DIRECTORATE OF OPEN AND DISTANCE LEARNING
GURU NANAK DEV UNIVERSITY, AMRITSAR
(Established by the State Legislature Act No. 21 of 1969)
(Accredited at "A++" grade (highest level as per modified criteria) by NAAC and conferred
"University with Potential for Excellence" and category-I status by UGC)

No. *1594/ODC*

Dated *27/04/2023*

<u>To Whom It may Concern</u>

This is to certify that the university has been given approval to conduct online courses vide UGC-DEB letter No. F. No. 14/2020 (DEB-I) dated 26th July 2021. The Academic activities for online courses including admission were started from July 2021 batch. Therefore, no annual report for session 2020-21 is being submitted for Online Programmes.

Director ODL & Online Studies

Director
Directorate of Open & Distance Learning and Online Studies
Guru Nanak Dev University, Amritsar

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE

(CIQA)

**Directorate of Open and Distance Learning & Online Studies
Guru Nanak Dev University Amritsar**
(Accredited as "A++" grade by NAAC and awarded *"University with potential for excellence"* status by UGC)

PROGRAMMES UNDER

ODL MODE

<2020-21>

Contents

Part – I: General Information

1.1 Date of notification of the Centre (attach a copy of the notification): 28th Oct 2020

Upload PDF

1.2 Details of Director, CIQA

- Name : Prof.(Dr.) Subheet Kumar Jain

- Qualification: Ph.D

- Appointment Letter and Joining Report: Upload (PDF)- 8thFebruary 2018

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.	Vice Chancellor of the University	Chairperson	Prof. (Dr.) Jaspal Singh Sandhu	Sports Medicine	28th Oct 2020
b.	Three Senior teachers of HEI	Member 1	Dean, Academic Affairs, Dr. Sarbjot Singh Behl	Urban Environment and Design, Regional Architecture, Green and Sustainable Architecture	28th Oct 2020
		Member 2	Dean College Development Council,	Microwave Materials, Dielectric Ceramics, Digital and Microwave Communication	28th Oct 2020
		Member 3	Director IQAC, Prof. Dr.	Policy	28th Oct 2020

			Ashwani Luthra	making Sustainable development	
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Parminder Kaur, Associate Professor & Head, Department of Computer Science	Computer Science	28th Oct 2020
		Member 5	Dr. Gurpreet Randhawa, Associate Professor & Head, University Business School	MBA	28th Oct 2020
		Member 6	Prof. Dr. Manjinder Singh, Associate Professor & Head,, School of Punjabi Studies	Punjabi	28th Oct 2020
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Anita Gill, Dean Academic Affairs, Jagat Guru Nanak Dev Punjab State Open University, Patiala	Distance Education	28th Oct 2020
		Member 8	Dr. Rajneesh Kant Sachdev,	Distance	28th Oct 2020

			Former Director, ODL, IKGPTU, Jalandhar	Education	
e.	Officials from departments of HEI • Administration	Member 9 Administration	Prof. Incharge Examinations, GNDU	Chemistry	28th Oct 2020
	• Finance	Member 10 Finance	Dr. Rajesh Kalia, DR Finance	Accounts	28th Oct 2020
f.	Director, CIQA	Member Secretary	Prof. (Dr.) Subheet Jain	Pharma	28th Oct 2020

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

If No, reason thereof

Yes.

Note- HOD's as ex-officio shall be members of CIQA committee as per University appointment.

Dean, Academic Affairs as ex-officio shall be members of CIQA committee as per University appointment.

Dean College Development Council as ex-officio shall be members of CIQA committee as per University appointment

Director IQAC Council as *ex-officio* shall be members of CIQA committee as per University appointment

1.4 Number of meetings held and its approval:

a. **No. of meetings held every year: University started the ODL courses from session 2018-19 and Online Course from session 2021-22. Till date all annual reports for applicable sessions were duly approved by the CIQA and uploaded on University website**

Along with CIQA meeting University also conducts regular meetings to take administrative and academic decisions for ODL and ONLINE courses.   All such administrative and academic decisions are reviewed and approved by the Statuary bodies i.e. Academic council and Syndicate of University for all applicable sessions

b. **Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	05-02-2021	02	upload	upload
Meeting 2	30-03-2021	02	upload	upload

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

No program started at Certificate level under Mode

From <**June 2020** M*onth, Year*>academic session: **2020-21**

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of Statutory Authority (s) (DDMMYYYY) of HEI/Regulatory authority (if required	No. of Learner Support Centre Operationalized as per Territorial Jurisdiction *off campus	Number of students Admitted (Male/Female/Transgender)			
									M	F	TG	Total

* Not for Private University

Note: Mention detail 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 < **M*onth* June**, *Year 2020*>academic session: **2020-21**

