



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

The Swami Vivekanand Subharti University is one of the finest and premier Universities in India, established in September 2008, under section 2(f) of the University Grants Commission Act, 1956 set up under the Swami Vivekanand Subharti Vishwavidyalaya Uttar Pradesh Adhinium, 2008 (U.P. Act No. 29 of 2008), as passed by the Uttar Pradesh Legislature and assented to by the Honorable Governor of Uttar Pradesh.

The University has been established under the aegis of Mahayana Theravada Vajrayana Buddhist Religious and Charitable Trust, Meerut, which has acquired a commendable record of service in the field of education, health care and social welfare.

The main campus of the University is in the National Capital Region, strategically situated on National Highway 58, Delhi-Haridwar Bypass Road, Meerut. The campus, aptly called Subhartipuram, is spread over a sprawling area of about 250 acres of land comprising of magnificent buildings, lush green lawns and vibrant surroundings with over 5000 people.

The University has centrally air-conditioned auditoriums with a seating capacity of 2500, Senate Halls, Conference Halls, well-equipped Sports Complex (Play fields, Gymnasium, Stadium, Tennis Courts, Volleyball, Basketball Courts, etc.), Teachers' Club, Club for Administrative staff, Separate Hostels, Health Centre, Business Complex, Residential quarters for all categories of staff. The University has a rich Central Library with more than 3.80 lacs books, 181 journals (Foreign & Indian), Internet Section of 200 nodes, Computer Centers, Museum, In-strumentation (USIC) workshop, Student's Guest House, Faculty House, etc.

It has established its name in industrial collaboration and runs various professional programs in almost all the disciplines like Medical, Dental, Paramedical, Nursing, Physiotherapy, Technicians Training, Pharmacy, Engineering, Management, Law, Journalism & Mass Comm., Education, Physical Education, Hotel management, Fine arts & Fashion Design, Naturopathy & Yoga, Security and Intelligence Management, Polytechnic, Science, Home Science, Library Science, Political Science & Sociology & Buddhist Studies.

In addition to Directorate of Distance Education, University College and University College of Education, the University has 18 Teaching Departments on the campus.



THE VISIONARY

Education is the first step towards making people aware of their rights and responsibilities. The University was established with the dream of making young Indians not only professionally sound but also for developing '**Awakened Nationals**', who are inclined towards not just building their careers but making their parents and peers proud while fulfilling their social and national duties.

The University was established with the motto of '**श्रद्धा, सेवा एवं उत्थान**'. As the University has just completed almost a decade of its establishment of being a University, there is much it has achieved and there is much it still has to. The whole team has worked hard, won appreciations, won awards, but as they say, '**aim high**' and work for it.

India was once known as the '**World Guru**.' The dream of reaching those heights in the field of education once again is yet to be achieved. I am sure my team of faculty members and young '**Subhartians**' in the making, will certainly achieve it. My best Wishes and blessings to all for achieving more and more with each passing day.

Jai Hind!

Prof. (Dr.) Atul Krishna
MS (Surgery)



THE FOUNDER

Dr Mukti Bhatnagar, a dynamic, versatile, charismatic and multidimensional personality was a Professor of Medicine and a teacher of high acclaim and repute. She completed her graduation (MBBS) and post graduation (MD in General Medicine) from M.L.N. College, Allahabad. She also specialized in Post Graduate Diploma in Maternal and Child Health, and Geriatric Medicine from Indira Gandhi National Open University, New Delhi.

She excelled in extra-curricular activities, which include debates, declamations, dramatics, Indian classical vocal and instrumental music, dancing, fine arts, athletics etc. She underwent specialized training in Imaging Techniques at Blackpool, Preston and at Southampton Royal Hospital in the United Kingdom and has had the honor of being invited by the National Institute of Social Defence as a Resource Person, to Lecture students of six months and one-year Diploma Course on Integrated Geriatric Care.

She had the most coveted distinction of presenting lectures on "Physical Disability in the Elderly" and on "Physical Rehabilitation: Disabilities in Old Age" before an august gathering of "SAARC" member countries. In recognition of her dedicated services in the field of education, health and social service, she was conferred with the 'U.P. Ratna' by all India Conference of Intellectuals. She received the 'Mahila Gaurav Samman' on International Women's Day from U.P. Films Photo Journalist Welfare Association (Regd.) for her commitment to the cause of Women upliftment and empowerment.

She has been decorated with the "Rajiv Gandhi Shiromani Award" by The National Integration and Economic Council, New Delhi for her unstinted contribution towards the spread of peace and harmony in the community.

She was honoured by C.C.S. University 'Service towards the Women Welfare' on International Women's Day by Department of History, C.C.S. University Meerut, 2011. She was felicitated by the Consortium of Competence in Education for her Excellence in this field. Since then she has been winning multiple awards and recognition for her work. The most recent being her selection as a member of the Medical Council of India.

Another feather was added to her cap when she was also honored with D.Litt. Degree.

Jai Hind!

A Journey of a thousand miles must begin with a single step.

- Lao Tzu.

Prof. (Dr.) Mukti Bhatnagar
MBBS, MD, PGDMCH
(1957 - 2021)

Mrs. Stuti Narain Kacker is a retired IAS Officer of U.P. Cadre (1978 batch) having wide experience of 36 years in U.P. State & Centre with progressively responsible assignments of high repute. She has been the Chairperson of important assignments of the Government of India like National Commission for Protection of Child Rights (NCPCR), Secretary to Government of India an establishment Department of Disability Affairs, Ministry of Social Justice & Empowerment, GOI etc. In the state of Uttar Pradesh, she had been the Joint Director (Industries), Meerut; Joint Development Commissioner, Allahabad; District Magistrate, Ghazipur; Additional Excise Commissioner (Uttar Pradesh); Judicial Member (Board of Revenue), Uttar Pradesh; Director & Special Secretary, Cultural Affairs; Officer on Special Duty, Noida; Commissioner, Jhansi Division; Principal Secretary, Technical Education; Resident Commissioner, Government of Uttar Pradesh.

