

Centre for Internal Quality Assurance (2018-19)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 23-11-2017	Copy of the notification: View
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1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Prof. Darshana Sharma	Convenor	Psychological Testing	23-11-2017	22-11-2019

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	meeting 1 and 2	Director	30-01-2018	30-01-2018	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	SLM is regularly updated, Qualified resource persons are appointed for conducting Personal Contact Programmes
2	Continuous improvement	Efforts are regularly made for providing better informative and administrative support services to the distance learners
3	Identification of the key areas in which the HEI should maintain quality	Capacity building of the administrators and faculty of the Directorate
4	Dissemination of information on quality assurance	Through Grievance redressal cell, Display on the Notice Board
5	Mechanisms for interaction and obtaining feedback	Through Questionnaire given to the students on the concluding day of the PCP and interaction with the learners during the different academic activities.
6	Measures for qualitative improvement	SLM is regularly updated as per revised syllabi. Internal Assessment questions are framed afresh in each semester.
7	Ensuring Implementation of its recommendations through regular monitoring	Through frequent review meeting of relevant committees and taking appropriate steps to implement the suggestion
8	Ensuring Participation of stakeholders	1. A Broad based committee consisting of education experts, Representative of Industry, Bureaucracy, all the administrative heads of the University, Deans of the social sciences, Humanity and management studies, representatives of civil society institutionalized for guidance and advise and feedback. 2. Interact to meetings of coordinators and students orgasnied from time to time
9	Preparation of Programme Project Report and Information regarding any new programmes launched	No new programme launched

10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	Data related to admission,retention, promotion rate to the next semester, no of students passed, Pass percentage, Percentage of the first class, No of students passed with distinction, NET and JRF qualified, Employment of state,centre and private sector, admission to the top education institutions in india, Job Placement etc have been collected annually and updated concern authorities and stake holders
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1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	No	-
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	No	-
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	No	-
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	No	-

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

<p>The Programmes offered by the Directorate aim to maintain the quality of Education by developing appropriate mechanism in this regard. Only those programmes are offered here as are offered by the parent department under conventional or formal mode. The PCPs are held as per schedule and quality lectures are being delivered during these classes. Home assignments are given to the students instead of class test (Under formal mode), as it is not feasible to conduct class tests for such large number of students. The Examinations are conducted by the Controller of Examinations along with the students of formal mode .</p>

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	MA English (DDE)	01-10-2018	200
2	MA Political Science	25-10-2018	400
3	MA Urdu (DDE)	20-09-2018	300

4	MA Hindi (DDE)	08-10-2019	425
5	MA Dogri (DDE)	13-11-2018	105
6	MA Economics (DDE)	17-09-2018	125
7	MA Sociology (DDE)	25-10-2018	550
8	M.Commerce (DDE)	08-10-2019	300
9	PGDBM	29-10-2019	150
10	Bachelor of Arts	20-08-2018	600
11	Bachelor of commerce	08-10-2018	250

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	PG	Master's Degree Programme in Economics (MA Economics)	2 Years	96	10+2+3, 50% marks for BA without Economics, 60% for other discipline
2	July	PG	Master's Degree Programme in Sociology (MA Sociology)	2 Years	108	10+2+3, 60 % in other discipline
3	July	UG	Bachelor of Arts (BA)	3 Years	96	10+2
4	July	UG	Bachelor of Commerce (B.Com)	3 Years	96	10+2
5	July	PG	Master's Degree Programme in Urdu (MA Urdu)	2 Years	96	Graduation 10+2=3 with 60% in other discipline
6	July	PG	Master's Degree Programme in English (MA English)	2 Years	104	10+2+3
7	July	PG	Master's Degree Programme in Hindi (MA Hindi)	2 Years	96	10+2+3 with 60% in any other discipline
8	July	PG	Master's Degree Programme in Dogri (MA Dogree)	2 Years	96	10+2+3
9	July	PG	Master's Degree Programme in Political Science (MA Political Science)	2 Years	108	10+2+3, 50% for BA without Political Science and 60 % for other discipline
10	July	PG	Master's Degree Programme in Commerce (M.Com)	2 Years	108	10+2+3 with 60% in any other discipline and 50 % marks in PGDBM

11	July	PG Diploma	Post-Graduate Diploma in Business Management (PGDBM)	12 Months	0	10+2+3 pattern
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1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	No
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	No

1.10 Total Students enrolled & fees during Academic Session 2018-19:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	Bachelor of Arts (BA)	2786	6405
2	July	UG	Bachelor of Commerce (B.Com)	512	6405
3	July	PG	Master's Degree Programme in Urdu (MA Urdu)	930	7090
4	July	PG	Master's Degree Programme in Hindi (MA Hindi)	1441	7090
5	July	PG	Master's Degree Programme in English (MA English)	671	7090

