

HEI ID: HEI-Exempted-U-0505

Name of HEI: Chhatrapati Shahu Ji Maharaj University, Kanpur

Type of HEI: State University

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2025-26

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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	Specialization	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 from which programme is being offered in ODL and Online mode	Member 4	Prof. Sudhanshu Pandiya Ph.D.	Business Management	23.04.2024
		Member 5	Dr. Alok Kumar Ph.D.	Artificial Intelligence	23.04.2024
		Member 6	Dr. Kiran Jha Ph.D.	Sociology	23.04.2024
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. Manjulika Srivastava Ph.D.	Education	23.04.2024
		Member 8	Prof. Jeetendra Pande Ph.D.	PhD (CSE)	23.04.2024
e.	Officials from departments of HEI	Member 9 Administration	Mr. Rakesh Kumar Mishra	Post Graduate	24.09.2025

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	- Administration - Finance	Member 10 Finance	Mr. Ashok Kumar Tripathi	Post Graduate	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? –

NA, 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: 1

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	29.08.2026	02	File-3	Annexure-3

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. 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	T G	Total
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. 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.												
N.												

***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. 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.											
N.											

***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 <July 2025>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Trans-gender)
1.	Bachelor of Commerce	03	24	10+2 with Mathematics from a recognized board	10,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	05
2.	Bachelor of Business Administration	03	18	Intermediate (10+2), from any stream with aggregate marks 40%	20,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	22
3.	Bachelor of Computer Applications	03	24	10+2 with Mathematics from a recognized board	17,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	13
4.	Bachelor of Arts (Combination of 3 Subjects) (General) (Hindi, English, Education, Sociology, Political Science, History, Economics)	03		10+2 Examination Passed	6000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	100

From <January 2026>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Trans-gender)
1.	Bachelor of Commerce	03	24	10+2 with Mathematics from a recognized board	10,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	09
2.	Bachelor of Business Administration	03	18	Intermediate (10+2), from any stream with aggregate marks 40%	20,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	05
3.	Bachelor of Computer Applications	03	24	10+2 with Mathematics from a recognized board	17,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	09
4.	Bachelor of Arts (Combination of 3 Subjects) (General) (Hindi, English, Education, Sociology, Political Science,	03		10+2 Examination Passed	6000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00	595

	History, Economics)							
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***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 <July, 2025>academic session: TO BE EXTRACTED FROM WEBPORTAL

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.	Master of Business Administration	02	28	Graduation with aggregate marks 50% according to AICTE Norms	30000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				51
2.	Master of Commerce	02	20	Graduation with aggregate marks 40%	15,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				03
3.	Master of Computer Applications	02	25	Relevant undergraduate program from a recognized University with Mathematics at 10+2 level	20,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				51
4.	Masters of Arts (Economics)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				04
5.	Masters of Arts (Education)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				11
6.	Masters of Arts (English)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				12
7.	Masters of Arts (Hindi)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				10
8.	Masters of Arts (Philosophy)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				05
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				15

From <Jan, 2026>academic session: TO BE EXTRACTED FROM WEBPORTAL

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.	Master of Business Administration	02	28	Graduation with aggregate marks 50% according to AICTE Norms	30000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				15
2.	Master of Commerce	02	20	Graduation with aggregate marks 40%	15,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				00
3.	Master of Computer Applications	02	25	Relevant undergraduate program from a recognized University with Mathematics at 10+2 level	20,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				08
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
5.	Masters of Arts (Education)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				01
6.	Masters of Arts (English)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				03
7.	Masters of Arts (Hindi)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				00
8.	Masters of Arts (Philosophy)	02	20	Graduation with any Discipline	11,000/-	F.No.13-14/2023 (DEB II), Dated Nov 2024	00				02
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				06

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 areas in which Higher Educational Institution should maintain quality	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.	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)	Benchmarks were set for curriculum design, contact hours, evaluation methods, and learner support services to align ODL/OL quality with face-to-face programmes.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Structured feedback systems from learners, faculty, alumni, employers, and parents were developed through online surveys, focus groups, and periodic meetings. Action taken reports were shared with stakeholders.	
6.	Measures suggested to the 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.	
7.	Implementation of its recommendations through periodic reviews	Regular CIQA review meetings were conducted to monitor implementation. The cycle of recommend-review-improve was institutionalised.	

