CENTRE FOR DISTANCE AND ONLINE EDUCATION

TEZPUR UNIVERSITY

ANNUAL REPORT
OF
CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)
2023-2024

For programs under open and distance mode

Contents

PART-I: General Information

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

Click here to view

1.2 Details of Director, CIQA
- Name: Prof. Amiya Kumar Das
- Qualification: Ph.D
- Appointment Letter and Joining Report: Click Here to view

1.3 Details of CIQA Committee:

a. **Composition as per Regulations**

Sl	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Shambhu Nath Singh, Ph.D	Mass Communication and Journalism	15/02/2024
b.	Three senior teachers of HEI	Member 1	Prof. Mrinmoy Kumar Sarma, Ph.D	Marketing and Research Methodology	15/02/2024
		Member 2	Prof. Farheena Danta, Ph.D	American Literature; Modernist Poetics	15/02/2024
		Member 3	Prof. Debendra Chandra Baruah, Ph.D	Energy Management, Renewable Energy	15/02/2024
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Debasish Mohapatra, Ph.D	Curriculum Development, Materials Production, Language Policy	15/02/2024
		Member 5	Prof. Amiya Kumar Das, Ph.D	Sociology of Development, Sociology of Governance, Research Methodology Sociology of Health and Illness, Sociology of Religion	15/02/2024
		Member 6	Prof. Abhijit Bora, Ph.D	Film Studies	15/02/2024

d.	Two external experts of ODL and/or Online Education	Member 7	Prof. R.S.P. Singh, Director, School of Vocational Education and Training, IGNOU, Ph.D	Instructional Design/Curriculum Development, Training and Assessment of Vocational Education and Training.	15/02/2024
		Member 8	Dr. Anil Chandra Borah, Senior Regional Director, IGNOU, Jorhat, Assam, Ph.D	Educational Administration	15/02/2024
e.	Officials from departments of HEI • Administration • Finance	Member 9 Administration	Prof. Sankar Chandra Deka, Controller of Examinations, Ph.D, FRSC	Food biochemistry Food quality Fermented foods	15/02/2024
		Member 10 Finance	Sri Kumarjit Dutta, Deputy Registrar	Finance	15/02/2024
f.	Director, CIQA	Member Secretary	Prof. Amiya Kumar Das, Ph.D	Sociology of Development, Sociology of Governance, Research Methodology Sociology of Health and Illness, Sociology of Religion	15/02/2024

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)
If No, reason thereof

Yes

1.4 Number of meetings held and its approval:
   a. **No. of meetings held every year:** Two
   b. **Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	06/02/2023	2	Click here to view	Click here to view
Meeting 2	08/03/2024	2	Click here to view	Click here to view

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

Nil.

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

From <July, 2021> academic session: July 2023 and January 2024

Sl.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/ Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	M	F	TG	Total
1.	Department of Business Administration	Diploma in Human resource Management	12 Months	32	Bachelor's degree	10450/-	AC.40/2021/2/4.1, dated 20.09.2021	9 (including HO)	21	16	0	37
2	Department of Environmental Science and Centre for Disaster Management	Diploma in Environmental and Disaster Management	12 Months	32	Bachelor's degree	11800/-	AC.40/2021/2/4.1, dated 20.09.2021	9 (including HO)	4	3	0	7
3	Centre for Inclusive Developmentt	Diploma in Child Rights and Governance	12 Months	32	Bachelor's degree	11800/-	AC.40/2021/2/4.1, dated 20.09.2021	9 (including HO)	2	8	0	10

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

Not Offered from Autumn 2020 Session- As per *UGC ODL Regulations 2020*

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

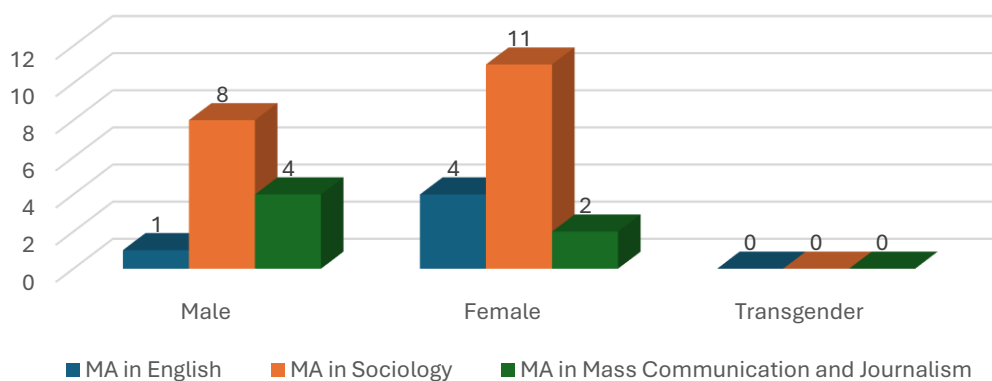| Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction* / Off Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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

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

Not Offered

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Trans-gender)

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

July (Autumn) 2023

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1.	MA in English	24 Months	64	Bachelor's Degree	16300/-	F. No: 21-11/2020(DEB-I), dated-16 March 2021	9 (including HO)	11	19	0	30
2	MA in Sociology	24 Months	64	Bachelor's Degree	16300/-	F. No: 21-11/2020(DEB-I), dated-16 March 2021	9 (including HO)	17	17	0	34
3	MA in Mass Communication and Journalism	24 Months	64	Bachelor's Degree	16950/-	F. No: 21-11/2020(DEB-I), dated-16 March 2021	9 (including HO)	6	12	0	18

