

Annual Report

OF

**CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)**

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2022-23

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Part – I: General Information**1.1 Date of notification of the Centre (attach a copy of the notification): 23.02.2023**

https://drive.google.com/file/d/1OedOVIEBEDSBz7Vvk-LA343-ZOt0lrSNI/view?usp=drive_link

1.2 Details of Director, CIQA

- **Name : Professor. (Dr.) Subhratanu Bhattacharya**
- **Qualification: M.Sc., Ph.D.**
- **Appointment Letter and Joining Report: Upload**

https://drive.google.com/file/d/1DVpfoxWrq_ghNNdINzxSHaVYtc5QNI-z/view?usp=drive_link

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Manas Kumar Sanyal, M.Tech, Ph.D.	CSE (Computer Science)	23.02.2023
b.	Three Senior teachers of HEI	Member 1	Prof. Sumit Mukherjee M.A., Ph.D.	Political Science	23.02.2023
		Member 2	Prof. P.S Mukhopadhyay, M.Lib.I.Sc, Ph.D.	Library and Information Science	23.02.2023
		Member 3	Prof. (Dr.) Utpal Biswas M.Sc., Ph.D.	Computer Science	23.02.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4 Head Department of Zoology	Prof. (Dr.) Subhankar Kumar Sarkar M.Sc., Ph.D.	Zoology	23.02.2023
		Member 5 Head Department of Bengali	Prof. (Dr.) Sanjit Mondal M.A., Ph.D.	Bengali	23.02.2023
		Member 6 Head Department of Mathematics	Prof. (Dr.) Samaresh Pal M.Sc., Ph.D.	Applied Mathematics	23.02.2023

d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. (Dr.) Sanat Kr. Ghosh M.A., B.Ed., Ph.D.	Educational Psychology	23.02.2023
		Member 8	Prof. (Dr.) Anirban Ghosh M.Com, MBA, Ph.D.	Finance	23.02.2023
e.	Officials from departments of HEI • Administration • Finance	Member 9 Pro- Vice-Chancellor	Prof. (Dr.) Goutam Paul M.Sc., M.Phil., Ph.D., D.Sc.	Physiology	23.02.2023
		Member 10 Registrar	Dr. Debansu Ray M.Sc., Ph.D.	Economics	23.02.2023
		Member 11 Finance Officer	Mr. Mridul Kundu M.Com	Finance	23.02.2023
		Member 12 Controller of Examinations	Dr. Bimalendu Biswas M.Com, MBA, Ph.D.	Finance	23.02.2023
		Member 13 Assistant Director (Online Education)	Mr. Ambar Mazumder MBA	Business Administration	23.02.2023
f.	Director, CIQA	Member Secretary	Prof. Subhratanu Bhattacharya M.Sc., Ph.D.	Physics	23.02.2023

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

If No, reason thereof

Yes

1.4 Number of meetings held and its approval

a. No. of meetings held every year: 1 (one)

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	13/03/2023	1	https://drive.google.com/file/d/1zQ7Bjogw9uRxCAT4PsyrbwuUm_6ZuU/view?usp=drive_link	Yes

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

From <Month, Year> academic session: NA

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
N.												

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

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

From <Month, Year> academic session: NA

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
N.												

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:

NIL

From <Month, Year>academic session: NA

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission

Order: NIL

From <Month, Year>academic session: NA

Sr. No.	Under Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.9 Number of programmes started at Postgraduate Degree Programmes as per Commission Order: Eight

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans- gender)			
								M	F	TG	Total
1.	M.A. in Bengali	2 Years	64	10+2+3	10,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	25	166	913	--	1079
2.	M.A. in English	2 Years	64		10,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	25	127	253	--	380
3.	M.A. in History	2 Years	64		10,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	25	356	845	--	1201
4.	M.A. in Education	2 Years	64		10,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	25	160	496	--	656
5.	M.Sc. in Zoology	2 Years	64		40,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	1	66	108	--	174
6.	M.Sc. in Botany	2 Years	64		40,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	1	49	99	--	148
7.	M.Sc. in Mathematics	2 Years	64		16,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	1	132	103	--	235
8.	M.Sc. in Geography	2 Years	64		40,300	F.No. 21-78/2020 (DEB-III) Dated: 05 th August, 2021	1	73	152	--	225