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.) Per Semester	Approval of Statutory Authority (s) (DDMMYYYY) of HEI/Regulatory authority (if required	No. of Learner Support Centre Operationalized as per Territorial Jurisdiction *off	Number of students Admitted (Male/Female/Transgender)

							campus				
1	Department of Computer Science	Diploma in Computer Applications	12	24	+2 in any stream with at least 45% marks in aggregate (40% for SC/ST Candidates)	6150 /-	Program is approved by Statutory bodies of University Academic Council and Syndicate by its meeting dated 16 /02/2020	Offered only at Headquarter of HEI at GNDU, Amritsar	M 11	F 05	TG 0	Total 16

* Not for Private University

Note: Mention detail 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 <M*onth June , Year 2020*>academic session: **2020-21**

Sr. No.	Post Graduate Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.) Per Semester	UGC Recognition Letter no. and date	No. of Learner Support Centre Operationa lized as per Territorial Jurisdictio	Number of students Admitted (Male/Female/Tran sgender)

								M	F	TG	Total
							n *off campus				
1	PG Diploma in Journalism and Mass Communication	12	40	Graduate with 45% marks in aggregate or equivalent examination	8400/-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	University has established only three learner support centres in its own constituted colleges GNDU College, Jalandhar, GNDU College Pathankot and GNDU College Verka.	3	3	0	6
2	PG Diploma in Applied Nutrition	12	36	Graduate with 45% marks in aggregate or equivalent examination	6900/-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	Offered only at Headquarter of HEI at GNDU, Amritsar	4	12	0	16
3	PG Diploma in Computer	12	40	Graduate with 45%	8400/-	Program is approved under	University has establish	44	28	0	72

	Applictions			marks in aggregate or equivalent examination		Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	ed only three learner support centres in its own constituted colleges GNDU College, Jalandhar, GNDU College Pathankot and GNDU College Verka.			
4	PG Diploma in Business Management	12	44	Graduate with 45% marks in aggregate or equivalent examination	8400/-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	University has established only three learner support centres in its own constituted colleges GNDU College, Jalandhar, GNDU College Pathankot and GNDU College	34	12	0 46

							Verka.	

* Not for Private University

Note: Mention detail separately for   <month, Year> academic session, as applicable , as above

1.8 Number of programmes started at under Graduate degree programmes as per commission order:

From <M*onth June , Year 2020>*academic session: **2020-21**

Sr. No.	Under Graduate Degree Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.) Per Semester	Approval of Statutory Authority (s) (DDMMYYYY) of HEI/Regulatory authority (if required	No. of Learner Support Centre Operationalized as per Territorial Jurisdiction *off campus	Number of students Admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	Bachelor of Computer Applications (BCA)	36	128	+2 with at least 40% marks in aggregate or equivalent examinations	9400 /-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	Offered only at Headquarter of HEI at GNDU, Amritsar	17	5	0	22
2	Bachelor of Commerce (B.Com)	36	120	+2 with at least 40% marks in aggregate or equivalent examina	5900 /-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-	University has established only three learner support centres in its own	15	19	0	34

				tions		2018	constituted colleges GNDU College, Jalandhar, GNDU College Pathankot and GNDU College Verka.			
3	Bachelor of Library & Information Science (B.Lib)	12	40	Must have passed BA/B.Sc /B.Com or any MA/M.Sc/M.Com with 50% marks or equivalent examinations	9400 /-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	Offered only at Headquarter of HEI at GNDU, Amritsar	03	12	0 15

* Not for Private University

Note: Mention detail separately for for <month, Year> academic session, as applicable , as above

1.9 Number of programmes started at Post-Graduate degree programmes as per commission order:

From <M*onth June , Year 2020*>academic session: **2020-21**

Sr.	Post Graduate	Duration	No. of	Admission	Fee (Rs.)	Approval of Statutory	No. of Learner Support Centre	Number of students Admitted

No.	Degree Title	(months)	Credits	Eligibility	Per Semester	Authority (s) (DDMMYYYY) of HEI/Regulatory authority (if required	Operationalized as per Territorial Jurisdiction *off campus	(Male/Female/Transgender)			
								M	F	TG	Total
1	MA English	24	80	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 an another faculty	5900/-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	University has established only one learner support centre in its own constituted college GNDU College, Jalandhar.	6	30	0	36
2	M.Com	24	80	Bachelor of	8400/-	Program is approved	University has	4	18	0	22

				Commerce (Regular,Hons.) /Bachelor of Business Administration with at least 50% marks in aggregate(45% for SC/ST Candidates) or any other examination recognized equivalent thereto		under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	established only one learner support centre in its own constituted college GNDU College, Jalandhar.				
3	MBA	24	80	Bachelor/Master Degree in any discipline or equivalent examination with	12400/-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018 GNDU	University has established only three learner support centres in its own constituted colleges	81	92	0	173

