RKDF UNIVERSITY

Annexure-IV

(HUMAN RESOURCE AND INFRASTRUCTURAL REQUIREMENTS)

HUMAN RESOURCE AND INFRASTRUCTURAL REQUIREMENTS

I. Open Universities

A. Staffing Norms at Head Quarters:

1. The following positions are on full time and dedicated basis, excluding the designated positions in the Open Universities as per their respective Act(s):-

    (i) Head for each school at the Professor level.

    (ii) Academic staff strength per programme under a school. Minimum three faculty members are required at Associate Professor/Assistant Professor level:

    Provided that in case of Under Graduate and Post Graduate programmes in same discipline, instead of 6 faculty members, 5 faculty members shall be required.

    (iii) Administrative staff strength at Head Quarters or Main Campus (up to 10,000 students):

    (a) Deputy Registrar - 1;

    (b) Assistant Registrar - 1;

    (c) Section Officer - 1;

    (d) Assistants - 3;

    (e) Computer Operator - 2;

    (f) Multi Tasking Staff – 2.

2. In case of the enrolment higher than 10,000 in Open and Distance Learning Programmes, Open University may increase the number of positions appropriately.

B. Centre for Online Education (COE):

1. The Open University intending to offer the recognised programmes under Online mode shall have a Centre for Online Education for effective coordination among its Departments or Schools of Studies for offering the Online Programme, comprising Admission or Registration Unit, Examination Unit and Technology Support Unit. The Centre for Online Learning shall maintain and administer the Centralised Data Base of all the recognised programmes.

    (i) The Centre for Online Education shall have:

    (a) Director: Permanent, full-time Professor (preferably having professional experience in Open and Distance Learning and/or Online Learning);

    (b) Deputy Director (e-Learning and Technical): An employee having the Qualifications and Experience as specified for Associate Professor under the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 shall be an e-learning expert with experience in technical coordination for modules development and Learning Management System (LMS). The Deputy Director can be appointed on full-time or contractual basis;

    (c) Assistant Director: Having qualifications and experience as specified for Assistant Professor under University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, initially one, who shall coordinate with Departments or Schools of Studies offering Online Programmes. The Assistant Director can be appointed on full-time or contractual basis.

    (ii) The Departments or Schools of Studies shall be the academic home of the recognised

Online programmes on offer.

(iii) The involvement of permanent and/or full time dedicated faculty of Schools of Studies/Departments in the Online programme(s) shall be in the following capacities, excluding the designated positions in the Open Universities as per their respective Act(s):

(a) Programme Coordinator (One per Programme): A full-time Faculty at the level of Professor or Associate Professor or Assistant Professor in the subject area of the concerned Programme shall be the Programme Coordinator for an Online Programme. The Programme Coordinator shall be responsible for overall coordination of the development, delivery and assessments of the learners in an Online Programme;

(b) Course Coordinator (One per Course): An Online Programme may have more than one Course. In such a case, one full-time dedicated Faculty at the level of Professor or Associate Professor or Assistant Professor in the subject area of the concerned Course shall be Course Coordinator for each of the Courses of an Online Programme. The Course Coordinator shall coordinate the development, delivery and assessments of the learners in the Course;

(c) Course Mentor (One per batch of 250 learners): Course Mentor shall assist the Programme/Course Coordinator in providing academic support to learners and also in managing virtual teacher-learner interaction groups. Course Mentor shall have the relevant qualifications and experience as specified for Assistant Professor under the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018;

(d) Examiners: The Higher Educational Institution shall appoint examiners for the assessment of the online learners in a Course from among the qualified faculty from within the Institution or from other Institutions and they shall be paid appropriate honorarium as per norms of the Higher Educational Institution.

(iv) Requirement of Technical Support for Online Programmes:

(a) Technical Team for Development of e-Content as Self-Learning e- Modules:

(A) Technical Manager (Production)–minimum one

(B) Technical Associate (Audio-Video recording and editing)– minimum one

(C) Technical Assistant (Audio-Video recording)– minimum one

(D) Technical Assistant (Audio-Video editing)–minimum one

(E) The technical support required for development of e-content may be outsourced to the centres across the nation having requisite facilities.

(F) These numbers are for the initial stage of e-content, for self learning e-modules development and delivery.

(b) For Delivery of Online Programmes:

(A) Technical Manager (LMS and Data Management)-minimum one (per Centre)

(B) Technical Assistant (LMS and Data Management) – minimum two

(c) For Admission and Examination for Online mode:

(A) Technical Manager (Admission, Examination and Result) -minimum one (per Centre)

(B) Technical Assistant (Admission, Examination and Result) - minimum two

(C) These activities may be carried out by the Admission/Registration and Examination Units of the Open Universities having requisite resources for

their ODL Programmes under the overall supervision of Centre for Online Education for Online Programmes.

II. Dual Mode Higher Educational Institutions

1. The dual mode Higher Education Institution intending to offer Programmes in Open and Distance Learning mode and/or Online mode shall have a Centre for Distance and Online Education (CDOE) for effective coordination among its Departments or Schools of Studies.

