

# Centre for Internal Quality Assurance (2019-20)

## Part - 1: Centre Details and Initiatives

### 1.1 Notification of Centre:

Date of the notification: 19-12-2008	Copy of the notification: <a href="#">View</a>
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### 1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr. Kapil Khatter	Professor	Finance and Law	19-12-2008	30-06-2020

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

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	1	Academic Council	05-07-2019	14-10-2019	<a href="#">View</a>
2	2	Academic Council	09-01-2020	01-02-2020	<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	Action taken on the basis of feedback of learners
2	Continuous improvement	Improved according to the suggestions of Learners and CIQA members
3	Identification of the key areas in which the HEI should maintain quality	Registration process of learners, Self Learning Material,
4	Dissemination of information on quality assurance	information provided to learners and CIQA members
5	Mechanisms for interaction and obtaining feedback	online mode is used for interaction and feedback
6	Measures for qualitative improvement	Improvement in SLM and registration process
7	Ensuring Implementation of its recommendations through regular monitoring	Ensured regular monitoring of academic and non-academic activities
8	Ensuring Participation of stakeholders	feedback of various stakeholders are taken into consideration by CIQA
9	Preparation of Programme Project Report and Information regarding any new programmes launched	Program Project Reports are prepared
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	Reliable statistics is maintained by CIQA

### 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?	No	-
7	Whether all the learning centres were operationalized with prior approval of CIQA?	Yes	<a href="#">View</a>
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:

Admission criteria and pass/fail criteria of ODL programmes and conventional mode programmes are same to maintain the quality of ODL programmes.
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### 1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	jagannath university jaipur	01-11-2019	189
2	jagannath university, jaipur	16-03-2020	133

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

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	120	Senior Secondary from approved board
2	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	98	Senior Secondary from approved board
3	July	PG	MASTER OF COMPUTER	3 Years	98	Graduation (any stream) from UGC

			APPLICATIONS			approved university
4	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	84	Graduation (Any stream) from UGC approved university
5	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	120	Senior Secondary from approved board
6	January	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	98	Senior secondary from approved board
7	January	PG	MASTER OF COMPUTER APPLICATIONS	3 Years	98	Graduation (Any stream) from approved university
8	January	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	84	Graduation (any stream) from UGC approved university

**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	UG	BACHELOR OF BUSINESS ADMINISTRATION	30	57000
2	July	UG	BACHELOR OF COMPUTER APPLICATIONS	30	57000
3	July	PG	MASTER OF BUSINESS ADMINISTRATION	120	50000
4	July	PG	MASTER OF COMPUTER APPLICATIONS	30	50000
5	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	7	57000
6	January	UG	BACHELOR OF COMPUTER APPLICATIONS	10	57000
7	January	PG	MASTER OF BUSINESS ADMINISTRATION	164	50000
8	January	PG	MASTER OF COMPUTER APPLICATIONS	7	50000
			<b>Total</b>	<b>398</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: 4	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>	
Number of programmes: 4	Copy of the UGC recognition letter: <a href="#">View</a>

### 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	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October,	1	24	6	0	30

						2018					
2	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October, 2018	1	24	6	0	30
3	July	PG	MASTER OF COMPUTER APPLICATIONS	3 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October, 2018	1	24	6	0	30
4	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October, 2018	1	69	51	0	120
5	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October, 2018	1	7	0	0	7
6	January	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October, 2018	1	8	2	0	10
7	January	PG	MASTER OF COMPUTER APPLICATIONS	3 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October, 2018	1	7	0	0	7
8	January	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	19-12-2008	F.No.6-4/2018(DEB-III) DATED 16 August, 2018 and 18 October, 2018	1	110	54	0	164

