

# Centre for Internal Quality Assurance (2019-20)

## Part - 1: Centre Details and Initiatives

### 1.1 Notification of Centre:

Date of the notification: 10-01-2019	Copy of the notification: <a href="#">View</a>
--------------------------------------	--

### 1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Prof. Dr. Raj K Dhar	Director	PhD	01-03-2020	31-03-2021

### 1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	2	Director ODL	05-08-2020	28-11-2020	<a href="#">View</a>

### 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	Quality ensured in making SLMs an in content delivery system.
2	Continuous improvement	E-learning material under 4 quadrants made available on HEI's ODL Moodle
3	Identification of the key areas in which the HEI should maintain quality	In SLMs, content delivery mechanism, examination system, infrastructural aspects
4	Dissemination of information on quality assurance	All the information is uploaded on the distance.geu.ac.in website
5	Mechanisms for interaction and obtaining feedback	The student feedback on curriculum, quality of SLMs and content delivery taken through google forms.
6	Measures for qualitative improvement	The HEI ensures robust academic planning procedures, ensures academic viability of the programs and quality deliverance of the ODI programs and the outcome attainments.
7	Ensuring Implementation of its recommendations through regular monitoring	Yes, The HODs and the department Board of Study periodically reviews the curriculum, the quality of SLMs counselling sessions and examination format.
8	Ensuring Participation of stakeholders	The students, the faculty and the parents are involved.
9	Preparation of Programme Project Report and Information regarding any new programmes launched	Yes
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	Yes

### 1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	<a href="#">View</a>
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	<a href="#">View</a>
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	<a href="#">View</a>
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	<a href="#">View</a>
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	<a href="#">View</a>
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	<a href="#">View</a>
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	<a href="#">View</a>
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	<a href="#">View</a>
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	<a href="#">View</a>

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

(1) Approval of Syllabus in BoS and Academic Council (2) SLM design scientifically after organising SLM workshop. (3) Examination pattern of both Conventional and ODL Modes are the same. (4) The curriculum of conventional and ODL mode are the same.

### 1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Graphic Era Deemed to be University	06-07-2020	26
2	Graphic Era Deemed to be University	16-11-2020	100

### 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	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	96	12th Pass with any Stream
2	January	UG	BACHELOR OF COMMERCE	3 Years	96	12th Pass with any Stream
3	January	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	98	12th Pass with Mathematics as a subject

**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	No
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	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	17	25000
2	January	UG	BACHELOR OF COMMERCE	10	25000
3	January	UG	BACHELOR OF COMPUTER APPLICATIONS	1	25000
			<b>Total</b>	<b>28</b>	

**Part - 2: Programme Recognition and Admission Details**

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

<b>Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:</b>	
Number of programmes: 1	Copy of the UGC recognition letter: <a href="#">View</a>
<b>Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:</b>	

**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	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	24-10-2019	F.No. 31-1/2018 (DEB II)	0	15	2	0	17
2	January	UG	BACHELOR OF COMMERCE	3 Years	24-10-2019	F.No. 31-1/2018 (DEB II)	0	6	4	0	10
3	January	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	24-10-2019	F.No. 31-1/2018 (DEB II)	0	0	1	0	1

**2.3 LSC wise enrolment details:****1. Name of College/institute where LSC is established: NA**

Address of College/institute where LSC is established: Clement town, Dehradun

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

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

Coordinator Details: Dr. Khyati Kapil (Phd) and Contact: 9759254380

Programmes offered: BACHELOR OF BUSINESS ADMINISTRATION

Total enrolled student: 17

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	Miss Taruna Sabharwal	MBA	9084688044
2	Joshita Srivastva	M.Com	9958976074

**2. Name of College/institute where LSC is established: N.A**

Address of College/institute where LSC is established: Clement town, Dehradun

Name of HEI to which College/institute is affiliated (where LSC is established): N.A

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

Coordinator Details: Dr. Preeti (PhD) and Contact: 8700603780

Programmes offered: , BACHELOR OF COMPUTER APPLICATIONS

Total enrolled student: 1

No. of Counsellors: 1

Sr No	Counsellor Name	Qualification	Contact Details
1	Mridul Agarwal	MCA	9359207030

**3. Name of College/institute where LSC is established: NA****Address of College/institute where LSC is established:** Clement town, Dehradun**Name of HEI to which College/institute is affiliated (where LSC is established):** NA**Whether the College/institute is private or Govt (where LSC is established):** Private**Coordinator Details:** Dr. Ambica Mani (PhD) and Contact: 9012569843**Programmes offered:** , BACHELOR OF COMMERCE**Total enrolled student:** 10**No. of Counsellors:** 2

Sr No	Counsellor Name	Qualification	Contact Details
1	Rakesh Pandita	B.A	9419258321
2	Shweta Sharma	B.Com	7903223454

**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	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	17	17	17	100	10
2	January	UG	BACHELOR OF COMMERCE	10	10	10	100	2
3	January	UG	BACHELOR OF COMPUTER APPLICATIONS	1	1	1	1	100

**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 <a href="https://www.geu.ac.in/content/geu/en/distance-education.html">https://www.geu.ac.in/content/geu/en/distance-education.html</a>
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes

6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	No

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

- i) No. of examination centres inspected during 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.

1) The HEI has only one examination centre. 2) HEI received the approval to run undergraduate programme in Jan 2020 Session. Due to the pandemic contact program sessions were held online through MS Teams and Examination was also held online on HEI's exam portal, exam.geu.ac.in. 3) There was no cases of disciplinary action. 4) The IT Team of the HEI's, coordinators and counselors supervised .

## Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of 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. BACHELOR OF BUSINESS ADMINISTRATION Academic Session: January Level: UG No. of Fulltime Dedicated Faculty: 4					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Khyati Kapil (Associate Professor)	Regular	17/08/2020	Teaching: 150 Months Industrial: 24 Months	60000
2	Dr. Bindu Sharma (Professor)	Regular	24/12/2018	Teaching: 132 Months Industrial: 48 Months	105000

3	Dr. Abhishek Negi (Associate Professor)	Regular	24/12/2018	Teaching: 156 Months Industrial: 36 Months	72292
4	Chirag Singhal (Assistant Professor)	Regular	13/12/2019	Teaching: 144 Months Industrial: 24 Months	55000

2. BACHELOR OF COMPUTER APPLICATIONS Academic Session: January Level: UG No. of Fulltime Dedicated Faculty: 2					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Umesh Tiwari (Associate Professor)	Regular	29/08/2019	Teaching: 144 Months Industrial: 0 Months	70000
2	Dr. Dinesh Chandra Dobhal (Associate Professor)	Regular	24/12/2018	Teaching: 180 Months Industrial: 0 Months	70000

3. BACHELOR OF COMMERCE Academic Session: January Level: UG No. of Fulltime Dedicated Faculty: 2					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Shipra Aggarwal (Associate Professor)	Regular	24/12/2018	Teaching: 168 Months Industrial: 0 Months	65000
2	Dr. Ranjit Mukherjee (Associate Professor)	Regular	24/12/2018	Teaching: 168 Months Industrial: 60 Months	61560

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

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

(1) Learning Material : SLM of all courses in each of the 3 UG Programmes and 2 PG Programmes have been prepared and sent to learners (2) Audio-Video Material: Video lectures have been prepared Unit-wise for UG Programmes - link (45.116.207.220/moodle) (3) Online Material : SLM texts for 3 UG and 2 PG Programmes have been uploaded in the University Website in PDF format. All these materials are Open Educational Resources (OER) and can be downloaded free of cost. (4) Curriculum and Pedagogy: All the courses in each of the programmes offered at the UG and PG levels have been prepared by subject experts and approved by the respective Board of Studies and Academic Council. However, quality improvements in the design of the curriculum is being undertaken.

## 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.

(1) Self Learning Material (SLM) have been developed on the basis of Guidelines provided by experts of Board of Studies of each department. These experts are drawn from the field of academics, industry and research organisations. The SLMs are approved by Academic Council of the HEI.

## 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.

The process followed by the Graphic Era to ensure that PPRs are prepared as per the UGC (ODL) Regulations 2017 are as follows: (1) The PPR including syllabus of a particular Programme is first prepared by the respective department on the direction of the Vice Chancellor. (2) Draft PPR is received by the DDE from the concerned department. (3) The Draft PPR is submitted to the CIQA for review and academic audit and enlisting suggestions if any which is corrected/updated by the concerned department. (4) The CIQA then submits the approved draft to the Directorate of Distance and Online Education. (5) The DDE then calls for the Board of Studies (Statutory Authority) for approval of the PPR including the syllabus. (6) After approval of Board of Studies (BoS) the PPR is then submitted to the Academic Council (Statutory Authority) for ratification and approval. (7) The approved PPR including syllabus is then presented in the Board of Management (Statutory Authority) for its approval (8) The Approved PPRs are received by the Directorate for execution and adoption in the forthcoming academic session.

## 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.

(1) The Graphic Era is a Deemed-to-be-University and hence its ODL Programmes run are run as per UGC (ODL) Regulations 2017 which are functioning from its headquarters ONLY. (2) A Learner Support Centre (LSC) has been established by HEI at its headquarters which came into existence from the beginning of the establishment of Directorate of Distance and Online Education.

## 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.

(1) An online grievance redressal portal has been created with the link <https://www.geu.ac.in/content/geu/en/grievance-redressal.html>. (2) A Grievance Redressal Form is also uploaded in pdf format in the Institute's website. (3) A 8-member Grievance Redressal Cell (GRC) has been established to look into matters of students complaints. The same was established with the due approval of the Competent Authority. (3) Till date no complaint has been received. .

## 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 <b>separately</b> 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 <b>no part of the syllabus is left out of study by a learner</b>	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 <b>Closed-Circuit Television (CCTV)</b> 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 <b>videography</b> 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.	Yes
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

(1) Established a Digital Studio for preparation and editing of Video Lectures as part of Learner Support Services and reference material for the ODL Learners (2) Feed back form developed for Self Learning Material

### ii) Give Best Practices of Institution

(1) Conducted annual workshop among of the academicians associated with Distance Learning on issues pertaining to Distance Education. (2) Online Seminars conducted wherein the students made presentations on the topics allotted to them.

### iii) Any other Information

None.

## Part - 14: Plan of Institution for next year

The Academic Calendar for the Session 2021 has been prepared and uploaded under the Quality Assurance 1.5.

## 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.**

<b>Signature of the Director:</b>		<b>Signature of the Registrar:</b>	
<b>Name of the Director:</b>	Dr. Raj K Dhar	<b>Name of the Registrar:</b>	Omkar Nath Pandit
<b>Seal of the Director:</b>		<b>Seal of the Registrar:</b>	
<b>Date of the Director:</b>	31-03-2021	<b>Date of the Registrar:</b>	31-03-2021