

Program Project Report (PPR)
for
Distance Learning Program under
Graphic Era Directorate of Distance and Online Education

BA English

Graphic Era deemed to be University
Dehradun, Uttarakhand

PROGRAM PROJECT REPORT

BA ENGLISH (Bachelor of Arts) 3 YEARS

| | | |
|----|---|--|
| 1 | Degree Awarding body | Graphic Era Deemed to be University |
| 2 | Teaching institution | Graphic Era Directorate of Distance and Online Education |
| 3 | Name of the Program (specified by UGC / AICTE etc.) | Bachelor of Arts |
| 4 | Minimum duration of the program (yrs.) as per UGC norms | 3 Years for BA English |
| 5 | Minimum eligibility for admission | 10+2: BA English |
| 7 | Program Credit | 96 for BA English |
| 8 | Qualifications framework level | Bachelors after completing BA English |
| 9 | Nature of Target Group of Learners | Adults/ Professional Learners/Experienced Professionals |
| 10 | Date of commencement | 2019-20 |
| 11 | Type of Program: Professional or General | General |
| 12 | Fee structure | BA English Rs. 5000/ Per semester |

Mission & Objectives of the Program

a) Program Objective

1. The program aims at providing highly developed skills in written communication, critical reading, interpersonal skills and computer skills.
2. Develop in the student's intellectual flexibility, creativity, so that they may engage in life-long learning.
3. The Program Cultivates in the Learners the values and attitudes that make them agents of social change
4. Teach the students how to write analytically in a variety of formats, including essays, research papers, reflective writing, and critical reviews of articles.
5. Make the students proficient in oral communication.

b) Relevance of the programs with University's Mission and Goals:

University Mission:

In keeping with the Graphic Era Deemed to be University's mission of promoting learning in true spirit, offer knowledge and skills to succeed as professional, the department is committed to provide education to all, to foster a positive attitude towards professional development and lifelong learning among the students who want to further their education and prepare for careers

Institutional Goals:

- To provide learning to new audiences.
- To offer the opportunity fundamentally to transform learning delivery and the competitive landscape.
- To create a conducive learning environment.
- To provide an educational delivery system that is flexible, technology driven meets the prevailing requirements and is cost effective.

Linkage with Program Mission:

- The institute's mission goals are holistically inherited in this program of Graphic Era Deemed to be University's Directorate of Distance and Online Education. The program of BA English and MA in English deliver both the theoretical and practical inputs to students to enhance their creative thinking to make them experts and professionals in the field of creative writing and computer skills.
- The programs is so structured that it allows the students to learn at their own pace as well as along pursue their professional goals.
- The cost of the programs and provision for scholarship have been designed to make education affordable and spread mass education to meet needs of all class of learners.
- Adequate counseling is done for the students to assist them to make an informed decision to choose from a range of varied programs offered by the department. The students' support services are taking timely feedback to ensure timely response and enhance overall quality standards. In all, the programs offered by Graphic Era Deemed to be University's Directorate of Distance and Online Education ensure continuous education and meeting the needs of all class of learners.

c) Nature of prospective target group of learners

Adults/ Professional Learners/Experienced Professionals

d) Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

Bachelor's degree, BA English

The B.A. English is the scholarly training in literature with exposure to the practice of writing in the various literary genres – poetry, fiction, and non-fiction. It seeks to produce a rich and full literary experience where critical thinking and creative writing complement each other. Students will enhance their creative writing skills and to develop an intellectual approach to literary texts

They will also be given rigorous practice in writing in one or more literary genre of one's choosing. Coursework will constitute of English courses focusing on literary history and theory, forms of literature, as well as course in creative writing, courses on the craft of writing.

A team of faculty & professionals from both regular & distance learning institutes & industry determines the objectives. It is then vetted by board studies, academic councils & other university standing boards. The program objectives are determined with a view that it meets the requirement of the industry/business that employs our students.

The Directorate of Distance Learning and Online Education at Graphic Era Deemed to be University offers outcome-based education, having industry centric curriculum. This enables the students to satisfy their scholastic

needs and aspirations as the system provides enhanced learning opportunities. The curriculum, pedagogy and assessment process are driven by the desired outcome. Outcome Based Education promises high level of learning for all students as it facilitates the achievement of the outcomes, characterized by its appropriateness to each learner's development level.

