# **Annual Report**

**OF** 

# CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

# PROGRAMMES UNDER OPEN AND DISTANCE LEARNING MODE

2024-25

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### Part - I: General Information

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

File -1 Attached

### 1.2 Details of Director, CIQA

• Name: Prof. Sandeep Kumar Singh

• Qualification: **Ph.D.** 

• Appointment Letter and Joining Report: File -2 Attached

### 1.3 Details of CIQA Committee:

### a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specializa tion	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Vinay Kumar Pathak Ph.D.	Computer Science and Engineering	23.04.2024
b.	Three Senior teachers of HEI	Member 1	Prof. Vipatti Katiyar Ph.D.	Science	23.04.2024
		Member 2	Prof. Rajesh Kumar Dwivedi Ph.D.	Experimental Condensed Matter Physics	23.04.2024
		Member 3	Prof. D.C. Srivastava Ph.D.	Philosophy	23.04.2024
c.	Head of three Departments or School of Studies	Member 4	Prof. Sudhanshu Pandiya Ph.D.	Business Management	23.04.2024
	from which programme is being	Member 5	Dr. Alok Kumar Ph.D.	Artificial Intelligence	23.04.2024
	offered in ODL and Online mode	Member 6	Dr. Kiran Jha Ph.D.	Sociology	23.04.2024
d.	Two External Experts of ODL and/or Online	Member 7	Prof. Manjulika Srivastava	Education	23.04.2024
	Education	Member 8	Prof. Jeetendra Pande Ph.D.	PhD (CSE)	23.04.2024
e.	Officials from departments of HEI	Member 9 Administration	Mr. Rakesh Kumar	MA Anthropology	23.04.2024

S. No.	Designation	Nomination as	Name and Qualification	Specializa tion	Date of Nomination in CIQA Committee
	<ul><li>Administration</li><li>Finance</li></ul>	Member 10 Finance	Mr. Ashok Kumar Tripathi	PG	23.04.2024
f.	Director, CIQA	Member Secretary	Prof. Sandeep Kumar Singh Ph.D.	Social Work	23.04.2024

b. Whether members mentioned at 'b' to 'e' changed every 2 years? -

1	VA, 2 years yet to be completed
	If No, reason thereof

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

Meetings	Date-Month-	No. of External	Minutes	Approval of
	Year	<b>Expert Present</b>		Minutes
Meeting 1	04.05.2024	02	File-3	Annexure-3
Meeting 2	17.04.2025	02	File-4	Annexure-4

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

### Not Applicable

From <Month, Year> academic session:

Sr.	Name	Certificate	Duration	No. of	Admission	Fee	Approval	No. of	Num	ber of	stude	ents
No.	of the	Title	(months)	Credits	Eligibility	(Rs.)	of	Learner		admi	tted	
	Depart						statutory	Support	(Male	/Fema	ale/Tr	ans-
	ment						Authority	Centre		gend	ler)	
							(s) (DD-	Operati	M	F	ΤG	Tot
							MM-YYYY)	onalized				al
							of	as per				
							HEI/	territori				
							Regulator	al				
							y	jurisdict				
							authority	ion*/				
							(if	Off				
							required)	Campus				
1.												
N.												

\*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:

### Not Applicable

From <Month, Year> academic session:

Sr.	Name	Diploma	Duration	No. of	Admission		Approval of	No. of	Nu	mber o		ents
No.	of the	Title	(months)	Credits	Eligibility	(Rs.)	statutory	Learner		adn	itted	
	Depart						Authority	Support	(Ma	le/Fen	nale/T	rans-
	ment						(s) (DD-	Centre		gen	der)	
							MM-YYYY)	Operational	M	F	TG	Total
							of HEI/	ized as per				
							Regulatory	territorial				
							authority(if	jurisdiction				
							required)	*/Off				
							1/	Campus				
								1				
1.												
N.												

