



University Grants Commission

Commission Circular No. 932

No.20, Ward Place,
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Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Policy Framework and Guidelines for offering External Degrees and Extension Programmes by Universities/ Higher Educational Institutions/Institutes

There have been justifiable and frequent criticisms regarding indiscretion in the selection and learning and evaluation processes and poor quality and relevance of degrees offered by EDPs. Recognizing the need to bring reforms into the sector, in March 2008, the University Grants Commission (UGC) had initiated a comprehensive study into the matter. The UGC at its 809th Meeting held on 5th August 2010 approved the findings and recommendations made by the report of the study and has decided to issue directives under i) Policy Framework, ii) Institutional Organizational Arrangement, iii) Admission Criteria and Methods of Selection and Registration, iv) Programme Structure - Types and Structure of Degree Programmes and Courses, v) Programme Delivery and Learner Support Services, vi) Student Assessment and Evaluation, vii) Quality Assurance and viii) Collaboration to respective universities/higher educational institutions/institutes through a UGC Circular for compliance and necessary action.

In addition, the UGC herewith issue guidelines for extension courses leading both certificate level and diploma level certification that are offered through the ‘External Degree Programmes and Extension Courses Units’ using a blended mode of delivery, namely use of both face to face instructions and self-learning using printed learning material complemented by on-line and computer-based learning resources to Universities/Higher Educational Institutions/Institutes for compliance and necessary action.

Further, all Universities/Higher Educational Institutions/Institutes are required to comply with all prescribed guidelines in the “**Handbook on Qualification Framework, Quality Assurance and Codes of Practice for External Degree Programmes and Extension Courses**” issued by the UGC in formulating and conducting External Degree Programmes and Extension Courses.

1. Policy Framework

- 1.1. The external degree programmes (EDP) through open and distance modes of learning (EDP-ODL) are considered as a way of widening the access to higher education to the highest number possible at an affordable cost, on flexible conditions and be accessible to students of all age groups.
- 1.2. Through the EDP-ODL system, conventional Universities/Higher Educational Institutions/Institutes shall offer UGC approved study programmes leading to degree, diploma and certificate level qualifications, designed based on market surveys to cater to current and emerging market demands. This is to ensure that the graduates and diploma and certificate holders produced through the EDP-ODL system are highly employable.
- 1.3. EDP must be fee-levying and operate without adding any burden to the degree awarding university.
- 1.4. All programmes offered through EDP-ODL system must be guided by the following definition:

Open and Distance Learning refers “to providing learning opportunities in an environment where there is a separation of teacher in time and/or place and learning is achieved through the use of a variety of media, including print and electronic media which requires specialized division of labour in the production and delivery of courses. Throughout the learning period, two-way communication is maintained allowing learners and tutors to interact with one another in occasional face-to-face meetings. Finally, the learning process and outcome are certified by means of evaluation by a specified institution or agency”.

(Source: Quality Assurance Toolkit for Distance Higher Education Institutions and Programmes published by Commonwealth of Learning 2009)

- 1.5. Admission criteria for External degree programmes must be decided by the relevant Board of Study of a Department/Faculty/Centre in conformity with the guidelines framed by the UGC and adopted with the approval of the Senate and Council of the University.
- 1.6. Admission Committee of the Senate in each University/Higher Educational Institution/Institute will be responsible for selecting number of students based on the UGC guidelines. The total number of students accommodated into a degree programme, except under special circumstances should not exceed twice the number admitted into the internal compartment for a similar study programme.

- 1.7. Subject to the guidelines issued by the UGC and the relevant University, EDP-ECs must be kept open for foreign students.
- 1.8. As a means of adjuvant to material provided through the ODL mode, registered students are free to follow instructional learning through a State or Non-state training institute of his or her choice.
- 1.9. Universities are encouraged to explore the synergy of State – State - Non-state corporation in improving quality and relevance of degree and certificate/diploma programmes offered via the EDP-ODL system
- 1.10. Universities/Higher Educational Institutions/Institutes are encouraged to promote State and Non-state training institutes to obtain quality assurance and accreditation certification from a recognized authority.
- 1.11. The examinations should be solely conducted by the University/Higher Educational Institution/Institute separately from those of held for internal candidates. Degrees/Certificate/Diplomas are awarded to successful candidates by the State University.
- 1.12. The degree certificate shall contain a statement indicating that the student has followed an external degree/certificate/diploma programme.
- 1.13. Resources within the state universities/higher educational institutions/institutes should be optimally used when conducting External Degree programmes and Extension Courses (EDP-ECs) and should not compromise the quality of internal undergraduate programmes.
- 1.14. In the event such facilities not being available within a given University/Higher Educational Institution/Institute, steps must be taken to make use of facilities available in Regional Study Centres of Open University of Sri Lanka.

