

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2022

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Part - I: General Information

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

<http://dde.buruniv.ac.in/wp-content/uploads/2023/08/CIQA-Notification-2022-2023.pdf>

1.2 Details of Director, CIQA

- Name : Dr. Swapan Bhattacharyya
- Qualification: M.Tech, P.hD
- Appointment Letter and Joining Report: <http://dde.buruniv.ac.in/wp-content/uploads/2022/09/Director-Appointment-Letter-2.pdf>

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Dean, Faculty of Science, The University of Burdwan	Chairperson	Prof. Sunil Karforma B.C.S.E.,M.C.S.E.,Ph.D.		13.12.2022
b.	Three Senior teachers of HEI	Member 1	Prof. Khagendra Nath Chattopadhyay B.Ed.,M.Sc.,M.Ed.,Ph.D.		18.10.2019
		Member 2	Prof. Arijit Ghosal M.Sc.,Ph.D.		18.10.2019
		Member 3	Prof. Partha Sarkar M.Sc.,M.B.A.,Ph.D		18.10.2019
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4			
		Member 5			
		Member 6			
d.	Two External Experts of ODL and/or Online Education	Member 7			
		Member 8			

HEI ID: HEI-U-0569, Name of HEI: The University of Burdwan, Type of HEI: Dual Mode

e.	Officials from departments of HEI	Member 9 Administration			
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S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none"> Administration Finance 	Registrar	Dr. Sujit Kumar Chowdhury M.A.,M.Phil.,Ph.D		03.03.2022
		Member 10 Finance			
f.	Director, CIQA	Member Secretary	Dr. Swapan Bhattacharyya M.Tech, P.hD		06.05.2023

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

If No, reason thereof

No, members will be change in 2023 after appointment of Vice Chancellor

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month - Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	19.01.2023	N.A	http://dde.buruniv.ac.in/wp-content/uploads/2023/08/CIQA-Notice-1st-Meeting-2022-23.pdf	http://dde.buruniv.ac.in/wp-content/uploads/2023/08/CIQA-Notice-1st-Meeting-Resolution-2022-23.pdf
Meeting 2	03.05.2023	N.A	http://dde.buruniv.ac.in/wp-content/uploads/2023/08/CIQA-Notice-2nd-Meeting-2022-23.pdf	http://dde.buruniv.ac.in/wp-content/uploads/2023/08/CIQA-Notice-2nd-Meeting-Resolution-2022-23.pdf

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

From <Month, Year> academic session:

Sr. No.	Name of the Depart	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory	No. of Learner Support	Number of students admitted (Male/Female/Trans-gender)
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HEI ID: HEI-U-0569, Name of HEI: The University of Burdwan, Type of HEI: Dual Mode

	ment						Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Centre Operationalized as per territorial jurisdiction*/Off Campus	M	F	TG	Total
1.												
N.												

***Not for Private University**

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

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)				
									M	F	TG	Total	
1.													
N.													

***Not for Private University**

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

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

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/Trans-gender)					
								M	F	TG	Total		
1.													
N.													

***Not for Private University**

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:

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

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)

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						date	jurisdiction*/Off Campus	M	F	TG	Total
1.											
N.											

***Not for Private University**

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

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

Academic session 2022-24 beginning September-2022 (Revised from July-August,2022)

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Bengali	02	64	Graduation		F.No.22-17/2022(DEB-III) Dt.11.11.2022	10	201	944	00	1145
2.	English	02	64	Graduation		Do	10	576	807	00	807
3.	Sanskrit	02	64	Graduation		Do	10	90	494	00	584
4.	History	02	64	Graduation		Do	10	184	416	00	600
5.	Philosophy	02	64	Graduation		Do	10	158	545	00	703
6.	Computer Sc.	02	92	Graduation		Do	10	36	22	00	58

***Not for Private University**

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

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

S.No.	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	A quality control measurement system is implemented to measure parameters in all inputs and processes related to Learners' services. In order to manage and monitor each specific activity, a separate administrative division has been created for each of them: Online Admissions; Student Support Services; Academic Standards Maintenance; Teaching-learning Quality; Research and Evaluation; etc.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Exercises in self-analysis and reflection carried out to continuously enhance the systems and procedures of the higher educational institution.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Academic and administrative Academic Impact of Programs Referential to Higher Education Employability Student and Learner motivation and engagement	