				50% marks in aggregate			College, Jalandhar, GNDU College Pathankot and GNDU College Verka.				
4	MCA	36	126	BBA/B.Com/B.Sc. (Regular/Hons.) Economics or Graduate in any stream with Mathematics/Statistics/Computer Sciences/Computer Applications/IT/Computer Maintenance/Quantitative Techniques as one of the elective subjects with	13400/-	Program is approved under Category –I status by UGC notice no. F.No. 74/2/2018 (DEB-I) dated 18-10-2018	University has established only three learner support centres in its own constituted colleges GNDU College, Jalandhar, GNDU College Pathankot and GNDU College Verka.	15	18	0	33

				50% arks (45% for SC/ST) in aggregate or any equivalent degree thereto. 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							

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	The CIQA has ensured that all required Student and Learner Support services as per the Regulations, as well as the University's own procedural processes are in place for the Learners. The CIQA has built a mechanism of strict quality control to measure quality control parameters in all inputs as well as all processes relating to services provided to Learners. All stakeholders are surveyed regularly and after interactions for feedback, comments as well as via detailed questionnaire and a feedback gathering system.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Feedback received from Surveys and other systems are reviewed constantly to look for ways and means to improve the functioning of the Deparment. Improvements are being made continuously as a whole for the Online system such as improvements in the content and language for e-learning materials.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The CIQA has identified certain key areas wherein we should maintain and improve quality at all times – including Academic design, learner support, communication, student engagement and interactivity.	
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	CIQA has ensured that Academic Benchmarks including Syllabi and Evaluation systems for Online Programs are atleast as	

		rigorous as Conventional programs.. Also, faculty are sensitized on the need to ensure that their inputs in teaching learning for students o these programs are to be as rigorous as in campus, and to ensure that outcomes are kept in mind at all times.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Personal Interviews, Module Surveys, Online Surveys and evaluation studies were taken up. Stakeholders can also give feedback by walking in and meeting the support staff, or emailing or calling any of the staff members whose contact details are available on the website. Also, the University has made arrangements for regular interface sessions.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative Improvement	The efforts are ongoing for continuous quality improvement of systems, methods and services by arranging meetings and workshops for various categories of personnel involved in implementing the programs. Regular meetings were held with HOD's and other in- charges of various activities with a view to share necessary information, expertise, materials and debate strategies needed for Quality assessment and improvement.	
7.	Implementation of its recommendations through periodic reviews	A Core Committee is constituted by CIQA to provide support in advising and monitoring the quality assurance aspects of the University. The Core Committee met at regular intervals throughout the year.	
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 conducted Periodic seminars and workshops to promote social values among the teachers and learners. Workshops and trainings on Research Methodology and innovative practices are	

		regularly conducted for the faculty members and the research students.	
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	Towards quality enhancement in services, a mobile application for the students to track important notifications, and also to raise support tickets were introduced. An AI Powered Chat Bot that would address most frequently asked questions was also introduced. Changes made to processes were informed to Students/Learner. Also, quality commitments at the University's end were documented and informed to students.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The Department has been collecting data as per the instructions of CIQA, and has been collating the corresponding statistical studies, which are shared with all stakeholders periodically. The same is also analyzed for accuracy and conformity.	
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 University has followed the norms and guidelines for the preparation for PPR. A PPR is prepared before the introduction of any new program and the same is approved by the Statutory body of HEI. The program PPR clearly defines the following– (a) programme objectives and outcomes (b) nature of target group of learners (c) appropriateness of the programme with quality assurance for acquiring specific skills (d) programme content designing and developing (e) cost estimates for development of the programme (f) admission, delivery and evaluation norms.	

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12.	Mechanism to ensure the proper implementation of Programme Project Reports	All Departments and corresponding Board of Studies are sensitized to the importance of following the PPR ,, and ensuring to adherence to it in all matters relating to the Programs. Compliance to PPR has been made a matter of utmost importance, and it is used as the authoritative document for each program. Compliance is reviewed periodically.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Annual Reports, and all documentation generated by the CIQA, as well as the Department, are documented in the University's Online filing system , and reviewed periodically, to ensure compliance and continuity.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The committee and CIQA has given various inputs from interactions had with Industry and Businesses, and has convened the same to the Department, in order to ensure that faculty are sensitized, and syllabi and teaching are kept up to date and in line with Industry expectations, in order to ensure that the students are employable and job ready..	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Keeping in mind recent and ongoing changes in the regulations , including NAD , CBCS, NEP etc., the CIQA is working constantly to design a system based learner centric environment and to help the Departments transition to the same.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The CIQA shall be working with the various departments of the University towards ensuring that it provides all required assistance towards any	