2. Institutional Organizational Arrangement

All Universities/Higher Educational Institutions/Institutes shall transform the existing external examination units into fully fledged “**Open and Distance Learning Units**” as prescribed below. The UGC will guide the proposed transformation of the current diverse EDP-ODL units and systems prevailing in universities into one which is uniform, efficient and productive. This will be done by placing EDP-ODL system under the **Interim Board for External Degrees (IBED)** of the UGC for close scrutiny for a period of five years.

- 2.1. Each University/Higher Educational Institution/Institute shall have an **Administrative Entity** to handle all matters relating external degree programmes and extension courses.
- 2.2. Description of model structure for the proposed administrative entity is given in Section 1 of Annexure I. Universities/Higher Educational Institutions/Institutes could adopt the salient features in the model for reorganizing their existing “External Examination Division” or “Centre

of Open and Distance Learning (CODL)” or “Centre for Distance and Continuing Education (CDCE)” and submit to UGC for approval.

- 2.3. The university has the option to label the ‘**External Degree Programmes and Extension Courses Unit (EDECU)**’ according to its defined mandate. The alternative names proposed are **Centre for Open and Distance Learning (CODL)** and **Centre for Distance and Continuing Education (CDCE)**.
- 2.4. The Centre /Unit shall be headed by a **Director** appointed by the Council.
 - a) The Head of the EDECU shall be a teacher who shall be of the rank of Senior Lecturer (Grade II) or above.
 - b) He shall be an invited member of the Senate.
- 2.5 Fully functional EDECU could have well defined sub-divisions, namely Division of Learning Resources, Division of Training and Division of Examination, each headed by a **Coordinator**. The required academic qualifications and experience required for consideration for appointment for these posts are same as for the post of Director. The job description for the Director and Coordinators are given in Section 4 of Annexure I.
- 2.6 The Centre shall be governed by a **Management Committee (MC)** under the chairmanship of the Vice Chancellor with representatives from the UGC and University (i.e. Council, Faculties, Centers, Units, general administration and finance). The composition and Terms of Reference of the MC are given in Section 2 of Annexure I.
- 2.7 The Faculties, Centers and Units are expected to link with the Administrative Entity through **Boards of Study**. The Composition and the Terms of Reference of Boards of Study are given in Section 3 of Annexure I.
- 2.8 The Centre or Unit must have minimum administrative, financial, secretarial and technical staff on the basis of the cadre determined and provided by the UGC. Any additional staff, as and when required, should be employed on contract or assignment basis with the approval of the Governing Council of the University utilizing earned funds of the Centre/Unit. The administrative aspects of the EDECU are given in Section 5 of Annexure I.
- 2.9 The cadre defined by the UGC for a fully-functional unit is given in Section 6 of Annexure I. The university/higher educational institution/institute shall request cadre provision, as and when required, with a strong justification from the university. The UGC will issue circular instructions for recruitment for cadre provisions approved by the UGC.
- 2.10 The Centre shall be operated on self-financing basis and the cost charged should include the cost for academic training, and management of the administrative and technical units, located centrally as well as regionally.
- 2.11 Universities and Higher Educational Institutions/Institutes shall develop well documented procedures for operating/ conducting external degree programmes as per policies determined and prescribed by the UGC.

3. Admission Criteria and Methods of Selection and Registration for EDPs

3.1 Admission Criteria

- 3.1.1 Basic qualification for entry to an EDP shall be three passes in one sitting at G.C.E. (AL) Examination with a minimum aggregate mark/Z score as determined by the UGC.
- 3.1.2 UGC will issue minimum aggregate mark 'Z' score on an annual basis. This 'Z' score will be used to determine the eligibility of candidates to follow an external degree programme.
- 3.1.3 Each University/Higher Educational Institution/Institute in concurrence with the UGC shall determine and advertise GCE (A/L) subject combinations for the respective EDP offered by the university. This information shall be published annually for the benefit of prospective applicants.
- 3.1.4 Any other qualifications acceptable to the Senate of the relevant University/Higher Educational Institution/Institute may be considered for eligibility to be enrolled in a study programme. However, all such instances of applying alternative criteria should be adopted only with the concurrence of the UGC.