		<p>Student support services from Entry to Exit Teaching learning programs Monitoring of relevant activities Course design and development Preparing of self learning material Revision of existing courses and programmes Launch of new courses in accordance with the OCL regulations</p>	
<p>4.</p>	<p>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)</p>	<p>An ODL quality management system is in place to measure quality control metrics in all inputs and all processes related to services delivered to Learners. Stakeholders are regularly and after interactions are surveyed for feedback, comments and via detailed questionnaire. Feedback and observations are shared with stakeholders in Administration & Academics and action plans are developed to improve on the same. A continuous cycle of Measurement - Feedback - Rectification results in continuous improvement. The three criteria are Learner Experience – academic and administrative, academic impact of programs, in ref to higher education, Employability prospects and student and learner motivation and engagement. The metrics used for this are Learner satisfaction, Students academic progression, Student ontime</p>	

		<p>completion and last but not least, post completion a students feedback based on the benefit they gain in their career/ further studies.</p> <p>The CIQA and the University's Governing Body receive regular feedback and report on the implementation of all the quality recommendations.</p> <p>Regular interface meetings are organised and matters are discussed openly.</p> <p>All stakeholders are invited to make suggestions etc.</p> <p>Student feedback, anonymised, in aggregated form is available as Student satisfaction survey numbers on email and the website.</p>	
<p>5.</p>	<p>Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.</p>	<p>In order to get feedback from the four stakeholders—students, alumni, subject matter experts, and academic counselors—a systematic questionnaire has been devised. Both a paper version and an online version of the questionnaire are accessible. After each school year, the feedback is reviewed, and steps are taken to enhance or correct the system. We conducted in-person interviews, module surveys, online surveys, and evaluation studies. Through email or phone</p>	

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		hotlines, students can voice their concerns. Email questionnaires are used to gather input from learners, and interface sessions also feature vocal contact.	
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6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Yes. The appropriate authority is advised measures based on feedback. All recommendations are presented to the university's official committees. Through the organization of meetings and workshops for the many categories of individuals involved in putting the programs into action, efforts are still being made to continuously improve the quality of the systems, processes, and services. Regular gatherings with "department heads" and other individuals in charge of diverse operations were held with the goal of exchanging the knowledge, materials, and techniques required for quality assessment and improvement.	
7.	Implementation of its recommendations through periodic reviews	Yes, the policies are implemented through the Advisory committees of the HEI.	
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.	CIQA has organized regular seminars and workshops promoting social values amongst teachers and students. For faculty members and research students, workshops and trainings on research methodology and creative practices are often held.	

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	CIQA has identified best practice in all areas of activity, e.g. SLMs in regional language, fast track grievance redressal mechanism, maintenance of transparency, innovative pedagogy, review of SLM, spread in remote and tribal arrears etc.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	<p>A need assessment survey or research is required prior to the construction of new academic programs, and it is on the basis of this survey or study that many program characteristics, including the program fee, are chosen. A review of the programs' enrollment rates was done. The Center for Internal Quality Assurance (CIQA) works to advance quality assurance, has created standards and guidelines for quality management, and coordinates with top organizations to recognize and formally approve programs. The CIQA center regularly organizes induction trainings for the academic and administrative staff of the university according to the wishes of the teaching staff.</p> <p>The Center also organizes trainings, seminars, webinars and workshops to develop the capacity of teachers and other staff on quality parameters of program development and intellectual property</p>	

		rights. Strategic plans for academic programs launched by colleges are a series of distinct phases that reflect: (i) the program submission phase, (ii) the program development phase, and (iii) the program launch phase. Each step requires the approval of legal bodies. Similarly, activities planned for departments/centres/units are arranged based on respective schedules	
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	The Program Project Report (PPR) is prepared under the supervision of CIQA. CIQA examines the PPRs in detail to check whether all the components are included in the PPR or not as per the requirements of the UGC Regulations 2020.	

