Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 31-08-2017	**Copy of the notification: View**

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	PROF. MANABENDRA BHUYAN	PROFESSOR	ELECTRONICS AND COMMUNICATIONS ENGINEERING	09-08-2018	09-08-2021
2	Member	Dr. Rajeev K Doley	Member Convener	ADMINSITRATION	31-08-2017	31-08-2020
3	Member	Prof. Dhruba K Bhattacharyya	Professor and Dean Academic Affairs	Computer Science and Engineering	31-08-2017	31-08-2020
4	Member	Prof. Debendra Chandra Baruah	Professor and Director, Internal Quality Assurance Cell, Tezpur University	Energy Management and Renewable Energy	31-08-2017	31-08-2020
5	Member	Prof. Debabrata Das	Professor and Director, Centre for Open and Distance Learning, Tezpur University	Finance	31-08-2017	31-08-2020
6	Member	Dr. Lakhi Boral	Controller of Examinations, Tezpur University	Administration	31-08-2017	31-08-2020
7	Member	Prof. Chandan Goswami	Professor and Head, Dept. of Business Administration	Marketing	31-08-2017	31-08-2020
8	Member	Dr. Asha Lata Devi	Associate Professor and Head, Dept. of Environmental Science	Forest Ecology	31-08-2017	31-08-2020
9	Member	Prof. Debendra Chandra Baruah	Professor and Head, Dept. of Energy	Energy Management	31-08-2017	31-08-2020
10	Member	Dr. Rabin Deka	Associate Professor and Head, Dept. of Sociology	Sociology of Movements	31-08-2017	31-08-2020
11	Member	Prof. B.K. Danta	Professor and Head, Dept. of English and Foreign Languages	English Literature	31-08-2017	31-08-2020

| 12 | Member | Dr. Joya Chankraborty | Professor and Head, Dept. of Mass Communication and Journalism | Information and Communication Technology | 31-08-2017 | 31-08-2020 |

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	Third Meeting of the committee of Centre for Internal Quality Assurance for ODL	Vice-Chancellor	24-09-2019	26-09-2019	**View**
2	Fourth Meeting of the committee of Centre for Internal Quality Assurance for ODL	Vice-Chancellor	17-10-2019	01-11-2019	**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	a) Availability of 24/7 telephonic student help desk services b) Immediate follow up and action is taken on any student grievance received c) All important information regarding the centre is disseminated to the learners through SMS services d) Regular email reminder services to learners for all crucial and important information e) Uploading of all necessary information regarding student services in the webpage of the ODL institute
2	Continuous improvement	a) Continuous feedback obtained from the learners on areas required for development of SLM b) Continuous adoption of new technologies and methods for providing quality student support services
3	Identification of the key areas in which the HEI should maintain quality	a) Development of Curriculum for all the programmes to be offered under ODL mode and ensuring maximum similarity of the same with the corresponding programme in regular mode b) Preparation of SLM as per guidelines established in the UGC ODL Regulations c) Student Support Services d) Examination and Evaluation matters
4	Dissemination of information on quality assurance	a) Ensuring time to time data collection related to ODL functioning and sending it to UGC for necessary information b) Uploading of necessary information on web page of the ODL institute regarding crucial information
5	Mechanisms for interaction and obtaining feedback	a) Conduct of Counselling Classes/ Contact Classes in regular specified intervals b) Availability of student feedback portal c) Availability of the dedicated CODL faculty over phone and email for interaction with the learners regarding any academic queries d) 24/7 Office helpdesk for student support services
6	Measures for qualitative improvement	a) Preparation of Self Learning Material through standard process as required by the UGC Guidelines b) Continuous feedback obtained from the learners on areas required for development of SLM
7	Ensuring Implementation of its recommendations through regular monitoring	a) Regular meeting of CIQA and action taken report from the Centre for Open and Distance Learning (CODL)
8	Ensuring Participation of stakeholders	a) Conduct of Contact Classes at regular specified intervals b) Participation of the learners in Career Counselling sessions organised by the University on time to time basis' c) Conduct of Common Orientation session for the newly admitted learners at

9	Preparation of Programme Project Report and Information regarding any new programmes launched	a) PPR is prepared as per standard procedure specified in the UGC ODL regulations 2017 and is placed for the approval of the statutory bodies of the University for consideration and approval. b) For any new programme launched, PPR is prepared by CIQA and is placed for approval of the Academic Council of the University. On approval of the same by the A.C. of the University the same, necessary actions are taken for launching the same in ODL mode.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	a) Learners feedback is collected and disseminated to CODL for improvement in the areas where it is needed.

