



Vinayaka **Mission** University

Salem, Tamilnadu



www.vmr.edu.in



University Contact Information
Vinayaka Missions University

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Directorate of Distance Education Contact Information
The Director

Directorate of Distance Education (DDE)

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Dr. A. Shanmugasundaram

Chancellor, Vinayaka Missions University, Salem, Tamilnadu, India.

Education is essential for every individual. Without education, no country can prosper and compete with the challenges that lie ahead in the rapidly growing globalized economy. Education enables a man to realize his talents and understand his responsibilities to propel his personal growth and to make him an worthy citizen.

Over the past decade, the environment of education has dramatically changed. We now live in an era where a critical understanding of the global dimensions to learning and development of students as global citizens are gaining importance. Quality education system including quality teaching is vital for achieving success in the global arena. At the same time, locating a quality service provider is critical in attaining success.



Economic growth can be achieved only through better human resources. In fact, 'Human Resource' is the most significant strength, an institution can ever develop to provide a competitive edge to the society in the global perspective. Vinayaka Missions University (VMU) believes that Human Capital is the key for national growth and chose 'Education' as means to excel in creating knowledge and skills by improving the quality of human resource.

VMU strives to generate high quality human resources with best knowledge and skills in the field of Health Sciences, Technology, Management and Applied Arts and Science by imparting education. In addition, VMU inculcates the social values in the students and ignites their minds to perform their best. VMU firmly believes in adherence to values that are most relevant to the academic community, anchored on the concept of integrity.

VMU aims to become a Centre of Excellence and dedicates itself to meet the vision of India by transforming students into highly talented individuals with commitment, integrity and patriotism.

I, whole-heartedly wish best of luck, to all those who seek admission in Vinayaka Missions University and welcome you to our door to success.

Dr. A. SHANMUGASUNDARAM
CHANCELLOR

Dr. S. SHARAVANAN, MBBS., M.D., (Radiology) Pro-Chancellor

It indeed is a unique opportunity for me to communicate to you and I extend a very warm welcome to those of you who are eager to come into our fold. Every creation is a self-portrait of the person who created it. There need be no mention that Vinayaka Missions University is a class of its own and a 'self-portrait of Excellence in Education'.

Vinayaka Mission's is in the field of education since 1981 and our insatiable thirst for achieving excellence in education has taken us to greater heights of glory. I feel elated that, in recognition of our 'Excellence in education', the Ministry of Human Resources and Development, Government of India accorded 'Deemed University' status to Vinayaka Mission, in the year 2001.



As you are aware, education bestows man with knowledge and reason, makes the mind creative, provides opportunity to understand the world better and guides one in the right path. Technology is redefining the learning. Globalization and increasing diversity in man's needs generate enhanced demands for competitive professional skills.

Only education has phenomenal powers to bring substantial benefits to the individual and the society. VMU's prime objective is to meet the intellectual, social, and academic needs of every student through appropriate and relevant quality inputs. William Butler Yeats said 'Education is not the filling of a pail, but the lighting of a fire'. We are proud to have ignited the minds of our students by imparting education that can light up not only their lives but also the future world.

VMU steers the ship of knowledge and guides the students in the right direction to provide them the acumen that is needed for the ever -changing world. We understand the significance of learning and enable each student to use his potentials to optimum levels, and commit to develop knowledge, leadership and other professional skills which are vital for the transformation of the students into worthy citizens.

Our focused attention, career oriented courses and excellent teaching will provide the students with required knowledge and skills and make them true professionals.

Wishing you all the very best,

Dr. S. SHARAVANAN
Pro-Chancellor

Dr. A. S. GANESAN, MBBS.

Pro-Chancellor

Vinayaka Missions University (VMU), in pursuance of the aim to make education as a tool for social change for the betterment of the society, made a modest beginning in 1981. Since then, it has made a giant leap with a unique profile, reflecting its image and innovative approaches to teaching, learning and research.

Knowledge is capital and information is power and VMU offers both in a perfect combination. We provide opportunities to cater to the professional needs of today's fast growing economy by offering a wide range of postgraduate and undergraduate degrees in the field of medicine, dentistry, paramedical sciences, homoeopathy, engineering, management, arts and science.



VMU attracts talented students from across the country and abroad and nurtures them with a judicious mix of knowledge & information and moulds them to face the internationally competitive environment. In order to maintain its commitment to achieve 'Excellence in Education', Vinayaka Missions untiring journey in the path of education to achieve excellence has been rewarded by the Government of India our 'Deemed University' status on the recommendations of the University Grants Commission. As we look back, we are proud that we have crossed 25 years and left our indelible footsteps in the field of education and commemorated the 'Silver Jubilee' in the recent past.

As we stand in the threshold of marching towards more milestones, we are glad that we translated our 'Vision' into reality through our 'Mission' by imparting high quality education and employing apt resources and appropriate technologies in various professional and educational fields, globally. With a view to achieving a balance among the academic, social, economic, humanitarian and environmental dimensions of internationalization, many institutions are

established by VMU in various countries around the world through mutually beneficial partnerships with many international universities and organizations.

Industry looks for both domain knowledge and applied soft skills like communication, comprehension, analytical ability, leadership, and team spirit from the fresh graduates. VMU endeavours to equip our students with required knowledge relevant to their fields as well as the soft skills through qualified resource persons and trainers.

To providing single window opportunity for placements, VMU has begun to conduct 'Job fair' which facilitates quick interaction between the employer and the students and helps the employers find the best talents from the pool.

I welcome you to VMU to learn and enjoy in an academic environment of international standards which not only educates you but also builds your character and personality.

Dr. A.S. GANESAN
Pro-Chancellor

J. S. SATHISHKUMAR, B. E., M.B.A

VICE-CHANCELLOR.

Greetings and Best wishes.

Vinayaka Missions University (VMU) established under section 3 UGC Act 1956 by Ministry of HRD, Government of India on recommendation of UGC is a great step towards excellent educational services not only for the people of TamilNadu but for our country as a whole. It is now a member of Association of Indian University & Association of Common Wealth University.

The success of this university lies in its vision to bring its words into action, every member of this university works towards a common vision that is "Excellence in Education". The other reason is being the support, guidance and approvals from all the respective councils and recognition of our service by The Government of India.



The tremendous growth of this university is a reflection of its commitment and dedication towards education including Professors, Readers, Lecturers, and all staffs who are associated with this university. The Vinayaka Mission's group of educational institutions was started with a small beginning in the year 1980 and now has grown leaps and bounds into a Deemed University. The Chairman and Chancellor of this sponsoring trust and university Dr.A.Shanmugasundaram is the key force behind all major developments and success of this university. The driving force and leadership skills of the Chancellor ensured all major infrastructures and other facilities in place for the smooth conduct of all the programs of this university.

Our university offers programs in the field of Medicine, Dentistry, Paramedical Science, Homoeopathy, Engineering, Management science etc. VMU is known for its strict and disciplined conduct of education, examination and research thus ensuring quality teaching, learning and service to our society and country as a whole.

VMU has started its modernization and reforms processes in the teaching methodology of every program of this university including Medicine, Dentistry, Engineering, etc. Our University has developed an e-learning product incorporating the lesson plan and teaching plan. The entire campus is fully networked through fiber optics, Wi-fi and RF (For location more than 20km). Each modern class room is equipped with CPU, LCD and connected to the e-learning product for the teachers to teach and available for the students to learn in their Library and hostel at any point of time. Soon interactive modules and e-library shall be included in the e-learning product.

