# **Annual Report**

**OF** 

# CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER
Online MODE

Year: 2024-25

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#### **Part - I: General Information**

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

<u>View</u>	
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#### 1.2 Details of Director, CIQA

- Name: Prof. Manjula Chaudhary, Centre for Distance and Online Education.
- Qualification: Ph.D.
- Appointment Letter and Joining Report: <u>View</u>

#### 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		CIVIL ENGINEERING (HIGHWAYS)	30.03.2021
b.	Three Senior	Member 1	Dean Academic Affairs, KUK.		12.08.2025
	teachers of HEI	Member 2	Dean, COMM & Mgt,KUK		12.08.2025
		Member 3	Head, IQAC, KUK		12.08.2025
C.	Departments or	Members	Chairperson, Deptt of Comm, KUK		12.08.2025
	School of Studies from which		Chairperson, DCSA, KUK		12.08.2025
	programme is being offered in ODL and Online mode		Chairperson, Deptt of Library & Information Science, KUK		12.08.2025
d.	Two External Experts of ODL		Director, CDOE, PBI Uni., Patiala		12.08.2025
	and/or Online Education		Prof. Ashish Aggarwal. (Mechanical Engg.), IGNOU.		12.08.2025
e.	Officials from departments of HEI Administration Finance	Member 9 Administration	Registrar, KUK  Controller of Examination, KUK  Finance Officer, KUK		12.08.2025

f	Director, Centre for Distance and Online Edication	Member Secratory	Prof. Manjula Chaudhary, Director CDOE	08.05.2023
g	Special Invitee	Members	Dr. Geetika Sandhu CDOE KUK Dr. Kushwinder Kaur CDOE KUK CIQA Committee	12.08.2025

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

Name of HEI: Centre for Distance and Online

Education, Kurukshetra University,

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

a. No. of meetings held: One

#### b. Meeting details:

Meetings	Date-Month-	No. of External	Minutes	Approval of
	Year	Expert Present		Minutes
Meeting 1	25.08.2025	2	<u>View</u>	<u>View</u>

### 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 ment	Title			Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-				
							MM-YYYY) of HEI/ Regulatory authority (if required)	М	F	TG	Total
1.	CDOE	Internet of Thing (IOT)	6 Months	16	Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto	27,374 for Indian 43,798 for Foreign Students	16-07-2021	Jan 2025 (1)			1
2.	CDOE	Block Chain Manageme nt	6 Months	16	Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto	27,374 for Indian 43,798 for Foreign Students		July 2024 (2) Jan 2025 (1)			3
3		Cloud <del>Computin</del> g	6 Months	16	Senior Secondary Certificate Examination	27,374 for Indian 43,798 for Foreign Students	16-07-2021	Jan 2025 (2)	July 2024 (1)		3
					(10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent						

				thereto					
4	Full Stack Developm ent	6 Months	16	Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto		16-07-2021	July 2024 (1) Jan 2025 (1)	July 2024 (2)	4
5	German	6 Months	4	Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto	27,374 for Indian 43,798 for Foreign Students	16-07-2021	July 2024 (4) Jan 2025 (8)	(7)	23
6	French	6 Months	4	Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto	27,374 for Indian 43,798 for Foreign Students	16-07-2021	July 2024 (8) Jan 2025 (9)	(16)	43
7	Japanese	6 Months	4	Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto	27,374 for Indian 43,798 for Foreign Students	16-07-2021	July 2024 (3) Jan 2025 (1)	July 2024 (2) Jan 2025 (1)	7

<sup>\*</sup>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:

Sr. No.	Name of the Depart ment	Diploma Title	Duration (months)		Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-		lale/Fe	nitted	
							MM-YYYY) of HEI/ Regulatory authority (if required)	М	F	TG	Total
1.	CDOE	Cyber Security	1 year	32	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.cobse.org.in/while for Polytechnic Diploma check the respective State Board of Technical Education		16-07-2021	(31) Jan 2025	July 2024 (10) Jan 2025 (5)		59
2.		Artificial Intelligenc e and Machine Learning	1 year	32	12th Standard from any		16-07-2021	July 2024 (38) Jan 2025 (19)	(18)		84
3		Data Analytics	1 year	32		32,848 for Indian 54,747 for Foreign Students	16-07-2021	July 2024 (13) Jan 2025 (7)	(11)		32

