

ANNUAL REPORT

OF

CENTRAL FOR INTERNAL QUALITY ASSURANCE (CIQA)

TEZPUR UNIVERSITY

PROGRAMMES UNDER

OPEN AND DISTANCE

LEARNING MODE

2025-26

Contents	Page no.
Part – I: General Information.....	3-7
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning.....	8-18
Part – III: Human Resources and Infrastructural Requirements.....	19-20
Part – IV: Examinations.....	21-27
Part – V: Programme Project Report (PPR) and Self Learning Materials (SLM).....	28-29
Part – VI: Programme Delivery through Learner Support Centre (LSC).....	30-34
Part – VII: Self Regulation through disclosures, declarations and reports.....	35-37
Part – VIII: Admission and Fees.....	38-40
Part – IX: Grievance Redressal Mechanism.....	41-42
Part – X: Innovative and Best Practices.....	43-44
Declaration.....	45

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. Rupam Kataki
- 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. Amarendra Kumar Das, Ph.D (Pro Vice Chancellor)	Industrial Design Rapid Prototyping and Tooling Space Design facility Design Environmental Graphics Design for Disabled	02/04/2026
b.	Three senior teachers of HEI	Member 1	Prof. Ashim J Thakur, Ph.D	Heterocyclic Chemistry Nanocatalysis Synthetic methodologies Hypervalent iodine chemistry	02/04/2026
		Member 2	Prof. Utpal Sharma, Ph.D	NLP, Compilers	02/04/2026
		Member 3	Dr. Hemjyoti Medhi, Ph.D	Gender and Literature, Women's Movements, Vernacular Public Spheres, Oral History, Digital Humanities, Indian Literature in Translation	02/04/2026
c.	Head of three Departments or School of Studies from which programme is being offered in	Member 4	Dr. Sanjib Sahoo, Ph.D	Translation and Translation Studies, Indian Literature, Black British Writing, Life Writing, Travel Writing	02/04/2026

	ODL and Online mode	Member 5	Prof. Amiya Kumar Das, Ph.D	Sociology of Development, Sociology of Governance, Research Methodology Sociology of Health and Illness	02/04/2026
		Member 6	Dr. Manoj Deori, Ph.D	TV and Digital Broadcasting, Media and Disaster management, Community media	02/04/2026
d.	Two external experts of ODL and/or Online Education	Member 7	Prof. P. Natarajan, Ph.D, Director i/c, Directorate of Distance Education, Pondecherry University, Tamil Nadu,	Project Management, Entrepreneurship Development, Innovation and Venture Capital, MSME Management, Development Finance, Accounting and Financial Reporting, Banking and Research Methodology.	02/04/2026
		Member 8	Prof. Anirban Ghosh, Ph.D, Director, CIQA, Netaji Subhas Open University, Kolkata,	Accounting, Finance, Taxation, ODL, Teaching methodology, Blended learning.	02/04/2026
e.	Officials from departments of HEI - Administration - Finance	Member 9 Administration	Dr. Biren Das, Ph.D, Controller of Examinations,	Administration and examination	02/04/2026
		Member 10 Finance	Prof. Robin Doley, Ph.D, Finance Officer, i/c	Academic and administration	02/04/2026
f.	Director, CIQA	Member Secretary	Prof. Rupam Kataki, Ph.D	Biofuels, Energy & Environment Interface	02/04/2026

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: One****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	25/05/2026	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:

Academic session: July 2025 and January 2026

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	Number of students admitted (Male/Female/Transgender)			
									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	25 (including HO)	13	8	0	21
2	Department of Environmental Science and Centre for Disaster Management	Diploma in Environmental and Disaster Management	12 Months	28	Bachelor's degree	11800/-	AC.40/2021/2/4.1, dated 20.09.2021	25 (including HO)	5	3	0	8
3	Centre for Inclusive Development	Diploma in Child Rights and Governance	12 Months	28	Bachelor's degree	11800/-	AC.40/2021/2/4.1, dated 20.09.2021	25 (including HO)	4	8	0	12