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.	Regular CIQA review meetings were conducted to monitor implementation. The cycle of recommend-review-improve was institutionalised.	
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	Best practices such as blended tutorials, peer learning, online discussion forums, and e-content repositories were documented and shared with faculty and learners.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Comprehensive MIS was developed to track enrolment, completion rates, learner satisfaction, and employability data. Reports were regularly published.	
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	Each programme's PPR was thoroughly reviewed to ensure compliance with UGC/Regulatory body guidelines before launch.	

	appropriate regulatory authority having control over the programme		
12.	Mechanism to ensure the proper implementation of Programme Project Reports	CIQA monitored implementation through academic audits, course delivery tracking, and feedback analysis to ensure adherence to PPR.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Annual academic plans and reports were systematically archived, periodically reviewed, and actionable insights were generated for improvement.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	CIQA recommended inclusion of skill-based courses, industry-aligned curriculum, and elective options to enhance employability.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Action research and surveys were carried out on learner needs, leading to more personalised academic counselling and improved learner support mechanisms.	

16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	CIQA served as a nodal unit for preparing NAAC-related documents, collating data, and ensuring readiness for accreditation.	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Internal academic and administrative audits were carried out periodically. Outcomes were integrated into institutional policies.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	CIQA facilitated smooth communication with UGC by timely submission of compliance reports, data, and responding to quality-related directives.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Information on best practices was collected through academic networking, NAAC reports, and inter-university workshops, then customised for institutional use.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre	CIQA compiled a comprehensive annual report detailing initiatives, outcomes, and action plans for quality enhancement.	

	for Internal Quality Assurance.		
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.	Annual Reports were submitted to the University's statutory bodies and to UGC in the prescribed format, 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.	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	Regular monitoring was conducted on CIQA's performance. Reports on quality systems and processes were generated and reviewed by the competent authority.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of	Instructional design models aligned with ODL philosophy were adopted, including modular course design, self-learning material preparation, and e-resources.	

	the HEI for its different academic programmes		
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24.	Promoted automation of learner support services of the Higher Educational Institution	Learner services such as admission, fee payment, assignment submission, grievance redressal, and result declaration were digitised through ERP/LMS.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Subject experts and agencies were engaged for course validation, curriculum review, and quality checks on e-learning materials.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Third-party academic audits were facilitated to ensure impartial review of programme delivery and learner services.	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	CIQA coordinated the preparation and submission of Self-Appraisal Reports to NAAC/other accreditation bodies on behalf of the institution.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	Collaborations were fostered with national institutions, industry partners, and EdTech platforms to enhance the quality of ODL and online programmes.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	MoUs were signed with industry partners for internships, skill 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 document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	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 d. Learning Resource e. Feedback System	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. Mid-course 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 e-support 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.	
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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 5A & 5B**

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:

Insert Box

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason 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. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/	Date of joining programme and Joining report
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							month			
							Type	Gross salary/month	Contract period	
1										Upload pdf

File 7.

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; 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	Yes File 9	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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	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 YES 10A	
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 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 Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(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 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	Yes 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 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.	Upload samples No	Due to the non-completion of any batch.
	(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	Upload samples No	Due to the non-completion of any batch

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centers		

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.

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
2024 July	CAT50501 : Bachelor of Arts(BA) (ODL)	24	14	14	0.00	--
	CAT50502 : Bachelor of Computer Applications(BCA) (ODL)	2	2	0	100	100
	CAT50504 : Bachelor of Business Administration(BBA) (ODL)	1	1	0	100	100
	CAT50513 : Master of Computer Application(MCA) (ODL)	20	20	3	85	85
	CAT50512 : Master of Business Administration(MBA) (ODL)	19	14	6	57.14	57.14
	CAT50511 : Master of Commerce(MCom) (ODL)	1	1	1	0.00	--
	CAT50509 : Master of Arts(Economics) (ODL)	3	2	0	100	100
	CAT50510 : Master of Arts(Education) (ODL)	5	5	0	100	100
	CAT50506 : Master of Arts(English) (ODL)	4	3	1	66.67	66.67
	CAT50507 : Master of Arts(Hindi) (ODL)	1	1	0	100	100
	CAT50508 : Master of Arts(Philosophy) (ODL)	1	1	0	100	100
	CAT50505 : Master of Arts(Political Science) (ODL)	7	2	0	100	100
July 2024 I Sem Back-paper and July 2024 II Sem	CAT50501 : Bachelor of Arts(BA) (ODL) I Sem	24	12	12	58.33	58.33
	CAT50501 : Bachelor of Arts(BA) (ODL) II Sem	24	10	10	80.00	80.00
	CAT50502 : Bachelor of Computer Applications(BCA) II Sem (ODL)	2	2	2	50.00	50.00
	CAT50504 : Bachelor of Business Administration(BBA) (ODL) II Sem	1	1	1	0.00	0.00
	CAT50513 : Master of Computer Application(MCA) (ODL) I Sem	20	2	2	100.00	100.00
	CAT50513 : Master of Computer Application(MCA) (ODL) II Sem	20	19	19	84.21	84.21

