

Centre for Internal Quality Assurance (2018-19)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 30-03-2021

Copy of the notification: [View](#)

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Member	PROF. M.C.GARG	PROFESSOR	FINANCE	30-03-2021	31-03-2023
2	Member	PROF. SATNAM SINGH SANDHU	PROFESSOR	COMPARATIVE LITERATURE (PUNJABI) AND ICT	30-03-2021	31-03-2023
3	Member	PROF. ANIL MITTAL	PROFESSOR	ACCOUNTING AND FINANCE	30-03-2021	31-03-2023
4	Member	PROF. PARDEEP KUMAR	DIRECTOR	RELIABILITY ENGINEERING	30-03-2021	31-03-2023
5	Member	DR. SANJEEV SHARMA	REGISTRAR	LIBRARY SCIENCE	30-03-2021	31-03-2023
6	Member	DR. HARJEET SINGH	FINANCE OFFICER	FINANCE OFFICER	30-03-2021	31-03-2023
7	Member	MS. SANGEETA SETHI	ASSOCIATE PROFESSOR	ENGLISH LITERATURE	30-03-2021	31-03-2023
8	Member	DR. G. PONMENI	ASSISTANT PROFESSOR	TEACHING OF LIFE SCIENCE	30-03-2021	31-03-2023
9	Member	DR. KUSHWINDER KAUR	ASSISTANT PROFESSOR	INDUSTRIAL ECONOMICS	30-03-2021	31-03-2023
10	Member	DR. GEETIKA SANDHU	ASSISTANT PROFESSOR	FEMINISM	30-03-2021	31-03-2023
11	Member	PROF. MANJULA CHAUDHARY	DEAN ACADEMIC AFFAIRS	TOURISM MARKETING, TOURISM BEHAVIOUR AND BUSINESS COMMUNICATION	30-03-2021	31-03-2023
12	Member	PROF. PAWAN SHARMA	PROFESSOR	ORGANIC CHEMISTRY	30-03-2021	31-03-2023
13	Head	PROF. SOM NATH SACHDEVA	VICE-CHANCELLOR	CIVIL ENGINEERING (HIGHWAYS)	30-03-2021	31-03-2023

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	01	VICE-CHANCELLOR	31-03-2021	31-03-2021	View
2	02	VICE-CHANCELLOR	25-06-2021	25-06-2021	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	All measures of maintaining quality of services are strictly followed
2	Continuous improvement	Study material is revised and improved on regular basis
3	Identification of the key areas in which the HEI should maintain quality	To make improvements in the quality of instructions
4	Dissemination of information on quality assurance	The comprehensive information of all the programmes will be made available on the DDE portal for the convenience of the stakeholders.
5	Mechanisms for interaction and obtaining feedback	Along with PCP interactions and telephonic access, the faculty also provides walk-in consultation to the students of the DDE on all working days.
6	Measures for qualitative improvement	Active participation of experts as coordinators and lesson writers in liaising of teacher in charges.
7	Ensuring Implementation of its recommendations through regular monitoring	Setting up of CIQA to ensure the implementation of all quality control measures as per norms and recommendations of the commission
8	Ensuring Participation of stakeholders	Learners are facilitated to have easy access to faculty and library facilities at the directorate.
9	Preparation of Programme Project Report and Information regarding any new programmes launched	Prior to launching any new programmes all the requisite details are approved by the appropriate authority.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	HEI aims to disseminate information regarding the collected data on all ODL courses of the Directorate through ERP/digitization.

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	No	-
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	No	-
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	No	-
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	No	-
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	No	-
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-