Programme and Gender wise enrollment

Jan (Spring) 2024

| Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1.	MA in English	24 Months	64	Bachelor's Degree	16300/-	F. No: 21-11/2020(DEB-I), dated-16 March 2021	9 (including HO)	1	4	0	5
2	MA in Sociology	24 Months	64	Bachelor's Degree	16300/-	F. No: 21-11/2020(DEB-I), dated-16 March 2021	9 (including HO)	8	11	0	19
3	MA in Mass Communication and Journalism	24 Months	64	Bachelor's Degree	16950/-	F. No: 21-11/2020(DEB-I), dated-16 March 2021	9 (including HO)	4	2	0	6

Programme and Gender wise enrollment
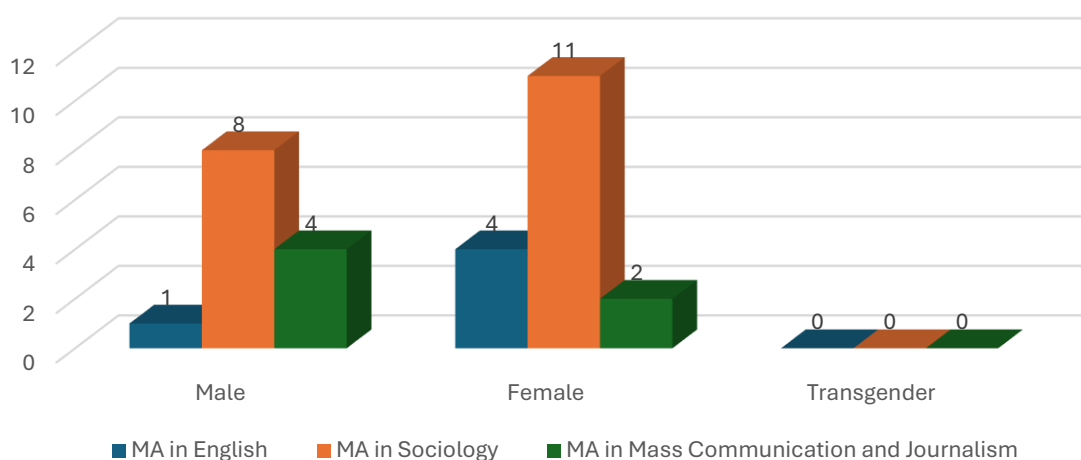
PART-II:
Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Quality is assessed through multi-tier process. 1. SLM goes through CIQA& DAC before being placed for AC's approval. 2. Continuous vigil in the student support activities of the LSCs for hassle-free services. 3. Use of varied communication means like email, WhatsApp, notification, telecom. etc. for prompt delivery of information.	Click here to view
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	1. Communication is made with HEI authorities from time to time providing and seeking suggestions for the internal quality maintenance. 2. CIQA takes special care of such proposals by holding meeting with HEI. 3. Suggestions are sought from stakeholders for improvement of systems and processes and standards of education.	Click here to view
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	1. HEI is striving to build a system where learners of all ages may easily fit themselves into the system. Enrolment procedures and Admission portal are simplified accordingly in regular intervals. 2. HEI is concentrating on effective delivery of teaching through frequent physical and virtual communication. Good numbers of online lectures are delivered to the learners by the concerned faculty. 3. CDOE makes personal communication to each and every learner as much as possible.	Click here to view
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)	Considering the equal weightage given to the conventional and ODL mode, HEI emphasizes equal standards in syllabus preparation, delivery and evaluation: 1. A Committee is formed for each of the programmes with members of offering departments to look after the quality delivery of the programme. 2. The syllabus used for conventional mode is followed in Distance/Online mode. 3. Syllabi are implemented only after getting approval of the Academic Council of the HEI.	Click here to view
5.	Mechanisms devised for interaction with and	1. Induction Programmes for learners are organized each semester for academic	Click here to view

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	interactions, to collect feedback, suggestions etc. 2. Learners' feedback is taken online, select opinions are also uploaded in the Centre website. 3. Interaction with relevant government agencies and other organisations is facilitated through the HEI from time to time. 4. Centre is under process of strengthening its interaction and feedback system in line with future requirements.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	1. The Centre has requested HEI for providing required infrastructure and human resources for implementation of many of the mechanisms undertaken for quality delivery. 2. Separate fund for SLM revision is suggested.	Click here to view
7.	Implementation of its recommendations through periodic reviews	1. Infrastructure, fund etc. are reviewed centrally by the HEI in regular intervals. 2. As per recommendation, a departmental library is approved by the HEI exclusively for CDOE learners. 3. Fund is allocated for SLM revision as and when required.	Click here to view
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	CDOE organizes workshop and orientation programmes on select areas. 1. An online lecture was organized to orient the leaners on disability as the Centre is in the process of making disable friendly learning materials 2. Lecture was delivered on Literature Review and Academic Integrity to sensitize about plagiarism etc. 3. An invited lecture was organized on World Environment Day with Energy Department which is offering PGD in Renewable Energy. 4. CDOE organizes orientation programme on NEP 2020 in its LSCs and nearby colleges. 5. Reports are shared with HEI and uploaded in CDOE website	Click Here
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	1. The Best practices of the Centre include: 1. HEI is in the process of preparing study materials for disabled or visually impaired learners. 2. Online counselling facility is offered to the learners of CDOE on regular intervals which highly benefits the leaners to satisfy their queries related to their courses. 3. On demand CDOE provides facility of counselling by the Faculty from the offering departments of HEI.	Click here to view Click here to view Click here to view