	CAT50512 : Master of Business Administration(MBA) (ODL) I Sem	19	5	5	80.00	80.00
	CAT50512 : Master of Business Administration(MBA) (ODL) II Sem	19	14	14	50.00	50.00
	CAT50511 : Master of Commerce(MCom) (ODL) I Sem	1	1	1	100.00	100.00
	CAT50511 : Master of Commerce(MCom) (ODL) II Sem	1	1	1	100.00	100.00
	CAT50509 : Master of Arts(Economics) (ODL) II Sem	3	2	2	100.00	100.00
	CAT50510 : Master of Arts(Education) (ODL) II Sem	5	4	4	100.00	100.00
	CAT50506 : Master of Arts(English) (ODL) II Sem	4	2	2	100.00	100.00
	CAT50507 : Master of Arts(Hindi) (ODL) II Sem	4	1	1	100.00	100.00
	CAT50508 : Master of Arts(Philosophy) (ODL) II Sem	1	1	1	100.00	100.00
	CAT50505 : Master of Arts(Political Science) (ODL) II Sem	7	2	2	100.00	100.00
I Sem July 2025	CAT50513 : Master of Computer Application(MCA) (ODL)	51	51	51	92.16	92.16
	CAT50505 : Master of Arts(Political Science) (ODL)	15	14	14	57.14	57.14
	CAT50501 : Bachelor of Arts(BA) (ODL)	100	78	78	64.10	64.10
	CAT50504 : Bachelor of Business Administration(BBA) (ODL)	22	22	22	36.36	36.36
	CAT50507 : Master of Arts(Hindi) (ODL)	10	10	10	70.00	70.00
	CAT50512 : Master of Business Administration(MBA) (ODL)	51	47	47	89.36	89.36
	CAT50510 : Master of Arts(Education) (ODL)	11	9	9	44.44	44.44
	CAT50503 : Bachelor of Commerce(BCom) (ODL)	5	5	5	60.00	60.00
	CAT50506 : Master of Arts(English) (ODL)	12	9	9	77.78	77.78
	CAT50502 : Bachelor of Computer Applications(BCA) (ODL)	13	13	13	76.92	76.92
	CAT50508 : Master of Arts(Philosophy) (ODL)	5	4	4	0.00	0.00
	CAT50511 : Master of Commerce(MCom) (ODL)	3	4	4	100.00	100.00
	CAT50509 : Master of Arts(Economics) (ODL)	4	4	4	75.00	75.00
	CAT50501 : Bachelor of Arts(BA) (ODL)	24	5	5	40.00	40.00
	CAT50504 : Bachelor of Business Administration(BBA) (ODL)	1	1	1	100.00	100.00
July 2024 Backpaper II Sem	CAT50502 : Bachelor of Computer Applications(BCA) (ODL)	2	1	1	100.00	100.00
	CAT50512 : Master of Business Administration(MBA) (ODL)	19	4	4	75.00	75.00
	CAT50513 : Master of Computer Application(MCA) (ODL)	20	2	2	100.00	100.00
	CAT50512 : Master of Business Administration(MBA) (ODL)	19	15	15	93.33	93.33
	CAT50501 : Bachelor of Arts(BA) (ODL)	24	12	12	91.67	91.67
July 2024 III Sem	CAT50504 : Bachelor of Business Administration(BBA) (ODL)	01	1	1	100.00	100.00
	CAT50502 : Bachelor of Computer Applications(BCA) (ODL)	02	2	2	100.00	100.00
	CAT50509 : Master of Arts(Economics) (ODL)	3	2	2	100.00	100.00
	CAT50510 : Master of Arts(Education) (ODL)	5	4	4	100.00	100.00
	CAT50506 : Master of Arts(English) (ODL)	4	2	2	100.00	100.00
	CAT50507 : Master of Arts(Hindi) (ODL)	1	1	1	100.00	100.00
	CAT50508 : Master of Arts(Philosophy) (ODL)	1	1	1	100.00	100.00
	CAT50505 : Master of Arts(Political Science) (ODL)	7	2	2	50.00	50.00
	CAT50505 : Master of Arts(Political Science) (ODL)	7	2	2	50.00	50.00