Over the years VMU has developed excellent examination systems where by it has decided to develop and implement an "Examination Automation System" incorporating all the requirements, confidentiality, rules & regulations and complexity of each and every program. I volunteered to be the domain consultant for this project to ensure successful development and implementation of this system. The system is now on a parallel run with our existing system.

This university has entered into MoU with many renowned universities across the world for Twinning Programs, Faculty exchange & Student exchange program, Research & Fellowship programs.

Our Motto "Service to Humanity is Service to God" is the life stream enforcing everyone of this university to work for a common vision that is "Excellence in Education"

With Best Regards,
J. S. SATHISHKUMAR
VICE-CHANCELLOR.

About us

The Vinayaka Missions University was established in 2001 under section 3 of the UGC Act 1956. The University had a significant evolution starting from 1982 with a pharmacy college as its first institution and over a period of three decades it has established over 27 education institutions in Tamil Nadu and Pondicherry. The University status was conferred by the Ministry of Human Resources Development, Government of India in 2001 with the recommendations of UGC as an acknowledgement of excellence and satisfaction of the highest level of academic standards and best infrastructure. The University is offering programs in the field of Medicine, Dental, Nursing, Pharmacy, Physiotherapy, Allied Health Science, Homoeopathy, Engineering, Management, Humanities and Applied Sciences. Besides, the university has the mission to spread education not only in India but across the world. This was achieved by starting Distance Education programs through our Directorate of Distance Education.

The Vinayaka Missions University was started only with three programs namely B.D.S., B.H.M.S. and B.Sc(Nursing) in the year 2001 and now the university is offering more than 125 regular programs and over 200 distance education programs. The University has been successfully implementing job oriented programs and it has also regularized the unorganized sectors by introducing short term certificate and diploma programs.

The academic environment of the University helps every student to achieve excellence in their chosen field of specialization. Nearly 15,000 students are studying in various constituent colleges of the University and about 2000 Medical, Dental, Homoeopathy, Paramedical, Engineering and Management professionals pass out of the campuses successfully every year.

About 5000 staff including renowned Professors, Readers, Lecturers, Technical and other experts serve the student community to achieve excellence in education. The success of our university lies in its highly qualified and experienced faculty who are dedicated to provide excellent education. The professional approach with dedication provides every student studying in the university a rich and rewarding experience.

Many Government, Private enterprises and Universities from various countries have associated with VMU for the purpose of research, student & faculty exchange, fellowship and other related services.

The Vinayaka Missions University with its e-governance initiative aims to become a renowned university in the field of Distance Education.



VISION: To achieve excellence in education and To make education as a tool for social change for the betterment of the society.

MISSION: To spread education globally in the field of Medicine, Dental, Paramedical, Homoeopathy, Engineering, Management and Basic science using existing resources and technology.

The University is excelling in its outstanding performance under the esteemed guidance and governance of Dr. A. Shanmugasundaram, Chancellor, Dr. S. Sharavanan, Pro-Chancellor, Dr. A. S. Ganesan, Pro-Chancellor, Mr. J. S. Sathishkumar, Vice-Chancellor, Mr. N. V. Chandrasekar, Director, Mr. S. K. Jaganathan, Director, Mr.N.Ramasamy, Director, Prof. V. R. Rajendran, Registrar, Prof. Y. K. Abraham , Rector, Dr. A. Balasundaram, Controller of Examinations and Finance Officer, Mr. Kannan.

MOTTO: Vinayaka Missions University strives to spread the cerebral VISION to impart knowledge that is WISDOM which is achieved in the spirit of UNITY.

Our vision is translated into reality through our mission by spreading quality education using our excellent resources and technology support in all the professional programs. Knowledge with wisdom leads to wisdom. VMU strives to impart necessary knowledge and skills to its students thus providing a great employment opportunity and service to Humanity as a matter of National Importance.

Many Government, Private bodies and Universities from various countries had associated with us for the prospective services of Vinayaka Mission's University in the field of Professional Education and Medical Services. Notable among them are Tong Myong University of Information Technology, Bussan, S.Korea.

- Pinang International Dental College, Malaysia.
- VIS Professional Portfolio Sdh Bhn, Malaysia.
- Rangsit University, Thailand



- Central America Health Sciences University, Belize
- Centennial College of Applied Arts & Technology, Canada
- Melbourne School of Knowledge Management, Australia
- University of Shanghai, China
- University of Perpetual Help, Philippines
- Stephen Simpson Homoeopathy School, Queens land, Australia.
- Faculty of Homoeopathy - Royal college of Homoeopathy, London, UK.
- Transfactor United, Penang, Malaysia.
- PMC - Singapore.
- Vinayka Mission's Oasis Medical College, SriLanka
- Nielsen's Homeopathy Medical Education Research Centre Inc, Canada.

Constituents of the emblem of Vinayaka Mission's University

Lord Vinayaka: Signifies wisdom and divine grace.

The Cap: The graduation headgear of the emblem represents the University status of VMU.

The Pond and The Lotus: Signifies the pond of knowledge imparted to both men and women students.

The Sun: Provides illumination to brighten the mind of the students and effaces the darkness of ignorance.

THE INNOVATION & RESEARCH

Vinayaka Mission's University aims to become a renowned center for research in the field of Medicine, Dentistry, Paramedical Sciences, Homoeopathy Medicine, Engineering, Technical & Management Sciences, Humanities and Arts & Sciences. VMU is committed to research & innovation thus providing great opportunity

for research and fellowship scholars not only within our institute but from through out India. Our commitment to R&D is progressive enough to face all challenges of our society and our country. Following are the colleges of Vinayaka Mission's group of educational institutions under the ambit of Vinayaka Mission's University.

1. Vinayaka Mission's Kirupananda Variyar Medical College , Salem
2. Vinayaka Mission's Medical College , Karaikal
3. Arupadai Veedu Medical College , Pondicherry
4. Vinayaka Mission's Sankarachariyar Dental College , Salem
5. Vinayaka Mission's Kirupananda Variyar Engineering College, Salem
6. Vinayaka Mission's Homoeopathic Medical College , Salem
7. Vinayaka Mission's College of Pharmacy , Salem
8. Vinayaka Mission's College of Physiotherapy , Salem
9. Vinayaka Mission's Annapoorana College of Nursing, Salem
10. Vinayaka Mission's School of Laboratory Technology , Salem
11. Vinayaka Mission's School of Radiology , Salem
12. Vinayaka Mission's Institute of Computer Applications , Salem
13. Vinayaka Mission's Institute of Managements Studies , Salem
14. Vinayaka Mission's Kirupananda Variyar Arts & Science College, Salem
15. Vinayaka Mission's Annapoorana Teacher Training Institute, Salem
16. Aarupadai Veedu Institute of Technology, Chennai
17. Aarupadai Veedu Institute of Computer Applications, Chennai
18. Aarupadai Veedu Institute of Management Studies, Chennai
19. Vinayaka Mission's Industrial Training Institute, Salem
20. Vinayaka Mission's College of Para Medical Science, Pondicherry

SCHOOLS OF STUDIES

The Directorate of Distance Education has currently 7 Schools of Studies with over 200 programs.

