



॥ सरस्वती नः सुभगा मयस्करोत् ॥

JIGYASA

(Your Questions : Our Answers)



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RAJARSHI PURUSHOTTAM DAS TANDON



Purushottam Das Tandon was born on August 1, 1882 at Allahabad. After obtained a degree in law and M.A. in History, he started practicing in 1906 and joined the bar of Allahabad in 1908. He gave up practice in 1921 to concentrate on public activities.

On April 15, 1948, the title of 'Rajarshi' (Etymology: Raj + Rishi = Royal Saint) was bestowed on him by Devrahava Baba on the bank of river Saryu in presence of numerous spiritual luminaries and religious dignitaries. By nature, Tandon ji was very straightforward, calm, polite and modest. '*Simple living and high thinking*' has always been the motto of life.

Rajarshi Tandon worked as the **Speaker** of the **Legislative Assembly** of the present-day **Uttar Pradesh** for a period of 13 years, from July 31, 1937 to August 10, 1950. He was elected to the **Constituent Assembly of India** in 1946, to the Lok Sabha in 1952 and the Rajya Sabha in 1956. He is remembered for his efforts in achieving the *Official language of India Status* for Hindi language.

In 1961, The President of India Dr. Rajendra Prasad conferred on Rajarshi Tandon the title of *Bharat Ratna*, India's highly civilian award.

Rajarshi Tandon passed away on July 1 in 1962.

कुलगीत

सद्ज्ञान तीर्थ पावन नगरी यही सुहाती ।
सबके लिए सुशिक्षा संकल्प शुभ सुनाती ।।

शिक्षा जगत् पुरोधा आदर्श राष्ट्र-नायक ।
हिन्दी प्रबल समर्थक सद्भावना विधायक ।।
यह मुक्त पीठ अनुपम राजर्षि जिसकी थाती ।
सबके लिए सुशिक्षा ।।

संगम मनीषियों की चिन्तन धरा मनोहर ।
भगवान राम अपने दीक्षित हुए यहीं पर ।।
विज्ञान, धर्म, दर्शन के मंत्र को जगाती ।
सबके लिए सुशिक्षा..... ।।

गंगा, सरस्वती माँ, यमुना की वाग्धारा ।
स्वाध्याय, स्वावलम्बन, मंथन पुनीत नारा ।।
मंगलमयी उषा से सबका हृदय खिलाती ।
सबके लिए सुशिक्षा..... ।।

उत्तर प्रदेश व्यापी अध्ययन केन्द्र न्यारे ।
दूरस्थ ज्ञान पद्धति आधार हैं हमारे ।।
विद्या प्रसार माध्यम संचार तंत्र पाती ।
सबके लिए सुशिक्षा..... ।।

सत्कर्म, मुक्त चिंतन, आदर्श पथ चलें हम ।
ज्ञानी बनें, गुणी हों, मंजिल पहुँच के लें हम ।।
जीवन जगत् सुमज्ज्वल का सूत्र नित सिखाती ।
सबके लिए सुशिक्षा संकल्प शुभ सुनाती ।।

Message from the Vice-Chancellor



I am very pleased to write this message on the occasion of the release of “Jigyasa”, a booklet written and published by the Uttar Pradesh Rajarshi Tandon Open University (UPRTOU), Allahabad. UPRTOU, established in 1999, is the only open university of the state of Uttar Pradesh which imparts education through distance mode. The Open and distance mode of education was introduced in India primarily to meet the aspirations of the younger generations of our country and provide access and benefits of higher education to a major class of people in India who have been deprived of going to conventional educational institutions because of economical, social and geographical limitations/restrictions etc. This mode empowers the learners to study at their own convenience, “Anyone, Anywhere and Anytime”, i.e., 3A's is the main philosophy behind the development of ODE system. It is therefore not surprising that distance education which has opened up a new path to nurture, build up and sustain a strong base of value aided educational system in the country at present contributes to about 24% of total enrolment in higher education in India. The Open Universities provide an opportunity for the development of the individual talent, innovative skills and help to acquire all proficiencies in the field of individual's choice. Thus the system of distance learning has now established a place for itself and has now been accepted as an alternative system of quality higher education.

The ODE system being relatively new, there are bound to be many queries regarding admission, study material, assignments, counselling, project work, examination etc. in the mind of a student seeking admission to UPRTOU. It was therefore felt that a booklet should be developed which provides answers to all these possible questions to satisfy a student's curiosity. I am very happy that with the efforts of all the members of editorial board for the last few months, we have been able to come out with this publication which will be extremely useful not only for the present and prospective students but also for all those who are interested in knowing more about open and distance education system of UPRTOU. I congratulate the editorial board for their successful publication of this booklet.

Prof. A. K. Bakhshi
Vice-Chancellor

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The only Open University established by the State Government is UPRTOU. The mode of functionality of an open university is usually altogether different from that of conventional universities. In other conventional universities regular classes are held and examinations are conducted at the end of every year. On the contrary, in this system a limited number of consultation seminars are arranged and examinations are conducted twice a year. With a view to make the information pertaining to UPRTOU easily accessible and popularize the system with the masses, we are publishing a brochure named 'Jigyasa' as an answer to the queries arising in the minds of prospective students.

In this brochure, we have accommodated all the relevant and probable enquiries regarding UPRTOU from prospective students in order to satisfy and apprise them well. This is a novel endeavour of the university in this regard. We are convinced that the publishing of this brochure will definitely bring good results. The editorial board is highly grateful to the honourable Vice-Chancellor for his active and sustained support and guidance.

Editorial board also expresses its gratitude towards the teachers, advisors, the chairman of the library and the registrar for their precious suggestions. We sincerely hope that the brochure will prove to be successful in attaining its aim.

Dr.P.P.Dubey
Chief Editor

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About the university

UP Rajarshi Tandon Open University, Allahabad has been established as a provincial university under the Act. No. 10 of 1999 of the state of Uttar Pradesh under. It has carved a niche for itself among the premier academic institutions of open and distance mode in higher education. It is witnessing a very rapid expansion in different spheres of its activities. Till date, number of academic programmes offered by the university reached to 96. The list of programmes includes courses of different levels viz; degree, diploma, certificates and awareness in various disciplines. These programmes are offered through more than 450 study centres spread all over the state. For effective administration, control and monitoring of the study centres, the university has five regional centres.

Vision and Mission:

“Uttar Pradesh Rajarshi Tandon Open University will provide learner centric and value based education of high quality to all classes of Indian societies and Uttar Pradesh for all round inclusive development and for enhancing their knowledge and skills using appropriate methods of distance education”.

