

Annual Report

OF

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

PROGRAMMES

UNDER

OnlineMODE

Year: 2022-23

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Part – I: General Information**1.1 Date of notification of the Centre(attach a copy of the notification):**[View](#)**1.2 Details of Director, CIQA**

- Name: Prof. Manjula Chaudhary, Director, Directorate of Distance Education.
- Qualification: Ph.D.
- Appointment Letter and Joining Report: [View](#)

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	PROF. SOM NATH SACHDEVA	CIVIL ENGINEERING (HIGHWAYS)	30.03.2021
b.	Three Senior teachers of HEI	Member 1	Prof. Anil Vashisht	Mathematics	08.05.2023
		Member 2	Prof. Dinesh Kumar Dean (R&D)	Geophysics,	08.05.2023
		Member 3	Prof. Dinesh Kumar Head (IQAC)	Geophysics,	08.05.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Geetika Sanndhu, Associate Professor, DDE	English	08.05.2023
		Member 5	Mrs. Meenakshi Chahal, Assistant Professor, DDE	Education/English (B.Ed.)	08.05.2023
		Member 6	Dr. Kushwinder Kaur, Assistant Professor, DDE	Economics	08.05.2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. Kuldip Bansal, Director, DDE, G.J.U. S.&T., Hisar	-	08.05.2023
		Member 8	Dr. Nasib Singh Gill, Director, Centre for Distance and Online Education (CDOE), MDU, Rohtak	-	08.05.2023

e.	Officials from departments of HEI Administration Finance	Member 9 Administration	DR. SANJEEV SHARMA, Registrar Ph.D	Library Science	08.05.2023
		Member 10 Finance	PROF. ANIL MITTAL Finance Advisor	Finance	08.05.2023
f.	Director, CIQA	Member Secretary	Prof. Manjula Chaudhary	Tourism	08.05.2023

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

1.4 Number of meetings held and its approval:

a. No. of meetings held : Two

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	26.05.2023	2	View	View
Meeting 1	24.08.2023	2	View	View

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

From <Month, Year> academic session:

***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: NIL

From <Month, Year> academic session:

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: NIL

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

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

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 Operational ized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	DDE	B.A	3 Year		12th Standard from any recognized board or 3 Year Polytechnic Diploma holder from any recognized Board of Technical Education. For recognized Board of Education to visit: https://www.cbse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education	63,200 for Indian 144,000 for Foreign 52600 for MEA Students	F.NO.20-6/2020(DEB-II) dated 10-11-2020		75	23	0	98
2.	DDE	B.Com	3 Year		12th Standard from any recognized board or 3 Year Polytechnic Diploma holder from any recognized Board of Technical Education. For recognized Board of Education to visit: https://www.cbse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education	63,200 for Indian 144,000 for Foreign 52600 for MEA Students	F.NO.20-6/2020(DEB-II) dated 10-11-2020		23	2	0	25

*** Not for Private University****Note: Mention details separately for <Month, Year>academic 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. 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.	M.Com	2 Years		Graduation from any recognized University. Visit: www.ugc.ac.in for recognized Universities.	47000 for Indian 96000 for Foreign 47000 for MEA Students	F.NO.20-6/2020(DEB-II) dated 10-11-2020		31	9		40
N.	M.A Mass Communication	2 Years		Graduation from any recognized University. Visit: www.ugc.ac.in for recognized Universities.	47000 for Indian 96000 for Foreign 47000 for MEA Students	F.NO.20-6/2020(DEB-II) dated 10-11-2020		29	12		41

