



सा विद्या या विमुक्तये

# DEPARTMENT OF DISTANCE & CONTINUING EDUCATION

## SCHOOL OF OPEN LEARNING, CAMPUS OF OPEN LEARNING

### UNIVERSITY OF DELHI



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# MASTER OF BUSINESS ADMINISTRATION (MBA)

## PROSPECTUS 2024-25

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**DEPARTMENT OF DISTANCE & CONTINUING EDUCATION**

**SCHOOL OF OPEN LEARNING  
CAMPUS OF OPEN LEARNING**

**UNIVERSITY OF DELHI**

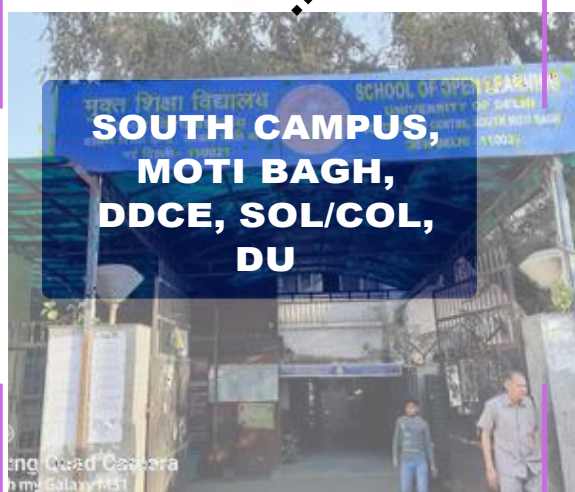
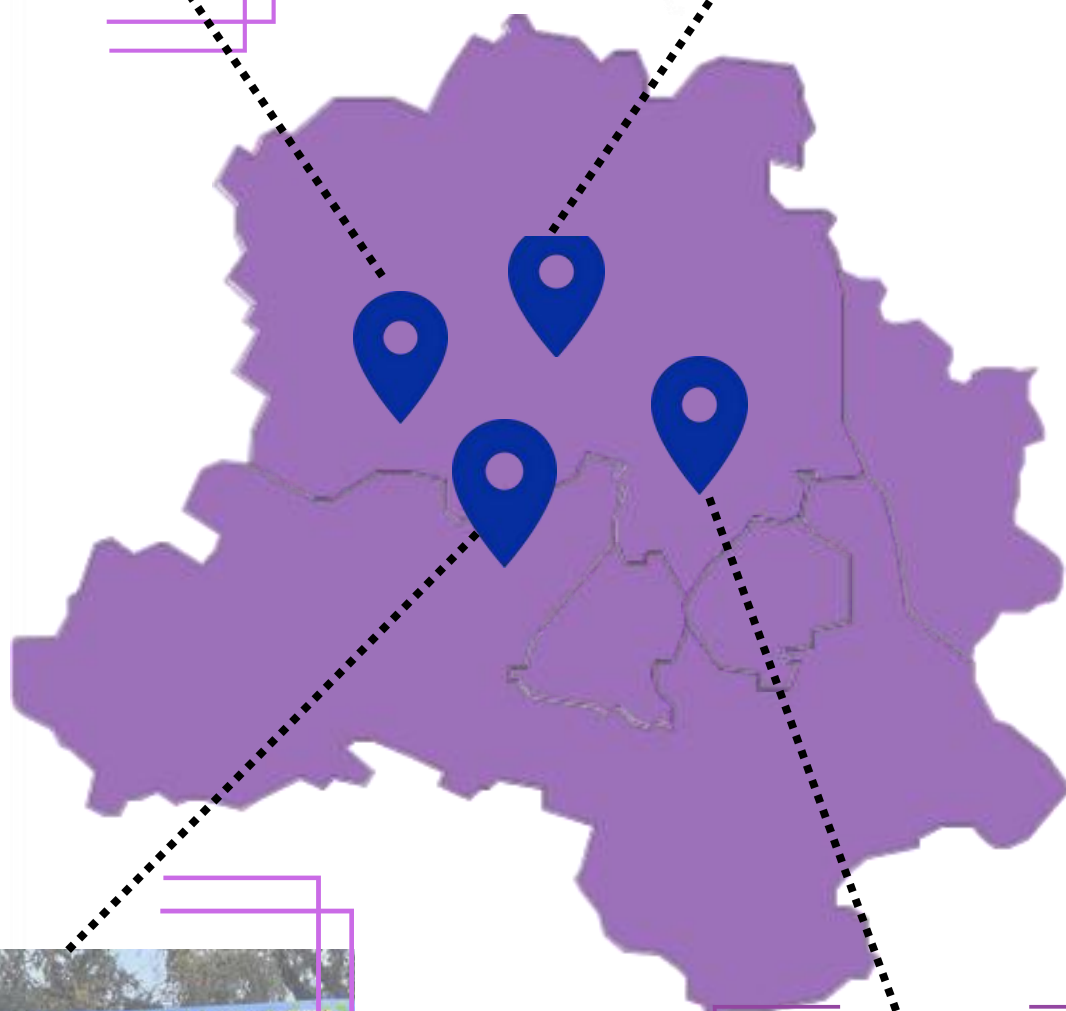


# **MBA PROSPECTUS**

**2024-2025**



# Regional Centres



# OUR CORE VALUES

Excellence

Innovation

Ethical  
Leadership

Diversity &  
Inclusion

## Inception (1962)

Establishment  
of SOL with  
900 students.

## 2022-23

We launched  
6 new  
professionally  
oriented  
programmes  
including  
MBA.

**5000+ MBA  
students  
enrolled**



**10+**

tie-ups with  
different  
institutions

**45+**

Student  
Support  
Staff



**20+**

Programmes

## Vision

*To be a global leader in the field of open, distance and online education promoting life-long learning using cutting-edge technology across geographical regions.*

## Mission

*Our mission is to be an internationally acclaimed premier institution of open, distance, and online education to influence the direction of learning in the future and make a real impact in the fields of research and education. To empower the learners by providing 21st-century skill sets through a wide array of professional, academic, and skill-based courses. To enable a dynamic learning behaviour amongst learners across society reaching the masses at their doorstep. Our commitment towards excellence and inclusivity drives us to equip our lifelong learners to thrive in a global landscape shaping a bright future.*





# TIMELINE

S.NO	EVENT	DATE
1	Start of Registration	3 <sup>rd</sup> June, 2024
2	Last Date of Registration	To be decided
3	Display of First Merit List	To be decided
4	Fee Submission for First Merit List Applicants*	To be decided
5	Display of Second Merit List	To be decided
6	Fee Submission for Second Merit List Applicants*	To be decided
7	Display of Third Merit List	To be decided
8	Fee Submission for Third Merit List Applicants*	To be decided
9	Mop- Up Round (Subject to availability of seats)**	To be decided
10	Fee Submission for Mop-Up Round Applicants*	To be decided

**\*Subject to change as per DEB-UGC/ University of Delhi directions.**

**\* Fee refund on the cancellation of admission will be as per DEB-UGC/ University of Delhi rules.**

**\*\* No fee will be refunded for students taking admission in mop-up round.**



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# PREAMBLE

In 2022, the University of Delhi established the Department of Distance and Continuing Education (DDCE), Faculty of Open Learning, and the Open Learning Development Centre (OLDC) under aegis of the Campus of Open Learning (COL). The DDCE encompasses a variety of disciplines, offering distance learning programs in fields such as Commerce, Economics, Education, English, Environmental Science, History, Hindi, Political Science, Punjabi, Sanskrit, Urdu, Management, Financial Studies, Library and Information Science, Computer Science, and Psychology.

The School of Open Learning under the aegis of COL, established in 1962, initially provided conventional programs in humanities and commerce. Its first batch had around 900 students. Over the years, it has expanded significantly and now serves over four lakh students across various disciplines. This growth has been paralleled by the establishment of regional centers: the South Study Centre at Moti Bagh (1990), the West Regional Centre at Keshav Puram (2007), and an upcoming center at Tahirpur, East Delhi. In 2022, the DDCE launched six new professional courses, including MBA, Master of Library and Information Sciences (MLISc), B.A. (Hons.) Economics, Bachelor of Management Studies, Bachelor of Business Administration (FIA), and Bachelor of Library and Information Sciences (BLISc). The B.A. (Hons.) Psychology program was introduced in 2023.

The School of Open Learning provides higher education opportunities particularly for those who are employed or unable to attend regular college due to various constraints. The flexible distance education mode is designed to help students achieve higher education and vocational skills through well-structured course materials provided at admission, supplemented with video lectures and academic counseling sessions at various Learning Support Centres. Experienced faculty members are available for mentoring and counseling at the main campus. Admission criteria and examinations adhere to the norms of the University of Delhi, which confers degrees upon DDCE students as it does for those in its constituent colleges. Beginning in the 2022-23 academic session, the University of Delhi adopted the National Education Policy (NEP) 2020 and introduced the Undergraduate Curriculum Framework (UGCF) 2022.

This Prospectus contains all the required information for admission to the MBA programme offered by the DDCE, SOL/COL, University of Delhi. However, any further specific query (not available in the Prospectus) may be obtained from the DDCE, SOL/COL.



# VICE CHANCELLOR'S MESSAGE

**PROF. YOGESH SINGH**

Vice Chancellor, DU

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*Greetings to all!*

*It gives me immense pleasure to extend a warm welcome to all of you for the upcoming academic year 2024-25 at the DDCE/SOL/COL, University of Delhi. Distance education has revolutionized the way we learn, enabling individuals from all walks of life to achieve their academic goals without being limited by time and place. The DDCE/SOL/COL, University of Delhi has been a leader in this transformative movement, offering quality education to numerous students who have opted for this flexible mode of study.*

*The MBA programme offered by the DDCE/SOL/COL, University of Delhi, is highly significant in today's dynamic and competitive professional environment. This program allows individuals to manage their personal and professional commitments while pursuing higher education. The MBA program through distance learning enables you to enhance your skill set and gain a valuable qualification without compromising your existing responsibilities. Additionally, the MBA program at the School of Open Learning ensures you receive the same high-quality education as those in traditional classroom settings.*

*I encourage you to recognize the vast potential of distance education. It is an opportunity to unlock your true potential, broaden your knowledge, and acquire the skills necessary for professional success. Take this chance to improve your career prospects, connect with like-minded individuals, and make a meaningful contribution to the business world.*

*As you begin this educational journey, remember that success requires discipline, perseverance, and a strong desire to excel. Stay dedicated to your studies, participate actively in discussions, and utilize the resources available to you. The DDCE/SOL/COL, University of Delhi, is here to support and guide you every step of the way.*

*I wish you all the best as you embark on this transformative journey of learning and growth. May your pursuit of knowledge lead you to great heights of success and fulfillment.*

*Best Wishes !*



# DIRECTOR's MESSAGE

**PROF. PAYAL MAGO**

Director, DDCE, SOL/COL, DU

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Dear Prospective MBA Students,

Established in 1962, School of Open Learning has been a leading provider of distance education for 62 years, empowering thousands from diverse backgrounds. We are dedicated to achieving our goals and contributing to the "Education for All" initiative.

In the 2022-23 academic year, recognizing the need to modernize management education to align with the fast-changing technological landscape and the VUCA business world, the University of Delhi launched the MBA program in distance mode through the DDCE/SOL/COL. With a vision to equip our students with decision-making skills and strategic thinking for future leadership roles, I am thrilled to announce that in our inaugural year, we enrolled an impressive 2085 students into our MBA program. Today, we have over 5,000 students enrolled, reflecting the trust placed in our institution. We are proud of our diverse and dynamic student community, which brings together a wealth of experiences and perspectives. Our MBA program aims to democratize education and develop proficient professional managers who strive for excellence.

In our pursuit of quality education, we have organized various expert talks, inviting industry leaders and professionals to share their insights with our MBA students. These sessions have been crucial in bridging the gap between theoretical knowledge and practical application, providing our students with the skills needed to excel in the business world.