While she was at the Centre, she worked as Director (Sugar Development Fund), Ministry of Food; CMD of National Handicapped Finance & Development Corporation & Joint Secretary in the Ministry of Social Justice & Empowerment, Joint Secretary & Chief Vigilance Officer in the Ministry of Small Scale Industry & Director NIESBUD; Joint Secretary Ministry of Information & Broadcasting; Secretary & Director, Indian Institute of Mass Communication; Additional Secretary, Ministry of Information & Broadcasting; Secretary, Board of Reconstruction of Public Sector Enterprises, Department of Public Enterprises & Heavy Industries.

She was superannuated in 2014 from the post of Secretary to Government of India, Department of Disability Affairs, and Ministry of Social Justice & Empowerment. She was then given the assignment of Chairperson NCPCR. Owing to her above vast & distinguished experience, she was chosen as the Chancellor of the University.



Mrs. Stuti Narain Kacker
B. Sc (CBZ), M. Sc (Botany)
with 5 Gold Medals,
M.Phil (Public Administration)
National Science Talent Scholarship
Awarded From 1972-1978

CHANCELLOR



Maj Gen (Dr) GK Thapliyal, SM (Retd)
MO (Anaesthesiology)
Ph.D. in Anaesthesiology
Post Doctoral Certificate Course (PDCC)
in Cardiac Anaesthesiology

VICE-CHANCELLOR

Maj Gen (Dr) Gopal Krishan Thapliyal, graduated with distinction from the erstwhile King George's Medical college, now KGMU Lucknow in 1979.

He is a Post Graduate, MDS in Oral & Maxillofacial Surgery from prestigious, Armed Forces Medical College (AFMC) Pune.

He is the FELLOW OF INDIAN BOARD OF ORAL & MAXILLOFACIAL SURGERY (FIBOMS).

He was commissioned in the Indian Army in 1980 and superannuated in the rank of Major General in 2015.

For his distinguished service to the Nation and Armed Forces, he was conferred with prestigious award SENA MEDAL by President of India on Republic day, 26th January 2015. While serving in Indian Armed Forces for about 35 years in various capacities in India & abroad he has received COMMENDATION CARDS from commanders including United Nation Peace Keeping Force Commander in Cambodia, Army commanders Southern and Western Commands.

For his immense contribution as a Clinician, Researcher and Academician in the specialty of Oral & Maxillofacial Surgery he was conferred with most prestigious "LIFE TIME ACHIEVEMENT AWARD" by the Association of Oral & Maxillofacial Surgeons of India in 2016.

He has served as Research Officer at Institute of Nuclear Medicine & Allied Sciences, INMAS (DRDO) Delhi, that is where he carried out extensive research work on Animals and successfully finished Clinical Trials on humans, using Titanium as an ideal biomaterial to restore and reconstruct Cranio-Facial

skeletal defects. In addition, he carried out Research Projects, funded by DRDO on Cleft Lip & Palate, Distraction Osteogenesis and Pre-cancerous Lesions of Oral cavity.

As an academican he has the unique distinction of heading the Head of Dental wing at AFMC Pune & Head of oral & Maxillofacial Surgery at ADC, Army Hospital R&R, New Delhi. He has been an expert adviser to UPSC, Govt of India, All India Institute of Medical Sciences, New Delhi, ONGC Mumbai, King George's Medical University Lucknow for selection and promotion of faculty.

He has been on the panel of recognized Examiner of various Universities & published many original articles in National & International Journals.

He has guided a large number of post graduate students in submitting their thesis and has also been a Ph.D. guide to many students.



Prof. (Dr.) Abhay M. Shankaregowda
M. D. (Yoga)

PRO VICE CHANCELLOR

Dr. Abhay Shankaregowda completed his graduation (B.N.Y.S.) & Post Graduation [M. D. (Yoga)] from SDM College of Naturopathy & Yogic Sciences, Ujire, Karnataka affiliated to Rajiv Gandhi University of Health Sciences, Karnataka is a Gold Medalist in his M.D. (Yoga) which was the first Batch of its kind in the whole country.

He has more than 22 Years of work experience in the field in various capacities. He has explored his skills in Under Graduate Teaching, Post Graduate Teaching, Clinical, Academic Research, Administrative, Social Responsibilities & handled Special Responsibilities & has contributed vastly to the field. He has experience as an External examiner, Deputy Chief Superintendent, PG Guide, Delivered numerous health talks at public gatherings, schools, colleges on topics like Disease Prevention, Healthy Lifestyle, Hygiene, Yoga in daily life, etc. He has organized numerous Awareness Camps & Naturopathy & Yoga Treatment Camps. He has attended numerous Conferences Seminars & Workshops as Delegate, Invited Speaker, Paper Presenter & is Computer Savvy with knowledge of 8 Languages (English, Hindi, Kannada, Tulu, Tamil, Malayalam, Konkani, Marathi)

He was also the Member of, Academic Sub-Committee of Yoga & Naturopathy, Ministry of AYUSH, Govt. of India

In addition to the duties of an Officiating Pro-Vice-Chancellor, he is also the Dean, Faculty of AYUSH, Swami Vivekanand Subharti University, Meerut.

The CEO



Prof. (Dr.) Shalya Raj
MDS

Dr. Shalya Raj, did her graduation from SDM College of Dental Sciences, Dharwad & completed her Masters in Conservative Dentistry & Endodontics from Subharti Dental College. Her Keen Interest in academic reflected in the fact that she has published numerous research papers, articles and books early in her career.

She is also the guide to a few selected students pursuing research. She is a popular teacher, academician, good clinician and above all, a dedicated human being. It is these qualities that make her an integral part of all cultural and social events of the university. She is a trained Kathak dancer & Hindi classical singer & her efforts have won her various accolades in the field of painting, craft & drama.

Dr. Shalya has received over 31 awards for her work in social academic field. "CEO of the year Award." by SUMMENTOR PRO. Under her guidance, 'The Trust' received the award of 'Globe Peace Ambassador' conferred by IBEIYAAED. The Trust also received appreciation for donations to the 'Army Welfare Fund' and the 'CM RELIEF FUND' Uttarakhand.

Mostly recently the university was nominated among the top 9 centres in the field of social work. She is an active trustee of the MTV Trust. Realizing her sense of purpose and a state of direction, the board of trustees have nominated her as the CEO of the University.