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:-

Sr. No.	Function	Action taken by CIQA and Outcome thereof	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	<p>CIQA members are part of committees of DDE and are conscious of its responsibilities in suggesting quality improvement. The inputs of CIQA and its members are proactively considered by DDE KUK that makes every possible effort to provide quality education and tries to improve every interface with the students in the whole student life cycle. The specific efforts are;</p> <ol style="list-style-type: none"> 1. Admission- all admissions are made online to facilitate students 2. Quality study material- The study material of Online follows four quadrant approach with Self check exercises. 3. Robust evaluation- DDE uses a mix of formative and summative assessment. The marks of formative assessment are separately reflected in the final result. 4. Round the year counselling. Pre-admission counselling, admission counselling is provided through a dedicated team through website i.e. ddekuk.ac.in. General counselling through inquiry and subject specific counselling through expert faculty is made available to students throughout the year. 	<p>View</p> <p>View</p> <p>View</p> <p>View</p> <p>View</p>
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<p>There is system in place for self -evaluation for continuous quality improvement where CIQA members give inputs that are considered for implementation.</p> <ol style="list-style-type: none"> 1. Regular meetings of staff council of DDE to discuss various issues and suggest corrective measures 2. Ad hoc committees to discuss specific concerns of rules and regulations 3. Advisory board meeting in a year for strategic annual plan 4. Feedback from the departments regarding academic viability of running programmes 	<p>View</p>

3.	Contribution in the identification of the key areas in which Higher Education Institution should maintain quality	CIQA has flagged the importance of improving students' interface. As a result this is taken up by DDE as priority. It has stressed student connect with teachers during live classes.	View
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	The syllabi, scheme of examination and duration of the courses and mode of examination adopted by the Directorate is same as that of the programmes offered in the conventional mode. Besides this, a sound mechanism of E-content, live lectures, recorded lectures are used to ensure the quality of relevant programmes.	View
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Open feedback in the form of queries, requests, complaints, suggestions, inquiries is obtained from all concerned through emails, personal visits and telephonically. The inputs obtained are used to rework a process that was earlier built into Data Management system of DDE and from now onwards it will be a part of Integrated University Management System (IUMS).	View

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Work started for opening up of new programmes as per CIQA Report suggestions.	View
7.	Implementation of its recommendations through periodic Reviews	The recommendations of CIQA are discussed in staff council meetings, CIQA meetings and these are converted to plans for approval of Advisory Board.	View
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.	DDE organized three days Wall Painting Workshop-cum-Competition on 10.04.2023 to 12.04.2023 wherein University students of different departments participated.	View
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	New initiatives are included in the prospectus which is shared with all concerned departments in university.	View
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Feedback from the programme coordinators and concerned teachers is obtained about quality of programmes w.r.t to curriculum and content updation.	View

11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	PPR prepared as per guidelines of commission.	View
12.	Mechanism to ensure the proper implementation of Programme Project Reports	All approvals of programmes are taken from advisory Body of DDE, Board of Studies of Concerned departments, Ad hoc committees and academic council of the university as required.	View
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	All plans are approved by the Advisory body where action taken reports are presented. All records are maintained.	View
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	CIQA members of DDE provide inputs to staff council and advisory body where new programmes are discussed with focus on employability.	View
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Suggestions of CIQA aim to create learner centric environment. A progressive system exists to get inputs from different experts and CIQA members from DDE facilitate this. System includes staff councils of DDE and teaching departments, Board of Studies of DDE and departments, Advisory board of DDE, Academic Council of the university.	View

16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Active interaction with NAAC Committee. One member is common in both committees i.e. NAAC and CIQA.	View
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	Every possible effort is made to implement Internal and External audit committee recommendations.	View View
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Continuous interaction with DEB for approval of programmes through e-mails etc.	View
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Faculty of DDE actively interacts with other institutions to build the good practices in their processes.	View
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Annual report prepared	View
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	YES	View

	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes	View
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and Processes	Yes	View
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online decided by the statutory bodies of the HEI for its different academic programmes	Four quadrant approach, live and recorded lectures used.	View
24.	Promoted automation of learner support services of the Higher Educational Institution	CIQA and its members actively promoted automation for development of Data Management system of Integrated University Management system for DDE.	View
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	External experts audit committee has been constituted that has made suggestions in its meetings based on draft report of 2020-21	View
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Yes, with external audit committee.	View