3.2 Methods of Selection and Registration

- 3.2.1 To select the required number of candidates from among the eligible candidates, the University shall conduct an appropriate screening procedure. Universities/Higher Educational Institutions/Institutes are encouraged to adopt screening procedures such as aptitude tests, practical tests and/or interview, depending on the degree programme.
- 3.2.2 The intake for each degree programme must be determined by the Senate of the University, in concurrence of the UGC and the Centre/Unit should not admit students in excess of the approved number.

4. Programme Structure of EDPs: Types, Structure and Design of Curriculum

4.1 Types of Study Programmes

- 4.1.1 All Universities/Higher Educational Institutions/Institutes must ensure that the graduates produced by the external degree programmes meet the human resource needs of the country. Therefore, the types of degree programmes must be determined on the basis of findings of employment/labour market surveys.
- 4.1.2 The University/Higher Educational Institution/Institute shall once in 4 years, assess the quality of output, the mobility and employability of graduates and decide on the continuation of a study programme or refocus the degree programme through

curricular reforms to make the study programme more relevant to changing labour market requirements.

4.2 Structure of Study Programme

- 4.2.1 All study programmes shall follow the semester-based course unit system and grade point average evaluation and marking scheme
- 4.2.2 The external degree may take the form of General or Special degree as determined by the relevant University/Higher Educational Institution/Institute.
- 4.2.3 All study programmes should conform into **Credit and Qualifications Framework** specified by the UGC based on the recommendations of **Quality Assurance and Accreditation Council of the UGC (UGC- QAAC)**.
- 4.2.3.1 The general degree should offer a minimum of 90 credits, to be completed within a period of 3 years (6 semesters of 20-week duration including examination period), with provision to extend up to a maximum of 6 years, depending on the student's choice.
- 4.2.3.2 The special or applied science degree should offer a minimum of 120 credits to be completed within a minimum period of 4 years (8 semesters of 20-week duration including examinations) with provision to extend maximum of 8 years, depending on the student's choice.
- 4.2.3.3 One credit hour is equivalent to 30 hours of study (face to face instructions, tutorials lab-classes, if any, on-line or computer-based learning, independent learning and examination) and is equivalent to 450 hours of study and examination time during a 20-week semester.
- 4.2.4 All study programmes should follow the following generic structure where programme should be offered in 3 or 4 levels depending on 3- or 4-year degree programme and the study programme consists of **a) Foundation Courses, b) Core Courses** in principle subject area (s), and **c) Supplementary Courses** in subjects areas of emerging importance:

Foundation Courses – Compulsory for all students. The list of courses may include English Language, Computer Applications, Introduction to Social Sciences, Introduction to Basic Life Sciences, Mathematics, Career Guidance, etc.

Core Courses: The compulsory courses are defined by the study programme for the general or special degree. Optional courses relevant to the core programme could also be made available from a basket of choices.

Supplementary Courses: These courses will supplement the study programme, based on the students' choice. This basket may include courses that would give a competitive edge in the employment market. The available choices of supplementary courses may change

with changing times and include introductory courses in Economics, Business Management, Human Resource Management, Education Technology, etc.

4.3 Design of curriculum

- 4.3.1 The curriculum specified for the study programme must be developed on the basis of predetermined graduate profile/qualification descriptors. This has to be developed by the Department / Faculty.
- 4.3.2 Once the ideal graduate profile/ qualification descriptors are defined, the curriculum must include courses that would facilitate the training of such graduates, adhering to the structure specified in **Section 4.2**.
- 4.3.3 Once the courses are identified, the development of course contents must precede the development of intended learning outcomes.
- 4.3.4 Based on the intended learning outcomes the detailed course contents of the courses must be defined along with methods of teaching and learning.
- 4.3.5 Sources of information, supplementary reading material must be clearly defined.
- 4.3.6 Finally, the evaluation methods and specific weightage given for each component must be spelt out clearly.