To address the diverse needs of our students, we have implemented a blend of online and offline learning methodologies. Our weekday online sessions offer exceptional flexibility, while our offline counseling sessions provide valuable opportunities for face-to-face interaction and networking, enhancing the overall learning experience. We have established MOUs with esteemed organizations, fostering collaborations that offer internships, industry exposure, and career opportunities for our MBA students.

To support your learning journey, we provide comprehensive study materials, an e-library, video lectures, counseling sessions, audiobooks, and other necessary resources. We are committed to offering you the support and facilities needed to excel in your studies. At the DDCE/SOL/COL, we strive to create an inclusive environment that empowers our MBA students to become future leaders and innovators. Our focus is on imparting knowledge while fostering critical thinking, innovation, and ethical decision-making. As you embark on this transformative journey, I assure you that our faculty will guide and support you every step of the way. Together, we will help you achieve your academic and professional aspirations. Once again, I warmly welcome you to our MBA program. We are excited to have you with us and look forward to a rewarding and enriching learning experience together.

Best Wishes!



# PRINCIPAL's MESSAGE

## PROF. AJAY JAISWAL

### School of Open Learning

School of Open Learning has been a trailblazer in distance education since its inception in 1962. We started with a batch of merely 900 students, the institute is now imparting education to more than four lakh students. Today, education through distance mode has taken precedence over the conventional mode and has also served as a reminder of some of the inherent advantages of distance education that further prompt us to not restrict ourselves to conventional programs only.



Keeping our vision and values intact, we have launched the Master of Business Administration (MBA) programme through distance mode for both fresh graduates and working professionals. The programme is delivered through the latest pedagogics. It includes industry engagement, workshops, summer internships, and audio– video facilities that prepare our students to take up leadership positions. The program is a boon for working professionals aiming for leadership roles in their careers. It is equally beneficial for fresh graduates looking to build a strong foundation for their professional journeys. Students may refer to the programme prospectus for detailed information on the admission process, eligibility criteria, programme structure, and other relevant aspects. Our efforts, including updated study materials, online services, and fee concessions for disadvantaged students, underscore our commitment to a student-centered approach. We trust that your engagement with the School of Open Learning will be a valuable and rewarding journey.

Finally, on behalf of School of Open Learning/ College of Open Learning, University of Delhi, I warmly welcome you all to this new chapter in your journey. We are committed to ensuring that your experience with us is both enriching and memorable.

*Best Wishes !*

# Academic Staff

## ACADEMIC STAFF

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## ABOUT THE DEPARTMENT

The University of Delhi has established the Department of Distance and Continuing Education (DDCE); Faculty of Open Learning; and Open Learning Development Centre under the aegis of Campus of Open Learning (COL), University of Delhi. DDCE is continuously striving to build an inclusive knowledge-based society through distance education. It is focused to make high-quality academic programmes available to the mass through ODL mode.

From the Academic Session 2022-23, DDCE has been offering undergraduate and postgraduate programmes in management education in Open & Distance Learning (ODL) mode. The two undergraduate management programmes are Bachelor of Management Studies (BMS) and Bachelor of Business Administration (Financial Investment Analysis) (BBA(FIA)) and Master of Business Administration (MBA) as a postgraduate programme. The department follows a multimedia approach in delivering its programmes. It has included self-learning printed materials, supporting audio-video programmes, face to face interaction with students and academic counsellors. It facilitates the working professionals in acquiring management abilities and skills which will transform them into a leader in the business environment. The programmes of the department are designed in a modular format for providing maximum flexibility to the learners.



## ABOUT THE PROGRAMME

MBA is a two-year postgraduate programme designed to develop the skills required for careers in business and management. It is embedded with a high degree of flexibility, thereby allowing everyone to realize their educational capabilities and fulfill their career aspirations. The programme will enable participants to continuously learn, improvise, and grow in their career trajectory.

The structure of the course is closely aligned with contemporary business requirements. The MBA programme has a two-tier structure: it consists of a core curriculum (compulsory credit courses and compulsory MBA non-credit courses), a summer internship and elective courses (optional courses in the second year). The first year is committed to develop business fundamentals through compulsory courses spanning the areas of economics, finance, marketing, etc. The second year offers number of electives, thus ensuring the students to have wide area of choices to build upon their desired area of pursuit. DDCE is always student centric at its core and flexible enough to cater heterogeneous group of students. It is also committed to create a conducive environment for teaching, learning, and research for students and faculty. Continuous industry interaction is an added advantage to the students of this programme.







## WHY DDCE, SOL/COL?

Students looking for flexible and accessible education options can consider the School of Open Learning (SOL) for their studies. One of the key advantages of SOL is that it facilitates distance learning, allowing students to learn at their own convenience. This mode of learning enables individuals to balance work, family, and other commitments while pursuing their educational goals. Moreover, SOL offers degrees that are equivalent to those obtained through regular courses, ensuring that there is no compromise in the value of the degree. Students pursuing their studies through SOL are eligible for the same career opportunities and job prospects as students from any other colleges.

Another benefit of SOL is that it offers bi-annual exams instead of yearly exams, which reduces the burden of covering the syllabus and lessens the stress for the students. Additionally, SOL does not have any attendance requirements, making it an ideal option for working professionals who cannot attend regular classes.

Students can also opt for professional courses such as CA, CS and any other due to the flexibility of the course structure. Students who are thinking of preparing for civil services SOL is a good option for them too. SOL allows students to upskill in their spare time while continuing with their work or other commitments.

SOL is an affordable option for students as well as it provides financial assistance for those who need it. Students can benefit from various scholarships to cover their tuition fees. SOL offers a wide range of activities and events to its students, creating a sense of community and engagement. Despite being a distance learning mode, SOL offers an affable experience to the students, allowing them to participate in various cultural, literary, and sports events. Lastly, SOL offers a global exposure to its students as the degree given to the students are globally accepted. In conclusion, students looking for flexible and accessible education options can benefit greatly from the School of Open Learning.

### What does SOL provide?

- Self Learning Material
- Industrial exposure to the students by industry experts
- Audio books are available for visually impaired students
- Video lectures
- Live lectures in online as well as offline mode.

# PROGRAMME STRUCTURE

## Programme duration

The minimum duration of the Programme is 2 years and the maximum duration is 4 years

Semester I	Semester II	Semester III	Semester IV
<ul style="list-style-type: none"> <li>• MBAFT-6101: Organizational Behaviour</li> <li>• MBAFT-6102: Data Analysis and Decision Tools</li> <li>• MBAFT-6103: Managerial Economics</li> <li>• MBAFT-6104: Accounting for Managers</li> <li>• MBAFT-6105: Marketing Management</li> <li>• MBAFT-6106: Human Resource Management</li> <li>• MBAFT-6107: Business Communication</li> <li>• MBAFT-6108: Information Technology Management</li> </ul>	<ul style="list-style-type: none"> <li>• MBAFT-6201: Organization Effectiveness and Change</li> <li>• MBAFT-6202: Decision Modelling and Optimization</li> <li>• MBAFT-6203: Economic Environment of Business</li> <li>• MBAFT-6204: Corporate Finance</li> <li>• MBAFT-6205: Management Accounting</li> <li>• MBAFT-6206: Production and Operations Management</li> <li>• MBAFT-6207: Marketing Research</li> <li>• MBAFT-6208: Management of Information System</li> </ul>	<ul style="list-style-type: none"> <li>• CORE</li> <li>• MBAFT 6301: Business Ethics &amp; Corporate Social Responsibility</li> <li>• MBAFT6302: Strategic Analysis</li> <li>• MBAFT-6303: Project Study</li> <li>• In addition, a student is required to choose 5 electives of one area.</li> <li>• Note: In lieu of Project Study (MBAFT-6303), students will study Entrepreneurship, Creativity and Innovation (MBAFT-7302)</li> </ul>	<ul style="list-style-type: none"> <li>• CORE</li> <li>• MBAFT-6401 Legal Environment of Business</li> <li>• MBAFT 6402: Strategic Management</li> <li>• MBAFT-6403: Global Business Management</li> <li>• In addition, a student is required to choose 5 electives of one area</li> </ul>



## **PART I: FIRST YEAR**

Student shall be admitted into 1<sup>st</sup> year comprising of two semesters. Each semester has 8 compulsory papers.

### **Semester 1**

MBAFT-6101	Organizational Behaviour
MBAFT-6102	Data Analysis and Decision Tools
MBAFT-6103	Managerial Economics
MBAFT-6104	Accounting for Managers
MBAFT-6105	Marketing Management
MBAFT-6106	Human Resource Management
MBAFT-6107	Business Communication
MBAFT-6108	Information Technology Management

### **Semester 2**

MBAFT-6201	Organization Effectiveness and Change
MBAFT-6202	Decision Modeling and Optimisation
MBAFT-6203	Economic Environment of Business
MBAFT-6204	Corporate Finance
MBAFT-6205	Management Accounting
MBAFT-6206	Production and Operations Management
MBAFT-6207	Marketing Research
MBAFT-6208	Management of Information Systems

## **PART II: SECOND YEAR**

Admission to Part II Second Year of the programme shall be open to only those students who have cleared successfully at least twelve papers out of the sixteen papers offered during First Year of the programme comprising of 1st and 2nd Semesters taken together. However, each student would have to clear the remaining papers while studying in Second Year (Part II).

The schedule of Second Year (Part II) Examination shall comprise of two semesters: Semester 3 and Semester 4. The schedule of papers during Second Year of the programme shall be as follows:

### **Semester 3**

During Semester 3 of Part II of the programme, in addition to the three compulsory papers, a student shall have to choose five elective courses from the list of optional papers announced at the beginning of Semester 3 (From one area only)

MBAFT-6301	Business Ethics & Corporate Social Responsibility
MBAFT-6302	Strategic Analysis
MBAFT-6303	Project Study

*Note: In lieu of Project Study (MBAFT-6303), students will study Entrepreneurship, Creativity and Innovation (MBAFT-7302)*

## LIST OF ELECTIVE COURSES

### AREA - 1: FINANCE

MBAFT-7402	Security Analysis and Investment Management
MBAFT-7404	International Financial Management
MBAFT-7408	Financial Derivatives
MBAFT-7412	Financial Markets and Institutions
MBAFT-7414	Mergers and Corporate Restructuring

### AREA - 2: MARKETING

MBAFT-7601	Consumer Behaviour
MBAFT-7602	Advertising Management
MBAFT-7606	Service Marketing
MBAFT-7608	Brand Management
MBAFT-7609	Digital Marketing

### AREA - 3: OB & HRM

MBAFT-7802	Performance Management and Training Intervention
MBAFT-7806	Compensation and Rewards Management
MBAFT-7810	Human Resource Development: Strategies and Systems
MBAFT-7813	Cross Cultural and Global Management
MBAFT-7815	Leadership, Power and Politics

### AREA - 4: PRODUCTION & OPERATIONS MANAGEMENT

MBAFT-7402	Operations Strategy
MBAFT-7404	Operations Research
MBAFT-7407	Decision Models and Optimization
MBAFT-7409	Production Planning and Control
MBAFT-7410	Supply Chain Management

### AREA – 5: INFORMATION TECHNOLOGY MANAGEMENT

MBAFT-7601	Managing E-Business
MBAFT-7603	System Analysis and Design
MBAFT-7604	Strategic Management of Information Technology
MBAFT-7605	Database Management Systems
MBAFT-7608	Network Operations, Management & Security



## **Semester 4**

MBAFT-6401	Legal Environment of Business
MBAFT-6402	Strategic Management
MBAFT-6403	Global Business Management

During Semester 4 of Part II of the programme, in addition to the three compulsory papers, a student shall have to choose five elective courses from the list of optional papers announced at the beginning of Semester 4 (From one area only)

### **LIST OF ELECTIVE COURSES**

#### **AREA -1: FINANCE**

MBAFT-7401	Quantitative Analysis of Financial Decisions
MBAFT-7405	Merchant Banking and Financial Services
MBAFT-7410	Financial Risk Management
MBAFT-7411	Fixed Income Securities
MBAFT-7413	Financial Reporting

#### **AREA - 2: MARKETING**

MBAFT-7603	Competitive Marketing
MBAFT-7604	Business Management
MBAFT-7605	Sales Force Management
MBAFT-7612	Marketing Analytics
MBAFT-7615	Rural Marketing

#### **AREA - 3: OB & HRM**

MBAFT-7801	Human Resource Metrics and Analytics
MBAFT-7807	Managing Interpersonal and Group Processes
MBAFT-7809	Counseling Skills for Managers
MBAFT-7811	Management of Industrial Relations
MBAFT-7812	Negotiation and Influence Skills

#### **AREA - 4: PRODUCTION & OPERATIONS MANAGEMENT**

MBAFT-7701	Operations Strategy
MBAFT-7705	Technology, Innovation and New Product Management
MBAFT-7707	System Optimization and management Science
MBAFT-7709	Supply Chain Analytics
MBAFT-7710	Supply Chain Management

#### **AREA - 5: ENTREPRENEURSHIP**

MBAFT-7901	Strategic Capability Building and Innovation
MBAFT-7902	Strategic Management in Social Enterprises
MBAFT-7903	International Business Strategy
MBAFT-7904	Strategic Management of Startups
MBAFT-7905	Strategic Innovation in Health Care and Education

# Student's Assessment

- English shall be the medium of instruction and examination.
- Centre of examination shall only be Delhi.
- Each exam will be of 100 marks out of which 50 marks shall be allocated for semester-end examination and 50 marks for internal assessment.

