



RKDF UNIVERSITY

(ESTABLISHED BY AN ACT OF GOVT. OF M.P. AND APPROVED BY UGC UNDER SECTION 2(F) OF 1956)

NAAC 'A+' Accredited University

Annexure-V

[GUIDELINES ON PROGRAMME PROJECT REPORT (PPR)]

GUIDELINES ON PROGRAMME PROJECT REPORT (PPR)

I. Overview

1. A Programme Project Report (PPR) of the university is a document prepared to introduce a new programme, which includes details of –
 - a. programme objectives and outcomes;
 - b. nature of target group of learners;
 - c. appropriateness of the programme with quality assurance for acquiring specific skills;
 - d. programme content designing and developing;
 - e. cost estimates for development of the programme
 - f. admission, delivery and evaluation norms.
2. The Programme Project Report is a self-disclosure by the university about launching the programme in the Open and Distance Learning mode. The University has to define specific aims and objectives for each of the academic programmes which will give the direction to launch a programme and will allow to focus on results. At the end, these aims and objectives will help to demonstrate what has been achieved. The programme shall be planned with clear deliverables and knowledge experiences to be gained.

II. Contents of Programme Project Report (PPR):

Programme Project Report is required to be prepared before introducing any new programme duly approved by its highest academic authority. The Programme Project Report shall contain the following contents, namely:-

- i. **Programme's mission and objectives:** The university shall define the mission statement and objectives for the programme to be launched, which shall reflect the strategic direction and the academic goals of the university. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.
- ii. **Relevance of the program with University's Mission and Goals:** The university shall plan for such a programme to be offered through the Open and Distance Learning Mode that is relevant to the university's mission and goals. Therefore, it is very much important that the programme to be offered through Open and Distance Learning Mode should be aligned with University's mission and goal and will prove as major contributing factor in its achievement.
- iii. **Nature of prospective target group of learners:** The university shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The university should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc. contributing factor in its achievement.
- iv. **Appropriateness of programme to be conducted in Open and Distance Learning and/or Online mode to acquire specific skills and competence:** The University shall clearly identify the learning out comes for the programme which shall cover the specific skills and competence to be acquired by the learner. The programme should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge

and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.

- v. **Instructional Design:** Instructional Design includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media– print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic programmes to be offered through the Open and Distance Learning Mode and/or Online Mode and shall map the credit hours for each course or module of the programme.
- vi. **Procedure for admissions, curriculum transaction and evaluation:** The university shall define the admission policy for the programme with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The university shall notify the policy of programme delivery along with the details of methods and web-based tools to be adopted. The university shall notify the activity planner including all the academic activities to be carried out by the university during the academic session. Further, the University shall also notify policy for evaluation of learner progress along with methods and tools.
- vii. **Requirement of the laboratory support and Library Resources:** There may be programmes having practical component in syllabus. The Higher Educational Institution shall give clear guidelines about the laboratory support to the learners to perform the practical prescribed in the programme. There shall be provision of a practical book for the learners.
- viii. **Cost estimate of the programme and the provisions:** The cost estimate shall indicate the amount assigned for programme development, delivery and maintenance.
- ix. **Quality assurance mechanism and expected programme outcomes:** The University shall define the review mechanism for programme and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The Higher Educational Institution shall also devise the mechanism for monitoring effectiveness of the programme being offered in Open and Distance Learning mode and/or Online mode.

Programme Project Report (PPR)		
Sr. No.	Proposed Programmes	Duration
Under Graduate Programmes		
1	Bachelor of Commerce	3 years
2	Bachelor of Arts	3 years
3	Bachelor of Business Administration	3 years
4	Bachelor of Social Work	3 years
Post Graduate Programmes		
5	Master of Commerce	2 years
6	Master of Arts (Sociology)	2 years
7	Master of Business Administration	2 years
8	Master of Social Work	2 years
PPR's Enclosed		

Programme Project Report

On

Bachelor of Commerce (B.Com)

**Open & Distance Learning
Mode**



Offered by

RKDF University, Bhopal

(2024)

paal
Registrar
RKDF University

[Signature]
Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

1. Program's Mission and Objectives

- **Mission Statement:**

The mission of the B.Com program at RKDF University, Bhopal, is to provide comprehensive education in commerce through Open and Distance Learning (ODL). The program aims to develop competent commerce professionals equipped with the knowledge and skills necessary to excel in the business world, contribute to economic development, and uphold ethical standards in practice.

- **Objectives:**

- To provide foundational knowledge in accounting, finance, economics, and business law.
- To develop analytical and problem-solving skills applicable to commercial and financial contexts.
- To prepare students for various careers in accounting, banking, finance, and business management.
- To instill ethical principles and a commitment to corporate social responsibility.
- To foster entrepreneurial skills and an understanding of global commerce.

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

- **Institution's Vision:**

To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.

- **Institution's Mission:**

Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.

- **Program Relevance:** The B.Com program aligns with the university's mission and vision by:

- Providing accessible and flexible commerce education that promotes professional competence and ethical practice.
- Encouraging research and practical application of commerce theories and methodologies.


Registrar
RKDF University



- Contributing to the development of skilled commerce professionals who can positively impact organizations and society.
- Promoting innovation, entrepreneurship, and sustainable business practices.


3. Nature of Prospective Target Group of Learners

- **Target Group:**
 - Recent high school graduates seeking a career in commerce and finance.
 - Working professionals aiming to enhance their knowledge and skills in accounting, finance, and business law.
 - Entrepreneurs and small business owners looking to improve their financial acumen.
 - Individuals from diverse backgrounds interested in pursuing a career in commerce and related fields.
 - Learners requiring flexible learning options to balance education with professional and personal commitments.
- **Learning Needs:**
 - Flexibility in learning schedules.
 - Access to practical and experiential learning opportunities.
 - Support for balancing education with professional and personal commitments.
 - Opportunities for networking and collaboration with peers and industry professionals.

4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode

- **Learning Outcomes:**
 - Mastery of fundamental concepts and theories in commerce.
 - Development of analytical, problem-solving, and decision-making skills.
 - Proficiency in accounting, financial management, and business law.
 - Ability to apply ethical principles and social responsibility in business practices.
 - Acquisition of entrepreneurial skills and an understanding of global commerce.
- **Skills and Competencies:**
 - Financial analysis and reporting.


 Registrar
 RKDF University


 Director
 Centre for Distance and Online Education
 RKDF University, Raipur (C.D.O.)

- Cost accounting and management accounting.
- Taxation and auditing.
- Business law and corporate governance.
- Economics and business environment analysis.

