



No. MANUU/Acad./F.613/2018-19/168

27th February, 2019

ORDERS

Sub: MANUU - Academic – Appointment of Course Coordinator to record Audio/ Visual Programme of Distance Education. – Reg.

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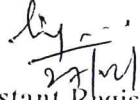
Consequent to the approval of Competent Authority, the following Course Coordinators are nominated for the DDE course to record Audio/Visual Programme as follows:-

Sl. No.	Name of the Distance Education Course	Course Coordinators
1.	B.A. Hindi	HOD, Department of Hindi (Regular), Dr. Tabassum Begum (Guest Faculty, DDE)

The Coordinator shall be responsible for the following.

1. To ensure the recording of the programmes as per IMC recording schedule.
2. To intimate the name of the lecturer / Resource Person to IMC at least a week in advance for better production planning.
3. To ensure the systematic recording of the Distance Education course material in a Chronological manner from the 1st Unit/1st Chapter onwards.
4. Coordination with the faculty members from the Regular and Distance mode.

The Director shall submit report to the Competent Authority and a copy to the Academic Section for record.


Assistant Registrar
(Academic)

To:

- i) HOD, Department of Hindi (Regular)
- ii) Dr. Tabassum Begum (Guest Faculty, DDE)

Copy to:

- (i) O/o the Vice Chancellor
- (ii) O/o The Registrar
- (iii) The Director, IMC
- (iv) Director, DDE
- (v) Director, CIT with a request to arrange to upload.
- (vi) Concerned File