**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

Sr. No.	Name of the Depart ment	Diploma Title	Duration (months)		Admission Eligibility	Fee (Rs.)	UGC Recognitio n Letter No. and	No. of Learner Support Centre		le/Fen	itted	
							date	Operational ized as per territorial jurisdiction */Off Campus	М	F	TG	Total
1.		PG Diploma in Bhagvad Gita Studies	l year	48	recognized board or 3 Year Polytechnic	72661 for Indian 1,65,556 for Foreign 52,558 for MEA Students	01-05-2025					

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

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

			n, rear>aca									
Sr.	Name	Diploma	Duration	No. of	Admissi	Fee	Approval of	No. of	Νυ	ımber		ents
No.	of the	Title	(months)	Credits	on	(Rs.)	statutory	Learner	().4		nitted	
	Depart				Eligibili		Authority	Support	(IVI	lale/Fer		rans-
	ment				ty		(s) (DD-	Centre			ider)	
							MM-YYYY)	Operational	M	F	TG	Total
							of HEI/	ized as per				
							Regulatory	territorial				
							authority	jurisdiction				
							(if	*/Off				
							required)	Campus				
1.	CDOE	B.A	3 Year	132	12th			July 2024 (355)	July 2024		878	July 2024
					Standard		6/2020(DEB-II) dated 10-11-2020	Jan 2025 (249)	(198) Jan 2025			(355) Jan 2025
					from any	Foreign	10 11 2020		(76)			(249)
					recognized board or 3	52,558 for						
					Year	MEA Students						
					Polytechnic	Students						
					Diploma							
					holder from							
					any							
1					recognized							
					Board of							
					Technical Education.							
					Education. For							
					recognized							
					Board of							
					Education to							
					visit:							
					https://ww							
					w.cobse.org.							
					in/ while for							
					Polytechnic Diploma							
					check the							
					respective							
					State Board							
					of Technical							
					Education							
2.	CDOE	B.Com	3 Year	132	12th			July 2024 (162)	July 2024		379	July 2024
					Standard		6/2020(DEB-II) dated 10-11-2020	Jan 2025 (/1)	(107) Jan 2025			(162) Jan 2025
					from any	Foreign	10 11 2020		(39)			(71)
					recognized	72,661 for			]			
					board or 3 Year	MEA Students						
					Polytechnic	Students						
1					Diploma							
					holder from							
					any							
					recognized							
					Board of							
					Technical							
					Education. For							
1					ror recognized							
					Board of							
					Education to							
					visit:							
					https://ww							
					w.cobse.org.							
					in/ while for							
					Polytechnic				Ī			

					Diploma check the respective State Board of Technical Education						
3.	CDOE	BBA	3 year	132	Standard from any	Indian 1,37,964 for Foreign Students	6/2020(DEB-II) dated	July 2024 (304) Jan 2025 (141)	July 2024 (103) Jan 2025 (57)	605	July 2024 (304) Jan 2025 (141)

\* Not for Private University

Note: Mention details separately for <Month, Year>academicapplicable, as above.

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

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	Number of students admitted (Male/Female/Trans- gender)			/Trans- gender)
							M	F	TG	Total
1.	M.Com	2 Years		University. Visit: www.ugc.ac.in for recognized Universities.	Indian	6/2020(DEB-II) dated 10-11-2020	(56) Jan 2025	July 2024 (78) Jan 2025 (43)		196
2.	M.A Mass Communication	2 Years		University. Visit: www.ugc.ac.in for recognized Universities.	Indian	6/2020(DEB-II) dated 10-11-2020	(29) Jan 2025	July 2024 (33) Jan 2025 (6)		82