66 *Where Day Meets Night, never say "I cannot", for you are infinite. All the power is within you. You can do anything.* *— Swami Vivekananda*

It is our pleasure to state that Swami Vivekanand Subharti University, Meerut, was established with the dream of providing quality education and instilling "Siksha, Seva, Sanskar avam Rashtriyata" in the youth. Therefore, to spread education & values of 'Subharti' to all, the Directorate of Distance Education was established 2009 with Regular Mode (2008). Learning through Distance Mode proved out to be a ray of hope and opened new directions of opportunities for students to obtain higher education without the constraints of geographies and time. Directorate of Distance Education (DDE), Swami Vivekananda Subharti University offers a chance to enhance the career. Our mission is self-paced learning and to provide ultimate convenience, ease and flexibility to our students. We seek self-motivated individuals who believe in charting their own methods of learning, who take full advantage of the

opportunities, and are willing to contribute their best. As the Director of Directorate of Distance Education of this prestigious University, it is my accountability and responsibility to reach out to maximum students with the aim to increase the country GER (Gross enrolment Ratio) & spread education till the smallest & darkest of corners. "I welcome each one of you to be a part of the 'Subharti University' where Subharti Online programmes have been designed with the objective of giving a perfect boost to the career of learners and also to help them in using their full potential for elevation, by bringing together innovation pedagogy, rich content and latest technology. Subharti Online programmes are the home to a range of University Grants Commission (UGC) entitled courses meant for anytime, anywhere learning. Innovative teaching methodologies and quality education are blended together to create unique learning experiences. These online courses serve the educational aspirations of students across globe through 21 programmes offered under Masters and bachelors degree. The well researched curriculum, renowned faculty, cutting edge technology is some of the noteworthy features."



The Director

Prof. (Dr.) Santosh Sharma
Directorate of Distance Education
Swami Vivekanand Subharti University, Meerut

WHY DDE, SVSU ?

Distance Education plays a crucial role in enriching the knowledge base of any society. The need & importance of Distance Education is becoming more relevant in modern age where it becomes difficult to impart education to masses in conventional regular mode. SVSU understands the aforesaid need in India & further it has firmly understood that innovative professional education has to be spread to the general masses. This is how the Distance Education Program of the Swami Vivekanand Subharti University was conceived in 2009.

Distance Education Program of DDE, SVSU is a unique program of its kind. With its experience of 13 years of running distance education across the country, the university has evolved its Distance Education Program to the best in class standards. Following are the key reasons to pursue a course under Distance Education Program of DDE, SVSU:

UGC Approved Private University

Swami Vivekanand Subharti University is a State Government University established under section 2(f) of the University Grants Commission Act, 1956 set up under the Swami Vivekanand Subharti Vishwavidyalaya Uttar Pradesh Adhiniam, 2008 (U.P. Act No. 29 of 2008), as passed by the Uttar Pradesh Legislature and assented to by the Honorable Governor of Uttar Pradesh.

As per UGC letter no. F.9.37/2008 (CPP-1), DATED 06.02.2009, Swami Vivekanand Subharti University, being a State Private University, is competent to award degrees specified in Section 22 of the UGC Act 1956.

DEB (UGC) Recognition

Distance Education Bureau-University Grants Commission has given recognition to DDE SVSU for offering Programs through Distance Education Mode vide letter no. DEC/Recog/2009/3174, dated 09.09.2009, on the recommendation of the Joint Committee of the University Grants Commission, All India Council for Technical Education and Distance Education Council and extended subsequently vide letter no. DEC/SVSU/UP14621-14623, dated 17.09.2012, UGC/DEB/Recog/Daysilbagh/Vol. II/7471-7475, dated 05.06.2014, UGC/DEB/SVSU/2013, dated 28.09.2015 & F.No. 49-1/2016(DEB-III), dated 01-07-2016, F.No. 17-4/2018 (DEB-I), dated 26.10.2018, F.No. 17-4/2018 (DEB-I), dated 12.02.2021, F.No. 40-10/2021 (ODI) (DEB-II), dated 12.11.2021, F.No. 40-10/2021 (ODI) (DEB-II), dated 27.12.2021 for offering Distance Learning Programs. The Programs conducted by the University through distance education are identical in contents to the courses offered through the normal mode. Consequently, as per Government of India Gazette Notification No. 44, F.No. 18-15/93-TD.V/TS-IV, dated 01.03.1995 and MHRD Notification no. 6-1/2013/OL, dated 10.06.2016, the degrees awarded by the University through distance education stand automatically recognized for all purposes, including employment to posts & services.

Market Leader in Distance Education

Since 2009, DDE has grown as a market leader offering quality distance education to thousands of students, and produced a large number of Under Graduates & Post Graduates students who are well placed in reputed organizations and many are self employed.

Quality Education

DDE, SVSU provides an opportunity to students for their career growth along with holistic development of personality. The university adopts latest and industry oriented curriculum which are revised from time to time as per contemporary requirements. We have exclusive Board of Studies for every discipline which consists of eminent academicians and experts from industry for designing & developing the course curriculum.

Affordable Fee Structure

University has adopted a very nominal fee structure for all courses run by Directorate of Distance Education. The objective is to increase the access to quality education for the masses and especially the underprivileged and downtrodden sections of society. Quality education at affordable cost is a unique strength of DDE-SVSU which is indeed unparalleled across board.

Online Student Support Services

Distance learners require extensive support services as they are already located away from the university. DDE, SVSU has established a student support service in the form of online web portal 'Help Desk' at our official website i.e. www.subhartidde.com where Students can register any request, query, complaint as well as through e-mail id grievance@subhartidde.co.in as well as land line & mobile numbers given at DDE website. Even an exclusive grievances portal has been activated for speedy settlement of any type of complaints.

Grievance Cell

The Distance Education has a committed grievance cell which addresses the complaints of the students. The grievance cell analyses all the matters of concern so as to ensure timely action on the problems faced by the students. The grievances can be reported both in the physical as well as electronic form and the decisions are taken in a time bound manner to provide the resolution to the satisfaction of the aggrieved.