5. Instructional Design

- **Curriculum Design:**
 - Core Courses: Financial Accounting, Cost Accounting, Business Economics, Business Law, Corporate Accounting, Financial Management, Taxation, Auditing, Management Accounting, Business Statistics, Business Communication.
 - Electives: E-Commerce, Investment Management, International Business, Corporate Governance, Entrepreneurship.
 - Capstone Project.
- **Detailed Syllabi:** Provided in the annexure.
- **Duration:** 3 years (6 semesters).
- **Faculty and Support Staff:**
 - Qualified faculty with advanced degrees and industry experience in commerce and related fields.
 - Support staff for administrative and technical assistance.
- **Instructional Delivery Mechanisms:**
 - Online lectures and webinars.
 - Printed study materials and e-books.
 - Interactive discussion forums.
 - Case studies, simulations, and role-plays.
- **Student Support Service Systems:**
 - Academic counseling.
 - Online library access.
 - IT support and helpline.
 - Career services and placement support.

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

Registrar
RKDF University

Director
Center for Distance and Online Education
RKDF University, Bhopal-462002

- **Admission Policy:**
 - Minimum Eligibility: Higher Secondary (10+2) or equivalent with a minimum of 45% marks.
 - Fee Structure: Detailed fee structure available on the university website.
 - Financial Assistance: Scholarships based on merit and need.
- **Curriculum Transaction:**
 - Program delivery through a blend of synchronous and asynchronous methods.
 - Use of Learning Management System (LMS) for course materials and assignments.
 - Web-based tools for interactive learning and assessments.
- **Evaluation Policy:**
 - Continuous assessment through assignments, case studies, and projects.
 - Examinations at the end of each semester.
 - Grading based on cumulative performance in coursework and examinations.


7. Requirement of Laboratory Support and Library Resources

- **Laboratory Support:**
 - Not applicable for B.Com program, as it primarily focuses on theoretical and practical commerce education.
- **Library Resources:**
 - Access to a digital library with e-books, journals, and research databases.
 - Subscription to relevant commerce and business publications and journals.

8. Cost Estimate of the Program and Provisions

- **Cost Estimate:**
 - Program Development: INR 8,00,000
 - Delivery: INR 12,00,000 annually
 - Maintenance: INR 4,00,000 annually
- **Provisions:**
 - Budget allocation for faculty training and development.
 - Investment in technology and infrastructure to support online learning platforms.


Registrar
RKDF University

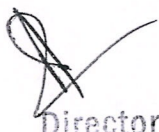

Director
Centre for Distance and Open Education
RKDF University, Bangalore, India

- Provision for scholarships and financial aid to ensure access for students from diverse socio-economic backgrounds.
- Funding for industry collaboration and guest lectures.

9. Quality Assurance Mechanism and Expected Program Outcomes

- **Quality Assurance Mechanism:**
 - Regular curriculum review by an academic council comprising faculty and industry experts.
 - Feedback mechanisms from students, alumni, and industry partners.
 - Benchmarking against national and international standards for commerce education.
 - Internal Quality Assurance Cell (IQAC) to monitor program effectiveness and compliance with regulatory requirements.
- **Expected Program Outcomes:**
 - Graduates equipped with foundational knowledge and skills in commerce.
 - Enhanced professional competencies in various commerce functions such as accounting, finance, and business law.
 - Increased awareness of ethical business practices and corporate social responsibility.
 - Preparation for entry-level positions in commerce and management across various sectors.
 - Development of entrepreneurial mindset and innovative problem-solving abilities.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

Programme Project Report

On

Bachelor of Arts (BA)

Open & Distance Learning
Mode



Offered by

RKDF University, Bhopal

(2024)

Registrar
RKDF University

A handwritten signature in black ink, appearing to be the name of the Director.

Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)


1. Program's Mission and Objectives

- **Mission Statement:**
- The mission of the BA program at RKDF University, Bhopal, is to provide a comprehensive liberal arts education through Open and Distance Learning (ODL) that fosters critical thinking, creativity, and cultural awareness, preparing students for diverse professional paths and responsible citizenship.
- **Objectives:**
 - To develop critical thinking and analytical skills.
 - To enhance understanding of diverse cultural, social, and historical contexts.
 - To foster effective communication skills.
 - To prepare students for various careers and further academic pursuits.
 - To integrate ethical and responsible practices in personal and professional life.

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

- **Institution's Vision:**
- To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.
- **Institution's Mission:**
- Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.
- **Program Relevance:** The BA program aligns with the university's mission and vision by:
 - Providing accessible liberal arts education that fosters cultural and intellectual growth.
 - Encouraging research and critical examination of social, cultural, and historical issues.
 - Contributing to the development of well-rounded individuals who can positively impact society.
 - Promoting ethical and responsible citizenship.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

3. Nature of Prospective Target Group of Learners

- **Target Group:**

- Recent high school graduates seeking a broad-based education.
- Working professionals aiming to enhance their knowledge and skills.
- Individuals interested in cultural, social, and historical studies.
- Learners from rural areas, women, minorities, and economically disadvantaged groups seeking quality education.
- Learners with a lower level of disposable income who require flexible learning options.

- **Learning Needs:**

- Flexibility in learning schedules.
- Access to a diverse and comprehensive curriculum.
- Support for balancing education with professional and personal commitments.

4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode

- **Learning Outcomes:**

- Mastery of key concepts in humanities and social sciences.
- Development of critical thinking and analytical skills.
- Proficiency in written and verbal communication.
- Ability to understand and interpret cultural, social, and historical contexts.
- Acquisition of generic transferable skills such as research, communication, and problem-solving.

- **Skills and Competencies:**


- Critical and analytical thinking.
- Effective communication and presentation skills.
- Research and information literacy.
- Cultural awareness and ethical understanding.
- Ability to work independently and collaboratively.

5. Instructional Design

- **Curriculum Design:**

- Core Courses: Introduction to Literature, World History, Sociology, Political Science, Psychology, Economics, Philosophy.


Registrar
RKDF University



Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

- Electives: Art History, Media Studies, Gender Studies, Environmental Studies, Languages (Hindi, English).
- Capstone Project/Dissertation.
- **Detailed Syllabi:** Provided in the annexure.
- **Duration:** 3 years (6 semesters).
- **Faculty and Support Staff:**
 - Two full time-dedicated faculty members one at Associate and one at Assistant professor level.
 - Qualified faculty with advanced degrees and teaching experience.
 - Support staff for administrative and technical assistance.
- **Instructional Delivery Mechanisms:**
 - Online lectures and webinars.
 - Printed study materials and e-books.
 - Interactive discussion forums.
 - Audio and video content.
- **Student Support Service Systems:**
 - Academic counseling.
 - Online library access.
 - IT support and helpline.
 - Peer and faculty mentorship programs.

