

RIFT VALLEY UNIVERSITY



Hub of Excellence

Module Production and Dispatch Guideline

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Acronyms

CODE: College of Open and Distance Education

HERQA: Higher Education Relevance and Quality Agency

RVU: Rift Valley University

TVET: Technical and Vocational Educational and Training

CHAPTER ONE

1. PREFACE TO RIFT VALLEY UNIVERSITY

1.1. Background of Rift Valley University

Rift Valley University initially conceived as College, was established in Adama City of East Shawa Zone, Oromia National Regional State in October 2000 G.C, foreseeing the core values of *good governance, commitment to quality services and community development, gender sensitivity, secularism and non-partisan, creativity, responsiveness, team work spirit, and work culture* parallel to the nation's development goals along with the purpose of producing competent, ethical and skilled manpower without making any distinction between people of different ethnic, religious, social, economic and political backgrounds.

After securing its legal personality, the then Rift Valley College strongly worked on the accreditation processes of its training and education programs from all regulatory bodies, and managed to get full accreditation from Higher Education Relevance and Quality Agency and Regional States TVET Agencies. Taking its flourishing capacity and quality service into account, the Ministry of Education, in collaboration with HERQA, granted the rank of University College in August 2007 G.C. This was not an easy task and a simple success story for the institution. The two regulatory bodies had conducted rigorous evaluation of the systems of the institution, physical facilities and learning resources of its campuses and faculties to come to decision of such status change. Afterwards, Rift Valley University College rigorously worked towards becoming a full-fledged university and realized itself as Rift Valley University in August 2014 G.C.

Currently, Rift Valley University being a pioneer and the largest Private Higher Learning Institution in Ethiopia has been delivering quality education to the citizens and foreigners who have lived in the country for different purposes. Furthermore, the University has 50 Campuses, 3 TVET Colleges and College of Open and Distance Education (32 accredited branches) with diversified fields of study across the country. Over the last two decades, thousands have joined and graduated with Technical and Vocational Education and Training (TVET), Bachelor's degree, and Master's degree that enabled them to support themselves and their families. Others have also managed to create their own jobs whereby

they exhibited the merits of their training and education at Rift Valley University in fostering the already established development goals of the country.

1.2.Mission, Vision and Values of Rift Valley University

1.2.1. Mission

Rift Valley University exists to produce graduates who are competent, committed and ethical citizens; to engage in innovative and problem solving research; and to deliver sustainable community services.

1.2.2. Vision

RVU aspires to be one of the leading universities in teaching, research and community engagement in Africa and beyond by 2030.

Motto of RVU

“Hub of Excellence”

1.2.3. Values of RVU

The following are the values cherished by RVU:

1. Quality and Excellence
2. Responsiveness to customer needs
3. Good Governance
4. Professionalism and Academic Freedom
5. Team Spirit
6. Professional Integrity and Ethical Practices
7. Creativity and Innovativeness
8. Commitment to Community Services
9. Recognition of Diversity and Gender Sensitivity
10. Social Responsibility

CHAPTER TWO

2. INTRODUCTION OF THE GUIDELINE

Rift Valley University College of Open and Distance Education, as wing of the university responsible to oversee distance learning, produces and dispatches modules based on the demand and requisition of campuses and study centers to execute education in distance modality.

Modules being essential self-learning material need serious caution in its production and subsequent dispatch and distribution, so that it reaches learners on time.

2.1.Objectives

The Objectives of this guideline are to:-

- Manage the production of modules as per the demand the beneficiaries.
- Dispatch and distribute modules based on the formats of the college.
- Track and monitor the actual distribution of modules to the learners.
- Assess and revise modules based on feedback collected from stakeholders

2.2. Requirements for Module Production

Modules are produced based on the data collected from campuses and study centers. They send total number of their learners' term, course and department disaggregated. There is module request format that is sent to CODE, legibly prepared by the campus distance education coordinator and sealed and signed by Vice Dean for distance education and admin and finance officer.

Based on the number of learners data gathered from all campuses and study centers, module production is processed and commenced in the production unit of CODE.

The massive production setup enables CODE print tens of thousands of modules within the anticipated time frame.

Module production passes through series of inevitable processes for confirmation of printing.

Among these:-

- Learner's data collected from all campuses and study centers has to be checked and verified that it is correct/reliable.
- Availability of production inputs has to be ensured.
- Duplicating machines have to be checked and proper over whole and maintenance has to be done as deem necessary.
- Plate Designing unit has to take soft copy modules from production Deputy Director and burn, making them ready for duplication.
- Machine operators collect the burned plate from the unit with the confirmed number of modules to be duplicated.