## Pass Percentage

The minimum marks for passing the examination for each semester shall be 45% in aggregate and a minimum of 40% marks in the semester-end examination in each paper.



## Promotion Criteria

To be eligible for promotion to the Second Year (Part II) of the programme, a student must clear successfully at least 12 papers out of the 16 papers offered during the first year of the programme. However, he/she will have to clear the remaining papers while studying in Part- II of the programme.

Eligibility for promotion to the Second Year of the programme will be contingent on the student successfully completing summer training.

Student who do not fulfil the promotion criteria as above shall be declared failed in the 1st year.

## Re-Examination

Students who have not achieved the minimum passing marks in individual papers for a particular semester will have the opportunity to take a re-examination in the respective paper(s) during the Span Period of the programme.

Re-examination schedule:

- During semester 2, students can reappear for the examinations of the courses taken in semester 1.
- During semester 3, students are allowed to appear for the examinations of the courses from semester 1 and semester 2 (only for those who have been promoted to semester 3).
- Semester 4 allows students to reappear for the examinations of the courses taken in Semester 1,2,3.

**Special Provision:** In case a student fails in Semester 4, Part II, they will be granted a special chance to reappear in a maximum of two papers of Part II after the Final Semester results are declared, as notified by DDCE/SOL/COL.



# DIVISION OF DEGREE AS PER THE SCORE

The degree shall be awarded to the successful students on the basis of the combined results of Part I and Part II in the first and second year examination as follows:

Candidates securing 60% and above	First Division
Candidates securing above 50% but below 60%	Second Division
All others	Third Division

## SPAN PERIOD

The span period of the programme is four years from the date of registration in the programme. A student to be eligible for award of degree has to clear all the papers offered during the two year programme within the span period.



# ELIGIBILITY CRITERIA

**Minimum Eligibility:** Graduation with 50% marks from any recognized University in any discipline.

**Selection Criteria:** Merit for admission in the course will be prepared in the following manner

## CATEGORY - 1

- 1) 80% weightage will be given of Graduation Marks.
- 2) 20% Weightage of marks for Professional work experience of any reputed Govt. or non Govt/Corporate Organization (No objection from employer is mandatory for working professionals). The weightage of the marks will be determined in the following manner:
  - 20% weightage will be given for minimum work experience of Four years or more.
  - 15% weightage will be given for a minimum work experience of Three years.
  - 10% weightage will be given for a minimum work experience of Two years.
  - 5% weightage will be given for a minimum work experience of One year.
  - No weightage will be given for work experience of less than One year.

Note: Candidates who have no professional working experience are eligible to pursue MBA, but their merit will be considered only based on marks obtained by them upon Graduation.

## CATEGORY - 2 \*

For MBBS/BDS/MD/ MDS degree holders or persons having experience in Hospital administration with 2 years (No objection from Employer is mandatory in case of working professionals).



## CATEGORY - 3 \*

For Group A Officers of Govt. and Public Undertaking Organizations having graduation in any discipline (No objection from Employer is mandatory).

## CATEGORY - 4 \*

For those having experience of 2 or more years in Corporate Houses/Hospitality and Transportation Sector/Industry/Service Sector/Self-employed professionals (documentary evidence is mandatory).

\*Preference will be given to these categories.

**Important:** The Reservation policy will be applicable as per rules of the University of Delhi.

## Course Credit Scheme

### Definitions:

(i) 'Academic Programme' means an entire course of study comprising its programme structure, course details, evaluation schemes etc. designed to be taught and evaluated in a teaching Department/Centre or jointly under more than one such Department/ Centre

(ii) 'Course' means a segment of a subject that is part of an Academic Programme

(iii) 'Programme Structure' means a list of courses (Core, Elective) that makes up an Academic Programme, specifying the syllabus, Credits, hours of teaching, evaluation and examination schemes, minimum number of credits required for successful completion of the programme etc. prepared in conformity with University Rules, eligibility criteria for admission

(iv) 'Core Course' means a course that a student admitted to a particular programme must successfully complete to receive the degree and which cannot be substituted by any other course

(v) 'Elective Course' means an optional course to be selected by a student out of such courses offered in the same or any other Department/Centre

(vi) 'Credit' means the value assigned to a course which indicates the level of instruction; hour lecture per week equals 1 Credit, 2 hours practical class per week equals 1 credit. Credit for a practical could be proposed as part of a course or as a separate practical course

(vii) 'SGPA' means Semester Grade Point Average calculated for the individual semester.

(viii) 'CGPA' is Cumulative Grade Points Average calculated for all courses completed by the students at any point of time. CGPA is calculated each year for both the semesters clubbed together.

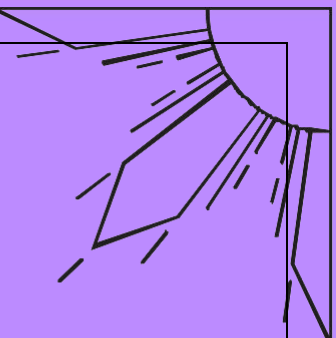
(ix) 'Grand CGPA' is calculated in the last year of the course by clubbing together of CGPA of two years, i.e., four semesters. Grand CGPA is being given in Transcript form. To benefit the student, a formula for conversion of Grand CGPA into percentage marks is given in the Transcript

Semester	Core Courses			Elective Course			Open Elective Course			Total Credits
	No. of Papers	Credits (L+T/P)	Total Credits	No. of Papers	Credits (L+T/P)	Total Credits	No. of Papers	Credits (L+T/P)	Total Credits	
I	8	4.5*	36	0	NA	NA	NA	NA	NA	36
II	8	4.5	36	0	NA	NA	NA	NA	NA	36
III	3	4.5	13.5	5	4.5	22.5	NA	NA	NA	36
IV	3	4.5	13.5	5	4.5	22.5	NA	NA	NA	36
Total Credits	22	18	99	10	9	45	NA	NA	NA	144






# Course Credit Scheme



<b>Semester - I</b>				
<b>Number of Core Courses</b>		<b>Credits in each core course</b>		
<b>Course</b>	<b>Theory</b>	<b>Practical</b>	<b>Tutorial</b>	<b>Credits</b>
MBAFT - 6101	4.5	NA	NA	4.5
MBAFT - 6102	4.5	NA	NA	4.5
MBAFT - 6103	4.5	NA	NA	4.5
MBAFT - 6104	4.5	NA	NA	4.5
MBAFT - 6105	4.5	NA	NA	4.5
MBAFT - 6106	4.5	NA	NA	4.5
MBAFT - 6107	4.5	NA	NA	4.5
MBAFT - 6108	4.5	NA	NA	4.5
<b>Total credits in core courses</b>	<b>36</b>			<b>36</b>

<b>Semester - II</b>				
<b>Number of Core Courses</b>		<b>Credits in each core course</b>		
<b>Course</b>	<b>Theory</b>	<b>Practical</b>	<b>Tutorial</b>	<b>Credits</b>
MBAFT - 6201	4.5	NA	NA	4.5
MBAFT - 6202	4.5	NA	NA	4.5
MBAFT - 6203	4.5	NA	NA	4.5
MBAFT - 6204	4.5	NA	NA	4.5
MBAFT - 6205	4.5	NA	NA	4.5
MBAFT - 6206	4.5	NA	NA	4.5
MBAFT - 6207	4.5	NA	NA	4.5
MBAFT - 6208	4.5	NA	NA	4.5
<b>Total credits in core courses</b>	<b>36</b>			<b>36</b>

<b>Semester III</b>				
<b>Number of Core Courses</b>		<b>Credits in each core course</b>		
<b>Course</b>	<b>Theory</b>	<b>Practical</b>	<b>Tutorial</b>	<b>Credits</b>
MBAFT-6301	4.5	NA	NA	4.5
MBAFT-6302	4.5	NA	NA	4.5
MBAFT-6303	4.5	NA	NA	4.5
<b>Total Credits in Core courses</b>	<b>13.5</b>			<b>13.5</b>



Number of Elective Courses		Credits in each elective course		
Course	Theory	Practical	Tutorial	Credits
Elective course 1	4.5	NA	NA	4.5
Elective course 2	4.5	NA	NA	4.5
Elective course 3	4.5	NA	NA	4.5
Elective course 4	4.5	NA	NA	4.5
Elective course 5	4.5	NA	NA	4.5
<b>Total Credits in Core courses</b>	<b>22.5</b>			<b>22.5</b>

<b>Semester IV</b>				
Number of Core Courses		Credits in each core course		
Course	Theory	Practical	Tutorial	Credits
MBAFT-6401	4.5	NA	NA	4.5
MBAFT-6402	4.5	NA	NA	4.5
MBAFT-6403	4.5	NA	NA	4.5
<b>Total Credits in Core courses</b>	<b>13.5</b>			<b>13.5</b>
Number of Elective Courses		Credits in each elective course		
Course	Theory	Practical	Tutorial	Credits
Elective course 1	4.5	NA	NA	4.5
Elective course 2	4.5	NA	NA	4.5
Elective course 3	4.5	NA	NA	4.5
Elective course 4	4.5	NA	NA	4.5
Elective course 5	4.5	NA	NA	4.5
<b>Total Credits in Core courses</b>	<b>22.5</b>			<b>22.5</b>

## Summer Training (For non-working students)

On completion of the first two semesters in the first year and before the commencement of the third semester in the second year, a student is required to undergo summer training in an organisation. A report based on the summer training shall be submitted within four weeks from the commencement of the third semester.



# ADMISSION PROCEDURE

## Online Registration

Applicants can register themselves for admission to the MBA Programme (2024–2026) through the website <https://sol.du.ac.in/> by filling up online registration form and by paying the requisite registration fee (UR/OBC- NCL/EWS: Rs 250/-, SC/ST/PwBD: Rs 100/-) within the specified time period. Admission in the programme will depend upon eligibility fulfillment, merit in the list and availability of the seats.

Programme Fee (Annual) for **Category A** (Indian Nationals Residing in India):

S.No	Head	Fee (rupees)
1	Tuition fees	10000
2	University student Welfare fund	200
3	College student Welfare Fund	300
4	University Development fund	1000
5	College Development fund	1000
6	University facilities and services charges	4000
7	College facilities and services charges	32300
8	Economically weaker section support University fund	150
9	Examination Fee for Semester 1 & 2	3620
	<b>Total</b>	<b>52570</b>

\*University reserves the right to change the fee structure.

