



SGVU SURESH
GYAN VIHAR
UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION

Sure Career Growth with **Most Awarded University**

with
**NAAC 'A' Grade
University**

**A++ University
Pioneer**

**Best E-campus
AICTE Chairman**

**Ranked No. 1
Private University
DNA**



GYAN VIHAR

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...

About SURESH GYAN VIHAR 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 inceptioned 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	अदिकाल और पश्चिकाल
2	Public Administration in India	2	Society in India	2	कहानी और गप को अन्य विधाएँ
3	Administrative Institutions in India	3	Social Research Methods	3	रोजिकाल
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

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

Bachelor of Business Administration (BBA)

Introduction

Bachelor of Business Administration (BBA) is an interdisciplinary three years graduate degree programme offered by SGVU-DE 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

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

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-library:

E-library of SGVU-CDOE has a remarkable collection where a student can stream audio and video lectures along with e-books, e-journals, case studies and other electronic information.

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.



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.



Skill-Building

Wheebox – West & Selfie Scan:

Free skill assessment Tests for skill set screening and sharp career trajectory insights to promote you to potential recruiters from top corporates.

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.

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- Registration Process
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ADMISSION FORM

EMPLOYMENT DETAILS

S. No.	EMPLOYER NAME	DESIGNATION	TENURE

PAYMENT OF FEE

Mode of Payment Cash Cheque DD Online

DD/Cheque No./ Online Transaction ID: _____

Date: _____ Bank Name: _____ Amount: _____

Incase of instalment Post Dated Cheques (PDC) details

Cheque No: _____ Date: _____ Bank Name: _____ Amount: _____

Cheque No: _____ Date: _____ Bank Name: _____ Amount: _____

Cheque No: _____ Date: _____ Bank Name: _____ Amount: _____

Cheque No: _____ Date: _____ Bank Name: _____ Amount: _____

Self-Attested photo copy of the following documents attached herewith (Please Tick):

Degree Certificate Diploma Certificate Provisional Certificate Degree all year Marksheet Marriage Certificate

Photos 3 nos Service Certificate Copy of Passports (NRI/ Foreign student) Photo Identity 10th Marksheet 12th Marksheet

Terms & Condition:

Suresh Gyan Vihar University (SGVU-DE), reserves the right to change the body of knowledge, prescribed books, the curriculum, examination pattern, evaluation system, rules and regulations. The students are governed by the latest regulations applicable to them during the relevant academic year. This document is designed to provide the prospective students with information only. SGVU-DE, Jaipur, Rajasthan has no liability of any kind to any person for providing this information, whether or not such persons rely on it and even if they inform SGVU-DE of their reliance on it.

This document may contain forward-looking statements like, but not limited to, general market, macro-economic, governmental and regulatory trends, technological developments, legislative developments, court decisions, scope for further studies, career opportunities for graduates from SGVU-DE. Such forward-looking statements contained herein are subject to certain risks and uncertainties that could cause actual results to differ materially from those reflected in the forward-looking statements. SGVU-DE undertakes no duty to update any forward-looking statements, to reflect future events or circumstances.

Enrollment Agreement: The "Application Form for Enrollment" is the Enrollment Agreement (hereinafter referred to as the Agreement) between the applicants who wish to enroll for SGVU-DE programmes.

Entire Agreement: This Agreement constitutes and expresses the entire agreement and understanding between SGVU-DE and the students of SGVU-DE in reference to all matters herein referred to, all previous discussions, promises, representations and understandings relative thereto, if any, had between the parties hereto, being herein merged.

Conclusion of the Agreement: The Agreement is irrevocably concluded after the applicant signs the application form and submits it along with the required amount, physically, electronically or otherwise.

No Third Party Beneficiaries: Enrollment of any student into the programme, shall not entitle any person (including, without limitation, members) to any rights as third party beneficiary.

Balance of Dues: The liability of the student to pay the balance of dues continues until the last installment is cleared even if the student, for any reason, withdraws from/discontinues the pursuit of the program. Wherever students have arrears of payment, they will not be permitted to register for the examinations or their examination result will not be released and their mark-sheets, pass certificates will not be issued. Further, such students will be considered as inactive on the rolls and their names are liable to be removed from the records.

No Obligation to Services: SGVU-DE has no obligation to render any services to the student members beyond the period of validity of enrollment. To clarify further, no obligation of SGVU-DE shall survive beyond the period of validity of enrollment.

Limitation of Liability: The liability of SGVU-DE towards the students is limited only to the extent of the fee paid by them. To clarify further, SGVU-DE shall not be liable to the students for punitive, exemplary, special, indirect, or consequential damages, including without limitation, lost profits.