



DIRECTORATE OF DISTANCE EDUCATION

(Approved by The Joint Commition of UGC-AICTE-DEC & Recognized by DEB of UGC)

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Approved by UGC)





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 Adhiniyam, 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 University has been accredited with 'A' grade by NAAC.

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 lacks 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, Education, Security and Intelligence Management, Polytechnic, Arts and Social Science.

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 '**शिक्षा, सेवा एवं संस्कार**'. 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!

Dr. Atul Krishna

Professor Surgery

MBBS, MS



THE FOUNDER

In the pursuit of overcoming the gap of insufficiency in the field of medical education, the University today, is an exceptional and exquisite learning educational hub, offering a variety of value-based, career-oriented disciplines of technical and professional education, creating highly qualified, academically and technically proficient professionals, who are responsive to the emerging needs of the Nation.

We, at Subharti believe in collectively embarking on the great voyage of life through experiences of trial and toil, which lead to the strengthening of the soul; clearing of vision; inspiration of ambition and achievement of success. The process of education here is concerned with the overall personality development and sharpening of the inherent capabilities of an individual, by providing an environment, conducive to the overall development of students, while maintaining a balance between academic excellence and moral perfection.

I pray that Subharti University goes a long way in inspiring and stirring young minds and souls for bringing out the best within them, which would ultimately strengthen them as true Indians, in order to serve our nation better.

Jai Hind!

A journey of a thousand miles must begin with a single step

- Lao Tzu.

Dr. Mukti Bhatnagar

Professor Medicine

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



Dr. V. P. Singh
MD (Anaesthesiology)
Ph.D. in Anaesthesiology
Post-doctoral certificate course
(PDCC)
in Cardiac Anaesthesiology

VICE-CHANCELLOR

Dr. Vijendra Pal Singh graduated from LLRM Medical College, Meerut in 1975 and soon after he joined Army Medical Services. After 33 years of distinguished service, he retired from the Army as a Brigadier in 2010. During his tenure in service, he served at various tertiary care hospitals, viz: Army Hospital (Research & Referral), New Delhi. Army Institute of Cardiothoracic Services, Pune. During service, he did his post graduation in MD (anaesthesiology) and Ph.D. in Anaesthesiology from AFMC Pune University and fellowship / post-doctoral certificate course (PDCC) in Cardiac Anaesthesiology from a premier institute, AIIMS, New Delhi.

Owing to his brilliant career in service, he was invited to Walter Reed Army Medical Center (WRAMC) Washington DC, the USA to deliver a talk on his original research work as an official delegate of Govt. of India in 2003. During his visit to the USA, he was also invited as a special guest to visit the famous trauma center at Maryland and also visited a Cardiac Center at Maryland and John Hopkins Institute, USA. He has published more than 40 scientific papers in national and international index journals.

Under his leadership and professional excellence, the Department of Anaesthesiology & Critical Care at Subharti Medical College, Meerut progressed leaps and bounds. Intake of PG seats has increased from 04 to 10 students/year which is duly recognized by MCI. He was also given the additional responsibility of Vice-Principal and Addl. Chief Medical Superintendent, S.M.C. He had been Chairman of the Hospital Management Committee, Hospital Infection Control Committee (HICC), Clinico Pathological Conference and Death Audits. University Suraksha Samiti. Presently he is also Senior Member of Task Force of Subharti Hospital for the Covid-19 pandemic. With his professional acumen and administration skills, hospital services as a whole showed dramatic progress related to patient care delivery and outcomes. The hospital got accreditation of NABH (Pre entry-level) and full NABH accreditation of nursing services during his tenure as Addl. Chief Medical Superintendent of C.S.S.H. He was appointed as a Pro Vice-Chancellor with effect from 1st June 2020, till 31st Aug 2020. Prof. (Dr.)V.P Sing took over as V.C on 1st Sept. 2020



Dr. Vijay Wadhwan
MDS

PRO VICE CHANCELLOR

He did his BDS & MDS (Oral & Maxillofacial Pathology in 2002) from KLE's Institute of Dental Sciences, Belgaum, Karnataka. He holds a fellowship of International College of Dentists since December 2016. He is also the Vice president of Indian Association of Oral & Maxillofacial Pathologists. He is currently serving as the Professor & Head of Oral Pathology & Microbiology and has been actively teaching the subject since last 19 years.

He has been conferred with Best teacher award on many occasions while teaching the undergraduates. He has been an active post graduate guide since May 2006 and has guided over 20 post graduate students as guide and more than 15 students as co guide. He has a total of 09 books and more than 75 research papers published in national & international journals. He has been a sought after speaker at various regional, national and international conferences, seminars and symposiums. He has organized many regional, state level as well as national conferences. His area of expertise is Oral Cancer and Precancer. He is also Life member for the Indian Association of Oral & Maxillofacial Pathology, Indian Association of Forensic Odontology, and Indian Dental Association.