### 2.3 LSC wise enrolment details:

**1. Name of College/institute where LSC is established:** Jagannath university, jaipur

**Address of College/institute where LSC is established:** NH-12, Chaksu Bypass, Tonk Road, Jaipur

**Name of HEI to which College/institute is affiliated (where LSC is established):** Jagannath University, Jaipur

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

**Coordinator Details:** Suraj yadav (M. Tech (CS)) and Contact: 9587949050

**Programmes offered:** BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF COMPUTER APPLICATIONS, MASTER OF COMPUTER APPLICATIONS, MASTER OF BUSINESS ADMINISTRATION

**Total enrolled student:** 825

**No. of Counsellors: 8**

Sr No	Counsellor Name	Qualification	Contact Details
1	shashi sharma	M. Tech (Civil)	6375863646
2	Kritika Gautam	BBA	8005543436
3	Maniesh Khandelwal	M. Tech (CS)	9887376933
4	Nandan Singh	MCA	9929017232
5	Deepika Gupta	B.Sc.	9521639540
6	Sachin Swami	B. Tech	9680088142
7	Gaurav Batra	B. Tech	9024563277
8	Pawan Sharma	M.Sc.	6375171028

### 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	UG	BACHELOR OF BUSINESS ADMINISTRATION	30	20	30	35	25
2	July	UG	BACHELOR OF COMPUTER APPLICATIONS	30	10	30	80	30
3	January	PG	MASTER OF BUSINESS ADMINISTRATION	164	91	164	80	60
4	July	PG	MASTER OF COMPUTER APPLICATIONS	30	3	30	33	33
5	July	PG	MASTER OF BUSINESS ADMINISTRATION	120	120	120	60	40
6	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	7	6	7	50	20
7	January	UG	BACHELOR OF COMPUTER APPLICATIONS	10	10	10	60	30
8	January	PG	MASTER OF COMPUTER APPLICATIONS	7	3	7	33	33

### 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.sdiju.in/wp-content/uploads/2020/05/D ECLARATION-2.pdf">https://www.sdiju.in/wp-content/uploads/2020/05/D ECLARATION-2.pdf</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	Yes

### 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.

Jagannath university has only one examination center which is in its headquarter at NH-12, Chaksu bypass, Tonk road, Jaipur. Professor Shilpi Khandelwal was appointed as Observer for end term examinations. No unfair means cases were found in end-term examinations. Report is attached.

## Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - V 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: July		Level: UG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	Smita Kaushik (Assistant Professor)	Regular	01/07/2018	Teaching: 120 Months Industrial: 00 Months	40000		
2	Rahul Sharma (Assistant Professor)	Regular	01/07/2018	Teaching: 48 Months Industrial: 120 Months	36000		
3	yogita bindal (Assistant prof.)	Regular	01/07/2018	Teaching: 24 Months Industrial: 24 Months	36000		

2. BACHELOR OF COMPUTER APPLICATIONS		Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	Hukum Saini (Assistant Professor)	Regular	01/07/2016	Teaching: 146 Months Industrial: 12 Months	40960		
2	Ashish Vyas (Assistant professor)	Regular	01/07/2018	Teaching: 24 Months Industrial: 24 Months	36000		

3. MASTER OF COMPUTER APPLICATIONS		Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	ashish kumar mishra (Assistant Professor)	Regular	01/07/2018	Teaching: 24 Months Industrial: 24 Months	36000		
2	vijay mohan shrimal (Assistant Professor)	Regular	16/08/2019	Teaching: 156 Months Industrial: 00 Months	36000		

4. MASTER OF BUSINESS ADMINISTRATION		Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary		
1	Dr. Deepika Taparia (Assistant Professor)	Regular	24/09/2019	Teaching: 84 Months Industrial: 00 Months	36000		
2	Pooja Kudesia (Assistant Professor)	Regular	01/06/2018	Teaching: 168 Months Industrial: 48 Months	44500		
3	Swati Chaturvedi (Assistant Professor)	Regular	01/07/2018	Teaching: 168 Months Industrial: 12 Months	41000		