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

- **Admission Policy:**
 - Minimum Eligibility: Higher Secondary (10+2) or equivalent with a minimum of 45% marks.
 - Fee Rs. 15000 per year, detailed fee structure available on the university website.
 - Financial Assistance: Scholarships based on merit and need.
- **Curriculum Transaction:**
 - Program delivery through a blend of synchronous and asynchronous methods.
 - Use of Learning Management System (LMS) for course materials and assignments.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Raipet (Jharkhand)

- Web-based tools for interactive learning and assessments.
- **Evaluation Policy:**
 - Continuous assessment through assignments, quizzes, and projects.
 - End-term examinations for each semester.
 - Grading based on cumulative performance in coursework and exams.

7. Requirement of Laboratory Support and Library Resources

- **Laboratory Support:**
 - Not applicable for BA program, as it primarily focuses on humanities and social sciences.
- **Library Resources:**
 - Access to a digital library with e-books, journals, and research databases.
 - Subscription to relevant academic publications and journals.

8. Cost Estimate of the Program and Provisions

- **Cost Estimate:**
 - Program Development: INR 8,00,000
 - Delivery: INR 12,00,000 annually
 - Maintenance: INR 4,00,000 annually
- **Provisions:**
 - Budget allocation for faculty training and development.
 - Investment in technology and infrastructure.
 - Provision for scholarships and financial aid.

9. Quality Assurance Mechanism and Expected Program Outcomes

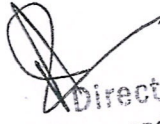
- **Quality Assurance Mechanism:**
 - Regular curriculum review by an academic council.
 - Feedback mechanisms from students and faculty.
 - Benchmarking against national and international standards.
 - Internal Quality Assurance Cell (IQAC) to monitor program effectiveness.
- **Expected Program Outcomes:**


Registrar
RKDF University


Centre for Distance and Online Education
RKDF University, Bengaluru

- Graduates equipped with a broad understanding of humanities and social sciences.
- Enhanced employability and career opportunities in diverse fields.
- Contribution to cultural and intellectual development of society.
- Increased capacity for critical thinking, ethical understanding, and responsible citizenship.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

Programme Project Report
On

BACHELOR OF BUSINESS
ADMINISTRATION
(BBA)

Open & Distance Learning
Mode




Offered by

RKDF University, Bhopal

(2024)

gn
Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

1. Program's Mission and Objectives

- **Mission Statement:**

The mission of the BBA program at RKDF University, Bhopal, is to provide a comprehensive education in business administration through Open and Distance Learning (ODL). The program aims to develop competent business professionals who can meet the dynamic demands of the business world, contribute to organizational success, and drive economic growth.

- **Objectives:**

- To provide foundational knowledge and skills in business administration, management, and entrepreneurship.
- To develop critical thinking, problem-solving, and decision-making abilities in business contexts.
- To prepare students for entry-level positions in various sectors including finance, marketing, human resources, and operations.
- To instill ethical principles and a commitment to corporate social responsibility.
- To foster entrepreneurial skills and an innovative mindset among students.

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

- **Institution's Vision:**

To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.

- **Institution's Mission:**

Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.

- **Program Relevance:** The BBA program aligns with the university's mission and vision by:

- Providing accessible and flexible business education that promotes professional competence and ethical practice.
- Encouraging research and practical application of business theories and methodologies.


Registrar
RKDF University



Registrar
RKDF University

- Contributing to the development of skilled business professionals who can positively impact organizations and society.
- Promoting innovation, entrepreneurship, and sustainable business practices.

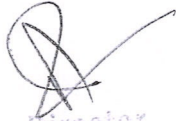
3. Nature of Prospective Target Group of Learners

- **Target Group:**
 - Recent high school graduates seeking a career in business administration.
 - Working professionals aiming to enhance their business knowledge and managerial skills.
 - Entrepreneurs and small business owners looking to improve their business acumen.
 - Individuals from diverse backgrounds interested in pursuing a career in business and management.
 - Learners requiring flexible learning options to balance education with professional and personal commitments.
- **Learning Needs:**
 - Flexibility in learning schedules.
 - Access to practical and experiential learning opportunities.
 - Support for balancing education with professional and personal commitments.
 - Opportunities for networking and collaboration with peers and industry professionals.

4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode

- **Learning Outcomes:**
 - Mastery of fundamental concepts and theories in business administration.
 - Development of critical thinking, problem-solving, and decision-making skills.
 - Proficiency in business communication and leadership.
 - Ability to apply ethical principles and social responsibility in business practices.
 - Acquisition of entrepreneurial skills and an innovative mindset.
- **Skills and Competencies:**
 - Business analysis and strategic planning.

bn
 Registrar
 RKDF University


 Director
 Centre for Distance and Online Education
 RKDF University, Bhopal (M.P.)

- Financial management and accounting.
- Marketing and sales management.
- Human resource management.
- Operations and supply chain management.

5. Instructional Design

- **Curriculum Design:**
 - Core Courses: Principles of Management, Business Communication, Financial Accounting, Marketing Management, Human Resource Management, Operations Management, Business Law, Strategic Management, Entrepreneurship.
 - Electives: Digital Marketing, International Business, Corporate Finance, Project Management, Organizational Behavior.
 - Capstone Project.
- **Detailed Syllabi:** Provided in the annexure.
- **Duration:** 3 years (6 semesters).
- **Faculty and Support Staff:**
 - Qualified faculty with advanced degrees and industry experience in business administration.
 - Support staff for administrative and technical assistance.
- **Instructional Delivery Mechanisms:**
 - Online lectures and webinars.
 - Printed study materials and e-books.
 - Interactive discussion forums.
 - Case studies, simulations, and role-plays.
- **Student Support Service Systems:**
 - Academic counseling.
 - Online library access.
 - IT support and helpline.
 - Career services and placement support.

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

per
Registrar
RKDF University

[Signature]
Director
Centre for Distance and Online Education
RKDF University, Shajapur, M.P.

