

# **Programme Project Report (PPR)**



**DAYALBAGH EDUCATIONAL INSTITUTE**  
(DEEMED TO BE UNIVERSITY)  
DAYALBAGH  
AGRA - 282 005, (INDIA)

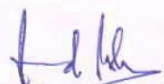
Phone: 0562-2801545, Fax: 0562-2801226  
website : - <http://www.dei.ac.in>

**Dated: 14<sup>th</sup> December, 2019**

**CERTIFICATE**

Following the approval granted by the Standing Committee of the Academic Council in its meeting held on the 30<sup>th</sup> October, 2017 to the Programme Project Reports and the self-learning material of the following programmes, I certify that the following programmes which have been running in the Institute and also in the distance mode, have been duly approved by the Statutory Bodies of the Institute:

1. Bachelor of Business Administration (Hons)
2. Bachelor of Commerce (Hons)
3. Master of Commerce
4. Master of Business Administration
5. Post-graduate Diploma in Computer Science and Application
6. Post-graduate Diploma in Journalism and Mass Communication
7. Post-graduate Diploma in Theology

  
Registrar  
**REGISTRAR**  
Dayalbagh Educational Institute  
(Deemed University)  
Dayalbagh, Agra-5 (U.P.)

## **Distance Programme in Bachelor of Commerce (Hons): Programme Project Report (PPR)**

1. **Programme's mission & objectives:** The main purpose of the Distance B.Com (Hons.) Programme is to develop basic knowledge, practical insights and skills to tackle real life business challenges in current scenario. The overall objectives are-
  - (i) To provide the basic knowledge in three spheres viz., Accounting and Law, Applied Business Economics and Management-oriented issues.
  - (ii) To develop practical insights and skill by offering Work based training courses in all three spheres of business.
2. **Relevance of the Programme with HEI's Mission and Goals:** The programme visualizes economic and quality education to everyone without disturbing their existing occupation. It focuses on improving basic knowledge, skill and competencies while continuing existing employment or professional studies (e.g. Chartered Accountant, Cost Accountant, Company Secretary etc.). Thus, it is in line with the objectives of the Higher Educational Institution to provide quality education at affordable cost using Information and Communication Technology (ICT).
3. **Nature of Prospective target group of learners:** The target group of learners are 12<sup>th</sup> pass candidates who are (a) pursuing Chartered Accountancy, Company Secretary or Cost Accountant courses (ii) not getting admission in regular programme and (iii) doing any private job or a part of parental business. The course fee is very nominal and the programme offers quality resources, in soft and hard mode, developed for this purpose only.
4. **Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:** The learners of the programme will be able to:
  - a. Acquire basic and conceptual knowledge in all core areas of business.
  - b. Develop analytical skills for solving business problems.
  - c. Acquire practical knowledge by work based training courses in all core areas of business.
  - d. Develop research project planning and execution skill
  - e. Develop communication and IT skills.
5. **Instructional Design:** The curriculum is approved by the Academic Council of the Institute. It is reviewed yearly by considering inputs from Board of Studies, Faculty Board, Student feedback and Industry. Major revision in the curriculum is achieved through curriculum development workshop organized every 3 years. The programme uses video lectures, PPTs, study material in soft and hard form which is easily available to the students. The students also get support from the experienced faculty network of the Institute in the centres.
6. **Procedure for admissions, curriculum transaction and evaluation:** The minimum eligibility criteria for admission to a Distance B.Com (Hons.) programme is 12<sup>th</sup> pass with qualifying marks in written examination and interview which is common to all aspirants. All the details related to fee, admission structure and financial assistance are available on the Institute Website.
7. **Requirement of the laboratory support and Library Resources:** The programme requires usage of computers and internet which are made available to each centre. Each Centre is equipped with a library to support the programme in that centre.
8. **Cost estimate of the programme and the provisions:** The cost estimate assigned for this programme development, delivery and maintenance is Rs 12 lacs.
9. **Quality assurance mechanism and expected programme outcomes:** The curriculum is regularly revised to meet the needs of the learners. The resources are developed by the faculty who has rich and vast experience in their field. The support of industry and professional experienced faculty network enhances the practical orientation of the programme.