**CATEGORY B** – Foreign Candidates: The details of fees are given in table below (Table A\*)

**CATEGORY C**-The PwBD category students will have to pay online admission fee of Rs. **13,143** including Examination Fee of Semester 1 & 2: Rs.905/- (12238+905 = Rs 13,143/-) at the time of admission

**CATEGORY D** – Orphan students have to pay Rs. 20/- (Admission fee 10 Rs., Examination fee- 10- Rs.) at the time of admission. These candidates are exempted from all types of fees.

Please note: University reserves **only two seats** for orphans in each programme of study.



**CATEGORY E** - Armed forces and Central Police Armed Forces.

- In service personnels will get 75% fee waiver (except University dues).
- Superannuated personnels (not superannuated before 5 years) falling in the category will get 50 % fee waiver (except University dues).
- Wards of Category E personnels will get 25% fee waiver (except University dues).

**CATEGORY F** - Full fee waiver is available to Transgender Students (except university fee dues).

**CATEGORY G** - For SOL/University employee and ward of SOL

- Permanent Employee/Adhoc employee/Contractual employees of DDCE/SOL/COL: full fee concession (except university fee dues).
- Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/SOL/COL: 50% fee concession (except university fee dues).
- Permanent Employees of University of Delhi: exempted from tuition fee only.

**CATEGORY H-** Apart from above other supernumerary quota as decided by University of Delhi.

**The fees and other charges (as applicable) are to be paid ONLINE in Indian currency (Rupees) along with the application form for admission through Credit Card/Debit Card.**

**\*Table A**

<b>Special Fee to be collected from Foreign Students</b>	<b>Indian Nationals Residing Abroad</b>
As per letter No. Ref. No. FSR/6312, dated 24, Jan.2013 of Dy. Dean, (Foreign Students) University of Delhi, the department will charge (Rs. 6,000/-) Registration Fee for the Department of Distance & Continuing Education, School of Open Learning/Campus of Open Learning in addition to total Fee as mentioned in Fee Structure for Category A and B to be paid to Department of Distance & Continuing Education, School of Open Learning/Campus of Open Learning, University of Delhi. Rs. 6000/- will be added in the head of college facilities and service charges.	Indian students residing abroad and falling under Category B would have to pay Rs.1500/-extra in addition to total Fee as mentioned in Fee Structure for Category A to be paid to Department of Distance & Continuing Education, School of Open Learning/Campus of Open Learning, University of Delhi. This would include Tuition Fee and other charges.

## Auxiliary Information:

### **Essential documents to be submitted online:**

1. Recent Photograph and Signature. (In proper size)
2. Self-Attested copy of Class-X Marksheet.
3. Self-Attested copy of Class-XII Marksheet.
4. Self-Attested copy of Graduation Marksheet.
5. Experience Certificate from employer(s), if claiming for admission.
6. No Objection Certificate from current employer.

- The Department/School remains open for interaction with students on all working days from 9:30 a.m. to 5:00 p.m. The Office of the Department/School remains closed on Saturdays, Sundays and other declared Holidays.

- Transaction made at any portal other than the admission portal of SOL will not be accepted. Students are strictly advised to keep all the records of fee payments as a proof for further activities.
- There is no restriction on admission in any course for gap year students.
- It is the basic responsibility of the student to submit the required certificates and documents in support of his/her eligibility, as and when demanded. All admissions are provisional till the verification of original certificates and confirmation by the University of Delhi. DDCE reserves the right to cancel the admission or result of any part of the examination of the concerned degree course of any student who fails to submit the required documents within the stipulated time or any of the certificates is found to be false / invalid at any stage.
- The Merit List for the admission will be displayed on the SOL website <https://sol.du.ac.in/>
- Any person who was/is convicted of an offence involving moral turpitude shall not be admitted to a course of study or shall not be permitted to take any examinations of the University until a period of two years has elapsed from the date of expiry of the sentence imposed on him/ her. However, the Competent Authority of the University of Delhi may exempt any such person from operation of this rule.

Aggregate marks in respect of examinations where the results shown in grades and standards attained in different subjects (such as the Pre-University /Pre-Degree Examination etc.), then the minimum percentage of the marks for subjects given in standards is taken into account.

The Candidates must ensure their respective eligibilities to the course to which they apply. The School reserves the right to cancel any admission at any stage, if found ineligible as per rules and regulations prescribed by the University of Delhi from time to time. For any legal proceedings, the jurisdiction shall be the Delhi

Courts only.

- PwBD: Self-attested photocopy of Reserve Category Certificate of the candidates belonging to SC/ST Category and in case of PwBD Category a Disability Certificate with minimum 40% disability issued by any Government Hospital.

The certificate of the candidate must have been issued before the date of admission.

- The OBC status is to be determined on the basis of the Central List of OBCs as notified by the Ministry of Social Justice & Empowerment on the recommendation of National Commission for Backward Classes.

- A candidate who registers himself/herself under SC/ST Category is required to produce the Category Certificate of Scheduled Caste/Scheduled Tribe in his/her own name. The Issuing Authority of the SC/ST Certificate must be any one of the following:

- i) District Magistrate / Additional District Magistrate
- ii) Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Assistant Commissioner.
- iii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iv) Revenue Officers not below the rank of Tehsildar.
- v) Sub-Divisional Officer of the area where the candidate or his family normally resides.
- vi) Administrator / Secretary to Administrator / Development Officer (Laccadive and Minicoy Island).

**Note:** The certificate of the candidate must have been issued before the date of admission. However, in the case OBC-NCL and EWS category, the Certificate should be made after 31st March, 2024

### **Payment Gateways**

- AXIS Bank (Razorpay) Payment Gateway Helpline No.: +91-11-45535014 & Email ID : ritu.shakya@axisbank.com.
- IDBI (Payu) Payment Gateway Helpline No.: +919811038585 & Email ID : Care@payu.in.
- ICICI Bank Payment Gateway Helpline No.: +91-9540090656, +91- 99540090665 Email ID : dupaymentquery@icici.com.
- HDFC Bank Payment Gateway Helpline No.: +91-11-60017000 and Email ID : pg.service@hdfcbank.com.



# EXPERT TALK



**Prof. Charan Singh** has an extensive background in the field of economics and finance. He is the former non-executive chairman of Punjab

and Sind bank. He has worked at the Reserve Bank of India in various capacities, including as Research Director for Economic Policy and Debt Management. He has also served as a Senior Economist at the Independent Evaluation Office of the International Monetary Fund in Washington DC. Dr. Singh has published extensively on public policy issues related to the financial sector, banking, and fiscal policy, and has authored and edited several books on these topics. Dr. Singh earned his doctorate in Economics from the University of New South Wales in Australia and has held visiting scholar positions at Harvard University and Stanford University.



**Mr. Manoj Sharma** is a finance professional currently working as Senior Assistant Director (Capital Market) in the Serious Fraud Investigation Office (SFIO), Ministry

of Corporate Affairs, Government of India. He has a diverse educational background including a Chartered Financial Analyst (CFA), MFA, MBA (Finance), M.com, PGDIBO, UGC-JRF (Commerce) and UGC-NET qualification. He has also completed training on investigations of corporate fraud and corruption sponsored by the United Nations Office on Drugs and Crime (UNODC). Mr. Sharma has over 13 years of teaching experience and has published a research paper and three books on finance and management. He is also a resource person at various institutions of repute and has taken expert lectures at JNU, Delhi Police, HSBC Bank, and other organizations.



**Mr. Mridul** leads the Tourism, Retail and Property sector for MAS (Manufacturing, Agribusiness and Services) Upstream Asia & Pacific team in IFC (International Finance Corporation). He has over 20 years of work experience in Real

Estate Investment, Management and Advisory. He is currently involved in developing Investment themes for IFC for Affordable & Rental Housing, Green Buildings and Electric Vehicles. Mridul holds a MBA in Finance from Delhi University and a Bachelors in Planning from School of Planning & Architecture (SPA), New Delhi. He is a featured Angel Investor in Technology Start Ups across sectors.



**Dr. A K Sharan** is a full-time regular Dean and Professor at M.R. International Institute of Social Science and Research (Deemed to be University) in Faridabad. He has been an educator, trainer, coach, and counselor for over 35 years.

Dr. Sharan's contributions and honors are in the areas of Government/Public Financial Management (PFM). He received a formal training (Training of Trainers) at the Asian Development Bank (ADB) in Tokyo, Japan, in 2002. Dr. Sharan has been an open selection full professor for over 15 years at AJNIFM. His core contribution and specialization, has been in the areas of Government/Public Financial Management (PFM) –training, consultancies and research projects. He was also appointed Consultant for the State Finance Commission of the State Government of Tripura in 2018. Dr. Sharan has offered training in the Public Financial Management areas to overseas governments such as Sri Lanka on PFM and Nepal and Afghanistan in Public Procurement and World Bank Procurement Procedures. He has organized training programs for the middle-level officers of the Public Sector Banks (PSBs) in contemporary issues of NPAs and Financial/Project Risk Management in the Banking Sector, involving IMF India Office in New Delhi.



**Mr. Ashok Aggarwal** has more than 25 years of experience in the finance industry and has a Master of Business Administration from Indian Institute of Management. He has expertise in business development, funds management across various asset classes, risk management, debt equity, commodity, and currency markets. He has worked at IMT Ghaziabad. He has been a presenter at various conferences and online sessions and have published articles in various national and international journals of repute. He has taught courses at various business schools, served as a guest lecturer, holds directorships of various Escorts group companies. He is also an Independent Director on the board of Taurus Asset Management Company Ltd.



**Dr. Gunmala Suri** is presently working as Professor, Panjab University Chandigarh. Her contribution to the education and industry is globally recognized through several research papers and publications in many national and international journals and has also presented papers in national and international conferences.

She has been guiding PhD, Post Doctor Fellow (PDF) students. Additionally, in professional capacity she has worked as a Management Trainer/ Consultant for several corporates. She has 25 years of experience in consulting, HR, research and conferences.



**Dr. Pramod Kumar Misra** has over 32 Years of experience as Senior Human Resource Specialist in the cross functional areas of Strategic Planning, Human Resource Management, General Administration, Training & Skill

CFO services. He is the Director of Niamh Ventures Pvt. Ltd. He is a thinker passionate towards empowerment and growth of HR in any organization with an ability to effectively manage and train manpower and sustain their motivation and satisfaction levels under adverse circumstances. Proficient in Managing the Gamut of HR functions encompassing, HR Policies, Performance Management System, Recruitment, Training & Development, and Employee engagement. Proven experience in people management and handling employee grievances.



**Dr. Rashmi Aggarwal** is a highly qualified and experienced professional with a Bachelor of Science, law graduate, master's in law, and PhD

(Patents Law) from law department, Punjab University, Chandigarh. She started her career as an advocate in the Punjab and Haryana High Court and Supreme Court of India before joining academics. Dr. Aggarwal is currently a professor of law in the area of economics, environment, and policy at IMT Ghaziabad and a visiting faculty with IIMs and management institutes in France and Dubai. She has more than 70 publications to her credit in the areas of corporate laws, corporate governance, cybercrimes, labor laws, and intellectual property rights.

Dr. Aggarwal has presented her research work in national and international conferences. She has also designed and delivered numerous executive training programs for higher education accreditation.

Dr. Aggarwal is also a director in six Indian Public Limited Companies, including deemed Public Limited Companies.





**Dr. Rajiv Ranjan Singh** has a Ph.D. in Computer Science (Cyber Security) from the University of Birmingham, where he focused on Modelling and Verification of Security Properties and Stealthiness in security Protocols. He also holds a master's degree in Computer Security from the same University. His research interests include Security Protocol Analysis, IoT Security and Privacy, Formal Verification, Data Security and Data Privacy, Big Data Analysis, and Cyber safety education and awareness.



**Mr. Rahim Hajiani** has been working with the blended learning team at the British Council since 2017. He is a language trainer who trains students online and offline. He has taught a host of courses right from

general English, Business English, IELTS test preparation to Academic English and workplace presentation skills. Before joining the British Council, he was a teacher trainer with Teach for India, Mumbai Chapter, for over 3 years. During this period, he completed the Cambridge CELTA and a certificate in e-moderating. Rahim also volunteers at NGOs working towards academic support for underprivileged children.

