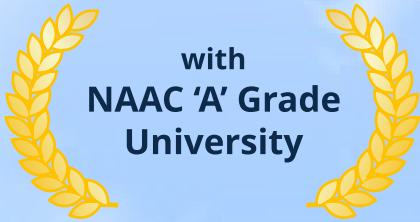




SGVU SURESH
GYAN VIHAR
UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION

Sure Career Growth with **Most Awarded University**



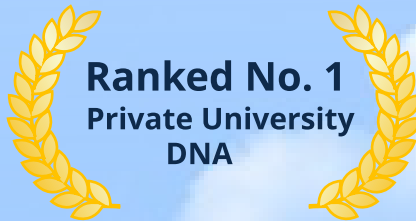
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**NAAC 'A' Grade
University**



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**Best E-campus
AICTE Chairman**



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DNA**



GYAN VIHAR



SGVU SURESH
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ABOUT THE UNIVERSITY

- Centre for Distance and Online Education

Suresh Gyan Vihar University is one of the finest universities that has received the following awards from diverse sources:



The Suresh Gyan Vihar University - Centre for Distance and Online Education (SGVU-CDOE) was incepted in the year 2012 to serve the aspiring students who could not register the regular colleges for higher education. Today owing to the quality of educational programmes offered and the degree awarded at par with the regular mode, there is a great demand for the programmes offered by Suresh Gyan Vihar University - Centre for Distance and Online Education (SGVU-CDOE) across the country. SGVU-CDOE offers the following programmes in UG & PG level -

- BA
- B.Com.
- BBA
- MBA

The theoretical as well as practical classes are conducted as per the norms laid down by Distance Education Council (DEC). Conduction of the programmes is strictly coordinated, monitored and controlled by the Staff Members, Senior Officers, and the Director of SGVU-CDOE.

To accomplish higher goals within busy schedules is a challenging which only Distance Learning can solve. Suresh Gyan Vihar University - Centre for Distance and Online Education (SGVU-CDOE) presents young as well as adult learners with a suitable alternative outside conventional class-room teaching. It frees learners from the limitations like: ongoing job, no good educational institution within reach, expensive higher qualifications, etc. The University has introduced a contemporary wide range of curricular options to train the students in different fields of specialization through teaching, research and extension. The distance Education programs have obviously multiple advantages to the country, the student-community and the University. Distance Education is an idea whose time has come because of its extensive benefits.

Suresh Gyan Vihar University - Centre for Distance and Online Education (SGVU-CDOE) offers industry oriented professional courses with updated inputs from experts in the specialized field. The course structure is developed by highly qualified faculty members with education cum- industry experience. The resource books of Suresh Gyan Vihar - University Centre for Distance and Online Education not only provide up to date information but also contains live case studies and projects, relevant to the program.

- Comprehensive Courses meeting the industry requirements.
- Curriculum is reviewed periodically incorporating the current trends.
- Developed and designed by seasoned academicians and senior corporate executives.
- Application oriented multi-disciplinary approach towards learning.

RECOGNITION

The University

Suresh Gyan Vihar University is incorporated by The Government of Rajasthan Act 2008 (Act No. 16 of 2008) and established through an extraordinary gazette notification on 21 April 2008. The University is entitled to conduct various courses at UG, PG and Doctoral level in the disciplines described in schedule II of the Act.

DEB Approved

The joint committee of UGC-AICTE-DEB, New Delhi has recognized SGVU-DE for imparting distance education courses.

UGC Approved

University Grant Commission has release the approval for the establishment of the University and empowered to award degrees as specified by the UGC U/S 22 of UGC Act 1956 through its notification no. F.9-38/2008 (CPP-I) dated 1 April 2009.

Under the guidelines for private university regulation 2003, UGC has constituted an expert committee to assess the University. The report of the committee was considered by the commission in its 467th meeting and approves the report of expert committee in respect of the University (F.No. 9-38/2008 (CPP-I/PU) dated 17 February 2010.