## **Distance Programme in Bachelor of Business Administration: Programme Project Report (PPR)**

1. **Programme's mission & objectives:** With a view to impart business skills needed in jobs and promote entrepreneurship, it was proposed to offer Bachelor of Business Administration programme on the distance mode with the following objectives:
  - a. To extend the benefits of high quality, innovative, value-based and affordable education to all sections of society, especially the weaker sections
  - b. To develop conceptual knowledge, practical insights and skills and competencies to deal with organizational challenges
2. **Relevance of the program with HEI's Mission and Goals:** The programme envisages flexible and economic education to all who cannot afford. It focuses on improving skills, knowledge and competencies to get better employment as professional. Thus it is in line with the objectives of the Higher Educational Institution to provide quality education at affordable cost using Information and Communication Technologies (ICT).
3. **Nature of prospective target group of learners:** The target group of learners is Class XII pass from any stream (Science, Arts, Commerce) and any board who are not able to afford highly prized degree. The course fees is very nominal and the programme offers quality resources developed for this purpose only.
4. **Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:** The learners will be able to:
  - a. Acquire knowledge in both General and functional areas of management
  - b. Develop research project planning and execution skills
  - c. Develop Communication and IT skills
  - d. Work in teams and meet the deadlines.
  - e. Develop analytical skills for solving business problems.
5. **Instructional Design:** The curriculum is approved by the Academic council of the Institute. It is reviewed yearly by taking inputs from the Industry. Major revision is done through curriculum development workshop. The programme is of 3 years duration. The courses are offered in semester system (six months). The programme uses a website with videos, ppts, notes and discussion articles and case studies etc. for 24 X 7 access to students. The students also get support from the Industry experienced faculty network at the centres.
6. **Procedure for admissions, curriculum transaction and evaluation:** Candidates seeking admission to UG Degree Programme apply online. The process of admission to this Programme is centralized and part of the common admission procedure of the main campus. The minimum eligibility criteria for admission to a Distance BBA programme is Class XII pass from any stream (Science, Arts and Commerce) and any board. All the details related to fee admission; structure and financial assistance are available on the Institute site. The tentative planner in terms of examination and assignments is shared in the beginning of the semester itself. The learner progress is regularly tracked in the Centres through the network of faculty.
7. **Requirement of the laboratory support and Library Resources:** The programme requires usage of computers and internet which are made available in the centres, which are also equipped with a library to support the programme. The students have access to material either online or printed for their learning purposes.
8. **Cost estimate of the programme and the provisions:** The cost estimate assigned for each programme development, delivery and maintenance is Rs. 12 lacs.
9. **Quality assurance mechanism and expected programme outcomes:** The curriculum is regularly revised to meet the needs of the learners. The resources are developed by the faculty who have rich teaching experience since the beginning of the programme in 1993. The support of industry experienced faculty network enhances the practical orientation of the programme. There is a regular orientation programme organized for the staff in the centres in order to update them with the latest tools and techniques. When they come for the contact programme, feedback is taken from them also. The coordinators from the main campus also visit the centres regularly to understand their requirements.

## **Distance Programme in Master of Commerce: Programme Project Report (PPR)**

- 1. Programme's mission & objectives:** The purpose of the Distance Programme in Master of Commerce (M.Com) is to develop in the student's conceptual as well as analytical ability to comprehend the dynamics of contemporary business environment both at national and international level.

The Programme objectives are:

- To develop managerial knowledge, skills and competencies in the graduates of commerce
  - To enable learn while you earn for the employed citizens thereby promoting continuous learning and application in their work life.
  - To enable industrial and company employees to improve their qualifications without leaving their existing careers and enhance their employability in to managerial positions post completion of their degrees.
- 2. Relevance of the program with HEI's Mission and Goals:** The programme is commensurate with the Institute's policy of taking quality education at the minimum cost to those who cannot afford to leave their existing occupation. It focuses on improving skills, knowledge and competencies while continuing with existing employment. Thus it is in line with the objectives of the Higher Educational Institution to provide quality education at affordable cost using Information and Communication Technologies (ICT).
  - 3. Nature of prospective target group of learners:** The target group of learners is graduates who want to pursue higher degree in commerce without leaving their present occupation. The course fees are very nominal and the programme offers quality resources developed for this purpose only.
  - 4. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :**

The learners will be able to:

- Develop analytical skills for solving business problems.
  - Acquire knowledge in both General and functional areas of commerce and management
  - Develop research project planning and execution skills
- 5. Instructional Design:** The curriculum is approved by the Academic council of the Institute. It is reviewed yearly by taking inputs from the Industry. Major revision is done through curriculum development workshop. The programme is of 2 years duration. The students also get support from the Industry experienced faculty network of the institute at the centres.
  - 6. Procedure for admissions, curriculum transaction and evaluation :** The minimum eligibility criteria for admission to a Distance MCOM programme is graduate with passing marks in the entrance examination which is common to all course aspirants. All the details related to fee admission; structure and financial assistance are available on the Institute website and Prospectus. The learner's progress is continuously monitored through the network of faculty at the centres.
  - 7. Requirement of the laboratory support and Library Resources:** The programme requires usage of computers and internet which are made available in each centre, which is also equipped with a library to support the programme. The students have access to online material and can access the same anytime and anywhere for their learning purposes.
  - 8. Cost estimate of the programme and the provisions:** The cost estimate assigned for each programme development, delivery and maintenance is Rs.10 lacs.
  - 9. Quality assurance mechanism and expected programme outcomes:** The curriculum is regularly revised to meet the needs of the learners. The resources are developed by the faculty who have rich teaching experience since the beginning of the programme. The support of industry experienced faculty network enhances the practical orientation of the programme. There is a regular orientation programme organized for the centres in order to update them with the latest tools and techniques. When the faculty comes for the contact programme, feedback is taken from them also. The coordinators from the main campus also visit the centres regularly to understand their requirements.

## **Distance Programme in Master of Business Administration: Programme Project Report (PPR)**

1. **Programme's mission & objectives:** The purpose of the Distance MBA Programme is to develop conceptual knowledge, practical insights and skills to deal with organizational challenges. Thus, the objectives are
  - a. To develop managerial knowledge, skills and competencies in the graduates of any discipline.
  - b. To enable learn while you earn for the employed citizens thereby promoting continuous learning and application in their work life.
  - c. To enable industrial employees to improve their qualifications without leaving their existing careers and enhance their employability in to managerial positions post completion of their degrees.
2. **Relevance of the program with HEI's Mission and Goals:** The programme envisages flexible and economic education to all who cannot afford to leave their existing occupation. It focuses on improving skills, knowledge and competencies while continuing with existing employment. Thus, it is in line with the objectives of the Higher Educational Institution to provide quality education at affordable cost using Information and Communication Technologies (ICT).
3. **Nature of prospective target group of learners:** The target group of learners are of diverse class including a class of low level disposable income, rural dwellers, women, unskilled men, minorities etc. They need additional qualifications, knowledge and skills to move to the next positions in their existing organizations. Some of them even choose a different stream which they are passionate about without leaving their existing occupation. The course fees is very nominal and the programme offers quality resources developed for this purpose only.
4. **Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:** The learners will be able
  - a. To acquire knowledge in both General and functional areas of management
  - b. To develop research project planning and execution skills
  - c. To develop Communication and IT skills
  - d. To work in teams and meet the deadlines.
  - e. To develop analytical skills for solving business problems.
5. **Instructional Design:** The curriculum is approved by the Academic council of the Institute. It is reviewed yearly by taking inputs from the Industry. Major revision is done through curriculum development workshop. the programme is of 3 years duration. The courses are offered in modular format with multiple exit options. The programme uses a website with videos, ppts, notes and discussion articles and case studies etc. for 24 X 7 access to students. The students also get support from the Industry experienced mentor and facilitator network of the institute across the 19 centre in the country.
6. **Procedure for admissions, curriculum transaction and evaluation:** The minimum eligibility criteria for admission to a Distance MBA programme is graduate with passing marks in the entrance examination which is common to all course aspirants on the main campus as well as Distance Centres. All the details related to fee admission, structure and financial assistance are available on the Institute site. The tentative module planner in terms of examination and assignments is shared in the beginning of the module itself. The learner progress is regularly tracked in the Distance Centre through the network of mentor and facilitators.
7. **Requirement of the laboratory support and Library Resources:** The programme requires usage of computers and internet which are also made available in each centre. Each Distance Centre is also equipped with a library to support the programme in that centre. The students have access to online material and can access the same anytime and anywhere for their learning purposes.
8. **Cost estimate of the programme and the provisions:** The cost estimate assigned for each programme development, delivery and maintenance is Rs. 15 lacs.
9. **Quality assurance mechanism and expected programme outcomes:** The curriculum is regularly revised to meet the needs of the learners. The resources are developed by the faculty who has rich teaching experience since the beginning of the programme in 1991. The support of industry experienced mentor and facilitator network enhances the practical orientation of the programme. There is a regular orientation programme organized for the Distance Centres in order to update them with the latest tools and techniques. When mentors and facilitators come for the contact programme, feedback is taken from them also. The coordinators from the main campus also visit the centres regularly to understand their requirements.