

# **Annual Report**

**OF**

**CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)**

**PROGRAMMES UNDER**

**OPEN AND DISTANCE LEARNING MODE**

**2023-24**

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## Part – I: General Information

### 1.1 Date of notification of the Centre (attach a copy of the notification):

<b>11-09-2020</b> <a href="#">PDF: 1.1.pdf</a>
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### 1.2 Details of Director, CIQA

- Name : Dr. Pratosh Bansal
- Qualification : PhD
- Appointment Letter and Joining Report : [Uploaded: 1.2.pdf](#)

### 1.3 Details of CIQA Committee:

#### a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof Renu Jain	Professor	28-06-2023
b.	Three Senior Teachers of HEI	Member 1	Dr Kanhaiya Ahuja	Professor	28-06-2023
		Member 2	Dr Chandan Gupta	Professor	28-06-2023
		Member 3	Dr Yamini Karmarkar	Professor	28-06-2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	NA		
		Member 5	NA		
		Member 6	NA		
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr Akhilesh Singh	Vice Chancellor, PRS State University, Prayagraj	28-06-2023
		Member 8	Prof. P. Venkata Suresh	Professor, School of Computer and Information Sciences, IGNOU	28-06-2023
e.	Officials from departments of HEI <ul style="list-style-type: none"> <li>• Administration</li> <li>• Finance</li> </ul>	Member 9 Administration	Registrar (by post)		28-06-2023
		Member 10 Finance	Finance Controller (by post)		28-06-2023

f.	Director, CIQA	Member Secretary	Dr Pratosh Bansal	Professor	28-06-2023
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**b. Whether members mentioned at 'b' to 'e' changed every 2 years? (No)**

If No, reason thereof

Yes

**1.4 Number of meetings held and its approval:**

**a. No. of meetings held every year: 02**

**b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	07-08 Aug 2023	02	<a href="#">Link</a>	<a href="#">Link</a>
Meeting 2	04 Feb 2024	02	<a href="#">Link</a>	<a href="#">Link</a>

**1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From <Month, Year> academic session: **2023-24**

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	Not Applicable (As programs were not offered)											

**\*Not for Private University**

**Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**

**1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From <Month, Year> academic session: **2023-24**

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	Not Applicable (As programs were not offered)											

**\*Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

### 1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:

From <Month, Year>academic session: 2023-24

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Not Applicable (As programs were not offered)										

**\*Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

### 1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:

From <Month, Year>academic session: 2023-24

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Not Applicable (As programs were not offered)										

### 1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

From <Month, Year>academic session: Jul-Aug, 2023-24

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	MBA	02	108	As per AICTE Norms	18000/-	F.No. 22-3/2022 (DEB-I) dt.11-11-2022	NO	84	59	0	143
2.	MCA	02	97	As per AICTE Norms	19800/-	F.No. 22-3/2022 (DEB-I) dt.11-11-2022	NO	21	16	0	37

**\*Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

## Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

### 2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	CIQA has implemented several measures to enhance service quality for learners, including offering SLMs in print and digital formats and maintaining an LMS. The admission and renewal processes are fully online, ensuring accuracy and transparency. The examination section conducts assessments and term-end exams and oversees all exam-related activities, with the process being automated.	<a href="#">Link</a>
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	The university has established the IQAC, CIQA committee and other statutory committees like the Academic Council, Research Advisory Committee, Executive Council, and Finance Committee to ensure transparency and integrity in its activities.	<a href="#">Link</a>
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The Centre has identified key areas for maintaining quality in Higher Educational Institutions. These include updating curricula, enhancing student support services, using advanced learning management systems, ensuring timely delivery of study materials, and reaching remote learners. Additionally, CDOE advocates for transparent and efficient administrative processes.	<a href="#">Link</a>
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Mechanisms to match ODL programme quality with conventional programmes in Dual Mode HEIs include rigorous curricula, advanced learning management systems, strong student support, timely study material delivery, and robust assessment processes. Regular quality audits and feedback ensure continuous improvement.	<a href="#">Link</a>
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	A structured questionnaire collects feedback from stakeholders, available in print and online. Feedback is analyzed annually to improve the system.	<a href="#">Link</a>
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Measures based on feedback are suggested to the appropriate authority. All recommendations are submitted to the university's statutory committees to improve activities like course development and delivery.	<a href="#">Link</a>

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
7.	Implementation of its recommendations through periodic reviews	Policies are implemented through the university's statutory committees.	<a href="#">Link</a>
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	The university organizes workshops and seminars on quality-related themes at regular intervals for students, faculty, and officers through various task groups.	<a href="#">Link</a>
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	CIQA has identified best practices in all activities, including prompt grievance redressal, maintaining transparency, innovative pedagogy, SLM audits, reaching remote areas, and regularly updating the website.	<a href="#">Link</a>
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Admissions, exam registrations, and fee submissions are done online via MPOnline Ltd, a state government-assisted service provider. All data is securely stored, and statistical reports are generated accurately and comprehensively.	<a href="#">Link</a>
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The Programme Project Report (PPR) is prepared under CIQA's supervision, which thoroughly examines the PPRs to ensure all required components are included, as per UGC (ODL Programmes and Online Programmes) Regulations 2020.	<a href="#">Link</a>
12.	Mechanism to ensure the proper implementation of Programme Project Reports	For each new programme, a PPR is prepared for approval following orientation programs and follow-up meetings on preparing PPRs according to UGC (ODL Programmes and Online Programmes) Regulations, 2020.	<a href="#">Link</a>
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The university regularly prepares annual plans, budgets, and reports for UTDs. These documents are submitted to the university's statutory committees for approval and further action.	<a href="#">Link</a>
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The Academic Council and BOS explore the inclusion of job-oriented courses for students. Proposals for new job-oriented courses are discussed in departmental meetings, submitted to statutory committees for approval and next course of actions.	<a href="#">Link</a>
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	The university recommends faculty research proposals according to its policy and provides financial assistance for the projects.	<a href="#">Link</a>

