

# UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY, PRAYAGRAJ

## GUIDELINES FOR APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAMMES

### 1. APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAMMES

The planning, design and development of an academic programme shall be carried through the following stages :

Stage I: Programme Proposal Stage;

Stage II: Programme Development Stage;

Stage III: Programme Launch Stage

There are separate forms that have to be filled up, namely: Programme Proposal Form (PPF) for Stage I; Programme Development Form (PDF) and Programme Project Report (PPR) for Stage II and Programme Launch Form (PLF) for Stage III.

These forms are to be approved by the Statutory Bodies of the University: **PPF by the School Board and the Planning Board; PDF by School Board and Academic Council.** As per UGC (ODL) Regulations, 2017, the PPR has to be approved by the highest academic authority of the University. Hence the approval of **PPR has to be sought from the School Board and the Academic Council.**

Detailed guidelines for each stage have been enumerated in the form of steps to be taken for the development and launch of a new academic programme.

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#### **Stage I: Programme Proposal Stage**

**Step1-** A new academic programme will be initiated by a teacher(s) of a School.

**Step 2-** The teacher(s) who initiates a new programme (hereafter referred to as Programme Coordinator) will prepare a Need Assessment Note for the proposed academic programme to express the relevance of the proposed programme. The outcome of the need assessment study should be documented.

**Outcome:** Need Assessment Note

**Step 3-** The Need Assessment Note may provide adequate coverage to the need of the programme, socio-economic relevance of the programme, objectives of the programme, level of study, credit weightage, duration of the programme and target group.

The Programme Coordinator will submit the Need Assessment Note, proposed names of subject experts for constitution of the Board of Studies (Internal faculty members involved in designing of the proposed programme would also be the members of the Board of Studies) for the proposed academic

programme and Programme Proposal Form (PPF) (**Annexure 2**) to the Director of the School for its consideration by the School Board.

**Outcome :** Approval of PPF by the School Board

**Step 4-** After the approval of the PPF by the School Board, the PPF along with the need assessment note and names of subject experts will be submitted by the Programme Coordinator through the Director of the School for approval of the Planning Board and the Planning Board approval to Academic Council (AC) as reporting item.

**Step 5-** The Planning Board/ AC will examine the PPF from the point of planning aspects of design and delivery of programme and availability of funds and workforce for design and delivery of the proposed academic programme.

**Outcome:** Approval/Revision/Rejection of PPF by PB

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## **Stage II: Programme Development Stage**

**Step 1-** On approval of PPF by the Planning Board ratified by AC, the Programme Coordinator will initiate the process of developing the programme.

**Step 2-** The Board of Studies will frame learning objectives of the programme in terms of knowledge and skills to be imparted, eligibility criteria for admission, duration, target group of students, broad programme structure including various media components, credit weightage, delivery and student support mechanism, evaluation methodology, and such other issues pertaining to the programme keeping in view the overall policy, Acts and Statutes of the University. The Board of Studies will suggest names of experts for designing courses, writing units and editors for different courses for consideration of the School Board.

**Outcome:**

1. Preparation of Programme Project Report (PPR)
2. Detailed Programme Structure and Syllabi
3. names of experts for designing courses, writing units, editors and vetters

**Step 3-** The approval of the Vice-Chancellor would be sought by the Director of the School for Course Writers/Editors/Vetters.

**Outcome:** Approval list of Writers/Editors/Vetters

**Step 4-** The Programme Coordinator, through Director of the School, will approach the In-charge, Admission Cell to obtain Programme Code, Course Codes for the academic programme and its courses. The Admission cell shall act as central repository and allocation center for Programme Code and Course Codes. Refer **Annexure 3** for details.

**Outcome:** Programme code and Course Codes

**Step 5-** The Programme Coordinator should also fill up the Programme Project Report (PPR) (**Annexure 4**).

**Outcome:** Completion of Programme Project Report (PPR)

**Step 6-** The Programme Coordinator shall fill up the Programme Development Form (PDF)

(**Annexure 5**) and submit it along with the PPR to the Director of the School to be placed before the School Board.

**Outcome of School Board:** Approval/Revision/Rejection of PPR and PDF

**Step 7-** After approval of PDF and PPR by the School Board concerned, the same will be submitted through the Director of the School to the Member Secretary, Academic Council, for approval of the Academic Council.

**Outcome of AC:** Approval/Revision/Rejection of PPR and PDF

**Step 8-** Once the PDF and PPR are approved by the Academic Council, the Programme Coordinator will get the PPR uploaded on the UPRTOU website.

**Outcome:** PPR displayed on public portal

**Step 9-** When all the SLMs (For UG Degree: first two years of SLM are prepared and For PG Degree: first year SLM is prepared as per UGC ODL regulations, 2020 to get UGC-DEB recognition: **Annexure-7**) and other components of the learning package have been developed, the Programme Coordinator will through the Director of the School, inform Admission Cell to apply to UGC for Recognition of the Programme.

**Outcome of Admission Cell:** Apply to UGC for recognition

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### **Stage III: Programme Launch Stage**

**Step 1:** Once the UGC-DEB approve and grant recognition of the UG degree or PG degree, the programme coordinator, through Director of School fill the Programme Launch Form (PLF) (**Annexure 6**) and obtains approval from competent authority to launch the programme.

**OR**

In case of Certificate or Diploma programme, the programme coordinator, through Director of School fill the Programme Launch Form (PLF) and obtains approval from competent authority to launch the programme.