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		accreditation and assessment reviews by NAAC or such bodies	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	CIQA has encouraged the various departments and the Online Department to ensure that a 'Quality First' approach is adopted, and all processes are in line with the same. The CIQA Annual Report process as well as regular NAAC appraisals shall be used as benchmark. The CIQA Committee is please to note that the University ranks A++ in the NAAC grading and hopes the same will be maintained.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The University has been encouraged to passon inputs as received by various stakeholders to the Commission whenever possible, and also to include any such matters in discussions whenever DEB / UGC Presentations are held next. It has been also recommended that the same may be documented accordingly.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The University has been advised to make arrangements for Seminars and Conferences, inviting Institutions and Universities from across the Nation to share best practices in Online and Distance Education. Faculty are also being encourages to attend such conferences and seminars organized by other Institutes wherever possible.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The CIQA committee of the HEI meets at least once a semester. The quorum for the meeting comprises of two-third of the total number of members with mandatory presence of one external expert. The agenda, minutes and Action Taken Reports are documented with	

		official signatures and maintained electronically in a retrievable format.	
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. (b) 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.	The CIQA has made all efforts to ensure that Annual Report is prepared in time, and made available online as well as shared with the Syndicate and the UGC/DEB. The COVID19 measures have created extraordinary circumstances, but all attempts to adhere to these deadlines should be made nevertheless made.	
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	The committee oversees the functioning of CIQA and approves the reports generated time to time.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	CIQA has overseen the adoption and implementation of various Instructional Design methodologies as decided by the Statutory bodies, such as the usage of the Swayam- 4 Quadrant approach	
24.	Promoted automation of learner support services of the Higher Educational Institution	The CIQA committee of the HEI plays an important role in promoting the automation ofLearner Support Services. Use of Artificial Intelligence , as we all technology platforms for the same is encouraged	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	The CIQA committee of the HEI coordinates with external subject experts or agencies for the annual review of its in-house processes.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The CIQA committee of the HEI ensures coordination with third party auditing bodies for quality audit of the programme.	
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The CIQA committee of the HEI is responsible for overseeing the preparation of Self- Appraisal Report which is submitted in Assessment and Accreditation agencies.	

28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	The CIQA committee of the HEI promotes collaboration and association for quality enhancement of Online 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.	

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 online programmes	Upload relevant document
1	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	The required policies were framed by the HEI related to matters regarding planning, human resources, recruitment, performance appraisal, training and financial management etc. with a focus on the following key aspects: a) Organisation Structure and Governance- The required positions in the HEI is filled in as prescribed by the commission. b) Management- The role of the leadership and management of the HEI is to assess and review the organization culture. c) Strategic Planning- The HEI undertakes strategic planning of its activities and implements the same. d) Operational Plan, Goals and Policies- The HEI has well defined realistic and measurable goals, policies and plans that are well implemented and well communicated to its stakeholders.	
2	Articulation of Higher Educational Institution Objectives	The HEI has articulated a clear vision, mission, ethos and strategy that are consistent with the goals of offering programs in an online mode.	
3	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation	The following mechanisms were adopted by the HEI towards program development and approval processes. a) Curriculum Planning, Design and Development- Proper processes,	

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	c. Academic Flexibility d. Learning Resource e. Feedback System	systems and structures are laid in place by the HEI to carry out these responsibilities. b) Curriculum Implementation- The HEI has implemented specific plans to identify the time to be spent on specific components towards the effectiveness of the programme(s) and their usefulness as a whole. c. Academic Flexibility- The HEI has adopted proper strategies for imparting academic flexibility to its learners. d. Learning Resource- The HEI ensures the quality of the learning resources in the form of e-learning materials. It follows the 4 Quadrant approach as defined in the regulations. e. Feedback System- A proper feedback mechanism is in place by the HEI to take feedback from all stakeholders.	
4	Programme Monitoring and Review	The HEI has planned and executed the program monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programmes.	
5	Infrastructure Resources	The HEI has a system to elicit data on the adequacy and optimal use of the facilities namely e-library, ICTE infrastructure etc. to maintain the quality of academic programmes and ensure qualitative support to each of the stakeholders.	
6	Learning Environment and Learner Support	The HEI provides learner support services including academic counselling etc. for its online learners. Additionally, HEI has established Information and Communication Technology facilities as component of the learning environment which is focused on the pedagogical use of modern educational practices to support blended learning. The learner support services are provided through the e-learning platform.	
7	Assessment and Evaluation	The HEI has executed the evaluation through various assessment tools including multiple choice questions, project reports, case-studies,	

		presentation and term end examinations. The HEI has put in place a proper mechanism to evaluate the assessment for assessing the learning outcomes of the learners.	
8	Teaching Quality and Staff Development	The Higher Educational Institutions has maintained a well-established structure for promoting quality counselling, capacity building workshops, programmes, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on 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 online programmes	Upload relevant document
1	Academic Planning	The HEI has robust and appropriate academic planning procedures to ensure that the programs offered are relevant to national economy and offers a high-quality value-added learner experience. The HEI has adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved.	
2	Validation	The HEI has a mechanism in place for validation to ensure that its programmes are academically viable, that academic standards have been appropriately defined and that these offer learners the best opportunity to learn.	
3	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	The HEI ensures that the monitoring, evaluation and enhancement plans are in place for the learners.	