2. The Centre shall maintain and administer, in collaboration with the technology support Unit of Higher Educational Institution, the Centralised Data Base of all the Open and Distance Learning and/or Online Programmes.

3. The provisions as detailed in clause (1) of sub-paragraph (B) of paragraph I above shall be applicable to Dual mode HEIs for Online Programmes.

III. Staffing Norms at Head Quarters:

1. As mentioned in Clause (1) of sub-paragraph (B) of paragraph I above, in case of Online Programmes.

2. Academic staff strength - At least two faculty members (full-time dedicated) per Open and Distance Learning Programme at Professor/Associate Professor/Assistant Professor level:

   Provided that in case of Under Graduate and Post Graduate programmes in same discipline, instead of 4 faculty members, 3 faculty members shall be required.

3. Administrative staff strength at Head Quarters or Main Campus (**up to 5,000 students**):

   (a) Deputy Registrar - 1;

   (b) Assistant Registrar - 1;

   (c) Section Officer - 1;

   (d) Assistants - 2;

   (e) Computer operators - 2;

   (f) Multi Tasking Staff – 2.

4. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.

IV. Physical Infrastructure:

1. Total Built-up area for Open and Distance Learning activity - Minimum 15000 sq. ft. (carpet area):

S. No.	Built-up Area Type	Percentage (%)	Built-up Area (Carpet Area, in sq ft)
1.	Academic	50 per cent.	7500
2.	Administrative	10 per cent.	1500
3.	Academic support such as Library, Reading room, Computer Centre, Informational and Communication technology Labs, Video and Audio Labs etc.	30 per cent.	4500
4.	Amenities or other support facilities	10 per cent.	1500
	Total		15000

Note: Built up area for toilets shall be separate.

2. Minimum requirement of Physical Infrastructure will be as per University Grants Commission (Fitness of Open Universities for Grants) Rules, 1988 and as amended from time to time, except for the existing Open Universities for the purpose of these regulations.

Details of Administrative Staff for Centre of Open and Distance Learning

Sr. No.	Designation	Name of Staff member
1	Deputy Registrar	Dr. Amitesh Paul
2	Assistant Registrar	1. Mr. Arun Kumar Rai
		2. Dr. Sachin Bandewar
3	Section Officer	1.Mr Gagan Sumele
		2. Mr. Suresh Sharma
		3.Mr Rakesh Yadav
4	Assistants	1.Mr Arunesh Mishra
		2. Mr. Amrendra
		3.Ms. Pooja Kumari
		4. Mrs.Sabahat Khan
5	Computer operators	1.Mr. Naresh Vishwakarma
		2.Mr. Chetan Kapoor
		3.Mr.Mahipal Rajput
6	Technical/ Professional	1.Mr Fardeen Lala
		2. Mr Sateesh
		3. Mr. Suresh Samseriya
		4. Mr. Yogesh
7	Multi Tasking Staff	1.Mr Kapil Mehra
		2.Ms Neha
		3. Mrs. Nahid Khan
		4. Mr. Rajesh
8	Support Staff	1.Mr. Benny
		2.Mr. Ajay

Details of Teaching Staff for Centre of Open and Distance Learning

1. Dr. Ashvini Joshi, Professor & Director Center for Open & Distance Learning.
2. Dr. Satendra Singh Thakur Professor
3. Dr. N.K.Shrivastav, Professor
4. Dr. Pratyush Tripathi, Professor
5. Dr.Rekha Bharasen, Professor
6. Dr. Huda Faiz, Assistant ,Professor
7. Dr. Utkal Kushwah, Assistant Professor
8. Ms.Neha Kabra, Assistant Professor
9. Mrs.Smita Thakur, Assistant Professor
10. Mr. Rahul Pandey, Assistant Professor
11. Ms.Sakshi Singh, Assistant Professor
12. Ms.Suboora, Assistant Professor
13. Mr.Ritesh Kushwah, Assistant Professor
14. Mrs.Aakriti Shukla, Assistant Professor
15. Dr. Balprada Shrivastava, Assistant Professor
16. Dr. Huda Faiz, Assistant Professor
17. Dr. Utkal Kushwah, Assistant Professor
18. Dr. Sonal Singh Assistant Professor
19. Ms. Namrata Thakur Assistant Professor
20. Mr. Hemant Rawat Assistant Professor

Physical infrastructure available at Centre for Open & Distance Learning, RKDF University Bhopal

S. No.	Built-up Area Type	Built-up Area (Carpet Area, in sq ft)
1.	Academic	17161
2.	Administrative	4663
3.	Academic support such as Library, Reading room, Computer Centre, Informational and Communication Technology Labs, Video and Audio Labs etc.	10171
4.	Amenities or other support facilities	2316
Total		34311 Sq.Ft.

In addition to these RKDF University has a fully functional Audi Video research Centre some photographs are attached.