Prof. B. E. Rangaswamy, Ph.D.
REGISTRAR

Phone: (0831) 2498100
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Ref No.: VTU/BGM/EST./CR(2)/01/2023-2024/*1960*   Date : **4 FEB 2025**

: NOTIFICATION:

Sub: Appointments of Programme Coordinators for Visvesvaraya Technological University-Centre for Distance and Online Education (VTU-CDOE) -Reg..

Ref: 1. Note Para No. (40) approved on 23-01-25 by the Hon'ble Vice- Chancellor, VTU, Belagavi

With reference to the above subject and approval under reference (1) the following program coordinators are appointed for Visvesvaraya Technological University Centre for Distance and Online Education (VTU-CDOE) with immediate effect until further orders along with their existing position and assignments.

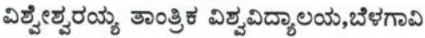| Programme	Program Coordinator assigned
Management Studies	Dr. Shivakumar, Assistant Professor, Dept. of Management Studies, VTU's PG Centre, Mysuru
Computer Applications	Dr. Swamy L. N.. Assistant Professor, Dept.of CSE, VTU's PG Centre, Mysuru

Program Coordinators have to maintain the VTU-CDOE office timings and will be treated as non-vacation staff only. They have to report to the Director, VTU-CDOE for above mentioned assignment.
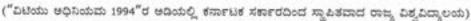
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To,
1) The Members mentioned above for information and necessary action to take the charge from the existing program coordinators under the intimation to the Director, VTU- CDOE.
2) The existing program coordinators for information and necessary action to handover the charge to the above mentioned program coordinators under the intimation to the Director, VTU- CDOE.

Copy for information to :
1. The Hon'ble Vice-Chancellor through his Secretary, VTU, Belagavi.
2. The P. S. to The Registrar, VTU, Belagavi
3. The Registrar (Evaluation), Examination Section, VTU, Belagavi
4. The Finance Officer, VTU, Belagavi
5. The I/c. Regional Director, VTU's Regional Office, Belagavi, Bengaluru, Mysuru and Kalaburagi for information and necessary action
6. The Chairperson/Program Coordinator, Concerned Departments, VTU's PG Centre, Belagavi, Kalaburagi, Mysuru and Muddenahalli
7. The Program Coordinator, Concerned Departments, VTU's PG Centre, Mysuru for information and necessary action towards allocating one theory course (04 hours per week) workload to above mentioned faculty members till they are assigned with above mentioned assignment.
8. The Director, Visvesvaraya Technological University-Centre for Distance and Online Education (VTU-CDOE) for information and necessary action
9. The Special Officer, Academic Section, VTU, Belagavi for information and necessary action.
10. The Principal, UBDTCE, Davanagere
11. All the Heads of the Sections, VTU's Offices at Belagavi, Dandeli, Muddenahalli, Mysuru, Mangaluru and Talkal.
12. Office Copy

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Ref No.: VTU/BGM/EST./CR(2)/01/2023-2024/ 1673   Date : 6 DEC.2023

: NOTIFICATION:

Sub: Appointments of Programme Coordinators for Visvesvaraya Technological University-Centre for Online Education (VTU-COE)–Reg…

Ref: 1. Notification No. VTU/BGM/EST./CR(2)/01/2023-2024/2896 dt:20-03-23
2. Notification No. VTU/BGM/EST./CR(2)/01/2023-2024/2901 dt:20-03-23
3. Notification No. VTU/BGM/EST./CR(2)/01/2023-2024/2902 dt:20-03-23
4. Note Para No. (28) approved on 05-12-2023 by the Hon'ble Vice- Chancellor, VTU, Belagavi

With reference to the above subject and references cited (1), Visvesvaraya Technological University Centre for Online Education (VTU-COE) is established at VTU to conduct online programs and program coordinators were appointed under reference (2) and (3).

Now, as per the approval under reference (4), the notification under reference (2) and (3) are revised and Logistics, Travel and Tourism Programmes have been merged under Management stream and Artificial Intelligence & Data Science Programmes merged under Computer Applications Stream. Further, the following program coordinators are appointed with immediate effect until further orders along with their existing position and assignments. The roles and responsibilities are enclosed in Annexure I.

Programme	Nomenclature of Degree / Diploma / Certificate	Program Coordinator assigned
Management/ Logistics/ Travel and Tourism	Bachelor of Business Administration (BBA)/ Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate Certificate (PGC) / Certificate with various specializations	Dr. Preeti Patil Assistant Professor, Dept. of Management Studies, VTU's PG Centre, Mysuru
Computer Applications/ Artificial Intelligence and Data Science	Bachelor of Computer Application (BCA) / Master of Computer Application (MCA) / Post Graduate Diploma in Computer Application (PGDCA) / Post Graduate Certificate (PGC) / Certificate with various specializations	Dr. Kumar P. K. Assistant Professor Dept.of CSE VTU's PG Centre, Mysuru

Program Coordinators have to maintain the VTU-COE office timings and will be treated as non-vacation staff only. They have to report to the Director,VTU-COE for above mentioned assignment.