<sup>\*</sup>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:

#### Not Applicable

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr.	Post	Duration	No. of	Admission	Fee (Rs.)	UGC	No. of Learner	Nu	mber o	of stude	nts
No.	Graduate	(years)	Credits	Eligibility		Recognitio	Support Centre			nitted	
	Diploma					n Letter	Operationalized			nale/Tra	ans-
	Title					No. and	as per territorial			nder)	
						date	jurisdiction*/	M	F	TG	Total
							Off Campus				
1.											
1.											
N.											

<sup>\*</sup>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: TO BE EXTRACTED FROM WEBPORTAL

_							D LKOM MEDI	
Sr.	Under -	Duration	No. of	Admission	Fee (Rs.)	UGC	No. of Learner	Number of students
No.	Graduate Degree Title	(years)	Credits	Eligibility		_	Support Centre	admitted (Male/Female/Trans-
	Degree Tide					Letter No. and	Operationalized as per territorial	gender)
						No. and	as per territorial	gender)
				100011				
				10+2 with Mathematics		F.No.13-		02
1.	Bachelor of	03	24	from a	10,000/-	14/2023 (DEB	00	02
1.	Commerce	00	24 1	recognized	10,000/	II), Dated Nov		(Male-02)
				board		2024		( 22 2 3,
				Intermediate		F.No.13-		
	Bachelor of	00	1.0	(10+2), from	20,000,7	14/2023 (DEB	00	01
2.	Business	03	18	any stream with aggregate	20,000/-	II), Dated Nov	00	(Male-01)
	Administration			marks 40%		2024		(Wate-01)
				10+2 with		E.M. 10		
	Bachelor of			Mathematics		F.No.13- 14/2023 (DEB		02
3.	Computer	03	24	from a	17,000/-	II), Dated Nov	00	(7 1 00)
	Applications			recognized		2024		(Female-02)
	Bachelor of Arts			board				
	(Combination of 3							
	Subjects)							
	(General) (Hindi,					F.No.13-		24
	English,	0.0		10+2	50001	14/2023 (DEB	0.0	21
4.	Education,	03		Examination	6000/-	II), Dated Nov	00	(Male-19
	Sociology,			Passed		2024		Female-05)
	Political Science,							
	History,							
	Economics)							

### \*Not for Private University

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

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

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr.	Post-	Durati	No. of	Admission	Fee	UGC	No. of Learner	Nu	mber	of stud	ents.
No.	graduate	on	Credits	Eligibility	(Rs.)	Recognition	Support Centre		adr	nitted	
	Degree Title	(year		S J		Letter No.	Operationalized	(Ma	de/Fer	nale/T	rans-
		s)				and date	as per territorial		gei	nder)	
							jurisdiction*/Off	M	F	TG	Total
							Campus				
1.	Master of	02	28	Graduation	30000/-	F.No.13-		12	07		19
	Business			with aggregate		14/2023 (DEB					
	Administrati			marks 50%		II), Dated Nov	00				
	on			according to		2024					
				AICTE Norms							
2.	Master of	02	20	Graduation	15,000/-	F.No.13-		01	-		01
	Commerce			with aggregate		14/2023 (DEB	00				
				marks 40%		II), Dated Nov	00				
						2024					

3.	Master of Computer Applications	02	25	Relevant undergraduate program from a recognized University with Mathematics at 10+2 level		F.No.13- 14/2023 (DEB II), Dated Nov 2024	00	18	01	19	
4.	Masters of Arts (Economics)	02	20	Graduation with any Discipline	11,000/-	F.No.13- 14/2023 (DEB II), Dated Nov 2024	00	02	01	03	
5.	Masters of Arts (Education)	02	20	Graduation with any Discipline	11,000/-	F.No.13- 14/2023 (DEB II), Dated Nov 2024	00	02	03	05	
6.	Masters of Arts (English)	02	20	Graduation with any Discipline	11,000/-	F.No.13- 14/2023 (DEB II), Dated Nov 2024	00	02	02	04	
7.	Masters of Arts (Hindi)	02	20	Graduation with any Discipline	11,000/-	F.No.13- 14/2023 (DEB II), Dated Nov 2024	00	01	1	01	
8.	Masters of Arts (Philosophy)	02	20	Graduation with any Discipline	11,000/-	F.No.13- 14/2023 (DEB II), Dated Nov 2024	00	01	-	01	
9.	Masters of Arts (Political Science)	02	20	Graduation with any Discipline	11,000/-	F.No.13- 14/2023 (DEB II), Dated Nov 2024	00	05	02	07	