(For any query please contact: 7456901053 E-mail: grievance@subhartidde.co.in)

GENERAL INFORMATION

1. Procedure for Obtaining Admission Form & Prospectus:

- The Prospectus containing Admission Form can be obtained in person from: The Directorate of Distance Education, Swami Vivekanand Subharti University, Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut or its city office located at Lokpriya Hospital Complex, Samrat Palace, Garh Road, Meerut, after submitting registration fee (non-refundable).
- The Prospectus can also be downloaded through our official website www.subhartidde.com

2. Submission of Admission Form:

- An applicant should submit the Admission Form duly filled with all mandatory enclosures completed, personally or by post, to the Director, Directorate of Distance Education, Swami Vivekanand Subharti University, Subhartipuram, NH-58, Delhi Haridwar Bypass Road, Meerut 250005.
- The application for Admission should be submitted along with the following:
 - Fee can be deposited through online payment directly into the University account given on our official website www.subhartidde.com
 - Duly attested photocopies of the statement of marks & other relevant documents (certified) pertaining to the qualifying Examination by a Gazetted Officer or Principal of the College from where these were obtained, should be submitted at the time of Admission.
 - Self attestation of documents is permissible, if the originals are produced before the Registrar of Swami Vivekanand Subharti University or Director/Dy. Registrar/Asst. Registrar of Directorate of Distance Education.
 - 5 (five) recent passport size color photographs should be provided in which 2 (two) photographs should be pasted on the Admission Form & Enrollment Form accordingly & another 3 (three) photographs should be attached/stapled with the Form.
 - Equivalence certificate obtained from the Association of Indian Universities is compulsory, if the qualifying Examination is from a foreign University.
- The learners are advised to check their eligibility criterion for a particular course which the student wishes to apply for, from our website www.subhartidde.com or DDE Prospectus.

3. Admission Procedure:

- Applications can be sent to the Directorate of Distance Education directly or through its city office. The applicant's eligibility will be checked & accordingly he/she shall be granted Admission & an acknowledgment of the receipt of the fee paid & the Application Form shall be issued.
- An Identification Card shall be required for attending counseling session/PCPs & also for receiving study material (SLM), mark sheets, Degree etc. in person. The identity card shall be valid for the entries during of the programme. Student can also download their identification card directly from the official website through their student login.
- The University conducts Entrance Examination twice a year for Admission in MBA or any other Program as may be decided by the University. Learners can obtain information related to the Entrance Examination from the Directorate of Distance Education or its website www.subhartidde.com. The University may, as an alternative, consider granting Admission on the basis of the score obtained by an Applicant in any Central or State level Entrance Examination for a similar course.

4. Change of Address:

- If a student wants to get his/her Address changed, then he/she may apply for the same with the requisite fee.
- Change of Address shall come into effect, if the Application is accepted or at the beginning of the academic/calendar year or as the case may be.

1. Study Material for Learners

At the time of admission a Learner is eligible to demand his Study Material or SLM, after producing any identity proof i.e. I-card, Fee receipt etc. Online Study Material is also issued for all the Learners, on demand.

Special Instructions for Learners

1. The Candidates are advised to go through the Prospectus carefully before filling up the Admission Form and follow other instructions issued from time to time. The candidates should also remain vigilant and get in touch with the Directorate at the appropriate time in case of non-receipt of study material, admit card/roll number, examination date sheet, result/DMC, etc. from the Directorate.
2. (a) For correspondence with Directorate and remission of fees etc., please ensure to mention Name, Father's Name, DDE Ref. No., Session, Class, Subject and complete address, failing which the Directorate may not be held responsible for not sending any response to such communications or non-adjustment of fee and consequences thereof.
(b) The candidature of an applicant is liable to be cancelled in case of non-payment of any type of dues/fee or part thereof and/or for non-submission of any document. It can, however, be restored during the session on payment of balance dues with late fee and the required documents along with the revival fee, as the case may be. If the outstanding dues are not remitted and the required documents are not submitted before the termination of the theory examinations and roll number is not issued to the candidate for the annual examination, his/her candidature shall not be revived in any case thereafter. Such a candidate can, however, seek admission afresh in the subsequent session to become eligible to appear in the university examination after paying all the dues afresh, however, no adjustment/refund of fee paid in previous session will be allowed.
(c) The date of receipt of fee or any other document will be the date on which the same is actually received in the Directorate of Distance Education. The Directorate will not be responsible for failure on the part of the postal/courier services for non-receipt or late delivery of any document including payment of dues to be deposited by a student.
3. Acceptance of Admission Forms/fees, allotment of DDE Ref. No., issue of identity card, dispatch of study material, attendance of Personal Contact Program etc. will be provisional subject to confirmation of eligibility subsequently at a later date.
4. According to Guideline released by the University Grants Commission in April 2022 a student can pursue two academic programmes one in full time physical mode and another in Open and Distance Learning (ODL)/Online mode; or up to two ODL/Online programmes simultaneously.
5. This Directorate has not authorized any Agency/Institution or appointed any Agent to deal with any matter relating to admissions, examinations or other related matters. The candidates seeking admission to distance education courses of this University are advised to contact this Directorate directly.
6. The candidates should ensure timely submission of all required documents and fees as mentioned in the Prospectus failing which it will solely be responsibility of the student for any consequences including with holding of the Admit Card/Roll No. slip, debarring him/her from appearing in the University Examination without any Notice.
7. In case, any certificate issued either by the DDE or the Controller of Examinations has incorrect information or spelling mistakes, the original certificate should be returned along with a request for rectification within 30 days of receipt of the certificate. Delayed request for rectification may entail payment of penalty fee.
8. Learners are expected to behave well and maintain discipline during the various sessions organized by the University. Any complaint of indiscipline will be viewed seriously, and such learners will be removed from the rolls of the University.
9. All legal disputes are subject to having jurisdiction in Meerut District.

INSTRUCTIONAL SYSTEM

The methodology of instructions at Directorate of Distance Learning of the SVS University of Meerut is different from that of the conventional university/colleges. Our system is more learner oriented in which the learner is an active participant in the teaching learning process.

1. Study Materials For Learners

Printed study materials are basically in English and wherever possible in Hindi also. The question-papers in the subject other than languages are printed in English with Hindi version. The students can write their answers in English, or Hindi if they take permission before examinations start from the Director, DDE.