7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

The Directorate follows the scheme and syllabi as well as mode of examination for all the programmes on the lines of programmes in conventional mode. The SLM is developed by the experts of concerned domain areas from the Directorate and University Teaching departments. PCPs are conducted on periodic basis and evaluation is carried out on the basis of internal assessment examination. The scheme, syllabi and course content are updated as and when any changes are introduced in scheme and syllabi of conventional mode courses. SLM is proof read and checked on regular basis. Also periodic monitoring is carried out to ensure the print quality of the same.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Dept. of Hindi, KUK	28-01-2019	97
2	Dept. of Sanskrit , KUK	03-01-2019	57
3	Dept. of Punjabi, KUK	30-01-2019	70
4	Dept. of Political Sc., KUK	21-01-2019	78
5	Dept. of Philosophy	07-01-2019	29
6	Dept. of Pub. Admn., KUK	15-02-2019	96
7	Dept. of History, KUK	02-01-2019	65
8	Dept. of Economics, KUK	07-01-2019	60
9	Dept. of Mathematics, KUK	01-12-2018	80
10	Dept. of Geography, KUK	04-01-2019	75
11	Dept. of Commerce, KUK	18-12-2018	250
12	Dept. of Computer Sc. and Appls., KUK	13-04-2019	45
13	Dept. of Computer Sc. and Appls., KUK	07-03-2019	37
14	Dept. of Computer Sc. and Appls., KUK	06-12-2018	100
15	Dept. of Computer Sc. and Appls., KUK	05-02-2019	88
16	Dept. of Computer Sc. and Appls., KUK	05-02-2019	5
17	Dept. of Commerce, KUK	27-02-2019	34
18	Dept. of Commerce, KUK	15-04-2019	34

19	Univ. School of Mgt., KUK	10-04-2019	16
20	Univ. School of Mgt., KUK	27-02-2019	257
21	Dept. of Tourism and Hotel Mgt., KUK	28-01-2019	3
22	Dept. of Lib. and Inf. Sc., KUK	06-03-2019	121
23	Dept. of Lib. and Inf. Sc., KUK	04-01-2019	75
24	Dept. of Lib. and Inf. Sc., KUK	28-03-2019	75
25	Inst. of Mass Communication and Media Tech., KUK	24-02-2019	116
26	Inst. of Mass Communication and Media Tech., KUK	09-02-2019	127
27	Dept. of Education, KUK	07-01-2019	100
28	Dept. of Law, KUK	16-03-2019	59
29	Dept. of Law, KUK	23-02-2019	300
30	Inst. of Environmental Studies, KUK	10-01-2019	221
31	Inst. of Environmental Studies, KUK	10-01-2019	24
32	Directorate of Distance Education, KUK	11-02-2019	3
33	Dept. of Philosophy, KUK	28-01-2019	11
34	Dept. of Philosophy, KUK	05-03-2019	75
35	Dept. of Hindi, KUK	27-02-2019	38
36	Dept. of Pub. Admn., KUK	04-03-2019	16
37	Guru Nanak Khalsa College, Karnal	01-01-2019	200
38	D.A.V. College, karnal	01-01-2019	195
39	I.B. College, Panipat	01-01-2019	200
40	C.R. Kisan College, Jind	01-01-2019	190
41	D.A.V. College for Girls, Yamuna Nagar	01-01-2019	200
42	S.D. College, Ambala Cantt	01-01-2019	248
43	M.D.S.D. Girls College, Ambala City	01-01-2019	106
44	Imperial College, Hisar	01-01-2019	243
45	Jat College, Kaithal	01-01-2019	200
46	B.P.R. College, Kurukshetra	01-01-2019	200
47	Teaching Block, DDE- KUK	21-01-2019	200
48	I.B. College, Panipat	22-03-2019	291
49	S.A. Jain College, Ambala City	22-03-2019	295
50	D.A.V. College for Girls, Yamuna Nagar	22-03-2019	219

51	Imperial College, Hisar	22-12-2018	46
52	Arya PG College, Panipat	22-12-2018	61
53	S.D. College, Ambala Cantt.	22-12-2018	68
54	DAV College for Girls, Yamuna Nagar	22-12-2018	50
55	Dyal Sing College, Karnal	22-12-2018	45
56	Teaching Block, DDE, KUK	12-04-2019	96
57	Dr. Ganesh Dass DAV College of Edu. For Women, Karnal	12-04-2019	55
58	S.L. DAV College of Education, Ambala City	12-04-2019	58
59	Dept. of English, KUK	21-01-2019	100
60	S.N.S. College of Edu. for Women, Yamuna Nagar	12-04-2019	98
61	Directorate of Distance Education, KUK	12-04-2019	112