Working on the lines of above the university has set following as its goals:

- To instil learner a desire for lifelong learning.
- To make higher education accessible and affordable to everyone.
- To develop learner centric distance education process which also help them to engage with the community.
- To meet the emerging education and training needs of the knowledge society.
- To collaborate with other Institutes/ Universities of higher learning in effective implementation of distance education programmes.
- To make adequate use of the appropriate technology for creating a dynamic/ interactive teaching environment.
- To network and forge partnership with industry and social organizations for developing professional courses in order to fulfil their need of skilled manpower.

While making efforts to achieve these goals the following core values are taken care of:

- Harmony
- Creativity
- Social commitment
- Dialogue
- Respect
- Openness
- Culture
- Flexibility
- Inclusiveness
- Pride
- Collaboration

This university conducts its academic activities through a diversity of means of distance and continuing education, and functions in co-operation with the existing universities, colleges and institutions of higher learning and makes full use of the infrastructure of these organizations. The academic programmes are specifically designed to impart higher education in various disciplines to the poor, deprived and disabled students as well as to women and employed persons at their doorsteps. Some of the special features of university are mentioned below:

- No age bar in admission;
- Flexibility in the selection of courses and programmes;
- Working persons can study; and
- No fail or pass but credit accumulation system.

Growth Story:

Following table presents the statistics related to number of programmes, study centres and Enrolment since inception.

Session	Programme	Centres	Enrolment	Cumulative
1999-2000	20	15	3343	3343
2000-2001	30	28	3306	6649
2001-2002	41	37	3054	9703
2002-2003	38	47	4244	13947
2003-2004	39	63	8315	22262
2004-2005	42	81	8777	31039
2005-2006	50	102	10962	42001
2006-2007	61	198	15962	57957
2007-2008	76	279	13754	71711
2008-2009	81	252	17779	89490
2009-2010	82	430	35223	124713
2010-2011	90	449	41000	165713
2011-2012	96	450	49239	214952

The instructional system of the university mainly includes supply of self – learning materials to the students, feedback through comments on the assignments submitted by the students, counselling classes in the personal contract programmes, and provision of listening audio broadcasts through *Gyanvani* as well as cassettes prepared by the university. The university has Internet and EDUSAT connectivity. Subject experts from renowned institutions are invited for the counselling classes and guidance to the students, in students' friendly ways.

As key initiative some of the innovative practices have been adopted by the University for enhancing organisational efficiency and improving quality of academic programmes. They are:

- Preparation of schedule of activities before beginning of the academic session and its strict observance

through regular monitoring.

- Publication of University News Letter for wide dissemination of information regarding various activities of university.
- Collection of periodic feedback from students, counsellors and co-ordinators.
- Organisation of periodic interactive meeting with the co-ordinators of the study centres.
- Use of OCR/ OMR admission application form for quick and accurate data entry.
- Admission counselling in some programmes to shorten the duration of the admission process.
- Use of computer photo print on examination admits cards, attendance sheets and identity cards.
- Central evaluation of assignments/examination answer books for quick declaration of results.
- Pre-counselling meeting/campaign at various places in the state for a wider publicity of the university programmes.
- Use of Specially developed software for data entry regarding all kinds of needs in admission work, study material distribution and examination work.
- Computerized processing of examination result and preparation of marks sheets as well as degrees/diplomas/certificates.
- Continues supervision and monitoring of the various activities at the study centres by the university teachers, consultants and observers.
- Time to time organising of training programmes/workshops for the benefit of the university counsellors and evaluators.
- Publication of research journal to provide a platform for wider circulation of research activities in the field of ODL system.
- Conduct of out-Researched projects to explore the areas of educational needs particularly in rural areas of the state as well as problems of distant learners.
- Development of Assignment Question Bank in different courses for benefit of students.
- Provision of Spot Admission for facilitating the desired learners.
- Provision of On-line admission for remote student.
- Display of examinations results on university website.

Extension Activities:

A number of extension activities have been organised by the university time to time for extending its social responsibilities and for benefiting masses of the state. Major among them are:

- Making multiphase efforts for the wider public acceptability of the ODL system at par with the conventional system of education.
- Organisation of job oriented programmes for rural youths and for working individuals.
- Organisation several Awareness Programmes on *Panchayati Raj* in rural areas.
- Organisation of P. D. Tandon Memorial Lecture Series for making youths aware about the freedom struggle movement and the sacrifice made by great leaders of India.

- Observance of various important events like World Population Day, Teachers' Day, *Gandhi Jayanti*, HIV-AIDS day etc.
- Established Red Ribbon club to make youths aware about the consequences of HIV Aids and measures to prevent it.
- Organisation of camp at *Kumbha Mela/Magh Melas* for dissemination information regarding ODL system in general and about programmes of UPRTOU in particular.
- Distribution of SAF scholarship to the meritorious students with the courtesy of the South Asia Foundation.

Specifically developed software is being used in both the admission and the examination for quick and effective results. 'Spot Admission system which makes available full information, pre and post admission counselling, supply of study-material, assignment at the spot has been adopted at selected study centres.

Working on the principle of '**anyone, anytime, anywhere**' the University is planned to take admission at any time throughout the year. In addition to the present English version of 'Jigyasa' its Hindi version too with a collection of published the university more than 200 common queries about the university (FAQ'S).

The university has well furnished classrooms in its different schools of studies, well verged central library, Self Learning Material (SLM) cell, Examination Control Office, Assignment/Project cell, in addition to well quipped admission and finances sections. Our university is trying hard to ensure that our students are benefitted by latest experiments and techniques.

Placement cell of the university is working to guide the students on the issues regarding their career. The University has launched its website for the placement and updates its list of Alumni on continuous basis along with their organizational address. It is the first university in the open and distance learning system which has its Alumni Association whose election and meeting are arranged every year. In order to have effective monitoring and control over the quality of education the university has a Centre for Internal Quality Assurance (CIQA).

The University website is being designed to be attractive, student-friendly and informative to the maximum.

In order to encourage research in the field of distance education DERC (Distance Education Research Centre) has been established in last session in the university. Focussing particularly on ICT, the University has been gearing up for acting as Virtual Academic Institution. Additionally, the university has planned to benefit its students from the thoughts of renowned and Learned personalities across the world and to avail them of the facilities for e- Learning, e-Teaching, e-Questioning and e- Lab and to make optimum use of ICT. The proposal for establishing U.P. Governments centre of excellence in and e-Learning at the university has been sent for consideration to the state Government of Uttar Pradesh.