4.4 Credit Transfer

- 4.4.1 Within University/Higher Educational Institution/Institute - It is recommended to explore the possibility of introducing credit transfer schemes to EDPs, enabling the students to claim credits earned in internal or other external degree programmes of the same University/Higher Educational Institution/Institute.
- 4.4.2 Between Universities/Higher Educational Institutions/Institutes - Credit Transfers related to External Degrees between the Universities/Higher Educational Institutions/Institutes should be encouraged.

5. Programme Delivery and Learner Support for EDPs

- 5.1 All registered students should be provided with an orientation programme in the form of a 'day class' at the beginning of the programme (first week of Semester I of the programme) and at the beginning of every semester thereafter. This orientation should provide information about the programme, courses offered, learning methods, evaluation procedures, etc.
- 5.2 In this 'day class' all the students must be provided with a list of learning material, available sources and information as regard to facilities available to them in the library and computer-based learning centers.

- 5.3 Study material should be made available using innovative and modern technologies (i.e. regular educational TV programmes, on-line learning sessions, interactive multimedia CDs, video conferencing, etc.).
- 5.4 Face-to-face discussions/seminars and other relevant activities should also be considered as essential components of the EDPs.
- 5.5 Where practicals are considered to be an integral part of an EDP, it is imperative that such practical classes are conducted in a manner similar to those in the internal degree programmes.
- 5.6 Wherever hands-on experience in a subject area is considered necessary, providing industrial placement (i.e. apprentice training) should be explored in both public and private sector institutions.
- 5.7 In addition to the instructional sessions and materials provided by the University/Higher Educational Institution/Institute, the students are free to follow instructional learning in a private institution of their choice.

6. Student Assessment and Evaluation for EDPs

6.1 Assessment System

Assessments that include both continuous and end-term examinations is strongly recommended. Combination of continuous (assignments, quizzes, mid-semester examination, discussion forums, take home assignments and projects) and end-term examination should be practiced as much as possible. The minimum or the maximum percentage of the total marks taken from continuous examination will depend on the type of course and, it is to be decided at the programme level at the time of designing the programme. In instances where continuing assessment is conducted, the maximum marks of the all components should not exceed 40% of the total marks and hence the marks allocated for the end-term examination should not be lower than 60%.

6.2 Appointment of Examiners

- 6.2.1 Board of Examiners should be appointed by the Senate on the recommendation of the EDECU and the relevant Faculty Board for each examination consisting of Chief Examiner and other Examiners for setting questions and other tests, scrutinizing questions and question papers and other tests, moderating and invigilating examinations and other tests and marking examination papers and evaluating other tests as appropriate.
- 6.2.2 Appointment criteria shall include the following;
- 6.2.2.1.1 No person engaged in conducting lecturers in state or non-state training institutes for registered external degree students should be appointed as Examiners.
- 6.2.2.2 A statement must be obtained from each Examiner declaring their non-involvement in the teaching of registered external degree students

6.2.2.3 Qualifications of the Examiners must be disclosed in the information presented to the approving authority (Faculty Board/Senate/ Council).

6.2.3 Marking of Scripts

6.2.3.1 Marking shall be either individual or conference marking depending on the number of answer scripts to be scrutinized. Conference marking is considered better and should be given first preference in view of the need for releasing results early.

6.2.3.2 Chief/Setting Examiner shall ensure that the model answers and marking scheme for the entire question paper are handed in together with the question paper.

6.2.3.3 The number of answer scripts to be marked by each Examiner shall be subject to the guidelines to be drawn by the EDECU.

6.2.3.4 As a policy, second marking shall not be practiced. However, it is recommended to carryout random marking of best and worst answer scripts by an Examiner nominated by the Chief Examiner. In the event of a significant discrepancy in marks the matter should be referred to the Board of Examiners for corrective action.

7. Quality Assurance

7.1 Policy for Quality Assurance

7.1.1 UGC will regularly assess the Quality of EDPs in Sri Lanka in collaboration with the Quality Assurance and Accreditation Council of the UGC (UGC-QAAC).

7.1.2 UGC-QAAC will develop tools necessary for Quality Assurance (QA) such as Standards, Criteria and Performance Indicators for EDP-ODL system, procedures, regulations and guidelines for monitoring, evaluating and implementing procedures for QA.

7.1.3 The University should institute an Internal QA processes as prescribed by the UGC- QAAC.

7.1.4 Through the use of Standards and Performance Indicators, Universities and Higher Educational Institutes/Institutes offering External Degree Programmes will be encouraged to practice self assessments for continuous improvements and quality sustenance.