3.	M.A English	2 Years	University. Visit: www.ugc.ac.in for recognized	Indian	6/2020(DEB-II) dated	July 2024 (60) Jan 2025 (26)	July 2024 (118) Jan 2025 (49)	
4.	M.A. Pol.Sc.	2 Years	University. Visit: www.ugc.ac.in for recognized	Indian	6/2020(DEB-II) dated	July 2024 (63) Jan 2025 (28)	July 2024 (34) Jan 2025 (30)	
5.	M.B.A	2 Years	University. Visit: www.ugc.ac.in for recognized	Indian	6/2020(DEB-II) dated	July 2024 (527) Jan 2025 (269)	(268)	
6.	M.C.A	2 Years	University. Visit: www.ugc.ac.in for recognized	Indian	6/2020(DEB-II) dated 10-11-2020	July 2024 (329) Jan 2025 (153)	(124)	

<sup>\*</sup>Not for Private University

Note: Mention details separately for <Month, Year>academic session, asapplicable, 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 Releva nt Docum ent
1.	Quality maintained in the services provided to the learners	CIQA members are part of committees of CDOE and are conscious of its responsibilities in suggesting quality improvement. The inputs of CIQA and its members are proactively considered by CDOE, 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;  1. Admission- all admissions are made online to facilitate students  2. Quality study material- The study material for ODL is in SLM format. The study material of Online follows four quadrant approaches with Self check exercises.  3. Robust evaluation- CDOE uses a mix of formative and summative assessment the marks of formative assessment are separately reflected in the final result.  4. Round the year counseling- General counseling through inquiry and subject specific counseling through expert Faculty is made available to students throughout the year.	View View View View View View View
2.	Self- evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	There is system in place for self -evaluation for continuous quality improvement where CIQA members give inputs that are considered for implementation.  1. Regular meetings of staff council of CDOE to discuss various issues and suggest corrective measures  2. Ad hoc committees to discuss specific concerns of rules and regulations  3. Standing Council meeting in a year for strategic annualplan  4. Feedback from the departments regarding academic	View

HEI ID: 0164	Name of HEI:	Centre for Distance and Online	Type of HEI: Dual Mode
		Education,Kurukshetra University,	

3. Contribution in the identification of the key areas in which Higher Education Institution should maintain quality  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)  5. Mechanisms devised for interaction with and obtaining feedback from sall stakeholders namely, learners, teachers, staff, parents, society, employers, and Government  (IQA has flagged the importance of improving students' interface. As a result this is taken up by CDOE as priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. It has stressed regular student counseling as a top priority. Additionally quality study material and contact classes are identified as per key areas.  View  View  View  View  View  View  Open feedback in the form of queries, requests, complaints, suggestions, inquiries is obtained from all concerned through are used to rework a process that was earlier built into Data dare used to rework a process that was earlier built into Data dare used to rework a process that was earlier built into Data dare used to rework a process that was earlier built into Data dare used to rework a process that was earlier built into Data dare used to rework a process that was earlier built into Data dare used to rework a process th			
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)  5. Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government  devised to ensure 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	in the identification of the key areas in which Higher Education Insti tution should maintain quality	interface. As a result this is taken up by CDOE as priority. It has stressed regular student counseling as a top priority. Additionally quality study material and contact classes are	<u>View</u>
Mode HEIs)  5. Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government  Mode HEIs)  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 CDOE and from now onwards it is a part of Integrated University Management System (IUMS).  View  View	devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode	and mode of examination adopted by the CDOE 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	<u>View</u>
devised for interaction with and obtaining feedback from all stakeholders namely, learners, staff, parents, society, employers, and Government  devised for interaction 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 CDOE and from now onwards it is a part of Integrated University Management System (IUMS).  View  View  View  View  ODOE website for students to take their views and to increase their participation.	Mode HEIs)		
for Quality improvement.	devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for Quality	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 CDOE and from now onwards it is a part of Integrated University Management System (IUMS).  A Feed Back system through a Google form is available on CDOE website for students to take their views and to increase	View

HEI ID: 0164 Name of HEI: Centre for Distance and Online Type of HEI: Dual Mode Education, Kurukshetra University,