Students will have to collect their study materials from directly from the Admission cell after submitting requisite admission fee. However, for the students who are unable to make it, the study materials will be sent through post if he/she makes a written request to the office along with the Xerox copy of Admission Form / Fee receipt and complete postal address.

2. F2F Counseling Sessions

Face to face interaction with teachers and Counseling at DDE by the core faculties and Counsellors are available during office hours from Monday to Saturday (excluding public holidays and festivals).

3. Medium of Instruction

The medium of the Examination is English, but the students with prior permission have an option to write their theory papers in Hindi irrespective of the medium of instruction.

4. Teaching And Guidance

The Directorate of Distance Education offers high quality teaching environment to its students / learners. Each department is headed by a Head of the Department (HOD). Counsellors or Mentors are appointed on rotation basis for an academic session. Students can approach respective HOD's for any academic assistance in the particular academic field. Each department has highly qualified faculty members. And most of them possess research degrees in the form of Ph.D. and M.Phil. from various top institutions across India.

5. Continuous Internal Assessment

The progress of a learner is continuously monitored through Personal Contact Programs, Viva & Group Discussions, Personality Development Programs and Assignment Work. All these are compulsory and marks shall be awarded for attendance and performance of a learner in all these activities, as may be prescribed in the syllabus.

Distance Education learners have to depend much on self-study, as distinct from professional teaching guidance, which is available in regular mode of education. In order to ascertain the writing skill and level of comprehension of the learner, assignment work is compulsory for all learners. Each assignment shall consist of a number of questions, case studies and practical related tasks. The Assignment Question Papers will be uploaded to the website within a scheduled time and the learners shall be required to respond them within a specified period of time. The response of the learner will be examined by a faculty member.

6.

Examinations -

(a) The examination shall be held semester wise in December / June for the Academic / Calendar batch respectively.

(b) Admit Cards/Roll No. Slips and date sheet for appearing in the examination shall be provisional subject to fulfilling the eligibility, etc. Admit Cards/Roll Nos. and date-sheet will be issued to the candidates concerned, by e-mail or by hand, 10-12 days before the commencement of examination concerned, if the students have fulfilled all the requirements and paid their all kinds of fees/dues and submitted the requisite documents. If any candidate does not receive his/her Admit Card/Roll No. slip in time, he/she should contact the Directorate of Distance Education.

(c) No correspondence regarding Non-Receipt of Roll Number will be entertained from any student after the Theory Papers Examinations are over and he/she himself/herself will be responsible for the consequences of not appearing in the Examinations. The University in such cases will not consider the requests of the students for refund/adjustment of fee paid by them or any claim for compensation or re-examination.

(d) An Examination Centre will be decided by the DDE and will be located in a College or a School, where all the requisite facilities can be made available.

(e) Centers for the Practical Examination shall be institutions having adequate laboratory facilities. The examiners for the Practical's shall be appointed by the DDE from amongst the senior teaching staff of the Institution.

7.

Evaluation System -

The University follows the following evaluation system:

- a. Continuous evaluation through personal contact programs, assignment work, viva, group discussion and personality development programs.
- b. Semester based Examinations
- c. Evaluation of Practical's, wherever prescribed
- d. Evaluation of professional project report, wherever prescribed.
- e. A learner shall be declared 'pass' at the end of the academic/calendar year, if he/she secures minimum 40% marks in each subject (including project report, internship, industry integrated learning and Practical's, wherever prescribed) separately in the annual examination and the internal assessment. If a learner fails to secure 40% marks in any subject or in internal assessment, he/she will still be promoted to the next academic/calendar year, but he/she will have to appear in back paper for the subject in which he/she has not been able to obtain the requisite pass marks. The examination for learners giving back paper in any subject shall be held along with the examination prescribed in University examination system (i.e. ODD and Even rule). In case, the learner fails to secure minimum 40% marks in internal assessment, he/she will have to resubmit the assignments for evaluation.

8.

Distribution Of Marks -

- a. Each theory paper shall carry 100 marks, which will be divided into the ratio of 70:30 between term/semester end examination and continuous evaluation. The term end examination shall be held towards the end of the session, whereas continuous evaluation shall be done throughout the year through PCP, AW, VGD and PDP, wherever prescribed. The distribution of continuous assessment marks shall be done equally between these components.
- b. The practical examinations will be conducted as per the evaluation scheme.
- c. The professional project work component, wherever prescribed, is compulsory for the learner and one copy of project report must be submitted to DDE for assessment.

9. **Grading System**

- a. The final grading of the learner shall be determined on the basis of the marks obtained by the learner in examinations and continuous internal assessment, after substituting the marks obtained in back papers, if any. The learner's achievement shall be indicated on a six point scale, as given below -

MARKS	DESCRIPTION	DIVISION	GRADE
85% and above	Outstanding	First	A++
75% and above but below 85%	Excellent	First	A+
60% and above but below 75%	Very Good	First	A
50% and above but below 60%	Good	Second	B
40% and above but below 50%	Average	Third	C
Below 40%	Unsatisfactory	Fail	D

A student has to secure at least grade 'C' for being declared pass in the end term examination.

- b. The Degree awarded to a successful learner shall indicate the grading as well as the description along with an explanation containing the correlation between the marks, grade and description.

10. **Certification**

- a. **Provisional Certificate** - On successful completion of the course, the learner may apply for a Provisional Certificate along with the prescribed fee.
- b. **Consolidated Statement of Marks / Transcript** - Learners, who have obtained provisional certificate and have completed the entire course of study, may obtain consolidated statement of marks by applying to the Director, DDE in the prescribed form along with the requisite fee.
- c. **Final Degree Certificate** - The degree certificate for successful learners can be obtained by applying to the Controller of Examinations on prescribed format along with required documents and requisite fee. The degree will be distributed during the University convocation. If required, the degree can be obtained (by Hand or by Post), before the convocation by applying for the same, as mentioned above.
- d. **Duplicate Certificate** - Duplicate copies of documents consolidated mark sheets, provisional certificate, migration certificate etc may also be obtained by applying to the Controller of Examinations along with the prescribed fee.