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
		4. Maximising LSC for easy access of information by the learners. 5. Question Bank for every programme 6. Pre-counselling for aspirant learners 7. Spot Admission Facility in H.Q.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	1. No programme is offered unless approved by UGC-DEB or HEI. 2. Accurate and updated data of all approvals is uploaded in the website for information of the learners.	Click here to view
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	1. PPR's are carefully prepared following the guidelines given by the commission. 2. Complete PPR's are sent to each offering department where it is placed before the Departmental Advisory Committee (DAC). 3. Once approved in DAC, PPR's are sent to Academic Council of HEI for final approval.	Click here to view
12.	Mechanism to ensure the proper implementation of Programme Project Reports	CIQA keeps vigilance over the proper implementation of the PPRs. 1. Syllabus is prepared by the offering departments facilitated by CDOE. 2. SLMs are written and edited by experienced faculty suggested and approved by the department and HEI respectively. 3. SLM is circulated only after it is approved by the SLM Advisory Committee.	Click here to view
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	1. CDOE makes annual plan of its academic activities in the line of the HEI and strictly conform to the plan. At the beginning of the semester such plans are reviewed. 2. Annual report of CDOE is included in the Annual Report of HEI every year. 3. Review is done as per suggestion of the HEI	NA
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	1. CDOE introduces Diploma programmes that are useful for stakeholders in job market or in relevant areas 2. As a part of restructuring, skill-based subjects like Child Rights and Governance, Disaster Management Programmes are introduced. 3. Areas in Humanities are structured in a way to make them useful for competitive exams for various jobs.	Click here to view Click here to view
15.	Facilitated system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	1. LSCs are strengthened and made more flexible to provide learners with all information without visiting CDOE headquarter. 2. Learners are connected to the Centre, LSCs and to each other through varied social media platforms so that they get all up-to-date info at hands reach. 3. Concerned faculty are connected through WhatsApp groups with their leaners for prompt counselling and academic support.	NA

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
		4. Any query that comes from learners is attended promptly by concerned authority.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	NA	NA
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	1. CIQA holds meeting with the Centre as well as the HEI every semester to assess all aspects of Teaching-Learning, examination and evaluation. 2. Quality delivery of study materials is ensured through partial revision of select topics at regular intervals. 3. Authorized committees of HEI visit the Centre from time to time to inspect infrastructure and other relevant facilities.	Click here
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	1. CDOE actively participates in the meetings organized by UGC-DEB where various coordination-related aspects are discussed and decisions are taken. 2. Following UGC-DEB guidelines on adequate human resources, proposals have been sent to HEI for onward transmission to UGC-DEB for regular faculty and staff positions for the Centre to ensure quality and professional service delivery.	Click here
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices	1. CDOE and HEI attend meetings with other HEIs offering ODL programmes to obtain various information on ODL/Online education.	Click Here
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	1. CIQA Annual Report is prepared every year and submitted to UGC-DEB. 2. All relevant documents pertaining to quality assurance are recorded in both hard and soft copy formats.	Click here
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Annual Report is prepared every year and submitted to UGC-DEB.	Click here
	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	All relevant documents pertaining to quality assurance are recorded in both hard and soft copy formats.	Click Here

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	annually to the Commission.		
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	YES	Click Here
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	1. Four Quadrant method is adopted as a part of instructional design for online programmes. 2. Instructional design is an amalgam of audio-video and print mode. HEI provides infrastructural facilities as well as financial assistance for effective adoption of the same. 3. Evaluation and assessment are done as per ODL rules and as decided by the HEI. Home assignments, dissertations and written examinations are primary to the rules. 4. Instructional design is mobile friendly. 5. Signed MoU with INFLIBNET for implementation of ILMS	Click here to view Click here to view Click here to view Click Here for Tezpur University ILMS
24.	Promoted automation of learner support services of the Higher Educational Institution	1. Physical presence is minimized by the Centre in relation to learner support services. Every effort is made to provide information and assistance through online services, social media platform and telecommunication. 2. All information are updated in CDOE website as well as through email to the learners.	Click here to view
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	1. CDOE-CIQA has external experts from STRIDE and other universities.. 2. Syllabus and SLMs are reviewed by external experts identified by the HEI.	Click here
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	1. HEI identifies external experts for quality audit of the programmes as and when required, specially, to verify SLMs. 2. Financial resources are audited centrally by the HEI.	NA
27.	Overseen the preparation of Self Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes. A specially constituted committee consists of members from academics and administration of HEI carefully oversees the report before submission.	NA
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of	Yes. CDOE keeps association with different HEI's for assistance and enhancement of its ODL system.	NA