8. Collaborations

8.1 Collaboration with other state and non-state institutions/organizations in conducting EDP - ECs is encouraged, as it ensures optimal utilization of physical, technological, intellectual and human resources available in the country to improve the quality of the system.

- 8.2 Wherever possible, collaborative relationships between Departments/Faculties/Universities/other Institutions (National and International) should be established for;
- 8.2.1 Sharing of developed course material
- 8.2.2 Jointly developing new courses/ study programmes
- 8.2.3 Sharing facilities such as laboratories, learning centres, IT centres, facilities at the Open University of Sri Lanka, and the National Online Distance Education Service (NODES) available through the Ministry of Higher Education.
- 8.2.4 Jointly delivering study programmes
- 8.3 Rules, Regulations, Memoranda of Understanding, Terms of References, etc. necessary for such collaborations to be drawn up by the respective Universities/Higher Educational Institutions/Institutes in compliance with guidelines issued by the UGC and adopted with the approval of the Governing Council of the University.

9. Guidelines for Extension Courses

- 9.1 Extension courses of the ODL system refer to both certificate level and diploma level programs to be offered using a blended mode delivery, namely use of both face to face instructions and self-learning using printed learning material complemented with on-line and computer-based learning resources.
- 9.2 Curriculum and courses for certificate level and diploma level programs via the ODL system should be developed under the course unit system, and should essentially include an assessment/examination component by the university in compliance with standards and norms issued by the Quality Assurance and Accreditation Council of UGC.
- 9.3 Courses, course contents and admission criteria for certificate and diploma level study programmes developed according to the guidelines prescribed by Quality Assurance and Accreditation Council of UGC should be offered with the approval of the Senate and Governing Council of the University.
- 9.4 Selection of candidates for certificate/diploma courses should be based on the university approved criteria prepared according to guidelines issued by the Quality Assurance and Accreditation Council of UGC.

Please take action accordingly with immediate effect.



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Annexure 1

Operational Centers/Units to be Established at Universities/Higher Educational Institution/Institutes to Coordinate External Degrees Programmes and Extension Courses and the Administrative and Financial Management Procedures Governing the Centers/Units

Generic Name: External Degree Programmes and Extension Courses Unit (**EDECU**)

Proposed Name: Centre for Open and Distance Learning (**CODL**) or Centre for Distance and Continuing Education (**CDCE**)

1. Proposed Organizational Structure of EDECU

The Centre shall be headed by a Director and should consists of 3 divisions, namely, i) Division of Registration and Examination, ii) Division of Learning Resources and iii) Division of Training. The Centre shall be managed by a Management Committee (MC) appointed by the Council of the Higher Education Institution according to guidelines prescribed by the UGC for a period of 3 years. The academic programmes (i.e. certificate, diploma and degree level programmes) will be designed, planned and implemented through Boards of Study. Boards of Study shall consist of academic resource persons appointed from respective faculties/departments. The EDECU will also invite resource persons from external/internal sources.

2. Composition and Functions of Management Committee and Boards of Study

2.1 Composition and Functions of Management Committee (MC)

a) Composition

The **Management Committee (MC)** shall be the academic and executive body of the centre, and shall consist of the following persons;

- (i) Vice Chancellor of the University (Chairperson)
- (ii) Nominee from the UGC
- (iii) Two members appointed by the Council from among the UGC appointed members
- (iv) Deans of Faculties (Deans of participating Faculties that offer external, distance and extension education programmes)
- (v) Chairpersons of Boards of Study
- (vi) Registrar
- (vii) Bursar
- (viii) Director of EDECU (Secretary of the EDECU)
- (ix) SAR/ EDECU

(x) SAB/ EDECU

Vice Chancellor is the Chairperson of the MC presides over all the meetings of MC. Any appointed member of the MC who fails to attend three consecutive meetings of the MC without leave of absence shall be deemed to have vacated his/her office as a member of the Board. The Council of the University shall appoint a person to fill the vacancy.