POLICY FOR CREDIT TRANSFER (SVSU)

The Directorate of Distance Education has adopted Credit Transfer policy for UG and PG degree courses run by the Directorate of Distance Education (DDE) as given below –

1. If a learner has completed his/her 1st year or 2nd year from any other university and wishes to apply for 2nd year or 3rd year respectively, he/she can apply for the same on the prescribed form along with the prescribed fee to the Directorate of Distance Education.
2. The Learner will have to deposit all his relevant documents attested by a Gazetted Officer (with a clear seal of the name and designation) along with the application.
3. The Credit Transfer fee will be Rs. 1500/- + additional charges of qualifying exam.
4. The additional charges will be as follows –

S.N	Standard	Charges
1	Traditional UG Course BA, B.Com	Rs.500/-per additional paper
2	Traditional PG Course MA, M.Com	Rs.700/-per additional paper
3	Professional UG Course BBA, BA-JMC	Rs.800/-per additional paper
4	Professional PG Course MBA	Rs.1000/-per additional paper

Note- The above mentioned fee can change as per the rules of DDE.

5. The eligibility criteria and matching of the credits for that course will be done and according to the credits matched as per the norms of the University, the Learner will be given admission & promoted to the appropriate year.
6. In case the credits are short, the student will be required to give the extra papers to match the credits.
7. The student/learner will have to give an affidavit as per the prescribed format that all information given by him/her are correct and all documents deposited by him/her are genuine. In case any information given by him/her is found fake or any document submitted is found fake, he/she will be liable for the appropriate administrative/legal action against him/her.
8. The Directorate reserves the right to get the certificate/mark sheets/documents verified by the issuing authority.
9. The Policy of credit transfer will be applicable only in the degree courses at PG & UG Level run by DDE.
10. The student/Learner may be allowed to take admission under Credit Transfer Policy depending upon the eligibility from Regular to Distance mode, Private to Distance mode and Distance to Distance mode. However as per rules, the student will not be eligible to take admission under Credit Transfer from Distance to Regular mode in Swami Vivekanand Subharti University. The approval of the previous university under which the student has been continuing course under

Credit Transfer System (General Instructions)

"Credit Transfer" means allowing a student of another recognized university to get admitted to DDE, SVSU for completing any equivalent Degree program on the basis of credits obtained by him/her from that University. A student thus admitted need not write DDE examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for, and for purposes of fulfilling the DDE requirements for award of a Degree.

POLICY FOR CREDIT TRANSFER (SVSU)

Eligibility Criteria

1. The Credit Transfer scheme is applicable only to those candidates who have not completed their degree from any other recognized university but are willing to complete it through DDE as per rules provided.
2. Normally Credit Transfer will be applicable only from a graduate Degree to a graduate Degree and Post Graduate to Post Graduate Degree respectively.

Instructions to be followed

1. Do not forget to enclose your marks-sheet and syllabus of the courses which you have passed and against which you seek Credit Transfer. Note that the syllabus should be of the same year in which you passed the courses.
2. Credit Transfer will be permissible for those students who have completed 1st year or 2nd year through distance or private mode from any recognized University.
3. Credit Transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
4. Attested copies of mark sheet (s) and attested copies of syllabus of courses covered by them to be sent on the following address -
Directorate of Distance Education (DDE), Swami Vivekanand Subharti University,
Subhartipuram NH-58 Delhi- Haridwar Bypass Road, Meerut, 250005
5. Credit Transfer/Exemption can be considered only for the courses at the same level, e.g. undergraduate, post-graduate etc.
6. The Credit Transfer for a course cannot be allowed, if the corresponding course of DDE, SVSU has more credits than the credits for the corresponding completed course by the student from other Universities/Institution.



POLICY FOR LATERAL ENTRY (SVSU)

"Lateral Entry" means an Applicant who has passed an unassembled Examination consisting of an appraisal of training, education, experience, work history or any other means for evaluating relative qualifications. A student thus admitted need not write DOE Examinations for such courses which are found equivalent to & for which appropriate Lateral Entry would be deemed to have been acquired for & for the purpose of fulfilling the DOE requirements for the award of a Degree.

The Directorate of Distance Education has adopted Lateral Entry Policy for UG & PG Degree courses run by DOE under certain conditions as given below:

1. If a Learner has completed one year Post Graduate Diploma in Business Management & wishes to apply for 2nd year in MBA course respectively through the lateral entry scheme, he/she can apply for the same on the prescribed Form along with the prescribed fee to the Directorate of Distance Education.
2. The Learner will have to deposit all his relevant documents attested by a Gazetted Officer (with a clear seal of the name & designation) along with the Application.
3. The Lateral Entry Fee will be Rs. 1500/- (Rupees One Thousand Five Hundred only) + additional charges of qualifying Examination.
4. The additional charges will be as follows:

S.N	Standard	Charges
1	Professional PG Course MBA	Rs.1000/-per additional paper

Note: The above mentioned fee can change as per the rules of the Directorate of Distance Education (DOE)

1. The eligibility criterion for the above mentioned courses will be done & according to the subject/paper matched as per the norms of the University & the Learner would be given Admission & promoted to the appropriate year.
2. If any paper or course are mismatched & the candidate has not studied in PDGSM, then he/she will have to appear in that particular course/papers during his/her 2nd year MBA Examination for qualifying in that course.
3. If the Student/Learner is admitted in 2nd year under the Lateral Entry scheme, he/she will not be considered for another Lateral Entry under any circumstances.
4. The Policy of Lateral Entry will be applicable for MBA courses only.
5. The Student/Learner may be allowed to take Admission under Lateral Entry Policy depending upon the eligibility from Regular to Distance mode, Private to Distance mode & Distance to Distance mode. However as per rules, the student will not be eligible to take Admission under Lateral Entry from Distance to Regular mode. The approval of the previous University under which the student has been continuing his/her course under Regular/Distance/Private mode will be checked before giving Admission.
6. Do not forget to enclose your marks-sheet and syllabus of the courses which you have passed and against which you wish to seek Admission through Lateral Entry. Note that the syllabus should be of the same year in which you passed the courses.

Directorate of Distance Education shall follow the UGC norms for refund of fee of learners who wants to withdraw their admission.

NOTE: No refund of fee will be permissible after 30 days of formally notified last date of admission.