The Schools of Studies are as follows:

SCHOOL

SCHOOL OF HUMANITIES

SCHOOL OF SOCIAL SCIENCES

SCHOOL OF SCIENCES

SCHOOL OF COMMERCE AND MANAGEMENT

SCHOOL OF COMPUTER SCIENCE AND

INFORMATION TECHNOLOGY

SCHOOL OF HEALTH SCIENCES

SCHOOL OF EDUCATION

Each School performs the following functions:

1. Planning and development of academic programs at five levels, namely, the UG, PG, PG. Diploma, Diploma and Certificate programs;
2. Preparing, translating, editing and vetting of Self-Instructional Materials (SIM) and other academic publications;
3. Supervising the printing process of the Self-Instructional Materials;
4. Preparing the academic schedule pertaining to class room timetable, conduct of counseling and practical sessions, assignments, model questions for term-end examinations, preparation of exam time table, conduct of examination, valuation, publication of results, distribution of certificates, etc;
5. Evaluating the performance of the students & study centres;
6. Approving the list of academic counselors provided by the study centres;
7. Monitoring the study centres.

APPROVAL & AFFILIATIONS

Vinayaka Mission was conferred a University status by Ministry of HRD, Government of India on approval from UGC as per the section 3 of the University Grants Commission (UGC) Act 1956 of the Government of India.

GOVERNMENT OF INDIA NOTIFICATIONS

PUBLISHED IN THE GAZETTE OF INDIA PART-I SECTION-I

No.F.9-7/2002-U-3 Government of India, Ministry of Human Resource Development, New Delhi, dt.1st March 2001.

No.F.9-7/2002-U-3 Government of India, Ministry of Human Resource Development, New Delhi, dt.21st April 2004.

No.F.9-7/2002-U-3 Government of India, Ministry of Human Resource Development, New Delhi, dt.19th August 2004.

No.F.9-7/2002-U-3 Government of India, Ministry of Human Resource Development, New Delhi, dt.10th November 2004.

VINAYAKA MISSION UNIVERSITY RECOGNISED BY

- ▶ Medical Council of India (MCI), New Delhi
- ▶ Dental Council of India (DCI), New Delhi
- ▶ All India Council for Technical Education (AICTE), New Delhi
- ▶ Central Council of Homeopathy(CCH), New Delhi
- ▶ AYUSH - Ministry of Health and Family Welfare, Government of India
- ▶ Indian Nursing Council (INC), New Delhi
- ▶ Pharmacy Council of India (PCI) , New Delhi
- ▶ Indian Association of Physiotherapists, New Delhi
- ▶ Distance Education Council (IGNOU), New Delhi,

ASSOCIATION

- ▶ Member of Association of Indian Universities.
- ▶ Member of Association of Common Wealth Universities.
- ▶ Member Of Confederation of Indian Industries.
- ▶ Rangsit University, Thailand.
- ▶ Central America Health Sciences University, Belize.
- ▶ Centennial College, Canada

The Directorate is administered by the Director. The Coordinator - Schools of Studies facilitates the academic activities between the respective Schools and the Study Centres. The Additional Controller of Examinations is in-charge of conducting examinations for the DDE programs. The academic activities are guided by the Advisory Board of D.D.E.

The Directorate of Distance Education commenced its programs in the year 2007 with the objective of widening access to higher education for diversified learners at national and global levels. The academic programs are approved by the Distance Education Council, IGNOU, New Delhi, vide, DEC/VMRF/07/255/dated 28.2.2007.

Vinayaka Missions University degree /diploma /certificates are eligible for higher studies, public & private sector employment and service promotions.



Regular Courses

Faculty of Medicine

Diploma

DGO (Diploma in Obstetrics & Gynaecology)
D.ORTHO (Diploma in Orthopaedics)
DCH (Diploma in child Health)
DLO (Diploma in Oto Rhino Laryngology)
DA (Diploma in Anaesthesiology)
DO (Diploma in Ophthalmology)

Under Graduation

MBBS (Bachelor of Medicine and Bachelor of Surgery)
Post Graduation
MD (Obstetrics & Gynaecology)
MD (Anaesthesiology)
MD (General Medicine)
MD (Paediatrics)
MS (Orthopaedics)
MS (General Surgery)
MS (ENT)
MD (Dermatology Venereology and Leprosy)
MS (Ophthalmology)
M.D (Skin)
M.D(Biochemistry)
M.S(Surgery, Ophthal & Ortho)*
MD (Accident & Emergency Medicine)

Faculty of Allied Health Sciences

Diploma

Diploma in Optometry(D.OPT)
Diploma in Hearing Language and Speech(DHLS)
Under Graduation
Bachelor of Optometry (B.OPT)
Bachelor of Audiology and Speech - Language Pathology(BASLP)
Bachelor of Occupational Therapy (BOT)
B.Sc (Emergency & Trauma Care Technology)

Post Graduation

M.Sc (Emergency & Critical Care)
Faculty of Dentistry
Under Graduation
BDS (Bachelor of Dental Surgery)
Post Graduation
MDS (Master of Dental Surgery - Prosthodontics)
MDS (Master of Dental Surgery - Oral Surgery)
MDS (Master of Dental Surgery - Orthodontics)
MDS (Master of Dental Surgery - Periodontics)
MDS (Master of Dental Surgery - Oral Pathology)



Faculty of Homoeopathy

Under Graduation

BHMS (Bachelor of Homoeopathic Medicine and Surgery)

Post Graduation

MD (Doctor of Medicine in Homeopathy) - Practice of Medicine
MD (Doctor of Medicine in Homeopathy) - Paediatrics
MD (Doctor of Medicine in Homeopathy) - Psychiatry
MD (Doctor of Medicine in Homeopathy) - Homeopathic Materia Medica
MD (Doctor of Medicine in Homeopathy) - Organon of Medicine and Homoeopathic Philosophy
MD (Doctor of Medicine in Homeopathy) - Repertory
MD (Doctor of Medicine in Homeopathy) - Homoeopathic Pharmacy
MD (Doctor of Medicine in Homeopathy) - Homoeopathic Materia Medica -External
MD (Doctor of Medicine in Homeopathy) - Organon of Medicine and Homoeopathic Philosophy - External
MD (Doctor of Medicine in Homeopathy) - Repertory - External

Faculty of Nursing

Under Graduation

BSc (Bachelor of Science in Nursing)

Post Graduation

MSc (Master of Science in Nursing - Psychiatric)
MSc (Master of Science in Nursing - Pediatric)
MSc (Master of Science in Nursing - Community Health)
MSc (Master of Science in Nursing - Medical Surgical)
MSc (Master of Science in Nursing - Midwifery & Obstetrical)

Research Programmes

M.Phil (Master of Philosophy in Nursing)
Ph.D (Doctor of Philosophy in Nursing)

Faculty of Pharmacy

Under Graduation

B.Pharm (Bachelor of Pharmacy)

Post Graduation

M.Pharm (Master of Pharmacy - Pharmaceutics)
M.Pharm (Master of Pharmacy - Pharmacology)
M.Pharm (Master of Pharmacy - Pharmaceutical Chemistry)
M.Pharm (Master of Pharmacy - Pharmaceutical(Biotechnology))
M.Pharm (Master of Pharmacy - Pharmacy Practice)
M.Pharm (Master of Pharmacy - Pharmaceutical Analysis)
M.Pharm (Master of Pharmacy - Pharmacognosy & Phytochemistry)