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	As a nodal coordinating unit for seeking assessment and accreditation from bodies like NAAC, NIRF, AISHE etc., the university has its Internal Quality Assurance Cell (IQAC) and Departmental Quality Assurance Cell (DQAC) to prepare the necessary reports for assessment and accreditation.	<a href="#">Link</a>
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Quality assurance is an ongoing and continuous process that involves regularly evaluating and improving academic and administrative practices. This process requires the collection, analysis, and review of data from various departments to identify areas for improvement. For assessment and accreditation from bodies like NAAC, NIRF, and AISHE, the IQAC collects and compiles this data and submits it to the respective bodies.	<a href="#">Link</a>
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The university regularly conducts workshops and seminars on higher education quality, attends meetings conducted by government higher education departments, ensures compliance with norms, and organizes induction meetings.	<a href="#">Link</a>
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The teachers and staff participate in seminars and workshops conducted by other institutes to observe quality benchmarks and best practices.	<a href="#">Link</a>
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	All activities are reported in Departmental CIQA meetings, ratified by the statutory committees, and subsequently uploaded to the website to ensure transparency.	<a href="#">Link</a>
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Every year, the university's annual report is prepared.	<a href="#">Link</a>
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes	<a href="#">Link</a>
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Yes	<a href="#">Link</a>
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory	The instructional design is prepared according to the requirements of each programme. The pedagogy includes, SLMs, face-to-face counseling, and online counseling sessions.	<a href="#">Link</a>



S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	bodies of the HEI for its different academic programmes	Suitable ICT integration ensures the pedagogy reaches a wide audience.	
24.	Promoted automation of learner support services of the Higher Educational Institution	The university provides ICT-based learner services and has an online system to address student grievances.	<a href="#">Link</a>
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Committees/ boards include external members and subject experts, approved by the vice-chancellor, to ensure quality.	<a href="#">Link</a>
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The financial audit is conducted by the government audit department, while the academic audit is performed with the assistance of external subject experts.	<a href="#">Link</a>
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	As per UGC (ODL & OL Programmes) Regulations 2020, CIQA is responsible for preparing all reports for assessment and accreditation.	<a href="#">Link</a>
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The university has established MoUs with Many national and international institutions for conducting academic activities and collaborations.	<a href="#">Link</a>
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The university has an industry-institution linkages cell and has established the Atal Incubation and Entrepreneurship Center to provide exposure to learners and enhance their employability. A dedicated Placement Cell also recommends various job-specific opportunities for students.	<a href="#">Link</a>

## 2.2 Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	The required policies are framed by the University related to planning, human resources, recruitment, performance appraisal, training, and financial management. This is done as per Act, Statute, Regulations and Ordinance of the University as applicable time to time.	Being a state government university these being carried out as per Act, Statute, Regulations and Ordinance of the University as applicable time to time
2.	Articulation of Higher Educational Institution Objectives	The university teaching departments have articulated a clear vision, mission, ethos, and strategy that align with the goals of offering programs by them.	

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	This is done through various committee/councils as per Act, Statute, Regulations and Ordinance of the University as applicable time to time.	
4.	Programme Monitoring and Review	The university conducts periodic internal reviews and collects feedback to monitor and maintain the quality of academic programs.	
5.	Infrastructure Resources	The university has engineering, development, finance section to assess the infrastructure and other resource required and fulfill the same.	
6.	Learning Environment and Learner Support	The university provides learner support services including academic counselling etc. for its learners	
7.	Assessment and Evaluation	Assessment and evaluation is as per Act, Statute, Regulations and Ordinance of the University as applicable time to time.	
8.	Teaching Quality and Staff Development	The university has established a well-structured system for promoting quality counseling, capacity-building workshops, interactive teaching-learning, and staff development programs. These activities encourage all staff to continuously improve teaching and learning.	

### 2.3 Compliance of Process of Internal Quality Audit - As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	The university has a robust academic planning procedure to ensure that the programs offered are relevant to the national economy and provide high-quality value and learner experience. It has adequate teaching and support staff, along with infrastructure and technology support, to keep the curriculum up to date and achieve institutional goals.	Being a state government university these being carried out as per Act, Statute, Regulations and Ordinance of the University as applicable time to time
2.	Validation	This is done through various committee/councils as per Act, Statute, Regulations and Ordinance of the University as applicable time to time	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes)	The University ensures that the monitoring, evaluation and enhancement plans are in place for the learners. This is done through various committee/councils as per Act, Statute, Regulations and Ordinance of the University as	

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Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
	b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	applicable time to time	

## Part – III: Human Resources and Infrastructural Requirements

### 3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, at least Associate Professor

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

**Name** : Dr. Pratosh Bansal  
**Designation** : Director  
**Qualification** : Ph. D.  
**Employment** : Regular, Full Time, at the rank of Professor

(Attach appointment letter and joining report): <https://cdoe.dauniv.ac.in/~cdoe/Doc/1.2.pdf>

### 3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

**Yes**

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	NA	NA	NA	NA
PG	MBA-02	04	Yes	--
	MCA-02	02	Yes	--
PGD	NA	NA	NA	NA

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/ month			Date of joining programme and Joining report
							Type	Gross salary / month	Contract period	
										<a href="#">Link</a>
1.	MBA		Dr Manish Kant Arya	Reader	PhD		Regular			01-06-2022
2.	MBA		Dr Kapil Jain	Assistant Professor	PhD		Regular			31-05-2022
3.	MBA		Dr Rubina Chaudhary	Professor	PhD		Regular			01-06-2022
4.	MBA		Dr RN Singh	Professor	PhD		Regular			01-06-2022
5.	MCA		Dr CP Patidar	Assistant Professor	PhD		Regular			31-05-2022
6.	MCA		Dr Anand More	Maintenance Engineer	PhD		Regular			09-09-2022

### 3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	01
Assistant Registrar	1	01
Section Officer	1	01
Assistants	3 (2 for DM Universities)	02
Computer Operator	2	01
Multi-Tasking Staff	2	03

(Attach duly attested photocopy of appointment letter with salary details)

