements of the syllabi). He/She would see that records of attendance and the subject matter taught are properly kept.
- 9.4 The Supervisor / Course-in-charge shall ensure the distribution of the course material by keeping a liaison between students and the DEC.

- 9.5 The Supervisor / Course-in-charge shall ensure the allotment of assignments to students and would receive through DEC the completed assignments. The Supervisor / Course-in-charge would get them evaluated and submit them to DEC for dispatch to students.
- 9.6 The Supervisor / Course-in-charge would arrange the PCP classes and would be responsible for the award of marks for PCP(s).
- 9.7 The Supervisor / Course-in-charge would motivate students to fillup the examination forms in time. The filled-up forms would be dispatched/submitted to DEC for onward dispatch to the University.
- 9.8 The Supervisor / Course-in-charge would ensure the conduct of examination as per the notified schedule for theory and practicals. (Wherever applicable).
- 9.9 All vouchers for payments incurred or the bill for payments for organizing the PCP classes and other contingency expenses would be forwarded to DEC, within one month for payments and adjustments.
- 9.10 There shall be an Assistant supervisor to assist the supervisor in managing the activities in the study centre. Approval to his/her appointment as Asstt. supervisor would be given by the director on the recommendation of the supervisor.  
However in case of a single study centre managed by Course-in-charge, no Assistant supervisor would be provided.
- 9.11 There shall be one part time office-assistant to be chosen from amongst, the class III employees of the institution.  
For the courses run with in the campus of the University only, the Course-in-charge may seek part time help from amongst the class III employee of the respective nodal teaching deptt. He would be entitled for an honorarium as per the rule. The course in charge would provide proper justification for the work done by such an employee.
- 9.12 An advance would be given to the Supervisor / Course-in-charge to meet the contingency expenses as per the rule. The vouchers would be submitted to the director for adjustments. The supervisor & assistant supervisor would be entitled for the remuneration/honorarium/conveyance allowance as per the rate fixed for the purpose.

### **DELEGATION OF FINANCIAL POWERS**

Summary of powers to incur expenditure by various authorities are mentioned below :

Sr. No.	Nature of powers	Director	Extent of power Vice-Chancellor
1.	Honararium/Conveyance allowance to Course-in-charge, supervisor, lesson writers, reviews etc.	Rs. 5000/- (as per the prescribed rate)	Full Powers
2.	Payment to Part-time academic position, ministerial staff.	-do-	-do-
3.	Payment of travelling allowances.	full power after obtaining the approval from V.C.	-do-

4.	Purchase of teaching and other course material, photocopy, typing etc.	Upto Rs. 5000/-	Full Powers
5.	Purchase of equipment, etc.	Upto Rs. 5000/-	Full Powers
6.	Advertisement	Full power after obtaining the approval from V.C.	Full Powers
7.	Printing of prospectus & application forms and other printing matter.	Upto Rs. 5000/-	Full Powers
8.	Marking of answer books.	Upto Rs. 5000/- at a time	Full Powers
9.	Postage & telegrams	Upto Rs. 5000/-	Full Powers
10.	Seminars	Upto Rs. 5000/-	Full Powers
11.	Advances to study centres	Upto Rs. 2000/-	Full Powers
12.	Personal contact programmes	Upto Rs. 5000/-	Full Powers
13.	Purchase of books	Upto Rs. 5000/-	Full Powers
14.	Sanction of leave to part time academic position & other staff	Upto 10 days	Full Powers
15.	Contingent and misc, Expenses	Upto Rs. 1000/-	Full Powers
16.	Other remunerations	Upto Rs. 5000/-	Full Powers

**Note :-**

1. For reappropriation - The executive council will have full power.
2. For appointment of various positions and for periods upto 89 days the V.C. will have full power. Exceeding this period, the executive council will have full power.
3. All items of expenditure will be subject to budget provisions.

**II. MODIFICATION OF RULES AND INTERPRETATION**

These rules may be modified from time to time by the executive council on the recommendations of the Director/ University administration. In case of any ambiguity in any clause for this regulation or in interpretation, the decision of the Vice-Chancellor shall be final.

**DISTANCE EDUCATION CENTRE**

**AWADHESH PRATAP SINGH UNIVERSITY, REWA (M.P.)**

**HONORARIUM / REMUNERATION RATES / CONVEYANCE ALLOWANCE ETC.**

PART A : Honorarium/Conveyance Allowance / Remunerations to Director/Course-in-charge etc.

PART B : Contractual appointments

PART C : Contractual appointments of class III and IV employees.



PART D : Preparation of reading materials.

PART E : Contact Programme/Prctical Training Programme.

PART F : Remuneration for the conduct of annual/semester examination of DEC.

**PART A : HONORARIUM / CONVEYANCE ALLOWANCE/  
REMUNERATIONS TO DIRECTOR /COURSE-IN-  
CHARGE ETC.**

1. (A) Conveyance Allowance to the Director DEC STD Phone facility at the residence beside the facility at the office.	Rs. 1000/- Actual Bill
Honorarium to the Director	Rs. 500/-
(B) Conveyance allowance to Deputy Director	Rs. 600/-
2. Conveyance allowance to course In-charge of DEC	Rs. 600/-
3. Conveyance allowance to Part time Accountant/ accounts officer	Rs. 200/-
4. Conveyance allowance to supervisor, study centre	Rs. 400/-
5. Conveyance allowance to Asstt. Supervisor. Study Centre	Rs. 200/-
6. Conveyance allowance to Office Assistant in the Study Centre	Rs. 100/-

**Note :-**

If a person is In-charge of more than one course, he/she would be entitled for an honorarium of Rs. 400/- per month for all additional programmes in addition to the conveyance allowance for the first Course as mentioned above, A professor/ teacher will be normally made in-charge of at most two such courses.

