Best Practices of the Directorate of Distance Education, MANUU, Hyderabad

Sr. No	Best Practices	Description
1	Multi-Disciplinary and Holistic Education	As envisaged in NEP, 2020, the Directorate of Distance Education aims to provide multi-disciplinary and holistic education. It offers 4 UG, 6 PG, 2 Diploma, & 2 Certificate programmes in various disciplines. DDE has incorporated many changes as suggested by NEP, 2020 and UGC (ODL & Online Programmes) Regulations, 2020 for making education multi-disciplinary and holistic, such as; implementation of CBCS, shift to semester mode from annual mode, introduction of skill enhancement courses, Syllabus synchronization of regular and distance mode programmes, etc
2	Centre for Internal Quality Assurance	DDE has established CIQA that assures the implementation of UGC Regulations and strives to improve the quality of distance education.
3	Ensuring Access, Equity, Inclusion and GER Enhancement	The Directorate of Distance Education strives to ensure access, equity, inclusion and GER enhancement with the network of 9 Regional Centers, 5 Sub-Regional Centers, 134 Learner Support Centers and 20 Programme Centers. One can find Learner Support Centers of DDE almost in every nook and corner of the country. Every year DDE establishes new LSCs to increase access and inclusion of students in mainstream education.
4	Imparting Education in Urdu Language	As mandated by the Act of Parliament of India, DDE offers its programmes in Urdu medium. NEP, 2020 also emphasizes to ensure access, equity and inclusion, educational programmes should be offered in regional/ local/ home language.
5	Promotion of Urdu Language	NEP, 2020 and previous educational policies of education emphasized the promotion of Indian languages. Urdu is one of the well known Indian language. Apart from offering programmes through Urdu as the medium of instruction, DDE offers certificate programmes in Proficiency in Urdu through English and Hindi.
6	Developing Quality Self Learning Materials	The Directorate of Distance Education develops quality SLM keeping quality mandate of UGC (ODL & Online Programme) Regulations, 2020 in view.
7	Development of Multimedia Resources for Distance Learners	In close cordination with DDE, the Instructional Media Center of the University develops e-content, video lessons and other multimedia resources for distance learners of DDE.
8	Online Counseling and Workshops	DDE provides online counseling to distance learners of various programmes. It also conducts online workshops of students, academic counselors, LSC coordinators, etc.

9	Promotion of Online Education through digitized SLMs	DDE is promoting online education through Digitized SLM uploaded on website and recorded lessons through IMC YouTube Channel of the University.
10	Dedicated Administrative Units	The Directorate has six main administrative units to look after different aspects of its functioning. These are: 1. **Academic Affairs Unit (AAU):** Its mandate includes programme planning, design and development of SLM, preparation of assignments and question papers, coordination with IMC etc. 2. **Staff Training, Research and Quality Unit (STRQU):** STRQU's task is to organise regular orientation and training programmes, workshops and collaborative work for the full time and part time staff, including Academic Counsellors. 3. **Administrative and Finance Unit (AFU):** AFU is meant for maintenance of records, providing financial services, and settlement of bills of the Academic Counsellors, Co-ordinators, Heads of the Institutions (HoIs) and part-time staff (PTS) at SCs. It also provides secretarial services to the DDE committees. 4. **Student Support Unit (SSU):** Its main task is providing information services to students and to address their grievances. Its work includes interface with the Examination section and the RCs/SCs. The unit also maintains student data. The unit deals with all issues concerning student support services. 5. **Material Production and Distribution Unit (MPDU):** The unit oversees printing, storage, distribution of SLM through speed post. 6. **Technical Support Unit (TSU):** Its main task is to provide all technical support requirements for the effective communications, academic delivery of programmes, evaluation, online student feedback (blended learning, open learning resources, MOOCs), web based and mobile enabled e-services including self-regulation through disclosures, declarations and reports etc. required under UGC-ODL Regulations, digitisation of the processes in DDE. It also maintains the DDE website, and helpd in the submission of online forms on UGC & NCTE portals as and when required.
11	Integrated University Management System	The integrated university management system provides many facilities to students such as; admission, registration, fee payment, grievance redressal, access their results, etc

| 12 | Samarth EMP | Recently, DDE had an MoU with Samarth EMP, an initiative of Ministry of Education, GoI for admissions and over all academic administration of distance education of the University. The admission process from entry to exit will now be through Samarth. |
| 13 | Compliance of UGC-DEB | DDE adheres to strict compliance of UGC- DEB regulations, circulars, notices issued from time to time. |