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	Diploma	DIPLOMA IN YOGA	12 Months	0	Pass in 12th /10+2 examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto
2	July	Diploma	DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	12 Months	0	Pass in Matriculation/Higher Secondary/10+2 examinations in five subjects with English as one of the subjects from the Board of School Education, Haryana or any other examination recognized by this University as equivalent thereto.
3	July	PG Diploma	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION	12 Months	0	Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University
4	July	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENT EDUCATION	12 Months	0	Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University
5	July	PG Diploma	POST GRADUATE DIPLOMA IN	12 Months	0	Pass in Bachelor's Degree exam of the

			EXPORT MARKETING MANAGEMENT			Kurukshetra University or any other recognized University.
6	July	Diploma	DIPLOMA IN GITA	12 Months	0	Pass in 12th/10+2 examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto.
7	July	Certificate	CERTIFICATE COURSE IN URDU	12 Months	0	Pass in Matriculation examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto.
8	July	PG Diploma	POST GRADUATE DIPLOMA IN BUSINESS ANALYTICS	12 Months	0	Pass in Bachelor's Degree examination of Kurukshetra University or any other recognized University as equivalent thereto
9	July	Certificate	CERTIFICATE COURSE IN COMPUTER APPLICATION	12 Months	0	Pass in 10+2 Examination in five subjects with English as one of the subjects from the Board of School Education, Haryana or any other examination recognized by this University as equivalent thereto. OR Pass in three- year Diploma Course examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto.
10	July	PG Diploma	POST GRADUATE DIPLOMA IN CYBER LAW AND IPR	12 Months	0	Pass in Bachelor's Degree OR Master's degree in any discipline from Kurukshetra University or any other recognized University as equivalent thereto
11	July	PG Diploma	POST GRADUATE DIPLOMA IN TAXATION	12 Months	0	Pass in Bachelor's Degree examination with 45% marks of

						Kurukshetra University or any other recognized University as equivalent thereto
12	July	PG Diploma	POST GRADUATE DIPLOMA IN TRANSLATION	12 Months	0	Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University
13	July	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RIGHTS	12 Months	0	Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University
14	July	PG Diploma	POST GRADUATE DIPLOMA IN JOURNALISM AND MASS COMMUNICATION	12 Months	0	Pass in Bachelor's Degree exam of the Kurukshetra University OR any other recognized University

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled and fees during Academic Session 2018-19:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	Certificate	CERTIFICATE COURSE IN COMPUTER APPLICATION	45	8100
2	July	Certificate	CERTIFICATE COURSE IN URDU	3	3500
3	July	Diploma	DIPLOMA IN GITA	11	5500
4	July	Diploma	DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	121	9500
5	July	Diploma	DIPLOMA IN YOGA	160	5500
6	July	PG Diploma	POST GRADUATE DIPLOMA IN BUSINESS ANALYTICS	16	20600
7	July	PG Diploma	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION	288	16600
8	July	PG Diploma	POST GRADUATE DIPLOMA IN CYBER LAW AND IPR	59	10600
9	July	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENT EDUCATION	221	8200
10	July	PG Diploma	POST GRADUATE DIPLOMA IN EXPORT MARKETING MANAGEMENT	34	8200
11	July	PG Diploma	POST GRADUATE DIPLOMA IN TAXATION	8	20600
12	July	PG Diploma	POST GRADUATE DIPLOMA IN TRANSLATION	38	6200
13	July	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RIGHTS	16	10600
14	July	PG Diploma	POST GRADUATE DIPLOMA IN JOURNALISM AND MASS COMMUNICATION	116	9600
			Total	1136	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:

Number of programmes: 40

Copy of the UGC recognition letter: [View](#)

Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	Certificate	CERTIFICATE COURSE IN COMPUTER APPLICATION	12 Months	01-07-1998	CATEGORY ONE DATED 30-10-2017	0	25	20	0	45
2	July	Certificate	CERTIFICATE COURSE IN URDU	12 Months	01-07-2005	CATEGORY ONE DATED 30-10-2017	0	2	1	0	3
3	July	Diploma	DIPLOMA IN GITA	12 Months	01-07-2018	CATEGORY ONE DATED 30-10-2017	0	9	1	0	10
4	July	Diploma	DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	12 Months	01-07-1994	CATEGORY ONE DATED 30-10-2017	0	63	58	0	121
5	July	Diploma	DIPLOMA IN YOGA	12 Months	01-07-2018	CATEGORY ONE DATED 30-10-2017	0	92	69	0	161
6	July	PG Diploma	POST GRADUATE DIPLOMA IN BUSINESS ANALYTICS	12 Months	01-07-2018	CATEGORY ONE DATED 30-10-2017	0	11	5	0	16
7	July	PG Diploma	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION	12 Months	01-07-1994	CATEGORY ONE DATED 30-10-2017	0	184	103	0	287
8	July	PG Diploma	POST GRADUATE DIPLOMA IN CYBER LAW AND IPR	12 Months	01-07-2018	CATEGORY ONE DATED 30-10-2017	0	39	19	0	58
9	July	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENT EDUCATION	12 Months	01-07-1997	CATEGORY ONE DATED 30-10-2017	0	150	73	0	223
10	July	PG Diploma	POST GRADUATE DIPLOMA IN EXPORT MARKETING	12 Months	01-07-1999	CATEGORY ONE DATED 30-10-2017	0	18	8	0	26

			MANAGEMENT								
11	July	PG Diploma	POST GRADUATE DIPLOMA IN TAXATION	12 Months	01-07-2018	CATEGORY ONE DATED 30-10-2017	0	4	4	0	8
12	July	PG Diploma	POST GRADUATE DIPLOMA IN TRANSLATION	12 Months	01-07-1997	CATEGORY ONE DATED 30-10-2017	0	19	18	0	37
13	July	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RIGHTS	12 Months	01-07-2018	CATEGORY ONE DATED 30-10-2017	0	7	10	0	17
14	July	PG Diploma	POST GRADUATE DIPLOMA IN JOURNALISM AND MASS COMMUNICATION	12 Months	01-07-1994	CATEGORY ONE DATED 30-10-2017	0	81	34	0	115

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: NA			
Address of College/institute where LSC is established: NA			
Name of HEI to which College/institute is affiliated (where LSC is established): NA			
Whether the College/institute is private or Govt (where LSC is established): Government			
Coordinator Details: NA (NA) and Contact: NA			
Programmes offered: , CERTIFICATE COURSE IN COMPUTER APPLICATION			
Total enrolled student: 0			
No. of Counsellors: 1			
Sr No	Counsellor Name	Qualification	Contact Details
1	NA	NA	NA

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	Certificate	CERTIFICATE COURSE IN COMPUTER APPLICATION	42	38	0	60.53	21.05
2	July	Certificate	CERTIFICATE COURSE IN URDU	3	3	0	33.33	0
3	July	Diploma	DIPLOMA IN	11	10	0	63.6	63.6

			GITA					
4	July	Diploma	DIPLOMA IN LIBRARY AND INFORMATION SCIENCE	118	105	0	56.19	23.81
5	July	Diploma	DIPLOMA IN YOGA	161	153	0	68.3	55.2
6	July	PG Diploma	POST GRADUATE DIPLOMA IN BUSINESS ANALYTICS	16	13	0	76.92	90
7	July	PG Diploma	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION	252	155	0	81.94	74.84
8	July	PG Diploma	POST GRADUATE DIPLOMA IN CYBER LAW AND IPR	59	56	0	58.92	32.14
9	July	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENT EDUCATION	224	219	0	83.56	56.62
10	July	PG Diploma	POST GRADUATE DIPLOMA IN EXPORT MARKETING MANAGEMENT	36	34	0	69.44	61.11
11	July	PG Diploma	POST GRADUATE DIPLOMA IN TAXATION	8	8	0	62.5	50
12	July	PG Diploma	POST GRADUATE DIPLOMA IN TRANSLATION	38	38	0	23.68	100
13	July	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RIGHTS	15	13	0	84.62	69.23
14	July	PG Diploma	POST GRADUATE DIPLOMA IN JOURNALISM AND MASS COMMUNICATION	116	116	0	68.96	57.5

Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes ddekuk.ac.in
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
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 Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	No
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

i) No. of examination centres inspected during conduct of exam.

ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

iv) Detail of observer of the examination centres appointed by HEI and its reports.

1. 910 examination centres were inspected during conduct of examination 2. Data related to unfair means cases with the concerned branch of HEI exist in consolidated form. No separate data is available for the Directorate 3. Disciplinary action as per norms was taken against all the candidates

of UMC and the UMC Committee decided 48 cases positively 4. Observers for all the examinations of the Directorate are appointed by the office of Controller of Examination and faculty members of the University visit the examination centres to ensure the sanctity of examinations. However this old record is not available with the concerned branch

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - Vlof UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. CERTIFICATE COURSE IN COMPUTER APPLICATION		Academic Session: July		Level: Certificate		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	RAKESH KUMAR (PROFESSOR)	Regular	12/06/2017	Teaching: 305 Months Industrial: 0 Months	197567		

2. CERTIFICATE COURSE IN URDU		Academic Session: July		Level: Certificate		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	SANGEETA SETHI (ASSOCIATE PROFESSOR)	Regular	06/07/2010	Teaching: 432 Months Industrial: 0 Months	195526		

3. DIPLOMA IN LIBRARY AND INFORMATION SCIENCE		Academic Session: July		Level: Diploma		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	DR. JYOTSNA GUPTA (ASSISTANT PROFESSOR)	Regular	07/11/2007	Teaching: 146 Months Industrial: 0 Months	97193		
2	DR. JOGINDER SINGH (CHAIRPERSON)	Regular	24/09/2016	Teaching: 132 Months Industrial: 0 Months	164210		

4. DIPLOMA IN YOGA		Academic Session: July		Level: Diploma		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	PROF. R.K. DESHWAL (PROFESSOR)	Regular	01/07/2018	Teaching: 336 Months Industrial: 0 Months	201874		

5. DIPLOMA IN GITA		Academic Session: July		Level: Diploma		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	PROF. R.K. DESHWAL (PROFESSOR)	Regular	01/07/2018	Teaching: 336 Months Industrial: 0 Months	201874		

6. POST GRADUATE DIPLOMA IN BUSINESS ANALYTICS		Academic Session: July		Level: PG Diploma		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		

1	DR. SUDESH (CHAIRPERSON)	Regular	01/07/2018	Teaching: 324 Months Industrial: 0 Months	202299
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7. POST GRADUATE DIPLOMA IN COMPUTER APPLICATION Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. RAKESH KUMAR (PROFESSOR)	Regular	12/06/2017	Teaching: 305 Months Industrial: 0 Months	197567

8. POST GRADUATE DIPLOMA IN CYBER LAW AND IPR Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. DILIP KUMAR (CHAIRPERSON)	Regular	01/07/2018	Teaching: 288 Months Industrial: 0 Months	179404

9. POST GRADUATE DIPLOMA IN ENVIRONMENT EDUCATION Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. SUMITA CHAUDHARY (PROFESSOR)	Regular	01/09/2009	Teaching: 152 Months Industrial: 0 Months	202374

10. POST GRADUATE DIPLOMA IN EXPORT MARKETING MANAGEMENT Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. TAJINDER SHARMA (PROFESSOR)	Regular	29/07/1999	Teaching: 259 Months Industrial: 0 Months	175127

11. POST GRADUATE DIPLOMA IN TAXATION Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	SUBHASH CHAND (PROFESSOR)	Regular	01/07/2018	Teaching: 259 Months Industrial: 0 Months	164210

12. POST GRADUATE DIPLOMA IN TRANSLATION Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. PUSHPA RANI (CHAIRPERSON)	Regular	10/03/2017	Teaching: 288 Months Industrial: 0 Months	208992

13. POST GRADUATE DIPLOMA IN HUMAN RIGHTS Academic Session: July Level: PG Diploma No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. RAJESH KUMAR (CHAIRPERSON)	Regular	19/07/2018	Teaching: 276 Months Industrial: 0 Months	149935

