Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2021-22>

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DECLARATION

Part – I: General Information

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

Upload PDF

1.2 Details of Director, CIQA

- Name :
- Qualification:
- Appointment Letter and Joining Report: Upload (PDF)

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.Najma Akhtar, Ph.D	Education	28/03/2023
b.	Three Senior teachers of HEI	Member 1	Prof. Rahela Farooqi, Ph.D.	Management	28/03/2023
		Member 2	Prof. Nahid Zahoor, Ph.D		28/03/2023
		Member 3	Prof. Archana Dassi, PhD	Social Work	28/03/2023
C.	Head of three Departments or	Member 4	Prof. Manisha Pandey, Ph.D	Sociology	28/03/2023
	bepartments of	Member 5	Prof. Simi Malhotra,Ph.D	English	28/03/2023
	School of Studies from which programme is being offered in ODL and Online mode	Member 6	Prof. N.U.K Sherwani, Ph.D	Commerce	28/03/2023
d.	Two External	Member 7	Prof. Hina Bijli, Ph.D.	Education	28/03/2023
	Experts of ODL and/or Online Education	Member 8	Prof. Mohd Miyan, Ph.D.	Education	28/03/2023

HEI ID: HEI-U-0108

Name of HEI: JAMIA MILLIA ISLAMIA Type of HEI: Dual Mode

e.	Officials from	Member 9	Prof. Nazim Husain	History	28/.03/2023
	departments of HEI	Administration	Jafri, Registrar		
		Member 10	Shaikh Safiullah,	Commerce	
		Finance	CA		28/03/2023
f.	Director, CIQA	Member	Prof. Jessy Abraham,	Education	28/03/2023
		Secretary	Ph.D		

b.

Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N) Yes

es

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	Expert Present		Minutes
Meeting 1	27/04/2023	11	UPLOAD ED	upload
Meeting 2			upload	upload

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

From <Month, Year> academic session:

Sr. No.	Name of the Depart	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory	No. of Learner Support		ber of admit /Fema	ted le/Ti	
	ment						Authority	Centre		gend	er)	
							(s) (DD-	Operati	Μ	F	Т	Tot
							MM-	onalized			G	al
							YYYY) of	· · I · ·				
							HEI/Regu	territori				
							latory authority	al jurisdict				
							(if	ion*/				
							required)	Off				
							requireuj	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:

From <Month, Year> academic session:

-		_	,		-					-		
Sr.	Name	Diploma	Duration	No. of	Admission	Fee	Approval of	No. of	Nu	mber c	of stud	ents
No.	of the	Title	(months)	Credits	Eligibility	(Rs.)	statutory	Learner		adm	itted	
	Depart				0		Authority	Support	(Ma	le/Fen	nale/T	rans-
	ment						(s) (DD-	Centre		gen	der)	
							MM-YYYY)	Operational	М	F	TG	Total
							of HEI/	ized as per				
							Regulatory	territorial				
							authority(if	jurisdiction				
							required)	*/Off				
							- 1	Campus				
								Street wo				
1.												
N.												
· · · ·				I	1			1				

*Not for Private University

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

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

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

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognitio n Letter No. and	No. of Learner Support Centre Operationalized as per territorial	(Ma	adm le/Fem	f studen itted ale/Trai der)	
						date	jurisdiction*/ Off Campus	М	F	TG	Tot al
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 <month, year="">academic session: TO BE EXTRACTED FROM WEBPORTAL</month,>										
Sr. Under - Duration No. of Admission Fee UGC No. of Learner Number of students										
SI. Onder Duration No. of Admission Fee OGC No. of Learner Number of stud	ents									
No. Graduate (years) Credits Eligibility (Rs.) Recognitio Support Centre admitted										
Degree Title n Letter Operationalized (Male/Female/T	rans-									
No. and as per territorial gender)										

-1. N.		

*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-	Duration	No. of	Admission	Fee	UGC	No. of Learner	Nu	mber o	of stud	ents
No.	graduate	(years)	Credits	Eligibility	(Rs.)	Recognition	Support Centre		adn	nitted	
	Degree			0,		Letter No.	Operationalized	(Ma	le/Fer	nale/T	rans-
	Title					and date	as per territorial		ger	nder)	
							jurisdiction*/Off	М	F	TG	Total
							Campus				
1.											
N.											