Research Programmes

Ph.D (Doctor of Philosophy in Pharmacy)
Faculty of Physiotherapy

Under Graduation

BPT (Bachelor of Physiotherapy)

Post Graduation

MPT (Master of Physiotherapy - Orthopadics)
MPT (Master of Physiotherapy - Neurology)
MPT (Master of Physiotherapy - Cardio Thoracic)
MPT (Master of Physiotherapy - Sports Physiotherapy)



Regular Courses

MPT (Master of Physiotherapy - Paediatrics)
 MPT (Master of Physiotherapy - Hand Rehabilitation)
 MPT (Master of Physiotherapy - Obstetrics & Gynecology)
 MPT (Master of Physiotherapy - Community Physiotherapy)

Research Programmes

Ph.D (Doctor of Philosophy in Physiotherapy)
 Faculty of Engineering Technology and Management
 Sciences

Under Graduation

B.E (Mechanical)
 B.E (Bio-Medical)
 B.E (Bio-Technology)
 B.E (Bio-Informatics)
 B.E (Textile Technology - (Fashion Technology))
 B.E (Production Engineering)
 B.E (Civil Engineering)
 B.E (Instrumentation & Control Engineering)
 B.E (Mechatronics Engineering)
 B.E (Information Technology)
 B.E (Electronics & Instrumentation)
 B.E (Computer Science)
 B.E (Electronics & Communication)
 B.E (Electrical & Electronics)
 B.E (Lateral Entry)
 B.Arch (Architecture)

Post Graduation

M.E (Digital Communication & Networking)
 M.E (VLSI Design)
 M.E (Bio-Medical)
 M.E (Advanced Communication System)
 M.E (Power Electronics & Drives)
 M.E (Embedded System Technology)
 M.E (Computer Science)
 M.E (Civil Engineering)
 M.E (Manufacturing Engineering)
 M.E (Advanced Computing)
 M.E (Applied Electronics)
 M.E (Computer Aided Design)
 M.E (Environmental Engineering)
 M.E (Thermal Engineering)
 M.E (Urban & Transportation)
 M.E (Soil Mechanics)
 M.E (Structural Engineering)
 M.E (Software Engineering)
 M.E (Instrumentation Engineering)
 M.E (Optical Communication)

M.E (Bio-Informatics)
 M.E (Information Technology)
 MSc (Information Technology) - Integrated
 MSc (Software Engineering) - Integrated
 MCA (Master of Computer Applications)
 MBA (Master of Business Administration)
 MBA (Master of Business Administration) -
 Trimester
 MBA (Master of Business Administration) -
 Executive

Research Programmes

Ph.D (Doctor of Philosophy in Engineering)

Faculty of Arts and Science

Under Graduation

B.Sc (Bachelor of Science - Bio-chemistry)
 B.Sc (Bachelor of Science - Microbiology)
 B.Sc (Bachelor of Science - Computer Science)
 B.Sc (Bachelor of Science - Hotel & Catering Mgmt)

Faculty of Education

Under Graduation

B.Ed (Bachelor of Education)

Post Graduation

M.Ed (Master of Education)*
 * LOP awaited

Faculty of Physical Education

Under Graduation

B.PEd (Bachelor of Physical Education)
 BPE (Bachelor of Physical Education)

Post Graduation

M.P.Ed (Master of Physical Education)

Certification Course

C.P.Ed (Certification in Physical Education)

Distance Education Courses

S.No	Courses	Eligibility	Duration
CERTIFICATE			
1	Medical Lab Technology	10th Standard or Equivalent	1 year
2	Ophthalmic Assistant	10th Standard or Equivalent	1 year
3	Live Stock Inspector	12th Standard or Equivalent	1 year
4	Nursing Assistant	12th Standard or Equivalent	1 year
5	Computing	12th Standard or Equivalent	6 months
6	Tourism Studies	12th Standard or Equivalent	6 months
7	Preparatory Program for Bachelor's Degree(BPP)	No formal Education -Completion of 18 years	6 months
8	Library Information Science	12th Standard or Equivalent	6 months
9	Food and Nutrition	12th Standard or Equivalent	6 months
10	Primary Teaching	12th Standard or Equivalent	6 months
11	Teaching in English	12th Standard or Equivalent	6 months
12	Teaching of Primary School Mathematics	12th Standard or Equivalent	6 months
13	ICT Application in Library	12th Standard or Equivalent	6 months
14	Food Safety	12th Standard or Equivalent	6 months
15	Computer Literacy Programme	12th Standard or Equivalent	6 months
16	Disaster Management	12th Standard or Equivalent	6 months
17	Ayurvedic Compounder	10th Standard or Equivalent	1 years
DIPLOMA			
1	Tourism Studies	12th Standard or Equivalent	1 year
2	Yoga Science	12th Standard or Equivalent	1 year
3	Acupuncture	12th Standard or Equivalent	1 year
4	Computer Teacher Training	12th Standard or Equivalent	2 years
5	Optometry	12th Standard or Equivalent	1 year
6	Computer Application	12th Standard or Equivalent	1 year
7	Pre-Primary Teacher Education	12th Standard or Equivalent	1 year
8	Nursery Teacher Education	12th Standard or Equivalent	2 years
9	Montessori Teacher Education	12th Standard or Equivalent	1 year
10	Hotel Management &Catering Technology	12th Standard or Equivalent	1 year
11	Medical Lab Technology	12th Standard or Equivalent	1 year
12	Medical Transcription	12th Standard or Equivalent	1 year
13	House Keeping	12th Standard or Equivalent	1 year
14	Management	12th Standard or Equivalent	1 year
15	Fire safety	12th Standard or Equivalent	1 year
16	Panchakarma	12th Standard or Equivalent	1 year
17	Health Inspector	12th Standard or Equivalent	1 year
18	Financial Management	12th Standard or Equivalent	1 year
19	Industrial safety	12th Standard or Equivalent	1 year
20	Fashion Design	12th Standard or Equivalent	1 year
21	Interior Design	12th Standard or Equivalent	1 year
22	Quality Management	12th Standard or Equivalent	1 year
23	HIV & Family Education	12th Standard or Equivalent	1 year
24	Creative Writing in English	12th Standard or Equivalent	1 year
25	Nursing Administration	12th Standard or Equivalent	1 year
26	Animation	12th Standard or Equivalent	1 year
27	Food Production	12th Standard or Equivalent	1 year
28	Nutrition & Health Education	12th Standard or Equivalent	1 year
29	Adv Dip in Basic Medical Sciences	12th Standard or Equivalent	2 years
30	Live Stock Assistant	10th Standard or Equivalent	2 years
31	Operation Theater Technology	10th Standard or Equivalent	1 years
32	Ceramic Technology	10th Standard or Equivalent	1 years