	CAT50513 : Master of Computer Application(MCA) (ODL)	20	18	18	100.00	100.00
	CAT50511 : Master of Commerce(MCom) (ODL)	1	1	1	100.00	100.00
Jan 2026 I Sem	CAT50512 : Master of Business Administration(MBA) (ODL)	15	23	23	69.57	69.57
	CAT50501 : Bachelor of Arts(BA) (ODL)	595	570	570	88.25	88.25
	CAT50504 : Bachelor of Business Administration(BBA) (ODL)	5	8	8	50.00	50.00
	CAT50507 : Master of Arts(Hindi) (ODL)	0	1	1	100.00	100.00
	CAT50513 : Master of Computer Application(MCA) (ODL)	8	9	9	88.89	88.89
	CAT50506 : Master of Arts(English) (ODL)	3	6	6	83.33	83.33
	CAT50502 : Bachelor of Computer Applications(BCA) (ODL)	9	11	11	90.91	90.91
	CAT50505 : Master of Arts(Political Science) (ODL)	6	7	7	57.14	57.14
	CAT50510 : Master of Arts(Education) (ODL)	1	4	4	75.00	75.00
	CAT50503 : Bachelor of Commerce(BCom) (ODL)	9	7	7	71.43	71.43
	CAT50508 : Master of Arts(Philosophy) (ODL)	2	1	1	100.00	100.00
	CAT50509 : Master of Arts(Economics) (ODL)	2	2	2	100.00	100.00
July 2025 II Sem	CAT50512 : Master of Business Administration(MBA) (ODL)	51	47	46	93.62	93.62
	CAT50513 : Master of Computer Application(MCA) (ODL)	51	46	46	100.00	100.00
	CAT50505 : Master of Arts(Political Science) (ODL)	15	11	8	63.64	63.64
	CAT50501 : Bachelor of Arts(BA) (ODL)	100	54	51	53.70	53.70
	CAT50504 : Bachelor of Business Administration(BBA) (ODL)	22	13	12	84.62	84.62
	CAT50507 : Master of Arts(Hindi) (ODL)	10	8	8	75.00	75.00
	CAT50510 : Master of Arts(Education) (ODL)	11	8	5	62.50	62.50
	CAT50503 : Bachelor of Commerce(BCom) (ODL)	5	3	3	33.33	33.33
	CAT50506 : Master of Arts(English) (ODL)	12	10	7	40.00	40.00
	CAT50502 : Bachelor of Computer Applications(BCA) (ODL)	13	12	12	91.67	91.67
	CAT50508 : Master of Arts(Philosophy) (ODL)	5	2	2	100.00	100.00
	CAT50511 : Master of Commerce(MCom) (ODL)	3	3	2	33.33	33.33
	CAT50509 : Master of Arts(Economics) (ODL)	4	1	1	100.00	100.00

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 16A

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

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
	UG					
	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

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

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.										
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 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

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

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.							
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 (for July and	Date of delivery SLM	Whether delivered	SLM to
------	---------------------------------	----------------------	-------------------	--------

	January)		learners within a fortnight from the date of admission
Printing Material	Batch July 2024 Batch July 2025 Batch Jan 2026	Within 14 days from the last date of admission through LMS.	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. 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 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	Yes	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	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 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.	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	
8.	Information regarding all the programmes recognised by the Commission	Yes	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	No	First batch yet to be pass out.
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;	Yes	
11.	A compilation of questions and answers under the head ' <i>Frequently Asked Questions</i> ' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes	
12.	List of the ' <i>Learner Support Centres</i> ' 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	No	No Admission on LSC
13.	List of the ' <i>Examination Centres</i> ' alongwith the number of learners in each centre, for Open and Distance Learning programmes.	No	No Admission on LSC
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes	
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	

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	No	Will be conducted soon
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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 intake in conventional mode and in case 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 (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,	Yes

	which shall be in consonance with the resources	
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 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	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	Yes
	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.

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

HEI ID:

Name of HEI:

Type of HEI:

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: Prof. Sandeep Kumar Singh

Seal:

Date: 29/08/2026

Signature of the Registrar:

Name: Rakesh Kumar Mishra

Seal:

Date: 29/08/2026

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.