*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	Upload
		taken by CIQA	Relevant
		and Outcome	Document
		thereof	
		(Not more than	
		500 words)	
1.	Quality maintained in the services provided to the learners	CDOE has designed a standard operating procedure to deliver counseling classes through direct communication	
2.	Self-evaluative and reflective	Feedback from students	
	exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution		
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Improving the Quality of Self-Learning Material by updating it periodically.	
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)	classes along	

		the regular mode.	
5.	with and obtaining toodback from all	Feedback is collected at the end of the course through google forms.	

6.	Magazza auggastal ta the suther it's	c Courselors and
б.	Measures suggested to theauthorities	Counselors are chosen by an
	of Higher Educational Institution for	internal
	qualitative	committeeRegular revision
	improvement	of SLM
7.	Implementation of its	Periodic
	recommendations through periodic	meetings through online and
	reviews	offline modes of
8.	Workshops/ seminars/ symposium	thr stakeholders. Guest Lectures on
0.		1. Road Safety
	organized on quality related themes,	2. Gender Sensitization
	ensure participation of all	3. Environment
	stakeholders, and disseminate the	
	reports of such activities among all	
	the stakeholders in Higher	
	Educational Institution.	
9.	Developed and collated best practices	
	in all areas leading to quality	Committee, Use of Google Classroom for
		direct communication.
	learners and disseminate the same all	
	concerned in Higher Educational	
	Institution	
10.	Collected, collated and disseminated	Maintaining the record of
		data in compliance with
	statistics about the quality of the	the regulatory bodies.
	programme(s).	
11.		The Programme Project
***	Programma Project Banart for each	Report is updated
	c , i	frequently in accordance with the forms of the
		regulatory authority.
	5	
	Commission and wherever necessary	
	by the appropriate regulatory	
	authority having control	
	over the programme	

		T T
12.	Mechanism to ensure the proper	The PPR is prepared and updated by the subject
	implementation of Programme	expert. It is also
	Project Reports	reviewed by the director.
13.	Maintenance of record of Annual	Yes
	Plans and Annual Reports of Higher	
	Educational Institution, review them	
	periodically and generate actionable	
	reports.	
14.	Inputs provided to the Higher	Yes
	Educational Institution for	
	restructuring of programmes in order	
	to make them relevant to the job	
	market.	
15.	Facilitated system based research on	Yes
	ways of creating learner centric	
	environment and to bring about	
	qualitative change in the entire	
	system.	
16.	Steps taken as a nodal coordinating	Yes
	unit for seeking assessment and	
	accreditation from a designated body	
	for accreditation such as NAAC etc.	
17.	Measures adopted to ensure	Yes
	internalisation and	
	institutionalisation of quality	
	enhancement practices through	
	periodic accreditation and audit	
18.	Steps taken to coordinate between	
	Higher Educational Institution and	rules and guidelines of the Commission
	the Commission for various quality	
	related initiatives or guidelines	

19. 20.	Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Information regarding the mechanisms of evaluation, and how to make use of advancing technological tools for disseminating the information to the students Annual calendar, feedback recording and maintenance of actual
21.	Quality Assurance. Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	submitted to the concerned cell of the University.
	 (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. 	Being submitted
22.	Overseen the functioning of Centrefor Internal Quality Assurance and approve the reports generated by Centre for Internal QualityAssurance on the effectiveness of quality assurance systems and Processes	Yes
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	Yes

24.	Promoted automation of learner	Yes
	support services of the Higher	
	Educational Institution	
25.	Coordinated with external subject	Yes
	experts or agencies or organisations,	
	the activities pertaining to validation	
	and annual review of its in-house	
	processes	
26.	Coordinated with third party auditing	Yes
	bodies for quality audit of	
	programme(s)	
27.	Overseen the preparation of Self-	Ves
27.	Appraisal Report to be submitted to	
	the Assessment and Accreditation	
	agencies on behalf of Higher	
	Educational Institution	
28.	Promoted collaboration and	Yes
	association for quality enhancement of	
	Open and Distance Learning mode of	
	education and research therein	
29.	Facilitated industry-institution	Yes
	linkage for providing exposure to the	
	learners and enhancing their	
	employability.	