12.	Mechanism to ensure the proper implementation of Programme Project Reports	It is based on the preparation of program proposals from the needs assessment and analysis report Fully reviewed by the Board of Studies (BOS) Academic Council (AC) ensures that The mission statement of the university has been translated into the language learning outcomes of programs and courses courses to improve employability and skills and skills. Strict processes are followed planning, development and implementation of curricula, involving experts in the field from different regions of the country. Program proposals are reviewed by VSP and AC ensures that the curricula are of high quality and according to established standards.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The university regularly prepares an annual plan, an annual budget and an annual report. All documents are established before the Advisory committees of the university	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Proposal regarding presentation of new work an introductory course is being discussed At the CIQA meeting and later officially approved Advisory committees.	

15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Giving students freedom of choice and independence, Using open-ended survey techniques, Clear participation in teaching, encouragement student collaboration and group projects, Encourage and provoke student reflection individual self-directed tasks, Getting the Students participate in collaborative and project-based activities learning	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	CIQA acts as a coordinating unit for the nodes for evaluation and accreditation from an authorized accreditation body, e.g NAAC and provides assistance, support and job readiness for IQAC University	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	CIQA intends to take care of the quality aspect of the multifaceted activities of the university according to the guidelines of the National Assessment and Accreditation Council (NAAC) and the University Grants Commission (UGC). Thus, the Center took	

		<p>responsibility for establishing and promoting quality assurance and procedural details. Because quality improvement is a continuous process, CIQA is part of the institution's system and strives to achieve quality improvements and care goals. CIQA's work is the first step towards internalizing and institutionalizing quality improvement initiatives. Its success depends on a sense of belonging and participation in all parts of the institution. This is not yet a new hierarchical structure or accounting in the institution. It is a supportive and inclusive volunteer unit of the department. CIQA facilitates and promotes:</p> <ul style="list-style-type: none">a) Ensuring clarity and focus in the activities of institutions to improve quality.b) Ensure the internalization of the quality culture.c) Ensure efficiency and coordination of the various functions of the Department and institutionalize all good practices.d) Create a good basis for making decisions to improve the functioning of institutions.e) Operating as a dynamic quality change system of higher education institutions.f) Creation of organized documentation and internal communication methodology	
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18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	CIQA-approved PPRs are based on Structure defined by UGC, recruitment of staff as per Sec UGC guidelines. Course materials are prepared based on the detailed curriculum prepared for the year program The university has standardized e-learning material based on the "credit system". Conforms to UGC Rules.	
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HEI ID:**Name of HEI:****Type of HEI:**

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Yes , Faculties are too are encouraged to attend such conferences and seminars organized by other institutes everywhere possible	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Yes , The agenda, protocols and reports on the actions taken are documented by official signatures and stored in an electronically retrievable form.	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Yes	
	(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, the reports submitted as per notification of UGC, the same is also available on the university website.	
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, all the CIQA report/ resolution is approved by the Academic Committee , Advisory Committee and Executive Council, etc.	

HEI ID:

Name of HEI:

Type of HEI:

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	As per requirements of a particular programme, the instructional design is prepared	
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24.	Promoted automation of learner support services of the Higher Educational Institution	Learner support services are the most important part of any online system. It covers a wide range of academic and other related activities. Support services should not only meet the needs of online distance learners, they should also be accessible. Support monitoring is an ongoing and continuous activity that brings continuous improvement through support updates.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Yes. all the academic committees have external members. In the moderation board one/ two external subject experts remain present with the approval of vicechancellor.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Yes. The financial audit is carried out by external audit agency. SLM audit is carried out with the help of external subject experts.	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes, CIQA has been entrusted with the responsibilities of preparation of all reports for the purpose of assessment and accreditation.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The CIQA committee of the HEI promotes collaboration and association for quality enhancement of ODL mode of education.	