- **Admission Policy:**
 - Minimum Eligibility: Higher Secondary (10+2) or equivalent with a minimum of 45% marks.
 - Fee Rs. 50000/- per year ,detailed fee structure available on the university website.
 - Financial Assistance: Scholarships based on merit and need.
- **Curriculum Transaction:**
 - Program delivery through a blend of synchronous and asynchronous methods.
 - Use of Learning Management System (LMS) for course materials and assignments.
 - Web-based tools for interactive learning and assessments.
- **Evaluation Policy:**
 - Continuous assessment through assignments, case studies, and projects.
 - Examinations at the end of each semester.
 - Grading based on cumulative performance in coursework and examinations.


7. Requirement of Laboratory Support and Library Resources

- **Laboratory Support:**
 - Not applicable for BBA program, as it primarily focuses on theoretical and practical business education.
- **Library Resources:**
 - Access to a digital library with e-books, journals, and research databases.
 - Subscription to relevant business and management publications and journals.

8. Cost Estimate of the Program and Provisions

- **Cost Estimate:**
 - Program Development: INR 8,00,000
 - Delivery: INR 12,00,000 annually
 - Maintenance: INR 4,00,000 annually
- **Provisions:**
 - Budget allocation for faculty training and development.


 Registrar
 RKDF University


 Director
 Centre for Distance and Online Education
 RKDF University, Bhagalpur

- Investment in technology and infrastructure to support online learning platforms.
- Provision for scholarships and financial aid to ensure access for students from diverse socio-economic backgrounds.
- Funding for industry collaboration and guest lectures.

9. Quality Assurance Mechanism and Expected Program Outcomes


- **Quality Assurance Mechanism:**

- Regular curriculum review by an academic council comprising faculty and industry experts.
- Feedback mechanisms from students, alumni, and industry partners.
- Benchmarking against national and international standards for business education.
- Internal Quality Assurance Cell (IQAC) to monitor program effectiveness and compliance with regulatory requirements.

- **Expected Program Outcomes:**

- Graduates equipped with foundational knowledge and skills in business administration.
- Enhanced professional competencies in various business functions such as finance, marketing, HR, and operations.
- Increased awareness of ethical business practices and corporate social responsibility.
- Preparation for entry-level positions in business and management across various sectors.
- Development of entrepreneurial mindset and innovative problem-solving abilities.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

Programme Project Report

On

Bachelor of Social Work (BSW)

Open & Distance Learning
Mode



Offered by

RKDF University, Bhopal

(2024)

bsw
Registrar
RKDF University

[Signature]
Director

Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

1. Program's Mission and Objectives

- **Mission Statement:**

The mission of the BSW program at RKDF University, Bhopal, is to provide a comprehensive education in social work through Open and Distance Learning (ODL). The program aims to develop compassionate and competent social workers who can address societal challenges, advocate for social justice, and promote the well-being of individuals and communities.

- **Objectives:**

- To provide knowledge and skills in social work theory, practice, and research.
- To develop empathy, compassion, and ethical integrity in social work practice.
- To equip students with intervention strategies for addressing social issues and promoting social change.
- To prepare students for professional practice in diverse settings and populations.
- To instill a commitment to social justice and human rights advocacy.

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

- **Institution's Vision:**

To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.

- **Institution's Mission:**

Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.

- **Program Relevance:** The BSW program aligns with the university's mission and vision by:

- Providing accessible education in social work that fosters compassion and competence.
- Encouraging research and practical application of social work theories and methodologies.
- Contributing to the development of skilled social workers who can positively impact individuals and communities.


Registrar
RKDF University


Coordinator

Centre for Distance and Open Education
RKDF University, Bhopal (M.P.)

- Promoting ethical and inclusive practices in social work.

3. Nature of Prospective Target Group of Learners

- Target Group:
 - Individuals interested in social justice, community development, and human rights advocacy.
 - Recent high school graduates seeking a career in social work.
 - Working professionals aiming to enhance their knowledge and skills in social work.
 - Individuals from diverse backgrounds interested in making a positive difference in society.
 - Learners with a lower level of disposable income who require flexible learning options.
- Learning Needs:
 - Flexibility in learning schedules.
 - Access to practical and experiential learning opportunities.
 - Support for balancing education with professional and personal commitments.

4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode

- Learning Outcomes:
 - Mastery of core concepts and theories in social work.
 - Development of assessment, intervention, and evaluation skills.
 - Proficiency in working with diverse populations and communities.
 - Ability to apply ethical principles and values in social work practice.
 - Acquisition of generic transferable skills such as communication, empathy, and advocacy.
- Skills and Competencies:
 - Counseling and interpersonal skills.
 - Community organization and development.
 - Policy analysis and advocacy.
 - Research and evaluation methods.
 - Crisis intervention and case management.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bangalore


5. Instructional Design

- Curriculum Design:
 - Core Courses: Introduction to Social Work, Social Welfare Policy, Human Behavior in the Social Environment, Social Work Practice with Individuals and Families, Community Organization and Development, Research Methods in Social Work.
 - Electives: Mental Health, Child Welfare, Aging and Gerontology, Substance Abuse Counseling, International Social Work.
 - Field Practicum/Internship.
- Detailed Syllabi: Provided in the annexure.
- Duration: 3 years (6 semesters).
- Faculty and Support Staff:
 - Qualified faculty with advanced degrees and field experience in social work.
 - Field supervisors for internship support and guidance.
 - Support staff for administrative and technical assistance.
- Instructional Delivery Mechanisms:
 - Online lectures and webinars.
 - Printed study materials and e-books.
 - Interactive discussion forums.
 - Case studies, role-plays, and simulations.
- Student Support Service Systems:
 - Academic counseling.
 - Online library access.
 - IT support and helpline.
 - Field placement coordination and support.

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

- Admission Policy:
 - Minimum Eligibility: Higher Secondary (10+2) or equivalent with a minimum of 45% marks.


Registrar
RKDF University


D. J. J. J.
Centre for International and Social Education
RKDF University, Hyderabad

- Fee Rs25000/- per year, detailed fee structure available on the university website.
- Financial Assistance: Scholarships based on merit and need.
- Curriculum Transaction:
 - Program delivery through a blend of synchronous and asynchronous methods.
 - Use of Learning Management System (LMS) for course materials and assignments.
 - Web-based tools for interactive learning and assessments.
- Evaluation Policy:
 - Continuous assessment through assignments, case studies, and projects.
 - Supervised field practicum evaluations.
 - Grading based on cumulative performance in coursework, practicum, and evaluations.

7. Requirement of Laboratory Support and Library Resources

- Laboratory Support:
 - Not applicable for BSW program, as it primarily focuses on field-based learning and practical experience.
- Library Resources:
 - Access to a digital library with e-books, journals, and research databases.
 - Subscription to relevant social work publications and journals.