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	Upload
		respect	of ODL		relevant
					document

HEI ID: HEI-U-0108

1.	Governance, Leadership and	YES
	Management:	
	a. Organisation Structure and	
	Governance	
	b. Management	
	c. Strategic Planning	
	d. Operational Plan, Goals and	
	Policies	
2.	Articulation of Higher Educational	YES
	Institution Objectives	
3.	Programme Development and	YES
	Approval Processes	
	a. Curriculum Planning, Design	
	and Development	
	b. Curriculum Implementation	
	c. Academic Flexibility	
	d. Learning Resource	
	e. Feedback System	
4.	Programme Monitoring and Review	YES
5.	Infrastructure Resources	YES
6.	Learning Environment and Learner	YES
	Support	
7.	Assessment and Evaluation	YES
8.	Teaching Quality and Staff	YES
	Development	

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	Upload
		respect of ODL	relevant
			document

HEI ID: HEI-U-0108

Name of HEI: JAMIA MILLIA ISLAMIA Type of HEI: Dual Mode

	· · · · · · · · · · · · · · · · · · ·		
1.	Academic Planning	Annual Academic	
		Calendar	
2.	Validation		
3.	Monitoring, Evaluation and	Yes	
	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		
L	1		+

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, atleast 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

Full Time Dedicated Director, Professor Jessy Abraham, Ph.D (Education)

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 letter regarding the compliance details has been uploaded on the UGC-DEB Portal.

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

4

Name of HEI: JAMIA MILLIA ISLAMIA Type of HEI: Dual Mode

S.	Names with	Qualification	Experiences	Туре	Date of
No.	Designation			(Regular/	joining
				Contract)	program
				with gross	me
				salary/	inc
				month	
1			10.37		
1.	Dr. Suresh Verma	PhD	18 Years	Regular	
	(Assistant				
	Professor) Dr. Abdullah	PhD	15 Years	Contractual /	12/10/2020
2	Chishti (Assistant	PIID	15 rears	Salary 79,600	12/10/2020
2	Professor)			Salal y 79,000	
	Dr. Mohd. Afzal	PhD	3 Years	Contractual /	25/10/2021
2	Saifi (Assistant	FIID	5 Tears	Salary 79,600	23/10/2021
3	Professor)			Salary 79,000	
4	Dr Mohammad	PhD	3 Years	Contractual /	12/10/2020
4	Farhan (Assistant	PIID	5 rears		12/10/2020
	Professor)			Salary 79,600	
5	Dr. Shabnum	PhD	3 Years	Contractual /	01/08/2022
5	Akhtar (Assistant		5 1 cars	Salary 79,600	01/00/2022
	Professor)			Salary 79,000	
6	Dr. Bushra Hussain	PhD	3 Years	Contractual /	12/10/2020
U	(Assistant		5 Tears	Salary 79,600	12/10/2020
	Professor)			Sulury 79,000	
7	Dr. Sheereen	PhD	1 Years	Contractual /	14/03/2023
-	Saleem (Assistant			Salary 79,600	
	Professor)			··· • • • • • • • • • • • • • • • • •	
8	Dr. Shushwi	PhD	3 Years	Contractual /	12/10/2020
	Ke(Assistant			Salary 79,600	
	Professor)				
9	Dr Dayal	PhD	4 Years	Contractual /	12/10/2020
	Sandhu(Assistant			Salary 79,600	
	Professor)				
10	Dr. Isha Naaz	PhD	3 Years	Contractual /	27/07/2022
	(Assistant			Salary 79,600	
	Professor)				
11	Dr Asif Pervez	PhD	7 Years	Contractual /	12/10/2020
	(Assistant			Salary 79,600	
1.0	Professor)				40/40/2020
12	Dr. Md. Imteyajul	PhD	1 Years	Contractual /	12/10/2020
	Haque (Assistant			Salary 79,600	
12	Professor) Dr Firdous	DLD	5 Veers	Control to 1 /	12/10/2020
13		PhD	5 Years	Contractual /	12/10/2020
	Khanum(Assistant Professor)			Salary 79,600	
14	Dr. Sabiha	PhD and PDF	5 Years	Contractual /	21/10/2021
14	Khatoon			Salary 79,600	21/10/2021
		PhD	4 Years	Contractual /	13/03/2023
15	Dr. Qudsia	PhD	VI Y Aare		