5. BACHELOR OF BUSINESS ADMINISTRATION		Academic Session: January		Level: UG		No. of Fulltime Dedicated Faculty: 3	
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Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Smita Kaushik (Assistant Professor)	Regular	01/07/2018	Teaching: 120 Months Industrial: 00 Months	40000
2	Rahul Sharma (Assistant Professor)	Regular	01/07/2018	Teaching: 48 Months Industrial: 120 Months	36000
3	Yogita Bindal (Assistant Professor)	Regular	01/07/2018	Teaching: 24 Months Industrial: 24 Months	36000

6. 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	Hukum Saini (Assistant Professor)	Regular	01/07/2016	Teaching: 146 Months Industrial: 12 Months	40960
2	Ashish Vyas (Assistant Professor)	Regular	01/07/2018	Teaching: 24 Months Industrial: 24 Months	36000

7. MASTER OF COMPUTER APPLICATIONS Academic Session: January Level: PG No. of Fulltime Dedicated Faculty: 2					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Ashish Kumar Mishra (Assistant Professor)	Regular	01/07/2018	Teaching: 24 Months Industrial: 24 Months	36000
2	Vijay Mohan Shrimal (Assistant Professor)	Regular	16/08/2019	Teaching: 156 Months Industrial: 00 Months	36000

8. MASTER OF BUSINESS ADMINISTRATION Academic Session: January Level: PG No. of Fulltime Dedicated Faculty: 3					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Deepika Taparua (Assistant Professor)	Regular	24/09/19	Teaching: 84 Months Industrial: 00 Months	36000
2	Pooja Kudesia (Assistant Professor)	Regular	01/06/2018	Teaching: 168 Months Industrial: 48 Months	44500
3	Swati Chaturvedi (Assistant Professor)	Regular	01/07/2018	Teaching: 168 Months Industrial: 12 Months	41000

## 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.

Jagannath University has fulfilled the quality assurance guidelines of Annexure VII of UGC (ODL) Regulations 2017 regarding Self Learning Material.

## 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.**

As per Annexure VIII of UGC (ODL) Regulations, 2017, background of learners and learning needs were kept into mind while preparing self learning material. Examples and illustrations were included in study materials for the ease of learners for understanding the topics. study tips and self assessment questions were also included in study materials.

### **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.**

Program Project Report of each program was prepared before commencement of program and it was duly approved by the Academic Council in its 30th Meeting.

### **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.**

Jagannath University has its Learner support center at its head quarter only. The address of which is situated at NH-12, chaksu bypass, tonk road, Jaipur. Jagannath University has no other learner support centre outside its headquarter.

### **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.**

A separate committee for Grievance Redressal is constituted by CIQA. As and when grievance is received, the committee investigate it and insist LSC coordinator to resolve the grievance as soon as possible at the point of origin. it is the responsibility of convener to monitor the progress and timely resolve the matter.

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

<b>Sr No</b>	<b>Provision</b>	<b>Whether being complied Yes/No</b>
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

Due to the pandemic conditions of covid-19, jagannath university has started online examinations for the learners so that their programs should be completed on proper time.

### ii) Give Best Practices of Institution

Following best practices are followed by Jagannath university- 1. Proper self assessment questions are provided in SLM to learners in each course. 2. case studies are provided to students for making them more employable. 3. Timely conduction of examinations and declaration of result is followed. 4. Placement assistance is provided to learners by training and placement cell of university.

### iii) Any other Information

A workshop on "SUCCESS MANTRAS" was organized by School of Distance Learning, Jagannath University on 15th Feb 2020 for learners of all programmes. Resource person for this workshop was Dr. Anil Mehta, Retired Professor, University of Rajasthan gave a presentation to all the learners which was appreciated by all learners and CIQA Members.

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

The Institution is planning to conduct more workshops and seminars for learners in next year. Institution is planning to improve learning experiences of learners.

## DECLARATION

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

**Signature of the Director:**

**Signature of the Registrar:**

**Name of the Director:** Prof. Kapil Khatter

**Name of the Registrar:** Tanmay Pattanayak

**Seal of the Director:**

**Seal of the Registrar:**

**Date of the Director:** 30-03-2021

**Date of the Registrar:** 30-03-2021