Part – III: Human Resources and Infrastructural Requirements

3.1   Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Dr. Subheet Kumar Jain, Professor

Or

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

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Name of Director : Prof. (Dr.) Subheet Kumar Jain (Regular)

Emp. Code: 37177 (Regular mode)

Designation : Professor and Director

Qualification : Ph.D

Salary : Basic Salary 177400 in matrix 14 (as per new pay scale)

Mention details such as Regular Employee, Designation, Qualification, Salary

(Attached appointment letters and joining report)

3.2 Compliance status in respect of Human Resource and Infrastructure Requirements – As per Annexure – IV ofUGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Insert box
Adequate number of faculty members as per UGC ODL programmes regulations 2022 as per detail giving below

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no reason thereof
UG				
BCA	02	02	Yes	-
B.Com	02	02	Yes	-
PG				
MCA	02	02	Yes	-
M.Com	02	02	Yes	-
MBA	02	02	Yes	-
MA Eng	02	02	Yes	-
PGD				
PGDCA	02	02	Yes	-
PGDBM	02	02	Yes	-
PGDAN	02	02	Yes	-
PGDJMC	02	02	Yes	-

Sr. No.	Programme Name	No. of Full Time dedicated faculty for ODL	Name with Designation	Designation	Qualification	Experience	Type (Regular/Contract) with Gross Salary/month	Date of Joining Programme and Joining Reprot
1	MBA	Full Time	Dr. Vikram Sandhu	Associate Professor	MBA, Ph.D	17 years	Regular, 131400-217100 (as per Academic Level 13A)	05-04-2006
2	MBA	Full Time	Mr. Dheeraj Giri	Assistant Professor	M.Com, MBA	05 years	Contractual with Gross Salary	23-10-2018
3	MBA	Full Time	Dr. Saurabh Grover	Assistant Professor	MBA, Ph. D	05 years	Contractual with Gross Salary	23-10-2018
4	MBA	Full Time	Dr. Suman Nayyar	Assistant Professor	M.Com, MBA, M.Phil, Ph.D	05 years	Contractual with Gross Salary	23-10-2018
5	MBA	Full Time	Gurpreet Randhawa	Associate Professor	MBA, Ph.D	16 years	Regular, 131400-217100 (as per Academic Level 13A)	11-07-2007
6	MBA	Full Time	Dr. Nitika Bhandari	Assistant Professor	M.Com, MBA, Ph.D	05 years	Contractual with Gross Salary	22-08-2018
7	MBA	Full Time	Ms. Silky	Assistant	MBA, UGC-	Fresh	Contractual with	27-09-2022