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	education and research therein		
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	1. ODL learners are connected with the training and placement Cell of HEI. Any placement related communication done to the students of regular mode is also received by ODL learners.	NA

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

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	a. CDOE has its own organizational structure and governance built as per UGC -DEB guidelines. b. The management activities including financial management are carried out as per the established rules of the HEI. c. Strategic Planning is made as per the suggestion of the offering departments, CIQA and HEI. d. Operational plans are as per discussion with offering depts and LSCs. Policy related matters are decided in coordination with CIQA and HEI	[Click here to view]
2.	Articulation of Higher Educational Institution Objectives	CDOE aims at creation of quality and skilled human resources in the line of HEI objectives. 2. The Centre is in the process of offering more courses in line with NEP 2020.	[Click Here for Tezpur University ILMS]
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource	a. Curriculum Planning, Design and Development are done as decided by CIQA and as per the guidelines of UGC. The offering depts are also consulted while making the plans. b. Curriculum is Implemented by CDOE only after being approved by statutory bodies like DAC,	[Click here to view] [Click here to view] [Click here to view]

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	e. Feedback System	School Board and Academic Council of HEI. c. Activities are learner-centric. To make the learning process easy going, no. of LSCs is increased and are strengthened and facilitated with better infrastructure. d. CDOE Learning resources are in print, audio-video, and computer based. 1. OER like Youtube, Swayam, National Digital Library, e-Pathsala are available for the learners. 2. CDOE learners can avail facilities of HEI Central library as well as the resources of CDOE library. e. Feedback from stakeholders, including learners is taken from time to time for improvement in all areas. CDOE is under process of creating an effective online learner feedback system.	Click here to view
4.	Programme Monitoring and Review	Programme monitoring and review is done by CIQA in consultation with the offering departments and HEI. In the line with this, CDOE revises its SLMs as and when required	NA
5.	Infrastructure Resources	CDOE has its own independent infrastructural facilities like independent building, student lobby, library, conference hall, examination hall, smart TV, computer system, wifi, CCTV, projectors etc.	Click here to view
6.	Learning Environment and Learner Support Assessment and Evaluation	1. CDOE has a learner centric environment. Efforts are made to connect to the learners at personal level both by faculty and administration. 2. Learners are oriented to the process of the system by concerned faculty to clear their doubts any time.	NA

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
7.	Teaching Quality and Staff Development	1. Staff members are regularly oriented through FDP and refresher courses. In addition, they are oriented towards the needs of SEDG's in line with NEP 2020.	

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:

Sl. No.	Provisions in Regulations	Action taken inrespect of ODL	Upload relevant document
1.	Academic Planning	Academic planning is prepared in the beginning of the Calendar year by CDOE in consultation with CIQA and in line with HEI academic calendar.	Click Here
2.	Validation	Validation is done by CIQA.	Yes
3.	Monitoring, Evaluation and Enhancement Plan a) Reports from Learner Support Centres (for Open and Distance Learning programmes)	a. Reports are collected from LSCs on counseling, student support service etc.	Click Here
	b) Reports from Examination Centres	b. After the completion of an examination, report is submitted by the centre coordinator and external observer of respective examination centre to CDOE.	
	c) External Auditor or other External Agencies report	c. CDOE is in the process of being assessed and accredited by external agencies like NAAC. Financial audit is conducted centrally by CAG.	

		d) Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels	d. Programme Performance data and performance data of permanent employees are submitted annually. Annual performance data is submitted in the form of annual performance appraisal report.	
		e) Reporting and Analytics by the Higher Educational Institution	e. Reporting and analysis are done through regular submission of Annual Report. Report on self-assessment and analysis is submitted periodically to NAAC.	
		f) Periodic Review	f. Periodic review is carried out by CIQA as and when required.	

PART-III:
Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) – Regular, full time, at least Associate Professor.
Or
Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

Dr. Akhilesh Kumar, Ph.D, Associate Professor

3.2 Compliance status of "Human Resource and Infrastructural Requirements" – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020
HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Programmes Name	No. of Faculty required	No. of Faculty appointed	Compiled Yes/No	If no, reason thereof
UG	Not Applicable	Not Applicable	Not Applicable	Not Applicable
PG	**6**	**6**	**Yes**	**-**
PGD	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Sl	Programme Name	No. of Full-time dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) With gross salary/ month			Date of joining programme and joining report
							Type	Gross salary/ month	Contract period	
	MA in English	1	Dr. Suchibrata Goswami	Guest Faculty	Ph. D	23 Years	Guest Faculty	50000/-	1Year	Click here
	MA in Mass Communication and Journalism	1	a. Dr. Tinam Borah (*During Spring 2024*) b. Dr. Madhusmita Boruah (*During Aut 2023*)	Guest Faculty	Ph. D	3.5 Years	Guest Faculty	50000/-	1Year	a. Click b. Click
	MA in Sociology	1	Ms. P.Akumsenla Kichu	Guest Faculty	M.A.	1.2 Years	Guest Faculty	50000/-	1Year	Click here

3.3 Details of Administrative staff

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

Admin staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	0
Assistant Registrar	1	1
Section Officer	1	0
Assistants	3	1
Computer Operator	2	1
Multi-Tasking Staff	2	1

Appointment Orders:
1. Assistant Registrar: Click Here
2. Assistant: Outsourced
3. Computer Operator: Click Here
4. MTS- Outsourced