AICTE Approved

Besides the fact, that Suresh Gyan Vihar University is running several programmes approved by the AICTE, kindly note that as per the AICTE notification (advertisement no. UB/04(03/2010) University does not require prior approval of AICTE to commence a new department or course and programme in technical education. For conducting technical courses approval of AICTE is not necessary, however, Universities have obligation to conform to the standards and norms laid down by the AICTE (reference Hon'ble Supreme Court of India for the interpretation of the provisions of the AICTE Act in the manner of Bharathidasan University vs. AICTE and Others).

Distance MBA now eligible for all Central/State and Private Jobs

The Distance Learning Division in the Ministry of Human Resource Development receives a number of queries from the general public seeking clarifications in respect of recognition of academic qualifications acquired through distance mode and their acceptance for the purpose of employment in Central/State Government service.

Central Government, as an Employer, had made its position clear in respect of academic qualifications; acquired through distance mode of education; for the purpose of employment under vide Gazette Notification No 44 dated March 1, 1995.

The Gazette Notification referred to above is equally applicable to the qualifications acquired from private as well as public institutions / universities

PROGRAMMES

Bachelor of Arts (BA)

Introduction

Bachelor of Arts Degree or BA course is an undergraduate arts degree that can open doors for many job opportunities. BA degree can deepen your knowledge in many subjects like psychology, sociology, english, geography, economics, hindi, history, political science, public administration etc. that allows candidates to adapt to the changing demands of the employer and meet their needs. BA course enhances the candidates' communication, research, and analytical skills.

Program Structure

Semester I		Semester II		Semester III	
1	Hindi Language	1	English Language	1	Basics of Computers
2	Environment Studies	2	Human Values and Professional Ethics	2	Elective-I
3	Elective-I	3	Elective-I	3	Elective-II
4	Elective-II	4	Elective-II	4	Elective-III
5	Elective-III	5	Elective-III		

Semester IV		Semester V		Semester VI	
1	Communication Skills	1	Employability Skills - I	1	Employability Skills - II
2	Elective-I	2	Elective-I	2	Elective-I
3	Elective-II	3	Elective-II	3	Elective-II
4	Elective-III	4	Elective-III	4	Elective-III

Select any One Subject each per Semester from the following any Three Streams

BA (Psychology)		BA (English Literature)		BA (Geography)	
1	Basic Psychological Processes	1	Poetry and Drama-I	1	Physical Geography
2	Social Psychology	2	Prose and Fiction-I	2	Geography of Rajasthan
3	Abnormal Psychology	3	Poetry and Drama-II	3	Resources Geography
4	Psychological Statistics	4	Prose and Fiction-II	4	Human Geography
5	Positive Psychology	5	Poetry and Drama-III	5	World Regional Geography
6	Psychological Testing and Assessment	6	Prose and Fiction-III	6	Geography of India

BA (Political Science)		BA (Economics)		BA (History)	
1	Foundations of Political Science	1	Micro Economic Theory	1	History of India (from the Beginning-1200 AD)
2	Representative Indian Political Thinkers	2	Indian Economy	2	History of Rajasthan (from Earliest Times to 1956 AD)
3	Selected Political System	3	Introductory Macro Economics	3	History of Medieval India (C 1200-1761 AD)
4	Indian Political System	4	Elements of statistics and Mathematics	4	Main Trends in the Cultural History of India
5	Representative Western Political Thinkers	5	Introduction To International Trade, Development and Public Economics	5	History of Modern India (1761-1971 AD)
6	International Relations since World War-II and Indian Foreign Policy	6	Application of Mathematics in Economics	6	History of Modern World (1500-2000 AD)

BA (Public Administration)		BA (Sociology)		BA (Hindi Literature)	
1	Elements of Public Administration	1	Introduction to sociology	1	आदिकाल और भक्तिकाल
2	Public Administration in India	2	Society in India	2	कहानी और गद्य की अन्य विधाएँ
3	Administrative Institutions in India	3	Social Research Methods	3	रीतिकाल
4	State Administration in India	4	Sociology of Village	4	नाटक एवं एकांकी
5	Comparative Administrative Systems	5	Sociology Thought	5	आधुनिक काव्य
6	Local Administration	6	Introducing sub sociology	6	निबंध, उपन्यास और काव्यशास्त्र

Fee for BA

BA (3 Years)	Tuition Fee	Examination Fee	Total Fees
Course Fee (Yearly)	₹ 11,000/-	₹ 3,000/-	₹ 14,000/-

Bachelor of Commerce (B.Com.)