He serves as materials writer, teacher trainer and project coordinator. Rahim enjoys baking in his free time and likes to travel.



**Mr. Sarthak Ahuja** is an experienced Investment Banker and practicing Chartered Accountant with an expertise in areas such as Startup Finance, Transaction Advisory, Business Modelling and Development,

Talent Management. Sarthak Ahuja has authored the Bestselling Book, Daily Coffee & Startup Fundraising, and has received several awards and recognitions for his exceptional work, including the ISB Young Leader Award 2017. He has been a Gold Medalist of the ISB PGP Class of 2017. He has been showcased on CNBC TV18's Behind The Billions and has been recognized as the Youngest Indian with 4 Degrees by 23 years by Business Standard and Financial Express. He is a keynote Speaker at various events, including the 21by72 Startup Summit and TEDx.



**Mr. Darpan Khurana** is Co-Founder of GroMo, A successful Series A FinTech Start-up founded in 2019. GroMo has been part of World Renowned

Y-Combinator and is backed by Singapore based SIG Venture Capital. Darpan Khurana is an IIT Delhi alumni and has had successful start-up stints with Housing.com, Snapdeal, Wecash, Incred and many others. Topics that he can talk about:

- 1) Entrepreneurship - How and When to Start-up
- 2) FinTech Industry in India - What are the Potential Opportunities in Indian FinTech Space.



**Mr. Rishi Mehra** is a financial expert with 24 years of experience in various areas of finance such as financial planning,

management, risk management, and modeling. He has conducted over 2500 workshops and trained more than 36,000 individuals from Indian and overseas organizations such as NSE, BSE, and Ministry of Finance. He is also a visiting professor at various management institutions and has written several books on finance. In addition, he is a dedicated researcher and has been working on innovating new products and services in the finance industry.



**KULDEEP KAPOOR**

I am 65 years old and retired from bank. I joined MBA from distance learning this year. I was fully briefed about the course. We were provided with the study material the same day. It was a comfortable experience and the study material provided is rich in nature. I am a postgraduate in mathematics. As per my experience the faculty chosen is good and dedicated. I strongly feel that with the passage of time, the brand value of this MBA course will increase. As and when we approach the faculty with our doubts, they are available and follow up with our problems. I am fully satisfied with the experience. I hope SOL will put efforts for industrial recognition of the course to help young generation with employment opportunities.

**SADHNA**

I joined MBA from DDCE. My overall experience is very nice. The department is providing us good quality study material as well. The classes are in hybrid mode. The classes are very interactive. Teachers give lectures with the help of PPTs thus helping the students to understand better. It is very nice to attend classes and I want to thank the department for giving us good quality education.

**RAJAT**

I am doing MBA from DDCE, SOL. My experience till now has been really good. Study material has been provided to us at the start of our session. Teachers take online classes and we also have classes on Sundays in physical form. The faculty is well experienced.

**TUSHAR**

I am a student of DDCE, SOL. Classes commence regularly in hybrid mode. Department has its own youtube channel through which we get recordings of our offline sessions. The experience has been smooth till date.

**ABHISHEK MEHRA**

We have been delighted to be part of this programme. We have regular classes in online as well as offline physical mode. Classes are highly informative and faculty members are highly qualified and supportive. We have the fortune to be studying at the prestigious Delhi University and this new program has offered us new opportunities of growth in personal as well as professional fields. With no attendance restriction this program is designed for students as well as job-oriented people who can easily attend the evening classes and write the exams with the help of compiled self-learning material provided by the University.

**AJAY KUMAR SONKAR**

I am MBA student from Allahabad, UP. With the reputation of University of Delhi and my love for management I started with this course. From the point of admission till today it all felt like a fun ride. My teachers are supportive, they take our doubts actively in hybrid form of classes. I feel students are enjoying the course and their teaching methods a lot. I really feel that this course will be a significant step towards my career growth.

**KALPANA**

I am an MBA student of DDCE, SOL, DU. I am taking classes on a regular basis. Teachers take our doubts in online as well as offline mode. We are Studying From the study material provided. Faculty are cooperative and supportive.

**AKANSHA BANSAL**

Having knowledge of business and skills to manage it, is very much required in today's time. Hence, pursuing Masters in Business Administration from School of Open Learning which is itself an integral part of University of Delhi, is an immense pleasure and wonderful opportunity for my career's growth.

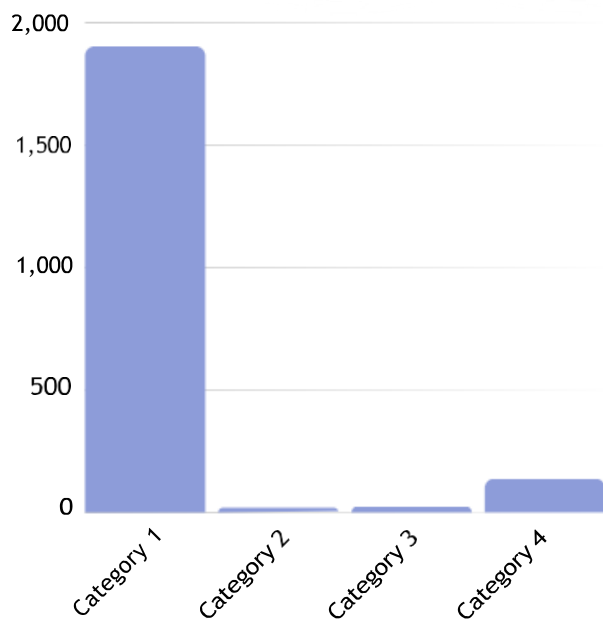
**SHAHBAZ AHMAD**

I'm from Uttar Pradesh. I got admission in DU SOL MBA. After getting admission the officials organised orientation program for the new batches on the succession of 100 years of University of Delhi. They facilitated us with greetings and moreover on the same occasion they distributed us the study materials in the form of soft copy as well as hard copy. They also introduced online and offline classes by appointing highly qualified faculties. We are getting all the help and support from the teacher and management.

**HUDA**

Professionally I am working as a business analyst with EXL Services. Since enrolling into the MBA program by SOL, University of Delhi, I have come a long way. My understanding of real financial world has greatly improved. The faculty and the network of students have an immense role to play in that. In all respects, it has been a great effort by the management team to bring together an impossible number of students in such a limited time span.

## BE A PART OF DIVERSIFIED COMMUNITY

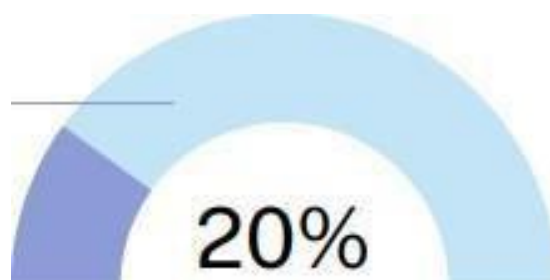


**Category 1:** Graduates

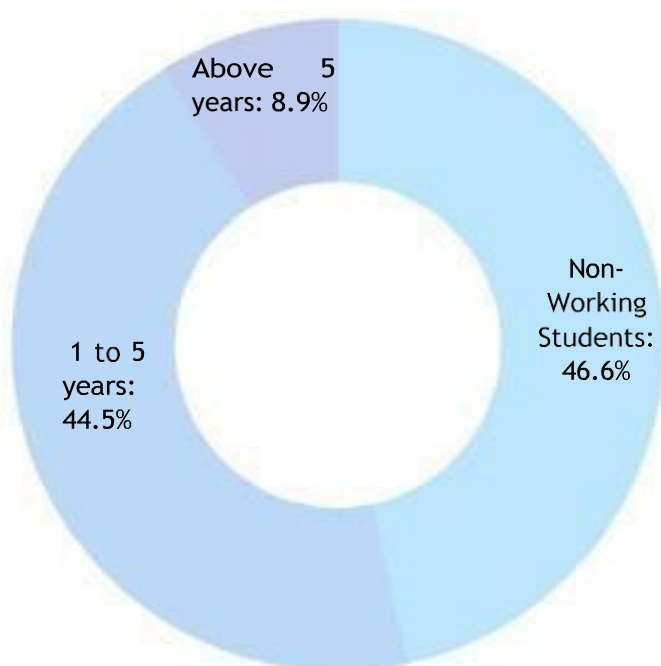
**Category 2:** MBBS/BDS/MD/ MDS degree holders

**Category 3:** Group A Officers of Govt. and Public Undertaking Organizations

**Category 4:** those having experience of 2 or more years in Corporate Houses/Hospitality and Transportation Sector/Industry/Service Sector/Self-employed professionals

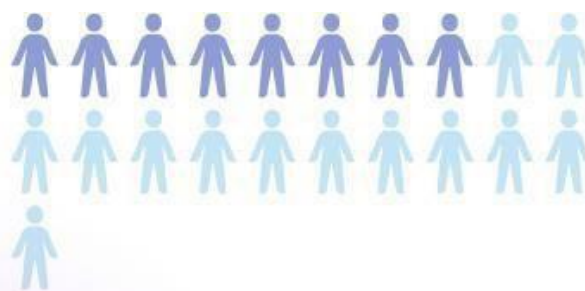


Students join SOL from all over the country. Approx. 20% of the students in MBA programme are non-delhites.



More than 50% of students enrolled in the programme have working experience in different sectors and industries.

Approx. 40% of our students are females.





# INTERNSHIPS

Internships are crucial for MBA students as they provide an opportunity to apply theoretical concepts in real-world scenarios, gain practical experience, and develop problem-solving skills. SOL understands the significance of internships and facilitates them for students to explore diverse industries and job roles. The institute placement cell connects students with various companies and organizations, offering a wide range of internship opportunities. Furthermore, SOL also offers internship program with OLDC to provide hands-on experience to students and expose them to the latest industry trends and technologies.

SOL has made summer internships mandatory for all non-working MBA students in their second year. This requirement ensures that students gain practical experience before completing their degree and entering the workforce. The institute believes that internships are essential in preparing students for the challenges of the professional world, making them better equipped to handle complexities in their chosen field and make informed career decisions.

To ensure that students are well-equipped with the necessary skills and experience, it is essential to have a **mandatory internship for all students pursuing MBA**, lasting a **minimum of 8 weeks** (one or a sum of two internships for four weeks each). The students should explore internship by their own, School of Open Learning (SOL) will facilitate the process by providing a **bona fide certificate**.

At the end of the internship period, students are required to submit an internship report in PDF format.

Working executives can engage by identifying their job responsibilities and association with the organization. The report should also cover the following:

- a) Problem Identification where you are currently working
- b) Nature and Causes of the problem
- c) Financial implications and impacts on the organization of the problem
- d) Suggested solutions

The internship report should be in proper sequence in prescribed FORMAT as mentioned on the website.



# ENTREPRENEURSHIP CELL

The Indian government has launched various initiatives such as Skill India, Start Up India, Make In India, and National Digital Library to promote self-employment and entrepreneurship in the country. However, the implementation of these schemes often falls short, resulting in limited accessibility for beneficiaries. To address this gap, the School of Open Learning (SOL) at the University of Delhi, North Campus, established the Entrepreneurship Cell - Incubator and Accelerator Center of Excellence in 2018.

The Entrepreneurship Cell supports students and alumni of SOL, as well as deserving applicants from various categories such as SC/ST/OBC, Divyang, North Eastern Region, Women, and Unemployed Youth, to promote self-employment and Make In India in both rural and urban areas across India. The initiative offers career management services, guidance in identifying suitable career options, skill development through various courses, and mentoring support for setting up startups and scaling existing businesses.

The outcomes of this project include the development of training plans for skill development courses, business plans for entrepreneurship projects, access to government schemes such as funding under PMEGP, MUDRA, and CGTMSE, and marketing assistance under GEM Scheme, MSME Mart (NSIC), and Public Procurement Policy-MSME.