<https://cdoe.dauniv.ac.in/~cdoe/Doc/3.3.pdf>

#### Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

## Part – IV: Examinations

### 4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution.  No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

#### 4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Examinations are being conducted in Offline Mode at HQ itself. We appoint invigilators for the examinations as per the University Norms.	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	We follow the Ordinance 14 which is applicable to whole University. Weightage of internal and external assessment as being followed as per the UGC Regulation (2020). <a href="#">Ordinance-14</a>	
3.	The evaluation shall include two types of assessments continuous or formative assessment 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 unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding	We follow the Ordinance 14 which is applicable to whole University. Weightage of internal and external assessment being followed as per the UGC Regulation (2020). <a href="#">Link</a>	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	We follow the Ordinance 14 which is applicable to whole University. Weightage of internal and external assessment being followed as per the UGC Regulation (2020). <a href="#">Ordinance-14</a>	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	We follow the Ordinance 14 which is applicable to whole University. Weightage of internal and external assessment being followed as per the UGC Regulation (2020). <a href="#">Link</a>	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	We follow the Ordinance 14 which is applicable to whole University. Weightage of internal and external assessment being followed as per the UGC Regulation (2020). <a href="#">Tabulation Sheet</a> <a href="#">Sample Marksheet</a>	
8.	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	As per Regulations and Ordinance of the University as applicable time to time	



S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.		
9.	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 as given under these regulations.	Examinations are being conducted at HQ only	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes, Examinations are being conducted at HQ only	
	(b) Availability of biometric system	No	Examinations are being conducted at HQ only
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Yes	
	(d) 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 are submitted by particular incharge of examination centre to the Higher Educational Institution	NA	
11.	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	NA	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Examinations are being conducted at HQ only. Invigilators are appointed as per the University norms.	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution		
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Examinations are being conducted at HQ only. Invigilators are appointed as per the University norms.	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution		
14.	The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(s), NavodayaVidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Examinations are being conducted at HQ only. Invigilators are appointed as per the University norms.	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an	Examinations are being conducted at HQ only. Invigilators	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examination centre as defined in these regulations	are appointed as per the University norms.	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Examinations are being conducted at HQ only. Invigilators are appointed as per the University norms.	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	First Batch yet to be passed out.	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	<a href="#">Sample Marksheet</a>	

#### 4.3 Whether any examination held through online mode.

*If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination*

NA

#### 4.4 Result and Student Progression For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
July, 2023-24	MBA	143	115	103	89.56	51.30
	MCA	37	23	21	91.30	73.91

## Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

### 5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*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.*

**Yes, Approvals are enclosed ([Link](#))**

### 5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.*

**Yes. Required details enclosed ([Link](#))**

### 5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*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.*

**Yes, Approvals are enclosed ([Link](#))**

## Part – VI: Programme Delivery through Learner Support Centre (LSC)

### 6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1.	UG			NA		
2.	PG			NA		
3.	PGD			NA		

### 6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

*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.*

NA
----

### 6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA									

**Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.**

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
NA			

#### 6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA						

#### 6.5 Delivery of Self-Learning Material

*Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations*

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	NA	NA	NA
Audio-Video Material	NA	NA	NA
Online Material	NA	NA	NA
Compute based Material	NA	NA	NA

#### 6.6 Whether any course in a particular programme was allowed through OER/

**Massive Open Online Courses: Y/N**

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise programmes wise)
NA							

b. Upload approval of statutory authorities of the Higher Educational Institution:

*Upload*

## Part – VII: Self Regulation through disclosures, declarations and reports

### 7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020– Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes <a href="#">Link</a>	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes <a href="#">Link</a>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes <a href="#">Link</a>	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes <a href="#">MBA</a> <a href="#">MCA</a> <a href="#">Notices</a>	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme- wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	Yes <a href="#">MBA</a> <a href="#">MCA</a> <a href="#">Notices</a>	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes <a href="#">Link</a>	
7.	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 <a href="#">Link</a>	
8.	Information regarding all the programmes recognized by the Commission	Yes <a href="#">Link</a>	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	<a href="#">Notices</a>	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	<a href="#">Link</a>	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes <a href="#">Link</a> <a href="#">Link</a>	
12.	List of the 'Learner Support Centres' along with the number of learners 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, for Open and Distance Learning programmes	NA	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	NA	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Examinations are being conducted in offline mode at HQ only. Invigilators are appointed as per the University norms.	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes <a href="#">Link</a>	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes <a href="#">Link</a>	

## Part – VIII: Admission and Fees

### 8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
3.	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- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
6.	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 Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: 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
7.	Every Higher Educational Institution shall- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes
	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and	Yes



S.No.	Provision	Whether being complied Yes/No
	(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) 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. '8(a)' to '8(k)' below	
8. (a)	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 mode, and the other terms and conditions of such payment	Yes
8. (b)	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 programme of study and the time within, and the manner in, which such refund shall be made to the learner which shall be in consonance with the resources	Yes
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	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 programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	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 contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and	Yes

S.No.	Provision	Whether being complied Yes/No
	Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	
10.	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 programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (a) 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; (b) 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 authorised 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

## Part – IX: Grievance Redressal Mechanism

### 9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*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 university has an effective student grievance redressal mechanism. Learners can lodge complaints directly at the university or submit them online. The Students’ Grievance Redressal Committee address and resolve issues raised by learners with utmost care.

### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
None	NA

### 9.3 Complaint Handling Mechanism

*HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.*

Complaint handling mechanism is as per UGC norms. [Link](#)

### 9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
None	NA	NA

## Part – X: Innovative and Best Practices

### 10.1 Innovations introduced during academic year

- The university has established an ICT-based Learner Support Mechanism to address issues raised by learners via mail, SMS, and WhatsApp groups, which are also formed for immediate information delivery.
- Learners are advised to regularly check the website for updates and information.
- To support academic, administrative, and organizational enrichment, the university provides various online/automation services.
- Awareness programs on ICT support services are organized to enable students to use ICT optimally in their learning process. Faculty receive orientation on question paper setting for exams.
- Additionally, pre-admission counseling and induction meetings are also organized offline/online.