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 date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*	Number of students admitted (Male/Female/Transgender)

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

Academic session: July 2025 (Autumn 2025)

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	80	Bachelor's Degree	16300/-	F.No. 8-8/2025(DEB-NER), dated-24 September 2025	25 (including HO)	10	21	0	31
2	MA in Sociology	24 Months	80	Bachelor's Degree	16300/-	F.No. 8-8/2025(DEB-NER), dated-24 September 2025	25 (including HO)	7	21	0	28
3	MA in Mass Communication and Journalism	24 Months	80	Bachelor's Degree	16950/-	F.No. 8-8/2025(DEB-NER), dated-24 September 2025	25 (including HO)	5	10	0	15

Academic session: January 2026 (Spring 2026)

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	80	Bachelor's Degree	16300/-	F.No. 8-8/2025(DEB-NER), dated-24 September 2025	25 (including HO)	1	8	0	9
2	MA in Sociology	24 Months	80	Bachelor's Degree	16300/-	F.No. 8-8/2025(DEB-NER), dated-24 September 2025	25 (including HO)	6	6	0	12
3	MA in Mass Communication and Journalism	24 Months	80	Bachelor's Degree	16950/-	F.No. 8-8/2025(DEB-NER), dated-24 September 2025	25 (including HO)	0	4	0	4

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 is approved in academic council after approved by CIQA & Departmental Academic Committee. 2. Clear structure and regular vigil in the student support activities of the LSCs for hassle-free services. 3. Effective and continuous communication through Email, WhatsApp, Web notification, telecom., student orientation etc. for uninterrupted services.	Click Here Click here
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	1. Learner feedback for programme dissemination, periodic revision of SLM and quality maintenance. 2. LSC's are monitored for pre-admission learner support for seamless enrolment process. 3. CIQA Communicates with HEI authorities in regular interval providing and seeking suggestions for the internal quality maintenance and additional human resources. 4. CIQA, through HEI communicates with UGC for additional human resources in the Centre.	Click here Click here
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 is updated accordingly at regular intervals. 2. HEI is concentrating on effective delivery of teaching through frequent physical and virtual communication. Online lectures are delivered in regular interval to the learners by the concerned faculty. 3. CDOE makes best effort to personally connect to its learners.	Click here to view
4.	Mechanism devised to ensure that the quality of Open and Distance Learning	1. All the syllabi of the PG programmes are thoroughly revised in the line of the syllabus offered by the regular departments.	Click here to view

SI	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	2. Total Credits of the programmes and increased to 80 credit from 64 credit as per UGC guideline. 3. A Committee is formed for each of the programmes with members of offering departments to look after the quality delivery of the programme. 3. Syllabi are implemented only after getting approval in the Academic Council of the HEI.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	1 Learners' feedback is taken online, select opinions are also uploaded in the Centre website. 2. Orientation Programmes for learners are organized, both online and offline, for academic interactions to collect feedback, suggestions etc. 3. Interaction with the LSCs is made to understand the need of different types of learners belonging to different geographical location. 4. Centre is under process of strengthening its feedback system in a more learner friendly way.	Click here to view Click here to view
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CIQA facilitate quality enhancement through meaningful discussion between the hon'ble Vice Chancellor and key university officials. These interactions foster a shared understanding of quality standards and promote qualitative decisions. The deliberations continued to the strategic planning, development and implementation of initiatives aimed at continuously improving the quality of education in the centre.	
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. CDOE organizes orientation programme on NEP 2020 in its LSCs and nearby colleges. 2. Online lecture is organized to orient the leaners on disability as the Centre is in the process of making disable friendly learning system. 3. Lecture was delivered on Literature Review and Academic Integrity to sensitize about plagiarism etc.	Click Here