27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes, self-appraisal report of DDE was overseen by CIQA members	View
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	External experts are engaged for live/recorded lectures, content creation and examination.	View
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Internships, Summer training are integral part of online UG programmes as per NEP 2020. Industrial internship included in MA Mass communication curriculum.	View

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 programmes	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	<p>a. All posts are filled up as per the directions of State government. As a category I government university KU has a credible governance system of rules and regulations. .</p> <p>b. The university and DDE consistently strive to achieve its vision, mission and goals.</p> <p>c. Strategic planning is done through Advisory Board.</p> <p>d. All plans, policies and goals are sync with strategic plans. DDE ensures to align its ordinances with academic and administrative plans through a system of participation of experts.</p>	<p>View</p> <p>View</p> <p>View</p> <p>View</p>
2.	Articulation of Higher Educational Institution Objectives	The objectives of DDE are well articulated through its mission statement that echoes the mission of university that is further detailed through its objectives and disseminated every year through its prospectus	View
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility	<p>a. Curriculum design done at respective department level with active interface with DDE.</p> <p>b. Curriculum is implemented by developing study material as per the recommendations of UG and PG Boards of various programmes.</p> <p>c. academic flexibility to DDE students is provided through modular programmes</p>	View

	d. Learning Resource e. Feedback System	d. Learning resources are developed as per UGC Guidelines. e. Feedback is obtained from teachers of different courses, programme coordinators and students during PCP that is used to make necessary improvements in the delivery	
4.	Programme Monitoring and Review	Internal reviews are constantly taken up and curricula changed as per requirements. Changes in delivery system are made as needed.	View
5.	Infrastructure Resources	Full-fledged Infrastructure available as per UGC norms. LMS available for online delivery	View
6.	Learning Environment and Learner Support	DDE provides excellent learning environment through online counselling.	View
7.	Assessment and Evaluation	Continuous assessment is undertaken through a mix of formative and summative assessment using MCQ, subjective exams, viva voce, practical, project reports, internships etc. Students are provided advanced information about all components of evaluation in the prospectus. Formative assessment carries 30 per cent weight.	View
8.	Teaching Quality and Staff Development	Expert teachers are taken on board to deliver lectures. They are encouraged to be interactive in class rooms. The staff is trained through HRDC and Training, Planning and Monitoring Cell for maintaining quality.	View

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 online programmes	link of relevant document
1.	Academic Planning	Academic plans of DDE are prepared based on inputs received from programmes coordinators, teachers and experts in its different committees.	View
2.	Validation	The programmes offered are similar to regular programmes and all are recognized by the concerned monitoring authorities. The validity of all programmes is ensured in the internal meetings of DDE and advisory board.	View
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	a) Reports are obtained by the examination branch for action b) All financial audit reports are considered for action. A mechanism of postdated external academic audit has been established. c) Data on exams is analyzed for pass rates d) The analyzed data is discussed for annual planning and make necessary amendments in evaluation system e) Feedback is periodically obtained from teaching departments and students for making necessary improvements.	View View View View View

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

Prof. Manjula Chaudhary,
Director, Directorate of Distance Education
Ph.D.,
Salary : As Per University Norms
(appointment letters and joining report): [View](#)

3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, atleast Associate Professor

Or

Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Associate Professor

Nil

3.3 Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, not below the rank of an Assistant Professor

Or

Name and details of Assistant Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Assistant Professor

Nil

3.4 Compliance status in respect of Human Resource – 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, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

All appointments for sanctioned positions are with the permission of state Government.

i. Programme name: BA, B.COM, M.COM, MAMC

a. Programme Coordinator

Program: B.A.

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with grosssalary/ month	Date of joining programme
1.	Dr. Kushwinder Kaur, Asstt. Prof.	Ph.D	11 Year	Regular	02.03.2023

Program: B.Com.