### 10.2 Best Practices of the HEI

- **Transparency:** The university practices transparency in all academic, administrative, and management functions.
- **Multidisciplinary Education:** It promotes holistic education across all programs.
- **Digital and ICT Integration:** Digital education and ICT initiatives are central to curricular content and delivery.
- **Skill Development and Outreach:** The university offers skill development courses, outreach/extension activities, and promotes universal values, ethics, and harmony.
- **Grievance Redressal:** An effective grievance redressal mechanism is in place
- **Examination and Evaluation:** Precautions are taken at every stage of examination, evaluation, and result publication to avoid grievances.
- **Credit Transfer Policy:** The university is considering a credit transfer policy to better accommodate learners' needs and aspirations.
- **Whole Self, Whole Life (WSWL, a Completeness Series):** To provide latest development of the industry and the field, motivation for overall development as a professional and as a human being, which means for holistic development of the learners (topics like- Emotional Intelligence, Mindfulness and Meditation, Physical Health, Personal Growth, Communication Skills, Creativity and Innovation, Leadership and Teamwork, Financial Literacy, Cultural and Global Awareness, Indian Value System etc.), CDOE conducting sessions of experts from the industry, academics and various parts of the society on regular basis.

These lectures are in online mode. These sessions are called - Whole Self, Whole Life (WSWL, a Completeness Series).

**10.3 Details of Job Fairs conducted by the HEI**

The university has a centralized Placement Cell that organizes all placement-related activities.

**10.4 Success Stories of students of ODL mode of the HEI**

The first batch of students is about to graduate from the currently approved programs.

**10.5 Initiatives taken towards conversion of SLM into Regional Languages**

Learners may write their examinations in regional languages.

**10.6 Number of students placed through Campus Placements**

The first batch of students is about to graduate from the currently approved programs.

**10.7 Details of Alumni Cell and its activity**

The university has a registered alumni association and a strong database of alumni. Current learners receive guidance from alumni employed in various government and other organizations. The alumni association organizes meetings and other activities to support and engage with the alumni and current students.

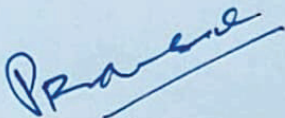
**10.8 Any other Information**

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## DECLARATION

We 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 Programmes and Online Programmes) Regulations, 2020 and its amendments.

Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020- Self-regulation through disclosures, declarations and reports (Part 7) - Documents from Sr. No. '2' to '17' as per the CIQA Format of Deb-UGC have been uploaded on the HEI Website.



Signature of the Director:

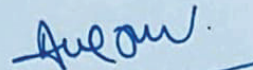
Name: **Dr. Pratosh Bansal**

Date: **06/09/24**

Seal:

**Director**

**Centre for Distance and Online Education  
Devi Ahilya Vishwavidyalaya, Indore**



Signature of the Registrar:

Name: **Dr. Ajay Verma**

Date:

Seal:

**Registrar  
Devi Ahilya Vishwavidyalaya  
INDORE**

# **Annual Report**

**OF**

**CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)**

**PROGRAMMES UNDER  
ONLINE LEARNING MODE**

**2023-24**

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### Part – I: General Information

#### 1.1 Date of notification of the Centre (attach a copy of the notification):

<b>11-09-2020</b> <a href="#">PDF: 1.1.pdf</a>
---

#### 1.2 Details of Director, CIQA

- Name : Dr. Pratosh Bansal
- Qualification : PhD
- Appointment Letter and Joining Report : [Uploaded: 1.2.pdf](#)

#### 1.3 Details of CIQA Committee:

##### a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof Renu Jain	Professor	28-06-2023
b.	Three Senior Teachers of HEI	Member 1	Dr Kanhaiya Ahuja	Professor	28-06-2023
		Member 2	Dr Chandan Gupta	Professor	28-06-2023
		Member 3	Dr Yamini Karmarkar	Professor	28-06-2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	NA		
		Member 5	NA		
		Member 6	NA		
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr Akhilesh Singh	Vice Chancellor, PRS State University, Prayagraj	28-06-2023
		Member 8	Prof. P. Venkata Suresh	Professor, School of Computer and Information Sciences, IGNOU	28-06-2023
e.	Officials from departments of HEI <ul style="list-style-type: none"> <li>• Administration</li> <li>• Finance</li> </ul>	Member 9 Administration	Registrar (by post)		28-06-2023
		Member 10 Finance	Finance Controller (by post)		28-06-2023
f.	Director, CIQA	Member Secretary	Dr Pratosh Bansal	Professor	28-06-2023

**b. Whether members mentioned at 'b' to 'e' changed every 2 years? (No)**

If No, reason thereof

Yes

**1.4 Number of meetings held and its approval:****a. No. of meetings held every year: 02****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	07-08 Aug 2023	02	<a href="#">Link</a>	<a href="#">Link</a>
Meeting 2	04 Feb 2024	02	<a href="#">Link</a>	<a href="#">Link</a>

**1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**From <Month, Year> academic session: **2023-24**

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)					
									M	F	TG	Total		
1.	Not Applicable (As programs were not offered)													

**\*Not for Private University****Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**From <Month, Year> academic session: **2023-24**

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)					
									M	F	TG	Total		
1.	Not Applicable (As programs were not offered)													

**\*Not for Private University****Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**

### 1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:

From <Month, Year>academic session: 2023-24

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	<b>Not Applicable</b> (As programs were not offered)										

**\*Not for Private University**

**Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**

### 1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:

From <Month, Year>academic session: 2023-24

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	<b>Not Applicable</b> (As programs were not offered)										

### 1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

From <Month, Year>academic session: 2023-24

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	<b>Not Applicable</b> (As programs were not offered)										