29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The CIQA committee of the HEI ensures proper facilitation of the industry-institutional linkage towards providing exposure to the learners and enhancing their job prospects.	
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2.2 Compliance of Quality Monitoring Mechanism - As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
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<p>1.</p>	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>Yes , The necessary policies were formulated by the HEI and focused on the following areas:</p> <p>Organisation Structure and Governance - The required positions in the HEI are filled as prescribed by the Commission.</p> <p>Management - The leadership and management of the HEI are responsible for assessing and reviewing the organizational culture.</p> <p>Strategic Planning - The HEI will strategically plan its activities and implement them.</p> <p>Operational Plan, Goals & Policies - The HEI has well-defined, realistic and measurable objectives, policies and plans that are well-executed and well-communicated to stakeholders.</p>	
<p>2.</p>	<p>Articulation of Higher Educational Institution Objectives</p>	<p>Yes</p>	
<p>3.</p>	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	<p>Yes , The HEIs have put in place the following mechanisms to facilitate the development and approval of programmes:</p> <p>Curriculum planning, design and development: The HEIs have established proper processes, systems, and structures to carry out these tasks.</p> <p>Program implementation: The HEI has established</p>	

		<p>specific plans to determine the time to be spent on specific components to ensure the effectiveness and usefulness of the programme(s).</p> <p>Academic flexibility: The HEIs has put in place proper strategies to provide academic flexibility to their learners.</p> <p>Learning Resource: The HEIs ensure that the quality of the learning resources in terms of e-learning materials is in line with the regulations.</p> <p>Feedback System: The HEIs set up a proper feedback mechanism to receive feedback from all stakeholders.</p>	
4.	Programme Monitoring and Review	Yes , The program monitoring and review system has been designed and implemented by the HEI to carry out regular internal reviews and to ensure the quality of academic programmes.	
5.	Infrastructure Resources	Yes	
6.	Learning Environment and Learner Support	Once the admission process is complete, the Student Life Management (SLM) is distributed to the students through their Learning Success Schemes (LSCs). The counselling sessions are organised at the relevant centres. Learner support is extremely important in ODL and all possible steps are taken to provide it to the students. Online	

		and offline support services are provided to the registered learners of the University. The Higher Education Institution (HEI) offers learner support including academic counselling etc. to its online students. HEI has set up Information and Communication Technology (ICT) facilities as part of the learning environment which focuses on the pedagogical application of modern educational methods to promote blended learning. Learner support services are provided through the E-learning platform.	
7.	Assessment and Evaluation	The HEIs have used different assessment tools such as multiple choice questions (MSQs in OMR sheet) , project reports, case studies, presentations and term end examinations to carry out the assessment. The HEIs have implemented the appropriate assessment tool to evaluate the learner's learning outcomes.	
8.	Teaching Quality and Staff Development	The HEIs have a well-developed system for quality coaching, capacity building seminars, programmes, interactive teaching-learning and offering staff development programmes and activities to support academic staff to enhance teaching and learning on a continuous basis.	

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
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1.	Academic Planning	The HEIs academic planning process is strong and appropriate to make sure that the programs offered are pertinent to the national economy and provide a high quality, value-added learning experience for learners. The HEIs teaching and other support staff are adequate and appropriate, as well as infrastructure and technology support to keep the curriculum up-to-date and meet the institutional objectives.	
2.	Validation	The HEIs have a validation process in place to make sure that the programmes are academically feasible, that the academic standards are well defined and that they provide learners with the best possible learning opportunities.	

<p>3.</p>	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>Yes , The HEI makes sure that the monitoring, evaluation and improvement plans are in place for the students.</p>	
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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

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

Dr. Swapan Bhattacharyya, Director

Regular, Fulltime

M.Tech, P.hD.

Rs.1,44,200/- p.m.

<http://dde.buruniv.ac.in/wp-content/uploads/2022/09/Director-Appointment-Letter-2.pdf>

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:

Insert Box

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	N.A	N.A	N.A	N.A
PG: (ODL)				
Bengali	02	02	Yes	
English	02	02	Yes	
Sanskrit	02	02	Yes	
History	02	02	Yes	
Philosophy	02	02	Yes	

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Computer Sc.	02	02	Yes	
PGD	N.A	N.A	N.A	N.A