6.	Measures suggested to the	Using interactive and discussion
0.		based classes.
	authorities of Higher	View
	Educational Institution	
	for qualitative	
	improvement	
7.	Implementation of its	The recommendations of CIQA are discussed
	recommendations	in staff council meetings, CIQA meetings and View these are converted to plans for approval of
	through periodic Reviews	Standing Council.
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all	A two days National Seminar on View 'Convergence of Regular, Online and ODL Modes and Technologies Integration in Higher Education' from 6-
	stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	7 March 2025 organised by CDOE, KUK.
9.	Developed and collated	New initiatives are included in the prospectus which is shared with all
		concerned departments in university.
	to the learners and disseminate the same all concerned in Higher Educational Institution	
10.		Feedback from the programme coordinators
10.		and concerned teachers is obtained about quality of programmes w.r.t to curriculum View
	complete and reliable	and content updation.
	statistics about the	
	quality of the	
	programme(s).	

11.	that Programme Project Report for each programme is according	The programme has been started at par with the regular courses with due approval of the competent authority. Programme Project Report (PPR) details the programme pathways as per norms of Commission.	View
12.	proper implementation	All approvals of programmes are taken from and Standing Council of CDOE, Board of Studies of Concerned departments, Ad hoc committees and academic council of the university as required.	<u>View</u>
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 Standing Council where action taken reports are presented. All records are properly maintained.	<u>View</u>
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 CDOE provide inputs to where new programmes are discussed with focus on internship and employability.	View
15.	research on ways of creating learner centric environment and to bring	Suggestions of CIQA aim to create learner centric environment. A progressive system exists to get inputs from different experts and CIQA members from CDOE facilitate this. System includes staff council of CDOE and teaching departments, Board of Studies of CDOE and departments, Standing Council of CDOE, Academic Council of the university.	<u>View</u>

16.	coordinating unit for seeking assessment and	Active interaction with NAAC Committee. Two members are 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	Periodic Academic Audit Reports are implemented.	<u>View</u> <u>View</u>
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. A dedicated committee look after all DEB related tasks.	<u>View</u>
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Faculty of CDOE actively interacts with other institution to build the good practices in their processes. External experts from other institutions are taken as members in various committees to get inputs.	View
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Annual CIQA Report prepared	<u>View</u>
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	YES	<u>View</u>

HEI ID: 0164	Name of HEI:	Centre for Distance and Online	Type of HEI: Dual Mode
		Education,Kurukshetra 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.	Yes	<u>View</u>
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	<u>View</u>
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	The Self Learning management system used for compliance with the philosophy of ODL.	<u>View</u>
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 CDOE.	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 of CIQA has been constituted that has made suggestions in its meetings based on draft report of 2023-24	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Yes	<u>View</u>

HEI ID: 0164	Name of HEI:	Centre for Distance and Online	Type of HEI: Dual Mode
		Education,Kurukshetra University,	

27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes	<u>View</u>
28.	Promoted collaboration and association for qualityenhancement of Open andDistance Learning mode of education and research therein	External experts are engaged for lesson writing and lecture delivery during PCP	<u>View</u>
29.	Facilitated industry- institution linkage for providing exposure to the learners and enhancing their employability.	Internships, Summer training are integral part of professional programmes. Also included in online UG programmes under NEP 2020	View

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

Name of HEI:

Sr. No.	Provisions in Regulations	Action taken inrespect 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 andPolicies	<ul> <li>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.</li> <li>b. The university and CDOE consistently strive to achieve its vision, mission and goals.</li> <li>c. Strategic planning is done through Standing Council.</li> <li>d. All plans, policies and goals are sync with strategic plans. CDOE ensures to align its ordinances with academic and administrative plans through a system of participation of experts.</li> </ul>	View View View
2.	Institution Objectives	The objectives of CDOE 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	<u>View</u>
3.	Programme Development and Approval Processes a. Curriculum Planning, Designand Development b. Curriculum Implementation c. Academic Flexibility	<ul> <li>a. Curriculum design done at respective department level with active interface with CDOE.</li> <li>b. Curriculum is implemented by developing study material as per the recommendations of UG and PG Boards of various programmes.</li> <li>c. academic flexibility to CDOE students is provided through modular programmes</li> </ul>	