Additionally, the Entrepreneurship Cell develops entrepreneurship education content such as guides, toolkits, booklets, and checklists for underserved sections of the community. Students can contact the Entrepreneurship Cell through various modes of communication, including online and offline registration, phone, and email. The initiative maintains regular communication with students through SMS and notices on website of SOL.

The Entrepreneurship Cell aims to bridge the gap between government schemes and their implementation by providing skill and entrepreneurial support. It follows a T- point approach, providing skill development services, internship and volunteering projects, placement assistance, knowledge webinars and classroom sessions, career counseling and guidance, international pathways, and focus groups for alumni and deserving applicants.

The initiative also offers access to curated courses in skill development and mentoring support for all phases of an entrepreneurial cycle. Additionally, it provides resources to become job-ready, such as CV and cover letter writing assistance, and guidance on international pathways for higher education, startups, and jobs.

The Entrepreneurship Cell collaborates with academic institutions and colleges in the University of Delhi and beyond to provide joint programs and workshops. It also maintains a dedicated YouTube channel and WhatsApp group for virtual mentoring support to reach more students.





# NATIONAL & INTERNATIONAL

## MOUs

### **X Culture**

Bryan Campus of  
Business and  
Economics  
The University of North  
Carolina at  
Greensboro, USA



### **UMAP International Secretariat**

**British  
Council  
New Delhi,  
India**

International  
Association of  
Project  
Managers,  
Principality of  
Liechtenstein,  
**IAPM**



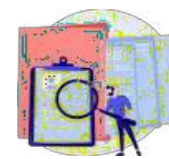
**Western  
Sydney  
University,  
Australia**



### **Master Union**



**Kansai University of  
International  
Studies, Hyogo,  
Japan**

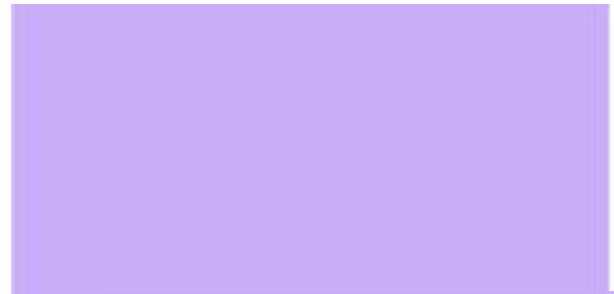






## SANKALP SOCIETY

In order to advance knowledge in the areas of commerce and other academic disciplines and to foster connections between students and SOL faculty members, SOL established its first commerce society, known as SANKALP. SANKALP-The Commerce Society gives students the chance to speak with business professionals and serves as a catalyst for the students' overall growth. The primary goals of this commerce society are to nurture leadership and teamwork among the students while also fostering connections between the students and the faculty and allowing them to interact with other subject experts. Quizzes on management and business topics, essays, drawing contests, group discussions, and debates on current problems are some of the activities that are organised by the society.



# PLACEMENT ASSISTANCE



**Prof. Payal Mago**  
Director, COL

**Prof. Ajay Jaiswal**  
Principal, SOL

**Ms. Aishwarya Anand Arora**  
Faculty Coordinator

**Dr. Reema Thareja**  
Faculty Team Member

**Ms. Tanusha Jain**  
Faculty Team Member

**Ms. Juhi Jham**  
Faculty Team Member

**Ms. Barkha Jamwal**  
Faculty Team Member

**Ms. Asha Yadav**  
Faculty Team Member

The School of Open Learning (SOL) established its Placement Cell on September 4, 2018, to aid students in transitioning smoothly into the professional world. It serves as a reliable bridge between students and prospective employers, offering a dynamic platform for engagement. Through its online portal, SOL keeps students informed about job vacancies and opportunities. Since its inception, the Placement Cell has organized 19 Placement Drives and 5 Mega Job Fairs for Persons with Disabilities (PwBD), fostering inclusive employment opportunities. In the year 2022–23, SOL provided career guidance, job notifications through various channels, and organized placement drives and job fairs. Notably, they conducted three Mega Job Fairs for Persons with Disabilities (PwBD), with over 800 participants and 20 companies in the first, 240 participants, and 23 companies in the second with 80+ candidates being selected, and 350+ PwBD students and 15 companies in the third.

Additionally, they organized placement drives with specific companies, like AXIS Bank, with various students being selected after interviews. The Placement Cell also collaborated with organizations like NIIT Ltd. and facilitated workshops, seminars, and internship opportunities for students, continually expanding their network of recruiters to enhance placement prospects. In the year 2023–24, notable successes include a job fair in collaboration with Samarthanam Trust for Disabled in March 2024, resulting in 211 selections out of 361 participants. In February 2024, 87 out of 134 students were placed with Axis Bank, and in March 2024, 25 candidates secured positions with Black Tie Legal Services LLP. Additionally, the Placement Cell offers workshops, training sessions, seminars, and internships to enhance students' professional growth and expand its network of recruiters. Various live webinars and speaker sessions on the topics like: Resume Building, The Brand Called "YOU", Soft Skills for Business, Mastering the art of Public Speaking through Effective Communication, How to enter into the world of corporate, Digital Marketing, have been successfully conducted.

QR code for social media handles





# STUDENT SUPPORT SERVICES

## Study Material

1. As per DEB guidelines preparation and provisions of study material without any cost to all the students of Department/School is mandatory requirement. Accordingly, the syllabus for such papers of the course is divided into suitable number of lessons. These lessons are prepared by experienced teachers and cover the entire course prescribed by the University of Delhi. The soft copy of the study material is available on SOL Website. The printed study material is either sent by post or distributed at concerned regional center.

2. As an ecofriendly initiative for saving paper, students who do not take a hard copy of the study material in printed form will be given a rebate of Rs. 400/- in Admission Fee as an incentive. The entire study material is available on DDCE, SOL/COL website for all students.

3. Rs. 600/- will be charged from students who, after having taken a rebate of Rs. 400/- at the time of submission of admission fee, later wish to take the study material in hard copy format.

## Library Facilities

The Department/School has a library at the Main Campus as well as at its South Regional Centre and at West Regional Centre, Keshavpuram Delhi. The library resources covering all aspect of Social Sciences, and humanities such as Mathematics, Computer Sciences, Nutrition and Food Science, Psychology, Management, Library and Information Sciences, History, Economics, Political Sciences, Education, English, Hindi, Sanskrit, Commerce, Accounting and many more. The library has ample collection of textbooks, general books, reference books, journals, and magazines.

**However, the library services to the student of M.B.A. will be disseminated from North Centre Only.**

The following services/facilities are provided in the library.

- 1) Registration & Renewal of membership
- 2) Lending service
- 3) Reference Service
- 4) Reading Room facility
- 5) Book Bank facility
- 6) N-List (National Library and Information) Services
- 7) DELNET (Developing Library Network) Services
- 8) EOC (Equal Opportunity Cell) for visually impaired students
- 9) Web OPAC Service
- 10) DU E- Library Service
- 11) E-Dues Clearance Service

The SOL (COL) library subscribes the online database i.e. "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", The N-LIST database provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The students and faculty

members of SOL, COL (Campus of Open Learning) can access e- resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre. Separate login Id will be created for each of the SOL library users and the authentication link will be sent to user email Id. After authentication one can access (remotely) more than 160000 e-book and more than 10000 e-journals in the said database.



Student can borrow maximum four (04) books from Student Unit at a time for a maximum period of 45 days. The students must return the books borrowed from student unit within 45 days. Failing to do so will attract late fine.

The timings of the library (Subject to change) are as follows:

09.30a.m. to 05.00 p.m. (Except Sundays and holidays).

On Sundays and other Holidays, the library will remain open during Academic Counselling Session, PCP Classes. Once the Fee Receipts, I-Card and School Admission Number of the students are generated, the students automatically become the member of the library. Students desirous to use the library services will have to bring their fee receipt along with Identity Card on every visit to the library and the same is to be shown as and when required.

If any book(s) issued is/are lost, the students will be required to replace it by the latest edition of the book(s) along with the late fine, if any. **Reference Books and Magazines are not issued under any circumstances**

## **Book Bank**

The Department/School has the facility of Book Bank for the marginalized/weaker section student. From book bank, maximum (04) four books are issued to students throughout the semester. The students must return the books borrowed from book bank within 10 days after the completion of each semester examination. Failing to do so will attract late fine. The criteria for availing books from the Book Bank are the same as in the case of fee concession.

### **Book Bank Facility**

Book Bank facility is available for students whose family income from all sources is below 2.5 Lakh per annum. To avail this facility the applicant must upload Income Certificate.

Note: Applicants are not entitled to avail this facility if they have not selected the appropriate option and have not uploaded the Income Certificate.

### **Identity Card**

Every student is required to hold an Identity Card of the Department/School. The student can download the same from SOL website

<https://sol.du.ac.in>.

### **Student Counselling Facility**

Members of the teaching departments are available to solve the academic problems of the students on all working days in the Department/School at the Main Campus only (North Campus).

### **Academic Counseling Session (ACS)**

The Department/School will provide sufficient number of Academic Counseling Sessions on Sundays/Gazetted Holidays at various Regional Centers for their **MBA Students (North Campus)**. The lectures are provided by well experienced faculty of University of Delhi and other educational institutions to understand the course in a professional style.

## **FINANCIAL SUPPORT SCHEMES**

The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (DDCE/SOL/COL) in the spirit to facilitate financially weak students as per guidelines decided by the University of Delhi, is announced Financial Support Scheme for DDCE/SOL/COL students. This scheme is reflected through a fee waiver for the students enrolled in DDCE/SOL/COL and having their family income below the poverty line. The fee waiver includes all components of fee paid by students except Examination Fee. (University Dues)

To avail Financial Support Scheme in term of Fee Waiver, the student has to determine the following:

#### **Eligibility:**

A student studying in DDCE/SOL/COL University of Delhi and his/her Annual Family Income falling in below mentioned categories is eligible to apply.

Category 1 Family Income: Less than Rs 4,00,000, Up to 100% Fee waiver

Category 2 Family Income: Rs 4,00,000-8.00,000 Up to 50 % Fee waiver  
(Candidates with ER/Arrears of previous examination papers are not eligible to apply)

Documents required:

1. Income Certificate: Annual family income Certificate issued by Govt. office for the current financial year.
2. Copy of current Fee Receipt.
3. Copy of Marksheet of the last exam passed.
4. Cancelled Cheque/Copy of Bank Pass Book showing the student Name, Account Number and IFSC code.

Important: Date for application and online link will be notified separately later.

## **PwBD Category**

The PwBD category students will have to pay online admission fee of **Rs. 13,143** including Examination Fee of Semester 1 & 2: Rs.905/- (Rs 12238+905 = **Rs 13,143/-**) at the time of admission. 75% concession of the total fee is given to PwBD students in this programme.

## **Facilities for Students with Disabilities**

The Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning have endeavored to pay special attention to the academic needs of students with disabilities. Their number on Department/School rolls has been increasing steadily, indicating the growing importance of distance education for this critical sector.

As per the UGC guidelines, we are in the process of setting up an enabling unit with modern facilities such as computers and reading machines. The Department/School already has a Disability Coordinator and a Committee to help such students. As per Delhi University decisions, fee concession is provided to students with disabilities. Study material is being provided in DAISY audio format.

A Single Window Service counter is available for disabled students in the Record Room, on the ground floor of the main building of Department/School. Such Students can approach this counter or get in touch with the Assistant Registrar, Admissions in case they face any difficulty.

## **Financial Assistance to SC/ST Students of State Government.**

Students belonging to Scheduled Castes /Scheduled Tribes are advised to apply to their respective State Governments for financial assistance to defray the expenses of their education.

## **Financial Assistance to Transgender Students**

Full fee waiver is available to Transgender Students (except university fee dues). Please Contact Assistant Registrar North/ Assistant Registrar South/ Convener, Admission & Students Welfare Committee. (Subject to acceptance of recommendation).