**\*Not for Private University**

**Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**

## Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

### 2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	CIQA has implemented several measures to enhance service quality for learners, including offering SLMs in print and digital formats and maintaining an LMS. The admission and renewal processes are fully online, ensuring accuracy and transparency. The examination section conducts assessments and term-end exams and oversees all exam-related activities, with the process being automated.	<b>Not Applicable</b> (As programs were not offered)
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	The university has established the IQAC, CIQA committee and other statutory committees like the Academic Council, Research Advisory Committee, Executive Council, and Finance Committee to ensure transparency and integrity in its activities.	<b>Not Applicable</b> (As programs were not offered)
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The Centre has identified key areas for maintaining quality in Higher Educational Institutions. These include updating curricula, enhancing student support services, using advanced learning management systems, ensuring timely delivery of study materials, and reaching remote learners. Additionally, CDOE advocates for transparent and efficient administrative processes.	<b>Not Applicable</b> (As programs were not offered)
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Mechanisms to match ODL programme quality with conventional programmes in Dual Mode HEIs include rigorous curricula, advanced learning management systems, strong student support, timely study material delivery, and robust assessment processes. Regular quality audits and feedback ensure continuous improvement.	<b>Not Applicable</b> (As programs were not offered)
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	A structured questionnaire collects feedback from stakeholders, available in print and online. Feedback is analyzed annually to improve the system.	<b>Not Applicable</b> (As programs were not offered)
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Measures based on feedback are suggested to the appropriate authority. All recommendations are submitted to the university's statutory committees to improve activities like course development and delivery.	<b>Not Applicable</b> (As programs were not offered)

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
7.	Implementation of its recommendations through periodic reviews	Policies are implemented through the university's statutory committees.	<b>Not Applicable</b> (As programs were not offered)
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	The university organizes workshops and seminars on quality-related themes at regular intervals for students, faculty, and officers through various task groups.	<b>Not Applicable</b> (As programs were not offered)
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	CIQA has identified best practices in all activities, including prompt grievance redressal, maintaining transparency, innovative pedagogy, SLM audits, reaching remote areas, and regularly updating the website.	<b>Not Applicable</b> (As programs were not offered)
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Admissions, exam registrations, and fee submissions are done online via MPOnline Ltd, a state government-assisted service provider. All data is securely stored, and statistical reports are generated accurately and comprehensively.	<b>Not Applicable</b> (As programs were not offered)
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The Programme Project Report (PPR) is prepared under CIQA's supervision, which thoroughly examines the PPRs to ensure all required components are included, as per UGC (ODL Programmes and Online Programmes) Regulations 2020.	<b>Not Applicable</b> (As programs were not offered)
12.	Mechanism to ensure the proper implementation of Programme Project Reports	For each new programme, a PPR is prepared for approval following orientation programs and follow-up meetings on preparing PPRs according to UGC (ODL Programmes and Online Programmes) Regulations, 2020.	<b>Not Applicable</b> (As programs were not offered)
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The university regularly prepares annual plans, budgets, and reports for UTDs. These documents are submitted to the university's statutory committees for approval and further action.	<b>Not Applicable</b> (As programs were not offered)
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The Academic Council and BOS explore the inclusion of job-oriented courses for students. Proposals for new job-oriented courses are discussed in departmental meetings, submitted to statutory committees for approval and next course of actions.	<b>Not Applicable</b> (As programs were not offered)
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	The university recommends faculty research proposals according to its policy and provides financial assistance for the projects.	<b>Not Applicable</b> (As programs were not offered)

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	As a nodal coordinating unit for seeking assessment and accreditation from bodies like NAAC, NIRF, AISHE etc., the university has its Internal Quality Assurance Cell (IQAC) and Departmental Quality Assurance Cell (DQAC) to prepare the necessary reports for assessment and accreditation.	<b>Not Applicable</b> (As programs were not offered)
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Quality assurance is an ongoing and continuous process that involves regularly evaluating and improving academic and administrative practices. This process requires the collection, analysis, and review of data from various departments to identify areas for improvement. For assessment and accreditation from bodies like NAAC, NIRF, and AISHE, the IQAC collects and compiles this data and submits it to the respective bodies.	<b>Not Applicable</b> (As programs were not offered)
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The university regularly conducts workshops and seminars on higher education quality, attends meetings conducted by government higher education departments, ensures compliance with norms, and organizes induction meetings.	<b>Not Applicable</b> (As programs were not offered)
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The teachers and staff participate in seminars and workshops conducted by other institutes to observe quality benchmarks and best practices.	<b>Not Applicable</b> (As programs were not offered)
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	All activities are reported in Departmental CIQA meetings, ratified by the statutory committees, and subsequently uploaded to the website to ensure transparency.	<b>Not Applicable</b> (As programs were not offered)
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Every year, the university's annual report is prepared.	<b>Not Applicable</b> (As programs were not offered)
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes	<b>Not Applicable</b> (As programs were not offered)
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Yes	<b>Not Applicable</b> (As programs were not offered)
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory	The instructional design is prepared according to the requirements of each programme. The pedagogy includes, SLMs, face-to-face counseling, and online counseling sessions.	<b>Not Applicable</b> (As programs were not offered)

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	bodies of the HEI for its different academic programmes	Suitable ICT integration ensures the pedagogy reaches a wide audience.	
24.	Promoted automation of learner support services of the Higher Educational Institution	The university provides ICT-based learner services and has an online system to address student grievances.	<b>Not Applicable</b> (As programs were not offered)
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Committees/ boards include external members and subject experts, approved by the vice-chancellor, to ensure quality.	<b>Not Applicable</b> (As programs were not offered)
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The financial audit is conducted by the government audit department, while the academic audit is performed with the assistance of external subject experts.	<b>Not Applicable</b> (As programs were not offered)
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	As per UGC (ODL & OL Programmes) Regulations 2020, CIQA is responsible for preparing all reports for assessment and accreditation.	<b>Not Applicable</b> (As programs were not offered)
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The university has established MoUs with Many national and international institutions for conducting academic activities and collaborations.	<b>Not Applicable</b> (As programs were not offered)
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The university has an industry-institution linkages cell and has established the Atal Incubation and Entrepreneurship Center to provide exposure to learners and enhance their employability. A dedicated Placement Cell also recommends various job-specific opportunities for students.	<b>Not Applicable</b> (As programs were not offered)

## 2.2 Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	The required policies are framed by the University related to planning, human resources, recruitment, performance appraisal, training, and financial management. This is done as per Act, Statute, Regulations and Ordinance of the University as applicable time to time.	<b>Not Applicable</b> (As programs were not offered)
2.	Articulation of Higher Educational Institution Objectives	The university teaching departments have articulated a clear vision, mission, ethos, and strategy that align with the goals of offering programs by them.	