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?	Yes	**View**
7	Whether all the learning centres were operationalized with prior approval of CIQA?	Yes	**View**
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:

a) The syllabus of the ODL programmes is kept almost similar to the corresponding programme in conventional mode b) Quality examination are conducted with utmost care and surveillance c) Standard Question Papers in equivalence to conventional mode are being set. Further Question Papers are moderated by an established committee for accuracy and standardization. d) Answer Scripts are evaluated by the faculty within the campus itself keeping the standard at par with conventional mode. Further results are scrutinized by senior faculty members for all programmes before the result declaration. e) Equal standards of difficulty level are set for the question papers of ODL mode and conventional mode f) All setting of Question Papers are being done by the in house faculty members of CODL and Tezpur University only.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended

1	Tezpur University	14-10-2019	42	
2	Tezpur University (Online mode due to covid19)	16-04-2020	80	

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	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENTAL AND DISASTER MANAGEMENT	12 Months	34	BACHELORS DEGREE IN ANY DISCIPLINE
2	July	PG Diploma	POST GRADUATE DIPLOMA IN RENEWABLE ENERGY AND ENERGY MANAGEMENT	12 Months	33	BE/B Tech/AMIE or M.Sc/ MCA
3	July	PG Diploma	POST GRADUATE DIPLOMA IN CHILD RIGHTS AND GOVERNANCE	12 Months	32	BACHELORS DEGREE IN ANY DISCIPLINE
4	January	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT	12 Months	32	BACHELORS DEGREE IN ANY DISCIPLINE
5	July	PG	MASTER OF ARTS - ENGLISH	2 Years	64	BACHELORS DEGREE IN ANY DISCIPLINE
6	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	64	BACHELORS DEGREE IN ANY DISCIPLINE
7	July	PG	MASTER OF ARTS - MASS COMMUNICATION	2 Years	64	BACHELORS DEGREE IN ANY DISCIPLINE
8	January	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENTAL AND DISASTER MANAGEMENT	12 Months	34	BACHELORS DEGREE IN ANY DISCIPLINE
9	January	PG Diploma	POST GRADUATE DIPLOMA IN RENEWABLE ENERGY AND ENERGY MANAGEMENT	12 Months	33	BE/B Tech/AMIE or M.Sc/ MCA
10	January	PG Diploma	POST GRADUATE DIPLOMA IN CHILD RIGHTS AND GOVERNANCE	12 Months	32	BACHELORS DEGREE IN ANY DISCIPLINE
11	January	PG	MASTER OF ARTS - ENGLISH	2 Years	64	BACHELORS DEGREE IN ANY DISCIPLINE

12	January	PG	MASTER OF ARTS - MASS COMMUNICATION	2 Years	64	BACHELORS DEGREE IN ANY DISCIPLINE
13	July	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT	12 Months	32	BACHELORS DEGREE IN ANY DISCIPLINE
14	January	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	64	BACHELORS DEGREE IN ANY DISCIPLINE

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 and fees during Academic Session 2019-20:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENTAL AND DISASTER MANAGEMENT	23	8500
2	July	PG Diploma	POST GRADUATE DIPLOMA IN	28	8500

			RENEWABLE ENERGY AND ENERGY MANAGEMENT		
3	January	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT	50	7500
4	January	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENTAL AND DISASTER MANAGEMENT	10	8500
5	January	PG Diploma	POST GRADUATE DIPLOMA IN RENEWABLE ENERGY AND ENERGY MANAGEMENT	14	8500
6	January	PG Diploma	POST GRADUATE DIPLOMA IN CHILD RIGHTS AND GOVERNANCE	10	8500
7	January	PG	MASTER OF ARTS - ENGLISH	9	12000
8	January	PG	MASTER OF ARTS - SOCIOLOGY	24	12000
9	January	PG	MASTER OF ARTS - MASS COMMUNICATION	9	12500
10	July	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT	60	7500
11	July	PG Diploma	POST GRADUATE DIPLOMA IN CHILD RIGHTS AND GOVERNANCE	28	8500
12	July	PG	MASTER OF ARTS - ENGLISH	23	12000
13	July	PG	MASTER OF ARTS - SOCIOLOGY	39	12000
14	July	PG	MASTER OF ARTS - MASS COMMUNICATION	25	12500
			Total	**352**	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2019-20:

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

Number of programmes: 3   Copy of the UGC recognition letter: View

Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:

Number of programmes: 3   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	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT	12 Months	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	38	22	0	60
2	July	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENTAL AND DISASTER MANAGEMENT	12 Months	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	15	8	0	23
3	July	PG Diploma	POST GRADUATE DIPLOMA IN RENEWABLE ENERGY AND ENERGY MANAGEMENT	12 Months	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	26	2	0	28
4	July	PG Diploma	POST GRADUATE DIPLOMA IN CHILD RIGHTS AND GOVERNANCE	12 Months	18-05-2018	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	12	16	0	28
5	July	PG	MASTER OF ARTS - ENGLISH	2 Years	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	7	16	0	23
6	January	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENTAL AND DISASTER MANAGEMENT	12 Months	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	6	4	0	10
7	January	PG Diploma	POST GRADUATE DIPLOMA IN RENEWABLE ENERGY AND ENERGY MANAGEMENT	12 Months	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	11	3	0	14
8	January	PG Diplom	POST GRADUATE	12 Months	18-05-2018	F.No.:1-6/2018	3	1	9	0	10

	a		DIPLOMA IN CHILD RIGHTS AND GOVERNANCE			(DEB-III)dtd 14/10/2018					
9	January	PG	MASTER OF ARTS - ENGLISH	2 Years	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	3	6	0	9
10	January	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	12	12	0	24
11	January	PG	MASTER OF ARTS - MASS COMMUNICATION	2 Years	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	5	4	0	9
12	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	21	18	0	39
13	July	PG	MASTER OF ARTS - MASS COMMUNICATION	2 Years	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	19	6	0	25
14	January	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT	12 Months	20-09-2017	F.No.:1-6/2018 (DEB-III)dtd 14/10/2018	3	32	18	0	50

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: B. BOROOAH COLLEGE

Address of College/institute where LSC is established: Ulubari, Guwahati, Assam 781007

Name of HEI to which College/institute is affiliated (where LSC is established): GAUHATI UNIVERSITY

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

Coordinator Details: DR. DIGANTA CHOUDHURY (Doctor of Philosophy) and Contact: 8638167719

Programmes offered: MASTER OF ARTS - ENGLISH

Total enrolled student: 0

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Abhigyan Prasad	DOCTOR OF PHILOSOPHY	03612457363
2	DR. JOLLY MAZUMDAR	DOCTOR OF PHILOSOPHY	03612457363
3	PRATIBHA DEVI	MASTERS OF ARTS	03612457363

2. Name of College/institute where LSC is established: DHSK COLLEGE

Address of College/institute where LSC is established: K.C. Gogoi Path, Dibrugarh, Assam 786001

Name of HEI to which College/institute is affiliated (where LSC is established): DIBRUGAH UNIVERSITY

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

Coordinator Details: DR. ADITYA DAHAL (DOCTOR OF PHILOSOPHY) and Contact: 9954481785

Programmes offered: , MASTER OF ARTS - ENGLISH

Total enrolled student: 0

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	PRATIK CHOWDHURY	MASTERS OF ARTS	9954482263
2	Dr. Madhumita Purkayastha	DOCTOR OF PHILOSOPHY	9435030404
3	Dr. Trishna Duarah Kalita	DOCTOR OF PHILOSOPHY	9854074505

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	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT	60	73	24	41.38	83.33
2	July	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONMENTAL AND DISASTER MANAGEMENT	23	26	12	34.61	44.44
3	July	PG Diploma	POST GRADUATE DIPLOMA IN RENEWABLE ENERGY AND ENERGY MANAGEMENT	28	35	14	7.69	100
4	July	PG Diploma	POST GRADUATE DIPLOMA IN CHILD RIGHTS AND GOVERNANCE	28	38	7	5.26	100
5	July	PG	MASTER OF ARTS - ENGLISH	23	29	5	17.24	20
6	July	PG	MASTER OF ARTS - SOCIOLOGY	39	47	12	25.53	83.33
7	January	PG Diploma	POST GRADUATE DIPLOMA IN ENVIRONM	10	20	10	50	90