	PG DIPLOMA						
1	Material Management	Any Degree	1 year	23	Bachelor in Social Work (BSW)	12th Standard or Equivalent	3 years
2	Guidance & Counselling	Any Degree	1 year	24	BSc Maths	12th Standard or Equivalent	3 years
3	Hospital Management	Any Science Degree	1 year	25	BSc Statistics	12th Standard or Equivalent	3 years
4	English Language Teaching	Any Degree	1 year	26	BSc Physics	12th Standard or Equivalent	3 years
5	Yoga	Any Science Degree	1 year	27	BSc Chemistry	12th Standard or Equivalent	3 years
6	Ultrasonography	MBBS	1 year	28	BSc Botany	12th Standard or Equivalent	3 years
7	Diabetology	MBBS	1 year	29	BSc Zoology	12th Standard or Equivalent	3 years
8	Hotel Management & Catering Technology	Any Degree	1 year	30	BSc Microbiology	12th Standard or Equivalent	3 years
9	Information Technology	Any Degree with mathematics or computer science as a subject	1 year	31	B.Sc Biochemistry	12th Standard or Equivalent	3 years
10	Tourism Management	Any Degree	1 year	32	BSc Computer Science	12th Standard or Equivalent	3 years
11	Operations Management	Any Degree	1 year	33	BSc Industrial Electronics	12th Standard or Equivalent	3 years
12	Computer Application	Any Degree with mathematics or computer science as a subject	1 year	34	BSc Biotechnology	12th Standard or Equivalent	3 years
13	Finance Management	Any Degree	1 year	35	BSc Hotel Management & Catering Technology	12th Standard or Equivalent	3 years
14	Human Resource Management	Any Degree	1 year	36	BSc Hospital Administration	12th Standard or Equivalent	3 years
15	Business Management	Any Degree	1 year	37	BSc Medical Laboratory Technology	12th Standard or Equivalent	3 years
16	Business Administration	Any Degree	1 year	38	BSc Optometry	(For Lateral: DMLT)	(2yrs for lateral)
17	Marketing Management	Any Degree	1 year	39	BSc Physician Assistant	12th Standard or Equivalent	3 years
18	Jour.& Mass Comm	Any Degree	1 year	40	BSc Nautical Science	12th Standard or Equivalent	3 years
19	Maternal & Child Health	MBBS/B.Sc Nursing	1 year	41	Bachelor of Computer Application (BCA)	12th Standard or Equivalent	3 years
20	Hospital and Health Management	Any Science Degree	1 year	42	BSc Medical Records Management	Any Science Degree with Botany, Zoology, Microbiology as subjects	1 year
21	Intellectual Property Rights	Any Degree	1 year	43	Bachelor in Library Information Science(BLIS)	Any Degree	1 year
22	Distance Education	Any Degree	1 year	44	BSc Lab Technician	Any Science Degree with Botany, Zoology, Microbiology as subjects	1 year
23	Higher Education	Any Degree	1 year	45	B.Sc Visual Communication	12th Standard or Equivalent	3 years
24	Rural Development	Any Degree	1 year	46	B.Sc Applied Chemistry	12th Standard or Equivalent	3 years
25	Translation	Any Degree	1 year	47	B.Sc Information Technology	12th Standard or Equivalent	3 years
26	International Business Operation	Any Degree	1 year	48	B.A Public Administration	12th Standard or Equivalent	3 years
27	Library Automation and Networking	Any Degree	1 year	49	B.A Business Economics	12th Standard or Equivalent	3 years
28	Adv Dip in Water Resource Engineering	B.E/B.Tech Civil	2 years	50	BSc Fashion Design	12th Standard or Equivalent	3 years
29	Adv Dip IN Computer Integrated Manufacturing	B.E/B.Tech Civil	2 years	51	B.Sc Textile Design	12th Standard or Equivalent	3 years
30	Adv Cert. in Construction Management	B.E/B.Tech Civil	1 years	52	B.Sc Interior Design	12th Standard or Equivalent	3 years
31	Clinical Research	Any Life Science Degree /MBBS	1 years	53	B.Sc (PCM/CBZ)	12th Standard or Equivalent	3 years
32	Medical Lab Technology	Any Life Science Degree	1 years	54	B.A. (HEP/ HES/ HEPu)	12th Standard or Equivalent	3 years
33	Sports Management	Any Degree	1 years	55	B.Sc. Radiology	12th Standard or Equivalent	3 years (2years for lateral)
	UNDER GRADUATE						
1	BA English	12th Standard or Equivalent	3 years	56	B.Sc. Yoga and Naturopathy	(For Lateral: DRIT)	3 years (2years for lateral)
2	BA Tamil	12th Standard or Equivalent	3 years	57	B.Sc. Geoinformatics	12th Standard or Equivalent	3 years (2years for lateral)
3	B.Lit(Tamil)	12th Standard or Equivalent	3 years				
4	BA Hindi	12th Standard or Equivalent	3 years				
5	BA Economics	12th Standard or Equivalent	3 years				
6	BA History	12th Standard or Equivalent	3 years				
7	BA Sociology	12th Standard or Equivalent	3 years				
8	BA Corporate Secretaryship	12th Standard or Equivalent	3 years				
9	BA Co-op Management	12th Standard or Equivalent	3 years				
10	BA Psychology	12th Standard or Equivalent	3 years				
11	BA Tourism Management	12th Standard or Equivalent	3 years				
12	Bachelor in Commerce (B.Com)	12th Standard or Equivalent	3 years				
13	B.Com Computer Application	12th Standard or Equivalent	3 years				
14	B.Com International Business	12th Standard or Equivalent	3 years				
15	B.Com Accounting & Finance	12th Standard or Equivalent	3 years				
16	B.Com Marketing Management	12th Standard or Equivalent	3 years				
17	Bachelor in Business Administration (BBA)	12th Standard or Equivalent	3 years				
18	BBA Computer Application	12th Standard or Equivalent	3 years				
19	BBA Applied Management	12th Standard or Equivalent	3 years				
20	BBA Telecom Management	12th Standard or Equivalent	3 years				
21	Bachelor in Business Management(BBM)	12th Standard or Equivalent	3 years				
22	Bachelor in Marketing Management(BMM)	12th Standard or Equivalent	3 years				
					POST GRADUATE		
				1	MA English	Any Degree with English as Part II	2 years
				2	MA Hindi	Any Degree with Hindi as Part I	2 years
				3	MA Economics	Any Degree with Economics as a Subject	2 years
				4	MA History	Any Degree	2 years
				5	MA Sociology	Any Degree	2 years
				6	MA Education	Any Degree	2 years
				7	MA Psychology	Any Degree	2 years
				8	MA Tourism Management	Any Degree	2 years
				9	MA Public Administration	Any Degree	2 years
				10	MA Tamil	Any Degree with Tamil as Part I	2 years
				11	MA International Relations	Any Degree	2 years
				12	MA Business Economics	Any Degree with Economics as a Subject	2 years
				13	Master of Social Work (MSW)	Any Degree	2 years
				14	Master of Commerce (M.Com)	Relevant Degree	2 years
				15	M.Com Co-Operative Management	Relevant Degree	2 years
				16	M.Com Banking & Insurance Management	Relevant Degree	2 years
				17	M.Com Computer Application	Relevant Degree	2 years