## **Fee Concession to University/Department/School Employee/Ward**

For SOL/University employee and ward of SOL

- Permanent Employee/Adhoc employee/Contractual employees of DDCE/SOL/COL- full fee concession (except university fee dues).
- Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/SOL/COL 50% fee concession (except university fee dues).
- Employees of University of Delhi: exempted from tuition fee only.

## **Fees Concession for meritorious female students**

The female students of Undergraduate and Postgraduate Courses of DDCE, SOL, COL who obtains 8.5 CGPA in their examination will get full fee concession for the next year. The Students should have cleared all their examination for the previous year.

**DEB-UGC Recognition:** All the Programmes offered by the Department/School, are recognized by the Distance Education Bureau UGC.



## Open Learning Development Centre (OLDC)

The Open Learning Development Centre (OLDC) is a vibrant hub located within the Campus of Open Learning, Department of Distance and Continuing Education. Its primary focus is to promote open learning approaches and improve educational experiences at the School of Open Learning (SOL) and the University of Delhi. Our mission is to promote and support innovative, research-based, and development-focused projects that enhance the quality and availability of open learning opportunities. This will allow learners to successfully accomplish their academic and professional objectives. The centre prioritizes improving quality procedures that include curriculum evaluation, assessment verification, and ongoing feedback systems. It closely follows developments in accrediting systems and regulatory criteria to ensure that it is in line with the most effective methods in open and online education.

Our state-of-the-art computer lab is the core of our services. It provides students with the opportunity to engage in practical, hands-on learning experiences, guided by skilled instructors. Our labs offer an optimal setting for students to explore, experiment, and develop their skills in programming languages, design utilizing industry-standard software, and digital advertising. Aside from our state-of-the-art facilities, we are now working on creating a powerful learning management system (LMS) that will allow students to access and share educational content in a centralized and easily accessible manner. The students will receive quantifiable and traceable learning outcomes for their courses in a cost-efficient and scalable manner. The website will guarantee the integrity of the test procedure, enabling individuals to showcase their knowledge and talents conveniently from their own residences.

Recently, a variety of skill-based courses have been established at the facility. Our objective is to provide individuals with the necessary resources to thrive in the modern digital landscape and produce income to sustain the ongoing expansion and progress of our institute. Through our diligent monitoring of market trends and industry demands, we have carefully selected and designed a curriculum that is not only pertinent but also resistant to future changes. This curriculum effectively equips students with the necessary expertise and understanding to excel in their chosen sectors, thereby enhancing their employability and fostering a commitment to continuous learning.

As we begin this new phase of expansion and creativity, we welcome people from diverse backgrounds to join us in this process of exploration and change. If you are seeking to enhance your abilities, progress in your profession, or pursue a personal project, the Open Learning Development Centre is available to assist you in attaining your objectives. Let us collectively embrace the future of education and uncover boundless opportunities for personal and professional development.



### **Educational Technology Lab**

The Educational Technology Lab (ET Lab), a division of the Open Learning Development Centre (OLDC), aims to offer valuable technological resources for the creation of creative and efficient digital learning materials. The objective of this project is to develop educational materials for learners in the form of content for massive open online courses (MOOCs), films, and web-based information. The course materials, provided in electronic format, serve as comprehensive resources covering various instructional writing styles. Furthermore, it is specifically designed to provide staff members with essential training and growth opportunities through the execution of Faculty and Staff Development Programs. The ET Lab is equipped with state-of-the-art equipment that features a range of advanced Audio-Video technology in a modern studio. These facilities are essential for participating in programs or creating content for the internet. The laboratory can quickly adapt to various editing setups, live streaming, recording, and other digital forms.

The objective of the ET lab is to develop robust material for the diverse range of courses provided by the School of Open Learning, Centre for Innovative Skill Based Courses and more. The laboratory will generate Open Educational Resources (OERs) to be available for the learners worldwide. It will offer both on-campus and off-campus services to institutions, assisting them in creating educational resources and delivering online courses to students and learners through pedagogically sound methods. The aim of ET Lab is to become self-sustainable by generating revenues and funds by expanding the utilization of the studio and its facilities for institutional and educational purposes outside Campus of Open Learning, to produce interactive learning and instructional materials, such as short films, commercials, and documentaries, to actively engage learners.

The Educational Technology Lab (ET LAB) is actively engaged in promoting the use of Educational Technology at the Institution and also at the National level.

Some of its major activities are:

- Design & Development of Instructional Resources : In the form of videos and web based.
- Provision and maintenance of AV equipment for classroom teaching.
- Video and computer based instructional packages.
- Organizing training programmes for faculty and professionals across the country.
- Video conferencing for faculty selection interviews and meetings.
- E-Learning and MOOCs (Massive open online courses)
- Undertaking sponsored and research projects.
- Dissemination of Instructional Resources : Through development of information brochures and databases.



## FACILITIES

- The Educational Technology Services Centre has a computer laboratory with modern multimedia capabilities and internet connectivity.
- Non-linear editing set up and Live Streaming setup are available for Post Production and Video streaming.
- The Centre has a modern video studio with recording and editing facilities in Digital format.
- Video conferencing for faculty selection interviews and meetings.
- Training programmes for faculty and professionals across the country.
- Video and computer based instructional packages.
- Provision and maintenance of AV equipment for classroom teaching.





### COL Radio

Campus of Open Learning Radio (COL Radio), an innovative and emerging beacon in the realm of education, serves as a digital path to connect with the learners globally. From insightful podcasts to academic updates via news through our in-house YouTube Channel, it ensures the knowledge delivery. Currently at a nascent stage, COL Radio shall synchronize with technological advances, embracing innovation and ensuring a vibrant learning community. This platform aspires to set a significant milestone in Open and Distance Learning Education, seamlessly bridging the gap between learners and institutions through its diverse channels and programs. COL Radio is not just another online radio platform; it's a dynamic hub designed to revolutionize education and empower students in myriad ways. With a diverse range of programming,

COL Radio offers both academic and non-academic benefits, catering to the holistic development of students.

Academically, COL Radio serves as a virtual classroom, supplementing traditional learning methods with engaging educational content. From insightful lectures by esteemed professors to interactive study sessions and educational podcasts, students have access to a wealth of knowledge at their fingertips. Moreover, COL Radio fosters a collaborative learning environment, encouraging students to exchange ideas and engage in intellectual discourse beyond the confines of the physical classroom.

Beyond academics, COL Radio is a catalyst for social impact, shedding light on important issues within the Indian education system and advocating for positive change. Through thought-provoking discussions, interviews with education experts, and student-led initiatives, COL Radio strives to address societal challenges and promote inclusivity and equity in education.

Furthermore, COL Radio provides a platform for students to voice their opinions, share their experiences, and showcase their talents. With dedicated segments for art, culture, sports, and more, COL Radio celebrates the diversity and creativity of the student community, fostering a sense of belonging and pride.

Looking ahead, COL Radio holds immense potential for revenue generation, paving the way for sustainable growth and investment in students and institutional development. By leveraging advertising opportunities, sponsorships, and partnerships, COL Radio aims to not only sustain itself but also create a surplus that can be reinvested in scholarships, infrastructure, and innovative educational initiatives.

In essence, COL Radio is more than just an online radio platform; it's a transformative force driving positive change in education and empowering students to reach their full potential.

**Educational Technology Lab  
Open Learning Development Centre (OLDC)  
Campus of Open Learning (COL)  
Academic Research Center, University of Delhi- 110007**

### **ET Lab Facilities**

The studio room contains the digital facility for teaching the students. It also has projector and camera for recording of all the lecture. The infrastructure and technical facility of the center is as follows:

- Studio with LED Lighting Control System
- Virtual Studio Setup
- Professional HD Cameras
- The Educational Technology Lab has a post-production with state-of-the-art multimedia facilities and internet connectivity.



- Non-linear editing set up and Apple Streaming server are available for post-production and video streaming.
- The Centre has a modern video studio with recording and editing facilities.
- Video conferencing for faculty selection interviews and meetings
- Training programs for faculty and professionals across the country.
- Video and computer animation based instructional packages.
- Provision and maintenance of Audio-Video equipment for classroom teaching.

#### Audio-Video Studio

- Different types of programs (Indoor and outdoor recording) are developed according to the need.
- Fully designed programs of 30 to 45 minutes duration involving Pre-production ,Production and Post-Production.
- Professors, Teacher Educator, Content Developer, Professional Presenter and Voice-Over Artist are involved in E-content development programs.
- Complete Video Courses: On-line recording of academic courses (UG/PG) conducted in video-studio with post-production.
- Video Editing, Graphics Designing and Animation
- E- content development through Smart board and Wacom Pen-Tab.
- High configuration Workstations installed in ET lab.
- Software related to Multimedia available such as:
  - Adobe Creative Cloud
  - Final Cut Pro
  - Autodesk Maya
  - Videoscribe

## SKILL BASED COURSES OFFERED BY CAMPUS OF OPEN LEARNING (COL) AT CENTRE OLD C

- Short-Term Courses for Students of DDCE, SOL/COL  
University of Delhi, through its Campus of Open Learning, has introduced short-term courses to enhance the employability of the students enrolled with School of Open Learning. These courses have been designed with a focus on the areas where human resources are needed. At the end of the course, students are jointly awarded a certificate by the University of Delhi and the Industry Partner. Most of the courses are of 6 months duration which includes 2 months of internship with the relevant industry. After completion of the internship, deserving students are assisted and placed with suitable organizations.

Presently, the following Short-term Professional Courses are offered by COL.

### Online Mode

Skill sessions will be delivered in online mode, login credentials and detailed time-table will be sent to the registered E-mail ID. **स्किल सत्र की सभी कक्षाएं ऑनलाइन माध्यम से कराई जाएंगी। जिसके लिए लॉगिन क्रेडेंशियल और विस्तृत समय सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।**

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>English Proficiency</u></a>	Cambridge University Press and Assessment	25-30 Hours
2.	<a href="#"><u>Personal Finance (Self-Paced Learning)</u></a>	NergyVidya	30 Hours
3.	<a href="#"><u>GST Executive (Self-Paced Learning)</u></a>	NergyVidya	30 Hours
4.	<a href="#"><u>GST Executive (Online-Trainer Led)</u></a>	NergyVidya	30 Hours
5.	<a href="#"><u>Statutory Executive (Self-Paced Learning)</u></a>	NergyVidya	60 Hours
6.	<a href="#"><u>Statutory Executive (Online-Trainer Led)</u></a>	NergyVidya	60 Hours
7.	<a href="#"><u>Finance Executive (Self-Paced Learning)</u></a>	NergyVidya	90 Hours
8.	<a href="#"><u>Finance Executive (Online-Trainer Led)</u></a>	NergyVidya	90 Hours
9.	<a href="#"><u>GST Assistant OJT (Self-Paced Learning)</u></a>	NergyVidya	150 Hours
10.	<a href="#"><u>Accounts Assistant OJT (Self-Paced Learning)</u></a>	NergyVidya	150 Hours
11.	<a href="#"><u>Applied Psychometrics and Scale Construction*</u></a>	Dept of Psychology, SOL	6 Months
12.	<a href="#"><u>Counselling and its Applications*</u></a>	Dept of Psychology, SOL	6 Months

### Offline Mode

Skill sessions will be delivered in the COL, University of Delhi and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं मुक्त शिक्षा परिसर, दिल्ली विश्वविद्यालय में आयोजित किए जाएंगे और विस्तृत समय-सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>Certified Market Expert (CMX)</u></a>	FinX	120 Hours
2.	<a href="#"><u>Wealth Management Program</u></a>	FinX	100 Hours
3.	<a href="#"><u>Statutory Executive (Offline-Trainer Led)</u></a>	NergyVidya	60 Hours
4.	<a href="#"><u>Finance Executive (Offline-Trainer Led)</u></a>	NergyVidya	90 Hours
5.	<a href="#"><u>GST Assistant OJT (Offline-Trainer Led)</u></a>	NergyVidya	150 Hours
6.	<a href="#"><u>Medical Transcription</u></a>	Selectronics	6 Months

### Lab based offline mode

Skill sessions will be delivered in the COL, University of Delhi and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं मुक्त शिक्षा परिसर, दिल्ली विश्वविद्यालय में आयोजित किए जाएंगे और विस्तृत समय-सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>AC Refrigerator Repairing</u></a>	Samarth Bharat	1 Month
2.	<a href="#"><u>Bakery and Confectionery</u></a>	Samarth Bharat	3 Months
3.	<a href="#"><u>Beauty and Hair Lab</u></a>	Samarth Bharat	3 Months
4.	<a href="#"><u>Stenography, Secretarial Practices, and IT Skills</u></a>	Open Learning Development centre SOL/ COL	5 Months
5.	<a href="#"><u>Radio Jockeying, Anchoring, T.V Journalism</u></a>	Open Learning Development centre SOL/ COL	3 Months
6.	<a href="#"><u>Animation, Motion Graphics, Photography and Video Editing</u></a>	Open Learning Development centre SOL/ COL	6 Months
7.	<a href="#"><u>Graphic Design and DTP</u></a>	Open Learning Development centre SOL/ COL	6 Months
8.	Motor Driving for Girls (Car)	---	21 Days



**For More Information Please visit our website: - [https://sol.du.ac.in/skill\\_courses/index.php](https://sol.du.ac.in/skill_courses/index.php)**

**Important Information:**

- Admissions on first cum first serve basis (as per the number of seats in each course).
- For Courses having fees above Rs. 1000/- on completion of the Batch Size of 40-50 students 10% supernumerary seats shall be given to the Economically Weaker Section on subsidized rates (available after screening of the candidates).