			ENTAL AND DISASTER MANAGEME NT					
8	January	PG Diploma	POST GRADUATE DIPLOMA IN RENEWABL E ENERGY AND ENERGY MANAGEME NT	14	28	11	39.28	90.90
9	July	PG	MASTER OF ARTS - MASS COMMUNIC ATION	25	32	8	25	62.5
10	January	PG Diploma	POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEME NT	50	50	26	52	77
11	January	PG Diploma	POST GRADUATE DIPLOMA IN CHILD RIGHTS AND GOVERNAN CE	10	21	9	42.86	55.55
12	January	PG	MASTER OF ARTS - MASS COMMUNIC ATION	9	23	10	43.47	70
13	January	PG	MASTER OF ARTS - ENGLISH	9	15	5	33.33	80
14	January	PG	MASTER OF ARTS - SOCIOLOG Y	24	16	11	68.75	63.63

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

Sr No	Provision	Yes/No with explicit link 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 https://drive.google.com/fil e/d/1kdAYOEKRzMTReFE LNjnyDfok6Ecf8Pcf/view?u sp=sharing
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	No
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.

CENTRE FOR OPEN AND DISTANCE LEARNING, TEZPUR UNIVERSITY ENSURES UTMOST CARE FOR CONDUCT OF EXAMINATION. PROVISION OF CCTV FACILTY IS ESTABLISHED IN ALL THE EXAMINATION CENTRES. QUESTION PAPERS ARE DELIVERED ONLY TO THE HEAD OF THE EXAMINATION CENTRE IN A SEALED ENVELOPE WITH SEAL OF CODL, TEZPUR UNIVERSITY. REPRESENTATIVE IS DEPUTED FROM CODL, TEZPUR UNIVERSITY FOR ALL THE EXAMINATION CENTRES DURING CONDUCT OF ALL THE EXAMINATION DAYS. i. CODL, TEZPUR UNIVERSITY HAS 3 EXAMINATION CENTRES INCLUDING H.O. AND ALL THE 3 EXAMINATION CENTRES ARE INSPECTED DURING EXAMINATION. ii. NIL CASES OF USE OF UNFAIR MEANS IS REPORTED FROM ALL THE 3 CENTRES. iii.DISCIPLINARY ACTION DOES NOT ARISE IN WAKE OF THE ABOVE POINT iv. OBSERVER APPOINTED FOR: AUTUMN 2019 SESSION a. GUWAHATI EXAMINATION CENTRE: NAME- PROF. RAMESH CHANDRA DEKA, DEPARTMENT OF CHEMISTRY, TEZPUR UNIVERSITY b. DIBRUGARH EXAMINATION CENTRE: NAME - PROF. PRANJAL BEZBORAH, DEPARTMENT OF COMMERECE, DIBRUGARH UNIVERSITY OBSERVER APPOINTED FOR: SPRING 2020 SESSION a. GUWAHATI EXAMINATION CENTRE: NAME- PROF. ARUP SAIKIA, DEPARTMENT OF GEOGRAPHY, GUWAHATI UNIVERSITY b. DIBRUGARH EXAMINATION CENTRE: NAME- DR. KUMUD CH. GOSWAMI, DEPARTMENT OF COMMERECE, DIBRUGARH UNIVERSITY v. OBSERVER REPORTS- The appointed observersreported all satisfactory conduct of the examination in both the centres.