- (i) A member of the MC is entitled for an allowance per sitting and travel expenses as determined by the Council of the University on the recommendation of the MC.
- (ii) The quorum for a meeting of the MC shall be one third of the total membership. The MC shall meet once in two months.

b) Functions of the Management Committee (MC)

- (i) To hold, control and administer the property and funds of the Centre/Unit
- (ii) To regulate and determine all matters concerning the Centre/Unit in accordance with the provisions of the approved administrative and financial regulations applicable to state higher educational institutions and with any other appropriate instrument
- (iii) To administer any funds placed at the disposal of the Centre/Unit for specific purposes
- (iv) To receive and accept grants and donations and invest any earnings belonging to the Centre/Unit with concurrence of the Governing Council of the University.
- (v) To consider annual accounts and reports and audited accounts of the Centre/Unit to the Governing Council of the University.
- (vi) To recommend to the University Senate in consultation of Boards of Study concerned the certificates, diplomas and degrees that shall be awarded and the examinations to be passed and other conditions to be satisfied by students
- (vii) To draft By-Laws for any matter in respect of which By-Laws are authorised to be made and to submit such draft to the Council of the University for approval and enactment. However, By-Laws related to academic programmes and examinations shall be designed by the respective Boards of Study and shall submit to the MC and other approving authorities (i.e. Senate, Council and UGC).
- (viii) To provide buildings, premises, equipment and other material needed for carrying out the work of the centre
- (ix) To recommend to the Governing Council of the University to appoint or dismiss any employees who are employed on contract/assignment basis.

3. Composition, Operational Aspects and Functions of Board of Study**a) Composition of Board of Study (BoS)**

Each Board of Study shall consist of the following persons.

- (i) Senior Academic Member appointed by the Faculty Board (Chairperson)
- (ii) Director/ EDECU (Secretary of BoS)

- (iii) Coordinator - Registration & Examinations
- (iv) Coordinator – Learning Resources
- (v) Coordinator - Training
- (vi) Three internal academic members nominated by the Faculty (one will become the Chairperson of the BoS)
- (vii) Two external members nominated by the Faculty
- (viii) Academic Coordinators of degree/diploma programmes offered (Ex-officio)

b) Operational Aspects of Board of Study (BoS)

- (i) Each Board of Study shall have a Chairperson who shall be appointed by the Faculty Board for a period of three years.
- (ii) Director/ EDECU shall function as the Secretary of the Board of Study
- (iii) Quorum for a meeting of any Board of Study shall be four members
- (iv) Each Board of Study shall meet at least once a month or a minimum of ten times a year, whenever necessary.
- (v) Each Board of Study shall have control and general direction over the academic programme and the examinations.

c) Functions of Board of Study (BoS)

Each Board of Study shall exercise, perform, and discharge the following powers, duties, and functions in respect of the speciality,

- a. Consider and report on any matter referred to it by the Management Committee (MC)
- b. Present recommendations and reports of the MC on all matters concerned with the courses of study, teaching programme/s, and examinations.
- c. Recommend to the MC the criteria and methods of selection of students for the approved courses and then submit the list of names of students admitted to prescribed study programmes/courses and examinations.
- d. Design curricular and regulations relating to courses of study and examinations and submit such documents to the respective Faculty Boards for approval and then to the Management Committee for submission to the Senate and Council of the University for review and approval.
- e. Recommend to the MC persons who, having passed the prescribed examinations and satisfied other conditions are eligible for the award of degree, diploma or certificate/s and other academic distinctions.
- f. Recommend to the MC the mode and the conditions of scholarships, medals, and other prizes.
- g. Recommend to the MC of schemes for the reorganization or restructuring of the existing Board of Study.

4. Duties and Functions of Director and Coordinators

The Director and Coordinators shall be appointed by the Council on the recommendation of the Management Committee. Applications shall be entertained from the internal and external candidates and selection shall be made by a panel approved by the Council. The term of office of the Director and Coordinators shall be for 3 years with provision to extend for several terms.

4.1 Director / EDECU

Primary duty of the Director of EDECU is to manage the centre under the direction and guidance given by the Management Committee. The specific duties are,

- a) To function as the Secretary to the Board of Management and to Boards of Study.
- b) To manage the EDECU along with 3 Coordinators according to the guidelines, norms and procedure prescribed by the UGC and adopted by the University and MC.
- c) To function as the administrative and accounting officer responsible for the Vice Chancellor and MC. He/She should instruct and advice the SAR/EDECU and SAB/EDECU and other subordinate staff to maintain regular records, provide secretarial assistance and maintain the accounts of the centre in such form and manner as may be prescribed by the University.
- d) He/She is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, to make authorized payments approved by the MC and Governing Council of the University, and to prepare and submit financial estimates and also prepare and submit annual financial appropriations for the ensuing year to the MC and Governing Council of the University for approval.