### \*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	Learner-centric services ensured: timely admissions, responsive grievance redressal, LMS access, digital library, counselling. Outcome: High learner satisfaction & retention.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Periodic self-assessment, academic audits, learner surveys conducted. Outcome: Improved pedagogy & support systems.	
3.	Contribution in the identification of the key	CIQA identified curriculum relevance, e-learning resources, timely evaluation, and employability skills as priority areas. These areas have been targeted for improvement through academic and administrative reforms.	

4.	Open and Distance and Learning programmes to	enchmarks were set for rriculum design, contact purs, evaluation methods, and learner support services align ODL/OL quality with ce-to-face programmes.
5.	Mechanisms devised for Strinteraction with and obtaining feedback from deall stakeholders namely, learners, teachers, staff, takeholders namely, and the stakeholders namely, learners, teachers, staff, takeholders namely, because of the stakeholders namely, and the stakeholders namely, because of the stakeholders namely, and the stakeholders namely, because of the stakeholders namely, and the stakeholders namely, because of the stakeholders namely, and the stakeholders namely,	om learners, faculty, alumni, nployers, and parents were eveloped through online rveys, focus groups, and eriodic meetings. Action

7.	authorities of Higher Educational Institution for qualitative improvement	Recommendations included ICT integration, increased field-based assignments, enhanced counselling support, and faculty development workshops. These were considered by institutional authorities. Regular CIQA review meetings were conducted to monitor	
8.	themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher	implementation. The cycle of recommend- review-improve was institutionalised. Regular CIQA review meetings were conducted to monitor implementation. The	
9.	practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher	learning, online discussion forums, and	
10.	disseminated accurate, complete and reliable statistics about the quality of the programme(s).		

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	PPR was thoroughly reviewed to ensure compliance with UGC/Regulatory body guidelines before	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	_	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	plans and reports	
14.	Inputs provided to the Higher Educational Institutionfor restructuring of programmes in order to make them relevant to the job market.	CIQA recommended inclusion of skill-based courses,	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	surveys were	

16. Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc. collating data, and ensuring readiness for accreditation.  17. Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit withough periodic accreditation and audit withough periodic accreditation and audit policies.  18. Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines withough great and an annual report of Centre for Internal Quality Assurance.  19. Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.  19. Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.  20. Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.  21. Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution understy's statutory bodies and to UGC in the prescribed format, after due approval.			are t	
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about its activities at the end bodies and to UGC in the prescribed format,				
of each the prescribed format,				
academic session. after due approval.			•	
		academic session.	after due approval.	

	(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.		
22.	Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality		
23.	instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI	ODL philosophy were adopted, including	
24.		Learner services such as admission, fee payment, assignment submission, grievance redressal, and result declaration were digitised through ERP/LMS.	
25.	organisations, the activities pertaining to validation and annual	Subject experts and agencies were engaged for course	
26.	auditing bodies for quality audit of	Third-party academic audits were facilitated to ensure impartial review of programme delivery and learner	

		_	
		services.	
27.	Overseen the preparation of Self-	CIOA coordinated the	
	Appraisal Report to be submitted	_	
		submission of Self-	
	Accreditation agencies on behalf of	Appraisal Reports to	
	Higher Educational Institution	NAAC/other	
	_	accreditation bodies	
		on behalf of the	
		institution.	
28.	Promoted collaboration and	Collaborations were	
	association for quality	fostered with national	
	enhancement of Open and	institutions, industry	
	Distance Learning mode of	partners, and EdTech	
	education and research therein	platforms to enhance	
		the quality of ODL and	
		online programmes.	
29.	Facilitated industry-	MoUs were signed	
	institution linkage for providing	with industry partners	
	exposure to the learners and	for internships, skill	
	enhancing their employability.	workshops, and live	
		projects to improve	
		employability of	
		learners.	