Distance Education Fee Structure

18	M.Com Accounting & Finance	Relevant Degree	2 years
19	M.Com Education Management	Relevant Degree	2 years
20	M.Com Finance Management	Relevant Degree	
21	MA Political Science	Any Degree	2 years
22	MBA	Any Degree	2 years
23	MBA Marketing Management	Any Degree	2 years
24	MBA Finance & Banking(MBF)	Any Degree	2 years
25	MBA Human Resource	Any Degree	2 years
26	MBA E Business	Any Degree	2 years
27	MBA International Business	Any Degree	2 years
28	MBA E Commerce	Any Degree	2 years
29	MBA Applied Management	Any Degree	2 years
30	MBA Telecom Management	Any Degree	2 years
31	MBA Hospital Management	Any Degree	2 years
32	MBA Production Management	Any Degree	2 years
33	MBA (Executive)	Any Degree	1 year
34	MBA(Shipping & Port Management)	Any Degree	2 year
35	Master in International Business Management(MIBM)	Any Degree	2 years
36	Master in Marketing Management(MMM)	Any Degree	2 years
37	MSc Mathematics	Relevant Degree	2 years
38	MSc Statistics	Relevant Degree	2 years
39	MSc Physics	Relevant Degree	2 years
40	MSc Chemistry	Relevant Degree	2 years
41	MSc Botany	Relevant Degree	2 years
42	MSc Zoology	Relevant Degree	2 years
43	MSc Microbiology	Relevant Degree	2 years
44	MSc Environmental Studies	Relevant Degree	2 years
45	MSc Biotechnology	Relevant Degree	2 years
46	MSc Computer Science	Relevant Degree	2 years
47	MSc Information Technology	Relevant Degree	2 years
48	MSc Yoga & Naturopathy	Relevant Degree	2 years
49	MSc Hospital Administration	Relevant Degree	2 years
50	Master in Library Information Science (MLIS)	Relevant Degree	1 year
51	Master of Computer Application(MCA)	Relevant Degree	2 years
52	MSc Biochemistry	Relevant Degree	2 years
53	MSc Software Engineering	Relevant Degree	2 years
54	M.Sc Bioinformatics	Relevant Degree	2 years
55	MSc Applied Psychology	Relevant Degree	2 years
56	MSc Hotel Management	Relevant Degree	2 years
57	MA Rural Development	Any Degree	2 years
58	MA in Distance Education	Any Degree	2 years
59	MSc Dietetics and Food Service Management	Relevant Degree	2 years
60	Commonwealth Executive Master of Business Administration(CEMBA)	Any Degree	2 years
61	Commonwealth Executive	Master of Any Degree	2 years
62	B.Ed (Bachelor of Education).	Any UG Degree with two years Teaching Experience	2 years
63	M.Ed (Bachelor of Education).	B.Ed with 55% Marks	2 years
64	MBA Retail Management	Any Degree	2 years
65	MBA Core (Dual Specialization)	Any Degree	2 years
66	MBA Banking & Insurance	Any Degree	2 years
67	M.Sc. MLT	B.Sc. MLT (For Lateral: Degree with PGDMLT)	2 years(1 yr for lateral)
68	M.Sc. Opt	B.Sc. Opt	2 years
69	M.S. Pharmaceutical Technology	B.Pharm.	2 years
70	M.Sc. Clinical Research	Any Life Science Degree /MBBS	2 years
71	MBA Hospital Management	Any Degree	2 years
72	M.Sc. Geo Informatics	Relevant Degree	2 years

S.No	Programmes	Application Fee	Processing Fee	Tuition Fee	II Instalment	Total 1st year Fee	II Yr Fee	III Yr Fee	Total Course Fee
UG PROGRAMMES									
1	BA English	100	300	1400	700	2500	2100	2100	6700
2	BA Tamil	100	300	1400	700	2500	2100	2100	6700
3	B.Lit(Tamil)	100	300	1400	700	2500	2100	2100	6700
4	BA Hindi	100	300	1400	700	2500	2100	2100	6700
5	BA Economics	100	300	1400	700	2500	2100	2100	6700
6	BA History	100	300	1400	700	2500	2100	2100	6700
7	BA Sociology	100	300	1400	700	2500	2100	2100	6700
8	BA Corporate Secretaryship	100	300	1400	700	2500	2100	2100	6700
9	BA Co-op Management	100	300	1400	700	2500	2100	2100	6700
10	BA Psychology	100	300	1400	700	2500	2100	2100	6700
11	BA Tourism Management	100	300	1400	700	2500	2100	2100	6700
12	Bachelor in Commerce (B.Com)	100	300	1800	800	3000	2600	2600	8200
13	B.Com Computer Application	100	300	2200	1400	4000	3600	3600	11200
14	B.Com International Business	100	300	1700	900	3000	2600	2600	8200
15	B.Com Accounting & Finance	100	300	1700	900	3000	2600	2600	8200
16	B.Com Marketing Management	100	300	1700	900	3000	2600	2600	8200
17	Bachelor in Business Administration (BBA)	100	300	1400	700	2500	2600	2600	7700
18	BBA Computer Application	100	300	2200	1400	4000	3600	3600	11200
19	BBA Applied Management	100	300	1700	900	3000	2600	2600	8200
20	BBA Telecom Management	100	300	1700	900	3000	2600	2600	8200
21	Bachelor in Business Management(BBM)	100	300	1700	900	3000	2600	2600	8200
22	Bachelor in Marketing Management(BMM)	100	300	1400	700	2500	2100	2100	6700
23	Bachelor in Social Work (BSW)	100	300	1400	700	2500	2100	2100	6700
24	BSc Maths	100	300	1900	1200	3500	3100	3100	9700
25	BSc Statistics	100	300	1400	700	2500	2100	2100	6700
26	BSc Physics	100	300	1900	1200	3500	3100	3100	9700
27	BSc Chemistry	100	300	1900	1200	3500	3100	3100	9700
28	BSc Botany	100	300	1900	1200	3500	3100	3100	9700
29	BSc Zoology	100	300	1900	1200	3500	3100	3100	9700
30	BSc Microbiology	100	300	2200	1400	4000	3600	3600	11200
31	B.Sc Biochemistry	100	300	2200	1400	4000	3600	3600	11200
32	BSc Comp Science	100	300	3900	1700	6000	5600	5600	17200
33	BSc Industrial Electronics	100	300	2200	1400	4000	3600	3600	11200
34	BSc Biotechnology	100	300	2200	1400	4000	3600	3600	11200
35	BSc Hotel manaMCT	100	300	5900	3700	10000	9600	9600	29200
36	BSc Hospital Administration	100	300	5200	2400	8000	7600	7600	23200
37	BSc Medical Laboratory Technology	100	300	9000	5600	15000	14600	14600	44200
38	BSc Optometry	100	300	9000	5600	15000	14600	14600	44200
39	BSc Physician.Assistant	100	300	9000	5600	15000	14600	14600	44200
40	BSc Nautical Science	100	300	9000	5600	15000	14600	14600	44200
41	Bachelor of Computer Application (BCA)	100	300	4400	1700	6500	5600	5600	17700
42	BSc Medical Records Management	100	300	5900	3700	10000	-----	-----	10000
43	Bachelor in Library Information Science(BLIS)	100	300	1900	1200	3500	-----	-----	3500
44	BSc LabTechnician	100	300	5900	3700	10000	-----	-----	10000
45	B.Sc Visual Communication	100	300	4400	1700	6500	6100	6100	18700
46	B.Sc Applied Chemistry	100	300	2500	1600	4500	4100	4100	12700
47	B.Sc Information Technology	100	300	2800	1800	5000	4600	4600	14200
48	B.A Public Administration	100	300	1400	700	2500	2100	2100	6700
49	B.A Business Economics	100	300	1700	900	3000	2600	2600	8200
50	BSc Fashion Design	100	300	2800	1800	5000	4600	4600	14200
51	B.Sc Textile Design	100	300	2800	1800	5000	4600	4600	14200
52	B.Sc Interior Design	100	300	2800	1800	5000	4600	4600	14200