6	July	PG	Master's Degree Programme in Dogri (MA Dogree)	296	7090
7	July	PG	Master's Degree Programme in Economics (MA Economics)	237	7090
8	July	PG	Master's Degree Programme in Sociology (MA Sociology)	1309	8570
9	July	PG	Master's Degree Programme in Political Science (MA Political Science)	840	7090
10	July	PG	Master's Degree Programme in Commerce (M.Com)	1430	6610
11	July	PG Diploma	Post-Graduate Diploma in Business Management (PGDBM)	129	6650
			Total	10581	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:	
Number of programmes: 11	Copy of the UGC recognition letter: View
Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:	
Number of programmes: 12	Copy of the UGC recognition letter: View

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	UG	Bachelor of Arts (BA)	3 Years	07-10-1976	No. F.5-6/2014 (CPP-1/PU) 09-06-2014	0	0	0	0	

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Govt. Degree College Udhampur
Address of College/institute where LSC is established: Govt. Degree College Udhampur
Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of Distance Education, University of Jammu
Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Prof. Gurinder Raj Verma (Ph.d) and Contact: 9419253303

Programmes offered: , Bachelor of Arts (BA)

Total enrolled student: 329

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr Ankush	Ph.d	9419233885

2. Name of College/institute where LSC is established: Govt. Degree College Doda

Address of College/institute where LSC is established: Govt. Degree College Doda

Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of Distance Education, University of Jammu

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr. Ajaz Ahmed Wani (Ph.d) and Contact: 9419110443

Programmes offered: , Bachelor of Arts (BA)

Total enrolled student: 72

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Akhtar	Ph.d	9797497215

3. Name of College/institute where LSC is established: Govt. degree college Bhaderwah

Address of College/institute where LSC is established: Govt. degree college Bhaderwah

Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of Distance Education, University of Jammu

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Prof. Umar Din (Ph.d) and Contact: 9858684011

Programmes offered: , Bachelor of Arts (BA)

Total enrolled student: 55

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Prof. Naz Zagar	M.A B.Ed	9906247542

4. Name of College/institute where LSC is established: Govt. Degree College kathua

Address of College/institute where LSC is established: Govt. Degree College kathua

Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of Distance Education, University of Jammu

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: prof. Assa Ram Sharma (Ph.D) and Contact: 9419152050

Programmes offered: , Bachelor of Arts (BA)

Total enrolled student: 187

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Prof. Shub Kumar	Ph.D	9419247400

5. Name of College/institute where LSC is established: Govt. Degree College Kishtwar

Address of College/institute where LSC is established: Govt. Degree College Kishtwar

Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of Distance Education, University of Jammu

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Prof. Swami Raj (Ph.d) and Contact: 9622010722

Programmes offered: , Bachelor of Arts (BA)

Total enrolled student: 50

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Tariq	Ph.d	9622351101

6. Name of College/institute where LSC is established: Govt. Degree College Poonch

Address of College/institute where LSC is established: Govt. Degree College Poonch

Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of Distance Education, University of Jammu

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr. Mohd Azam (Ph.d) and Contact: 9419609744

Programmes offered: , Bachelor of Arts (BA)

Total enrolled student: 34

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Prof. Arif	M.A B.Ed	9797646013

7. Name of College/institute where LSC is established: Govt. Degree College Rajouri

Address of College/institute where LSC is established: Govt. Degree College Rajouri

Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of Distance Education, University of Jammu

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Prof. Javid Ahmed Mughal (Ph.d) and Contact: 7006739289

Programmes offered: , Bachelor of Arts (BA)

Total enrolled student: 109

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Prof. Javid Ahmed Mughal	Ph.d	7006739289

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	Bachelor of Arts (BA)	0	249	41	16.46	0.80
2	July	UG	Bachelor of Commerce (B.Com)	0	86	49	56.97	37.21
3	July	PG	Master's Degree Programme in Urdu (MA Urdu)	0	838	750	73	32
4	July	PG	Master's Degree Programme in English (MA English)	0	671	610	79	13

5	July	PG	Master's Degree Programme in Hindi (MA Hindi)	0	1394	1275	67	14
6	July	PG	Master's Degree Programme in Dogri (MA Dogree)	0	267	255	44	6
7	July	PG	Master's Degree Programme in Economics (MA Economics)	0	221	199	42	6.8
8	July	PG	Master's Degree Programme in Political Science (MA Political Science)	0	744	731	79.2	30
9	July	PG	Master's Degree Programme in Sociology (MA Sociology)	0	1330	1188	85	24
10	July	PG	Master's Degree Programme in Commerce (M.Com)	0	1430	1082	75.66	28

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes distanceeducationju.in/acts.php
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	No

8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

i) No. of examination centres inspected during conduct of exam.

ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

iv) Detail of observer of the examination centres appointed by HEI and its reports.

i) Examinations conduct is completely the jurisdiction of the Controller of Examinations, University of Jammu and his wing monitors and appoints inspectors during the examinations. ii) The information lies with the Controller of Examinations, University of Jammu. iii) It is in the purview of the Controller of Examinations. iv) It is in the jurisdiction of the Controller of Examinations.