(Attach duly attested photocopy of appointment letter with salary details)
Note:
1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

PART-IV: Examinations

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

Sl	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	

Sl	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes. External Observer Appointment Click here	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes. Central Evaluation and Certification from TU Click here	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study	Yes Click Here	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes. PPR/ Syllabus prepared with due approval of the offering dept. Question paper for Semester end examination are prepared under guidance of the offering depts. Question paper is moderated by the committee. Result is declared only after verified by the result committee Click here	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes Click here	
6.	The Higher Educational Institution shall notify all assessment tools to be	Yes Click here	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	used for formative and summative assessments		
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card.	Yes. grade card uploaded Click here to view	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes. Question Paper (both assignment and theory) are prepared by the faculty members of the university. Question Papers are moderated by a designated committee. Evaluation is conducted by University faculty Result committee, constituted of COE, Registrar and senior faculty, verify the result before declaration. Click here	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes, complied Click here	
10.	a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes, complied Click Here	
	b) Availability of biometric system	Yes	
	c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Yes, through govt. identifier	
	d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings	CCTV recording is available Click Here	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	are submitted by particular in charge of examination centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes. Click Here	
12.	a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes. Click here to view	
	b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes. Report attached Click here to view	
13.	a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen paper or online or computer-based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes. List of examination Centres attached Click here	
	b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s),Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes. Examination centre at LSC (govt. institute) list attached Click here	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Yes. Examination centre at LSC (govt. institute) list attached Click here	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes. Examination Centre (govt. institute) list attached Click here	
17.	a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes Click here	
	b) Each award shall also be uploaded on the National Academic Depository	Yes., partially completed. Process of upload in progress	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes. Certificate attached Click here to view	

4.3 Whether any examination held through online mode.

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

NO

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
July 2023 and Jan 2024	MA in English	35	127 (including continuing semesters)	47	37%	31.49%
	MA in MCJ	124	56 (including continuing semesters)	13	10.48%	5.58%
	MA in Sociology	53	197 (including continuing semesters)	97	49.23%	36%

PART-V:
Programme Project Report (PPR) and Self Learning Materials (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.

All regulations and amendments, as well as the Programme Project Reports (PPRs), are presented to the relevant offering departments for their endorsement. Once the departmental approval is secured through the Departmental Academic Committee (DAC) and the School Board, the PPRs are then forwarded to the Academic Council (AC) for further approval. Upon receiving approval from the AC, the PPRs are then prepared for implementation.

For the Open and Distance Learning (ODL) programmes, the development of Self-Learning Materials (SLMs) follows a defined procedure:

a)   A Self-Learning Materials Advisory Committee is formed by the Centre for Internal Quality Assurance (CIQA), which includes senior faculty members from both the offering department and the Centre for Distance and Online Education (CDOE).

b)   The committee is responsible for selecting contributors and editors for the SLMs, and they secure the necessary approvals from the competent authorities.

c)   Contributors are chosen from both internal and external experts within the specific subject area.

d)   After the SLMs are edited and formatted, the Advisory Committee thoroughly examines their quality and content. Upon approval, the SLMs are recommended to the CIQA.

e)   Finally, the SLMs are submitted to the University's Academic Council for review and approval.

Upload samples and authority approval:: [Click here](#)

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.

Self-Learning Materials (SLMs) are made available in both print and online formats. In addition, audio and video resources are uploaded to the university's website to complement the learning experience. However, the online materials are not yet fully operational, and the Centre is actively working on strategies for their effective dissemination.

The curriculum and pedagogy are developed and implemented in alignment with the recommendations provided by the respective offering departments. All instructional materials undergo rigorous review and are approved by specially constituted committees within the offering departments to ensure quality and relevance.

The ongoing efforts to enhance online learning aim to provide students with accessible and comprehensive resources, further enriching the educational experience.

Upload samples and authority approval: [Click here](#)

5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

In alignment with Annexure - VII of the UGC (ODL Programmes and Online Programmes) Regulations, 2020, the Higher Educational Institution (HEI) ensures that Self-Learning Materials (SLMs) are developed and approved through a rigorous and well-defined process.

Preparation and Approval Process:

Development of SLMs: The study materials are crafted by faculty members and editors who are carefully selected and approved by the offering departments and the HEI. These materials are prepared in various formats, including multiple media, to adhere to the UGC (ODL) Regulations, 2017.

Multi-Media Formats: The SLMs are designed to encompass multiple media formats, such as print, audio-visual content, and online resources. While the development of online and computer-based materials is still in progress, these resources are being prepared in strict accordance with the standards specified in the regulations.

Curriculum and Pedagogy Standards: The curriculum for the ODL programmes is meticulously crafted to align with the mission and vision of the Centre for Open and Distance Learning, Tezpur University. The structure is consistent with the UGC Model curriculum, ensuring that the content is not only reliable but also justified with the intended learning outcomes. Additionally, the credit value, the number of home assignments, and the counselling hours for each course are defined in compliance with UGC guidelines.

Approval by Statutory Authorities:

•   All instructional materials undergo a comprehensive review process. The offering departments, along with specially constituted committees, rigorously evaluate the SLMs to ensure quality and adherence to the regulatory standards.