HEI ID: HEI-U-0108

Name of HEI: JAMIA MILLIA ISLAMIA Type of HEI: Dual Mode

S.	Programme	No. of Full	Names	Designati	Qualificati	Experi	Туре	Date of
No.	Name	time-		on	On	ence	(Regular/	joining
		Dedicated					Contract)	programme
		faculty for					with gross	and Joining
		ODL					salary/	report

				montl	h	
			Туре	Gro ss sala ry/ mo nth	Contr act perio d	
						Upload pdf

3.3 Details of Administrative staff

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

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

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

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		
2.	For ensuring transparency and credibility, the	Yes	
	full time faculty of the Open and Distance		
	Learning mode Higher Educational Institutions		
	or qualified faculty from University Grants		
	Commission recognised Higher Educational		
	Institutions only should be associated to function		
	as invigilators, examination		
	superintendents, as observers etc		
3.	All Examinations for Open and Distance Learning	Yes	
	mode programmes shall be conducted within the		
	Institution where the Study Centres or Learner		
	Support Centres is located under the direct control		
	and responsibility of the Open and Distance		
	Learning mode Institution.		
	No Examination Centres shall be allotted to any		
	private organisations or unapproved Higher		
	Educational Institutions.		
4.	The examination centre must be centrally located	Yes	
	in the city, with good connectivity from railway		
	station or bus stand, for the		
	convenience of the students.		

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or	Yes	
	State must be proportionate to the student		
	enrolment from the region		
6.	Building and grounds of the examination centre	Yes	
	must be clean and in good condition.		
7.	The examination centre must have an	Yes	
	examination hall with adequate seating capacity		
	and basic amenities		
8.	Fire extinguishers must be in working order,	Yes	
	locations well marked and easily accessible.		
	Emergency exits must be clearly identified and		
	clear of obstructions		
9.	The Examination Centre shall have adequate and	Yes	
	comfortable seating capacity and amenities		
	including adequate lighting, ventilation and		
	clean drinking water facilities		
10.	Safety and security of the examination centre	Yes	
	must be ensured		
11.	Restrooms must be located in the same building	Yes	
	as the examination centre, and restrooms must		
	be clean, supplied with necessary items, and in		
	working order		
12.	Provision of drinking water must be made for	Yes	
	learners		
13.	Adequate parking must be available near the	Yes	
	examination centre		
14.	Facilities for Persons with Disabilities should be	Yes	
	available		

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Uploaded	
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.	Uploaded	
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:	Yes	
	 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 		

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		
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. 		
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	
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	
9.	The examination of the programmes inOpen 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	
10.	 (a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure. (b) Availability of biometric system 	Yes Yes	

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		
	(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	
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	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Upload Observer Report	
13.	 (a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted 	Yes	

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 basedtesting)		
	within Territorial Jurisdiction, in the		
	examination centre as mentioned in		
	these regulations.		
	(b) The Exams shall be under the direct	Yes	
	control and responsibility of the Open		
	and Distance Learning mode Institution		
14.	The Examination Centre shall be located in	Yes	
	Government Institutions like		
	KendriyaVidyalaya(s),NavodayaVidyalaya(s),		
	Sainik School(s), State GovernmentSchools,		
	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 underthe University system in the		
	Country and no Examination Centres shall be		
	allotted to private organisations or		
	unapproved Higher Educational Institutions		
15.	The Learner Support Centres, as defined in	Yes	
	the regulations and within the territorial		
	jurisdiction, can also be used as examination		
	centres provided they fulfill thecriteria of an		
	examination centre as defined in these		
	regulations		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	lf 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 DistanceLearning shall be assigned a uniqueidentification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name. (b) Each award shall also be uploaded on the National Academic Depository 	Upload samples	
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 ofdelivery; (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	

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

4.3 Whether any examination held through online mode.

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

Yes

4.4 Result and Student Progression

101	ou, i u anu i u	D programm	103			
Semester beginning			No. of students appeared in	No. of students progressed to	% of students passed	% of students passed in
			exams	next year		first class
ApriM2022,	MAHRM	59	RA	RA	RA	RA
Year>	B.Ed.	No Admission				
	BCIBF	5	RA	RA	RA	RA
<month,< td=""><td>B.Com</td><td>30</td><td>RA</td><td>RA</td><td>RA</td><td>RA</td></month,<>	B.Com	30	RA	RA	RA	RA
Year>	DECCE	129	RA	RA	RA	RA
	MA (Sociology)	66	RA	RA	RA	RA
		44	RA	RA	RA	RA
	MA (Public Administrat ion)		RA	RA	RA	RA
		43	RA	RA	RA	RA
		276	RA	RA	RA	RA
	MA (History)	109	RA	RA	RA	RA
		55	RA	RA	RA	RA
		546	RA	RA	RA	RA
	BBA	83	RA	RA	RA	RA

For UG, PG and PGD programmes

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.