Program Education Objectives (PEOs):

After completing the study program, the students will be able to:

- gain knowledge of texts across poetry, drama, novel, theory, and criticism
- learn how to draw effectively from craft principles in more than one genre in order to create a variety of creative pieces.
- write and speak effectively for specific audiences and purposes in university, public, and professional life.
- demonstrate professional habits of creative writers: revision, works hopping, public reading, and submission for publication.
- become competent and creative writers, speakers, and critical thinkers who are able to thrive in leadership, team and advocacy roles; who contribute to the common good; and who possess the tools to meet life's challenges

Assessment of Learning Outcome:

The assessment of each learning outcome will be done annually to identify that the established learning objectives are achieved. The gaps identified after the analysis will be addressed through the properly laid action plan. The results of the annual assessments and other data will be used to determine the effectiveness of the Program during the Program review process. It also ensures that outcomes achieved are consistent with the mission of institution,

Course Curriculum: The Directorate of Distance Learning and Online Education at Graphic Era Deemed to be University will adopt specialized approach where the task involved in course design & development is assigned to professionals in the particular department of the university and/or external experts. A draft with the objectives is prepared. It is evaluated by the Institution that turn constitutes a team of experts to have judicious review of the proposed course so that it meets the objectives of distance education.

Program Structure: Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review team, the curriculum of the course is re-worked upon.

Study Materials: The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLM format, that would consist of print material, audio- video and on-line material. The SLM is prepared by internal and external experts as per the specific guidelines laid down by statutory body.

Review by Board of Studies: The course will be meticulously reviewed by BOS. Recommendations of BOS will be implemented on priority. It also checks & defines the applicability, credit hours, scheme of examination for the course.

Approval by Academic Council: Finally, the course is submitted to the Academic council of the University for Final Approval.

Program will be offered on semester basis. A modular approach towards pursuing a long-term degree Program is implemented.: The study will consist of the following:

Print material including Audio/Video material

Work related exercises practical/Quizzes and Assignments

Through Web conferencing tool/internet based.
domain and University.

e) Instructional Design:

Academic activities are linked together to engage learner and maximize learning

Program Structure: BA ENGLISH AND CREATIVE WRITING : TOTAL CREDITS : 96 DURATION :
YEARS 6 SEMESTERS

3

FIRST SEMESTER:

| Course Title | Audio –Visual Studies Per Week | Assignment/ self-study Per Week | Credits |
|--|-----------------------------------|------------------------------------|---------|
| Foundation course in Lang | 2 | 4 | 4 |
| Communication skills | 2 | 4 | 4 |
| Introduction to Literary theory | 2 | 4 | 4 |
| Social Psychology (Foundation course) | 2 | 4 | 4 |
| <u>TOTAL CREDITS</u> | | | 16 |

SECOND SEMESTER:

| Course Title | Audio –Visual Studies Per Week | Assignment/ self-study Per Week | Credits |
|---|-----------------------------------|------------------------------------|---------|
| History of English Literature (14 century- current) | 2 | 4 | 4 |
| Structure of Modern English | 2 | 4 | 4 |
| 20 century Indian English novel | 2 | 4 | 4 |
| Use of IT in communication | 2 | 4 | 4 |
| <u>TOTAL CREDITS</u> | | | 16 |

THIRD SEMESTER:

| Course Title | Audio –Visual Studies Per Week | Assignment/ self-study Per Week | Credits |
|--|-----------------------------------|------------------------------------|---------|
| Post colonial Literature in India | 2 | 4 | 4 |
| Political System in India (Foundation Course) | 2 | 4 | 4 |
| Understanding poetry | 2 | 4 | 4 |
| Craft of Writing | 2 | 4 | 4 |
| <u>TOTAL CREDITS</u> | | | 16 |

FOURTH SEMESTER:

| Course Title | Audio –Visual Studies Per Week | Assignment/ self-study Per Week | Credits |
|-----------------------------|---|--|----------------|
| Understanding Prose | 2 | 4 | 4 |
| Craft of writing | 2 | 4 | 4 |
| Literary Theory | 2 | 4 | 4 |
| Computer application -I | 2 | 4 | 4 |
| <u>TOTAL CREDITS</u> | | | 16 |