S. No.	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	
1.	Bengali	02	1. Dr.Sharmistha Ray Choudhury (Dan 2.Dr. Sujoy Adhikari	Asst. Professor Asst. Professor	M.A., P.hD. M.A., P.hD.,NET	2 Yrs. 2 Yrs.	Full time Contractual	Gross Rs.40,000/-		Upload pdf
2.	English	02	1. Ms. Somedutta Mukherjee 2. Ms. Amrita Goswami	Asst. Professor Asst. Professor	M.A., NET M.A., NET	2 Yrs. 2 Yrs.	Full time Contractual	Gross Rs.40,000/-		
3.	Sanskrit	02	1. Dr. Bhaskar Mukherjee 2. Mr. Rintu Layek	Asst. Professor Asst. Professor	M.A., P.hD. M.A., SET	2 Yrs. 2 Yrs.	Full time Contractual	Gross Rs.40,000/-		
4.	History	02	1. Mr. Provat Ghosh 2. Dr. Sarbajit Jash	Asst. Professor Asst. Professor	M.A., SET M.A., P.hD.	2 Yrs. 2 Yrs.	Full time Contractual	Gross Rs.40,000/-		
5.	Philosophy	02	1. Mrs. Priyarani Chakraborty 2. Ms. Debapriya Chakraborty	Asst. Professor Asst. Professor	M.A., NET M.A., NET	2 Yrs. 2 Yrs.	Full time Contractual	Gross Rs.40,000/-		
6.	Computer Sc.	02	1. Dr.Partha Sarathi Barma 2. Soumen Mondal	Asst. Professor Asst. Professor	M.Sc., P.hD., NET M.Sc., NET	2 Yrs. 2 Yrs.	Full time Contractual	Gross Rs.40,000/-		

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	2
Assistants	3 (2 for DM Universities)	36
Computer Operator	2	2
Multi-Tasking Staff	2	24

<http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Administrative-Staff.pdf>

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:

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
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	
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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes Upload guidelines	
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 http://dde.buruniv.ac.in/wp-content/uploads/2023/08/Resolution-of-the-Meeting-of-PGBS-CDOE.pdf	

<p>3.</p>	<p>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:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>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</p>	<p>Yes</p> <p>Yes (not maintain student attendance registrar)</p>	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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	
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 http://dde.buruniv.ac.in/wp-content/uploads/2023/08/M.Sc-SEM-I-Computer-Sc-Question-Paper-MSCS-103.pdf	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 http://dde.buruniv.ac.in/wp-content/uploads/2023/08/MA-PART-II-Sample-Marksheet.pdf	
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 http://dde.buruni.ac.in/wp-content/uploads/2023/08/Resolution-of-the-Meeting-of-PGBS-CDOE.pdf	
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 http://dde.buruni.ac.in/wp-content/uploads/2023/08/MA-PART-I-REVISED-EXAMINATION-NOTIFICATION.pdf	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	CC T.V. available, accept in Examination Hall and private areas.

HEI ID: HEI-U-0569, Name of HEI: The University of Burdwan, Type of HEI: Dual

	(b) Availability of biometric system	No	System yet to be installed
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HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	Yet to be installed
	(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 are submitted by particular incharge of examination centre to the Higher Educational Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	No	Yet to be installed
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	No	Report will be uploaded after completion of the examination - 2023
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	No	Report will be uploaded after completion of the examination - 2023
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(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 KendriyaVidyalaya(s), NavodayaVidyalaya(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	
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	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	
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 http://ddeburuniv.ac.in/wp-content/uploads/2023/08/Registration-Certificate.pdf	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	

HEI ID:

Name of HEI:

Type of HEI:

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	No Upload samples	Not implemented
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HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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
September 2022	1. Bengali	1145				
	2. English	807				
	3. Sanskrit	584				
	4. History	600				
	5. Philosophy	703				
	6. Computer Sc.	58				
<Month, Year>	1.					
	N.					

- Examination is going on

HEI ID:

Name of HEI:

Type of HEI:

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

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

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

Upload samples and authority approval

Authority approval for PPR: <http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Approval-of-PPR.pdf>

Samples copy of all PPR: <http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Programme-project-Report-PPR-Session-2022-2023.pdf>

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.

INSERT TEXT BOX

Upload samples and authority approval

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.

HEI ID:

Name of HEI:

Type of HEI:

Authority approval for SLMs: <http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Approval-of-SLM.pdf>

Samples copy of all SLMs: <http://dde.buruniv.ac.in/heiinformation/all-slm-content-pages/>

HEI ID:

Name of HEI:

Type of HEI:

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

S. No.	Programmes 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	NA.	N.A	N.A	N.A
2.	PG Total Programme: 6	CDOE, B.U and All LSCs	HQ - 1 & LSCs - 10	96 Hr. Per Subjects/ Year	2925	75% Approx.
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.