Introduction

Bachelor of Commerce (B.Com.) is a three-year undergraduate degree program and is the most sought after course by the learners after doing commerce (with or without mathematics) in their senior secondary. Commerce and Finance subjects are the main focus of this course. Candidates can even choose elective subjects during this three-year degree course. The primary focus of this course is on the systematic study of the concepts of Accountancy, Business Studies, Statistics, Trade, Economics (micro and macro), Mathematics, Finance, Money and Banking, Law, Taxation, Marketing, Management Studies etc.

Program Structure

Semester I		Semester II		Semester III	
1	Hindi Language	1	English language	1	Basics of Computers
2	Environment Studies	2	Human Values and Professional Ethics	2	Income Tax Practice
3	Corporate and Financial Accounting	3	Business Statistics	3	Cost Accounting
4	Entrepreneurship and Small Business Management	4	Business Law	4	Company Law & Secretarial Management
5	Business Economics	5	Indian Banking and Financial System	5	Organizational Behaviour
Semester IV		Semester V		Semester VI	
1	Communication Skills	1	Accounting & Business Statistic	1	Cost and Management Audit
2	Management	2	Functional Management	2	Goods and Services Tax
3	Economics Environment in Rajasthan	3	Rural Development & Cooperation	3	Advertising & Sales Management
4	Element of Financial Management	4	Industrial Laws	4	International Finance
5	Advanced Accountancy	5	Elective 1	5	Elective 2

Elective 1 (Student can choose any one of the following subjects)

- Insurance
- Business Budgeting
- Public Economics

Elective 2 (Student can choose any one of the following subjects)

- Auditing and Management Accounting
- Advance Cost Accounting
- Direct Tax

Fee for B.Com

B.Com (3 Years)	Tuition Fee	Examination Fee	Total Fees
Course Fee (Yearly)	₹ 13,000/-	₹ 3,000/-	₹ 16,000/-

Bachelor of Business Administration (BBA)

Introduction

Bachelor of Business Administration (BBA) is an interdisciplinary three years graduate degree programme offered by SGVU-CDOE with BBA, graduates can either launch their professional career in top corporate or progress to pursue a PG programme.

BBA offers students a core of mandatory courses in Computer Applications, General Business Law, Economics, Finance, Marketing and Management. On successful completion of the programme students will acquire adequate knowledge and skills in Communication Skills, Logical Reasoning, Business Management, Presentation Skills and Computer Applications besides achieving a remarkable improvement in their overall personality.

Program Structure

Semester I		Semester II		Semester III	
1	Business Communication Skills	1	Business Environment	1	Cost Accounting
2	Business Mathematics	2	Business Economics	2	Foundation Of Human Skills
3	Introduction to Computers	3	Introduction to Financial Accounts	3	Human Resource Management
4	Principle of Management	4	Organisational Behavior	4	Principles Of Marketing
Semester IV		Semester V		Semester VI	
1	Business Statistics	1	Enterprise Recourse Planning	1	Business Regulatory Framework (Mercantile Law)
2	Financial Management	2	Elements of Company Law	2	Business Administration
3	Management information Systems	3	Business Entrepreneurship	3	E-Commerce
4	Production & Operation Management	4	International Economics	4	Project Work

Fee for BBA

BBA (3 Years)	Tuition Fee	Examination Fee	Total Fees
Course Fee (Yearly)	₹ 20,000/-	₹ 3,000/-	₹ 23,000/-

Masters of Business Administration (MBA)

Introduction

Our major aspect of introducing the MBA programme is to provide highly skilled, well trained and employable professionals to the industry equipped with latest knowledge and technology as per the requirement of the industries. The curriculum has been so designed to help the learners to become not only employable but also encourage them to become dynamic entrepreneurs. Our MBA specializations provide in-depth understanding and covers national as well as global issues.