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To,
The Members mentioned above for information and necessary action

Copy for information to :
1. The Hon'ble Vice-Chancellor through his Secretary, VTU, Belagavi.
2. The P. S. to The Registrar, VTU, Belagavi

3. The Registrar (Evaluation), Examination Section, VTU, Belagavi
4. The Finance Officer, VTU, Belagavi
5. The I/c. Regional Director, VTU's Regional Office, Belagavi, Bengaluru and Kalaburagi for information and necessary action
6. The I/c. Regional Director, VTU's Regional Office, Mysuru for information and necessary action towards forwarding nomination for new placement coordinator in place of Dr. Kumar. P. K.
7. The Chairperson/Program Coordinator, Concerned Departments, VTU's PG Centre, Belagavi, Kalaburagi, Mysuru and Muddenahalli
8. The Program Coordinator, Concerned Departments, VTU's PG Centre, Mysuru for information and necessary action towards allocating one theory course (04 hours per week) workload to above mentioned faculty members till they are assigned with above mentioned assignment.
9. The Director, Visvesvaraya Technological University-Centre for Online Education (VTU-COE) for information and necessary action
10. The Special Officer, Academic Section, VTU, Belagavi for information and necessary action.
11. The Principal, UBDTCE, Davanagere
12. All the Heads of the Sections, VTU's Offices at Belagavi, Dandeli, Muddenahalli, Mysuru, Mangaluru and Talkal.
13. Office Copy

Program Coordinator Roles and Responsibilities

The role of a Program Coordinator for an online degree program, as per guidelines OF University Grants Commission (UGC), is comprehensive and crucial to the successful planning, implementation, and management of online education. UGC has issued various guidelines and regulations to ensure the quality and effectiveness of online degree programs. Here are the key responsibilities and roles of a Program Coordinator in the context of UGC guidelines are as follows:

1. **Program Development and Design**:
   - Collaborate with academic experts and faculty to design and develop online degree programs that meet UGC standards and guidelines.
   - Ensure that the program curriculum aligns with UGC-approved guidelines and incorporates the latest pedagogical practices.

2. **Quality Assurance**:
   - Monitor the quality of online course content, instructional materials, and assessments to ensure they meet UGC standards for content relevance and educational effectiveness.
   - Implement quality assurance mechanisms, including peer reviews and student feedback, to continually improve the program's quality.

3. **Faculty Coordination**:
   - Recruit qualified faculty members with expertise in online teaching and ensure they are well-trained in online pedagogy.
   - Oversee faculty development and training programs to enhance their online teaching skills.

4. **Student Support and Engagement**:
   - Develop strategies to promote student engagement and active participation in online courses.
   - Establish a support system to address students' academic and technical needs, ensuring a positive online learning experience.

5. **Infrastructure and Technology**:
   - Ensure that the online platform and technology used for program delivery are up-to-date, user-friendly, and reliable.
   - Collaborate with the IT department to resolve technical issues promptly.

6. **Regulatory Compliance**:
   - Ensure that the online degree program complies with all UGC regulations, including those related to admission procedures, assessment, examinations, and accreditation.

7. **Assessment and Evaluation**:
   - Implement fair and transparent assessment and evaluation practices, including proctored examinations or alternative assessment methods approved by UGC.
   - Ensure the security and integrity of assessment processes in an online environment.

8. **Student Feedback and Grievance Handling**:
   - Collect and analyze feedback from students to identify areas for improvement.
   - Establish a mechanism for addressing student grievances and concerns promptly.

9. **Record Keeping and Reporting**:
   - Maintain comprehensive records of student enrollment, academic performance, and program activities.
   - Prepare and submit reports to UGC as required, including periodic progress reports and compliance reports.

10. **Program Promotion and Outreach**:
    - Develop strategies for marketing and promoting the online degree program to reach a wider audience.
    - Coordinate with marketing and admissions teams to attract qualified students.
11. **Research and Innovation**:
    - Encourage faculty to engage in research and innovation in online education.
    - Stay informed about emerging trends and technologies in online learning and incorporate them into program development.
12. **Budget Management**:
    - Manage the budget allocated for the online degree program, ensuring efficient use of resources.
13. **Continuous Improvement**:
    - Continuously assess and evaluate the effectiveness of the online program and make necessary improvements based on data and feedback.

The Program Coordinator for an online degree program plays a pivotal role in ensuring the program's quality, compliance with UGC regulations, and overall success. Their efforts contribute to providing accessible and high-quality education to a diverse range of learners through online platforms.

Note:

The above list provided concise information about the roles and responsibilities that must be performed; nevertheless, micro-level duties relating to the above assignments must be accomplished in accordance with proper official process. Further any additional scope of the work will be assigned as per the need of the University by the higher authorities as and when required.

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