PPR has been prepared according to the UGC Guidelines.

Upload samples and authority approval

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.

INSERT TEXT BOX

Upload samples and authority approval

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.

INSERT TEXT BOX

Upload samples

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

6.1 Details of personal contact programmes implemented:

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

S.	Programmes	Centre	No.	of	No.	of	Total no. of	No.	of
No.	name	Name	centres		PCP held		students	Students	
			conduct	ed	every		registered in	Atten	ded
			РСР		year		the	on	an
							programme	avera	age
								basis	
1	UG		20		30		1075	900	
2	PG		5		30		78	40	
3	PGD		3		30		387	200	

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.

- 1. Rolling Invitation is available on the University website.
- 2. Institute fulfilling the criteria apply for the LSC.
- 3. Upon receiving the application, a dedicated committee is sent for the physical verfication.
- 4. LSC is selected on recommendation of the committee.
- 5. LSC can be discountinued if not fulfiiling the criteria of the university.

6.3 LSC wise enrollment details (Not for Private University)

Name of HEI:

	N O		10 411		Γ	T				
1.	Address of College/ institute where LSC is establishe d (with Pin Code) S A Memorial Degree College JD Road, Joypur, Kokrajhar	how many HEIs? (No. and	If yes,All the HEIs in same State as that of the LSC?	HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt(where LSC is established) Private	Name and Contact Details of Coordinato r and Counselor Mr. Sheikh Abdullah 09854300 175 09854550	Qualification of Coordinator and Counselor Masters	No. of Counsellors 10	Program- mes offered MA (Political Science) MA (History) MA (Educatio n) BA	Total Enrolled student. 61
2	, Assam Pin Code- 783370 Crescent Education al Trust 29/ Milanjyot i path, anupam nagar, hatigaon, Guwahati -38, Assam			Gauhati University, Gauhati	Private	697 nefcollege @gmail.co m 09954218 083, 08638918 779 cetghy.in @gmail.co m	Ph.D.	8	(General)	44
3	Fatima Degree College Gonpura, Phulwari Sharif, Patna - 801505			Maulana Mazharul Haq Arabic and Persian University, Patna. National Council for Teachers Education (NCTE)		Asadullah 09661130 707, 93048271 70, 98352821 33 <u>asadullah6</u> <u>87@yahoo</u> .com fatimadegr			BBA, BA (General), M.Com, MA (History), MA (Educatio n), MA (Sociolog y), PGDGC	52

	Г		[11				1
				eecollege.				
				org@gmai				
				<u>l.com</u>				
4	Shri Sai	Maharishi	Private	Mr.	Masters	8	B.Ed	42
4	Baba	Dayanand		Bijender				
	College	University,		Singh				
	of	Rohtak		U				
	Education			93500985				
	, Jhajjar,			76				
	Haryana -			/0				
	124104			shr.saibab				
	124104							
				acollege@				
			- ·	<u>gmail.com</u>		2		
5	Darsh		Private		Masters	8		51
~	College	Dayanand		Bhasin			BBA	
	of	University,						
	Education	Rohtak		09818772				
	Gohana-			060				
	Panipat	National						
	Road,	Council for		darshdista				
	Sonipat,	Teachers		ncecollege				
	Haryana,	Education		@gmail.co				
	131305	(NCTE)		m				
	101000	(11012)						
	Mewat	All India	Government	Prof. (Dr.)	Ph.D	8	BA	20
6		Council of	Government	Khwaja	1 11.12.	0	(General)	20
	Engineeri	Technical		M. Rafi			` '	
	ng Callaaa			M. Kall				
	College	Education		01067				
	Palla,	(AICTE)		01267-				
	NUH,			203071				
	Mewat			097175				
				<u>24636</u>				
				971818433				
				9				
				director@				
				mecw.ac.i				
				<u>n</u>				
_	Balaji	-Maharishi	Private	Dr.	Ph.D.	10	B.Ed.,	53
7	College	Dayanand		Jagdeesh			M.Com,	
	of	University,		Chaudhary	r		MA(Histo	
	Education	Rohtak		2 in a contrary			ry)	
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		Chaudhowy		34,				
	Nagar, Dallabhaa	Chaudhary Bonhin		· ·				
	Ballabhga	Ranbir		0129-				
		Singh		2212682				