Program Structure

Semester I		Semester III*	
1	Modern Business Organization & Mgmt	1	Business Policies & Strategic Management
2	Global Business Environment & Economics	2	Consumer Behaviour
3	Accounting & Finance Management	3	Entrepreneurship & Innovation Mgmt
4	HR & OB	4	Elective – I
5	Business & Corporate Law	5	Elective - II
Semester II		Semester IV*	
1	Business Research Methodology	1	Business Ethics and Corporate Governance
2	Modern Marketing Management	2	Elective - III
3	Information Technology for Business	3	Elective - IV
4	Operations & SCM	4	Elective - V
5	Business Communication Skills	5	Project Work

Fee for MBA

MBA (2 Years)	Tuition Fee	Examination Fee	Total Fees
Course Fee (Yearly)	₹ 37,200/-	₹ 3,000/-	₹ 40,200/-

OPPORTUNITIES



Banking Management



Branding & Advertising



Business Analytics



Business Leadership



Digital Marketing



E-Commerce Marketing and Management



Entrepreneurship



Finance Management



Financial Planning & Analysis



Foreign Trade & Global Business Management



Hospital Management



Human Resource Management



Information Technology Management



International Marketing



Investment Banking & Wealth Management



Marketing Management



Mass Communication



Media & Entertainment Management



Operation & Project Management



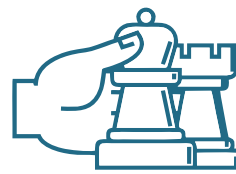
Project Leadership Management



Supply Chain Management



Risk Management



Strategic Management

and many more...

FEATURES



Digital Campus

Digital Campus provides enriched, exciting and significantly enhanced learning environment where a student can connect, communicate and collaborate for a holistic development.

Mobile App Learning:

Innovative, trendy and evolving mobile app for personalized learning, knowledge enrichment and to unlock new learning resources.

E-Content:

E-Content of SGVU-CDOE has a remarkable collection of study material where a student can stream audio and video lectures along with e-books, e-journals, case studies, etc.

Student Portal:

Student portal is an interactive learning platform and a gateway to virtual classroom, academic faculty chat facility, educational resources like articles, videos, presentations etc. for overall development of each student.



Placement Support

In association with India's leading HR Company- PeopleStrong, SGVU-CDOE provides excellent placement support.

PeopleStrong Placement Support:

For best job opportunities, students' information is added in the database of PeopleStrong, who places 3000+ students every month across diverse industry sectors like Automotive, IT, Aviation, Manufacturing, FMCG & more.



Career Advisory :

Careers Advisory offers advice, guidance and counselling on career for a number of purposes, such as job hunting, building career skills and overall professional development.



Instant Student Support

Advice and support is always available for all our students. We have a dedicated student support team for the complete student life cycle to guide them and resolve all their queries.

APPLY ONLINE

Follow these step-by-step explanations for admission procedure.

Fill apply now form on the right. After successfully filling the form, our counsellor will call for free career counselling and to guide you through the admission process. Once you are satisfied & confident, you can then proceed to apply for the course of your choice. After filling the admission form with the required documents, you can proceed to pay the fees. You can choose from the multiple fee-payment options available.



Free Counselling

Explore different career opportunities and know which course is the best for your career growth. Visit our website www.distance.sgvu.org, talk to our Counsellors, Chat with them or simply Apply Online.



Application

Students can apply online or send their application through email or post.



Fees Payment

Pay fees using convenient payment options like debit/credit card, bank transfer, cheques, etc.



Enrollment

Once we receive your documents, they are thoroughly verified and sent for further enrolment process. For any guidance or clarification, feel free to call us or chat with us.



Delivery

After enrollment confirmation, student ID is generated and the I-card, study material is made accessible to the students through student portal.

Students should check the Admission Batch and Last date for registration and Admission batch. In case of any Pending Documents for admission purpose the student would be considered for next batch provided all mandatory documents have been submitted.

REGISTRATION PROCESS

Candidate may apply for online admission, explore information regarding admission procedure, may call our counsellors or chat with us.

The prospective students are required to submit the admission form duly filled and signed by him/herself them along with the mandatory documents and the applicable fees required for admission process. The mandatory documents and online fees receipt can be submitted online by email to the university or can be couriered.

