Centre for Internal Quality Assurance (2018-19)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 23-10-2019	**Copy of the notification: View**

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr. Subheet Kumar Jain	Professor	Director of ODL	23-10-2019	30-06-2020
2	Member	Dr. Rakesh Mohan Sharma	Professor	English, Literature and Communication Skills	23-10-2019	30-06-2020
3	Member	Dr. K. S. Duggal	Professor	Journalism and Mass Communication	23-10-2019	30-06-2020
4	Member	Dr. Renu Bhardwaj	Professor	Director IQAC	23-10-2019	30-06-2020
5	Member	Dr. Sandeep Sharma	Professor	Computer Science and Engineering	23-10-2019	30-06-2020
6	Member	Dr. Shweta Shenoy	Professor	Sports Psychology and Nutrition	23-10-2019	30-06-2020
7	Member	Dr. Jaspal Singh	Professor	Commerce and Finance	23-10-2019	30-06-2020
8	Member	Dr. Amit Kauts	Professor	Library Science and Education	23-10-2019	30-06-2020
9	Member	Dr. Vikram Sandhu	Assistant Professor	Business Management	23-10-2019	30-06-2020

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	02	Dr. Jaspal Singh Sandhu, Vice Chancellor	24-10-2019	06-11-2019	View

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

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	Strict Quality control of HEI is being followed for ODL programmes as well.
2	Continuous improvement	Being implemented overall in ODL system such as improvements in SLMs, PCP classes and other online services for benefit of

			Students.
3	Identification of the key areas in which the HEI should maintain quality		Feedback from students, more emphasis on quality of e-content in all quadrants, revision of syllabi as per the current recommendations of statutory bodies.
4	Dissemination of information on quality assurance		AQAR is going to be posted on Directorate's Website.
5	Mechanisms for interaction and obtaining feedback		Feedback is being obtained from Students at the end of Semester.
6	Measures for qualitative improvement		Results and Learning outcomes along with satisfaction of the students
7	Ensuring Implementation of its recommendations through regular monitoring		Yes, as all the suggestions of CIQA are being implemented or in process of implementation
8	Ensuring Participation of stakeholders		Yes
9	Preparation of Programme Project Report and Information regarding any new programmes launched		Yes
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes		Yes

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

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

Directorate is offering only those programmes, those running already running in conventional mode in the University Campus or its Constituent Colleges. Some the programmes offered such as MA (ENG). MBA, B. Lib., MCA etc. are running successfully for more than 35 years in the conventional mode. Eligibility Criteria and Equivalency for courses is same as applicable to regular candidates seeking admission in University

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	GNDU Campus Sathiala	07-10-2018	29
2	GNDU College, Jalandhar	07-10-2018	69
3	GNDU College, Verka	07-10-2018	78

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

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	UG	Bachelor of Commerce	3 Years	98	+2 with at least 40% marks in aggregate or equivalent examination.
2	July	UG	Bachelor of Computer Applications	3 Years	98	+2 with at least 40% marks in aggregate or equivalent examination.
3	July	UG	Bachelor of Library &Information Sciences	1 Years	32	Must have passed B.A./B.Sc./B.Com. OR M.A./M.Sc./M.Com with at least 50% marks or equivalent examination
4	July	PG	Master of Arts in English	2 Years	72	Bachelor's Degree in any Faculty with 50% marks in aggregate. OR 45% marks in the subject concerned or equivalent examination. OR Master's Degree of this or another University in another subject or another faculty
5	July	PG	Master of Arts in Punjabi	2 Years	64	Bachelor's degree in any faculty with 50% marks in aggregate. Or 45% marks in the subject concerned or equivalent examination. Or Master's Degree of this or another University in another subject or another faculty
6	July	PG	Master of Arts in	2 Years	64	Bachelor's degree