SI	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
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	The Best practices of the Centre include: 1. Online counselling facility is offered to the learners of CDOE on regular intervals which highly benefits the learners to satisfy their queries related to their courses. 2. On demand CDOE provides facility of counselling by the Faculty from the offering departments of HEI. 3. Maximizing the no of LSC for easy access of information by the learners. 4. Question Bank for every programme 5. Pre-counselling for aspirant learners 6. Spot Admission Facility in H.Q.	Click to link
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. 3. All programmes related matters are sent to the offering departments for suggestions and approval.	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	During the academic year 2025-26, the Centre for Internal Quality Assurance (CIQA) provided guidance to DAC in the preparation of Programme Project Reports (PPRs) for three Postgraduate Degree Programmes. The 49th Meeting of the Academic Council, held on 28 May 2025, approved the following programmes for submission to the University Grants Commission (UGC) as new programme applications in accordance with the framework of the National Education Policy (NEP) 2020: 1.Master of Arts (English) 2.Master of Arts (Mass Communication and Journalism) 3. Master of Arts (Sociology) Following the approval of the Academic Council, the University submitted the respective PPRs to the UGC for consideration. The PPRs comprehensively outlined the mission and objectives of each programme, their alignment with the University's vision and goals, the target learner groups, instructional design, admission procedures, curriculum delivery, and evaluation mechanisms. Subsequently, the processes relating to admissions, preparation of Self-Learning Materials (SLMs), and learner evaluation were undertaken in accordance with the provisions and academic framework specified in the respective PPRs, ensuring consistency with the	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
		approved programme design and applicable regulatory requirements. SLM and Learning Objectives Each unit of the Self-Learning Materials (SLMs) was systematically developed with clearly defined learning objectives. The content and learning resources provided in each unit were structured to facilitate the attainment of these objectives and, consequently, contribute to the achievement of the prescribed course and programme outcomes. The programme and course outcomes were duly aligned with the assessment strategies, taking into consideration the programme aims and objectives, target learner groups, programme structure, career prospects, and the nature and duration of the courses offered.	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	CIQA keeps vigilance over the proper implementation of the PPRs. 1. The CDOE adopts the syllabus of the offering department. Curriculum design and credit system is as per the offering departments. 2. SLMs are written and edited by experienced faculty suggested and approved by the offering department, CIQA and HEI respectively. 3. SLMs are 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/s of the HEI	Click here to view
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. 4. As many courses are interdisciplinary in nature, they open avenues for more jobs. The effort made by the centre to synchronize its contents with the job market so that learners can enhance their career and secured better employment.	Click here to view
15.	Facilitated system-based research on ways of creating	1. LSCs are strengthened and made more flexible to provide learners with all information	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
	learner centric environment and to bring about qualitative change in the entire system.	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 learners for prompt counselling and academic support. 4. Any query that comes from the 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/complete revision of 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. 2. CDOE consults with other institutions of the state offering ODL programmes in relation to quality SLM preparation.	Click Here to view
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	Annual Report is prepared every year and submitted to UGC-DEB.	Click here

SI	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
	Bodies of the Higher Educational Institution about its activities at the end of each academic session.		
	a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes. All relevant documents pertaining to quality assurance are recorded in both hard and soft copy formats after submitting to respective bodies.	
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	Yes	Click Here 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. 3. All SLMs are made available in the digital form for the learners. 4. Considering the difficulties during delivery of the programmes through ILMS, development of a customized Learning management System is now under process. 5. Efforts are made to minimize the physical visit of the learners to the centre/LSCs.	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 both inside the university and other universities. 2. Syllabus and SLMs are reviewed by external experts.	Click here

SI	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
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 matters 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 academic and administrative bodies of HEI carefully oversees the report before submission.	NA
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	Yes. CDOE keeps association with different HEI's for assistance and enhancement of its ODL system.	NA
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. T&P's communication made to the students of regular mode is also informed to the 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:

SI	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. The Centre has dedicated infrastructure and facilities for the effective delivery of ODL programmes. b. CDOE functions under the governance structure of the HEI through bodies such as the DAC, School Boards, and CIQA, ensuring effective management and quality delivery of ODL programmes. c. Offers skill-based, and job-oriented programmes aligned	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
		with academic and employment needs. d. Operational plans are as per discussion with offering departments and LSCs. Policy related matters are decided in coordination with CIQA and HEI	
2.	Articulation of Higher Educational Institution Objectives	1. CDOE aims to create quality and skilled human resources in the line of HEI objectives. 2. The Centre is in the process of offering more courses in the line with NEP 2020.	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	a. Curriculum Planning, Design and Development are as per the guidelines of UGC and HEI. These are implemented through CIQA. b. Curriculum is Implemented by CDOE only after being approved by statutory bodies like DAC, 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. All learning resources are mobile friendly. 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 learners is taken for suggestions and improvement in all areas. CDOE is following an effective online learner feedback system.	Click here to view Click here to view Click here to view Click here to view Student feedback form

Sl	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
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 syllabus and 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. Best efforts have been made to connect to the learners at personal level both by faculty and administration. 2. Learners are oriented to the process of the system in the beginning of the session 3. Concerned faculty and staff clear learners' doubts at the best possible way. 4. Learners are assessed through a structured evaluation system comprising Internal Assessment and Term-End Examinations. The assessment pattern adopted for the courses is as follows: • Internal Assessment - 30%: Home Assignments • Term-End Examination - 70%: Offline proctored examinations The assessment process is designed to ensure effective measurement of learners' academic performance and the attainment of the prescribed course and programme outcomes. 4. Examination are conducted regularly and results are declared timely.	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. Faculty and Staff members are oriented about the requirements of NEP 2020 for effective implementation of the programmes. 2. They are also trained to use digitized teaching learning tools for effective curriculum delivery. 3. Faculties are encouraged to undergo training for SLM development and also for E-Content development.	

2.3 Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Sl. No	Provisions in Regulations	Action taken in respect 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. CDOE is being assessed and accredited by external agencies like NAAC along with the HEI. Financial audit is conducted centrally by CAG.	

	c) External Auditor or other External Agencies report d) Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e) Reporting and Analytics by the Higher Educational Institution f) Periodic Review	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 analysis are done through regular submission of Annual Report. Report on self-assessment and analysis is submitted periodically to NAAC. f. Periodic review is carried out by CIQA as and when required.	
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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

Dipankar Malakar, 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	8	Yes	-
PGD	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Sl	Program me Name	No. of Full-time dedicated faculty for ODL	Names	Designat ion	Qualifi cation	Experi ence	Type (Regular/Contract) With gross salary/ month			Date of joining program me and joining report
							Type	Gross salary/ month	Contrac t period	
1	MA in English	1	Dr. Esther Daimari	Assistant Professor	Ph. D	7 Years	Regular	As per UGC norms	NA	Click here
		2	Dr.Pallavi Jha	Assistant Professor	Ph.D	10 Years	Regular		NA	
		3	Dr. Suchibrata Goswami	contractua l	Ph.D	20 Years	Tempor ary		As per HEI norms	
2	MA in Mass Communication and Journalism	1	Dr. Anjuman Borah	Assistant Professor	Ph. D	11 Years	Regular	As per UGC norms	NA	Click here
		2	Dr. Perosh Daimari	Assistant Professor	Ph.D	12 Years	Regular		NA	

3	MA in Sociology	1	Dr. Pamidi Hagjer	Assistant Professor	Ph. D	12 Years	Regular	As per UGC norms	NA	Click here
		2	Dr. A.S. Shimreiwung	Assistant Professor	Ph. D	12 Years	Regular		NA	
		3	Dr. P Akumsenla Kichu	contractual	Ph. D	7 Years	Temporary		As per HEI norms	

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	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3	3
Computer Operator	2	2
Multi-Tasking Staff	2	2

Appointment Orders:

1. Deputy Registrar: [Click Here](#)
2. Assistant Registrar: [Click Here](#)
3. Section Officer: [Click Here](#)
4. Assistants: [Click here](#)
5. Computer Operator: [Click Here](#)
6. Multi-Tasking Staff: [Click here](#)

(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	Yes Click Here Click here Click here	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each 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 exam 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	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes Click here	
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 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	CCTV recording is available Click Here	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	Institution shall ensure that proper videography be conducted and video recordings 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	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
	colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions		
15.	The Learner Support Centres, as defined in 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)	Yes. Certificate attached Click here to view	

Sl	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	Name and address of all Examination Centres		

4.3 Whether any examination held through online mode.

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

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 2025 and Jan 2026	MA in English	129	102 (including continuing semesters)	32 (including continuing semesters)	43	33
	MA in MCJ	75	36 (including continuing semesters)	46 (including continuing semesters)	37	37
	MA in Sociology	180	166 (including continuing semesters)	19 (including continuing semesters)	57	21

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 approval 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. The development of audio-visual content 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	65	49
		MA in Sociology	Tezpur University (HO)	2	2	100	68
		MA in Mass Communication and Journalism	Tezpur University (HO)	2	2	44	34
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 learners.
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 learners 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 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 Counselors	Programmes offered	Total Enrolled student.
1	Moridhal College	One HEI (Tezpur University)		Dibrugarh University	Government	Sri Milonjyoti Borgohain 9707604477 / 6002500191 mlonborgohain9@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	Government	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	Government	Sri Sameswar Islary 9957858434 sameswarislarv3@gmail.com			-do-	4
4	Silapathar Town College	One HEI (Tezpur University)		Dibrugarh University	Government	Sri Darika Pegu & Sri Chandan Singh 6001384823 darikapegu1982@gmail.com 7002838990 chandansinghsingh@gmail.com			-do-	8
5	Mazbat College	One HEI (Tezpur University)		Dibrugarh University	Government	Dr. Bhaskar Jyoti Borthakur 9859222700 / 9435739210 bjborthakur@gmail.com	MA, M.Phil, Ph.D		-do-	Nil
6	Rangachahi College	One HEI (Tezpur University)		Dibrugarh University	Government	Dr. Indraneel Pegu 8638774884			-do-	Nil

					indraneelmajuli@gmail.com				
7	Goalpara College	One HEI (Tezpur University)	Dibrugarh University	Government	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	Government	Ms. Ratna Moni Dutta 9435248080 ratnamonidutta@yahoo.com	MA, M.Phil		-do-	Nil
9	Kaliabor College of Education	One HEI (Tezpur University)	Gauhati University	Government	Dr. T Kumbang 9366278485 principalkaliabor1992@gmail.com	Ph.D		-do-	Nil
10	College of Teacher Education, Golaghat	One HEI (Tezpur University)	Dibrugarh University	Government	Prof. Bhagirath Handique 9678202384 handiquebhagirath@gmail.com	Ph.D		-do-	Nil
11	Lokapriya Gopinath Bordoloi Girls' College, Tezpur	One HEI (Tezpur University)	Gauhati University	Government	Shri Pallab Bhattacharyya 8876862954 ritupallab76@gmail.com	Ph.D		-do-	Nil
12	Tyagbir Hem Baruah College, Jamugurihat	One HEI (Tezpur University)	Gauhati University	Government	Dr. Tulshi Upadhyay 8876635028 tulshiupadhyay@gmail.com	Ph.D		-do-	Nil
13	Gossaigaon B.Ed. College	One HEI (Tezpur University)	Bodoland University	Government	Dr. Ajit Boro 8638077413 / 9435720250 ajitgiyan@gmail.com	Ph.D		-do-	
14	Cinnamara College	One HEI (Tezpur University)	Dibrugarh University	Government	Shri Rupijyoti Dutta 8638100536 rupijyotidutta15@gmail.com	Ph.D		-do-	Nil
15	Jhanji Hemnath Sarma College	One HEI (Tezpur University)	Dibrugarh University	Government	7002800275 / 9706051730 handiquebasanta@gmail.com	Ph.D		-do-	Nil
16	Barpeta B.T. College	One HEI (Tezpur University)	Gauhati University	Government	Shri Mrinal Talukdar 8402078823 mrinalbtassam@gmail.com	Ph.D		-do-	Nil
17	Furkating College	One HEI (Tezpur University)	Dibrugarh University	Government	Dr. Jatin Mech 9954605066 mechjatin93@gmail.com	Ph.D		-do-	Nil
18	Madhab Choudhury College, Barpeta	One HEI (Tezpur University)	Gauhati University	Government	Dr. Prakash Sarma 7099701958 mccbarpeta@rediffmail.com	Ph.D		-do-	Nil
19	M.N.C. Balika	One HEI (Tezpur University)	Gauhati University	Government	Dr. Gargee Chakraborty	Ph.D		-do-	Nil