On the other hand, there are RISO machines that can duplicate hardcopy modules faster than other machines (GTO, CORD, PRACTICA...)

Production supervisors frequently monitor the machine operators to make sure that duplication is to the desired best quality.

Finally production unit hands over the duplicated modules to the Distribution unit using the prepared format for the purpose.

CHAPTER THREE

3. PRODUCTION /PRINTING/ PROCESSES

Production or printing is the last stage that needs a serious attention by production unit and other responsible bodies. Let us see the necessary processes and steps, and the responsibilities of the production unit as well.

Instructing the operators

- You will need to make sure that the operator is clearly briefed.
- The type of paper /card, colour, thickness, sized,
 - ❖ The colour of ink,
 - ❖ The number of copies required,
 - ❖ The number of pages in the module,
 - ❖ The type of binding required,
 - ❖ The number of pages in the module,
 - ❖ Instructions for the cover (color, type, card or paper),
 - ❖ Special instructions (loose or colored pages),
 - ❖ Required agreed delivery date of bound copied,

Printing is the end stage of the production of educational materials. It determines how attractive and effective the materials are and therefore, how well they are received. The quality of paper, of course, will also determine how durable and appealing the materials are.

CHAPTER FOUR

4. MODULE DISPATCH, TRANSPORTATION BUDGET AND DELIVERY

4.1.Module Dispatch

After production and storage of module comes the dispatch to campuses and study centers from where it is distributed to the learners. Delivery of module is based on module request format prepared by campus distance education coordinator, verified by vice dean for distance education and finally signed and sealed by the dean of the campus.

On the arrival of the request document at CODE, production and distribution officer in consultation with module distribution unit of the center decide on the fate of the request. The module dispatch unit crosschecks the number of modules on the requested and learners' sent from the campus. For the request to be treated, the two figures (number on the request format and data sent) should exactly match. If there is any mismatch between the two documents, the campus will be told to revisit and amend the request.

Upon verification of the request document by the module dispatch unit and its approval by production deputy director, modules are carefully sorted, counted, packed and ready for transportation.

4.1.1. Module Transportation Budget

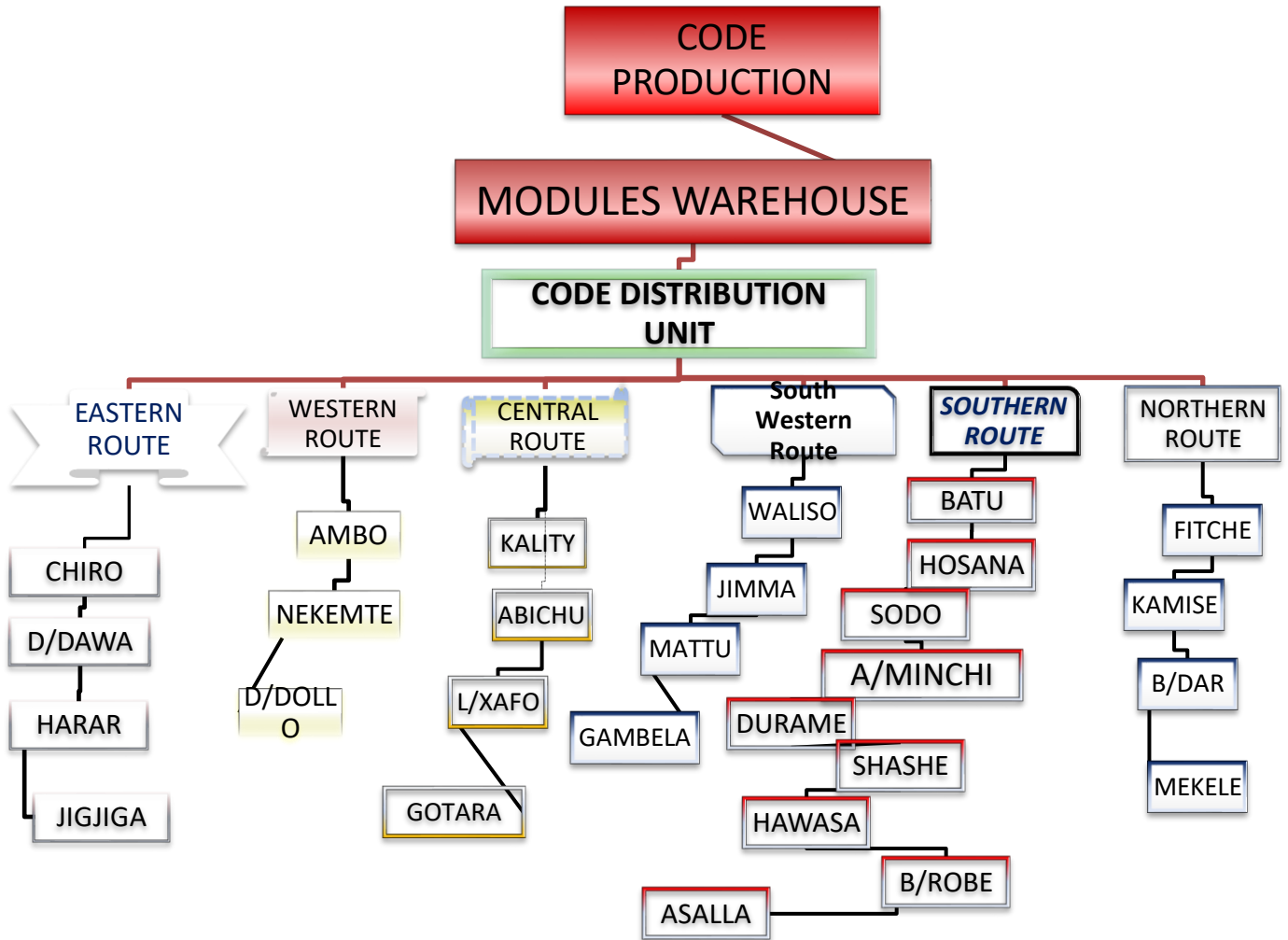
As part of module request plan, the budget required to transport the module is pre requested and earmarked after verifying the document. In approving module transportation budget the following factors are taken in to consideration.