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	This is done through various committee/councils as per Act, Statute, Regulations and Ordinance of the University as applicable time to time.	
4.	Programme Monitoring and Review	The university conducts periodic internal reviews and collects feedback to monitor and maintain the quality of academic programs.	
5.	Infrastructure Resources	The university has engineering, development, finance section to assess the infrastructure and other resource required and fulfill the same.	
6.	Learning Environment and Learner Support	The university provides learner support services including academic counselling etc. for its learners	
7.	Assessment and Evaluation	Assessment and evaluation is as per Act, Statute, Regulations and Ordinance of the University as applicable time to time.	
8.	Teaching Quality and Staff Development	The university has established a well-structured system for promoting quality counseling, capacity-building workshops, interactive teaching-learning, and staff development programs. These activities encourage all staff to continuously improve teaching and learning.	

### 2.3 Compliance of Process of Internal Quality Audit - As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	The university has a robust academic planning procedure to ensure that the programs offered are relevant to the national economy and provide high-quality value and learner experience. It has adequate teaching and support staff, along with infrastructure and technology support, to keep the curriculum up to date and achieve institutional goals.	<b>Not Applicable</b> (As programs were not offered)
2.	Validation	This is done through various committee/councils as per Act, Statute, Regulations and Ordinance of the University as applicable time to time	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes)	The University ensures that the monitoring, evaluation and enhancement plans are in place for the learners. This is done through various committee/councils as per Act, Statute, Regulations and Ordinance of the University as	



Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
	b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	applicable time to time	

## Part – III: Human Resources and Infrastructural Requirements

### 3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, at least Associate Professor

Or

**Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor**

**Name : Dr. Pratosh Bansal**  
**Designation : Director**  
**Qualification : Ph. D.**  
**Employment : Regular, Full Time, at the rank of Professor**

(Attach appointment letter and joining report): <https://cdoe.dauniv.ac.in/~cdoe/Doc/1.2.pdf>

### 3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

**Yes**

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	NA	NA	NA	NA
PG	NA	NA	NA	NA
PGD	NA	NA	NA	NA

S. No.	Programme Name	No. of Full time-Dedicated faculty for OL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/ month			Date of joining programme and Joining report
							Type	Gross salary / month	Contract period	
1.	<b>Not Applicable</b> (As programs were not offered)									

### 3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	01
Assistant Registrar	1	01
Section Officer	1	01
Assistants	3 (2 for DM Universities)	02
Computer Operator	2	01
Multi-Tasking Staff	2	03

(Attach duly attested photocopy of appointment letter with salary details)

<https://cdoe.dauniv.ac.in/~cdoe/Doc/3.3.pdf>

**Note:**

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

## Part – IV: Examinations

### 4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	<b>Not Applicable</b> (As programs were not offered)	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc		
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution.  No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.		
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.		
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.		
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities		
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions		
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities		
10.	Safety and security of the examination centre must be ensured		
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order		

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
12.	Provision of drinking water must be made for learners	<b>Not Applicable</b> (As programs were not offered)	
13.	Adequate parking must be available near the examination centre		
14.	Facilities for Persons with Disabilities should be available		

#### 4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	<b>Not Applicable</b> (As programs were not offered)	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.		
3.	The evaluation shall include two types of assessments continuous or formative assessment 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 unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	<b>Not Applicable</b> (As programs were not offered)	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments		
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card		
8.	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.		
9.	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 as given under these regulations.		
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.		
	(b) Availability of biometric system		
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners		
	(d) 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 are submitted by particular incharge of examination centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years		
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and		
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution		
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	<b>Not Applicable</b> (As programs were not offered)	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations		
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution		
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.		
	(b) Each award shall also be uploaded on the National Academic Depository		
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres		

#### 4.3 Whether any examination held through online mode.

*If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination*

NA

**4.4 Result and Student Progression  
For UG, PG and PGD programmes**

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
July, 2023-24	<b>Not Applicable</b> (As programs were not offered)					



## Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

### 5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*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.*

Not Applicable (As programs were not offered)

### 5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.*

Not Applicable (As programs were not offered)

### 5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*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.*

Not Applicable (As programs were not offered)

## Part – VI: Programme Delivery through Learner Support Centre (LSC)

### 6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1.	UG			NA		
2.	PG			NA		
3.	PGD			NA		

### 6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

*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.*

NA
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### 6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt(where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA									

**Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.**

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
NA			

#### 6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA						

#### 6.5 Delivery of Self-Learning Material

*Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations*

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	NA	NA	NA
Audio-Video Material	NA	NA	NA
Online Material	NA	NA	NA
Compute based Material	NA	NA	NA

#### 6.6 Whether any course in a particular programme was allowed through OER/

**Massive Open Online Courses: Y/N**

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise programmes wise)
NA							

b. Upload approval of statutory authorities of the Higher Educational Institution:

*Upload*

## Part – VII: Self Regulation through disclosures, declarations and reports

### 7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020– Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	<b>Not Applicable</b> (As programs were not offered)	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	<b>Not Applicable</b> (As programs were not offered)	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities		
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure		
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme- wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.		
7.	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		
8.	Information regarding all the programmes recognized by the Commission		

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	<b>Not Applicable</b> (As programs were not offered)	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes		
12.	List of the 'Learner Support Centres' along with the number of learners 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, for Open and Distance Learning programmes		
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes		
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes		
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc		
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance		

## Part – VIII: Admission and Fees

### 8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	<b>Not Applicable</b> (As programs were not offered)
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	
3.	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- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	
6.	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 Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: 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	
7.	Every Higher Educational Institution shall- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and	