Sr No						
			Political Science			in any faculty with 50% marks in aggregate. Or 45% marks in the subject concerned or equivalent examination. Or Master's Degree of this or another University in another subject or another faculty
7	July	PG	Master of Comptuer Applications	3 Years	112	B.B.A./B. Com/B.Sc. (Hons.) Economics or Graduate in any stream with Mathematics/ Statistics/Computer Science/Computer Applications/ IT/ Computer Maintenance/ Quantitative Techniques as one of the elective subjects with 50% marks (45% for SC/ST) in aggregate or any equivalent degree there to. OR Bachelor's degree in any stream with 50% marks (45% for SC/ST) in aggregate with Mathematics as an elective subject at +2 level.
8	July	PG	Master of Business Administration	2 Years	64	Bachelor/Master Degree in any discipline or equivalent examination with 50% marks in aggregate.
9	July	PG Diploma	Post Graduate Diploma in Computer Applications	12 Months	0	Graduate with 45% marks in aggregate or equivalent examination
10	July	Diploma	Diploma in Communication Skills	12 Months	0	+2 of PSEB or any Board equivalent thereto

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

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes

3	Whether building and grounds of the examination centre are clean and in good condition	Yes	
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes	
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes	
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes	
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes	
8	Whether the provision of drinking water is made for learners	Yes	
9	Whether adequate parking is available near the examination centre	Yes	
10	Whether facilities for Persons with Disabilities are available	Yes	

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

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	PG Diploma	Post Graduate Diploma in Computer Applications	24	10000
2	July	UG	Bachelor of Commerce	4	8000
3	July	UG	Bachelor of Computer Applications	6	12000
4	July	UG	Bachelor of Library &Information Sciences	8	12000
5	July	PG	Master of Arts in English	21	8000
6	July	PG	Master of Arts in Political Science	5	8000
7	July	PG	Master of Arts in Punjabi	3	8000
8	July	PG	Master of Business Administration	82	20000
9	July	PG	Master of Comptuer Applications	23	20000
10	July	Diploma	Diploma in Communication Skills	6	6500
			Total	182	

Part - 2: Programme Recognition and Admission Details

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

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

Number of programmes: 13	Copy of the UGC recognition letter: View

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

Number of programmes: 10	Copy of the UGC recognition letter: View

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

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	Diploma	Diploma in Communication Skills	12 Months	28-02-2018	25.11.2002	1	5	2	0	7
2	July	PG Diploma	Post Graduate Diploma in Computer Applications	12 Months	28-02-2018	25.11.2002	2	14	10	0	24

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Guru Nanak Dev University College, Verka

Address of College/institute where LSC is established: Verka Bypass, Amritsar (Punjab) - 143501

Name of HEI to which College/institute is affiliated (where LSC is established): Guru Nanak Dev University, Amritsar

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr. Dharamjit Singh (0) and Contact: Principal, GNDU College, Verka Mob. 9478306970

Programmes offered: Diploma in Communication Skills

Total enrolled student: 3

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Nisha Chhabra	0	Assistant Prof., GNDU College, Verka Mob. 9988301345

2. Name of College/institute where LSC is established: Guru Nanak Dev University Regional Campus, Sathiala

Address of College/institute where LSC is established: Sathiala (Baba Bakala), District Amritsar - 143205

Name of HEI to which College/institute is affiliated (where LSC is established): Guru Nanak Dev University, Amritsar (Punjab)

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr. G.S. Virk (0) and Contact: OSD, GNDU RC, Sathiala - 9501511664

Programmes offered: Diploma in Communication Skills, Post Graduate Diploma in Computer Applications

Total enrolled student: 17

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Er. Hardeep Singh	B. Tech, M. Tech	Assistant Prof., GNDU RC, Sathiala - 8284099199

3. Name of College/institute where LSC is established: Guru Nanak Dev University College, Jalandhar

Address of College/institute where LSC is established: Ladowali Road, Near Government B.Ed. College, Master Tara Singh Nagar, Jalandhar, Punjab 144001

Name of HEI to which College/institute is affiliated (where LSC is established): Guru Nanak Dev University, Amritsar (Punjab)