Name of HEI:

rh Esidada al	University,	11			
Fridabad	Jind	balajiclgj			
	National	<u>mi@gmail</u>			
	Council for	<u>.com</u>			
	Teachers				
	Education				
	(NCTE)				
Bhagwan	Chaudhary Private	Dr Ph.D.	7	B.Ed.	49
Parshura	Ranbir	Parveen	,	D.Ld.	77
m College	Singh	Kumar			
of	University,	Kullia			
Education	Jind,	94161783			
, Panipat,	Haryana	65			
Haryana	i lai yalla	05			
i lai yalla		advpkjind			
		@gmail.co			
ІРЈ	Maharisihi Private	<u>m</u> Mr. Vikas Masters	10	B.Ed.,	167
College	Dayanand	Kharb	, 10	PGDGC	107
of	University,	K IIdi U			
Education	Rohtak	09899626			
Ismaila,	Kontak	321			
Rohtak	National	321			
Nomak	Council for	vikaskharb			
	Teachers	.77@gmai			
	Education				
	(NCTE)	<u>l.com</u> ipjcollege.			
	(IVCTE)	coe@gmai			
		l.com			
 Al-Falah	Al-Falah Private	Dr Mohd Ph.D.	8	B.Ed.	50
Universit	University	Muzahir	C	21241	
y Dhauj,	Dhauj,	Ali			
Faridabad	Faridabad,				
, Haryana.	Haryana.	92661527			
, Hai yana.	i fai yana.	86			
		92661517			
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		mohdmuz			
		ahirali@g			
		mail.com			
Bharat	Chaudhary Private	Dr Ph.D.	6	B.Ed	50
Vidya	Ranbir	Parveen	ľ	u	
Peeth	Singh	Bhardwaj			
College	University,	Diarawaj			
of	omvorony,				

Name of HEI:

	Education	Jind,	92152155		
	, Sonepat,	Haryana	59		
	Haryana	-DCRUST,			
	i i ii juitu	Murthal,	pkjind@g		
		Haryana	mail.com		
		-NCTE			
	Jan Seva	Dr. Hari Private	Dr Ph.D.	8	B.Ed. 49
1	College	singh Gaur	Sourabh	0	D.Dd. 19
	of	University,	Singh		
	Education	Sagar	Singi		
		Sagai	91115054		
	, Drithyinur		39		
	Prithvipur		39		
	, Madhya Pradesh		ionariasa		
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			arh@gmai		
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1	Bhartiya Dreahilaga		211	10	D.EU. 99
5	Prashiksa	Council for	Yogesh		
	n, Sanadhan	Teacher	Attary		
	Sansthan,	Education	00/00/000		
	Bijorawas	(NCTE)	09636083		
	Maharaja		888		
	was,		09636091		
	Behror,		888		
	Alwar		01494291		
			103		
			Less to die		
			<u>bsssindia</u>		
			@gmail.co		
			<u>m</u>		
			bpscollege		
			@rediffma		
		Dr. B. R. Private	il.com Dr Mohd Ph.D.	7	B.Ed., BA49
L	Al-	DIEDIR	21 1.10114	/	(General)
	Hidaya	Ambedkar	Sadiq Ali		(Seneral)
	College	University,	Khan		
	of Education	Agra	04125072		
	Education	NOTE	94125973		
	, Aligarh,	NCTE	ð		
	Uttar		11 * 1 1		
	Pradesh		alhidayahc		
			ollege786		
			@gmail.co		
			m		

Name of HEI:

1Saraswati College of Professio nal Studies 819, 27 KM Stone, NH-24 Hapur Road Bye Pass Adhyatmi c Nagar Ghaziaba d	Chaudh Charan Singh Univers Meerut Nationa Council Teacher Educatio (NCTE)	l for on.	Mr. Nirmal Singh 0120- 2761386 98100759 65 98185759 65 info@sara swaticolle ge.com	Masters	10	B.Ed.	97
 6 Siddique Memorial Degree College, Meera Sarai, Sheikhpur Road, Budaun, Uttar Pradesh. 	RohilKł d Univers		Ali Sayed 70379250 54 <u>zohaibsay</u> ed@gmail. <u>com</u> zohaib.as mdc@gma il.com				
1 Bhakta 7 Bala B.Ed College Vill. & P.O Telakpur, P.S Chapra, Dist. Nadia West Bengal – 741164	The We Bengal Univers of Teacher Training Educatio Planning and Adminis tion	ity 's g, on g	Dr Amar Chandra Biswas 94751822 49 <u>bhaktabala</u> <u>college@g</u> <u>mail.com</u>		7	B.Ed	50
1 Faculty of 8 Education	Jamia Millia	Government	Dr Ansar Ahmad sbegum@j	Ph.D.	8	B.Ed.	100