Under the National Knowledge Network scheme the university has been connected to Wi-Fi and LAN networking through BSNL's lease line connection. The establishment of Community Radio Station (CRS) is underway with a view to maintain contact with students and the general public. A letter of intent to this effect has been received from Information and Broadcasting Ministry and further proceeding in this regard are on.

Editorial Board

INTRODUCTION AND APPROVAL OF THE UNIVERSITY

***1** When was UPRTOU established ?

Ans. UPRTOU was established in 1999.

***2** Who is the Chancellor of this University?

Ans. Honorable Governor of Uttar Pradesh.

***3** What is the name of the Chancellor of the University?

Ans. His Excellency Shri. B.L. Joshi.

***4** Who is the present Vice-Chancellor of UPRTOU?

Ans. Professor A.K. Bakhshi.

***5** Is it a Central or a State University?

Ans. It is a State University.

***6** Are the degrees, diplomas and certificates issued by UPRTOU accepted or recognized by all concerned bodies at par with those of other conventional universities?

Ans. Certainly. They are as acceptable or recognized at par with those issued by other conventional universities.

All the programmes and courses offered by UPRTOU have received approval from the concerned authorities like-

- The Government of Uttar Pradesh
- University Grants Commission
- All India Council of Technical Education
- Distance Education Council
- Rehabilitation Council of India
- National Council of Teacher Education.

***7** What is Distance Education?

Ans. In Distance Education, a learner completes his education by studying the study-material issued from the university sitting at home or other convenient places. There are no regular classes as in other traditional universities.

***8** Please explain Distance Education in simple words.

Ans. In Distance Education, self-study material is the basis of the whole learning process. Despite the geographical or physical distance between learners and their teachers, a brief contact **session** or interaction is made through various other means.

***9.** You mean, this is a Correspondence course?

Ans. No. In Correspondence education a learner has to do everything sitting at home. While in Distance Education one has to attend counselling sessions, take practical exams, complete one's assignments and be a part of other related activities. Besides one can also avail university's library facilities.

***10.** How many regional centers have been established by the university until now?

Ans. 05 regional centers, they help in maintaining liaison between study centers coming under their jurisdiction and the university.

***11.** In which cities of Uttar-Pradesh are those centers situated?

Ans. They are situated in Allahabad, Varanasi, Gorakhpur, Lucknow and Bareilly.

***12.** Are there plans afoot to open new centers in other regions?

Ans. Yes, of course. As Distance learning system is gaining popularity, the number of students going for it is increasing and therefore new regional centers are likely to open in near future.

***13.** Where are the new regional centers likely to be opened?

Ans. Perhaps, in Noida as well as in one of the district headquarters of Bundelkhand.

QUESTIONS REGARDING ADMISSION

***14.** How will one come to know about the admission process to UPRTOU?

Ans. One can know about the admission process to UPRTOU through newspapers, pamphlets, study-centers, regional centers, community camps and also by checking the university's website or information brochure.

***15.** When does admission to UPRTOU open?

Ans. The admission to UPRTOU are now open throughout the year.

***16.** Do admissions to UPRTOU now take place twice even in one session?

Ans. No, It was the case in the past. But now onwards admissions are made round the year.

***17.** Is the admission process being changed from the session 2012-13?

Ans. Yes, It is being changed.

***18.** What changes are being made?

Ans. It has been planned to give admissions throughout the year, however students are placed into two sessions.

***19.** By what names will these sessions be referred to?

Ans. These sessions will be referred as July and January sessions respectively.

***20.** Elaborate about the admission process happening throughout the year.

Ans. Application forms received during 16 February to 15 September will be given admission for the July session and those received during 16 September to 15 February will be admitted for the January session.

***21.** Will a candidate admitted in the July session be allowed to be enrolled on a second-year course in the January session?

Ans. No.

***22.** Similarly, will a new admission in the January session be allowed to go into the second-year in the July session?

Ans. No.

***23** From where can one obtain forms for admission?

Ans. One can obtain forms for admission from study centers, regional centers, academic campus of the university. One can also download forms and other details from the university's website only for information.

***24.** When does admission take place for the second and third-year of a programme?

Ans. Such students as are admitted in the first year of July session can't be promoted as a second-year student until next July and vice versa.

*** 25.** Is there any special provision for the convenience of the second-year students?

Ans. Yes, there is. The students of second and third year can seek admission in their second and third year without having to wait for the results of the first and second year.

*** 26.** How much is the fee for an admission form?

Ans. ₹100/- each only for the first year admission and ₹50/- for the second and third-year admission. These forms can be downloaded from the website for information purposes without any charge.

*** 27.** Is the same brochure relevant for the programmes of B.Ed., B.Ed. (Special Education), P.G.P.D. and MBA?

Ans. No, for these programmes, separate brochures are published and are available.

*** 28.** How many courses does UPRTOU offer?

Ans. At present 80 programmes are offered by UPRTOU. Another 25 programmes of UPRTOU have been sent for DEC approval and will start soon after this approval.

*** 29.** Can a learner gain admission to UPRTOU even being a regular student of another university?

Ans. Yes. But one can't choose the courses of the same nature, type or degree he/she is pursuing from another university. And it is mandatory for a learner to inform UPRTOU of his/her admission to another university.

Studying at another institute or university one can choose the **following** programmes—

Students studying at other university in-	Programmes allowed by UPRTOU
Graduate Course	A diploma or a certificate
Post Graduate Course	A diploma or a certificate
PG diploma Course	A certificate
Diploma Course	A degree or a certificate
Certificate Course	A degree or a diploma

*** 30.** Can a learner opt for two programmes from UPRTOU?

Ans. Yes, a graduate/post graduate learner can choose a diploma or a certificate programme, and a candidate with a PG diploma can choose a certificate programme. But for each programme a separate application form has to be filled by the candidate. The learner has to also inform the university about his/her another programme.

*** 31.** Please clarify the rules, if any, for eligibility and selection of the programmes.

Ans. In a particular academic session, the learners are eligible to choose the combination of programmes as mentioned below—

- A diploma or certificate course along with a graduation programme.
- A diploma or certificate course along with a post graduation programme.
- Only one certificate programme along with a diploma course.

*** 32.** Can a candidate opt for two similar types of programmes together at a time from UPRTOU?

Ans. No. Such a provision is not provided.

*** 33.** Is there any age limit for a candidate for any particular course or courses?

Ans. No.

*** 34.** Are the courses in science stream also offered by UPRTOU?

Ans. Yes.

*** 35.** What are the courses available in science stream?

Ans. Bachelor of Science programme in Chemistry, Zoology, Botany, Physics, Biochemistry, Mathematics, Computer Science, Statistics as well as Master of Science programme in Biochemistry and Statistics.