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 27 awards for her work in social academic field. "The Empower women prosperous India Award." -2019 by Globe Media.' under her guidance, 'The Trust' received the award of 'Globe Peace Ambassdar' conferred by IBEIYAAAED. The Trust also received appreciation for donations to the 'Army Welfare Fund' and the 'CM RELIEF FUND' Utrakhand.

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.

“ Never Say 'No', never say 'I cannot', for you are infinite.
All the power is within you. You can do anything.

-Swami Vivekananda



GENERAL INFORMATION

1. Procedure for Obtaining Admission Form & Prospectus:

- a. 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 on payment of Rs. 125/- (Rupees One Hundred & Twenty Five only) in cash or by Demand Draft.
- b. The Prospectus can also be obtained by post or by sending a Demand Draft for Rs. 200/- (Rupees Two Hundred only) drawn in favor of "SVSU, Distance Education" payable at Meerut along with a filled requisite Performa (available at DDE website i.e. www.subhartidde.com) for obtaining the Prospectus & Admission Form addressed to the Director, Directorate of Distance Education.

2. Submission of Admission Form:

- a. 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.
- b. The application for Admission should be submitted along with the following:
 - i. A Demand Draft for the course fee (as per fee structure table) drawn in favor of "SVSU, Distance Education payable at Meerut.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. Equivalence certificate obtained from the Association of Indian Universities is compulsory, if the qualifying Examination is from a foreign University.
- c. 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:

- a. 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 acknowledgement of the receipt of the fee paid & the Application Form shall be issued.
- b. An Identity Card, mentioning the Enrollment No. of the learner shall be issued by the University as soon as the Admission is confirmed. Learners are advised to keep their Identity Card safely, as it will be required for attending counseling sessions/PCPs & also for receiving study material (SLM), mark sheets, Degree etc. in person. In case of loss of Identity Card, a duplicate can be issued on receiving a written request along with a fee of Rs. 100/- (Rupees One Hundred only) The Identity Card shall be valid for the entire duration of the Program.
- c. The University conducts Entrance Examination twice a year for Admission in MBA & MCA 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:

- a. If a student wants to get his/her Address changed, then he/she may apply for the same with the requisite fee.
- b. 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. Program Guide and Supportive Study Material

The relevant program guide will be issued to all the learners at the beginning of the program. The study material will be supplied by post to the student address or the learner can collect the material from DDE on producing the Identity Card. On no account, the study material will be issued to any other person other than the registered learner.

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. Pursuing Additional Course simultaneously with another course through distance education:
As per guidelines of the Distance Education Council decided in its 40th meeting held on 8.6.2012 which have been adopted by the University and subject to the eligibility conditions laid down in the respective Ordinance(s), a student can pursue two programs simultaneously through distance or combination of distance and regular modes, from the same or different Universities/Institutions duly approved by the U.G.C./A.I.C.T.E./Central Government/State Governments, in various combinations, viz.
 - (i) One Degree and one Diploma/P.G. Diploma/Certificate;
 - (ii) One P.G. Diploma and one Diploma/Certificate;
 - (iii) One Diploma and one Certificate;
 - (iv) Two P.G. Diplomas;
 - (v) Two Diplomas; and
 - (vi) Two Certificates.The candidates desirous of seeking admission to two courses simultaneously in this Directorate as above are required to submit two separate Admission Forms together with requisite documents and fees, for each course. However, no request for adjustment in dates of examinations to suit the convenience of any candidate will be entertained.
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 Instructional System of the University comprises six components, viz. Self Learning Material, Continuous Internal Assessment (IA) & Assignment work (AW), Theory Training Classes, Practical Exposure Classes, Professional Project Work and Internship & Industry Integrated Learning.

1. Self Learning Material (SLM)

The success and effectiveness of distance education systems largely depends on the study materials has been so designed as to substitute effectively the absence of interaction with teachers in class room teaching mode. Their style is ideal for easy and better understanding in self-study mode.

2. Continuous Internal Assessment (CIA)

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.

- a. **Personality Contact Program (PCP)** – PCP sessions guide the learners as the program proceeds. The date and venue for the PCP will be communicated to the learners through our website. During PCP, the learner gets guidance for better understanding of the subject. The learners can get their doubts cleared with the help of subject experts so as to improve their self-learning capability. The total duration of PCP sessions for a subject of four credits shall be 12–16 hours. Learners are required to attend PCP sessions for all their respective subjects.
- b. **Viva & Group Discussion (VGD)** –VGDs are designed to help the learners improve their professional communication and presentation abilities. Special emphasis is laid on learners speaking extempore, ability necessary for building leadership skill as well as for enhancing the capability of understanding and exchanging views. The total duration of VGD sessions for a subject of four credits shall be 3–4 hrs.
- c. **Personality Development Program (PDP)** –The PDPs are designed to improve the overall personality of the learner, and aim, especially, at the improvement of body language and strengthening of the power of expression. The purpose is to inculcate leadership, communication and presentation skills and brush up the knowledge of the learner by organizing a mix of management games, debates, quizzes and role play. The duration of PDP sessions for a subject of four credits shall be 3–4 hrs.
- d. **Assignment Work (AW)** – 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.