**Help line number:**

- 9318354363
- 9318354636

**Email-id:**

- skillcentre.cisbc@col.du.ac.in

**Address for Skill Courses (Centre):**

- OLDC, Second Floor, ARC Building, University of Delhi,  
Opposite S.G.T.B. Khalsa College, Delhi-110007

## Laws to Protect the Students

### 1. Prohibition and Punishment for Ragging (ORDINANCE XV-C)

1. Ragging, in any form is strictly prohibited, within the premises of College/ Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which -
  - a. involve physical assault or threat to use physical force.
  - b. violates the status, dignity and honor of women students.
  - c. violates the status, dignity and honor of students belonging to the scheduled castes and tribes.
  - d. exposes students to ridicule and contempt and affects their self-esteem.
  - e. entails verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of the College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that, for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/ she may so advise the Vice- Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his / her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective.

**Note:** Order of the Vice-Chancellor in pursuance of Ordinance XV-C:

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

## 2. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith incidental thereto.

Whereas sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.

And whereas the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th of June 1993 by the Government of India.

And whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

For details, please see the website <http://indiacode.nic.in/acts-in-pdf/142013.pdf>.

### Members of ICC @ SOL

S. No.	Name	Designation
1.	Dr. Seema Suri, Associate Professor	Chairperson
2.	Dr. Abhilasha, Assistant Professor	Member
3.	Sh. Rahul Dev Ambedkar, Assistant Professor	Member
4.	Ms. Niyati Sharma Advocate, High Court	Legal Advisor and External Member
5.	Ms. Meena, Section Officer	Member
6.	Ms. Anita, Section Officer	Member
<b>Students' Representatives for the period 2022-2023</b>		
8.	Ms. Muskan Handa, Student M.Com	Student Rep, ICC
9.	Ms. Anshu Verma, Student B.A.(Hons.)	Student Rep, ICC
10.	Mr. Harsh Vats, Student B.A. Programme	Student Rep, ICC

Students can write to: [icchelp@sol-du.ac.in](mailto:icchelp@sol-du.ac.in)

## 3. Some Important Points to Note by the Fresher Students while visiting Delhi University

1. Do not get intimate with strangers and do not allow any person to use your mobile phone or reveal your residential address to them.
2. Do not accept eatables/ drinks from strangers.
3. Please collect information about admission only from centers authorized by Delhi University. Do not contact strangers for this purpose.
4. Do not interact with any person posing as an agent to get admission. Such people may lure you to adopt short cuts to get admission.



5. The admission procedure in Delhi University is fully transparent and is on the basis of marks obtained and as per the procedure laid down.
6. Police Control Room- 100.

### **Women/Students' - Helpline - 1091/1291**

**ACP - Civil Lines Delhi Police**

Phone : 23810113

e-mail : delpol@vsnl.co.in



**SHO – Maurice Nagar**

Delhi Police

Phones: 27667178, 27666332

## **4. University of Delhi Notification on Right to Information Act, 2005**

1. An application for obtaining information under the Right to Information Act, 2005 can be made to the Public Information Officer.
2. The prescribed fee for filing the application is Rs.10/- by way of cash, against proper receipt, or by way of bank demand draft or banker's cheque or Indian Postal Order payable to the Officiating Principal, Department of Distance & Continuing Education, School of Open Learning, University of Delhi at Delhi.
3. An appeal can be pre offered before the 1st Appellate Authority against the decision of the Public Information Officer.
4. Manuals prepared under Section 4(1)(b) of the Right to Information Act, 2005 are available on the website of SOL <https://sol.du.ac.in>

## PUBLIC INFORMATION OFFICER

### Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (North Campus)

**Sh. Sanjay Aggarwal,**

Assistant Registrar

Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

5 Cavalry Lane, University of Delhi, Delhi- 110007,

Tel. No.: 27667581, 27667600, 27667645,

27666578 (Ext. 208), 27008330

Fax No.: 27667242

### Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (South Campus)

**Sh. Suraj Kumar**

Section Officer

(Admission, Exam & APIO) Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

South Study Centre, South Moti Bagh,

(Old Moti Lal Nehru College Building), New Delhi-110021 Tel. No.: 24151603

Fax No.: 24104037

### Appellate Authority

**Prof. Ajay Jaiswal**

Principal

Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

5, Cavalry Lane, University  
of Delhi, Delhi-110007, Tel.

No.: 27667581, 27667600,

27667645,

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## MEMBERS AND CONVENERS OF STAFF COUNCIL COMMITTEE LIST 2024-2025

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Dr. Lata Singh	Mr. Rahul Dev Ambedkar	Dr. Lata Singh	
Dr. Nupur Gosain	Ms. Vidyut Singh	Ms. Vidyut Singh	
Ms. Asha Yadav	Dr. Rema Thareja	Ms. Aishwarya Anand Arora	
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Mr. Amit Tiwari	Dr. Ravindra Pratap Singh	Dr. Shachindra Mohan	
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Dr. Md. Jahidul Dewan	Dr. Ravi Prakash Yadav	Dr. Priyanka	
Mr. P.K Satpathy	Dr. Neeta Gupta	Dr. Seema Suri	
Dr. Ravi Kumar	Ms. Manisha Yadav	Ms. Manisha Yadav	
Dr. Ruhee Mittal	Mr. Mukesh Kumar	Mr. Pranav Pilaniya	
Mr. Devender Dalip Pai	Ms. Sukanshika Vatsa	Mr. Saripalli V. Ravikiran	
Prof. Suman Kr. Verma	Prof. Suman Kr. Verma	Prof. Suman Kr. Verma	
Dr. Md. Asghar Ali	Dr. Md. Asghar Ali	Dr. Md. Asghar Ali	
ADMN. & STUDENTS WELFARE COMMTT.	DEVELOPMENT & PLANNING COMMITTEE	PURCHASE COMMITTEE	
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Mr. Mukesh Kumar	Mr. Shivu Kumar		
Mr. Shaitan Singh	Prof. Suman Kr. Verma		
Dr. Md. Asghar Ali	Dr. Md. Asghar Ali		
TEACHERS INCHARGE			
Dr. Lata Singh	Biology	Dr. Chander Shekhar Singh	History
Dr. Pankaj Sharma	Commerce	Sh. Amit Tiwari	Lib. & Inf. Science
Ms. Asha Yadav	Computer Science	Ms Rajat Arora	Management
Dr. Ruhee Mittal	Economics	Prof. Suman Kr. Verma	Mathematics
Dr. Seema Suri	English	Sh. Devendra Dilip Pai	Political Science
Dr. Einstein Charles. R	EVS	Dr. Nupur Gosain	Psychology
Dr. Ravi Kumar	Financial Studies	Dr. Parveen Mamgai	Sanskrit
Dr. Md. Jahidul Dewan	Hindi	Dr. Md. Asghar Ali	Urdu



# ADMINISTRATIVE STAFF

ADMINISTRATIVE STAFF			
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	Vishal Taneja, General-P	<a href="mailto:vishaltaneja@sol-du.ac.in">vishaltaneja@sol-du.ac.in</a>	
	Indu Rawat, Unit VI	<a href="mailto:indurawat@sol-du.ac.in">indurawat@sol-du.ac.in</a>	
	Ravi Mehra, General Store		
	Umesh Kumar, General-M		
	Shiv Kumar, Unit I		
	Chander Shekhar Kanodia, Accounts III		
	Ved Prakash, SRC		
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## GALLERY









# Frequently Asked Questions

1. What is the mode for submitting admission and examination form?	Candidates can submit both examination and admission forms through online mode only.
2. In which format will the study material be provided?	The study material is available in both online and printed format. In case students do not opt for the hard copy of the study material, then Rs. 400/- will be less in the head of "College Facilities and Services Charges". Further, online material will be freely available on the SOL website.
3. How can the students register themselves with the library after seeking admission?	The students can register themselves with the library after showing the Fee Receipt in original, along with their respective Identity Cards.
4. Is CUET compulsory to take admission in the course?	No, as per Distance Education Bureau (DEB) guidelines, CUET is not mandatory for the candidates who want to take admission in the Department/School.
5. What is the mode of submitting admission and examination form?	Candidates can submit both examination and admission forms through online mode.
6. What could be the centre for the examination?	Only Delhi will be the centre for examination.
7. Where will the MBA classes take place?	<b>North Regional Centre- Satyakaam Bhawan, Faculty of Mathematics</b> <b>For further information kindly contact:</b> Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, 5, Calvary Lane, Delhi-110007 PABX/Enquiries - 27667600, 27667581, 27667645, 27666780 Email Id – skverma@sol-du.ac.in

## Our Official Social Media Pages

Stay connected and updated with the latest news, events, and announcements from School of Open Learning, University of Delhi. (DU SOL). Scan the QR code or click on the link below to follow our official page on all platforms with the username DUSOLOfficial.



**DU SOL OFFICIAL**



MBA: <https://www.youtube.com/channel/UCQG-ETdcASLdvrThlEnsLgw>

Link: <https://tinyurl.com/3ervre32>

# OTHER COURSES OFFERED BY SOL

## Undergraduate Programmes

**Bachelor of Business Administration  
(Financial Investment Analysis) (BBA-FIA)**

**Bachelor of Management Studies (BMS)**

**Bachelor of Arts (Hons.) Economics**

**Bachelor of Arts (Hons.) English**

**Bachelor of Arts (Hons.) Political Science**

**Bachelor of Arts (Hons.) Psychology**

**B. Com (Hons.)**

**B. Com Programme**

### **B.A.(Prog)**

The departments offering discipline courses are: Computer Applications, Economics, Education, English, Hindi, History, Mathematics, Political Science, Psychology, Sanskrit and Urdu.

1. B.A.(Prog) with Computer Applications

2. B.A.(Prog) with Economics

3. B.A.(Prog) with Education

4. B.A.(Prog) with English

5. B.A.(Prog) with Hindi

6. B.A.(Prog) with History

7. B.A.(Prog) with Mathematics

8. B.A.(Prog) with Political Science

9. B.A.(Prog) with Psychology

10. B.A.(Prog) with Sanskrit

11. B.A.(Prog) with Urdu



## **Postgraduate Programmes**

- Master of Arts (Hindi)
- Master of Arts(History)
- Master of Commerce (M.Com)
- Master of Arts (Political Science)
- Master of Arts (Sanskrit)

### **Courses under Library and Information Science Department:**

- Bachelor of Library and Information Science (BLISc)
- Master of Library and Information Science (MLISc)
- Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)

For more information, please visit <https://sol.du.ac.in/>