*** 36.** Can one opt for the Post- Graduation programmes in Chemistry and Botany?

Ans. No. These programmes are not offered by the university at PG level.

*** 37.** What are the post graduate programmes in science one can take?

Ans. Statistics and Biochemistry.

*** 38.** Are there any programmes regarding management too?

Ans. Yes. There are Postgraduate programmes in Management (MBA), Commerce (M.Com.), Graduate programmes in management (BBA), Commerce (B.Com.) and other PG Diploma programmes in marketing, Finance, Human Resource, Production Management, International Marketing and e-business and Diploma programme in e-business, Certificate programmes in Export-Import management and e-business.

*** 39.** What is the procedure for admission to the MBA?

Ans. Admission to the MBA is given through an entrance examination. The rules may be seen from MBA brochure available at university website www.uprtou.ac.in

*** 40.** What is the duration of the B.Ed./ B.Ed. Special Education programme offered by UPRTOU?

Ans. 2 years.

*** 41.** What is the procedure for admission to B.Ed. Special Education programme?

Ans. Admission to B.Ed. Special Education is given through an entrance examination.

*** 42.** Are the counselling sessions for B.Ed. Programmes held at the main campus of the university?

Ans. No, these are held at the respective study centers.

*** 43.** In which districts are the centres conducting B.Ed. programmes situated?

Ans. They are situated in Allahabad, Kanpur, Agra, Moradabad, Baghpat, Jaunpur, Azamgarh, Gorakhpur and Buland Shaher districts.

*** 44.** In which districts are the study centers conducting B.Ed. (Special Education) and PGPD programmes situated?

Ans. They are located in Allahabad, Basti, Varanasi, Lucknow and Jaunpur districts.

*** 45.** Where is the B.Ed. study centre in Allahabad district?

Ans. B.Ed. study centers are situated in Chaudhari Tulsī Ram Yadav Degree College, Dhausara, Tulsinagar and Upardaha Degree College, Upardaha Baraut.

*** 46.** Is it compulsory for an entrant to be a teacher before seeking admission to B.Ed.?

Ans. Yes. He/She has to be engaged in teaching, along with two years' experience, at the time of seeking admission.

*** 47.** Is there any diploma programme for the differently-abled students?

Ans. Yes.

- * 48.** Which course does the university offer for differently-abled students?
Ans. Postgraduate professional diploma.
- * 49.** What are the courses related to computer science?
Ans. BCA, MCA, M.Sc. (Computer Science), PGDCA and other related diploma and certificate programmes are run by UPRTOU.
- * 50.** Are there courses pertaining to library and journalism too?
Ans. Yes. In library science BLIS, MLIS and in journalism MJ, PGDJMC, PGDRJMC, PGDEM, FP and CRJMC.
- * 51.** It has been heard that there are provisions for direct admission to second year through lateral entry in certain programmes of UPRTOU?
Ans. Yes, it is correct. Those who have completed PGDJMC and PGDCA from UPRTOU can avail direct entry into second year of MJ and MCA programmes.
- * 52.** Is there any provision for a direct admission in the second year to the students having PGDJMC and PGDCA degree from another university.
Ans. No, there is no such provision.
- * 53.** Are admissions to research-related programmes like Ph.D. and M.Phil. also given?
Ans. Not presently. They are likely to be started from the next session.
- * 54.** I want to do a degree programme in Agricultural Science. Can I get admission to it?
Ans. No. At present we are not offering any degree programme in agricultural sciences.
- * 55.** Is there any programme regarding agriculture run by UPRTOU?
Ans. Yes, there are diploma and certificate programmes regarding agriculture.
- * 56.** Are the fees for all the programmes same ?
Ans. The fee varies from programme to programme. You can consult the admission information brochure or go on to the university website www.uprtou.ac.in for this information.
- * 57.** Can the fees be deposited in installments?
Ans. No. There is no such provision. All the fees are paid on an annual basis in one installment.
- * 58.** Is there any provision for a fee-exemption in UPRTOU?
Ans. No. There is no such provision .
- * 59.** Is there any type of exemption for the students belonging to SC, ST or other backward classes?
Ans. No. There is no fee-exemption for any student belonging to any class.
- * 60.** Can one get admission by making cash payment?
Ans. No. The Fee can be deposited through Bank Draft only.
- * 61.** How can one pay a fee for the charges for admission?
Ans. Only through Bank draft/demand-draft.
- * 62.** Is there any particular bank through which one should get this demand-draft?
Ans. The demand-draft can be made from any nationalized bank operating within the state of Uttar Pradesh.
- * 63.** In whose name should the demand-draft be made?

- Ans.** It should be made in favor of “The Finance Officer, Uttar Pradesh Rajarshi Tandon Open University, Allahabad”.
- * 64.** Apart from the minimum duration, is there any provision for a student to complete his course in its maximum duration of time?
Ans. Of course, there is. But each course has its different time-frame regarding minimum and maximum duration.
- * 65.** If one fails to complete a programme even in the maximum duration, in that case what are the provisions provided by the university, to finish his/her programme?
Ans. In that case, the student will have to get re-registered for a year. But the student will have to complete the remaining course within the period of one year in such a case. While in B.Ed., B.Ed.SE and PGPD programmes re-registration is not allowed.
- * 66.** What is the fee for re-registration?
Ans. 20% of the prescribed annual fee for a programme.
- * 67.** Is it possible to change the programme or subject even after admission?
Ans. Yes. Such applications will be considered in accordance with the university rules.
- * 68.** Can a student with two year graduation degree, seek admission to Postgraduate programme directly.?
Ans. No. In such a case one needs to complete a bridge course offered by the university.
- * 69.** What is bridge course?
Ans. There is a one-year Bridge Course in UPRTOU in Arts, Science and Commerce for the graduates of these streames having a two-year degree, seeking admission to post graduate programmes.
- * 70.** Is there any seat limit in the programmes offered by the university?
Ans. No, there is no seat limit except in B.Ed., B.Ed-SE and PGPD programmes.
- * 71.** What is the duration of certificate programmes?
Ans. 6 months.
- * 72.** Does one has the option to complete these programmes in maximum time-frame?
Ans. Yes.
- * 73.** What is the minimum as well as the maximum duration of certificate programmes?
Ans. The minimum of 06 months and the maximum of 02 years' duration is allowed for certificate programmes.
- * 74.** What are the educational qualifications required for admission to certificate programmes?
Ans. Eligibility requirements for different certificate programmes are as follows-

Programmes	Qualifications
CCTT	Junior High School
CFD, CTD, CRJMC	High School
CTEIM & CIRJMC	Graduation
Other courses	Intermediate

*** 75.** Are there degree and diploma programmes pertaining to Social Sciences and humanities as well ?

Ans. Yes. A number of such programmes are available.