HEI ID: 0164	Name of HEI:	Centre for Distance and Online	Type of HEI: Dual Mode
		Education,Kurukshetra University,	

	d. Learning Resource e. Feedback System	<ul> <li>d. Learning resources are developed as per UGC Guidelines.</li> <li>e. Feedback is obtained from teachers of different courses, programme coordinators and students during PCP that is used to make necessary improvement s in the delivery</li> </ul>	
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. Class rooms, library, computer lab, open air theatre, other amenities available	View
6.	Learning Environment and Learner Support	CDOE provides excellent learning environment through counselling, PCP and learner support centres	<u>View</u>
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. 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

**Type of HEI: Dual Mode** 

### 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.N	Provisions	Action taken in respect of	Upload	
0.	in	<b>ODLprogrammes</b>	relevant	
	Regulations		document	
1.	Academic Planning	Academic plans of CDOE are prepared based on inputs received from programmes coordinators teachers and experts in its different committees.	<u>View</u>	
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 CDOE and Standing Council.	<u>View</u>	
3.	Monitoring, Evaluation and Enhancement Plans  a. Reports from Learners 'Support Centres (for Open and	a) Reports are obtained from Learners' Support Centres	View	
	Distance Learning Program mes) b. Reports from	b) Reports are obtained from Examination Branch for action	<u>View</u>	
	Examina tion Centres c. Extern al	c) All financial audit reports are considered for action. A mechanism of postdated external academic audit has been established.	<u>View</u>	
	Audito r or other Extern al Agencie sreport	d) Data on exams is analyzed for pass rates	View	
	d. Systematic Consideratio nof Performanc			

HEI ID: 0164	Name of HEI:	Centre for Distance and Online Education,Kurukshetra University,	Type of HEI: Dual Mode
e.	e Data at Programme, Faculty and Higher Educational Institution levels Reporting and Analytics by the Higher Education al Institution Periodic Review	e) The analyzed data is discussed for anniplanning and make necessary amendments evaluation system  f) Feedback is periodically obtained from teaching departments and students for making necessary improvements.	

#### 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 OnlineEducation (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

Type of HEI: Dual Mode

# 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.	Names with	Qualification	Experiences	Type (Regular/	Date of
No.	Designation			Contract) with	joining
				grosssalary/	program
				month	me
1.	Dr. Kushwinder Kaur, Asstt. Prof.	Ph.D	13 Year	Regular	02.03.2023

Program: B.Com.

S.	Names with	Qualification	Experiences	Type (Regular/	Date of
No.	Designation			Contract) with	joining
				grosssalary/	program
				month	me
1.	Prof. Jasvinder Kumar	Ph.D	27 Year	Regular	13.01.2023

Program: M.Com.

S.	Names with	Qualification	Experiences	Type (Regular/	Date of
No.	Designation			Contract) with	joining
				grosssalary/	program
				month	me
	Prof. Tejinder Sharma	Ph.D	27 Year	Regular	18.07.2020

Education, Kurukshetra University,

**Type of HEI: Dual Mode** 

**Program: M.A. Mass Communication** 

S.	Names with	Qualification	Experiences	Type (Regular/	Date of
No.	Designation			Contract) with	joining
				grosssalary/	program
				month	me
1.	Prof. Bindu Sharma	Ph.D	27 Year	Regular	01.05.2019

#### b. Course Coordinator:

S.	Course	Names with	Qualification	Experiences	Type	Date of
No.	name	Designation			(Regular/	joining
					Contract)	program
					with gross	me
					salary/	
					month	
1.	B.A.		Ph.D	13 Year	Regular	02.03.2023
		Kaur, Asstt. Prof.				
2.	B.Com.	Prof. Jasvinder	Ph.D	27 Year	Regular	13.01.2023
		Kumar				
3.	M.Com.	J	Ph.D	27 Year	Regular	18.07.2020
		Sharma				
4.	M.A. Mass	Prof. Bindu	Ph.D	27 Year	Regular	01.05.2019
	Comm.	Sharma				

#### c. Course mentor:

Program: B.A.