### 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 docume nt
1.	<ul> <li>and Management:</li> <li>a. Organisation Structure</li> <li>and Governance</li> <li>b. Management</li> <li>c. Strategic Planning</li> <li>d. Operational Plan Goals</li> </ul>	CIQA ensured a robust governance structure with defined roles, transparent decision-making, and participative leadership. Strategic & operational plans were aligned with institutional vision. Outcome: Streamlined management processes and accountability.	
2.	Articulation of Higher Educational Institution Objectives	Institutional objectives were clearly defined in alignment with NEP 2020, focusing on learner-centric ODL/OL delivery, inclusivity, employability, and technology integration. Outcome: Clear direction and purpose communicated to stakeholders.	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility	Curriculum developed in consultation with experts, aligned with regulatory guidelines and industry needs. Flexible electives introduced. Implementation monitored through LMS. Feedback system institutionalised. Outcome: Learner satisfaction, relevance, and employability improved.	
4.	Programme Monitoring and Review	Periodic monitoring through academic audits, learner performance analysis, and faculty review meetings. Midcourse corrections implemented. Outcome: Continuous programme quality improvement.	
5.	Infrastructure Resources	ICT-enabled classrooms, LMS, digital libraries, online assessment systems, and learner support centres strengthened. Outcome: Enhanced learner accessibility and resource utilisation.	

6.	Learning Environment and Learner Support	Student orientation programmes, counselling, mentoring, and 24/7 esupport introduced. Dedicated helpdesks for grievance redressal established. Outcome: Supportive environment and reduced dropout rates.	
7.	Assessment and Evaluation	Continuous assessment via assignments, quizzes, discussion forums, and proctored exams ensured. Transparent grading system adopted. Outcome: Fair, reliable, and holistic learner evaluation.	
8.	Teaching Quality and Staff Development	Regular Faculty Development Programmes (FDPs), training on digital pedagogy, and workshops on ODL methodology conducted. Outcome: Improved teaching competency and digital readiness of faculty.	

### 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	Annual academic calendars prepared in advance with clear timelines for admissions, counselling, course delivery, assignment submission, and examinations. Outcome: Structured learning process and timely course completion.	
2.	Validation	Programme Project Reports (PPRs), curriculum, and instructional materials validated by internal committees and external subject experts. Outcome: Academic rigour and compliance with UGC standards maintained.	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) 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	a. Regular monitoring of Learner Support Centres (LSCs) through periodic reports on enrolment, counselling sessions, grievances, and learner participation. Outcome: Improved efficiency and accountability at LSCs. b. Examination centres submitted structured reports on logistics, exam conduct, and malpractice-free delivery. Outcome: Transparent and credible evaluation ensured. c. Third-party auditors conducted academic and administrative quality audits. Outcome: Independent feedback for quality enhancement incorporated. d. Data analytics on enrolment, learner progression, completion rates, and faculty performance were reviewed periodically. Outcome: Data-driven decision making and targeted interventions. e. Institutional MIS and dashboards prepared regular analytics for authorities and stakeholders. Outcome: Transparency and evidence-based governance. f. Biannual internal reviews and end-of- year CIQA review conducted, focusing on learner outcomes, teaching quality, and administrative efficiency. Outcome: Continuous improvement cycle institutionalised.	

### 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

Mention details such as Regular Employee, Designation, and Qualification,

Salary (Attach appointment letter and joining report) File 5

Prof. Sandeep Kumar Singh, Director CIQA, Ph.D.