M.Phil. Program through Distance Education

Master of Philosophy in Arts

S.No	Subject	Eligibility
1	Tamil	Relevant Post Graduate Degree
2	English	Relevant Post Graduate Degree
3	History	Relevant Post Graduate Degree
4	Economics	Relevant Post Graduate Degree
5	Education	Relevant Post Graduate Degree
6	Commerce	Relevant Post Graduate Degree
7	Management	Relevant Post Graduate Degree
8	Public administration	Relevant Post Graduate Degree
9	Sociology	Relevant Post Graduate Degree
10	Psychology	Relevant Post Graduate Degree
11	Political Science	Relevant Post Graduate Degree
12	Statistics	Relevant Post Graduate Degree
13	Social Work	Relevant Post Graduate Degree
14	Hindi	Relevant Post Graduate Degree

Master of Philosophy in Science

1	Geography	Relevant Post Graduate Degree
2	Computer Science	Relevant Post Graduate Degree
3	Mathematics	Relevant Post Graduate Degree
4	Physics	Relevant Post Graduate Degree
5	Chemistry	Relevant Post Graduate Degree
6	Botany	Relevant Post Graduate Degree
7	Zoology	Relevant Post Graduate Degree
8	Bio Chemistry	Relevant Post Graduate Degree
9	Micro Biology	Relevant Post Graduate Degree
10	Physical Education	Relevant Post Graduate Degree
11	Library Science	Relevant Post Graduate Degree
12	Electronics	Relevant Post Graduate Degree
13	Home Science	Relevant Post Graduate Degree
14	Food and Nutrition	Relevant Post Graduate Degree
15	Bio Technology	Relevant Post Graduate Degree

Fees Details

1	Application fees	Rs. 100
2	Processing Fees	Rs. 300
3	Course Fee	Rs. 8000 for Arts subjects Rs. 12000 for Science subjects
4	Dissertation Fees	Rs. 2000 for all subjects

Note

1. Examination fee and other certificate fees will be charged extra
2. It will be under the discretely power of the University to make any revision or modification of fees from time to time and that will be applicable to all



173	Ophthalmic Assistant	100	300	5200	2400	8000	8000
174	Live Stock Inspector	100	300	5200	2400	8000	8000

Note

1. Examination fee and other certificate fees will be charged extra
2. It will be under the discretely power of the University to make any revision or modification of fees from time to time and that will be applicable to all

Students' Support Services

At present, Directorate of Distance Education, Vinayaka Mission's University has a network of 436 study centres as well as partner institutions. The DDE gives the necessary student support services through these study centres. We also have tie up arrangements of many of these study centres with local colleges and professional centres to meet the requirements of practical and professional training wherever necessary. At these centres (study centres and tie-up centres) the students are at present provided with academic counseling and information services, besides organizing term-end exams locally. We are providing video-conferencing, e-learning and latest methods of instructions for counseling. The coordinators and academic counselors will be trained by us to make them conversant with distance education system and make them provide quality student support services, besides providing similar services at the headquarters.

1. Brochures and Program Guides

All necessary information are available in the website for student guidance.

2. Infrastructure at Study Centres

Each study centre is provided with adequate infrastructure, staff and faculty pertaining to each of the academic programs available at the study centres. The study centre fulfills all the students support services in terms of classroom, administrative office, library, computer centre, faculty room, lab, waiting room, canteen, Xerox facilities, internet facilities, adequate staff, video-conference, teleconference and other facilities necessary for good academic activities.

3. Infrastructure at Headquarters

The DDE is fully equipped with necessary infrastructure and academic & administrative staffs to maintain and manage all the programs run by the Directorate. The Directorate has initiated a new e-governance system which will provide end-to-end services like admission, student support services, counseling, examination, finance, library management, SIM production & distribution management, etc. Besides, the Directorate is fully supported by EDP Team, training and placement centres and all other teams necessary for the successful conduct of Distance Education.

4. Students Information Cell

The Students Information Cell provides information for the distance learners about the programs, eligibility, duration, fee etc. apart from answering all their day-to-day queries. The e-governance system provides an auto-response system for all the standard queries raised by the students.

5. Student's Grievance and Redress Cell

Student's grievances relating to admission, non-receipt of study materials, exam and results are attended by this Cell. This cell ensures all grievances are redressed timely.

System of Operation

Directorate of Distance Education, Vinayaka Mission's University follows a three-tier system of operation, namely, Headquarters, Regional Centres, and Study Centres. At the headquarters the core faculties involve in preparing the SIM, counseling and practical sessions and assignment questions. Besides, they prepare the academic schedule for the whole year. The Coordinators and Academic Counselors are trained by DDE. At the study centres, admission formalities, fees collection, counseling sessions, submission of assignments and term end examinations are conducted. A team of academic counselors are involved in providing academic inputs.

Apart from study centre location, counseling centers for practical which are connected with special lab facilities and instructions with the support of academic counselors in tie-up institutions of vocational, technical and other professional institutions.

Directorate of Distance Education, Vinayaka Mission's University follows a three-tier system of operation as stated below:

Tier 1 - Headquarter:

The functions at this tier include the following:

- Maintenance of admission records.
- Material production and delivery of academic activities (theory & practical).
- Evaluation of assignments/conduct of examination and valuation.
- Awarding of degrees/mark sheets.
- Student admission and registration.
- Facilitating the organization/monitoring of counseling sessions, examination, etc.
- Appointment of faculties, academic counselors, study centre coordinators, etc.
- Establishment of Schools of studies, Study Centres, Information Centres, etc.
- Attending to student queries (face-to-face and by post, e-mail, phone, etc.)

Tier 2 - Study Centres:

The functions at this tier include the following:

- Pre-admission counseling.
- Sale of application forms.
- Enrolment of students.
- Popularizing DDE-VMU programs especially to remote and rural areas.
- Conducting counseling sessions.
- Conducting practical sessions.
- Conducting examinations.
- Providing library facilities.
- Computer centre

Tier 3 - Tie-up Centres:

The functions at this tier include the conduct of counseling and practical sessions. These are mainly colleges affiliated to conventional universities or hospitals or professional centres with whom a MOU is arranged.

In this three-tiered structure, academic counselors located at the Study Centres and Counseling Centres function as an interface between the students and the University. More importantly Directorate of Distance Education, Vinayaka Mission's University depends on academic counselors in providing qualitative student support services and maintaining the standards of DDE programs.



Instructional System

1. Self-Instructional Materials

Students enrolled with DDE are provided with SIM for their respective programs and courses in the form of printed books. The students are also counseled through e-learning, video-conferencing and other similar facilities.

2. Academic Counselors

Qualified, trained and experienced academic counselors are responsible for the conduct of counseling and practical sessions at study centres. Besides, they are responsible for evaluation for assignments, internal assessments for theory & practical sessions. Academic counselors are to be approved by the concerned heads of the Schools of Studies.