•   The final approval of the SLMs is granted by the Statutory Authorities, ensuring that the materials meet all the necessary academic and regulatory requirements before being implemented in the ODL programmes.

•   This process underscores the institution's commitment to delivering high-quality education that is both accessible and effective, in compliance with UGC regulations.

Upload samples: [Click Here](#)

PART-VI:
Programme Delivery through Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:
Please provide information in respect of programmes at UG, PG and PGD Programmes

Sl	Programme Name		Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of students attended on an average basis
1	UG		N/A	N/A	N/A	N/A	N/A
2	PG	MA in English	Tezpur University (HO)	2	2	20	18
		MA in Sociology	Tezpur University (HO)	2	2	25	21
		MA in Mass Communication and Journalism	Tezpur University (HO)	2	2	28	23
3	PGD		N/A	N/A	N/A	N/A	N/A

6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

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

1. HEI following the norms of UGC ODL, 2020 the LSC are required to provide evidence of the preparedness for availability of the academic, other staff and qualified academic counsellors.
2. The requirements shall be always complied within the standards mentioned for operating and the LSCs as per UGC ODL Regulations 2020 published through "Gazette of India: Extraordinary; Part III- Sec-4" and part thereof.
3. The LSC must be a college or an institute affiliated to a University or a Government recognised higher educational institution offering programs in the same broad area, with in the Territorial Jurisdiction of the State of Assam
4. The LSC must be centrally located in a place, with good connectivity from railway station, bus stand for the convenience of leaners.
5. The approved LSC of Tezpur University shall not be the LSC for more than two Higher Educational Institutions at a time.
6. LSC s must provide pre admission counselling, information about the courses and support for admission related matters.
7. LSC must provide counselling/contact classes to learners and it must equipped with a help desk well versed with learner information data base.
8. LSC must be required to generate admission to a minimum of 50 numbers of leaners per year and based on this, CDOE Tezpur University shall decide upon the contract renewal of the LSC after 3 years.
9. LSC shall maintain the learner data related to conduct of counselling sessions and grievance redressal.

6.3 LSC wise enrollment details (Not for Private University)

Sl	Name & Address of College/ institute where LSC is established (with pin code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as of the LSC?	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and contact details of coordinator and counselor	Qualification of coordinator and counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1	Moridhal College	One HEI (Tezpur University)		Dibrugarh University	Governmental	Sri Milonjyoti Borgohain 9707604477 / 6002500191 milonborgohain9@gmail.com	M.A. (D.U.), M.Phil. (R.G.U.), NET, SET (Pursuing Ph.D. at Cotton University, Guwahati, Assam		MA English MA Mass Communication and Journalism MA sociology Diploma in Child Rights and Governance Diploma in Human Resource Management Diploma in Environment and Disaster Management	Nil
2	Barpeta Law College	One HEI (Tezpur University)		Gauhati University	Governmental	Ms Bidismita Ojha 8638870871 ojahbidismita@gmail.com	BA, LL. B(Hons), LL.M (Crime & Criminology), UGC-NET, SLET, Pursuing Ph.D.		-do-	6
3	Jengraimukh College	One HEI (Tezpur University)		Dibrugarh University	Governmental	Sri Sameswar Islary 9957858434 sameswarislary3@gmail.com			-do-	4
4	Silapathar Town College	One HEI (Tezpur University)		Dibrugarh University	Governmental	Sri Darika Pegu & Sri Chandan Singh 6001384823 darikapegu1982@gmail.com 7002838990 chandansinghstcs@gmail.com			-do-	8
5	Mazbat College	One HEI (Tezpur University)		Dibrugarh University	Governmental	Dr. Bhaskar Jyoti Borthakur 9859222700 / 9435739210 bjbarthakur@gmail.com	MA, M.Phil, Ph.D		-do-	Nil
6	Rangachahi College	One HEI (Tezpur University)		Dibrugarh University	Governmental	Dr. Indraneel Pegu 8638774884			-do-	Nil

| 7 | Goalpara College | One HEI (Tezpur University) | Dibrugarh University | Governmental | Dr. Dhiraj Kumar Borah 8638748425 / 8822892928 dhiraj.b79@gmail.com | M.SC., B.ED., PH.D. | | -do- | 2 |
| 8 | Jorhat Kendriya Mahavidyalaya | One HEI (Tezpur University) | Dibrugarh University | Governmental | Ms. Ratna Moni Dutta 9435248080 ratnamonidutta@yahoo.com | MA, M.Phil | | -do- | Nil |

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition compiled Yes/ No
NA	**NA**	**NA**	**NA**

6.4 Off campus details (For Deemed to be University)

Sl	Name & Address of Off campus (pin code)	Approval of Govt of India through notification published in the Official Gazete	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
	NA	NA	NA	NA	NA	NA	NA

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	Within 15 days of admission	As per requirement	YES
Audio-Video Material	Within 15 days of admission	Available round the year	YES
Online Material	Within 15 days of admission	Preparation under process	NA
Compute based Material	Within 15 days of admission	Available round the year	YES

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N   NO

a. Provide details as under:

Sl	Programme Name	Courses allowed through OER/MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (semester wise-programmes wise)

b. Upload approval of statutory authorities of the Higher Educational Institution:

Upload

PART-VII:
Self Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020– Self-regulation through disclosures, declarations and reports

Sl	Provision	Compiled Yes/No With explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorized 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 Click here	
	Uploading of the following on HEI website ***		
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes, Click here	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes Click Here	
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 Click here	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Leaning mode),	Yes Click here	

Sl	Provision	Compiled Yes/No With explicit link address	If no. Reasons, thereof
	their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes Click here	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes Click here	
8.	Information regarding all the programmes recognised by the Commission	Yes Click here	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes Click Here	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Yes Click here	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes Click here	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and	Yes Click here	

Sl	Provision	Compiled Yes/No With explicit link address	If no. Reasons, thereof
	transparent manner, for Open and Distance Learning programmes		
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes Click here	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes Click here	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Internal Academic Audit is carried out by CIQA and IQAC for the Centre on periodic intervals	

PART-VIII:
Admission and Fees

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

Sl	Provision	Whether being compiled: Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	N/A
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, 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 a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
7.	Every Higher Educational Institution shall–	Yes

Sl	Provision	Whether being compiled: Yes/No
	(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 (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	As per University norms.
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes

Sl	Provision	Whether being compiled: Yes/No
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

PART-IX:
Grievance Redressal Mechanism

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

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

- The centre has a well-developed mechanism for handling Learners' grievances and complaints. It has developed a student grievance portal which is actively monitored by the centre administration.
- Immediately after receipt of any grievance/ complaint the centre verifies its authenticity.
- The complaint is tried to be resolved at the first level (student support service) within 24 hours. In case the complaint remains unresolved at the first level it is taken up by assistant registrar in the next 24 hours for resolution and communication to the complainant.
- Further, in case the complainant is unsatisfied with the resolution provided, he or she may escalate the matter to the Director CDOE in the next 24 hours for further necessary actions. However, the centre always tries to resolve all the grievances and complaints received within stipulated time .frame of 60 hours.
- The centre has also taken initiative for communicating the information about UGC Students Grievance Portal to all the learners.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
14	14

9.3 Complaint Handling Mechanism

The HEI/Centre has a well developed mechanism for handling students grievances and complaints. The center has developed a student grievance portal which is actively monitored by the HEI/Centre administration. Immediately after receipt of any grievance/ complaint the HEI/Centre verifies its authenticity. The complaint is tried to be resolved at the first level (student support service) within 24 hours. In case the complaint remains unresolved at the first level it is taken up by concerned committee in the next 24 hours for resolution and communication to the complainant. Further, in case the complainant is the unsatisfied with the resolution provided he or she may escalate the matter to the Director CDOE in the next 24 hours for further necessary actions. However, the center always tries to resolve all the grievances and complaints received within maximum time frame of 60 hours. The center has also taken the initiative to communicate information about the UGC student grievance portal to all learners.

List of nodal officers :

Anti-Discrimination Officer- Prof. Charu Lata Mahanta

PWD/ST /Transgender- Dr. R.K. Doley

OBC- Sri Hridoy Saikia,

Women- Prof Joya Chakraborty

Minority- Prof. R.R. Hoque

9.4 Details of Complaints received from UGC (DEB)

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

PART-X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- Distribution of the Teaching-Learning Process via HEI's YouTube channel and audio-visual resources
- Optimum utilization of Social Media Platforms like Facebook, WhatsApp Channel, Twitter etc. for promotion of programme and admission related matters to the aspirant learners.
- The HEI is in the process of creating digitally accessible learning resources. The center is increasingly turning textual lessons to audio recordings for visually challenged learners.
- HEI has organized orientation programs to promote and popularize distance learning at various colleges and other institutions of higher education.
- The HEI has made it easier for students from technologically underdeveloped areas to be admitted on spot.

10.2 Best Practices of the HEI

- Pre-counselling sessions are organized for aspirant learners before embarking in the domain of interest.
- HEI is in the process of preparing study materials for disabled or visually impaired learners. Audio recording of the learning materials is under process as a part of this.
- Online counselling are organized to the learners of CDOE on regular intervals which effectively benefits the leaners to satisfy their queries related to their courses.
- Upon request from students, CDOE sets up counselling with faculty members from the relevant HEI departments.
- In order to facilitate learners' easy access to information and other facilities, CDOE opens new LSCs, particularly in interior areas.
- The CDOE is developing a useful Question Bank to assist students in preparing for exams.
- For future benefits, CDOE encourages all students to register with ABC. In this sense, awareness is carried out.

10.3 Details of Job Fairs conducted by the HEI

Campus placement is handled by Central Training and Placement Cell of the University for its students. The HEI Training and Placement Cell is connected to the CDOE Learners to provide information and facilitate any necessary action when campus placement is scheduled.

10.4 Success Stories of students of ODL mode of the HEI

HEI has example of Learners having promotion as well as new recruitments in their respective fields after completion of courses like, Sociology, Mass Communication, Human Resource Management and Child Rights and Governance

CDOE Learners have also enrolled themselves in Ph.D. programmes after completing their Masters from the Centre.

Learners successfully appears in competitive exams like Assam Civil Services and other Govt. Jobs. As well as NET/SET

10.5 Initiatives taken towards conversion of SLM into Regional Languages

The initiative is under process to convert the SLM to Hindi and Assamese language for the benefit of the leaners. With the introduction of M.A. Assamese and Hindi the process will be completed by 2025-26

Moreover, HEI is planning to follow the same procedure in terms of audio recording of SLM in reginal language.