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with grosssalary/ month	Date of joining programme
1.	Prof. Jasvinder Kumar	Ph.D	25 Year	Regular	13.01.2023

Program: M.Com.

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with grosssalary/ month	Date of joining programme
1.	Prof. Tejinder Sharma	Ph.D	25 Year	Regular	18.07.2020

Program: M.A. Mass Communication

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Prof. Bindu Sharma	Ph.D	25 Year	Regular	01.05.2019

b. Course Coordinator:

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	B.A.	Dr. Kushwinder Kaur, Asstt. Prof.	Ph.D	11 Year	Regular	02.03.2023
2.	B.Com.	Prof. Jasvinder Kumar	Ph.D	25 Year	Regular	13.01.2023
3.	M.Com.	Prof. Tejinder Sharma	Ph.D	25 Year	Regular	18.07.2020
4.	M.A. Mass Comm.	Prof. Bindu Sharma	Ph.D	25 Year	Regular	01.05.2019

c. Course mentor:**Program: B.A.**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr. Sunil Kumar	Ph.D	More than 5 years	Regular	April 2023
2	Dr. Geetika Sandhu	Ph.D	More than 5 years	Regular	April 2023
3	Dr. Jimmy Sharma	Ph.D	More than 5 years	Regular	April 2023
4	Dr. Kushwinder Kaur	Ph.D	More than 5 years	Regular	April 2023
5	Dr. Archana Chaudhary	Ph.D	More than 5 years	Regular	April 2023
6	Prof. Rakesh Kumar	Ph.D	More than 5 years	Regular	April 2023
7	Dr. Virenderpal	Ph.D	More than 5 years	Regular	April 2023

Program: B.Com.

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Prof. Rakesh Kumar	Ph.D	More than 5 years	Regular	April 2023
2	Dr. Virenderpal	Ph.D	More than 5 years	Regular	April 2023
3	Komal Garg	M.Com.	More than 5 years	Regular	April 2023
4	Dr. Sachet Kumar	Ph.D	More than 5 years	Contract	April 2023
5	Dr. Pooja Bector	Ph.D	More than 5 years	Contract	April 2023
6	Dr. Seema Pandey	Ph.D	More than 5 years	Regular	April 2023
7	Ms. Manisha	M.Com.	More than 5 years	Regular	April 2023
8	Dr. Ankeshwar Parkash	Ph.D	More than 5 years	Regular	April 2023

Program: M.Com.

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr. Upender Sethi	Ph.D	More than 5 years	Regular	April 2023
2	Dr. Suresh	Ph.D	More than 5 years	Regular	April 2023
3	Dr. Archana Chaudhary	Ph.D	More than 5 years	Regular	April 2023
4	Dr Narender Singh	Ph.D	More than 5 years	Retired	April 2023
5	Dr. Rajni	Ph.D	More than 5 years	Contract	April 2023
6	Dr. Pooja	Ph.D	More than 5 years	Regular	April 2023

Program: M.A. Mass Communication

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Prof. Bindu Sharma	Ph.D	More than 5 years	Regular	April 2023
2	Dr. Pardeep Kumar	Ph.D	More than 5 years	Contract	April 2023
3	Dr. Tapeshe Kiran	Ph.D	More than 5 years	Contract	April 2023
4	Ms. Sunita	MA Mass. Comm.	More than 5 years	Contract	April 2023
5	Mr. Ravi Parkash	MA Mass. Comm.	More than 5 years	Contract	April 2023
6	Dr Madhu	Ph.D	More than 5 years	Regular	April 2023
7	Ms. Ritu	MA Mass. Comm.	More than 5 years	Contract	April 2023

Any other details

3.5 Details of Administrative staff**a. Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	Nil
Section Officer	1	2
Assistants	3 (2 for DM Universities)	25
Computer Operator	2	18
Multi Tasking Staff	2	15

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

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:

Outsourced technical support.