S.	Names with	Qualification	Experiences	Type	Date of
No.	Designation			(Regular/	joining
				Contract)	program
				with gross	me
				salary/	
				month	
1	D. C. P. IV.	Ph.D	More than 5 years	D l	April 2023
1	Br. Builli Ruillui		-	- 8	-
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. Archna Chaudhary	Ph.D	More than 5 years	Regular	April 2023
	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.	Names with	Qualification	Experiences	Туре	Date of
No.	Designation			(Regular/	joining
				Contract)	program
				with gross	me
				salary/	
				month	
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	Ph.D	More than 5 years	Regular	April 2023
	Parkash				

Program: M.Com.

S.	Names with	Qualification	Experiences	Type	Date of
No.	Designation			(Regular/	joining
				Contract)	program
				with gross	me
				salary/	
				month	
1	Dr. Upender Sethi	Ph.D	More than 5 years	Regular	April 2023
2.	<u> </u>		More than 5 years	- 8	April 2023
	DI. Sui esti		•	-8	^
3	Dr. Archna Chaudhary	Ph.D	More than 5 years	Regular	April 2023
4			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

#### Education, Kurukshetra University,

#### **Program: M.A. Mass Communication**

S.	Names with	Qualification	Experiences	Type	Date of
No.	Designation			(Regular/	joining
				Contract)	program
				with gross	me
				salary/	
				month	
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. Tapesh 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	3
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.

**HEI ID: 0164** 

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

Post			Required	Available
Technical	M	lanager	1	Services Outsourced
(Production)				
Technical A	Associate	(Audio-	1	Services Outsourced
Video record	ling and edi	ting)		
Technical A	Assistant	(Audio-	1	Services Outsourced
Video record	ing)			
Technical A		(Audio-	1	Services Outsourced

#### ii. For Delivery of Online Programmes:

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

#### iii. For Admission and Examination for Online mode:

Post		Re	quired	Available
Technical	Manager	1	(per Centre)	Services Outsourced
(Admission, Exam	ination and			
Result)				
Technical	Assistant	2		Services Outsourced
(Admission, Exam	ination and			
Result)				

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

**Type of HEI: Dual Mode** 

#### **Part - IV: Examinations**

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be Outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution.  No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	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.		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	No	Only online proctored examination

	including adequate lighting, ventilation and clean drinking water facilities		
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	

#### 4.4 Result and Student Progression

Semester Beginning	Programme Name	No. of students Admitted	No. of Students Appeared in Exams	No. of Students Progressed to next year	%age of Students Passed	Percentage of students passed in 1st Class
July 2024	B.A.	555	466	555	68	65
July 2024	B.Com.	270	241	270	82	77
July 2024	BBA	409	349	409	8	8
July 2024	M.Com.	135	126	135	85	82
July 2024	MA English	178	145	178	91	85
July 2024	MA Mass Communica tion	62	54	62	85	78
July 2024	MA Political Science	97	75	97	85	71
July 2024	MBA	795	729	795	92	88
July 2024	MCA	454	430	454	82	79

July 2024	Diploma AI & ML	56	44	56	86	82
July 2024	Diploma Cyber Security	41	36	41	89	83
July 2024	Diploma Data Analytics	24	16	24	69	63
July 2024	Certificate French	24	18	-	94	67
July 2024	Certificate German	11	6	-	55	55

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

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

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

Yes

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. CDOE, KUK has prepared detailed SLM guidelines as per UGC norms with course objectives, quizzes, questions answers.