10.6 Number of students placed through Campus Placements

Learners of CDOE are given opportunity to attend Campus placement when placement visits in relevant areas.

10.7 Details of Alumni Cell and its activity

CDOE is working on creating an Alumni Cell connect different groups learners to one another.

10.8 Any other Information

The CDOE is working to make all of its programs available online. To expedite this CDOE, Tezpur University and INFLIBNET have signed an MOU.

In compliance with the National Educational Framework, the Centre will offer short term need based courses in the line with the core programmes in near future.

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.
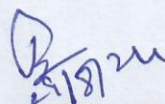
Signature of the Director:

Name: Prof. Amiya Kumar Das

Seal: Director
Centre for Internal Quality Assurance

Date: 29-08-2024

Signature of the Registrar:

Name: Dr. Biren Das

Seal: Registrar(Acting)
Tezpur University

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.

ANNEXURE I

SOME GLIMPSES OF ACTIVITIES AT CENTRE FOR DISTANCE AND ONLINE EDUCATION, TEZPUR UNIVERSITY
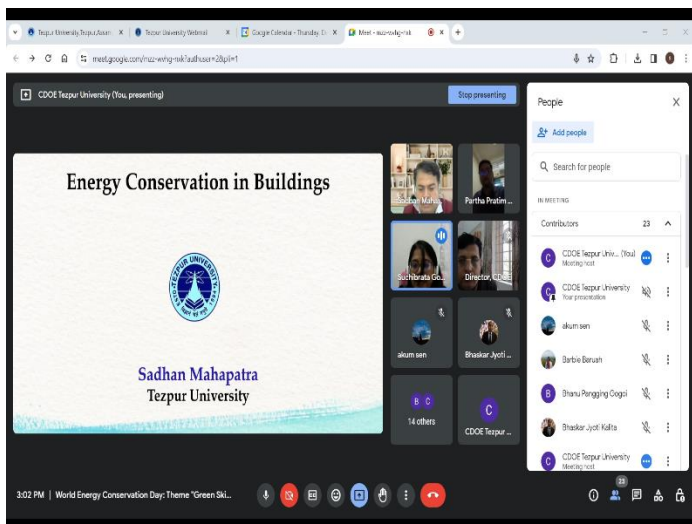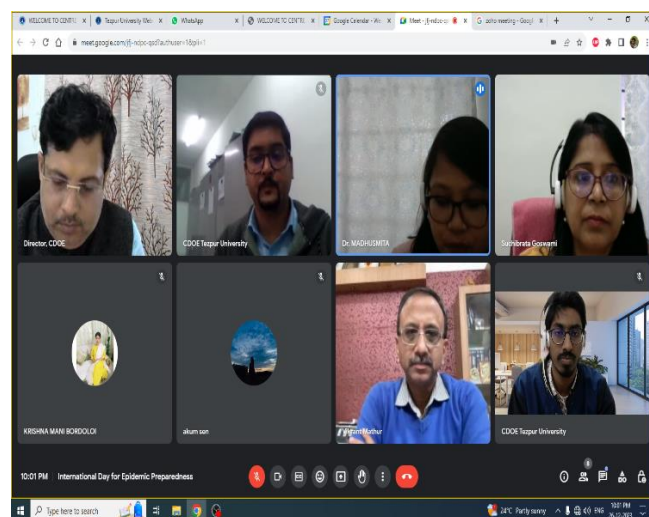

CIQA Meeting

XXI Convocation
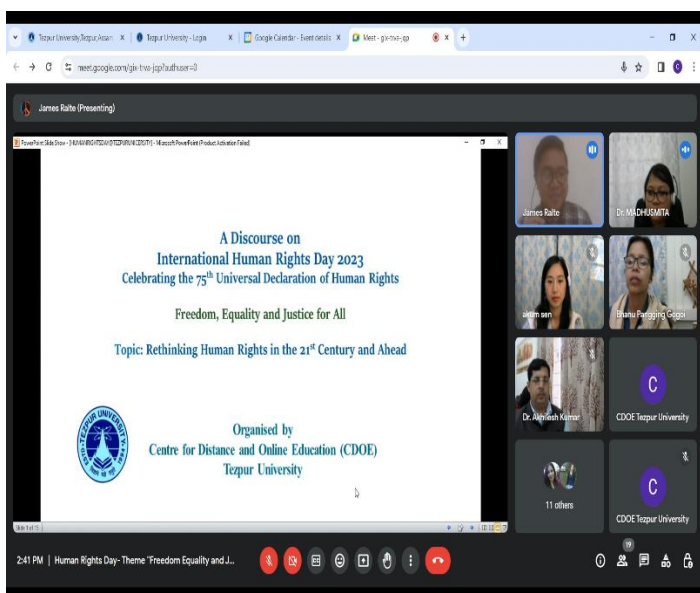

Visit of Hon'ble Defence Minister of India

Online workshop on Energy Conservation

Online workshop on Epidemic Preparedness Day

Online workshop on Human Rights Day

Visit to Learner Support Centre

Visit to Learner Support Centre

World Autism Day Awareness Programme