i. Technical Team for Development of e-Content as Self-Learning e- Modules:

Post	Required	Available
Technical Manager (Production)	1	Services Outsourced
Technical Associate (Audio-Video recording and editing)	1	Services Outsourced
Technical Assistant (Audio-Video recording)	1	Services Outsourced
Technical Assistant (Audio-Video editing)	1	Services Outsourced

ii. For Delivery of Online Programmes:

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	Services Outsourced
Technical Assistant (LMS and Data Management)	2	Services Outsourced

iii. For Admission and Examination for Online mode:

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	Services Outsourced
Technical Assistant (Admission, Examination and Result)	2	Services Outsourced

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

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 Online 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.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	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.	No	Only online proctored examination
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	No	Only online proctored examination
6.	Building and grounds of the examination centre must be clean and in good condition.	No	Only online proctored examination
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	No	Only online proctored examination
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	No	Only online proctored examination
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	No	Only online proctored examination

10.	Safety and security of the examination centre must be ensured	No	Only online proctored examination
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	No	Only online proctored examination
12.	Provision of drinking water must be made for Learners	No	Only online proctored examination
13.	Adequate parking must be available near the examination centre	No	Only online proctored examination
14.	Facilities for Persons with Disabilities should be Available	No	Only online proctored examination

4.2 Compliance of facilities required for the conduct of Online examination for online programmes

S. No.	Provisions in Regulations	Whether being complied Yes/No If yes, please provide details and upload relevant documents	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	No	Only online proctored examination
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	No	Only online proctored examination
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	

4.3 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.	Yes View	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification	YES View	
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 Online mode: the learner has minimum attendance of 75 per cent in all the activities of online programmes prior to end semester examination or term end examination.	Yes View Yes View	
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 online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes View	

5.	The weightage for different components of assessments for online 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.	Yes View	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes View	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes View	
8.	A Higher Educational Institution offering a Programme in online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes View	
9.	The examination of the programmes in online 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.	No	NA
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	Only online proctored examination
	(b) Availability of biometric system	No	Only online proctored examination
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	No	Only online proctored examination
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and	No	Only online proctored examination

	video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	No	NA
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	No	Not Applicable
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	No	Not Applicable
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes View	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	Yes View	
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for open and distance learning mode 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,	Yes View	

	iii. Other relevant details of the learner along with the Programme name.		
	(b) Each award shall also be uploaded on the National Academic Depository	Yes View	
16.	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 Examination Centres	Yes View	

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

2022-23 January & July, 2022	Class	Admitted	Appeared in Exams	Pro- gressed to next year	Students Passed	Percent- age of stu- dents passed	Passed in first class	Percent- age of stu- dents passed 1 st Class
	B.A.	67	54			Result Awaited		
	B.Com.	16	13			Result Awaited		
	M.Com.	29	21			Result Awaited		
	M.A. in Mass Com- munication	32	24			Result Awaited		

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

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 prepared by DDE as per format provided by UGC. Inputs for PPR are taken from programme ordinance/syllabi of regular programmes. PPR are placed before CIQA for approval and later uploaded on DDE website.

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.

Learning materials are prepared strictly as per guidelines of UGC. Programme coordinators are provided detailed guidelines for the same who ensure that all directions are complied with. .

[Samples and authority approval-link](#)

5.3 Compliance status in respect of e-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.

The SLMs are prepared as per the guidelines mentioned in the UGC Regulations. DDE has prepared detailed SLM guidelines as per UGC norms with course objectives, quizzes, questions answers.

[Samples and authority approval-link](#)

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

- In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

NA

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

As per UGC guidelines.

[View](#)

6.2 Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching- Learning scheme (as per table 3, Annexure – VII)

Classes held every Friday and Saturday, 4 to 5 hours per day till credits requirement are completed.