Samples and authority approval-link

Type of HEI: Dual Mode

#### 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 - LearnerAuthentication, 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.		
<u>View</u>		

#### 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

**HEI ID: 0164** 

Name of HEI: Centr

Centre for Distance and Online Education,Kurukshetra University, **Type of HEI: Dual Mode** 

No

through OER/ Massive Open Online Courses: Y/N a. Provide details as under:

_	1	I _	I		I			I _		I			
S.	Programme	Courses	Name	of	Name	of	HEI	Duration	of	No.	of	Perce	ntage of
No.	Name	allowed	Platform	l	offering	3	the	the Course	е	Credits		total	courses
		through			course	(if a	ny)			assigne	ed	in a p	articular
		OER/								to	the	progr	amme in
		моос								Course		a	semester
												(Seme	ester

b.	Upload	approval	of sta	tutory	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 <u>View</u>	
	Link of following on websit	e	
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 <u>View</u>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes <u>View</u>	
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 <u>View</u>	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programmestructure with credit points, programme- wise faculty details, list of supporting staff, list of leaner support centres with addresses and contact details (for open and distance learning mode) their working hours and counselling (for online mode) Schedule	Yes <u>View</u>	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes <u>View</u>	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality	Yes <u>View</u>	

HEI ID: 0164 Name of HEI: Centre for Distance and Online Type of HEI: Dual Mode Education, Kurukshetra University,

	Education,Kurukshetra Unive	rsity,	
	assurance practices of Online learning		
	programmes		
8.	The feedback mechanism on design,	Yes	
	development, delivery and continuous	View	
	evaluation of learner-performance which	<u></u>	
	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	₹7	
9.	Information regarding all the programmes	Yes	
	recognised by the Commission	<u>View</u>	
10.	Data of year-wise and programme-wise learner	Yes	
	enrolment details in respect of degrees and/or	<u>View</u>	
	post graduate diplomas awarded		
11.	Complete information about 'e-Learning	Yes	
	Material' including name of the faculty who	View	
	prepared it, when was it prepared and last	<u></u>	
	updated for online Programmes;		
12.	A compilation of questions and answers	No	In the process
12.	under the head 'Frequently Asked Questions'	110	of
	with the facility of online interaction with		development
	=		development
	learners providing hyperlink support for		
4.0	online Programmes	3.7	0.1.11
13.	List of the 'Examination Centres' along with the	No	Only online
	number of learners in each centre, for Online		proctored
	programmes		examination
14.	Details of proctored examination in case of end	No	Only online
	semester examination or term endexamination		proctored
	of online programmes		examination
15.	Academic Calendar mentioning period of the	Yes	
	admission process along with the academic	<u>View</u>	
	session, dates of continuous and end	<del></del>	
	semester examinations or term end		
	examinations, etc		
16.	Reports of the third party academic audit to	No	Online
10.	be undertaken every five years and internal	110	programmes
	academic audit every year by Centre for		started in
	Internal Quality Assurance		
	internal Quanty Assurance		January 2023

#### Part - VIII: Admission and Fees

Name of HEI:

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

Provision	Whether being complied Yes/No
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:	
Enrolment of learners to the Higher Educational	Yes
open and distance learning mode, shall render the enrolment invalid	
A Higher Educational Institution shall, for admission in respect of any programme in open and distance learning mode, accept payment towards admission fee and other fees andcharges-  (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
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.	
	The intake capacity under Open and DistanceLearning 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:  Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in open and distance learning mode, shall render the enrolment invalid  A Higher Educational Institution shall, for admission in respect of any programme in open and distance learning mode, accept payment towards admission fee and other fees andcharges-  (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.  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

HEI ID: 0164	Name of HEI: Centre for Distance and Online Education, Kurukshetra University,	Type of HEI: Dual Mode
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	Yes
6.	Admission of learners to a Higher Educational Institution for a programme in open and distance learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners; Provided that 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.	Yes
7.	Every Higher Educational Institution shall—  (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;  (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;  (c) exhibit such records as permissible under law on its website; and be liable to produce such record, whenever calledupon to do	Yes Yes Yes
	so by any statutory authority of the Government under any law for the time being in force.	Yes

ID: 0164	Name of HEI: Centre for Distance and Online Education,Kurukshetra University,	Type of HEI: Dual Mo
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 /Online	
	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, which	
	shall be in consonance with the resources	
8. (d)	the conditions of eligibility including the minimum age	Yes
	of a learner in a particular programme of study, where	
	so specified by the Higher Educational Institution	
8. (e)	The minimum educational qualifications required for	Yes
	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	

