Visvesvaraya Technological University, Belagavi
(State University of Government of Karnataka Established as per the VTU Act, 1994)

VTU Centre for Online Education (VTU-COE)

Annexure IV
HUMAN RESOURCE AND INFRASTRUCTURAL REQUIREMENTS

Centre for Online Education (COE)

The Visvesvaraya Technological University intending to offer the recognised programmes under Online mode shall have a Centre for Online Education at VTU e-Learning Centre, Mysuru for effective coordination among its Departments or Schools of Studies for offering the Online Programme, comprising Admission or Registration Unit, Examination Unit and Technology Support Unit. The Centre for Online Learning shall maintain and administer the Centralised Data Base of all the recognised programmes.
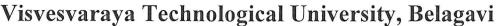
A. Online Programme

I. The Centre for Online Education shall have:

a) **Director:** Permanent, full-time Professor (preferably having professional experience in Open and Distance Learning and/or Online Learning);

b) **Deputy Director (e-Learning and Technical):** An employee having the Qualifications and Experience as specified for Associate Professor under the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 shall be an e-learning expert with experience in technical coordination for modules development and Learning Management System (LMS). The Deputy Director can be appointed on full-time or contractual basis;

c) **Assistant Director:** Having qualifications and experience as specified for Assistant Professor under University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures

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for the Maintenance of Standards in Higher Education) Regulations, 2018, initially one, who shall coordinate with Departments or Schools of Studies offering Online Programmes. The Assistant Director can be appointed on full-time or contractual basis.

II. The Departments or Schools of Studies shall be the academic home of the recognised Onlineprogrammes on offer.

III. The involvement of permanent and/or full time dedicated faculty of Schools of Studies/Departments in the Online programme(s) shall be in the following capacities, excluding the designated positions in the Open Universities as per their respective Act(s):

a) **Programme Coordinator (One per Programme):** A full-time Faculty at the level of Professor or Associate Professor or Assistant Professor in the subject area of the concerned Programme shall be the Programme Coordinator for an Online Programme. The Programme Coordinator shall be responsible for overall coordination of the development, delivery and assessments of the learners in an Online Programme;

b) **Course Coordinator (One per Course):** An Online Programme may have more than one Course. In such a case, one full-time dedicated Faculty at the level of Professor or Associate Professor or Assistant Professor in the subject area of the concerned Course shall be Course Coordinator for each of the Courses of an Online Programme. The Course Coordinator shall coordinate the development, delivery and assessments of the learners in the Course;

c) **Course Mentor (One per batch of 250 learners):** Course Mentor shall assist the Programme/Course Coordinator in providing academic support to learners and also in managing virtual teacher-learner interaction groups. Course Mentor shall have the relevant qualifications and experience as specified for Assistant Professor

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under the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018;

d) **Examiners:** The Higher Educational Institution shall appoint examiners for the assessment of the online learners in a Course from among the qualified faculty from within the Institution or from other Institutions and they shall be paid appropriate honorarium as per norms of the Higher Educational Institution.

IV. Requirement of Technical Support for Online Programmes:

a) **Technical Team for Development of e-Content as Self-Learning e- Modules:**
1. Technical Manager (Production)–minimum one
2. Technical Associate (Audio-Video recording and editing)– minimum one
3. Technical Assistant (Audio-Video recording)– minimum one
4. Technical Assistant (Audio-Video editing)–minimum one
5. The technical support required for development of e-content may be out sourced to thecentres across the nation having requisite facilities.
6. These numbers are for the initial stage of e-content, for self learning e-modulesdevelopment and delivery.

b) **For Delivery of Online Programmes:**
1. Technical Manager (LMS and Data Management)-minimum one (per Centre)
2. Technical Assistant (LMS and Data Management) – minimum two

c) **For Admission and Examination for Online mode:**
1. Technical Manager (Admission, Examination and Result) -minimum one (per Centre)
2. Technical Assistant (Admission, Examination and Result) - minimum two

These activities may be carried out by the Admission/Registration and Examination Units of the Open Universities having requisite resources for their ODL

Programmes under the overall supervision of Centre for Online Education for Online Programmes.

B. Dual Mode Higher Educational Institutions

1. The dual mode Higher Education Institution intending to offer Programmes in Open and Distance Learning mode and/or Online mode shall have a Centre for Distance and Online Education (CDOE) for effective coordination among its Departments or Schools of Studies.

2. The Centre shall maintain and administrate, in collaboration with the technology support Unit of Higher Educational Institution, the Centralised Data Base of all the Open and Distance Learning and/or Online Programmes.

3. The provisions as detailed in clause (1) of sub-paragraph (B) of paragraph I above shall be applicable to Dual mode HEIs for Online Programmes.

Sr. No.	Name of Post	Nature of Post	Requirement	Team
1	Director	Full Time Permanent Preferably Not Below Professor Rank	1	Dr. T.P. Renukamurthy
2	Deputy Director	Full Time or Contractual Preferably Not Below Associate Professor Rank	1	Dr. P. Sandhya
3	Assistant Director	Full Time or Contractual Preferably Not Below Assistant Professor Rank	1	Dr. Kumar P K

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4	Program Coordinator	Full Time Permanent Professor/ Associate/ Assistant Professor	1 Per Programme	Dr. Kumar P K – Computer Applications Dr. T. Manjunatha – Management Dr. Poornima G Patil – AI & Data Science Dr. B. Shambhu Lingappa – Logistics and Travel & Tourism
5	Course Coordinator	Full Time Permanent Dedicated Professor/ Associate/Assistant Professor	1 Per Course	Recommended Faculty & Industry Members by COE
6	Course Mentor	Full Time Permanent Dedicated Assistant Professor	1 Per Batch of 250 Students	Recommended Faculty & Industry Members by COE
7	Examiners	Professor / Associate Professor/ Assistant Professor as per need of Programme and on Honorarium basis		Recommended Faculty by COE

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Technical Staff Requirement (for Development of E-Content)

8	Technical Manager	Production, LMS and Data Management	1	Mr. Manjunatha B
9	Technical Associate	Audio-Video Recording and Editing	1	Mr. Seetharamu
10	Technical Assistant	Audio-Video Recording	1	Mr. Shivakumar C M
Technical Staff Requirement (for Admission and Examination)				
11	Technical Manager	Admission, Examination and Result	1	Mr. Raja P
12	Technical Assistant	Admission, Examination and Result	1	Smt. Ashwini K

Director
Centre for Online Education
Visvesvaraya Technological University
"Jnana Sangama" Belgavi-590 018

REGISTRAR
Visvesvaraya Technological University
BELAGAVI.