S.No.	Provision	Whether being complied Yes/No	
	(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.		
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) 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. '8(a)' to '8(k)' below		
8. (a)	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 mode, and the other terms and conditions of such payment	<b>Not Applicable</b> (As programs were not offered)	
8. (b)	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 programme of study and the time within, and the manner in, which such refund shall be made to the learner which shall be in consonance with the resources		
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,		
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution		
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority		
8. (f)	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 programme of study and the amount of fee to be paid for the admission test		
8. (g)	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 contractual basis or any other		
8. (h)	Pay and other emoluments payable for each category of teachers and other employees		
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution		
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study		
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions		
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and		

S.No.	Provision	Whether being complied Yes/No
	Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	
10.	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 programme of study conducted by it	<b>Not Applicable</b> (As programs were not offered)
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	
14.	No Higher Educational Institution shall, issue or publish- (a) 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; (b) 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 authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	



## Part – IX: Grievance Redressal Mechanism

### 9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*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 university has an effective student grievance redressal mechanism. Learners can lodge complaints directly at the university or submit them online. The Students’ Grievance Redressal Committee address and resolve issues raised by learners with utmost care.

### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
None	NA

### 9.3 Complaint Handling Mechanism

*HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.*

**Not Applicable** (As programs were not offered)

### 9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
None	NA	NA

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## Part – X: Innovative and Best Practices

### 10.1 Innovations introduced during academic year

Not Applicable (As programs were not offered)

### 10.2 Best Practices of the HEI

Not Applicable (As programs were not offered)

### 10.3 Details of Job Fairs conducted by the HEI

Not Applicable (As programs were not offered)

### 10.4 Success Stories of students of ODL mode of the HEI

Not Applicable (As programs were not offered)

### 10.5 Initiatives taken towards conversion of SLM into Regional Languages

Not Applicable (As programs were not offered)

### 10.6 Number of students placed through Campus Placements

Not Applicable (As programs were not offered)

### 10.7 Details of Alumni Cell and its activity

Not Applicable (As programs were not offered)

### 10.8 Any other Information

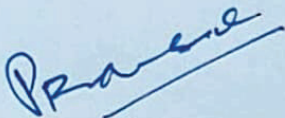
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## DECLARATION

We 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 Programmes and Online Programmes) Regulations, 2020 and its amendments.

Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020- Self-regulation through disclosures, declarations and reports (Part 7) - Documents from Sr. No. '2' to '17' as per the CIQA Format of Deb-UGC have been uploaded on the HEI Website.



Signature of the Director:

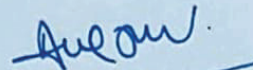
Name: **Dr. Pratosh Bansal**

Date: **06/09/24**

Seal:

**Director**

**Centre for Distance and Online Education  
Devi Ahilya Vishwavidyalaya, Indore**



Signature of the Registrar:

Name: **Dr. Ajay Verma**

Date:

Seal:

**Registrar  
Devi Ahilya Vishwavidyalaya  
INDORE**

## Compliance of Mandatory Disclosure to be uploaded on HEI's website

1. Name of the HEI: **Centre for Distance and Online Education, Devi Ahilya Vishwavidyalaya, Indore**
2. Type of HEI: **State University**
3. Official website for ODL and Online Programmes: **[www.cdoedavv.ac.in](http://www.cdoedavv.ac.in)**
4. Number of recognized/entitled ODL Programmes, as applicable: **02 (MBA and MCA)**
5. Number of recognized/entitled Online Programmes, as applicable: **02 (MBA and MCA)**

Sr. No.	Information Type	Provisions	Whether HEI has Complied? (Yes/No)	If Yes, provide the link	If no, provide reason
I.	Institutional Level	i. Establishing Act and Statutes	<b>Yes</b>	<b><a href="#">Link</a></b>	NA
		ii. Application submitted to UGC-DEB for offering ODL/Online programmes	<b>Yes</b>	<b><a href="#">Link</a></b>	NA
		iii. Copies of the letters of recognition from Commission  <b>Note: Not applicable for Category-I HEIs and Entitled HEIs</b>	<b>Yes</b>	<b><a href="#">Link (DEB)</a></b>	NA
		iv. Copies of the letters of other relevant statutory or regulatory authorities	<b>Yes</b>	<b><a href="#">Link (AICTE)</a> <b><a href="#">Link (DAVV)</a></b></b>	NA

II.	Programme-wise	i. Programme details including brochures or programme guides such as <ul style="list-style-type: none"> <li>• Name of the programme</li> <li>• Duration</li> <li>• Eligibility for enrolment</li> <li>• Programme fee</li> </ul>	<b>Yes</b>	<a href="#">Link (MBA)</a> <a href="#">Link (MCA)</a>	NA
		ii. Programme-wise information on: <ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Programme structure with credit points</li> </ul>	<b>Yes</b>	<a href="#">Link (MBA)</a> <a href="#">Link (MCA)</a>	NA
III.	Faculty and Non-Teaching Staff	i. Programme-wise faculty details	<b>Yes</b>	<a href="#">Link</a>	NA
		ii. List of supporting staff	<b>Yes</b>	<a href="#">Link</a>	NA
IV.	Self Learning Material/ E-Learning Material	Complete information about “Self Learning Material” including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes; Similarly information about “E-Learning Materials” in 4 quadrants in case of Online programmes	<b>Yes</b>	<a href="#">Link (MBA)</a> <a href="#">Link (MCA)</a>	NA
V.	Learner Support Centres (for ODL mode)	List of Learner Support Centres with <ul style="list-style-type: none"> <li>• Name with Addresses</li> <li>• Contact details</li> <li>• Working hours</li> <li>• Number of learners</li> <li>• Counseling Schedule</li> </ul>	<b>Yes</b>	<a href="#">Link</a> <a href="#">Link</a>	NA