*** 76.** Please mention the names of those programmes.

Ans. BA (Hindi, English, Pol.Sc, History, Economics, Public Administration, Sociology, Sanskrit, Philosophy, Urdu, Education, Mathematics, Statistics, Fashion Designing, Textile Designing, Ancient History)

MA (Hindi, History, Pol.Sc, Education, Philosophy, Social Work, English, Sociology, Ancient History, Sanskrit, Statistics, Economics)

BA Social work

MA Social work

and Post graduate Diploma in Social work.

*** 77.** It is heard that there are three types of B.A. programmes in UPRTOU ?

Ans. Yes, it is right.

*** 78.** Please mention the names of all three types of programmes?

Ans. 1. BA (General)

2. BA (Major)

3. BA (Vocational)

*** 79.** Does UPRTOU offer admission to a graduate programme (Arts, Science and Commerce) in a single subject?

Ans. Yes . The university does offer admission to a graduate programme in a single subject for those who are already graduates.

*** 80.** What is the duration to complete graduation in a single subject?

Ans. Two years.

*** 81.** Does UPRTOU also conduct any awareness programmes?

Ans. Yes.

*** 82.** What are these awareness programmes conducted by the university?

Ans. Panchayati Raj, Yoga, Dairy Industry, Child Care and Nutrition, Diet and Nutrition. Besides this, awareness programmes in H.I.V. and Family Education are also conducted.

*** 83.** What is the eligibility criteria for admission to these awareness programmes?

Ans. Eligibility for these programme are as follows -

- | | | |
|-----------------------------------|---|----------------------------|
| • For Panchayati Raj | — | Junior High School |
| • For Dairy Farming | — | Junior High School |
| • For Food and Nutrition | — | High School |
| • For H.I.V. and Family education | — | High School or equivalent. |
| • For Yog | — | High School or Equivalent |
| • For Child Care and Nutrition | — | High School or Equivalent |

*** 84.** What is the duration of an awareness programme?

Ans. Two months.

*** 85.** Is there any facility for minimum and maximum duration in awareness programmes?

Ans. Yes. There is a minimum duration of two months and a maximum duration of one year is allowed to complete these programmes.

*** 86.** Is assignment necessary for awareness programmes?

Ans. Yes, There are only assignments and no written examinations are held for awareness programmes.

*** 87.** Are new programmes likely to be initiated in the next session?

Ans. Yes. Some new programmes are likely to be started in the next session.

*** 88.** Please name those programmes .

Ans. Certificate programmes in Forensic Science, Personality Development and Diploma programme in Yog are likely to be initiated by the university.

*** 89.** If the identity card of a student goes missing, will its second copy be issued for free?

Ans. No.

*** 90.** How much is payable for a new copy of identity card.?

Ans. Only 100/-

QUERIES ABOUT STUDY-MATERIAL

*** 91.** What is self-study material?

Ans. The Self-Study Material (SSM) is written by the renowned experts in such a simple and clear language that a student can understand its content by himself/herself without the teacher's help and thus he/she acquires the intended learning. Therefore, self-study material is regarded as a complement to the teacher in an open and distance learning system and helps to impart knowledge to a candidate. Thus we can say that besides being an effective tool of acquiring knowledge, self-study material forms the backbone of the open and distance learning system.

*** 92.** In which languages is the self-study material available?

Ans. SSM's for most programmes are available in Hindi while for some programmes SSM's in English are also made available to students according to their demand.

*** 93.** In what medium is the content of B.A., M.A. and B.Sc. available?

Ans. The content is available in both Hindi as well as English medium.

*** 94.** Is the self-study material provided by UPRTOU available in the market at book shops?

Ans. No, it is not.

*** 95.** Is it made available in the form of software too?

Ans. Not yet. But very soon, it will be available in the form of software too.

*** 96.** Can the study material, like an application form for admission, be downloaded from the website?

Ans. No. But this too will be arranged very soon.

*** 97.** In addition to self study-material, does the university also provide its syllabus?

Ans. No.

*** 98.** How will a student come to know what he/she has to study in the absence of any syllabus ?

Ans. The subject-matter given in self-study material has been written according to a standard syllabus and is therefore sufficient for a student . So there is no need to provide any syllabus separately.

* 99. Are the questions for exercise included in the study-material?

Ans. Yes. All the questions for exercise are included in the study material.

* 100. Are the questions, based on the chapters, given in self-study material similar to the ones given in any other course book?

Ans. Yes. At the end of each unit there are questions for exercise based on the topics discussed in the chapter.

* 101. Besides self-study material, does the university provide a bibliography of books as well, if a student wants to read additionally in order to enhance his learning?

Ans. Yes, at the end of self-study material, reference of books related to the topic along with their publishers' name is mentioned.

* 102. Does a student have to give the self-study material back to the university after completion of the programme?

Ans. No, It is not required. Self study material is meant for students.

* 103. How will the study-material be available to the student?

Ans. The study-material will be sent through registered post to each candidate's address.

* 104. Where can the queries about self-study material, arisen out of curiosity, be addressed to?

Ans. Such questions can be addressed to either the officer-in-charge of self-study material or the employees of the section dealing with self-study material.

QUESTIONS ON ASSIGNMENT

* 105. What is an assignment?

Ans. Assignment, besides being a method to learn, is the most effective means of establishing a two-way contact between a learner and his/her teacher. Assignment is the instrument through which we measure the change of level in a student's knowledge in a particular period of an academic session. In a traditional educational system a student and his/her teacher come face-to-face with each other in order to communicate but in this system because of geographical distance between a student and his/her teacher interaction takes place only through various communication means or by completion and submission of assignments by students. The comments are made by our teachers on assignments which play vital role in this regard. Through assignment, it is ensured that a learner has acquired the intended knowledge which they were expected to gain.

In an open and distance learning system assignment, indeed, is the technique that gives strength and encouragement to the student to experience the concepts and practices which forms the basis about subject for future development & growth.

* 106. Why is an assignment given to students?

Ans. By allotting assignments to students the university ensures the fact that they have grasped the essential knowledge of the subject-matter provided to them for the purpose. Alongside, it also lends them an opportunity to prepare themselves prior to their exams, as well as assess their level of learning and weakness. Through this mode of interaction with the teacher, a student gets feedback about how to go ahead and to what extent for their annual exam preparation.

* 107. What type of questions are included in the assignment?

Ans. Long and short answer type questions.

* 108. How many marks are allotted for the assignment?