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. Master's Degree Programme in Political Science (MA Political Science)					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. V V V Nagendra Rao (Associate Professor)	Regular	14.11.2000	Teaching: 216 Months Industrial: 0 Months	166000

2. Master's Degree Programme in Commerce (M.Com)					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary

1	Prof. Sandeep Kour Tandon (Professor)	Regular	23.10.1997	Teaching: 252 Months Industrial: 0 Months	250000
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3. Bachelor of Arts (BA)					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 6	

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. Darshana Sharma (Professor of Education)	Regular	17.10.2000	Teaching: 216 Months Industrial: 0 Months	225000
2	Dr. Hina S Abrol (Senior Assistant Professor)	Regular	17.08.2006	Teaching: 144 Months Industrial: 0 Months	126000
3	Dr. Neelam Choudary (Senior Assistant Professor)	Regular	7.08.2006	Teaching: 144 Months Industrial: 0 Months	118000
4	Ms. Rohini Gupta Suri (Senior Assistant Professor)	Regular	05.04.1988	Teaching: 360 Months Industrial: 0 Months	160000
5	Dr. Jaspal Singh (Senior Assistant Professor)	Regular	20.3.2007	Teaching: 132 Months Industrial: 0 Months	118000
6	Dr. Anuradha Goswami (Assistant Professor)	Regular	17.1.2014	Teaching: 50 Months Industrial: 0 Months	100000

4. Bachelor of Commerce (B.Com)					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	M. Rohini Gupta Suri (Senior Assistant Professor)	Regular	5.4.1988	Teaching: 360 Months Industrial: 0 Months	160000

5. Master's Degree Programme in Urdu (MA Urdu)					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. Shohaib Inayat Malik (Professor)	Regular	2.1.1995	Teaching: 276 Months Industrial: 0 Months	225000

6. Master's Degree Programme in Sociology (MA Sociology)					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. Vishavaraksha (professor)	Regular	6.9.1999	Teaching: 228 Months Industrial: 0 Months	200000

7. Master's Degree Programme in English (MA English)					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. Anupama Vohra (Professor)	Regular	17.10.2000	Teaching: 216 Months Industrial: 0 Months	190000

8. Master's Degree Programme in Hindi (MA Hindi)

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Anju Thappa (Associate Professor)	Regular	9.10.2002	Teaching: 192 Months Industrial: 0 Months	189000

9. Master's Degree Programme in Economics (MA Economics)

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Neelam Choudary (Senior Assistant Professor)	Regular	7.8.2006	Teaching: 144 Months Industrial: 0 Months	116000

10. Master's Degree Programme in Dogri (MA Dogree)

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Sushma Sharma (Professor)	Regular	23.10.1997	Teaching: 252 Months Industrial: 0 Months	200000

11. Post-Graduate Diploma in Business Management (PGDBM)

Academic Session: July

Level: PG Diploma

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Ms. Rohini Gupta Suri (Senior Assistant professor)	Regular	5.4.1988	Teaching: 360 Months Industrial: 0 Months	160000

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

The Directorate has maintained quality standards of SLM in terms of distribution of SLM to the students in print media.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The Directorate has been complying with the guidelines on preparation of SLM in print form as provided under Annexure VIII of UGC ODL Regulations 2017. The structure of SLM (print form) is strictly followed.

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per

Annexure - IX of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The Directorate has complied with the guidelines on Programme Project Report in case of all the courses.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

The Learner Support Centres already set up are functional and no new Learner Support Centre has been identified

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The Directorate has put in place the mechanism for the redressal of grievances / suggestions / queries of the students.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings	No

	are submitted by particular incharge of examination centre to the Higher Educational Institution.	
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	No
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

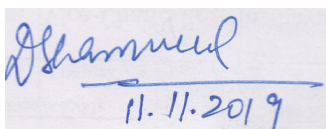
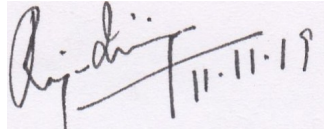
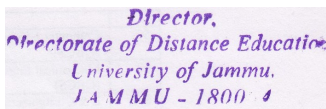
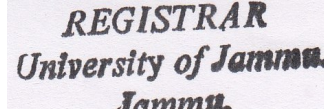
Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	Yes
4	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
5	The 'Every Higher Educational Institution shall – record Aadhaar details or other Government identifiers of learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records on its website The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.	No
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes
7	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
8	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	No
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	No

11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
12	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	No
13	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
14	Pay and other emoluments payable for each category of teachers and other employees	No
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes
18	Display of information as at sr. no. '7' to '17' above to be displayed on HEI website (Please provide explicit link address for each)	Yes
19	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it	Yes
20	No Higher Educational Institution shall, issue or publish- any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; or any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes only from the academic session specified in the recognition order	Yes

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

Signature of the Director:		Signature of the Registrar:	
Name of the Director:	Prof. Darshana Sharma	Name of the Registrar:	Prof. Rajni Dhingra
Seal of the Director:		Seal of the Registrar:	
Date of the Director:	11-11-2019	Date of the Registrar:	11-11-2019