FIFTH SEMESTER:

| Course Title | Audio –Visual Studies Per Week | Assignment/ self-study Per Week | Credits |
|---|---|--|----------------|
| Modern American Literature | 2 | 4 | 4 |
| Art of Feature writing | 2 | 4 | 4 |
| Principles of Economics (Foundation Course) | 2 | 4 | 4 |
| Feature writing | 2 | 4 | 4 |
| <u>TOTAL CREDITS</u> | | | 16 |

SIXTH SEMESTER:

| Course Title | Audio –Visual Studies Per Week | Assignment/ self-study Per Week | Credits |
|-----------------------------|---|--|----------------|
| Modern English Poems | 2 | 4 | 4 |
| Art of Writing Screen Play | 2 | 4 | 4 |
| Computer Application- II | 2 | 4 | 4 |
| English for Work purposes | 2 | 4 | 4 |
| <u>TOTAL CREDITS</u> | | | 16 |

STUDENT SUPPORT SERVICE SYSTEMS.

Students are counseled both online & face to face as well. It becomes the students endeavor to understand the intricacies of the corporate environment on these grooming grounds & mentoring forms an indispensable and significant aspect of a student's life at Graphic Era Deemed to be University. The changed scenario of the corporate world brings a new gamut of industry expectations from young professionals today.

Pre-Joining Support: Students are duly provided information about programs, courses, entry requirements, application procedures, structures, functions, rules, and regulations of the institute, recognition of institute, special features of the programs and so on. Counseling services for deciding what kind of individual support they might need and best way of achieving their academic and career target.

On-Joining Support: On completion of admission the students are provided with study materials, assignments. The issues related to returning to Academic environment after a long gap is addressed by the institution. The learners are provided with progress on assignments, examinations, Project work and extension of program if student is not able to complete the program in stipulated period. Orientation training is conducted by institution at the beginning of the semester.

On Program Completion: Students are guided on participations in convocations. In additions facilitating to acquire additional knowledge & skills through programs conducted by the institution and its constituents

Student's feedback sessions are conducted for students to share their valuable feedbacks.

Feedback is collected on periodical basis during the Academic session. The Online feedback is transparent for the faculties so that the faculty members can improvise. The suggestions from students are also obtained where they can feed their suggestions/complaints for any point of concern. The complaints/suggestions are entertained by different level of hierarchy of the institution.

f) Procedure for admissions, curriculum transaction and evaluation

Academic Programs/Courses will be conducted by Graphic Era Directorate of Distance & Online Education in Online Learning Mode which may be termed as "flexi-mode" for award of Degree, Diploma and Certificate. Their Course Structure, Minimum Eligibility conditions and entry level qualifications for Admission and their minimum and maximum duration shall be as approved by the Academic Council and the Executive Council.

Eligibility Criteria for admission –

BA English: 10+2 in any discipline with 40% marks in last qualifying examination.

Procedure for Admissions

- a) The University will notify Academic Calendar of Programs/Courses for compliance by
- b) . The student can file the Application Online uploading the attested copies of relevant documents. The documents are verified at various levels and upon verifying the eligibility payment link is offered to student to pay the fee online through payment gate way. Information brochures and prospectus are available online and can be accessed any time. No fee is charged for this facility.

Program Delivery Policy

Graphic Era Deemed to be University has established a robust Academic Delivery mechanism to ensure Quality Education at every stage.

- Online Academic Delivery
- Periodic review of Curriculum and Study material
- Live Interactive lectures from eminent faculty experts
- Systematic and structured Personal Contact Programs
- User friendly LMS as Learning platform

- 24x7 Academic & Technical support

Personal Contact Programs (PCPs) of two weeks every semester constitute doubt clearing sessions where students interact with the subject experts (Faculty) & may clear their doubts at selected locations. It helps the students to develop better understanding of the concepts studied through Self Learning Material (SLM). PCP schedules are invariably posted on Students portal.

Teaching Pedagogy

Graphic Era Deemed to be University's Online Programs will be delivered in Blended Learning Mode. In a blended-learning methodology we have integrated online with traditional face-to-face class activities in a planned, pedagogically valuable manner. The University has established virtual facilities as component of the learning environment which is focused around the pedagogical use of modern educational practices to support blended learning. Learner Support Services are provided through the campus-wide web portal and e-Learning platform. Faculty - Students Personal Contact Session helps students to clear their doubts and engage in learning activities.

Evaluation Policy

Evaluation of student performance in each course-unit has two components:

- (a) internal continuous assessment (course work/ assignments) and (b) the semester/year Examinations which are held at the end of Semester/Academic Year.