Ans. 30% marks.

* 109. How many long and short answer type questions are given in an assignment?

Ans. There are generally 03 long answer type and 06 short answer type questions in an assignment.

* 110. Will the assignment be returned to the student after the evaluation?

Ans. Yes, of course, the assignment will be returned to the student with necessary comments for improvements or so from the teachers after evaluation.

* 111. What type of comments do the teachers make on the assignment?

Ans. They offer their valuable comments with various notes- positive, negative, constructive, sometimes personal or collective depending on the case.

* 112. What do their comments mean to students? What is their utility?

Ans. On the basis of evaluation or comments from the examiners, the students come to know their actual learning status in their respective programmes and thus they are motivated to achieve better accordingly.

* 113. Where can one get assignment question-papers from ?

Ans. Assignment question papers are sent along with study-material to a candidate's address through registered post.

QUESTIONS ABOUT COUNSELING SESSIONS

* 114. What is Counseling session?

Ans. In counseling session, classes don't take place as in the traditional mode where the teacher and students interact face to face with each-other. On the contrary, in this mode the students put up their questions based on pre-scheduled topics before their teachers which are properly resolved by them.

* 115. Are classes held in the university regularly?

Ans. No.

* 116. When are these classes scheduled?

Ans. In fact, we hold counseling-sessions, not regular classes, depending on or favoring the requirements of our students.

* 117. How long does a counseling-session last for?

Ans. It lasts for (nearly) two hours or until all the questions are entertained.

* 118. If classes or counseling sessions don't take place regularly, how does the course finish within its scheduled time-frame?

Ans. It is done by means of self-study material as well as assignments.

* 119. How many counseling-sessions are held for one paper ?

Ans. In fact, the course is based on a credit system. The number of counselling-sessions are determined by the credit of the course chosen by the students.

* 120. How shall one come to know that counseling-sessions are being held?

Ans. By contacting the co-ordinator of the study center through phone or by viewing the timetable displayed on the notice board of the center.

* 121. Are the same number of counseling-sessions held for the subjects involving practical exams as for other courses?

Ans. No, there are certain separate provisions to schedule classes for the courses involving practical.

ABOUT CREDIT SYSTEM

* 122. What is this credit system?

Ans. In a credit system expected duration of time required for learning and studying is expressed in terms of credits.

* 123. How much time is allowed for a single credit?

Ans. 30 hours.

* 124. Specifically, if my question-paper has 08 credits, how much time for study and how many counseling-sessions are allowed to me.

Ans. In this particular case you will have 240 hours of study and 9 to 12 counselling sessions will be held for that paper.

* 125. Do you mean that a student has only 240 hours to finish a question paper of 08 credits?

Ans. Yes.

* 126. How does the course finish within 240 hours?

Ans. One has to complete his course by learning at home and with the help of self-study material, audio-visual means, counselling and assignments etc.

ABOUT EXAMINATION

* 127. It is heard that in UPRTOU the exams are held twice in a particular year?

Ans. Yes, it is right.

* 128. When do these exams start?

Ans. Generally, in the first week of December and May respectively.

* 129. Why are exams held twice in a year?

Ans. It is because our programmes are based on both the patterns, annual as well as semester mode.

* 130. Does one need to fill a separate form in order to appear for the exam?

Ans. No.

* 131. Do the university hold exams without having the form filled for the purpose?

Ans. In fact, we have these forms filled at the time of admission. Also, the fee for the purpose is received at the same time alongside admission charge.

* 132. When is the time-table for the exams displayed?

Ans. 15 days before the exams.

* 133. From where can one get the time-table?

Ans. The time-table for the exam can be obtained from the study-centers, the university head office, and from the website as well.

* 134. From where can one get the admit card for the exams?

Ans. From the same sources mentioned above.

* 135. If I don't want to appear in an exam of a particular question paper in a particular year, in this case, will the

whole of my session go wasted?

Ans. No.

* 136. What shall I have to do then?

Ans. You can appear in a back paper in that particular question paper. And you can appear in this exam with that of next session.

* 137. Is there any fee for back paper?

Ans. Yes. 300/- per question paper.

* 138. Is there any provision for re-assessment in UPRTOU?

Ans. No.

* 139. If I feel, I have obtained poor marks in a particular subject. What can I do to redress it?

Ans. You can have your answer sheet scrutinized by paying a fee of ₹100/- through a demand-draft within a month of the declaration of your results.

* 140. What are the maximum marks in each paper for final examination at the end of the session?

Ans. 70 marks.

* 141. What is the minimum passing percent for any programme of the university?

Ans. 36%.

* 142. Is it 36% altogether, including assignment and the final exam?

Ans. No. One has to obtain 36% respectively in each of them.

* 143. Does this university also confer a degree?

Ans. Yes.

* 144. When is the degree given?

Ans. In the convocation. However one can get provisional certificates as soon as he/she completes the programme.

QUESTIONS ABOUT PROJECT WORK

* 145. Is it necessary to do a project work in this system of learning?

Ans. It is not required in all programmes. However in some programmes project work is mandatory.

* 146. Who allots a project work?

Ans. It is allotted by the subject teachers.

* 147. Are the project works of all the learners alike?

Ans. No.

* 148. Does a learner have to do it by himself/herself?

Ans. A learner has to complete it under an expert's supervision.

* 149. What topic is it usually based on?

Ans. Its topic is based on the real problems of field of study.

* 150. Who decides the topic of a project work?

Ans. The topic for project work is decided by a learner in consultation with his/her supervisor.

* 151. How many pages a project work should contain?

Ans. About 25 pages or more as per requirement.

* 152. How many copies of the project work have to be typed?

Ans. Five copies.

* 153. How many copies of a project work are submitted to the study-center?

Ans. Three copies.

* 154. Who can be the supervisor of a project work ?

Ans. Teachers and counselors of the concerned programme.

* 155. How many learners work under the guidance of a single supervisor?

Ans. Except computer-related programmes, usually ten learners work under the supervision of a teacher/counselor.

* 156. How many students pursuing computer-related programmes can work under the supervision of a teacher?

Ans. 5 students.

* 157. How many marks are prescribed for the internal evaluation of a project work?

Ans. The internal assessment of a project work is usually worth 30 marks except for computer-related programmes.

* 158. It means the external evaluation is worth 70 marks?

Ans. Yes.

* 159. Does a learner have to appear in a viva-voice along with presentation in a project work?

Ans. Yes. In certain programmes a candidate is required to have a viva-voice along with the presentation.

QUERIES ABOUT PLACEMENT

* 160. Is there also a placement cell in UPRTOU?

Ans. Yes.