3. Practical Exposure Class (PEC)

Practical Exposure Classes are compulsory, wherever prescribed in the syllabus. A learner will not be eligible to appear for the practical examination unless he/she obtains an attendance and performance certificate in respect to PECs, held as per the schedule drawn by the Directorate of Distance Education. These classes shall generally be held on Saturdays and Sundays at a venue decided by DDE in consultation with the institution where the PECs are to be held. The total duration of PEC sessions for a subject of one credit shall be 30 hrs.

4. Professional Project Work (PPW)

The PPW enables a learner to experience the regours of an environment with the real life situations. The learners shall also be required to prepare a project report, which shall be evaluated by the University. Learners shall be subjected to a comprehensive viva for proper evaluation of the Project Report. For project work, wherever mentioned in the syllabus, DDE shall provide complete guidance to the learners. Normally, one credit of PPW shall require 30 hrs or input by the learner.

5. Internship & Industry Integrated Learning (IIIL)

IIIL helps working professionals complete their educational credits with the help of their respective industry experience. This serves dual purpose; they can do professional work with improved capability and also earn a recognized qualification. The IIIL is required only for some specific disciplines. Normally, one credit of IIIL can be obtained by working for 6 hours in a professional environment daily for 5 days. IIIL is a compulsory component in MCA. The duration will be six months for MCA.

6. Examinations

- (a) The annual examinations shall be held annually in June for the Academic batch and in December for the Calendar batch respectively.
- (b) Admit Cards/Roll No. 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, 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. 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 wise Examination
- c. Evaluation of Practical's, wherever prescribed
- d. Evaluation of professional project report, case studies/dissertation wherever prescribed

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 subsequent examination for the relevant subject. 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 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, IWR, AW, VGD and PDP, wherever prescribed. The distribution of continuous assessment marks shall be done equally between these components.
- b. The practical examination, wherever prescribed, shall carry 50 marks, which will be divided in the ratio of 60:40 between term end practical examination and continuous evaluation.
- 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.
- d. The internship & industry integrated learning component, wherever prescribed, shall carry 100 marks and marks will be awarded to the learner, on the basis of performance report submitted by the business enterprise or the industry unit to which the learner is attached.

INSTRUCTIONAL SYSTEM

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	Grade	Division
Below 40% in aggregate	E	Fail
40% or above but below 50% in aggregate	D	3rd
50% or above but below 60% in aggregate	C	2nd
60% or above but below 65% in aggregate	B	1st
65% or above but below 70% in aggregate	A	1st
70% or above but below 75% in aggregate	A+	1st
75% or above in aggregate	A++	1st

A student has to secure at least grade 'D' for being declared to have passed the final 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

– 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. 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 the statement of marks, consolidated statement of marks, 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.Sc., B.Com	Rs.500/-per additional paper
2	Traditional PG Course MA, M.Com	Rs.700/-per additional paper
3	Professional UG Course BBA, BCA, BA-JMC	Rs.800/-per additional paper
4	Professional PG Course MBA, M.Sc (CA), MCA	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 SwamiVivekanand Subharti University. The approval of the previous university under which the student has been continuing course under Regular/Distance/Private mode will be checked before giving the admission.

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. A Demand Draft of required fee drawn in favor of "SVSU, Distance Education" payable at Meerut with the attested copies of Mark Sheets 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. In this case, student will be required to give the extra papers to match the credits.



Session

Application No. DDE-

A.F. Code SVSU-



**DIRECTORATE OF DISTANCE EDUCATION
SWAMI VIVEKANAND SUBHARTI UNIVERSITY**
Meerut (U.P.) - 250005

Affix recent
Passport Size
Photograph

Do not pin or staple

APPLICATION FORM FOR ADMISSION

(To be filled by candidate in his / her own handwriting legibly in capital letters in English)

Specimen Signature of the Candidate (Inside the box)

ENROLMENT NUMBER
(For office use only)

PROGRAMME APPLIED FOR
(Including Subject/ Specialization)

1. Applicant's Name : {as per Matriculation Certificate}

In English (In Capital Letters)

परीक्षार्थी का पूरा नाम (हिन्दी में)

2. Father's Name : {All the candidates including married women will mention Name of Father}

In English (In Capital Letters)

पिता का नाम (हिन्दी में)

3. Mother's Name :

In English (In Capital Letters)

माता का नाम (हिन्दी में)

4. Sex : (✓ Tick) Male Female

5. Date of Birth : Date Month Year

6. Address for Correspondence (do not repeat name)

Pin Code

Phone No. with STD Code

Mobile No

E-mail

Please ensure that you have enclosed the DD for the prescribed fees in full and other certificates as indicated in prospectus.

7. Details of Fee Payment :

Demand Draft drawn in favour of SVSU, Distance Education, Payable at Meerut

Cash/Demand Draft No./RTGS Date

Bank Amount

Amount in words

Seal & Signature of Coordinator

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 type="checkbox"/>
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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"/>		<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"/>		<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. P.G.	<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)