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				Professor	NET		Gross Salary	
8	MBA	Full Time	Mehak Khanna	Assistant Professor	MBA, UGC-NET	1.5 years	Contractual with Gross Salary	24-10-2021
9	MBA	Full Time	Hitesh Sharma	Assistant Professor	MBA, Ph.D	05 years	Contractual with Gross Salary	11-03-2018
10	MBA	Full Time	Neelu Sharma	Assistant Professor	BCA, MBA	Fresh	Contractual with Gross Salary	27-09-2022
11	MCA/BCA	Full Time	Dr. Sandeep Sharma	Professor	B.E (CSE), M.E (CSE), Ph.D	23 years	Regular, 144200-218200 (as per Academic Level 14)	21-01-2000
12	MCA/BCA	Full Time	Dr. Parminder Kaur	Associate Professor	MCA, Ph.D	25 years	Regular, 131400-217100 (as per Academic Level 13A)	01-07-2020
13	MCA/BCA	Full Time	Er. Hardeep Singh	Assistant Professor	B.Tech, M.Tech, GATE,	05 years	Regular 57700-182400 (as per Academic Level- 10)	23-10-2018
14	MCA/BCA	Full Time	Keerti Shelly	Assistant Professor	MCA	05 years	Contractual with Gross Salary	23-10-2018
15	MCA/BCA	Full Time	Er. Tarandeep Singh	Assistant Professor	M.Tech (CSE)	05 years	Contractual with Gross Salary	23-10-2018
16	MCA/BCA	Full Time	Mr. Arvind Sharma	Assistant Professor	MCA, M.Tech	05 years	Contractual with Gross Salary	23-10-2018
17	MCA/BCA	Full Time	Mr. Baljinder Singh	Assistant Professor	MCA	02 years	Contractual with Gross Salary	21-07-2021
18	MCA/BCA	Full Time	Mr. Sehajpreet Sngh	Assistant Professor	BCA, PGDCA, MCA	Fresh	Contractual with Gross Salary	27-09-2022
19	MCA/BCA	Full Time	Simran Singh	Assistant Professor	B.Tech, M.Tech	Fresh	Contractual with Gross Salary	27-09-2022
20	MCA/BCA	Full Time	Ram Dayal	Assistant Professor	B.Tech, M.Tech	1.5 years	Contractual with Gross Salary	24-10-2021
21	MCA/BCA	Full Time	Satwinder Kaur	Assistant Professor	BCA, M.Tech	Fresh	Contractual with Gross Salary	27-09-2022
22	MCA/BCA	Full Time	Sukhbir Kaur	Assistant Professor	MCA	1.5 years	Contractual with Gross Salary	24-10-2021
23	MCA/BCA	Full Time	Simranjit Sigh	Assistant Professor	MCA	02 years	Contractual with Gross Salary	21-07-2021
24	BCA	Full Time	Zinia Verma	Assistant Professor	BCA	Fresh	Contractual with Gross Salary	27-09-2022
25	BCA	Full Time	Anjali	Assistant Professor	BCA	Fresh	Contractual with Gross Salary	27-09-2022
26	BCA	Full Time	Pahuldeep Kaur	Assistant Professor	MA Eng	1.5 years	Contractual with Gross Salary	21-07-2021
27	BCA	Full Time	Gurpreet Kaur	Assistant Professor	MA Eng	1.5 years	Contractual with Gross Salary	21-07-2021
28	BCA	Full Time	Harleen Duggal	Assistant Professor	BCA, LLB, LLM	Fresh	Contractual with Gross Salary	14-10-2022
29	MCA/BCA	Full Time	Navdeep Kaur	Assistant Professor	M.Sc IT, UGC-NET	1.5 years	Contractual with Gross Salary	24-10-2021
30	MA English	Full Time	Dr. Rakesh Mohan Sharma	Associate Professor and OSD	MA Eng, NET, Ph.D	25 years	Regular	23-10-2018
31	MA English	Full Time	Mr. Mohit Mahajan	Assistant Professor	MA Eng	05 years	Contractual with Gross Salary	23-10-2018
32	MA English	Full Time	Navjit Kaur	Assistant Professor	BA Hons. (English), MA Eng, M.Phil	1.5 years	Contractual with Gross Salary	24-10-2021
33	M.Com	Full Time	Sanjeev Arora	Assistant Professor	MBA, M.Com, Ph.D	20 years	Regular	23-10-2018
34	M.Com	Full Time	Hardev	Assistant	M.Com, UGC-	02 years	Contractual with	21-07-2021

			Singh	Professor	NET		Gross Salary	
35	M.Com	Full Time	Daljit Singh	Assistant Professor	B.Com, M.Com, UGC-NET	Fresh	Contractual with Gross Salary	14-10-2022
36	M.Com	Full Time	Kamalpreet Kaur	Assistant Professor	B.Com, M.Com	Fresh	Contractual with Gross Salary	27-09-2022
37	M.Com	Full Time	Urvashi	Assistant Professor	B.Com, M.Com, B.Ed	1.5 years	Contractual with Gross Salary	24-10-2021
38	M.Com	Full Time	Shivali Sharma	Assistant Professor	B.Com, M.Com, UGC-NET	1.5 years	Contractual with Gross Salary	24-10-2021
39	M.Com	Full Time	Bhavya	Assistant Professor	B.Com, M.Com, UGC-NET	1.5 years	Contractual with Gross Salary	24-10-2021
40	M.Com	Full Time	Tania Arora	Assistant Professor	B.Com, M.Com, B.Ed	1.5 years	Contractual with Gross Salary	24-10-2021
41	Journalism and Mass Comm.	Full Time	Dr. K S. Duggal	OSD & Associate Professor	Ph.D	25 years	Regular	23-10-2018
42	Journalism and Mass Comm.	Full Time	Sukriti Bahuguna	Assistant Professor	MBA	1.5 years	Contractual with Gross Salary	24-10-2021
43	Journalism and Mass Comm.	Full Time	Savita	Assistant Professor	MBA	1.5 years	Contractual with Gross Salary	24-10-2021

3.3 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

Admin Staff	Required	Available
Deputy Registrar	1	Dr. Rajesh Kalia
Assistant Registrar	1	Mr. Manwinder Singh
Section Officer	1	Mr. Anil Sharma
Assistants	3 (2 for DM Universities)	Mr. Parminder Singh Mr. Jagjit Singh
Computer Operator	2	Mr. Prince Mr. Sunny Kumar
Multi Tasking Staff	2	Mr. Hardev Singh Mr. Aman