# 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:

the journality jointal.
Insert Box

Programmes	No. of Faculty	No. of Faculty	Complied	If no. reason
Name	required	appointed	Yes/No	thereof
UG	13	4	No	Remaining will be recruited soon
PG 18		9	No	Remaining will be recruited soon
PGD				

File 6 and 7.

s.	Name of	Name of the Faculty/Programs	Name of the Faculty/Programme			Expe-	Type (Regular/ Contract) with gross		ict)	Date of Joining Programme
No.	Programme	Programme (ODL)	and Course Coordinator	Designation	Qualification	rience		Gross Salary/ month		and joining report (upload PDF)
1	BCA	ODL	Er. Amit Virmani	Asst. Professor	MCA, M.Tech.	20	Regulai	130000	NA	
2	BBA	ODL	Dr. Charu Khan	Asst. Professor	Ph.D.	20	Regular	130000	NA	
3	B.Com	ODL	Mr. Prakash Narayan Pandey	Asst. Professor	M.Com, MBA	10	SFS	57700	5 Yrs	
4	B.A.	ODL	Dr. Pooja Singh	Asst. Professor	Ph.D.	10	SFS	57700	5 Yrs	
5	MCA	ODL	Prof. Robins Porwal	Professor	Ph.D.	25	SFS	156000	5 Yrs	
6	MBA	ODL	Mrs. Arpana Katiyar	Asst. Professor	MBA	20	Scale	115000	NA	
7	M.Com	ODL	Mr. Rahul Agarwal	Asst. Professor	M.Com, MBA	6	SFS	57700	5 Yrs	
8	M.A. (Education)	ODL	Dr. Gopal Singh	Asst. Professor	Ph.D.	8	Regular	115000	NA	
9	M.A. (Economics)	ODL	Dr. Pawan Kumar Gupta	Asst. Professor	Ph.D.	5	SFS	40000	5 Yrs	
10	M.A. (English)	ODL	Dr. Sarvesh Mani Tripathi	Asst. Professor	Ph.D.	11	Regular	200000	NA	
11	M.A. (Political Science)	ODL	Mr. Satyendra Singh Chauhan	Asst. Professor	MSW	10	SFS	57700	5 Yrs	
12	M.A. (Philosophy)	ODL	Dr. Prashant	Asst. Professor	Ph.D.	15	Regular	100000	NA	
13	M.A. (Hindi)	ODL	Dr. Vikash K. Yadav	Asst. Professor	Ph.D.	5	SFS	40000	5 Yrs	

#### 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	Yes
Assistant Registrar	1	Yes
Section Officer	1	1 (Establishment Officer)
Assistants	3 (2 for DM Universities)	3
Computer Operator	2	2
Multi-Tasking Staff	2	1

(Attach duly attested photocopy of appointment letter with salary details) File 8

#### 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	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
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	
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.	Upload guidelines YES File 9	
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.	Upload mechanism Yes File 9	
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;	Yes File 9	
	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		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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	Yes File 9	
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.	Upload sample question paper Yes File 10	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Upload sample NO	Due to implementation work of Samarth portal in the University in progress, the desire grade card in under preparation/pipeline.
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.	Upload Process  Yes  File 11	
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.	Upload list  Yes (Exam and evaluation both was conducted in University Campus Only) File 12	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	Proposed to be implemented in next examination.
	(b) Availability of biometric system	No	Proposed to be implemented in next examination.

S.No.	Provisions in Regulations  Whether complied Reason Yes/No thereof If Yes, Upload relevant document		
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Yes The admit card was generated through Samarth portal	
	(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	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Upload Sample and list No	CCTV recordings will be maintained from Next Session
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Upload details of Observer assigned Yes File 13	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Upload Observer Report Yes File 14	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes File 12	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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	Yes	
14.	The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(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	Yes Only CSJM University is selected for conducting examinations File 12	
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	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	
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		Due to the non-completion of any batch.
	<ul> <li>ii. Aadhaar number or other government recognised identifier or Passport number, as applicable,</li> <li>iii. Other relevant details of the learner along with the Programme name.</li> </ul>	Upload samples No	
	(b) Each award shall also be uploaded on the National Academic Depository	No	Due to the non-completion of any batch.
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 Centers		Due to the non-completion of any batch

### 4.3 Whether any examination held through online mode. No

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

INSERT TEXT BOX			

4.4 Result and Student Progression For UG, PG and PGD programmes: Result Awaited: Result declaration is pending Due to implementation work of Samarth portal in the University in progress, the desire result is in under preparation/pipeline.