8. Cost Estimate of the Program and Provisions (Continued)

- Provisions:
 - Budget allocation for faculty training and development.
 - Investment in technology and infrastructure to support online learning platforms and field placement coordination.
 - Provision for scholarships and financial aid to ensure access for students from diverse socio-economic backgrounds.
 - Funding for field practicum supervision and support services for students during internships.

9. Quality Assurance Mechanism and Expected Program Outcomes

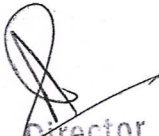
Quality Assurance Mechanism:

pw
Registrar
KDF University


Director
Centre for Research and Justice Education
KDF University, Mysore (K.A.)

- Regular curriculum review by an academic council comprising faculty and industry experts.
- Feedback mechanisms from students, alumni, and field supervisors.
- Benchmarking against national and international standards for social work education.
- Internal Quality Assurance Cell (IQAC) to monitor program effectiveness and compliance with regulatory requirements.
- **Expected Program Outcomes:**
 - Graduates equipped with theoretical knowledge and practical skills in social work.
 - Enhanced professional competencies in assessment, intervention, and advocacy.
 - Increased awareness of social justice issues and commitment to ethical practice.
 - Preparation for entry-level positions in social service agencies, non-profit organizations, and government agencies.
 - Contribution to the promotion of social welfare and empowerment of individuals and communities.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

Programme Project Report

On

Master of Commerce (M.Com)

**Open & Distance Learning
Mode**



Offered by

RKDF University, Bhopal

(2024)

[Signature]
Registrar
RKDF University

[Signature]
Director
Centre for Distance and Online Education,
RKDF University, Bhopal (M.P.)

1. Program's Mission and Objectives

- **Mission Statement:**

The mission of the M.Com program at RKDF University, Bhopal, is to provide advanced education in commerce through Open and Distance Learning (ODL). The program aims to develop highly competent commerce professionals with in-depth knowledge and skills necessary for careers in academia, research, and the business world, while promoting ethical standards and social responsibility.

- **Objectives:**

- To provide advanced knowledge and skills in accounting, finance, economics, and business law.
- To develop critical thinking, analytical, and research capabilities in commerce.
- To prepare students for careers in academia, research, and senior management roles.
- To instill ethical principles and a commitment to corporate social responsibility.
- To foster a deep understanding of global commerce and economic practices.

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

- **Institution's Vision:**

To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.


- **Institution's Mission:**

Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.

- **Program Relevance:** The M.Com program aligns with the university's mission and vision by:

- Providing accessible and flexible advanced commerce education that promotes professional competence and ethical practice.
- Encouraging research and practical application of advanced commerce theories and methodologies.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

- Contributing to the development of highly skilled commerce professionals who can positively impact academia, organizations, and society.
- Promoting innovation, entrepreneurship, and sustainable business practices.

3. Nature of Prospective Target Group of Learners

- **Target Group:**

- Graduates with a bachelor's degree in commerce or related fields seeking advanced knowledge and skills.
- Working professionals aiming to enhance their expertise and move into senior roles in finance, accounting, and management.
- Individuals aspiring to academic and research careers in commerce.
- Entrepreneurs and business owners looking to deepen their understanding of advanced commerce practices.
- Learners requiring flexible learning options to balance education with professional and personal commitments.

- **Learning Needs:**

- Flexibility in learning schedules.
- Access to advanced and experiential learning opportunities.
- Support for balancing education with professional and personal commitments.
- Opportunities for networking and collaboration with peers and industry professionals.

4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode


- **Learning Outcomes:**

- Mastery of advanced concepts and theories in commerce.
- Development of analytical, research, and problem-solving skills.
- Proficiency in advanced accounting, financial management, and business law.
- Ability to apply ethical principles and social responsibility in business practices.
- Acquisition of entrepreneurial skills and an understanding of global commerce.

- **Skills and Competencies:**

- Advanced financial analysis and reporting.


 Registrar
 RKDF University

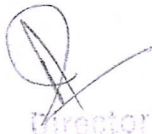

 Director
 Center for Distance and Online Education
 RKDF University, Gopalpet, AP

- Strategic management accounting.
- Taxation and corporate governance.
- Economic analysis and business environment assessment.
- Research methodologies in commerce.

5. Instructional Design

- **Curriculum Design:**
 - Core Courses: Advanced Financial Accounting, Corporate Financial Reporting, Strategic Cost Management, Financial Markets and Institutions, Advanced Business Law, International Business, Research Methodology in Commerce, Advanced Auditing and Assurance, Tax Planning and Management.
 - Electives: Investment Analysis, Corporate Governance, Financial Derivatives, Mergers and Acquisitions, Forensic Accounting.
 - Dissertation/Research Project.
- **Detailed Syllabi:** Provided in the annexure.
- **Duration:** 2 years (4 semesters).
- **Faculty and Support Staff:**
 - Qualified faculty with advanced degrees and extensive experience in commerce and related fields.
 - Support staff for administrative and technical assistance.
- **Instructional Delivery Mechanisms:**
 - Online lectures and webinars.
 - Printed study materials and e-books.
 - Interactive discussion forums.
 - Case studies, simulations, and role-plays.
- **Student Support Service Systems:**
 - Academic counseling.
 - Online library access.
 - IT support and helpline.
 - Career services and placement support.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

- **Admission Policy:**

- Minimum Eligibility: Bachelor's degree in commerce or related fields with a minimum of 50% marks.
- Fee Rs. 30000/- per year, Detailed fee structure available on the university website.
- Financial Assistance: Scholarships based on merit and need.

- **Curriculum Transaction:**

- Program delivery through a blend of synchronous and asynchronous methods.
- Use of Learning Management System (LMS) for course materials and assignments.
- Web-based tools for interactive learning and assessments.

- **Evaluation Policy:**

- Continuous assessment through assignments, case studies, and projects.
- Examinations at the end of each semester.
- Dissertation/research project evaluation.
- Grading based on cumulative performance in coursework and examinations.

7. Requirement of Laboratory Support and Library Resources

- **Laboratory Support:**

- Not applicable for M.Com program, as it primarily focuses on theoretical and advanced practical commerce education.

- **Library Resources:**

- Access to a digital library with e-books, journals, and research databases.
- Subscription to relevant commerce and business publications and journals.

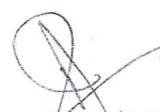
8. Cost Estimate of the Program and Provisions

- **Cost Estimate:**

- Program Development: INR 10,00,000
- Delivery: INR 15,00,000 annually
- Maintenance: INR 5,00,000 annually

- **Provisions:**


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

- Budget allocation for faculty training and development.
- Investment in technology and infrastructure to support online learning platforms.
- Provision for scholarships and financial aid to ensure access for students from diverse socio-economic backgrounds.
- Funding for industry collaboration and guest lectures.