**PART B : CONTRACTUAL APPOINTMENTS**

The honorarium/Salary/Conveyance allowance be negotiated depending upon the nature of the job and period of contractual appointment. The orders must bear the emoluments as well as the duration of the appointment specifically.

**PART C : CONTRACTUAL APPOINTMENTS OF CLASS III AND IV EMPLOYEES.**

The salary of class III & IV employees would be as per the rates fixed by the collector for daily waged employees or for specific jobs from time to time.

**PART D : PREPARATION OF READING MATERIALS**

(a) Lesson writing per lesson	Rs. 600/-
(b) Lesson reviewing/editing	Rs. 150/-
(c) Lesson translation	Rs. 400/-
(d) Proof reading per page	Rs. 3/-
(e) Typing charges of lessons (in duplicate) per page (admissible line spacing 1.5 with letter size 10 and 12 font)	
(i) Manual type writer	Rs. 6/-
(ii) Electronic type writer	Rs. 10/-
(iii) Computer print out	Rs. 15/-

**Note :-** These charges can be revised each year at the start of the session.

**PART E : CONTACT PROGRAMME/ PRACTICAL TRAINING PROGRAMME.**

(a) Course-in-charge / Supervisor study centre during contact programme/ training programme (per working day)	Rs. 150/-
(b) Asstt. Supervisor (per working day)	Rs. 100/-
(c) Resource person (per lecture) (Not more than 3 lecture by a person day)	Rs. 150/-
(d) Conveyance allowance per day (on holidays and non office hours to all persons engaged for contact programme)	Rs. 25/-
(e) Technical staff (Part time preferably from amongst the staff of the deptt) one for every 20 students or one per lab. A prior intimation to DEC about the person to be employed and his technical qualification/ experience is mandatory)	Rs. 75/- per day

(f)	Training assistant (Part time) terms and conditions of engaging a person would be similar to as given in (e) above.	Rs. 60/- per day
(g)	Lab-attendants (applicable strictly to a science laboratory conditions as mentioned above)	Rs. 50/- per day
(h)	Office assistance (During contact Programme/training/session)	Rs. 50/- per day
(i)	For clerical work (to maintain records and Other office assistance) per/session one clerk is allowed i.e. total duration of the contact programme (part time work)	Rs. 50/- per day
(ii)	Peon (only one allowed per session) part time work. When lab attendants are required then a separate person in this category would not be engaged)	Rs. 30/- per day
(iii)	Sweeper/ safai wallha (one allowed per programme duration) part time work.	Rs. 20/- per day
(iv)	Contingency expenses per programme during PCP/training programme	Rs. 300/-
(v)	Laboratory expenses during PCP (if laboratory sessions are of more than 3 hours per day)	To be computed on the basis of requirements of the course & lab work.
(vi)	Valuation of home assignment/response sheet (total assignment given for each minimum Rs. 50/-)	Rs. 3/- for each paper
(vii)	Evaluation of project report	Rs. 30/-
(viii)	Honararium for conducting the job training for a period of 10-15 days under the supevision of a competent person in the establishment (on completion of the training. The supervisor would award the marks and send a brief report)	Rs. 400/- per candidate
(i)	Test during contact programme / training course	
(a)	Paper setting (only one paper to be set covering all aspects dealt during PCP)	Rs. 100/-
(b)	Valuation of test / answer sheets (per candidate) (minimum Rs. 50/-)	Rs. 3/-

**Note :-** Invigilation during test should be done by the staff working during PCP/ training programme and no extra remuneration will be paid for the invigilation).

**Attention required :**

Proper account are to be maintained for the expenditure incurred during PCP/training programme and should be submitted with in 30 days of the completion of the PCP training programme.

The practicals and the remuneration for the conduct of practicals in undergraduate courses will be decided by the administrative committee.

**PART F :                    REMUNERATION FOR THE CONDUCT OF ANNUAL/  
SEMESTER EXAMINATION OF DEC.**

(a)	Senior Suprintendent	Rs. 100/- per day
(b)	Suprintendent	Rs. 75/- per day
(c)	Asstt. Suprintendent	Rs. 60/- per day
(d)	Invigilators (Two for every 25 students)	Rs. 50/- per day
(e)	Class III employee (per candidate) (Minimum Rs. 150/- for complete duration of exam.)	Rs. 03/- per day per invigilator
(f)	Class IV employee (per candidate) (Minimum Rs. 100/- for complete duration of exam.)	2/-
(g)	Water man (one for two rooms)	Daily wage as per collector's rate.
(h)	Contingenvy (Subject to a minimum of Rs. 500/-)	Rs. 12/-
(i)	Conveyance allowance (Only for holidays, if the examination is scheduled for that day)	Rs. 40/-

**Conditions and Savings :-**

- (1) For other remuneration work (not covered here) rules existing in the university would be applicable.
- (2) In special circumstances the director may sanction honorarium etc., for any work consideration essential. If required, approval may be sought from the V.C.
- (3) These rates will be applicable w.e.f. July 1, 1999 and prior to it the already existing rates will remain applicable. The rates may be reviewed as and when required.
- (4) The committed expenditures in the heads (given above) of various course should generally be limited to 50% of the total fee collected for the individual programme. If in any year, the expenditures exceed this limit, the viability of the course or justification of such expenses must be reviewed.
- (5) Course-in-charge of various courses and the director must ensure the proper maintenance of the records and assets generated out of the expenses incurred as above.

(6) Wherever these rules are not in consonance with other regulation of SSP or the University, the rules given here shall prevail.

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