	P-08-000, 00			P-	-p	
Semester	Programme	No. of	No. of	No. of	% of	% of
beginning	name	students	students	students	students	students
		admitted	appeared in	progressed to	passed	passed in
			exams	next year		first class
<month,< td=""><td>1.</td><td></td><td></td><td></td><td></td><td></td></month,<>	1.					
Year>						
	N.					
<month,< td=""><td>1.</td><td></td><td></td><td></td><td></td><td></td></month,<>	1.					
Year>						
	N.					

### 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

Upload samples and authority approval

https://csjmu.ac.in/decode/program-project-report-of-odl/

File 15

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

Upload samples and authority approval: As per Annual Report File 16A and File 16B

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

Upload samples: File 17

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

### 6.1 Details of personal contact programmes implemented: Not Applicable

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

1108	rannies							
S.	Programmes	Centre	No.	of		of	Total no. of	No. of
No.	name	Name	centres		PCP	held	students	Students
			conduct	ed	every	7	registered in	Attended
			PCP		year		the	on an
							programme	average
								basis
	UG							
	Joa							
	DC.							
	PG							
	PGD							
	•							

### 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.

Yes File 18
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6.3 LSC wise enrollment details (Not for Private University): Not Applicable

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

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	If Yes, then years	No. of years	7 years condition
	same programme under	since when being		complied
	conventional mode	taught in		Yes/No
		conventional mode		
ŀ				
				i

### 6.4 Off campus details (For Deemed to be University): Not Applicable

Sr. No.	Name & Address of Off campus (Pin Code)	through notification published in the Official	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. 01	Program- mes offered	Total Enrolled student.
1.							
N.							

### 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	Date	of	delivery	Whether	SLM
	(for July and	SLM			delivered	to

	January)		learners within a fortnight from the date of admission
Printing Material	15 November 2024	29 November 2024	Yes
Audio-Video			
Material			
Online Material			
Compute based			
Material			

### 6.6 Whether any course in a particular programme was allowed through OER/Massive Open Online Courses: Y/N-NO

a. Provide details as under:

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

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	
	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 chrome-  https://csjmu.ac.in/dcode/letter/annualrep orts/202425/odlannualreports/File%20019%20ACADEMIC%20COUNCIL%20MINUTE.pdf	Yes	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities  https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20020A%20DEB%20Website%20recoginition%20ODL_List_202425cat1.pdf  https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20020B%20Permission%20to%20offer%20prog%20under%20ODL%20UGC 20241029105221_1.pdf	Yes	

HEI ID: HEI-Exempted-U-0505	Name of HEI: Chhatrapati Shahu Ji Maharaj University, Kanpur	Type of HEI: State University
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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.  https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20021%20Pospectus-CDOE.pdf	Yes	
5.	Programme-wise information on syllabus,	Yes	

	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 Leaning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule; <a href="https://csjmu.ac.in/decode/program-project-report-of-odl/">https://csjmu.ac.in/decode/program-project-report-of-odl/</a>		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc. <a href="https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20021%20Pospectus-CDOE.pdf">https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20021%20Pospectus-CDOE.pdf</a>	Yes	
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	
	https://csjmu.ac.in/dcode/letter/annualrep orts/202425/odlannualreports/File%20024 %20Feedback%20Mechanism%20Policy.pdf		
8.	Information regarding all the programmes recognised by the Commission https://csjmu.ac.in/dcode/letter/annualrep orts/202425/odlannualreports/File%20025%20Permission%20to%20offer%20prog%20under%20ODL%20UGC_20241029105221_1.pdf	Yes	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded		First batch yet to be pass out.
	https://csjmu.ac.in/dcode/letter/annualrep		