9. Quality Assurance Mechanism and Expected Program Outcomes

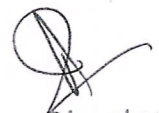
- **Quality Assurance Mechanism:**

- Regular curriculum review by an academic council comprising faculty and industry experts.
- Feedback mechanisms from students, alumni, and industry partners.
- Benchmarking against national and international standards for commerce education.
- Internal Quality Assurance Cell (IQAC) to monitor program effectiveness and compliance with regulatory requirements.

- **Expected Program Outcomes:**

- Graduates equipped with advanced knowledge and skills in commerce.
- Enhanced professional competencies in various commerce functions such as advanced accounting, finance, and business law.
- Increased awareness of ethical business practices and corporate social responsibility.
- Preparation for senior roles in commerce, academia, and research.
- Development of entrepreneurial mindset and innovative problem-solving abilities.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

Programme Project Report
On

Master of Arts (MA)

Open & Distance Learning
Mode




Offered by

RKDF University, Bhopal

(2024)


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

1. Program's Mission and Objectives

- **Mission Statement:**

The mission of the MA program at RKDF University, Bhopal, is to provide advanced education in the arts and humanities through Open and Distance Learning (ODL). This program aims to develop critical thinking, cultural awareness, and specialized knowledge that prepares students for advanced careers, research opportunities, and leadership roles in their respective fields.

- **Objectives:**

- To develop in-depth knowledge in specific disciplines within the arts and humanities.
- To enhance research and analytical skills.
- To foster cultural and ethical awareness.
- To prepare students for professional and academic advancement.
- To integrate critical thinking and problem-solving skills applicable to real-world situations.

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

- **Institution's Vision:**

- To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.


- **Institution's Mission:**

- Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.

- **Program Relevance:** The MA program aligns with the university's mission and vision by:

- Providing advanced education that fosters intellectual and cultural growth.
- Encouraging research and critical examination of cultural, social, and historical issues.
- Contributing to the development of skilled professionals and researchers who can positively impact society.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

- Promoting ethical and responsible citizenship.

3. Nature of Prospective Target Group of Learners

- **Target Group:**

- Recent graduates seeking advanced education in the arts and humanities.
- Working professionals aiming to enhance their knowledge and skills.
- Individuals interested in cultural, social, and historical studies.
- Learners from rural areas, women, minorities, and economically disadvantaged groups seeking quality education.
- Learners with a lower level of disposable income who require flexible learning options.

- **Learning Needs:**

- Flexibility in learning schedules.
- Access to specialized and comprehensive curriculum.
- Support for balancing education with professional and personal commitments.

4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode

- **Learning Outcomes:**

- Mastery of advanced concepts in chosen disciplines within the arts and humanities.
- Development of critical thinking and analytical skills.
- Proficiency in research methodologies.
- Ability to interpret and analyze cultural, social, and historical contexts.
- Acquisition of generic transferable skills such as communication, research, and problem-solving.

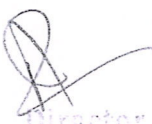
- **Skills and Competencies:**

- Advanced critical and analytical thinking.
- Effective communication and presentation skills.
- Research and information literacy.
- Cultural awareness and ethical understanding.
- Ability to work independently and collaboratively.

5. Instructional Design

- **Curriculum Design:**


Registrar
RKDF University

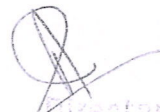

Director
Centre for Distance and Online Education
RKDF University, Durgam (M.P.)

- Core Courses: Advanced Literature Studies, Cultural Studies, Advanced Sociology, Political Theory, Advanced Psychology, Economics, Philosophy.
- Electives: Art History, Media Studies, Gender Studies, Environmental Studies, Advanced Language Studies (Hindi, English).
- Research Methodologies and Dissertation.
- **Detailed Syllabi:** Provided in the annexure I
- **Duration:** 2 years (4 semesters).
- **Faculty and Support Staff:**
 - Qualified faculty with advanced degrees and research experience.
 - Support staff for administrative and technical assistance.
- **Instructional Delivery Mechanisms:**
 - Online lectures and webinars.
 - Printed study materials and e-books.
 - Interactive discussion forums.
 - Audio and video content.
- **Student Support Service Systems:**
 - Academic counseling.
 - Online library access.
 - IT support and helpline.
 - Peer and faculty mentorship programs.

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

- **Admission Policy:**
 - Minimum Eligibility: Bachelor's degree with a minimum of 50% marks in a relevant field.
 - Fee Rs. 25000/- per year, detailed fee structure available on the university website.
 - Financial Assistance: Scholarships based on merit and need.
- **Curriculum Transaction:**
 - Program delivery through a blend of synchronous and asynchronous methods.
 - Use of Learning Management System (LMS) for course materials and assignments.
 - Web-based tools for interactive learning and assessments.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Raipur (C.D.O.)

- **Evaluation Policy:**
 - Continuous assessment through assignments, quizzes, and projects.
 - End-term examinations for each semester.
 - Grading based on cumulative performance in coursework and exams.

7. Requirement of Laboratory Support and Library Resources

- **Laboratory Support:**
 - Not applicable for MA program, as it primarily focuses on humanities and social sciences.
- **Library Resources:**
 - Access to a digital library with e-books, journals, and research databases.
 - Subscription to relevant academic publications and journals.


8. Cost Estimate of the Program and Provisions

- **Cost Estimate:**
 - Program Development: INR 8,00,000
 - Delivery: INR 12,00,000 annually
 - Maintenance: INR 4,00,000 annually
- **Provisions:**
 - Budget allocation for faculty training and development.
 - Investment in technology and infrastructure.
 - Provision for scholarships and financial aid.

9. Quality Assurance Mechanism and Expected Program Outcomes

- **Quality Assurance Mechanism:**
 - Regular curriculum review by an academic council.
 - Feedback mechanisms from students and faculty.
 - Benchmarking against national and international standards.
 - Internal Quality Assurance Cell (IQAC) to monitor program effectiveness.
- **Expected Program Outcomes:**
 - Graduates equipped with advanced knowledge and skills in arts and humanities.
 - Enhanced employability and career opportunities in diverse fields.


Registrar
BKDF University


Director
Centre for Distance and Online Education
BKDF University, Itanagar (S.A.)