(Attach duly attested photocopy of appointment letter with salary details)
Note :

1. In case of the enrollment higher than 5000 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** Yes all the examination activities are being conducted by the controller examination wing of the university in a similar manner handling the examinations of students under conventional mode	
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** Yes only full time facility associated to function as invigilators, examination superintendents, as observers etc for ODL examination	

3.	A Higher Educational Institution offering programme through Open and Distance Learning Mode shall conduct examinations Within the Institution where the study centres or Learner support Centres is located under the Direct control of Responsibilities of the Open and Distance Learning Mode Institution No examination centres shall be allocated to any private organization or unapproved higher education institute.	**YES** University is Conducting the examination only in its approved constituted and affiliated colleges along with the students of conventional mode on same day and time. No examination is created in any private organization or unapproved higher education institute	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	**YES**	
5.	The number of examination centres in a city or	**YES**	

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	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.	**Upload guidelines** NA for ODL as we are conducting examination in Conventional Pen and Paper Mode	
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	**Upload mechanism** Evaluation of answer sheets is carried out by the central table marking systems as is being done for the regular course and being managed by the secrecy branch of the university. Result is being prepared by the examination branch of the University.	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open & Distance Learning mode : the learner has minimum attendance of 75 per cent. in the program specific Personal Contact Programme (excluding Counseling) and lab component of each of the programmes and details attendance records have been maintained by the Learner Support Centre/ Regional Centre/Higher Educational Institutional.	YES 80% (Summitive)20%(Formattive) And complied	

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 & Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	YES, the similar criteria is being followed in the ODL mode	
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. summative assessment (end semester examination or term end examination): Minimum 70 per cent.	**Question paper format uploaded** (Summative 80% and Continuous 20%)	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	**Yes,** University has ordinances duly approved by Statutory body Syndicate for ODL Courses covering all aspects of examination evaluation and certification	

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	**Sample Uploaded**	
8.	A Higher Educational Institution offering a Programme in Open & 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.	Process Uploaded Question Paper setting work is being managed by the secrecy branch of the University in a similar manner as is being followed for the courses under regular mode	
9.	The examination of the programmes in Open & 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, it is being managed by the examination and evaluation unit of the university and examinationof ODL mode students is being conducted only in the university approved constituted affiliated colleges alongwith the regular mode students at similar date and time.	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	-	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	YES, by Aadhar Card details or other Government identifiers of Indian learners and Passports for International Learners along with the Roll No. Slip and Cut List issued by the University	
	(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	CCTV facilities is available in examination centres	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	**YES**	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	**YES, detail of observer uploaded**	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	YES, observer report submitted to examination branch	
13.	a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (penpaper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	**Yes,** All examination in the ODL mode is being conducted in pen and paper mode within territorial jurisdiction in the GNDU constituted and affiliated colleges only along with the regular mode similar date and time	

	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	**Yes, Examination are under the conducted the Direct control of HEI**	
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, All examination in the ODL mode is being conducted in pen and paper mode within territorial jurisdiction in the GNDU constituted and affiliated colleges only along with the regular mode similar date and time	
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, complied and the relevant document uploaded	
16	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes, complied	
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. Upload samples	Yes, complied and sample copy of degree and DMC uploaded	

	(b) Each award shall also be uploaded on the National Academic Depository	ABC ID has been created	
18	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes and sample for DMC and Degree uploaded	

4.3 Whether any examination held through online mode. **NO, all ODL examination is being conducted conventional pen and paper 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

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

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester Beginning	Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of student passed in first class
May 2021	B.Com 6th Sem.	*04*	*04*	*03*	*75%*	*75%*
May 2021	BCA 6th Sem.	*04*	*04*	*03*	*75%*	*75%*
May 2021	B.Lib 2nd Sem	*13*	*13*	*12*	*92.30%*	*92.30%*
May 2021	DCA 2nd Sem	*12*	*12*	*10*	*83%*	*83%*
May 2021	MA Eng. 4th Sem.	*19*	*19*	*19*	*100%*	*100%*
May 2021	MBA 4th Sem.	*110*	*110*	*110*	*100%*	*100%*
May 2021	MCA 4th Sem.	*14*	*14*	*14*	*100%*	*93%*
May 2021	PGDAN 2nd Sem.	*13*	*13*	*11*	*84%*	*84%*
May 2021	PGDBM 2nd Sem.	*37*	*37*	*36*	*97%*	*91%*
May 2021	PGDCA 2nd Sem.	*56*	*56*	*56*	*100%*	*100%*
May 2021	PGDJMC 2nd Sem	*13*	*13*	*12*	*92%*	*92%*

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

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.