VI.	Examination	i. List of the “Examination Centres” along with the number of learners in each centre	<b>Yes</b>	<a href="#">Link</a>	NA
		ii. Details of the Information and Communication Technology facilities available for conduct of examination	<b>Yes</b>	<a href="#">Link</a>	NA
VII.	Schedule	Important schedules or date-sheets for: <ul style="list-style-type: none"> <li>• Admissions,</li> <li>• Registration and re-registration,</li> <li>• Assignments</li> <li>• Examinations</li> <li>• Result declarations etc</li> </ul>	<b>Yes</b>	<a href="#">Link</a>	NA
VIII.	Admission Data	Data of year-wise and programme-wise learner enrolment details	<b>Yes</b>	<a href="#">Link</a>	NA
IX.	Student Centric provision	i. Frequently Asked Questions	<b>Yes</b>	<a href="#">Link</a>	NA
		ii. E-Samadhan	<b>Yes</b>	<a href="#">Link</a>	NA
		iii. Details of Students’ Grievance Redressal Committee (SGRC) and Ombudsperson	<b>Yes</b>	<a href="#">Link</a>	NA
		iv. UGC public notice dated 19 <sup>th</sup> March, 2024 on Precaution to be taken before enrolling in programmes under ODL mode and Online mode	<b>Yes</b>	<a href="#">Link</a>	NA

X.	Qualitative Provision	i. Feedback mechanism	<b>Yes</b>	<a href="#">Link</a>	NA
		ii. Reports of internal academic audit every year by Centre for Internal Quality Assurance (CIQA)	<b>Yes</b>	<a href="#">Link</a>	NA

-Sd-

Registrar  
Signature with seal

-Sd-

Director, Centre for Internal Quality Assurance  
Signature with seal



## Compliance of Mandatory Disclosure to be uploaded on HEI's website

1. Name of the HEI: **Centre for Distance and Online Education, Devi Ahilya Vishwavidyalaya, Indore**
2. Type of HEI: **State University**
3. Official website for ODL and Online Programmes: **www.cdoedavv.ac.in**
4. Number of recognized/entitled ODL Programmes, as applicable: **02 (MBA and MCA)**
5. Number of recognized/entitled Online Programmes, as applicable: **02 (MBA and MCA)**

Sr. No.	Information Type	Provisions	Whether HEI has Complied? (Yes/No)	If Yes, provide the link	If no, provide reason
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		ii. Application submitted to UGC-DEB for offering ODL/Online programmes	Yes	<u>Link</u>	NA
		iii. Copies of the letters of recognition from Commission <b>Note: Not applicable for Category-I HEIs and Entitled HEIs</b>	Yes	<u>Link (DEB)</u>	NA
		iv. Copies of the letters of other relevant statutory or regulatory authorities	Yes	<u>Link (AICTE)</u> <u>Link (DAVV)</u>	NA

*P. B. ...*

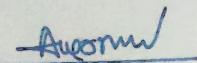
II.	Programme-wise	i. Programme details including brochures or programme guides such as <ul style="list-style-type: none"> <li>• Name of the programme</li> <li>• Duration</li> <li>• Eligibility for enrolment</li> <li>• Programme fee</li> </ul>	Yes	<u>Link (MBA)</u> <u>Link (MCA)</u>	NA
		ii. Programme-wise information on: <ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Programme structure with credit points</li> </ul>	Yes	<u>Link (MBA)</u> <u>Link (MCA)</u>	NA
III.	Faculty and Non-Teaching Staff	i. Programme-wise faculty details	Yes	<u>Link</u>	NA
		ii. List of supporting staff	Yes	<u>Link</u>	NA
IV.	Self Learning Material/ E-Learning Material	Complete information about "Self Learning Material" including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes; Similarly information about "E-Learning Materials" in 4 quadrants in case of Online programmes	Yes	<u>Link (MBA)</u> <u>Link (MCA)</u>	NA
V.	Learner Support Centres (for ODL mode)	List of Learner Support Centres with <ul style="list-style-type: none"> <li>• Name with Addresses</li> <li>• Contact details</li> <li>• Working hours</li> <li>• Number of learners</li> <li>• Counseling Schedule</li> </ul>	Yes	<u>Link</u> <u>Link</u>	NA

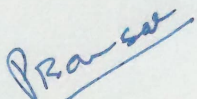
*P. B. S. S.*

VI.	Examination	i. List of the "Examination Centres" along with the number of learners in each centre	Yes	<a href="#">Link</a>	NA
		ii. Details of the Information and Communication Technology facilities available for conduct of examination	Yes	<a href="#">Link</a>	NA
VII.	Schedule	Important schedules or date-sheets for: <ul style="list-style-type: none"> <li>• Admissions,</li> <li>• Registration and re-registration,</li> <li>• Assignments</li> <li>• Examinations</li> <li>• Result declarations etc</li> </ul>	Yes	<a href="#">Link</a>	NA
VIII.	Admission Data	Data of year-wise and programme-wise learner enrolment details	Yes	<a href="#">Link</a>	NA
IX.	Student Centric provision	i. Frequently Asked Questions	Yes	<a href="#">Link</a>	NA
		ii. E-Samadhan	Yes	<a href="#">Link</a>	NA
		iii. Details of Students' Grievance Redressal Committee (SGRC) and Ombudsperson	Yes	<a href="#">Link</a>	NA
		iv. UGC public notice dated 19 <sup>th</sup> March, 2024 on Precaution to be taken before enrolling in programmes under ODL mode and Online mode	Yes	<a href="#">Link</a>	NA

*Praveen*

X.	Qualitative Provision	i. Feedback mechanism	Yes	<a href="#">Link</a>	NA
		ii. Reports of internal academic audit every year by Centre for Internal Quality Assurance (CIQA)	Yes	<a href="#">Link</a>	NA

  
 Registrar  
 Signature with seal  
**Registrar**  
 Devi Ahilya Vishwavidyalaya  
 INDORE

  
 Director, Centre for Internal Quality Assurance  
 Signature with seal

**Director**  
 Centre for Distance and Online Education  
 Devi Ahilya Vishwavidyalaya, Indore