- Contribution to the cultural and intellectual development of society.
- Increased capacity for critical thinking, ethical understanding, and responsible citizenship.



Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)



Registrar
RKDF University

Programme Project Report
On

Master of Business
Administration (MBA)

Open & Distance Learning
Mode



Offered by

RKDF University, Bhopal

(2024)

ps
Registrar
RKDF University

1. Program's Mission and Objectives

- **Mission Statement:**

The mission of the MBA program at RKDF University, Bhopal, is to provide high-quality management education through Open and Distance Learning (ODL) that equips students with advanced knowledge, critical thinking, and practical skills essential for leadership roles in a global business environment. The program aims to harmonize higher education with excellence in science and technology, contributing to livelihood security and sustainable societal development.

- **Objectives:**

- To develop leadership and strategic decision-making abilities.
- To enhance analytical and problem-solving skills.
- To foster innovation and entrepreneurial thinking.
- To prepare students for the dynamic and competitive business landscape.
- To integrate ethical and sustainable business practices.

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

- **Institution's Vision:**

To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.


- **Institution's Mission:**

Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.

- **Program Relevance:** The MBA program aligns with the university's mission and vision by:

- Providing accessible management education that fosters growth and prosperity.
- Encouraging research and practical application of management theories.
- Contributing to the development of skilled business professionals who can positively impact society.
- Promoting sustainable and ethical business practices.


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal, India

3. Nature of Prospective Target Group of Learners

- **Target Group:**
 - Working professionals seeking career advancement.
 - Recent graduates aspiring for managerial roles.
 - Entrepreneurs and small business owners.
 - Individuals from rural areas, women, minorities, and economically disadvantaged groups seeking quality education.
 - Learners with a lower level of disposable income who require flexible learning options.
- **Learning Needs:**
 - Flexibility in learning schedules.
 - Access to practical and industry-relevant knowledge.
 - Support for balancing education with professional and personal commitments.


4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode

- **Learning Outcomes:**
 - Mastery of core business concepts and practices.
 - Development of strategic thinking and leadership skills.
 - Proficiency in managing diverse business functions.
 - Ability to apply theoretical knowledge to real-world business problems.
 - Acquisition of generic transferable skills such as communication, teamwork, and analytical thinking.
- **Skills and Competencies:**
 - Leadership and managerial skills.
 - Financial and strategic planning.
 - Marketing and operations management.
 - Human resource management.
 - Business ethics and sustainability practices.

5. Instructional Design

- **Curriculum Design:**


Registrar
RKDF University


Director
Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

- Core Courses: Marketing Management, Financial Management, Human Resource Management, Operations Management, Organizational Behavior, Business Law, Business Communication.
- Electives and Specializations: Finance, Marketing, Human Resources, Operations.
- Project/Dissertation.
- **Detailed Syllabi:** Provided in the annexure I
- **Duration:** 2 years (4 semesters).
- **Faculty and Support Staff:**
 - Two full time-dedicated faculty members one at Associate and one at Assistant professor level.
 - Qualified faculty with Ph.D. and industry experience.
 - Support staff for administrative and technical assistance.
- **Instructional Delivery Mechanisms:**
 - Online lectures and webinars.
 - Printed study materials and e-books.
 - Interactive discussion forums.
 - Audio and video content.
- **Student Support Service Systems:**
 - Academic counselling.
 - Online library access.
 - IT support and helpline.
 - Peer and faculty mentorship programs.

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

- **Admission Policy:**
 - Minimum Eligibility: Bachelor's degree with a minimum of 50% marks.
 - Fee Rs.100000/- Per year, detailed fee structure is available on the university website.
 - Financial Assistance: Scholarships based on merit and need.
- **Curriculum Transaction:**
 - Program delivery through a blend of synchronous and asynchronous methods.


 Registrar
 RKDF University


 Director
 Centre for Distance Education
 RKDF University, Bhupal (B.P.)

- Use of Learning Management System (LMS) for course materials and assignments.
- **Evaluation Policy:**
 - Continuous assessment through assignments, quizzes, and projects.
 - End-term examinations for each semester.
 - Grading based on cumulative performance in coursework and exams.

7. Requirement of Laboratory Support and Library Resources

- **Laboratory Support:**
 - Provision of virtual labs for subjects requiring practical components.
 - Practical manuals and simulation software for experiential learning.
- **Library Resources:**
 - Access to a digital library with e-books, journals, and research databases.
 - Subscription to relevant business and management publications.

8. Cost Estimate of the Program and Provisions

- **Cost Estimate:**
 - Program Development: INR 10,00,000
 - Delivery: INR 15,00,000 annually
 - Maintenance: INR 5,00,000 annually
- **Provisions:**
 - Budget allocation for faculty training and development.
 - Investment in technology and infrastructure.
 - Provision for scholarships and financial aid.

9. Quality Assurance Mechanism and Expected Program Outcomes

- **Quality Assurance Mechanism:**
 - Regular curriculum review by an academic council.
 - Feedback mechanisms from students and faculty.
 - Benchmarking against national and international standards.
 - Internal Quality Assurance Cell (IQAC) to monitor program effectiveness.
- **Expected Program Outcomes:**
 - Graduates equipped with managerial and leadership skills.
 - Enhanced employability and career advancement opportunities.

Registrar
RKDF University

Director
Centre for Research and Development in Education
RKDF University, Raipur (M.P.)

- Increased capacity for critical thinking and problem-solving.



Director

Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)



Registrar
RKDF University

Programme Project Report
On

Master of Social Work (MSW)

Open & Distance Learning
Mode



Offered by

RKDF University, Bhopal

(2024)

A handwritten signature in black ink, appearing to be 'R. K. Singh', is written over the printed name of the Director.

Director

Centre for Distance and Online Education
RKDF University, Bhopal (M.P.)

Register at
RKDF University

1. Program's Mission and Objectives

- **Mission Statement:**

The mission of the MSW program at RKDF University, Bhopal, is to provide advanced education in social work through Open and Distance Learning (ODL). The program aims to equip students with advanced theoretical knowledge, practical skills, and ethical principles necessary for professional social work practice in diverse settings.

- **Objectives:**

- To provide advanced education in social work theory, research, and practice.
- To enhance critical thinking, analytical skills, and ethical decision-making abilities.
- To prepare students for leadership roles in social service agencies, advocacy organizations, and community development initiatives.
- To promote social justice, human rights, and empowerment of marginalized populations.
- To foster a commitment to lifelong learning, professional development, and social change.

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

- **Institution's Vision:**

To establish a university of excellence and relevance to impart higher education through knowledge, pioneering scholarship, research, and teaching, and to improve the lives of many students through growth, prosperity, and a sustainable physical environment through education in the country.