		Islamia, New Delhi NCTE	<u>mi.ac.in</u>				
9	Delhi Institute of Rural Developm ent (DIRD) GT Karnal Road Village Nangli Puna Delhi- 110036	Guru Gobind Singh Indraprasth a University, Dwarka	Mr. Rafi Lal 98108667 55 77038225 48 <u>rafilal100</u> @gmail.co <u>m</u>	Masters	10	B.Ed.	100
	Institute of	Rehabilitat ion Council of India (RCI)	Mr. Mukesh Gupta 01127948 146 01127945 852 09311105 286 <u>visionrohi</u> ni@gmail. com	Masters	12	PGDGC	238

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		

۱ ۱	<u></u>	

6.4 Off campus details (For Deemed to be University)

	Name & Address of Off campus (Pin Code)	Govt of India through notification published in the Official	Contact Details of Coordinator and	Qualification of Coordinator and Counselor	No. of Counsellors	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 inAnnexure-VI and Annexure-VII of Regulations

Туре	Date of Admission	Date	of	delivery	Whether	SLM
	(for July and	SLM			delivered	to

	January)	learners within a
		fortnight fromthe
		date of
		admission
Printing Material		
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

a. Provide details as under:

S.	Programme	Courses	Name	of	Name	of	HEI	Duration	of	No.	of	Percentage of
No.	Name	allowed	Platform		offering	5	the	the Cours	e	Credits		total courses
		through			course	(if a	ny)			assigne	ed	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

Name of HEI:

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,		

Name of HEI:

	suggested readings, contact points for	Yes
	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;	
6.	Important schodules or data chasts for	Vas
0.	Important schedules or date-sheets for	1 es
	admissions, registration, re-registration,	
	counselling/mentoring, assignments and	
	feedback thereon, examinations, result	
	declarations etc.	
7.	The feedback mechanism on design,	Yes
	development, delivery and continuous	
	evaluation of learner-performance which	
	shall form an integral part of the transactional	
	design of the Open and Distance Learning	
	mode programmes and shall be an input for	
	maintaining the quality of the programmes and	
	bridging the gaps, if any	
8.		Yes
	programmesrecognised by the Commission	
9.	Data of year-wise and programme-wise	Yes
	learner enrolment details in respect of degrees	
	and/or post graduate diplomas awarded	
10.	Complete information about 'Self Learning	Yes

	Material' including name of the faculty who prepared it, when was it prepared and last	Yes	
	updated for Open and Distance Learning		
	Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	Yes	
13.	List of the 'Examination Centres'alongwiththe number of learners in each centre, for Open and Distance Learning programmes	Yes	
14.	Details of proctored examination in case of end semester examination or term endexamination 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	Yes	
	be undertaken every five years and internal		
	academic audit every year by Centre for		
	Internal Quality Assurance		

Name of HEI:

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 DistanceLearning	Yes
	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 theLearner Support Centres (for	
	Open and Distance Learning only) to provide lab	
	facilities to the admitted	
	learners:	
2.	Enrolment of learners to the Higher Educational	Yes
	Institution, for any reason whatsoever, in anticipation	
	of grant of recognition for offering a programme in	
	Open and Distance Learning mode, shall render the	
	enrolment invalid	
3.	A Higher Educational Institution shall, for admission in	Yes
	respect of any programme in Open and Distance	
	Learning mode, accept payment towards admission fee	
	and other fees and charges-	
	(a) as may be fixed by it and declared by it in the	
	prospectus for admission, and on the website of the	
	Higher Educational Institutions;	
	(b) with a proper receipt in writing issued for such	
	payment to the concerned learner admitted in such	
	Higher Educational Institutions;	
	(c) only by way of online transfer, bank draft or pay	
	order directly in favour of the Higher Educational	
	Institution.	