3. Counseling and Practical Sessions

The counseling sessions are conducted by the trained academic counselors at the study centres, apart from the self-effort of the students in learning through the self-instructional materials. The counseling sessions are based on 10 per cent of total study hours with regard to credit of the programs. For example, in a Program, an 8 credit course will be taught in 12 sessions, that is, in 24 hours. Students should put his/her study hours for 1 credit as follows:

S. No	Activity	Hours of Learning for 1 credit
1	Academic Counseling (face to face)	3
2	Practical sessions	3
3	Assignment evaluation	15
4	Library reference	6
5	Seminar	3
	Total	30



Assignments

The number of assignments is depended on the credit of the course. The details are as follows:

Credits	Counseling sessions	Assignments
2	3	3
4	6	3
6	9	3
8	12	3

Note: 1. A session is of 2 hours of teaching

2. A student must submit 3 assignments for each course.

1. Instructions for Assignments

As a part of program of study the learner will have to do Tutor Marked Assignments (TMAs) for each course. Each assignment has descriptive category questions. These questions are meant for writing essay type answers, with an introduction and a conclusion. These are intended to test the learner's ability to describe his/her understanding and knowledge about the topic in a systematic and coherent manner. They are meant to test his/her ability to distinguish, compare and contrast, or clear understanding of concepts and processes. The learner needs to write all the assignments within the stipulated time for being eligible to appear in the term-end examination. It is important that the learner should write the answer in his/her own words. The learner's answers should be within the approximate range of the word-limit set for a particular section.

The assignment should be submitted to the Coordinator of his/her Study Centre. The learner must obtain a receipt from the Study Centre for the assignments submitted and retain it. If possible, he may keep a Xerox copy of the assignments with him.

The Study Centre will have to return the assignments to the learner after they are evaluated. The Study Centre has to send the marks to the Coordinator-Schools of Studies, Directorate of Distance Education, Vinayaka Missions University, Salem 636 308 within prescribed period.

2. Assignment Submission Schedule

For all programs which are more than one year, assignments are submitted quarterly. For certificate courses, assignments are submitted monthly.

3. Guidelines for doing Assignments

The learner has to answer each question as per guidelines for each category as mentioned in the assignment. The following points will be useful in writing the assignment:

1) **Planning:** Read the assignments carefully, go through the Units in Self-Instructional Materials on which they are based. Make some points regarding each question and then rearrange them in a logical order.

2) **Organisation:** Be a little selective and analytic before drawing up a rough outline of your answer. Give adequate attention to your introduction and conclusion. Make sure that your answer: a) is logical and coherent; b) has clear connections between sentences and paragraphs, and c) is written correctly giving adequate consideration to your expression, style and presentation.

3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.





Evaluation System

The performance of a Directorate of Distance Education, Vinayaka Mission's University learner is assessed in the following two ways:

- Continuous assessment through assignments.
- Final assessment through term-end examination.

Besides assessing the performance of learners by awarding marks/grades to their assignment-responses, academic counselors write comments on the assignment-responses, indicating the level of performance of the learners and thereby simulating teaching. In other words, assignments are used both as a teaching tool and as a testing tool, i.e., an instrument for continuous assessment of learner progress.

Note that there are also self-assessment questions in the Units. Working through them will help learners assess as to whether or not they understand the concepts, etc., presented in the materials. For purposes of immediate feedback, answers to self-assessment questions are usually provided in the SIM itself.

In evaluating assignment-responses, academic counselors must consider the following:

- Avoid fraction numbers, i.e., $5\frac{1}{4}$, $3\frac{3}{4}$, $2\frac{1}{4}$, when assigning marks to assignment-responses.
- Award marks/grades for individual responses, if an assignment contains more than one question. (Award '0', in case a question is unanswered.)
- Write the total marks obtained on the first page of the assignment response.
- Justify the marks/grades assigned for individual assignment-responses. In other words, the comments you write about the responses should justify
- The marks/ grades you award and vice-versa.
- Avoid inconsistent comments, as they are potential to generate unwarranted correspondence among the learners, academic counselors and the university. An effective way to evaluate an assignment-response is to consider the following elements: (1) content relevance and coverage, and (2) presentation including language and layout. This will give you an idea as to whether the learners have analyzed/assimilated the questions properly and expressed clearly and concisely.

1. Tutor Comments

Assignments are used both for testing and teaching. Let us have a quick look at the teaching aspect of assignment-responses. A part of simulated interaction between learners and evaluators/academic counselors takes place through the comments written on the assignment-responses. These comments, popularly referred to as tutor comments, should therefore be of a type that helps learners improve their performance. The comments can be categorized as under:

- Harmful
- Hollow
- Misleading
- Negative
- Positive
- Constructive
- Null
- Global
- Personal

2. Awarding System

The Internal Assessment for each course carries 25% of the total marks.



Scheme of Examinations

The scheme of examinations for Certificate, Diploma & UG programs is given below:

Internal Assessment* Max Marks	University Exam		Total Marks	
	Min Marks	Max Marks	Min Marks	Max Marks
25	27	75	40	100

The scheme of examinations for PG and PG Diploma programs is given below:

Internal Assessment* Max Marks	University Exam		Total Marks	
	Min Marks	Max Marks	Min Marks	Max Marks
25	27	75	50	100

*Internal Assessment Components : 20 marks for writing assignments and 5 marks for attending counseling sessions.

Monitoring

1. Monitoring of Study Centres

The governing body under each Schools of Studies monitors periodically the performance of the Study Centre and the students who are attached to them. Every month, the Study Centres are asked to send their report to the Coordinator-Schools of Studies. The academic and administrative infrastructure is periodically monitored by the concerned School faculties pertaining to their programs. Adequate qualification and number of academic counselors, class room, lab and library facilities are taken into account while evaluating the performance of the Study Centres.

2. Internal Academic Audit Committee

The activities and performance of each School of Studies and of various divisions such as admission, exams, computer, material production and distribution, planning etc. will be reviewed once in six months by an expert committee with internal and external members representing 50 : 50. This report will enable the university authorities to know the strengths and weaknesses of the functioning of DDE and take timely remedial actions to keep the system active and qualitative.

Training

Periodically training is given in two ways for the core faculties, coordinators of the study centres and the academic counselors. One, by inviting the experts to the headquarters and provide training to all the core faculties, coordinators of the study centres and academic counselors. Second, sending the chosen core faculties, coordinators of the study centres and academic counselors for training pertaining to distance education centres. Core faculties are also prepared in such a way to provide training for the academic counselors at the study centres periodically.



Academic Schedule

S. No	Events	Time
1	Admission	January & July
2	Dispatch of SIM & Counseling Schedule	Within 30 days
3	Acknowledgement for the receipt of SIM from Study Centres with Student's Signature	Within 15 days
4	Induction Meeting at Study Centres	Immediate after admission
5	Counseling & Practical Sessions	Refer academic timetable
6	Monthly Reports from the Study Centres	Monthly within 10 days
7	Assignments questions dispatched to Study Centres	Quarterly
8	Assignments submission	Quarterly
9	Assignment Evaluation by Academic counselors	Quarterly
10	Consolidated Marks of Internal Assessment to be sent to Coordinator-Schools of Studies	one month before term-end exam
11	Term-end Exam Application last date	one month
12	Conduct of Term-end Exams	December & July
13	Valuation of Term-end Exams	Immediate
14	Publication of Results	Immediate