INSERT TEXT BOX

6.3 LSC wise enrollment details (Not for Private University)

HEI ID:		Name of HEI:				Type of HEI:				
Sr. No.	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 that 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	Program-mes offered	Total Enrolled student.
1.	BIRBHUM MAHAVIDYALAYA, SURI, BIRBHUM, W.B - 731101	Number - 1 Name - The University of Burdwan		The University of Burdwan	Government	Dr Parthasarathi Mukhopadhyay Contact: 9434027077	M.A., Ph.D.	12	BENGALI, ENGLISH and SANSKRIT	48
2.	A B N SEAL COLLEGE COOCHBEHAR, W.B - 736101	Number - 1 Name - The University of Burdwan		PANCHANAN BARMA UNIVERSITY	Government	Sri Hemen Biswas Contact: 8910614457	M.SC , M.ED	20	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	20
3.	BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH BANKURA, W.B - 722101	Number - 1 Name - The University of Burdwan		BANKURA UNIVERSITY	Government	Dr. Siddhartha Gupta Contact: 9434198500	M.A , Ph.D.	30	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	231
4.	SYAMAPRASAD COLLEGE 92, S P Mukherjee Road (Main) and 5/B, R. Das Gupta Road, Kolkata, W.B - 700 026 (Annex)	Number - 1 Name - The University of Burdwan		CALCUTTA UNIVERSITY	Government	Dr. Md. Selim Reza Contact: 9474319027	M.A , Ph.D.	25	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	153
5.	TARAKESWAR DEGREE COLLEGE Tarakeswar, Hooghly, W.B - 712410	Number - 1 Name - The University of Burdwan		The University of Burdwan	Government	Dr. Tapan Kumar Ghosh Contact: 9434827516	M.A , Ph.D	20	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	211
6.	SURI VIDYASAGAR COLLEGE Suri, Birbhum, W.B - 731101	Number - 1 Name - The University of Burdwan		The University of Burdwan	Government	Dr. Labanya Pal Contact: 9734649447	M.A. Ph.D.	20	BENGALI, ENGLISH, HISTORY and PHILOSOPHY	88
7.	MALDA COLLEGE Malda, W.B - 732101	Number - 1 Name - The University of Burdwan		UNIVERSITY OF GOUR BANGA	Government	Dr. Md. Masidur Alam Contact: 9735154333	M.SC, Ph.D	20	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	176

HEI ID:**Name of HEI:****Type of HEI:**

8.	GANGARAM PUR COLLEGE Gangarampur, Dakshin Dinajpur, W.B - 733124	Number - 1 Name - The University of Burdwan	UNIVERSITY OF GOUR BANGA	Government	Dr. Joyeta Saha Sarkar Contact: 9932617300	M.A, Ph.D.	20	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	19
9.	ANANDA CHANDRA COLLEGE JALPAIGURI, W.B - 735101	Number - 1 Name - The University of Burdwan	UNIVERSITY OF NORTH BENGAL	Government	Md. Sohel Rana Contact: 9064370155	M.A	20	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	24
10.	RAMPURHAT COLLEGE RAMPURHAT, BIRBHUM, W.B - 731224	Number - 1 Name - The University of Burdwan	The University of Burdwan	Government	Dr. ARINDAM GANGOPADHYAY Contact: 9434375722	M.Sc., Ph.D.	20	BENGALI, ENGLISH, SANSKRIT, HISTORY and PHILOSOPHY	194

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 complied Yes/No
N.A	N.A	N.A	N.A

6.4 Off campus details (For Deemed to be University)

Sr. No.	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.
1.							
N.							

