**Annexure-5: Programme Development Form (PDF)**

UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSTY, PRAYAGRAJ

**Programme Development Form (PDF)**

**(For approval of the School Board & Academic Council)**

1. **Programme Title & Code :**
2. **Total Credits:**
3. **Medium of Instruction:**
4. **Duration of the programme: Minimum years; Maximum years**
   * **Readmission duration**
5. **Eligibility for admission:**
6. **Name of the School(s) proposing the Programme:**
7. **Name of the Programme Coordinator (s)**
8. **Programme structure and course contents**
   * Broad structure *(give attachment in the following format as Appendix 1 and syllabi as Appendix-II):*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.  No  . | Title of the course | Type of course Compulsory Elective Theory Practical  Project etc | Course credits | Courses to be developed  /adopted/ adapted and from where | Proposed no. of blocks/ manual/ workbook etc. | Proposed A/V component | Web based component (such as MOOCs/ OERs/ Online Courses) | | Proposed no of Interactive Radio Counselling Sessions / Teleconferencing Sessions | Proposed no. of Counselling sessions  ( total hours) | Any other component |
|  |  |  |  |  |  |  | Synchro  -nous (total hours) | Asynchr  -onous |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

* + Special features/requirements, in respect of design, development, delivery and evaluation strategy:
  + Any special qualification needed for course writers/editors:
  + Qualification of the Academic Counsellors:

1. **Proposed Schedule for Course Development**

Development Phase *(in the format given below)*

|  |  |  |
| --- | --- | --- |
| Title of course | Date by which CRC of all print materials will be ready for printing | Date by which all e- content will be uploaded on the Website/ Portal/  SWAYAM |
|  |  |  |
|  |  |  |

## Specify special infrastructure requirements, if any:

1. **Expected enrolment (per cycle /annual) and its Rationale:**
2. **Proposed budget for design & development of the programme:**

Design \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

:Development : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Estimated fee of the programme**

*(Planning Board may work out the cost of delivery, and accordingly set fee of the programme.).*

1. **Status of Approval of Programme Proposal Form by School Board and Planning Board**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Meeting No. with Dates | Item No. | Extract of the Minutes  *(please enclose copy of relevant Minutes)* |
| School Board |  |  |  |
| Planning Board |  |  |  |

**Name & Signature of the Programme Coordinator (s)**

**Name & Signature of the Director with seal**

1. **Recommendation of the School Board on PDF and PPR (for placing before Academic Council)**

(to be filled up after approval of School Board) (*please attach relevant extract of the Minutes*)

|  |  |  |  |
| --- | --- | --- | --- |
| Status of Approval by School Board | | | |
|  | Meeting No. with Dates | Item No. | Extract of the Minutes  *(please enclose copy of relevant Minutes)* |
| Programme Development Form |  |  |  |
| Programme Project Report |  |  |  |

**Name & Signature of the Director with seal**

**Enclosures:**

* 1. PPF with relevant extract of the Minutes of School Board and Planning Board.
  2. PPR along with Minutes of Meeting of the School Board that considered Programme Development Form (PDF)