Mandatory Documents for Admission

- Duly filled Admission Form (Name should exactly as it is mentioned on 10th Std Mark Sheet)
- Student Signature on Admission Form has to match with ID Card Submitted
- Self Attested Photocopy of Degree Certificate (for MBA Program)
- Self Attested Photocopy of All year/All Semester Mark sheets (for MBA Program)
- Self Attested Photocopy of 10th Std. Mark sheet & Certificate (For All Programs)
- Self Attested Photocopy of 12th Std. Mark sheet & Certificate (For All Programs)
- Passport size color Photo-3 copies/or Soft Copy
- Photocopy of Govt. Photo ID Proof (e.g. PAN card, Voter's ID, Aadhaar Card, Driving License, Passport etc.)
- In Case of Name Change, need Name Change document
- Fees as per the university policy. Cheque/DD/Online Payment Receipt.
- In case of Installments Post Dated Cheques are mandatory to be submitted at time of admission)
- Letter of Undertaking, if Required (as per case requirement and norms of university)
- For further details, please visit the website www.distance.sgvu.org

Important Note

- The eligibility criteria for every program is clearly mentioned on our website under the programs. The student should ensure that they satisfy the eligibility norms for the program they wish to enrol.
- The candidate has to ensure that their education / qualifying degree has been issued from a recognized university/board only. It should be recognized by regulatory authority of Government of India.
- The name mentioned on 10th Std Mark Sheet has to match the name mentioned on the degree certificate / degree mark sheets in case of MBA admissions.
- The name mentioned on admission form should be exactly the same as it is mentioned on 10th Std. Mark Sheet.
- In case of name change / deferred name (10th Std and Degree Certificate or Mark sheet) a name change document/affidavit has to be submitted to the university for processing.
- Submission of documents and payments to university is subject to eligibility criteria as per the guideline of the university.
- The admission would be processed as per the information provided by the student and in case of any discrepancy in the same, the university would have the right to cancel the admission and the fees paid would be forfeited.
- Upon receipt of all the documents with applicable fees the documents are scrutinized by the course administrators. It is then forwarded to the enrolment department for final verification and processing the admission for generation of enrolment number.

ADMISSION POLICY

- All the information regarding eligibility norms and mandatory documents required for registration is available on the website.
- The candidate has to ensure that their education / qualifying degree has been issued by the recognized university only.
- At the time of online registration the candidates have to scan and send all their relevant documents as mentioned in registration process on the website.
- The admission would be processed as per the information provided by the student and if at any stage, it is found that the candidate has furnished any wrong or misleading information, his/her candidature will be cancelled immediately. In any such case, no claim for refund of any type will be entertained.
- The student should ensure that they satisfy the eligibility norms for the program they wish to enrol.
- Submission of documents and payments to university is subject to eligibility criteria as per the guideline of the university.
- In case of deferred/installment payments as mentioned above, postdated cheques should be accompanied with the admission form.
- Upon receipt of complete set of mandatory documents and applicable fees, the University enrollment team would then verify all the documents.
- The enrollment number would be generated after receipt of complete set of documents and applicable fees. In standard conditions the student should receive the enrollment number and study material accessibility within 15 days after submission of all mandatory documents & applicable fees.
- The admission will be treated as enrolled only after Enrollment / Registration Number has been generated by University subject to provisional or confirmed enrollment.
- University reserves the right to change the program structure, course curriculum, eligibility norms and course conduction pattern and revise fees at any point of time.

Learning Management System (LMS)

The SGVU-CDOE Learning Management System (LMS) is a flexible learning management solution. In LMS faculties, can create and deliver online courses to help their students to achieve their learning goals.

ASSIGNMENTS

After completing the above activities the student would get access to the subject wise assignments

- The students will be provided “Assignment Response Sheet” along with their study material.
- Students should submit written assignments per subject in the assignment response sheet one month before the exams.
- The questionnaire for the assignments will also be send to the students.
- The student should score 40% in every assignment to pass in respective assignment.
- Assignment marks will be considered in the final mark sheet generated by the university and assignment would have 30 percent weightage for the same while exams would have 70% weightage for final score card.
- Hard copy assignments for all subjects of every semester to be submitted one month before the respective semester exam to the University address as mentioned below-

Suresh Gyan Vihar University (CDOE)