The level of student academic performance as the aggregate of continuous evaluation and end semester/year examination is reflected by letter grades on a ten-point scale according to the connotations given below:

| Per Cent Marks in a Course | Grades | Grade points | Rating |
|-----------------------------------|---------------|---------------------|---------------|
| >85 | O | 10 | Outstanding |
| 75-84 | A+ | 9 | Excellent |
| 65-74 | A | 8 | Very Good |
| 55-64 | B+ | 7 | Good |
| 50-54 | B | 6 | Above average |
| 45-49 | C | 5 | Average |
| 40-44 | P | 4 | Pass |
| <40 | F | 0 | Fail |
| | AB | 0 | Absent |
| | DB | 0 | Debarred |

The grades shall be awarded on the basis of cutoff marks or grade boundaries decided as follows:

Calculation of SGPA & CGPA

SGPA

$$SGPA = \frac{\sum_{x=1}^n C_x \cdot GP_x}{\sum_{x=1}^n C_x}$$

where,

C_x = Number of credits assigned to the x^{th} course in a semester

GP_x = Grade Point earned in the x^{th} course

n = Number of courses in the semester

CGPA

$$CGPA = \frac{\sum_{i=1}^N C_i \cdot GP_i}{\sum_{i=1}^N C_i}$$

where,

C_i = Number of credits assigned in the i^{th} course

GP_i = Grade points earned in i^{th} course.

N = represents the number of courses in which student was registered and earned a grade 'P' and above up to the semester for which CGPA is to be calculated.

MINIMUM ACADEMIC REQUIREMENTS:

- The student must score a minimum Grade 'P' in each course unit.
- The minimum passing SGPA for each semester is 4.5 for Under Graduate Programs and 5.0 for Post Graduate, Integrated and Dual Degree Programs.
- The student should secure a minimum overall Cumulative Grade Point Average (CGPA) of 6 in the case of Post Graduate, Integrated and Dual Degree Programs and 5.0 in the case of Under Graduate programs at the end of final year.

SEMESTER GRADE POINT AVERAGE:

The semester performance of the student is indicated as "Semester Grade Point Average (SGPA)" at the end of every semester. SGPA is the weighted average of Grade Points of all letter grades secured by a student for all the course units in the Semester.

Program delivery system:

Assignments and project work along with online continuous assessment pattern for internal examinations

- Plagiarism Check: The Project work and assignments submitted/uploaded will be analyzed through an inbuilt plagiarism check option, which also generates a report about the copied texts.
- Interactive Forum and Collaborative Learning: This feature enables real time communication of "Instructor-Learner" and "Learner-Learner"
- Notes Making and Retrieving: Personal journal can be maintained by learners on the LMS in which they can write their queries and notes for future references
- Progress Bar: The LMS offers a "progress bar", which shows the development of the learner through a bar diagram and helps in quick analysis of the learner's progress W.R.T the entire course curriculum
- RSS Feeds: Different RSS Feeds are integrated into the portal, for daily update of news and information
- Online Feedback and Queries: Learners are able to post their queries and feedback online, which may be attended by the instructor in real time or at a later stage.
- Webinars: A-LMS is also enabled to host Webinars over the existing platform without any external additions or requirements
- Grading: This function allows the instructors to grade students via different modes and schemes

- Students Appreciation: Virtual Badges and Rewards are presented to learners on their portal to encourage their learning.

Our learning resources include a host of self-learning materials that help the learners in gaining knowledge through multiple modes. This way retention and application of knowledge become simple and easy. The components of our learning package are as follows:

- **Course material in SLM format:** The course material provided to learners is designed as per SLM guidelines.
- Provision of Reference book: The Institution provides the provision of reference book to students who want to get extra knowledge on a particular subject.

The benefits of Graphic Era -LMS:

- Enhanced Classroom Teaching- Learning experience
- Collaborative learning and Performance tracking of students
- Enhanced quality of assignments and projects
- Better Learners' engagement
- 24 X 7 Anytime, Anywhere Access
- Transparent Assessment System
- Transition from "Teacher Centric Classroom" to "Student Centric Classroom"
- Continuous Assessment of Learners
- To enable Learners to track their own Performance and collaborative learning
- Learner Engagement; enabling faculty to track student performance based on learning outcome
- To Enhance the quality of assignments and projects
- To enable free and fair student feedback.