6.3 Whether e-learning material of any course in a particular programme was sourced 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 (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 View	
Link of following on website			
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 online mode	Yes View	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes View	
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 View	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of learner support centres with addresses and contact details (for open and distance learning mode) their working hours and counselling (for online mode) Schedule	Yes View	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes View	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning	Yes View	

	programmes		
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the online programmes and shall be an input formaintaining the quality of the programmes and bridging the gaps, if any	Yes View	
9.	Information regarding all the programmes recognised by the Commission	Yes View	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes View	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for online Programmes;	Yes View	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for online Programmes	No	In the process of development
13.	List of the 'Examination Centres'alongwiththe number of learners in each centre, for Online programmes	No	Only online proctored examination
14.	Details of proctored examination in case of end semester examination or term endexamination of online programmes	No	Only online proctored examination
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 View	
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	Online programmes started in January 2023

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.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online 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
3.	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
4.	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	Yes

	<p>the instructions or orders issued by Central Government or State Government:</p> <p>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</p>	
5.	<p>Admission of learners to a Higher Educational Institution for a programme in online 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;</p> <p>Provided that the learner support centres shall not admit a learner to any programme in open and distance learning for or on behalf of the higher educational institution.</p>	Yes
6.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(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.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
7.	<p>Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to</p>	

	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 online 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 online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	Yes

	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	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 online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online 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.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(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;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	<p>Yes</p> <p>Yes</p>
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8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No

If No, reason thereof:

Yes

Part – IX: Grievance Redressal Mechanism

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

Kurukshetra University has Grievance redressal mechanism for its students. Additionally DDE has a system of redressing student grievances received through different modes viz; letters, e-mails, SMS etc. A link has been provided on website of DDE for admission and examination related queries and complaints.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
-	-

9.3 Complaint Handling Mechanism

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

Dean Academic affairs of the university is the Nodal Officer

9.4 Details of Complaints received from UGC (DEB) :

NIL

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

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

DDE uses latest technologies to make teaching learning process more effective.

10.2 Best Practices of the HEI

The DDE is committed for its mission to provide accessible, affordable and quality education to its learners and make all efforts to reach the unreached. The Students engagement for effective learning is also assured through interactive and learner centric Personal Contact Programmes. DDE has

1. A dedicated website
2. Online facility for admission and filling exam forms and other services
3. SMS alerts to learners
4. Well stocked library
5. Green campus
6. WiFi facility

10.3 Details of Job Fairs conducted by the HEI

Kurukshetra University has a dedicated placement cell and students of DDE can freely participate in its placement drive

10.4 Success Stories of students of Online mode of the HEI

No batch of Online Students has passed till date.

10.5 Initiatives taken towards conversion of e-LM into Regional Languages

NIL as majority of students are International.

10.6 Number of students placed through Campus Placements

No batch completed yet

10.7 Details of Alumni Cell and its activity

Alumni Teacher Incharge of DDE is associated with Kurukshetra University Alumni Association that actively organizes activities of Alumni.

10.8 Any other Information

DDE offers liberal financial support to its learners under different schemes to encourage different sections of the society towards education. Scholarships and fee concessions are provided to students falling under different categories such as SC, BC students. No tuition fees is charged from blind candidates of Haryana. The employees of university and their wards are also provided fee concession.


HEI ID: 0164

Name of HEI: Directorate of Distance Education,
Kurukshetra University, Kurukshetra

Type of HEI: Dual Mode

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.

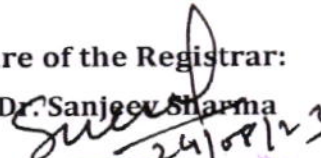

Signature of the Director:

Name: Prof. Manjula Chaudhary

Seal: Director (D.E.)
Kurukshetra University
KURUKSHETRA-136119

Date: 24.08.2023

Signature of the Registrar:

Name: Dr. Sanjeev Sharma


Seal: REGISTRAR
Kurukshetra University
Kurukshetra-136 119.

Date: 24.08.2023

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.