
Centre for Distance and Online Education (CDOE)

Best Practices of ODL Programs

1. **Admissions:** Online and Offline Admission Facility Fee Payment for the prospective students.
2. **Self-Learning Material:**
 - The indicative list of quality standards as mentioned in the UGC (ODL &OL) Regulations, 2020 are being followed in the SLM design and development. SLM developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating.
 - Modular structure is maintained in SLMs. Each subject is made of 4/5 blocks and each block is a standalone volume. All the units are linked to the title of the block. They are different dimensions of the same concept or provide progressive in-depth views into the concept. The modular structure makes it convenient for the student to carry only the block and peruse without any breaks in learning
3. **Counselling Sessions:**
 - Counselling Sessions are conducted as per UGC (ODL &OL) Regulations, 2020. A pre-planned scheduled is being communicated to the students well in advance so that they can prepare, plan and attend the sessions.
 - Active learning is facilitated and encouraged. Students are encouraged to focus on concept learning and link the concept to real life situation around and application. Build progress in fine tune analysis of each situation to make the practical managers. Concepts, when viewed from the normal activities perspective can be more educative and relevant.
4. **Interactive query clarification sessions:**
 - **Online:** Structured online interactive query clarification sessions are also provided to the students once/twice in a week. The schedule subject and duration of the sessions are informed to students well in advance. The students avail these sessions to not only clarify their doubts but also ask for advice based on their learning styles and prior knowledge about the subject. Faculties are the facilitators for this session and they provide guidance, motivation and knowledge to students. Peer learning promises to be the mainstay of learning. Hence, the query sessions are also interactive sessions. Students are encouraged to answer and comment on other queries using their own experience and knowledge. Every attempt is made to nurture interactions between peers (subject to certain relevant guidelines)
 - **Email/ Asynchronous Mode:** Students can learn as per their convenience. Asynchronous doubt clarification learning is facilitated. Students are encouraged to email their doubts and queries and they are assured of a reply from concerned faculty in 24-48 hrs.
5. **Examination:**
 - **Continuous Assessment:** Continuous Assessment will be in the form of assignments. As part of continuous assessment, short case studies are provided to promote analysis and problem-solving capabilities in students. Feedback will be provided to the students so that they can check their progress in the middle of the semester.
 - **End Semester Examination** – Mix of MCQ, application oriented short and long answer questions. The Examination centres are within the territorial jurisdiction.
6. **Communication:** Students are regularly provided with updates in the form of SMS notifications and email alerts and placing the information on the University website. A dedicated call center is setup at CDOE for direct contact.