* 161. From where can I get more information about it?

Ans. You can contact the person-in-charge of the cell or log on to its website – www.placement.allahabad.org.in.

* 162. Do the learners get campus selection from UPRTOU?

Ans. Yes.

* 163. In which programmes are there more scope for campus selection?

Ans. In business and employment-oriented programmes like MBA, MCA, MJ, PGDCA etc.

FACILITIES AVAILABLE

* 164. Is it possible to change the programme or subject even after admission?

Ans. Yes.

* 165. How much is charged for the change of a subject or a programme?

Ans. For the change of a programme 750/- and for a change in subject only 500/- is charged.

* 166. Is there any time-limit prescribed for this purpose?

Ans. Yes. Those who begin their session from July, can get their respective programme/subject changed by 30th Oct. and those beginning from January have time till 30th March.

* 167. Where are the counselling-sessions held for a learner after admission?

Ans. Counselling-sessions are held at study-centers.

* 168. What other facilities can one avail in UPRTOU?

Ans. One gets self-study material, assignments, question-papers of the previous year and one can also make use of the library facilities of the university.

* 169. How much is payable for self-study material?

Ans. No fee is required for availing the self study material.

* 170. It means, its charge is included in the admission fee?

Ans. Yes.

* 171. How many days after admission does one get self-study material?

Ans. Within a month of it.

* 172. Can't it be available immediately at the time of admission so that one can begin one's study right then?

Ans. No.

* 173. Apart from self-study material and assignments, what other means are there to enhance one's learning or knowledge?

Ans. Apart from these two, arrangements of counselling-sessions, group-discussion, lectures by subject-experts, workshops, computer training and telecast of Gyanvaani programme are the various ways for enhancing one's sphere of knowledge.

* 174. Can one change one's study-center and examination-center?

Ans. Yes.

* 175. When is the fee for the change of examination-center paid?

Ans. A month before your examination begins.

QUESTIONS ABOUT THE UNIVERSITY CAMPUS

* 176. In which campus is the university's library situated?

Ans. It is situated in academic campus of the university at Phaphamau.

* 177. What are the facilities offered in the library ?

Ans. One can go and study books and journals.

* 178. What types of books are available there?

Ans. There are reference books, magazines and research journals available almost on every subject and programme.

* 179. Where is the head office of the university situated?

Ans. In Allahabad.

* 180. At what place in Allahabad ?

Ans. In Phaphamau.

* 181. Please give its full address?

Ans. Sector F, Shantipuram, Allahabad. 211013.

* 182. Please explain it in detail .

Ans. The head office of the university is located on Gohri Road, in front of R.A.F. Camp sector F, Shantipuram, Phaphamau, Allahabad, Pin – 211013.

* 183. How many kilometers away is the head office from railway or roadways bus station?

Ans. The distance from the railway station and bus stand to the head office is almost the same. It is situated on the Lucknow road across the Ganga Bridge at a distance of about 15-16 kms from both the places.

* 184. Is the whole university situated in one campus?

Ans. No.

* 185. At what places does the university have its campuses?

Ans. The university's administrative and academic buildings are at Shantipuram, Sector F, in Phaphamau while its admission office is located in Allahabad city.

* 186. Where is its admission office located in Allahabad?

Ans. Admission office is close to K.P. Girls Inter College, at 12/12 Kamla Nehru Marg Allahabad.

* 187. What are the means of transport available to university's head office from the bus and railway

station?

Ans. There are taxis and city buses plying almost all day between the head office of the university and the bus and railway stations.

SOURCES OF INFORMATION

* 188. From where can I get the detailed information about the university?

Ans. From the website, admission brochure, admission cell, Academic schools, regional offices and study-centers. You can also contact us in person.

* 189. To whom should I refer to for administrative details concerning UPRTOU?

Ans. To administrative office.

* 190. What is its contact number ?

Ans. Phone no. – 0532-2447035 and Fax no. – 0532-2447036.

* 191. From where can I have the details about the examination?

Ans. From the office of examination controller.

* 192. What is its Phone number?

Ans. 0532-2407038.

* 193. From where can I know about assignments and counselling ?

Ans. From assignments and counselling cell respectively located in the administrative building of the university.

* 194. Where can I refer to my questions about study-material?

Ans. To the study-material unit located in the administrative building of the university.

* 195. What is its Phone number?

Ans. 0532-2447031.

* 196. What is the Phone number of the account office?

Ans. 0532-2447042.

* 197. From where can I get information about admission?

Ans. From the admission cell.

* 198. What is its Phone number?

Ans. 0532-2407890.

* 199. Please mention the addresses and phone numbers of the regional offices located in various cities.

Ans. (a) Regional office, Allahabad.

12/12 Kamla Nehru Road, close to K.P. Girls Inter College, Allahabad.
Phone no. – 0532-2407510.

(b) Regional office, Varanasi
15 Adarsh Nagar (close to Shivaji Nagar Colony) Mehmoor Ganj, Varanasi,
Phone no.- 0542-2222154

(c) Regional office, Gorakhpur.
Maya Prakash Bhawan, Canal Road, Daawodpur, Gorakhpur – 273001.
Phone no.- 0551-2200330

(d) Regional office, Lucknow.
Swatika city, Sultanpur Road, (adjoining Shail Nursing Institute) Lucknow.
Phone no.- 0522-2812875

(f) Regional office Bareilly
35-A-14/ B, Rampur Bareilly
Phone no.- 0581-2567610, 2420267.

* 200. If one wants to meet Vice Chancellor, what should one do?

Ans. One should get an appointment through phone and thereafter one can see him at the given time.

* 201. What is the phone number of Vice Chancellor's office?

Ans. 0532-2447028.

* 202. Please mention the Fax number of his office.

Ans. 0532-2447032.

* 203. From where can I know about educational programmes of the university?

Ans. You can contact on the numbers given in the information brochure or go to concerned departments/schools.

* 204. Please mention the university's website.

Ans. www.uprtou.ac.in.

* 205. What is the email-id of the university?

Ans. uprtou@yahoo.co.in.