		T	1
	orts/202425/odlannualreports/File%20026		
	%20Data%20of%20year-		
	wise%20and%20programme-wise.pdf		
10.	Complete information about 'Self Learning	Yes	
	Material' including name of the faculty who		
	prepared it, when was it prepared and last		
	updated for Open and Distance Learning		
	Programmes;		
	riogrammes,		
	1-++		
	https://csjmu.ac.in/dcode/letter/annualrep		
	orts/202425/odlannualreports/File%20027		
	%20Information%20available%20regarding%		
	20Self-Learning%20Materials%20(SLM).pdf		
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	
	8		
	https://csjmu.ac.in/dcode/letter/annualrep		
	orts/202425/odlannualreports/File%20028		
	%20CDOE%20FAQ.pdf		
10			
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	No	No Admission
	and transparent manner, for Open and	110	on LSC
	Distance Learning programmes		
	https://csjmu.ac.in/dcode/letter/annualrep		
	orts/202425/odlannualreports/File%20029		
	%20LSC.pdf		
13.	List of the 'Examination Centres' alongwith		
	the number of learners in each centre, for		
	Open and Distance Learning programmes.		
	open and Bistance Boaring programmes.		No Admission
		No	on LSC
	https://csjmu.ac.in/dcode/letter/annualrep		OH LISC
	orts/202425/odlannualreports/File%20030		
1.4	%20Examination%20Centre.pdf		
14.	Details of proctored examination in case of		
	end semester examination or term end		
	examination of Open and Distance Learning		
	programmes	Yes	
		108	
	https://csjmu.ac.in/dcode/letter/annualrep		
	orts/202425/odlannualreports/File%20031		
	%20Proctored%20examination.pdf		
		l	İ

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	
	https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20032%20Academic%20Calander.pdf		
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 <a href="https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033">https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033</a> <a href="https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033">https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033</a> <a href="https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033">https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033</a> <a href="https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033">https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033</a> <a href="https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033">https://csjmu.ac.in/dcode/letter/annualreports/202425/odlannualreports/File%20033</a> <a href="https://csjmu.ac.in/dcode/letter/annualreports/File%20033">https://csjmu.ac.in/dcode/letter/annualreports/File%20033</a> <a href="https://csjmu.ac.in/dcode/letter/annualreports/File%20033">https://csjmu.ac.in/dc</a>	No	Will be conducted soon

**HEI ID:** HEI-Exempted-U-0505

### 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 Regulations, 2020	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, ands hall 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  (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	Yes

8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	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	No
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 Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
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	Yes

	study conducted by it	
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	Yes
	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	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.

INSERT TEXT BOX
Yes, Its published online on website
File 34 enclosed

#### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
00	00

#### 9.3 Complaint Handling Mechanism

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

**INSERT TEXT BOX** 

Yes

Er. Somesh Kumar Mehrotra, Technical Manager (Admission, Examination and Results)

#### 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)
00	00	Yes

#### Part - X: Innovative and Best Practices

#### 10.1 Innovations introduced during academic year

INSERT TEXT BOX

Yes, CIQA is collaborated with University Innovation Team

#### 10.2 Best Practices of the HEI

INSERT TEXT BOX

Yes, CIQA is working on best practices

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

INSERT TEXT BOX

No Not Yet but certainly arranged in the upcoming sessions

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

**INSERT TEXT BOX** 

No, Not Yet because no batch has been completed

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

INSERT TEXT BOX

No, However CIQA will take steps in the coming session

### 10.6 Number of students placed through Campus Placements

**INSERT TEXT BOX** 

No Not Yet because no batch has been completed

### 10.7 Details of Alumni Cell and its activity

INSERT TEXT BOX

Yes Yet to be Established

### 10.8 Any other Information

**INSERT TEXT BOX** 

No

### DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:

Name: Dr. Sandeep Kumar Singh

Seal:

DIRECTOR

Date: 29/08/2025 Online Education (CDOE)

Signature of the Registrar:

Name: Mr. Rakesh Kumar

Seal: C.S.J.M. U.

Date: 29/08/2025

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.