4.	It shall be mandatory for the Higher Educational	Yes
	Institution to upload the details of all kind of payment	
	or fee paid by the learners on the website of the Higher	
	Educational Institution.	
5.	The fee waiver and/or scholarship schemes for	Yes
	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 shallnot	
	engage in commercialisation of education in any	
	manner whatsoever, ands hall provide for equity and	
	access to all deserving learners	
6.	Admission of learners to a Higher Educational Institution	Yes
	for a programme in Open and DistanceLearning mode	
	shall be offered in a transparent manner and made	
	directly by the Head Quarters of the Higher Educational	
	Institution which shall be solely responsible for final	
	approval relating to admissions or registration of	
	learners:	
	Provided that a Learner Support Centre shall not admit	
	a learner to any programme in Open and Distance	
	Learning for or on behalf of the Higher Educational	
	Institution	
7.	Every Higher Educational Institution shall–	Yes
	(a) record Aadhaar details or other Government	
	identifier(s) of Indian learner and Passport for an	

	International Learner;
	(b) maintain the records of the entire process of selection
	of candidates, and preserve such records fora 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 Yes
	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
8. (b)	The percentage of tuition fee and other charges Yes
	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
8. (c)	The number of seats approved in respect of each Yes
	programme of Open and Distance Learning mode,

r		
	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	
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes

 8. (j) Broad outline of the syllabus specified by the appropriate Yes statutory body or by higher educational institution, as the case may be, for every programme of study 8. (k) Activity planner including all the academic activities to Yes be carried out by the higher educational institution during the academic sessions 9. Higher Educational Institution shall publish Yes 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 10. No Higher Educational Institution shall, directly or Yes
case may be, for every programme of study8. (k)Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions9.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
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9. Higher Educational Institution shall publish Yes 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
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10. No Higher Educational Institution shall, directly or Yes
indirectly, demand or charge or accept, capitation feeor
demand any donation, by way of consideration for
admission to any seat or seats in a programme of study
conducted by it
11. No person shall, directly or indirectly, offer or pay Yes
capitation fee or give any donation, by way of
consideration either in cash or kind or otherwise, for
obtaining admission to any seat or seats in a programme
in Open and Distance Learning mode offered by a Higher
Education Institution
12 No Hickor Educational Institution sub- has to the Vac
12. No Higher Educational Institution, who has in its Yes
possession or custody, any document in the form of
certificates of degree, diploma or any other award or other document deposited with it by a person for the

	purpose of seeking admission in such HigherEducational	
	Institution, shall refuse to return such degree, certificate	
	award or other document with a view to induce or	
	compel such person to pay any feeor 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	Yes
	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	
		* 7
14.	No Higher Educational Institution shall, issue or	Yes
	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 itsacademic	
	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	
		1

or not based on facts or to be misleading	

Part – IX: Grievance Redressal Mechanism

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

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

The Centre has its own Grievance Committee that aims to resolve the grievances of the distance mode learners.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
7	7

9.3 Complaint Handling Mechanism

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

The distance mode learners directly register their complaint to the Director through the email or handwritten application. In addition to it, students can also mention their issues in their counselling classes.

9.4 Details of Complaintsreceived from UGC (DEB)

Numbers of Complaint	Numbers of Complaint	Whether Complaint
Received	Resolved	was resolved within
		stipulated time i.e. 60
		days?
		(yes/No)

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

• Encouragement for the optimum use of technological tools for students' engagement.

10.2 Best Practices of the HEI

- Direct accessibility to the academic staff for interaction with students.
- Regular and quality counselling classes.

10.3 Details of Job Fairs conducted by the HEI

NA

10.4 Success Stories of students of ODL mode of the HEI

NA

10.5 Initiatives taken towards conversion of SLM into Regional Languages

NA

10.6 Number of students placed through Campus Placements

NA

10.7 Details of Alumni Cell and its activity

NA

10.8 Any other Information

NA

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.

Signatu	ire of the Director:	Signature of the Registrar:	
Name:	P m J Horry Director Gentre for Distance & Online Educati	on Name: Mazim Husain Al	Jafri
Seal:	Gentre for Distance & Online Lucca. Jamia Millia Islamia, New Delhi-1100	25 Seal: कुला चिव / Registrar	
Date:	29 may 2023	Date जामिया मिल्लिया इस्लामिया / Jamia Millia Islamia	
	V	केन्द्रीय विश्वविद्यालय / Central University नई दिल्ली / New Delhi - 110025	

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.