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 - ENGLISH
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	DR. SUCHIBRATA GOSWAMI (ASSISTANT PROFESSOR)	Contractual	09-08-2017	Teaching: 180 Months Industrial: 0 Months	36000

2. MASTER OF ARTS - SOCIOLOGY
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	MS ANKITA BHATTACHARYYA (ASSISTANT PROFESSOR)	Contractual	20-02-2018	Teaching: 32 Months Industrial: 0 Months	36000

3. MASTER OF ARTS - MASS COMMUNICATION
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	Dr MADHUSMITA BORUAH (ASSISTANT PROFESSOR)	Contractual	03-12-2018	Teaching: 23 Months Industrial: 0 Months	36000

4. MASTER OF ARTS - ENGLISH
Academic Session: January   Level: PG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. SUCHIBRATA GOSWAM (ASSISTANT PROFESSOR)	Contractual	09-08-2017	Teaching: 180 Months Industrial: 0 Months	36000

5. MASTER OF ARTS - SOCIOLOGY
Academic Session: January   Level: PG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	MS ANKITA BHATTACHARYYA (ASSISTANT PROFESSOR)	Contractual	20-02-2018	Teaching: 32 Months Industrial: 0 Months	36000

6. MASTER OF ARTS - MASS COMMUNICATION
Academic Session: January   Level: PG   No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR MADHUSMITA BORUAH (ASSISTANT PROFESSOR)	Contractual	03-12-2018	Teaching: 23 Months Industrial: 0 Months	36000

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.

Self-Learning Materials in form of Multiple Media- As per UGC (ODL) Regulations 2017 Preparation of Audio Visual Materials, Online Material and Computer Based Material is on the process for the programmes offered under ODL mode as per the standards specified in the regulation Curriculum and Pedagogy: Quality Standards- Curriculum of the programmes so offered under ODL mode is being in consistency with the mission and vision of Centre For Open and Distance Learning, Tezpur University. While preparing the same, a note of the UGC Model curriculum is also being kept. The curriculum is well defined in structure and it is ensured that the content is reliable and justified with the learning outcomes. Further, credit value, corresponding no. of home assignments and no. of counselling hours for each course is well defined as per UGC guidelines all the programmes offered under ODL mode

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.

The Self Learning Materials for the ODL programmes are prepared through a standard process which is as mentioned below: - a) Initially an SLM advisory committee is formed by the CIQA consisting of senior faculty members from the offering department and CODL b) The committee so formed select Contributors and Editors for writing and editing the SLMs and obtained approval from the competent authorities. c) Contributors are appointed from amongst the internal as well as external experts in the area. d) After editing and formatting of the SLMs ,Advisory committee recommends them to CIQA after careful examination of the quality and content. d) The same is placed with the Academic Council of the University for consideration and approval.

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.

1) PPR is prepared in the CODL in collaboration with the faculty at offering department . It is then presented to the B.O.S. in the department concerned with the external experts comments. 2) On approval from the B.O.S. the same is placed with the School Board for approval 3) Once approved by the School Board the same is endorsed to the CIQA 4) CIQA after careful examination of the same forwards it to the Academic Council for consideration and approval. 5) Academic Council finally after deliberate discussions, approves the PPR.

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.

For setting up the Learner Support Centres of Centre For Open and Distance Learning, Tezpur University, Tezpur University initially has prepared a set of guidelines, for establishment and operations of the LSC's. They are being prepared keeping in view the UGC ODL regulations 2017 by CIQA and is placed before the A.C. for approval of the same. An "Expression of Interest" is published across local and national dailies inviting interest from College or Institute affiliated to a recognised university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same broad area. On receipt of the proposals from such interested institutions, the same are being scrutinized and further data is sought from the selected institutions whose proposals are being considered by the CIQA. On receipt of the required information, a physical visit is being made by the authorities of the Centre for verification of the submitted data. On successful verification of the LSCs the list is being prepared by CIQA and sent to the statutory bodies of the University for approval. After receipt of the approval, list of such selected Learner Support Centre as approved are submitted to the University Grants Commission before operationalising them. Centre For Open and Distance Learning, Tezpur University on receipt of approval form UGC makes necessary appointments with defined honorarium structure in the approved LSC's .

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.