14. POST GRADUATE DIPLOMA IN JOURNALISM AND MASS COMMUNICATION

Academic Session: July

Level: PG Diploma

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. S.S. BOORA (DIRECTOR)	Regular	13/02/2013	Teaching: 300 Months Industrial: 0 Months	201874
2	RAVI PARKASH (ASSISTANT PROFESSOR)	Contractual	10/10/2011	Teaching: 84 Months Industrial: 0 Months	27000

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

(i) The Directorate provides self-learning materials in print form only in accordance with the guidelines of the Annexure-VII of UGC (ODL) Regulations 2017. (ii) SLM is revised and updated periodically by the domain experts/faculty as per the guidelines of the university. (iii) Vetting of the newly added study material is carried out by the subject experts.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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.

(i) Self-Learning Material of all the programmes are prepared by the domain experts. (ii) Self-explanatory lessons are developed in a learner centric format in accordance with the syllabi as prescribed by the respective board of studies and approved by the Academic Council of the university. (iii) The lesson plans constitute introduction, objectives, presentation and self-assessment exercises to enable the learner to comprehend the content through the illustrations and exercises specifically designed to enhance learning.

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

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.

Reports are prepared for introducing all the courses by the concerned programmes coordinators duly approved by the advisory committee of the Directorate. Programme Project Reports (PPR) for all new programmes will be duly prepared as per Annexure IX.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

The HEI depends on affiliated colleges of the university and teaching departments of the university for Personal Contact Programmes, content development and to conduct examination for the effectiveness of its ODL programmes. All the relevant information of the courses at all levels i.e. admissions, contact programmes, counselling, examinations and results etc. are uploaded on the website of the Directorate.

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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

Queries and grievances of the learners are addressed in a coordinated manner. Learners have easy access to the director, teaching faculty and administrative staff of the HEI via phone calls and e-mails. All the phone numbers and e-mail ids are available on the website of Directorate. There exists a dedicated inquiry office to attend to telephone calls of learners.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, 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 in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	No
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	No

Part - 11.2: Observer Report

[View](#)

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus 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. '7' to '17' below	Yes
4	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
5	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 course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
10	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 part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	No

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

Keeping in view the large number of learners from rural background, the study material for all the traditional courses is provided in Hindi medium. However, the requirements of English medium students are also taken care of. To facilitate the propagation of ancient Indian wisdom, the Directorate offers courses in Shrimad Bhagvad Gita and Yoga also

ii) Give Best Practices of Institution

Tuition fee waiver for female students scoring more than 70 percent marks at 10+2 level under Shikshit Beti scheme Migration from regular to distance mode is allowed Scholarships are provided to students falling under different categories such as girl students, SC, BC students No fees is charged from blind candidates

iii) Any other Information

In collaboration with the Department of Employment, Government of Haryana, a full-fledged employment information and guidance bureau available on the campus to assist the learners in make choice of career and courses. The Directorate has a centrally air-conditioned library cum study hall with a seating capacity of a good number of students in its premises having a rich collection of books, news papers and magazines. CSR Top Institute of India Award was conferred on the Directorate for the year 2016.

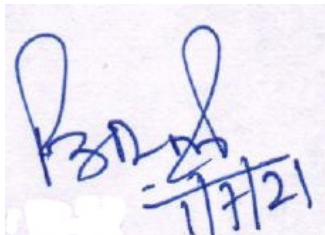
Part - 14: Plan of Institution for next year

To explore the possibility of introducing online courses along with the existing courses being offered in distance mode. To complement the print media with audio-video material, the Directorate plans to promote online learner support services for the effective delivery. To offer the courses both in English as well as Hindi medium.

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) Regulations, 2017 and its amendments.

Signature of the Director:



Name of the Director:

PROF. PARDEEP KUMAR

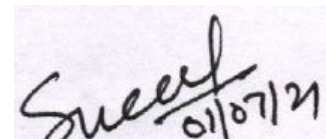
Seal of the Director:

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

Date of the Director:

01-07-2021

Signature of the Registrar:



Name of the Registrar:

DR. SANJEEV SHARMA

Seal of the Registrar:

REGISTRAR
Kurukshetra University
Kurukshetra-136 119.

Date of the Registrar:

01-07-2021