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

HEI ID:**Name of HEI:****Type of HEI:**

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	Yes	21.11.2022	Yes
Audio-Video Material	No	N.A	No
Online Material	No	N.A	No
Compute based Material	No	N.A	No

HEI ID:

Name of HEI:

Type of HEI:

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

a. Provide details as under:

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

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

Upload

HEI ID:**Name of HEI:****Type of HEI:**

Part – VII: Self Regulation through disclosures, declarations and reports

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
Uploading of the following on HEI website (Mention link)			
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 http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Statutory-Bodies-approval-under-its-Act.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes http://dde.buruniv.ac.in/wp-content/uploads/2023/08/UGC-DEB-Recognition-order-2022-2026.pdf	
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 http://dde.buruniv.ac.in/wp-content/uploads/2022/10/Online-Admission-Instructions-PG-2022-2024-1.pdf	

HEI ID:

Name of HEI:

Type of HEI:

5.	Programme-wise information on syllabus,	Yes Syllabus: http://dde.buruniv.ac.in/syllabus/ Full time Faculty: http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Adequate-full-time-dedicated-Faculty-availability-Appointment-letter-Joining-report-and-Qualification.pdf Supporting staff: http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Administrative-Staff.pdf	
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	<p>suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;</p>	<p>LSCs details: http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Learner-Support-Centers-LSC-1.pdf</p>	
<p>6.</p>	<p>Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.</p>	<p>Yes Admissions : http://dde.buruniv.ac.in/wp-content/uploads/2022/10/Online-Admission-Instructions-PG-2022-2024-1.pdf Registration: http://dde.buruniv.ac.in/wp-content/uploads/2022/10/Online-Admission-Instructions-PG-2022-2024-1.pdf Examinations : http://dde.buruniv.ac.in/wp-content/uploads/2023/08/MA-PART-I-REVISED-EXAMINATION-NOTIFICATION.pdf Result: http://dde.buruniv.ac.in/examination-result/</p>	

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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	No	Yet to be implemented
8.	Information regarding all the programmes recognised by the Commission	Yes http://dde.buruniv.ac.in/wp-content/uploads/2023/08/UGC-DEB-Recognition-order-2022-2026.pdf	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes http://dde.buruniv.ac.in/wp-content/uploads/2022/11/ORIGINAL-DOCUMENTS-VERIFICATION-SCHEDULE.pdf	
10.	Complete information about 'Self Learning	Yes	

	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
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	No	Yet to be implemented
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 transparent manner, for Open and Distance Learning programmes	Yes http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Learner-Support-Centers-LSC-1.pdf	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes http://dde.buruniv.ac.in/wp-content/uploads/2022/07/Regulation-relating-to-PG-program-of-studies-and-Exam-under-CBCS-Pol.-Sc.-Math-Computer-Sc.-MBA.pdf	Part-I Examination is going on.

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 http://dde.buruniv.ac.in/wp-content/uploads/2023/08/Academic-Calender.pdf	
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16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	No	Recognition received last year, 2022
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Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	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:	Yes
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- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes

	<p>International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	
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,	Yes

	which shall be in consonance with the resources	
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	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes

HEI ID: HEI-U-0569, Name of HEI: The University of Burdwan, Type of HEI: Dual

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	Yes

	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	
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	Yes

	or not based on facts or to be misleading	
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Part – IX: Grievance Redressal Mechanism

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

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.

Yes, Grievance Redressal Cell and Anti Ragging Cell functioning with main stream, The University of Burdwan.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Nil	N.A.

9.3 Complaint Handling Mechanism

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

As per guideline of The University of Burdwan.

9.4 Details of Complaints received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

INSERT TEXT BOX

10.2 Best Practices of the HEI

INSERT TEXT BOX

10.3 Details of Job Fairs conducted by the HEI

INSERT TEXT BOX

10.4 Success Stories of students of ODL mode of the HEI

INSERT TEXT BOX

10.5 Initiatives taken towards conversion of SLM into Regional Languages

Bengali, History, Philosophy

10.6 Number of students placed through Campus Placements

INSERT TEXT BOX

10.7 Details of Alumni Cell and its activity

Along with the main stream, The University of Burdwan.

10.8 Any other Information

INSERT TEXT BOX

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: Dr. Swapan Bhattacharyya

Seal: *Director*
Centre for Distance and Online Education
The University of Burdwan
Burdwan - 713104

Date: 31.08.2023


Signature of the Registrar:
Name: Dr. Sujit Kumar Chowdhury

Seal: REGISTRAR
THE UNIVERSITY OF BURDWAN
BURDWAN - 713104

Date: 31.08.2023

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

