

MATERIAL PRODUCTION & DISTRIBUTION DIVISION

Departmental Development Plan

INTRODUCTION

- Material Production & Distribution Division (MPDD) is one of the major operational Divisions.
- MPDD is playing a major role in the key areas of Printing, Storage, and Delivery of Self Learning Materials (SLMs) to the students.

Printing Process

- Tender Process
- L1 Party
- Specimen copy
- Reviewed Subject experts
- Suggestions and Improvement
- Final Print

PRINTING ACTIVITY & QUALITY CHECKS

- Carrying out printing work with empanelled L1 Printing Party.
- Print Unit shall certify the print quality before acceptance of print material;
- Certificate of quality of paper from AtiraTextile.
- Sample Collection Committee appointed to collect samples randomly for LabTest;
- Committee appointed to audit the material in terms of quality before delivery;
- Deficiency if any, defective material will be sent back to the Printers for replacement and also penalty will be imposed as per the contract;
- On receipt of lab test reports, the process of remaining 20% payment will be initiated;

DESPATCH STRATEGIES

- Direct despatch of study materials to the local students.
- Distribution of study material through designated counter at Headquarters;
- Despatch of study materials to Study Centers and Regional Centers by Transport or route for distribution of City local students;
- Providing database to Regional Centers for despatch of study materials from their own stock;
- Providing despatch information to the students through websites of BAOU.

ROLE OF STUDY CENTRES

- Maintenance of warehouses;
- Distribution of study materials received from headquarters to the city local students by hand;
- Dispatch of study materials to the students from its own stock;

Functioning of Material Production & Distribution Division

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