INSERT TEXT BOX

YES , PPR for all the programmes under ODL mode has been prepared *as per the guidelines mentioned in the Regulations and duly approved by the statutory body of the University.*

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

YES, as being followed as per UGC regulations. Authority approval and sample copy is uploaded

5.3 Compliance status in respect of e-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.

INSERT TEXT BOX

YES, as being followed as per UGC regulations. Authority approval and sample copy is uploaded

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
	UG					
	BCA	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	B.Com	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	B.Lib	Head quarter, GNDU, Amritsar	01	10-12	All students	>80%
	PG	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	MA Eng	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	MBA	Head quarter, GNDU, Amritsar GNDU	02	10-12	All students	>80%

		College, Jalandhar				
	M.Com	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	MCA	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	PGD					
	PGDAN	Head quarter, GNDU, Amritsar	01	10-12	All students	>80%
	PGDCA	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	PGDBM	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%
	PGDJMC	Head quarter, GNDU, Amritsar GNDU College, Jalandhar	02	10-12	All students	>80%

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
No Learner support centre has been established in any private or affiliated colleges. HEI has the three learner support centre at its own constituted colleges GNDU College, Jalandhar, GNDU College, Pathankot

6.3 LSC wise enrollment details (Not for Private University)
   NA

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 Counsellors	Program-mes offered	Total Enrolled student.
1.	GNDU College, Jalandhar	NO, only for GNDU		GNDU, Amritsar	Government	Dr. K S Duggal	Ph.D	16	MBA, M.Com, B.Com, PGDCA, PGDBM, PGDJMC MA English	120
2	GNDU College, Pathankot	NO, only for GNDU		GNDU, Amritsar	Government	Dr. R. K. Sharma	Ph.D	04	MBA, MCA, MA Eng PGDBM	18
N.										

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.

No Science Programme offered by HEI under ODL Mode

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

6.4   Off campus details (For Deemed to be University) : NA

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	Program-mes 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 inAnnexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	From June to Sep (For July batch) University donot admit students in January batch	At the time of admission	Yes
Audio-Video Material	Uploaded on ODL website	Password provided at the time of admission	Password provided at the time of admission
Online Material	Uploaded on ODL website	Password provided at the time of admission	Password provided at the time of admission
Compute based Material	Uploaded on ODL website	Password provided at the time of admission	Password provided at the time of admission

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

a. Provide details as under:

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 (Semester wise – programmes wise)

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

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

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

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 Complied**	
	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 Complied**	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	**Yes Complied**	
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 Complied**	
5.	Programme-wise information on syllabus,	**Yes Complied**	

	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Leaning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	**Yes Complied**	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	**Yes Complied**	
8.	Information regarding all the programmesrecognised by the Commission	**Yes Complied**	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	**Yes Complied**	
10.	Complete information about 'Self Learning	**Yes Complied**	

	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	**Yes Complied**	
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 Complied**	
13.	List of the 'Examination Centres'alongwith the number of learners in each centre, for Open and Distance Learning programmes	**Yes Complied**	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	**Yes Complied**	
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 Complied**	

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	**Yes Complied**	

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 Complied**
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 Complied**
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 Complied**

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 Complied**
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	**Yes Complied**
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 Complied**
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	**Yes Complied**

	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	**Yes Complied**
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 Complied**
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,	**Yes Complied**

	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 Complied**
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 Complied**
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 Complied**
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 Complied**
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	**Yes Complied**
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 Complied**

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 Complied**
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	**Yes Complied**
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 Complied**
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 Complied**
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 Complied**
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 Complied**

	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 Complied**
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	**Yes Complied**

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 Complied

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
01	01

9.3 Complaint Handling Mechanism

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

Yes Mechanism adopted as per UGC guidelines

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)
01	01	Yes

Part – X: Innovative and Best Practices

10.1   Innovations introduced during academic year

Automation in learner support services

10.2   Best Practices of the HEI

Good teaching learning practices adopted

10.3   Details of Job Fairs conducted by the HEI

Students are encouraged to participate in placement activities conducted by University Placement cell

10.4   Success Stories of students of ODL mode of the HEI

Many students got promotion in their organization after obtaining degrees

10.5   Initiatives taken towards conversion of SLM into Regional Languages

It is in the pipeline

10.6   Number of students placed through Campus Placements

No data available as most the ODL students are working professionals

10.7   Details of Alumni Cell and its activity

It is in the pipeline

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.

Prof. (Dr.) Subheet Kumar Jain
Director
Directorate of ODL & Online Studies

Prof. (Dr.) Su⸱ ⸱t Kumar Jain
Director
Directorate of Open & Distance Learning and Online Studies
Guru Nanak Dev University, Amritsar

Prof. (Dr.) Karanjeet Singh Kahlon
Registrar.
Registrar
Guru Nanak Dev University
Amritsar.

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.