**Centre for Distance and Online** 

**Type of HEI: Dual Mode** 

HEI ID: 0164

Name of HEI:

HEI ID: 0164	Name of HEI:	Centre for Distance and Online	Type of HEI: Dual Mode
		Education,Kurukshetra University,	

8. (f)	The process of admission and selection of eligible	Yes
	candidates applying for such admission, including all	
	relevant information in regard to the details of test or	
	examination for selecting such candidates for admission	
	to each programme of study and the amount	
	of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the	Yes
	educational qualifications and teaching experience of	
	every member of its teaching faculty and also indicating	
	therein whether such member is employed	
	on regular or contractual basis or any other	
8. (h)	Pay and other emoluments payable for each category of	Yes
	teachers and other employees	
8. (i)	Information in regard to physical and academic	Yes
	infrastructure and other facilities, including that of	
	each of the learner support centres (for ODL	
	programmes) and in particular the facilities accessible	
	by learners on being admitted to the Higher	
	Educational Institution	
8. (j)	Broad outline of the syllabus specified by the appropriate	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 <b>sr. no. '8'</b> 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	

D: 0164	Name of HEI: Centre for Distance and Online Education, Kurukshetra University,	Type of HEI: Dual Mo
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 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 orother	
	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 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 withinsuch time as notified by the	
	Commission and mentioned in the prospectus of	
	such Higher Educational Institution	

**HEI ID: 0164** 

**Type of HEI: Dual Mode** 

HEI ID	e: 0164	Name of HEI: Centre for Distance and Online Education,Kurukshetra University,	Type of HEI: Dual Mode
	14.	No Higher Educational Institution shall, issue or	
		publish-	
		(a) any advertisement for inducing learners for taking	
		admission in the Higher Educational Institution, claiming to	Yes
		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 ofinstruction or academic or	
		research performance, which the Higher Educational	Yes
		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	

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		
1 5		

#### 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 CDOE, KUK 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 CDOE, KUK for admission and examination related queries and complaints.

#### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
24	24

#### 9.3 Complaint Handling Mechanism

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

The Mechanism adopted as per UGC Regulations. The Dean Academic affairs of the university is the Nodal Officer. The University has also appointed Ombers person to handle the students' Grievences

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

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

**Type of HEI: Dual Mode** 

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

#### 10.1 Innovations introduced during academic year

CDOE conducted Online classes and used various online platforms such as google classroom, google meet. Whats App etc. to connect with students and for examination purpose also. CDOE also developed different teaching pedagogy and use latest technologies to make teaching learning process more effective.

#### 10.2 Best Practices of the HEI

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

- 1. A dedicated website
- 2. Online facility for admission and filling exam forms and other services
- 3. SMS alerts for PCP, exams and other information to learners
- 4. Well stocked library
- 5. Green campus
- 6. Wi Fi facility

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

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

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

<u>view</u>		

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

NIL as material is available in Hindi for most subjects.

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

<u>View</u>	

**HEI ID: 0164** 

Name of HEI: Centre for Distance and Online Education, Kurukshetra University,

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

Alumni Teacher Incharge of CDOE, KUK is associated with Kurukshetra University AlumniAssociation that actively organizes activities of Alumni such as meets. Getting donations, open alumni talks, alumni visits

#### 10.8 Any other Information

CDOE, KUK offers liberal financial support to its learners under different schemes to encourage different sections of the society towards education. Tuition fee waiver is available to for female students scoring more than 70 percent marks at 10+2 level under Shikshit Beti scheme. Scholarships and fee concessions are provided to students falling under different categories such as SC, BC students. No tuition fee is charged from blind candidates of Haryana. The employees of university and their wards are also provided fee concession.

Type of HEI: DUAL MODE

HEI ID: 0164

Name of HEI: CENTRE FOR DISTANCE AND UNLINE EDUCATION, KURUKSHETRA UNIVERSITY

#### 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 Directo

Signature of the Registrar:

Name:

Name: Dr. Vivender

Seal:

KURUKSHETRA-136119 Seal:
DR. MANJULA CHAUDHARY Date:

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.