DDE PROGRAMS AT A GLANCE ALONG WITH FEE STRUCTURE

S.No.	LEVEL	PROGRAMME	STREAM
1	UG	Bachelor of Arts	General (Combination of any 3 subjects)
			1. Hindi
			2. English
			3. Political Science
			4. History
			5. Economics
			6. Sociology
			7. Mathematics
2	UG	Bachelor of Library and Information Sciences	Library and Information Sciences
3	UG	Bachelor of Business Administration	Management
4	UG	Bachelor of Commerce	Management
5	UG	Bachelor of Commerce (Honors)	Management
6	UG	Bachelor of Arts	Journalism and Mass Communication
7	PG	Master of Library and Information Sciences	Library and Information Science
8	PG	Master of Business Administration	General (Combination of any 2 Subjects)
			1. Information Technology
			2. Human Resource Management
			3. Marketing Management
			4. Financial Management
			5. Fashion Designing
9	PG	Master of Commerce	Management
10	PG	Master of Arts	Journalism and Mass Communication
11	PG	Master of Arts	Political Sciences
12	PG	Master of Arts	Mathematics
13	PG	Master of Arts	Sociology
14	PG	Master of Arts	History
15	PG	Master of Arts	Hindi
16	PG	Master of Arts	Economics
17	PG	Master of Arts	English
18	PG	Master of Arts	Buddhist Studies
19	PG	Master of Arts	Education
20	PG	Master of Arts	Public Administration
21	PG	Master of Arts	Home Science

DDE PROGRAMS AT A GLANCE ALONG WITH FEE STRUCTURE

Applicable from Academic Session 2022-23

1: Bachelor Degree Program

S.No.	Title of Program	Eligibility	Course Duration		Annual Fee (In Rs.)
			Minimum	Maximum*	
1	Bachelor of Arts - Hindi, English, Mathematics, Economics, Sociology, Political Science, History (Combination of any 3 subjects)	10+2 or eq.	3 Years	6 Years	6500.00
2	Bachelor of Business Administration	10+2 or eq.	3 Years	6 Years	12000.00
3	Bachelor of Arts in Journalism & Mass Communications (B.A.- JMC)	10+2 or eq.	3 Years	6 Years	12000.00
4	Bachelor of Library Science (B. Lib)	Graduation or eq.	1 Year	3 Years	14000.00
5	Bachelor of Commerce (B.Com.)	10+2 or eq.	3 Years	6 Years	8000.00
6	Bachelor of Commerce (B.Com.) Hons.	10+2 or eq.	3 Years	6 Years	10000.00

2: Master Degree Program

S.No.	Title of Program	Eligibility	Course Duration		Annual Fee (In Rs.)
			Minimum	Maximum*	
1	Master of Arts in English, Sociology, Hindi, Political Science, Economics, Public Administration, History, Mathematics, Home Science	Graduation or eq.	2 Years	5 Years	12000.00
2	(i) Master of Business Administration (MBA) (Gen) (Information Technology/ Human Resource Management/ Marketing Management/ Fashion Designing / Financial Management) (Combination of any 2 subjects)	Graduation or eq.	2 Years including Internship	5 Years	24000.00
3	Master of Arts in Journalism & Mass Communications (M.A.- JMC)	Graduation or eq.	2 Years	5 Years	14000.00
4	Master of Library Science (M.Lib.)	B. Lib or eq.	1 Year	3 Years	14000.00
5	Master of Arts in Buddhist Studies	Graduation with one Subject of Buddhist Studies	2 Years	5 Years	13000.00
6	Master of Arts in Education	Graduation or eq.	2 Years	5 Years	14400.00
7	Master of Commerce (M.Com.)	Graduation with Commerce or eq.	2 Years	5 Years	12000.00

DDE PROGRAMS AT A GLANCE ALONG WITH FEE STRUCTURE

*Maximum duration refers to the Maximum time allowed for the completion of that course, if the student fails to complete it within this stipulated period, re-enrollment will have to be done & full fees will have to be paid by the student again.

Other Fees:

In addition to the Course Fee, the Learner will be required to deposit the following fee at appropriate time by cash or through online mode. (No Demand Draft will be accepted)

• Registration Fee	: Rs. 1500 (Non Refundable & Non Transferable)
• Examination Fee	: Rs. 2000 per Annum
• Reappear Paper Fee	: Rs. 250 per paper
• Credit Transfer Fee	: Rs. 1500
• Continuation Fee	: Rs. 2000
• Scrutiny Fee	: Rs. 200 per paper
• Change of Address Fee	: Rs. 500
• Change of Specialization Fee before issuing enrollment number	: Rs. 500
• Consolidated Mark sheet Fee	: Rs. 2000
• Duplicate Mark sheet Fee	: Rs. 500
• Final Degree Fee	: Rs. 3000
• Confidential Result Fee	: Rs. 1000
• Document Verification Fee	: Rs. 1000 (per document for Non-Govt. Organizations)
• Transcript Fee	: Rs. 1000 for each
• Degree Correction	: Rs. 500
• Mark sheet Correction Fee	: Rs. 500
• Provisional Degree/Migration Fee	: Rs. 500
• Any other document correction Fee	: Rs. 500

NOTE:

1. Fee Refund Policy as per UGC norms. 2. No hidden charges.

For any other query & other details,

please visit our DDE website www.subhartidde.com or E-mail us at director@subhartidde.com

ACADEMIC PLAN (Semester Wise)		
ACADEMIC ACTIVITY	ACADEMIC BATCH	CALENDAR BATCH
Notification for Program Announcement & Issue of Application Forms	March-April	September-October
Admission	July-August	January-February
Dispatch of SLMs	August	February
PCP	September-October	March-May
Assignments Submission	Before Examination	Before Examination
Evaluation Assignments	December	June
Last Date of submission of Examination Form	One month before commencement of examinations	
Examination	December-January (1st Semester)	June-July (1st Semester)
Announcement/Declaration of Result	March	September

NOTE:

The dates mentioned above are tentative & subject to change depending upon the decision of the University. For further details, please visit the DDE website: www.subhartidde.com

8. Nationality

9. Category (tick mark whichever is applicable)
(Please attach category certificate if applicable)

Gen.	OBC	SC	ST	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10. Employment Status

11. Details of Educational Qualifications (From Matriculation onwards) :

Name of the Examination	Subject	Year of Passing	Name of University/ Board	Division/ Grade

DECLARATION

I hereby declare that the information furnished herein above is true and correct to the best of my knowledge and belief. I further declare that the attested photocopies of the certificates submitted by me at the time of admission are the true copies of the originals. I have read the prospectus and the rules and regulations of the University. In case any information is found incorrect, at any stage, I agree to forego the fee deposited and also the claim for admission.