IMPORTANT CELLS OF THE UNIVERSITY

Distance Education Research Centre

Incharge Dr. P.P. Dubey

Research Cell

Incharge Dr. S.P. Gupta

Study Centre Cell

Incharge Dr. T.N. Dubey

Admission Cell

Incharge Dr. Girish Kumar Dwivedi

Self Learning Material Cell

Incharge Dr. Santosha Kumar

Self Learning Material Writing Cell

Incharge Dr. H.C. Jaiswal

Assignment Cell

Incharge Dr. Devesh Ranjan Tripathi

Counselling Cell

Incharge Dr. Achchhe Lal

Students Welfare Cell

Incharge Dr. M.N. Singh

Internal Quality Assurance cell

Incharge Dr. S.N. Mishra

Placement Cell

Incharge Dr. Gyan Prakash Yadav

Distance Education Awareness Cell

Incharge Dr. Anil Singh Bhadauriya

Public Relation Cell

Incharge Dr. Prabhat Chandra Mishra

Complain Cell

Incharge Dr. Hari Shankar Dwivedi

Centre for Excellence, Allahabad

Incharge Dr. Iti Tiwari

Alumanai Cell

Advisor Dr. Santosha Kumar

Regional Centres

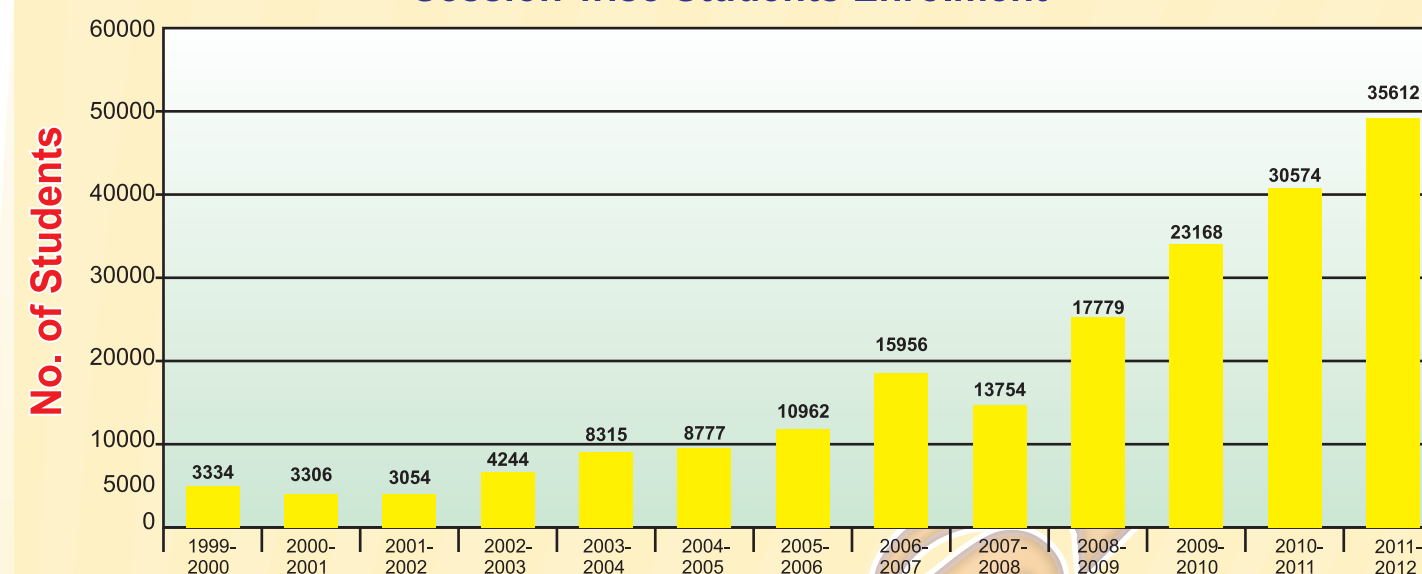
Regional Centre, Allahabad	Dr. H.C. Jaiswal (Coordinator)
Regional Centre, Varanasi	Dr. A.N. Maurya (Coordinator)
Regional Centre, Gorakhpur	Dr. Jai Prakash (Coordinator)
Regional Centre, Lucknow	Dr. S.K. Pandey (Coordinator)
Regional Centre, Bareilly	Dr. Beena Yadav (Coordinator)

Sixth Convocation-At a Glance

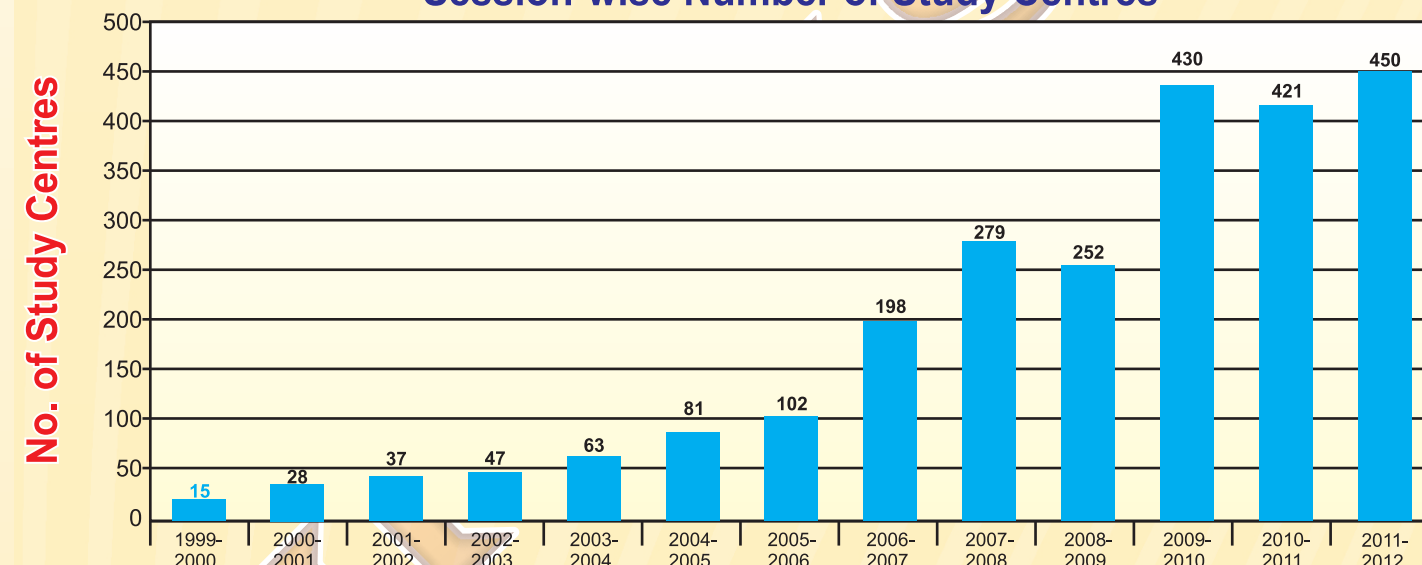


Progress- Enrollment, Study Centers and Programmes

Session-wise Students Enrolment



Session-wise Number of Study Centres



Session-wise Number of Programmes