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr. J.K. Gulati (0) and Contact: Principal, GNDU College, Jalandhar

Programmes offered: Post Graduate Diploma in Computer Applications

Total enrolled student: 11

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Sanjeev Arora	B. Com, M. Com, Ph.D	Assistant Prof., GNDU College, Jalandhar

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	Diploma	Diploma in Communication Skills	7	6	6	85.71	71.42
2	July	PG Diploma	Post Graduate Diploma in Computer Applications	24	22	22	91.66	83.33
3	July	UG	Bachelor of Commerce	0	4	4	100	75
4	July	UG	Bachelor of Computer Applications	0	6	6	33.33	33.33
5	July	UG	Bachelor of Library &Information Sciences	0	8	8	87.5	75
6	July	PG	Master of Arts in English	0	20	20	55	0
7	July	PG	Master of Comptuer Applications	0	23	23	47.82	43.47
8	July	PG	Master of Arts in Political Science	0	5	5	60	60
9	July	PG	Master of Arts in Punjabi	0	3	3	33.33	33.33

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr	Provision	Yes/No with explicit link

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

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

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

ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

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

i) 03 (Three) - 1. GNDU College, Verka, 2. GNDU College, Jalandhar and 3. GNDU Campus, Sathiala ii) 00 (Nil) iii) N/A iv) Examination System is being managed by the Examination Wing of the HEI (Guru Nanak Dev University, Amritsar) and Examinations for ODL courses are being conducted under existing examination centre(s) of HEI and the whole examination part including paper setting, roll no. allotment, evaluation / re-evaluation, date-sheets, result publication along with DMCs / Degree(s) / Diploma(s) / PG Diploma(s) etc., is being handled by the Examination Controller (Examination Wing) of the HEI. No independent examination system has been setup or planned for the ODL courses, to maintain the sanctity and quality of education / learning. Further details will be shared while submitting the compliance report through hard copy.

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

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

1. Master of Arts in Political Science

Academic Session: July　　　　**Level:** PG　　　　**No. of Fulltime Dedicated Faculty:** 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Mr. Vijay Kumar (Assistant Professor)	Visitor	07/10/2018	Teaching: 48 Months Industrial: 0 Months	22000
2	Dr. Manjit Kaur (Assistant Professor)	Visitor	07/10/2018	Teaching: 72 Months Industrial: 0 Months	30000

2. Master of Arts in Punjabi

Academic Session: July　　　　**Level:** PG　　　　**No. of Fulltime Dedicated Faculty:** 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Mr. Mangat Ram (Assistant Professor)	Visitor	07/10/2018	Teaching: 28 Months Industrial: 0 Months	22000

3. Bachelor of Computer Applications

Academic Session: July　　　　**Level:** UG　　　　**No. of Fulltime Dedicated Faculty:** 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Er. Hardeep Singh (Assistant Professor)	Visitor	07/10/2018	Teaching: 72 Months Industrial: 0 Months	22000
2	Er. Tarandeep Singh (Assistant Professor)	Visitor	07/10/2018	Teaching: 48 Months Industrial: 0 Months	22000

4. Post Graduate Diploma in Computer Applications

Academic Session: July　　　　**Level:** PG Diploma　　　　**No. of Fulltime Dedicated Faculty:** 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Er. Hardeep Singh (Assistant Professor)	Visitor	07/10/2018	Teaching: 72 Months Industrial: 0 Months	22000
2	Er. Tarandeep Singh (Assistant Professor)	Visitor	07/10/2018	Teaching: 48 Months Industrial: 0 Months	22000

5. Diploma in Communication Skills

Academic Session: July　　　　**Level:** Diploma　　　　**No. of Fulltime Dedicated Faculty:** 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Rakesh Mohan Sharma (Principal)	Visitor	07/10/2018	Teaching: 348 Months Industrial: 0 Months	30000

