



Yashwantrao Chavan Maharashtra Open University, Nashik - 422 222
(NAAC Accredited 'A' Grade)

Dispatch of Study Material to Learners

The University has a dedicated Print Production Center (PPC) that deals with production of study materials in the self-learning format. Self-learning material in the print format is the most important component in the open and distance learning programs.

The University has dedicated Store and Dispatch Section which dispatch the study materials to Regional Centers and/or LSC to be distributed to learners after admission process is completed. The store and dispatch Section dispatches annually more than 50 Lakh printed books to its registered learners.

The University has two dedicated well equipped and termite proof warehouses to store printed study materials before they are dispatched to the RC and/or LSC or directly to the learners of few programs. The University uses two strategies for identification of study materials (i) Alpha-Numeric Code on the booklet (like AGR-101 for Agriculture) and (ii) Color Combination on front page of the booklet (like Green color for Agriculture). The alpha-numeric code denotes the level of the program, discipline, and nature of the course.

Study material is stacked in the warehouse course-wise and program wise. Store and dispatch section maintains an inventory of printed study materials course-wise which is fully computerized to facilitate maintenance of stocks, periodic stock verification, packaging and timely dispatch. The course code and color combination of booklet help the work force to arrange the study materials location-wise and preparation of course wise packets ready for dispatch.

The Store Manager located at university head quarter look after the management and supervision of material dispatch and distribution to all RC, LSC and in few cases directly to the learners.

Importance of Self Learning Material: In the distance education system the learners have to be provided with study material mainly for three reasons.

1. Lack of regular face to face contact with the teachers due to professional and family responsibilities.
2. Emphasis on learning rather than teaching due to heavy cost that has to be incurred in terms of time and cost in formal education system.
3. Heterogeneity of distance learners and their personal experience, skill, social awareness thereby minimizing restrictions on one's learning by offering him/her flexible learning modules by providing study material especially prepared for distance learners in the Self Instructional material format.
4. With the advancement of technology, the University has incorporated study material in the electronic form. The learners are provided with additional knowledge and information by the experts lecture, interviews, and diagrammatic representations, power point presentation which has expanded the scope and importance of study material in distance education system.

5. The supply of study material to the learners on time is equally important. If the study material is not received on time by the learners then it is of no use as the learners are at a loss as they cannot continue their self-study.

The University has made extensive arrangement to provide study material to learner on time with the increase in enrollment of learners the university adopted efficient learning material distribution management system as follows:

Phase - 1: Dispatch through Store Department (1990 - 2014)

This is the initial phase of the distribution of study material. In this phase as the number of registered learners were comparatively manageable by the existing staff. The University therefore adopted the policy of distribution of study material from the Store and Distribution Centre. The printers of study material delivered the books to the Store Department. The study material then transported to the Regional Centre. The Regional Centre transported the same to the study centers in their region. In case of certain professional courses like B.Ed., the Store Department staff distributed the study material directly to the learner who had come for personal interview. This process of distribution was very effective as the learners received their study material on time. However this could be possible because the number of learner was manageable.

Phase - 2: Dispatch through Post & Telegraph Department (2016 - 17)

In the year 2015 it was decided to utilize the vast network of the Indian Post and Telegraph Department all over the State. An agreement was signed with the Indian post and Telegraph Department. The printers of book were supplied with details of the students like program enrolled for, residential address, total number of books etc. The Postal Department completed the task of distributing study materials to 6 lakh students through their Post Offices located in the remote part of the country. However the lacks of certain information like complete address of learners, change in address etc. The learners could not get study material on time, it was decided to use different channel for distribution of study material.

Phase - 3: Dispatch through Parcel and Courier Services (2016 - 17)

In the year 2016-17 it was decided to utilize professional services for distribution of study material provided by Maharashtra State Road Transport Parcel Services and private courier services who had been registered courier services. The lists of students along with their address and other details were handed over to the book printers. The printers as per the study center handed over the same to the parcel services and courier services along with the set of books. The set of books then delivered to the respective study center. Through this system we could deliver the study material in due course of time to large number of students. However due to large number of learners these two services fell short to meet the requirement of the University. The University with the help of the Regional Centre completes the task, at that time.

Phase - 4: Dispatch through University Store Department and Outward Section (2017 - 18)

In the year 2017-18 it was decided to print 80 percent quantity of study material in advance and supply them to the study Centers to avoid delay in delivery. Private Road Transporters were contacted and agreement was signed with them. The Regional Centers were asked to monitor the transportation. As the study Centers

were supplied with study material in advance they expressed satisfaction and state holders also did not experience any problem.

Phase - 5: Direct dispatch from Printers to Learner Support Centers (2018-24)

The increasing number of students initiated change in the distribution system of study material. The data of enrolled students was given to the printers of the study material and they were asked to distribute the set of book to the study Centers. During AY 2023-24 total 1, 61,737 books sent successfully. This system has been found very effective as it has initiated printing of study material well in advance, Preparation and use of a computerized program for the distribution of books and Continuous monitoring of study material distribution by the Regional Centers. Thus University has always made every effect to distribute the study material on time to the last learner.

Web-link to: Material dispatch related activities: <http://ycmou.digitaluniversity.ac/Content.aspx?ID=28303>

Any other relevant information: E-Book link: https://ycmou.ac.in/self_learning_material




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