

### **5.1.4 Material Dispatch related Activities:**

The Material Production and Distribution is one of the most important subsystems of the Open Distance learning (ODL) System. Material Production and Distribution Division (MP&DD) handles the production and distribution of self-instructional material (SIM) for programmes of Dr. Babasaheb Ambedkar Open University. It is responsible for timely printing and dispatch of study material to the learners through the postal system. It is responsible for the activity of synchronisation of production of materials, printing the required number of materials, storing and inventory control of the materials.

Material Production and Distribution Division of the BAOU mainly functioning on two sub-division

- Material Development & Printing
- Study Material Repository and Dispatch

#### **Material Development & Printing**

This division of Material Department works breathlessly to improve and create self-learning material, revise/reprint of material periodically in sync with the concern school/department, to provide structures of Paper/Syllabus in similarity with formations adopted by other conventional Universities Education System, data analysis of Student Enrolled and stock of books material, to Order for printing of self-learning material and purchase of reference books from the publishers. Crucial Tasks of this department can be defined as mentioned below:

- Maintaining Stock of Master copies of the all books related to all courses (Certificate courses, Diploma Courses, Undergraduate Courses, Post-graduates courses).
- Placing order for printing self-learning material course by course after analyzing the admission data, student enrolled data of last two years. Time by time revision of syllabus/contains of self-learning material with the effect of technological changes and globalization.
- Maintain supply chain management to provide Print copy (Hard-copy, bounded books material) to each student of all the courses they have enrolled with BAOU.
- Development of course material and contents of new courses offered by Schools of Study with the help of numbers of experts by forming a subject expert committee.
- Continuous Coordination with all the subject experts to get in depth innovational ideas, changes to be made where it is needed, get comparison with system of other Universities by Schools of Study.
- These Reforms of Course represented to Subject Committees of School Academic Councils, Academic Planning Board respectively.
- The events organized by different Schools and Departments of BAOU such as academic Seminars, workshops, training programs, the publication of souvenir, invitation cards,

leaflets, related document, proceedings, relevant books etc. are being taken care of by Material Production and Dispatch Division.

### **Study Material Repository and Dispatch**

The flow of the self-learning material is being maintained by Material Production and Dispatch Division. It takes care of all the inward and outward / inflow and outflow of printed materials. Crucial Task is to send and distribute this material must be reach to the enrolled learner.

Tasks of this division of Material Department can be define as mentioned below:

- Receive printed material, store with care of all received inward material at the right place arranging and ordering it with course wise and module wise.
- Calculation quantity matching with order given to particular printing press/organization.
- Check material product quality and to identify there would be no misprinted pages in material in-warded to repository.
- Maintain stock of courses segment such as Certificate Programmes, Diploma Programmes, Undergraduate Programmes, Post Graduates Programmes.
- Preparing the sets of Blocks of particular courses and further sets of material of particular programme.
- Preparing programme wise parcels of Self –Learning Material for each enrolled learners.
- Dispatch above mentioned parcels to the learner enrolled through Regional Centre/Learner Support Centre or at his/her registered address by courier/Post.
- Maintain track Data of day-to-day dispatch with Courier and Post.
- Provide material to Exam Department to give books to subject experts for paper setting & evaluation of examination answer-sheets and assignment.
- For the learners of Regional Centre and small centres, invite the learners to collect the material from the Regional Cenres.
- Preparing the stock report through inventory management system, each and every book/material laid in repository.
- Dispatching the Information Booklet to all the Learner Support Centres as a pre-admission activity as per the tentative data given by Admission Department.

### **Storage Places for Printed Material**

- Study Material Repository and Dispatch department has 2 big size go-down as Storage and work place.
- Department has 23Big size (4\*4) Stands and 568 Racks/cupboards for storage of Study Material

### **Working Hours**

- Apart from regular hours (10:30am to 6:10pm) this department works until the task is not done.
- Many times dispatch division keeps working overnight in the batches as per the need of the dispatch.
- Department works even in Saturday Sunday and public holidays at the time of bulk tasks.

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