Place & Date :

Signature of the Applicant

For A.F. use only

Eligible : (✓ Tick)	Yes	No	Course Fee paid in Full	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Fee Receipt Issued	Yes	No	Originals Verified	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Granted provisional admission subject to ratification by University.

Seal & Signature of Coordinator

(To be filled by the Office)

- ☐ Photocopy of High School Mark sheet & Certificate
- ☐ Photocopy of Intermediate Mark sheet & Certificate
- ☐ Photocopy of Graduation I, II, III Year Mark sheet & Certificate
(only applicable for PG Courses)
- ☐ Photocopy of Previous year mark sheet (in case of Credit Transfer)
- ☐ Photocopy of required Degree/Diploma (in case of Lateral Entry)

Eligible for the Course:

- | | | |
|---------|------------------------------|-----------------------------|
| 1. U.G. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. PG | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. C.T. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. L.E. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Recommendation of Checking Officer

This is to certify that the candidate is eligible for admission. Enrollment no. may be allotted.

Enrollment No.

Checked by

Date :

Signature
(Sanctioning Authority)

STUDENT SUPPORT SERVICES

The Directorate has website <http://www.subhartidde.com>, student grievance redressal system, all important notices, their results and other vital information is available on the website.

Library

The Directorate has a well-equipped library having up-to-date reference material, textbooks and journals on the various programmes offered by the Directorate. The library support services cater to the needs of teaching faculty, resource personnel and students enrolled with the Directorate.

The Directorate has created a Career Corner in the library, which is equipped with general awareness books that help our students to prepare them for various competitive examinations like NET/SET/KAS etc.

Information Communication Technology (ICT)

The Directorate is fully computerized with latest Information and Communication Technology (ICT). The students enrolled with the Directorate, can use the ICT facilities provided by the Directorate at its headquarters and as can avail the facility like online Submission of Forms, Downloading of Results, at IT Centers located in the CAMPUS.

Conference / Seminar Hall

The Directorate has a spacious conference hall equipped with the state-of-the-art facilities wherein the presentation capabilities of the students are developed and enhanced through conferences, seminars, group discussions etc.

This hall is equipped with modern communication aids like electronic board, overhead projectors, LCD projectors and central audio system to conduct conferences, seminars and workshops in an academic ambience.

Centre of Internal Quality Assurance (CIQA)

In tune with its pursuit of mission through a continual process of introspection, analysis, integration, innovation and improvement the Directorate has effective and functional Centre of Internal Quality Assurance Cell (CIQA) as envisaged by the National Assessment and Accreditation Council (NAAC).

Grievance Redressal Cell

The Directorate has established a fast track mechanism for redressal of grievances/suggestions of the students. The students can register their genuine grievances in the office of the cell personally or by mail on University website.

Sports & Cultural Activities

The Directorate of Distance Education has started various sports activities to foster the spirit of adventure, discipline and team spirit among the students.

ABOUT MEERUT

Meerut is an ancient city located at just 40 miles north-east of New Delhi in the state of Uttar Pradesh, India. It boasts of settlements dating back to the Indus Valley civilization having been found in and around the area. It is the third largest city in the National Capital Region of India, and as of 2011 the 33rd most populous urban agglomeration and the 26th most populous city in India. Meerut also has one of the major army garrisons/cantonments in this part of the country.

GLOBAL RECOGNITION AND INDUSTRIAL IMPORTANCE:

Meerut is the 63rd fastest-growing urban area in the world. It is the 14th fastest developing city in India. A new report by U.S. financial services firm Morgan Stanley, "Alpha Wise City Vibrancy Index: A Guide to India's Urbanization" gave Meerut the 5th spot on the "vibrancy" index, ahead of Delhi and Mumbai. Meerut is a trade centre for agricultural products and has a considerable amount of industry, including manufacturing, smelting, handicrafts, and the milling of sugar, cotton, flour, and oilseeds. The city is one of the largest producers of sports goods, and the largest producer of musical instruments in India. It is also the largest producer of bicycle and rickshaw in the world.

CONNECTIVITY AND TRANSPORTATION:

Meerut is very well connected by rail, road and is just 2 hours 30-minute drive from Indira Gandhi International Airport, New Delhi. The Delhi-Meerut expressway starting from Nizamuddin Bridge on Ring Road, New Delhi will enable commuters to reach Meerut in just 45 minutes. For internal transportation in the city, there are facilities of cab, auto-rickshaws and bus.

INFRASTRUCTURE, ACCOMMODATION & SHOPPING CENTERS:

Meerut is a city where you can find traditional as well as modern markets. With many malls and shopping complexes with all types of branded showrooms all the shopping needs can be fulfilled without any difficulties. In and around the city, there are many 5 star and 4 star hotels facilitating easy accommodation for visitors. Also, the infrastructure segment of Meerut is currently going through a boom phase with many new projects coming up in and around the city. There are many new buildings, shopping complexes, malls, roads, flyovers and apartments coming up.

BANKING FACILITIES:

Meerut ranked second on both the financial penetration index, which measures things like the presence of ATMs and bank branches, and on the consumption index, indicating the city's transformation into an urban town. The city has branches of most of the nationalized banks which facilitates easy transfer of money from any corner of the world.

PLACES TO VISIT:

Augarhnath Mandir (Also known as Kali Paltan), Meerut Cantonment (Monument of India Rebellion in 1857), Hastinapur (Capital and center spot of Pandava's Rule), The Church Basilica of The Lady of Graces, Sardhana are some of the places to visit. The city also has a 12th Century Mausoleum and a number of old temples and mosques. Apart from the places of religious and traditional values, the city has many theatres, parks, stadiums and playgrounds.

FREE HEALTH CAMP AT THE FAMOUS NAUCHANDI MELA