HEI ID: HEI- U- 0056

Name of HEI: Tezpur University

Type of HEI: Dual Mode

	Mahavidyalaya				9854016768 mncbm@rediffmail.com				
20	Bir Raghav Moran Government Model College	One HEI (Tezpur University)	Dibrugarh University	Government	Miss Anwesha Gogoi, 8486894246 Mr. Akhyayjyoti Mahanta, 9957097993	Ph.D		-do-	Nil
21	Chaiduar College	One HEI (Tezpur University)	Dibrugarh University	Government	Dr. Ranjit Kaman 9101576342 kamanranjit@gmail.com	Ph.D		-do-	Nil
22	Women's College, Tinsukia	One HEI (Tezpur University)	Dibrugarh University	Government	Dr. Budul Chandra Das, 7002179026 Mr. Rituraj Borah 9401582078	Ph.D		-do-	Nil
23	Bhattadev University	One HEI (Tezpur University)	N/A	Government	Arun Kumar Sharma, 9435124462 arunsarmabc@gmail.com	Ph.D		-do-	Nil
24	B.Boroah College	One HEI (Tezpur University)	Gauhati University	Government	Dr. Diganta Choudhury, 9864113509 digantachoudhury2024@gmail.com	Ph.D		-do-	Nil
25	Jiadhal College	One HEI (Tezpur University)	Dibrugarh University	Government	Prabin Kumar Doley, 8133998637	M.A		-do-	Nil
26	Harhi College	One HEI (Tezpur University)	Dibrugarh University	Government	Shri Manab Jyoti Hazarika. 9101022866 manab2014@gmail.com	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 Gazette	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

HEI ID: HEI- U- 0056**Name of HEI:** Tezpur University**Type of HEI:** Dual Mode

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

N/A

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	Yes Click here	

Sl	Provision	Compiled Yes/No With explicit link address	If no. Reasons, thereof
	addresses and contact details (for Open and Distance Learning mode), 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 Student feedback form	
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	Yes Click here	

SI	Provision	Compiled Yes/No With explicit link address	If no. Reasons, thereof
	Communication Technology facilities available for conduct of examination in a fair and 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 intake in conventional mode and in case 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, and shall 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

Sl	Provision	Whether being compiled: Yes/No
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in 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
1	1

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. Ruli Bora

PWD/ST /Transgender- Prof. Dhiren Kumar Basnet, Dr. Rajeev K. Doley

OBC- Prof. Abhijit Bora,

Minority- Prof. Kamal Uddin Ahamad

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 learners 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.

[Success story link](#)

10.5 Initiatives taken towards conversion of SLM into Regional Languages

The initiative is under process to convert the SLM to Assamese language for the benefit of the learners. The introduction of M.A. Assamese is under process.

Moreover, HEI is planning to follow the same procedure in terms of audio recording of SLM in regional 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. At present we have an alumni association. [Click to view](#)

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. Rupam Kataki

Seal:



Date:

27/08/2026

Signature of the Registrar:

Name: Prof. Chandan Goswami

Seal:



Date:

27/08/2026