Centre For Open and Distance Learning, Tezpur University has in place a well defined grievance redressal mechanism. A dedicated portal for submission of such grievance is being developed and is displayed in the web Page of the Centre. Learners are being made aware about presence of this portal through mail communications during every new admission session. Further during contact classes, the learners are also advised by the centre authorities to submit their suggestions/feedback/complaints if any through this portal for further necessary action by the Centre. The Centre on receipt of any such grievance has in place a standard process for resolving the same. The same is detailed below: 1) On receipt of any grievance the validity of the complainant is being verified. 2) The student help desk after successful verification forwards the grievance to the Assistant Registrar who is in charge of the matter with a defined time frame of 2 days for resolution. 3) If the grievance is resolved, the same is being communicated to the learner concerned with the resolution provided and is further advised that in case he/she is not satisfied the same must be communicated back to the office. 4) If the grievance is not resolved within 2 days, the same is being escalated to the Director,CODL who after conducting necessary investigation, initiates appropriate action for immediate resolution of the same within 7 days from the receipt of the complaint. 5) The Director,CODL further resolves the issue and communicates the same to the concerned learner via the same method through which the complaint was received. In the entire process of resolving and handling the problem the confidentiality of the complainant is maintained to the possible extent. The concerned learner is also kept informed about the progress of the complaint via his registered mail.

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.	Yes
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 - 11.2: Observer Report

View

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	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
4	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
5	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
6	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
7	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
8	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
9	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
10	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
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	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
14	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

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

Centre for Open and Distance Learning, Tezpur University, has stepped forward and has began use of ICT technologies for reaching out to all learners of the institution by preparation of Audio Video lectures on different important topics under its PG programmes. The same are being made available to its learners through its YouTube channel and home web page. The Centre has further, fully digitized its examination and other related

fee collection processes, in addition to its already existing online collection system of admission fees. Further, the Centre has also introduced conduct of intensive doubt clearing sessions in online mode through regular classes with its admitted learners by the dedicated faculty members of the Centre, in addition to the conduct of mandatory counseeling sessions.

ii) Give Best Practices of Institution

The Centre for Open and Distance Learning strives to fulfil certain benchmark since its inception. Some of the best practices of the Centre are : 1. Preparing the learners for the ongoing semester activities through counselling in the beginning of the semester. In the counselling preparation of assignment papers and Project proposal and final reports are demonstrated by experts and project guides. 2. Updation of SLM in conformation with UGC, ODL Regulation, 2017 where experts from STRIDE, IGNOU gave hands on training to the content writers. This will be done in regular interval as and when required. 3. Taking student feed back at the end of the semester, as done in regular mode. At CODL, online feedback is accepted. 4. Physical verification of answer scripts by learners 5. CODL learners are connected with the Placement Cell of Tezpur University where they can do registration online for placement related information. At our part CV of the interested students are collected and forwarded to Placement Cell and information related to campus drive is notified accordingly

iii) Any other Information

CODL initiates following collaborations in the year 2019-20: Centre for Open and Distance Learning, Tezpur University, in collaboration with State Institute of Panchayat and Rural Development (under Govt. of Assam) is planning for offering 1 year Diploma Programme in Panchayati Raj and Rural Development and related formalities are in progress. 2. Further, CODL is in talks with Quality Council of India for offering 2 new PG Diploma programmes in Hospitality and Quality Management.
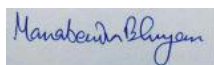
Part - 14: Plan of Institution for next year

1. Centre for Open and Distance Learning, Tezpur University in collaboration with State Institute of Panchayat and Rural Development under the Department of Panchayat and Rural Development, Government of Assam is planning to launch a 1 year Diploma programme in Panchayati Raj and Rural Development. Necessary formalities and preparation of the curriculum is under process. 2. The Centre has also collaborated with Teaching and Learning Centre, Tezpur University regarding conduct of workshops on various curriculum and pedagogy development and related to structuring of courses for online delivery of programmes. 3. Further the Centre has also planned for On-line course delivery, and On-line learner assessment system and quality assurance practices of e-learning programmes in collaboration with Teaching and Learning Centre, Tezpur University. 4. The centre is also on the process to launch fully online MA programmes in the areas of English, Sociology and Mass Communication to attract more learners from across the country.

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.
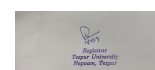
Signature of the Director:	*Manabendra Bhuyan*	**Signature of the Registrar:**	
Name of the Director:	Prof. Manabendra Bhuyan	**Name of the Registrar:**	Dr. Biren Das
Seal of the Director:	Director Centre for Internal Quality Assurance	**Seal of the Registrar:**	
Date of the Director:	13-07-2021	**Date of the Registrar:**	13-07-2021