4.2 Coordinators

There shall be 3 Coordinators manning a) Registration and Examinations, b) Learning Resources, and c) Training, respectively. They shall work under the directions and guidance of the Director/ EDECU. The specific duties of the respective Coordinators are given below.

a) Coordinator/Examination

The Division of Examination is responsible for conducting examinations for certificate, diploma and degree level courses. With the approval of the MC, it will recruit examiners, obtain questions, scrutinize the questions and model answers and conduct examinations, coordinate the marking of answer scripts, tabulation of marks and submit the final results approved by the Board of Examiners to the Senate of the University for approval.

b) Coordinator/Learning Resources

The Division of Learning resources is responsible for designing, preparing and placing on-line or print form of the instructional material as learning resources for registered students. The Coordinator function under the guidance and direction of the Director/ EDECU and the Boards of Study shall operate through the Subject Groups, Course Coordinators and Module Coordinators and facilitate the preparation course material both in electronic and print modes. He will be responsible for managing the Learning Resource Centres within the EDECU and periphery.

c) Coordinator/Training

The Division of Training is responsible for designing, planning and conducting of training classes for delivery of instructions, on prescribed modules/courses for certificate-, diploma- and degree-level courses, using on-line, print and appropriate audio-visual learning resources. This unit will also be responsible for training offered through regional training centres by providing resource persons and conducting training sessions for trainers.

5. Administration of EDECU

5.1 General Administration

The general administration of the centre shall be governed by the approved management and financial regulations applicable to state university system. Both the non-academic staff on permanent and temporary staff on contract/assignment basis are placed under the direction and supervision of the Director/ EDECU.

5.2 Academic Administration

The academic administration of the EDECU is guided by the rules and regulations prescribed by the UGC time to time and adopted by the University. All programmes, prepared according to prescribed standards must be approved by the Board of Study, Management Committee, Academic Development and Planning or by similar entity (if such Senate Sub-committee exists) and the Senate before offering. Appointing of examiners, scrutinizing of questions, conducting of examinations, handling examination offences, scrutinizing answer scripts, tabulating marks, and conduct of result boards must be conducted according to the prescribed procedures as outlined in the University Calendar/University Handbook or similar official document.

5.3 Technical Support Division

This division comes under the direct purview of the Coordinator/Learning Resources. The function of this division is to maintain the computer unit, on-line teaching unit, printing and publication unit, and support learning resources development.

The key technical cadre required for this division are,

- a) Computer Programmer/System Analyst

- b) Computer Application Assistant
- c) 'Moodle' Coordinator

6. Financial Management of the EDECU

The financial management will be strictly on the governmental financial regulations and directly comes under the supervision of the University Bursar. The Financial Year of the EDECU shall be the same as the financial year of the University/Higher Educational Institutions/Institute. All finances will be handled according to government financial regulation with the approval of the Finance Committee and the Governing Council of the University. The annual grant will be obtained from the UGC for the salaries, overtime, travel, maintenance, stationeries and sundry items and administered through the University Finance Division. The centre shall have a fund to be called the EDECU Fund and all income shall be credited to this account. A portion of annual turnover as prescribed by approved financial regulations shall be credited to the University General Fund. The rest could be used for payment for resource persons, salaries of contractual staff, and to maintain central and regional facilities, generating resource material, purchase of equipment, printing material, computer hardware and software, etc. The Centre shall prepare an annual statement of accounts and statistics relating to its activities to report to the MC. The books of accounts of the institute shall be kept in the office of the Centre.

7. Cadre

The following key cadre provision will be made available on request.

- a) Senior Assistant Registrar (1 post)
- b) Senior Assistant Bursar (1 post)
- c) System Analyst (1 post)
- d) 'Moodle' Coordinator(s) (on contract; depending on the need)
- e) Audiovisual Technician (1 post)
- f) Printing Assistant (1 post)
- g) Staff Assistants (3 posts)
- h) Clerks (5 posts)
- i) Computer Application Assistants (2 posts)
- j) Labourers (2 posts)

The university shall request the cadre based on the above recommended list with strong justification and the UGC with concurrence of the Department of Management Services will approve the justifiable requests. The recruitment criteria and procedure will be framed and issued by the UGC to Universities/Higher Educational Institutions/Institutes for compliance.