- The number of learners the campus/study center has under it,
- The distance of the campus/study center from CODE.

The transportation of modules from CODE to campuses/study centers is done by freight transportation vehicles.

The campuses/study centers representatives' sign and receive the modules.

DIAGRAM DEPICTING MODULE DISPATCH ROUTES



4.1.2. Delivery of Modules to Learners by Campuses and Study Centers

Campuses and study centers distribute modules to learners that:-

- Are registered for the term as certified by registration slip
- Have renewed ID
- Completed their tuition fee

The learner collects her/his modules by signing on the campuses/study centers module delivery file.

Finally, CDE supervisors check for the correct delivery of the modules by supervising the campuses and study centers guided by prepared format for the purpose.

4.1.3. Module storage and Management at Campuses and Study Centers

In all campuses and study centers, modules are stored in a neat/orderly stores disaggregated by department, course and term. The module distribution unit is responsible for the clean and orderly handling of these materials.

4.1.4. Module Delivery/Distribution Period

When is a module delivered/issued to learners?

Modules are delivered to learners on their registration and before the next tutorial session.

4.1.5. Management of Complaint on Module Dispatch

When module complaint rises from campuses and study centers, CODE Production and distribution D/Director handles the issue and seeks solution within 15(fifteen) days.

Appendices

Appendix A: Module Duplication Format

RIFTVALLEY UNIVERSITY
COLLEGE OF OPEN & DISTANCE EDUCATION
MODULE DUPLICATION FORMAT

Plate design order ingformat

S. No	Course Title	Course Code	Term	Departments	Qty Planned To Duplicating	Date
1	General Psychology	Ceed-233	VII	Supportive	7000	13/09/20
2	Intro. To Com. Application	Comp-201	III	Supportive	7000	13/09/20
3	Civics And Ethical Educ.	Gspy-243	III	Supportive	7000	13/09/20
4						
5						
6						
7						
Total						

<i>Ordered by</i>
Name _____
Signature _____
Date _____

<i>Received by</i>
Name _____
Signature _____
Date _____

CC

- *Module production unit head*
- *Module distribution unit head*
- *Plate Designing unit head*

Appendix B: Module Delivery Reporting Format

RIFT VALLEY UNIVERSITY

COLLEGE OF OPEN & DISTANCE EDUCATION

Module Delivery reporting Format _____ Campus

S. No	Student name	ID No	Course title				Dep't	Term	Mobile no.	Sign	Remark
1											
2											
3											
4											
5											
6											
7											
8											
9											
Total											

Module distribution head of
Campus

Name _____
Date _____
Signature _____
Tell _____

Campus V/Dean for Distance
Education

Name _____
Date _____
Signature _____
Tell _____