- **Institution's Mission:**

Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development, and to be recognized as a premium national university providing dedicated services for the social and economic growth and development of the nation. The university offers a congenial academic and research environment to enable its students, research scholars, faculty, and staff to achieve professional excellence and personality development to promise an exceptional future for all its stakeholders.

- **Program Relevance:** The MSW program aligns with the university's mission and vision by:

- Providing advanced education in social work that promotes excellence and relevance in professional practice.
- Fostering research and scholarship in social work theories, methodologies, and interventions.


Registrar
RKDF University


Director
Office for the Open and Distance Learning
RKDF University, Bhopal

- Developing leaders who can address complex social issues, advocate for social justice, and promote sustainable community development.
- Advancing the university's commitment to social responsibility, ethical conduct, and inclusive practices.

3. Nature of Prospective Target Group of Learners

- **Target Group:**

- Graduates with a bachelor's degree in social work or related fields seeking advanced education and professional development.
- Working professionals in social service agencies, healthcare, education, and government sectors interested in enhancing their knowledge and skills in social work.
- Individuals committed to social justice, human rights, and community development initiatives.
- Learners from diverse backgrounds seeking flexible learning options to balance education with professional and personal commitments.
- Individuals with a passion for making a positive impact on society and addressing social inequalities.

- **Learning Needs:**


- Advanced education in social work theory, research, and practice.
- Opportunities for specialization in areas such as clinical social work, community organization, policy analysis, or international social work.
- Practical experience through field placements, internships, and experiential learning opportunities.
- Access to resources, mentorship, and support services to facilitate professional growth and development.

4. Appropriateness of Program to be Conducted in Open and Distance Learning Mode

- **Learning Outcomes:**

- Mastery of advanced concepts and theories in social work practice.
- Development of advanced skills in assessment, intervention, and evaluation.
- Specialization in areas such as clinical practice, community development, policy analysis, or research.
- Integration of ethical principles, cultural competence, and social justice advocacy in professional practice.


 Registrar
 RKDF University


 Director
 Centre for Distance and Self-Learning
 RKDF University, Bangalore

- Acquisition of leadership skills, critical thinking abilities, and research competencies applicable to diverse social work settings.
- **Skills and Competencies:**
 - Advanced counseling and therapeutic skills.
 - Program development and management.
 - Policy analysis and advocacy.
 - Research design and evaluation.
 - Leadership and collaboration.

5. Instructional Design

- **Curriculum Design:**
 - Core Courses: Advanced Social Work Theory, Social Policy and Program Analysis, Clinical Practice in Social Work, Community Development and Organizing, Research Methods in Social Work, Field Education.
 - Electives: Child and Family Welfare, Mental Health and Trauma Counseling, Substance Abuse Treatment, Social Work and Aging, International Social Work.
 - Capstone Project/Thesis.
- **Detailed Syllabi:** Provided in the annexure.
- **Duration:** 2 years (4 semesters).
- **Faculty and Support Staff:**
 - Qualified faculty with doctoral degrees and extensive experience in social work practice, research, and teaching.
 - Field supervisors and mentors for field education and capstone projects.
 - Support staff for administrative and technical assistance.
- **Instructional Delivery Mechanisms:**
 - Online lectures and seminars.
 - Interactive webinars and virtual classrooms.
 - Case discussions, role-plays, and simulations.
 - Collaborative projects and group assignments.
 - Field practicum supervision and mentoring.
- **Student Support Service Systems:**

Registrar
RKDF University

Director
Centre for Distance and Online Education
RKDF University, Guntur (A.P.)

- Academic advising and mentoring.
- Online library resources and research support.
- IT helpdesk and technical assistance.
- Field placement coordination and support.
- Counseling and wellness services.

6. Procedure for Admissions, Curriculum Transaction, and Evaluation

- **Admission Policy:**

- **Minimum Eligibility:** Bachelor's degree in social work or related field with a minimum of 50% marks.
- Admission criteria may include written tests, interviews, and academic records evaluation.
- Fee Rs. 25000/- per year, detailed fee structure available on the university website.
- **Financial Assistance:** Scholarships, grants, and loans based on merit and need.

- **Curriculum Transaction:**

- Program delivery through a blend of synchronous and asynchronous methods.
- Use of Learning Management System (LMS) for course materials, assignments, and discussions.
- Web-based tools for interactive learning, group collaboration, and knowledge sharing.
- Field practicum placements and supervision for hands-on learning experiences.


- **Evaluation Policy:**

- Continuous assessment through assignments, case presentations, and reflective journals.
- Comprehensive examinations at the end of each semester.
- Evaluation of field practicum performance by field supervisors and faculty mentors.
- Grading based on cumulative performance in coursework, examinations, and field practicum.

7. Requirement of Laboratory Support and Library Resources

- **Laboratory Support:**

Registrar
RKDF University



Director
Centre for Placement and Career Education
RKDF University, Pithampur (M.P.)

- Virtual labs and simulation software for counseling and intervention practice.
 - Access to online resources for data analysis, research design, and program evaluation.
 - **Library Resources:**
 - Access to digital library databases, e-books, and scholarly journals in social work and related disciplines.
 - Subscription to professional association publications and research repositories.
- . Cost Estimate of the Program and Provisions (Continued)**
- **Provisions (Continued):**
 - Financial aid to support students from economically disadvantaged backgrounds.
 - Funding for research projects, conference participation, and professional memberships for faculty and students.
 - Provision for contingency expenses and unforeseen circumstances.

9. Quality Assurance Mechanism and Expected Program Outcomes

- **Quality Assurance Mechanism:**
 - Regular review of curriculum and course content by an academic council comprising faculty, practitioners, and stakeholders.
 - Feedback mechanisms from students, alumni, field supervisors, and employers.
 - Continuous monitoring of program outcomes and performance indicators.
 - External accreditation and program evaluation to ensure compliance with national standards and best practices.
- **Expected Program Outcomes:**
 - Graduates equipped with advanced knowledge and skills in social work theory, research, and practice.
 - Enhanced critical thinking, analytical abilities, and problem-solving skills applicable to diverse social work contexts.
 - Competence in ethical decision-making, cultural competence, and social justice advocacy.
 - Leadership abilities to initiate and manage social change initiatives, programs, and policies.
 - Contribution to the advancement of the social work profession through research, practice innovation, and community engagement.


 Registrar
 RKDF University


 Director
 Centre for Distance and Online Education
 RKDF University, Warangal, Telangana