Centre for Distance and Online Education

Main Campus, Library Building, Mahal, Jagatpura, Jaipur, Rajasthan - 302017

Examination

- Examinations will be conducted in January and July. The schedule of Examination will be communicated to students well in advance.
- The student can give backlog examination for previous semester if any, in the next exam cycle or with the fresh subjects of the subsequent semester as per university guidelines
- To know about passing criteria please refer examination guidelines.
- Students should be present at the allotted exam center along with ID Card /Photo Id 15 minutes before the exam starts.
- Examination Fees are non-transferable and non-refundable
- Students who have past due payments or any pending document as required by the university will not be allowed to give their examinations

EXAMINATION ELIGIBILITY

Admission Batch	Month of Admission	Assignment Hard Copy Submission Last Date	Time Table / Exam Form Submission	Tentative Exam Month
January	Nov, Dec, Jan, Feb, March, (April)	30th May	1st-25th June	July
July	May, June, July, Aug, Sept, (Oct)	30th November	1st-25th December	January

Eligibility for Exam

1. No fees should be due before the examination
2. Submission of assignment for all the subject with passing score as per the assignment deadline above.

It would be student's responsibility to check the website for any new notifications made by the university.

Exam Exceptions

There will be no exam exceptions at all for students.

Exam Results

The results would be declared within 3 months from date of examination is conducted.

Project Guidelines

- For programs with project work students are required to submit a soft copy of the project
- The project should be industry related topic selection & finalization will be done by the institute
- For project guidelines, please email: distance@sgvedu.in
- Project evaluation charges are Rs. 300/-
- The project should be done by the student and must be original. Plagiarism will not be accepted.

Mark Sheets & Certification

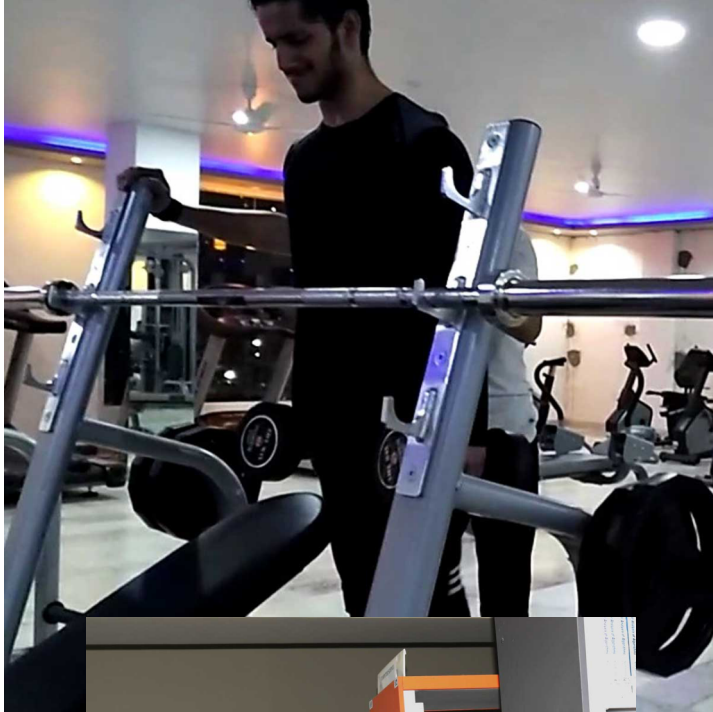
- Once the student completes all the mandated assignments, examinations and projects (if applicable) the final mark sheet and certificate would be dispatched by the university.
- The semester wise mark sheet would be issued by the university within 3 months from date of conduction of exams.
- All pending payments/dues need to be cleared by the student, before the certification.
- The student has to apply for certification once he/she has completed the full course wherein the student have to re-submit the mandatory documents like degree certificate/mark sheets etc of the qualifying exam which student had submitted at time of admission.

How to reach University Support Services?

The Student Support Team can be reached via the following:
Student Support E-mail: distance@sgvedu.in

CAMPUS TOUR







Suresh Gyan Vihar University - Centre for Distance and Online Education

Mahal, Jagatpura, Jaipur-302017 (India)

 www.distance.sgvu.org  distance@sgvedu.in