6. Bachelor of Commerce

	Academic Session: July	Level: UG		No. of Fulltime Dedicated Faculty: 4	
Sr No	**Faculty Name with Designation**	**Type**	**Program Joining Date**	**Total Experience**	**Salary**
1	Ms. Ridhiima Kalia (Assistant Professor)	Visitor	07/10/2018	Teaching: 24 Months Industrial: 0 Months	22000
2	Ms. Roseleen Kaur (Assistant Professor)	Visitor	07/10/2018	Teaching: 24 Months Industrial: 0 Months	22000
3	Mr. Sumit Kanda (Assistant Professor)	Visitor	07/10/2018	Teaching: 48 Months Industrial: 0 Months	22000
4	Ms. Rumeet Randhawa (Assistant Professor)	Visitor	07/10/2018	Teaching: 30 Months Industrial: 0 Months	22000

7. Master of Business Administration

	Academic Session: July	Level: PG		No. of Fulltime Dedicated Faculty: 6	
Sr No	**Faculty Name with Designation**	**Type**	**Program Joining Date**	**Total Experience**	**Salary**
1	Dr. Suman Nayyar (Assistant Professor)	Visitor	07/10/2018	Teaching: 130 Months Industrial: 0 Months	30000
2	Dr. Sorabh Grover (Assistant Professor)	Visitor	07/10/2018	Teaching: 78 Months Industrial: 0 Months	30000
3	Ms. Ridhiima Kalia (Assistant Professor)	Visitor	07/10/2018	Teaching: 24 Months Industrial: 0 Months	22000
4	Ms. Roseleen Kaur (Assistant Professor)	Visitor	07/10/2018	Teaching: 24 Months Industrial: 0 Months	22000
5	Mr. Sumit Kanda (Assistant Professor)	Visitor	07/10/2018	Teaching: 48 Months Industrial: 0 Months	22000
6	Ms. Rumeet Randhawa (Assistant Professor)	Visitor	07/10/2018	Teaching: 30 Months Industrial: 0 Months	22000

8. Master of Comptuer Applications

	Academic Session: July	Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	**Faculty Name with Designation**	**Type**	**Program Joining Date**	**Total Experience**	**Salary**
1	Mr. Sobit Rehan (Assistant Professor)	Visitor	07/10/2018	Teaching: 36 Months Industrial: 0 Months	22000
2	Ms. Sakshi Mahajan (Assistant Professor)	Visitor	07/10/2018	Teaching: 36 Months Industrial: 0 Months	22000
3	Ms. Khushboo (Assistant Professor)	Visitor	07/10/2018	Teaching: 48 Months Industrial: 0 Months	22000

9. Bachelor of Library &Information Sciences

	Academic Session: July	Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	**Faculty Name with Designation**	**Type**	**Program Joining Date**	**Total Experience**	**Salary**
1	Dr. Asha Narang (Ex-Professor)	Visitor	07/10/2018	Teaching: 240 Months Industrial: 0 Months	30000
2	Dr. Amritpal Kaur (Ex-Professor)	Visitor	07/10/2018	Teaching: 200 Months Industrial: 0 Months	30000

10. Master of Arts in English

	Academic Session: July	Level: PG		No. of Fulltime Dedicated Faculty: 4	

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Rakesh Mohan Sharma (Ex-Principal)	Visitor	07/10/2018	Teaching: 280 Months Industrial: 0 Months	30000
2	Dr. Narinder Kumar Neb (Associate Professor)	Visitor	07/10/2018	Teaching: 151 Months Industrial: 0 Months	30000
3	Dr. Charanjit Singh (Associate Professor)	Visitor	07/10/2018	Teaching: 148 Months Industrial: 0 Months	30000
4	Dr. V. K. Sharma (Associate Professor)	Visitor	07/10/2018	Teaching: 128 Months Industrial: 0 Months	30000

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

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

1. Self-Learning Material has been developed as per the format specified in the UGC guidelines. 2. Directorate is taking feedback at the end of semester from learners. 3. Directorate is also taking feedback from academic experts. 4. Directorate also has the provision to revise the material and curriculum, as per suggestions / feedback.

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

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

Self-Learning Materials are being prepared for all the courses offered by Directorate of Open &Distance Learning, Guru Nanak Dev University, Amritsar under ODL mode as per the guidelines contained therein the regulations / ordinances of UGC for ODL.

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

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

Directorate of Open &Distance Learning, Guru Nanak Dev University, Amritsar has prepared Programme Project Report (PPRs) as per the guidelines mentioned in the Regulations. A copy of Programme Project Report of 'Master of Business Administration (MBA)' course has already been uploaded Sr. No. 2 of Part 1.5 'Quality Assurance' and the same has been approved by the Centre for Internal Quality Assurance (CIQA) of this University.

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

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

HEI (Guru Nanak Dev University, Amritsar) has identified only its Regional Campuses and Constituent Colleges (being run under HEI), for the time being, in order to maintain the sanctity of Programme(s) and Examination under ODL mode. Examinations for ODL courses are being conducted under existing examination centre(s) of HEI (Guru Nanak Dev University, Amritsar) and the whole examination part including paper setting, roll no. allotment, evaluation / re-evaluation, date-sheets, result publication along with DMCs / Degree(s) / Diploma(s) / PG Diploma(s) etc., is being handled by the Examination Controller (Examination Wing) of the HEI. No independent examination system has been setup or planned for the ODL

courses, to maintain the sanctity and quality of education / learning.

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

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

University is having a dedicated Centre for IT Solutions, they are having established mechanism for grievances handling and payment related disputes. In addition to this, the examination wing is also having a dedicated staff and mechanism for grievances handling (especially related to examinations process) A detailed 'Contact Us' page has been provided on Directorate website, by which, the student can reach the Directorate Office (Office Assistant) or Director either via email or by phone, in case they have any query/complaint/suggestion etc., for prompt action, solution.and / or grievance handling. University is having a separate office for Dean Students Welfare, for grievances redrressal of students. In addition to this, contact details of Registrar office, Dean, Academic Affairs office and Vice-Chancellor office are also available on website.

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

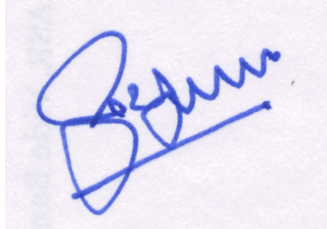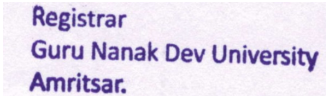| Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown **separately** in the grade card	Yes
2	A Higher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

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

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	No
4	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 headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: 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
5	The 'Every Higher Educational Institution shall – record Aadhaar details or other Government identifiers of learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records on its website The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.	Yes
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes
7	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
8	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
12	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
13	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
14	Pay and other emoluments payable for each category of teachers and other employees	Yes
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner	Yes

	Support Centres and in particular the facilities accessible by learners on being admitted to the institution	
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes
18	Display of information as at sr. no. '7' to '17' above to be displayed on HEI website (Please provide explicit link address for each)	Yes
19	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 course or programme of study conducted by it	Yes
20	No Higher Educational Institution shall, issue or publish- 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; or 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 authorized toissue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes **only from the academic session specified in the recognition order**	Yes

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

Signature of the Director:		**Signature of the Registrar:**	(Prof. (Dr.) Karanjeet Singh Kahlon) Registrar
Name of the Director:	Prof. (Dr.) Subheet Kumar Jain	**Name of the Registrar:**	PROF. (DR.) KARANJEET SINGH KAHLON
Seal of the Director:	Director Directorate of Open and Distance Learning Guru Nanak Dev University, Amritsar	**Seal of the Registrar:**	Registrar Guru Nanak Dev University Amritsar.
Date of the Director:	09-11-2019	**Date of the Registrar:**	09-11-2019