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA: -

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	<p>CIQA has adopted following measures to improve and maintain quality in the services provided to the learners.</p> <ul style="list-style-type: none"> ✓ All courses are running according to Well published Road Map. ✓ All courses are running according to well-structured curriculum designed by the department and approved by the respective Post Graduate Board of Studies followed by the Executive council of the University. ✓ Regular attendance during PCP. ✓ Interactive PCP Classes in well-furnished class room with Audio Visual System ✓ Setup of laboratories as per the new CBCS curriculum ✓ 2 phases internal assessment for each semester. ✓ 7 days Library facilities ✓ Computer lab with internet ✓ Orientation Programme of the students in presence of Hon'ble Vice-Chancellor. ✓ Distribution of Self Learning Materials to the Learners both in print and digital versions before commencement of Each Semester. ✓ Dissertation/ Review work in the 4th semester ✓ Help desk 	<p>https://drive.google.com/file/d/18SnOdl_uEEAFpsjUKbo3R9bnIdE-Gga8k/view?usp=drive_link</p> <p>https://drive.google.com/file/d/1W84gfERwiXEdmoD1XRioyvvv9pNWV4aL/view?usp=drive_link</p> <p>https://drive.google.com/file/d/1bQw6Bpm_zuyHKQ-f9nCulOE1egHBLx3/view?usp=drive_link</p> <p>https://drive.google.com/file/d/1qXKn3q1gMIdSaVk7mj9PO6GhGca4n4Io/view?usp=drive_link</p> <p>https://drive.google.com/drive/folders/1NdjdCPaQS6qXdMvg1_wivIOFq9kD</p>

		<ul style="list-style-type: none"> ✓ Post Publication Review of the Examinations ✓ Result Publication in the website ✓ Notice publication in the website. ✓ Single window for Online admission, registration and migration 	Vp9l?usp=drive link https://drive.google.com/file/d/1lRvttJKvYp9l?usp=drive link https://drive.google.com/file/d/1uXPAbOSSfqWQE-x9ywCDCZHC5xZgfglS/view?usp=drive link https://www.dodl.klyuniv.ac.in/ https://admissiondodl.klyuniv.ac.in/ http://www.dodl.klyuniv.ac.in/elibrary.html
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<p>Self-evaluative and reflective exercises involve the following quality improvement measures based on the analysis of the reports received from the following methods under the supervision of CIQA</p> <ul style="list-style-type: none"> • Students' Feedback on PCP Classes • Continuous learner assessment and review by faculties • Benchmarking with reputed Institutions 	https://drive.google.com/file/d/1X4vaD236mt2INBDyECUYirn5Xa5EP5EJ/view?usp=drive link https://drive.google.com/file/d/1kQk7pSYM8_WEYn1ObZNNhDike-4pSUn/view?usp=drive link

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<p>The following are the key areas emphasized by CIQA in session 2022-23:</p> <ul style="list-style-type: none"> ▪ Transparency in admission ▪ Revision of curriculum ▪ Quality in preparing and updating SLMs ▪ Strengthening IT support services ▪ Professional Enhancement of learners ▪ Reaching out the remote learners 	https://drive.google.com/file/d/1okXkCLtDwADADUuLQ3mc6yHIohfBmc8/view?usp=drive_link
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	<p>The following mechanisms have been adopted to ensure that the quality of ODL programmes is equivalent to that of regular mode</p> <ul style="list-style-type: none"> ▪ Maintaining and updating the ODL curriculum in accordance with the conventional mode of the University of Kalyani. ▪ The assessment and evaluation methods adopted for ODL mode's is at par to the conventional mode. ▪ The Controller of Examinations, University of Kalyani is the statutory authority to conduct examinations of ODL. ▪ The Eligibility Criteria for admission in the Post-Graduate Courses under ODL mode same as conventional mode of the University of Kalyani. ▪ The examinations Centres for conducting the examination under ODL mode are only the affiliated colleges of the University of Kalyani and are monitored by the University officials. ▪ The panel of paper setter-moderator has been recommended by the concerned PGBOS of 8 Nos. M.A./M.Sc. courses. The same procedure 	https://drive.google.com/drive/folders/1xMAprWtLeoIAAUo33wbkxLGCMv8Up_CD?usp=share_link https://drive.google.com/file/d/1XIFb3Nmje1MFIVO1YEYT6_4IwJGjYJrD/vi ew?usp=drive_link

		<p>and process has been followed as conventional mode for conduction of examinations.</p> <ul style="list-style-type: none"> ▪ All examinations Centres have been inspected by the Observers and flying squad during conduct of examinations. The Evaluation of Term End Examinations follows as the same System of the conventional examination and its controlled by the Examination Regulations of the university. The results are also published on the university website and DODL official website. ▪ The PGBOS in all 8 M.A./M.Sc. Programmes have always Quality audits for each programme and members of the said committee from the department of the conventional mode and external experts are encompassed in the respective committees. ▪ In addition to the ODL internal faculty, internal faculty from conventional mode and the external faculty from other HEI's are also involved in taking PCP classes based on the number of students registered for PCP. ▪ When delivering the course material during the Personal Contact Programme, the assigned faculty members follow the prepared instructional plans for each course, which are produced similarly to conventional mode programmes (PCP). ▪ The faculty members regularly attend different workshop/seminars to improve pedagogy. 	<p>https://drive.google.com/file/d/1oFcPyvwzS5sP6ZeXtmvgsBIMfuwidlsj/view?usp=drive_link</p> <p>https://drive.google.com/file/d/1HqMRcueNZwfHle4-E-CPNF5brm6gcXIK/view?usp=drive_link</p>
5.	Mechanisms devised for interaction with and	In order to connect with and get feedback from administrative operations, facilities, resources, etc.,	

	obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	CIQA makes sure that numerous options are available. A systematic questionnaire has been developed in order to collect feedback from the stakeholders, including students, parents, alumni, teachers, and employers. The stakeholders can access the questionnaire both offline and online (Google form). The feedback is reviewed after each academic year, and on the basis of that necessary actions are taken to improve or rectify the teaching, learning and allied systems.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	<p>Yes. Various measures on the basis of feedback are suggested to the appropriate authority through CIQA meeting for qualitative improvement.</p> <p>Some of which are as follows:</p> <ul style="list-style-type: none"> ▪ Implementation of exclusive Learning Management System (LMS) for ODL and OL learners. ▪ Implementation of e-governance through Enterprise Resource Planning (ERP) in DODL. ▪ Availability of integrating features like the Discussion Forum, e-Library etc. for ODL learner. ▪ Initiate NET coaching centres in University for ODL learners. ▪ Conduct of professional enhancement workshops involving experts to train learners for various employment opportunities. 	
7.	Implementation periodic reviews	Yes, the policies are implemented through the approval of different statutory committees such as Finance committee, Purchase Committee and Executive Council of the university. Follow-ups, inspections and audits are conducted during	

		implementation of the approved recommendation of CIQA to take suitable remedial actions and generate action taken reports.	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	The CIQA organizes various Faculty/Staff Development Workshops/ Orientation Programmes on quality-related themes in regular intervals. Online Workshops/ Orientation sessions were also conducted for ODL students for their Professional and Academic enrichment. Also, some workshop on SLMs writing, academic counselling, etc. were also conducted.	
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	<p>The CIQA has collected and examined the following best practices for quality enhancement in services to the learners</p> <ul style="list-style-type: none"> ✓ Strict adherence to the suggested academic roadmap in terms of teaching, learning, and assessment. ✓ Sharing PPTs, course content, study materials, practice questions, etc. to ensure further understanding of the subject. ✓ Sharing audio and video clips for practical purposes and doubt clearance. ✓ Participation of DODL students in workshops organized by the University of Kalyani and other HEI's. ✓ Encouraging Faculties to participate in different national level training programs/web-conferences/webinars. 	
10.	Collected, collated and disseminated accurate, complete and reliable statistics	Since all operations involving admission, renewal, pre- and post-examinations, and feedback are carried out online, all data and information are kept on a	

	about the quality of the programme(s).	server that has been carefully secured. Since the statistics reports are prepared automatically, their correctness and thoroughness are guaranteed.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Under the direction of CIQA, the Programme Project Report (PPR) was made as per the UGC Regulations 2020. CIQA thoroughly reviewed PPRs to determine whether or not they have all of the required components.	https://drive.google.com/file/d/1ZaYWtvCUtd7hq7j7CKsBahb2jeiYkMAr/view?usp=drive_link
12.	Mechanism to ensure the proper implementation of Programme Project Reports	For each new programme, PPR is required to prepare for its approval. CIQA conducts orientation programme on preparation of PPR as per requirements of UGC regulations 2020.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	CIQA oversees the preparation of Annual Plans and Annual Reports of the Directorate of Distance Learning and maintains the corresponding records. The review of different activities and action taken reports related to smooth functioning of teaching learning activities in the ODL mode is done in each CIQA meeting.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	While developing and reviewing the Programme Project Reports for each programme, CIQA ensures that the Programme Objectives and Learning Outcomes are in sync with job market specific. Considering the same, CIQAC suggested the University for applying to UGC DEB for recognition of the “Post Graduate Diploma Course in Automated & Digital Library System” under Online mode for the academic year 2023-24. CIQAC further	

		<p>recommended the University to do the needful to open two ODL courses viz. Master of Business Administration (MBA) and B.Sc. in Computer Science and three courses under online mode viz. Master of Business Administration (MBA), B.Sc. in Computer Science and M.Sc. in Mathematics as soon as possible.</p> <p>CIQAC also proposed introducing online certificate courses on different languages viz—Spanish, French, Chinese and Bengali, using the self-designed E-learning platform in the next session considering the requirements of job market.</p>	
15.	Facilitated system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system	On the basis of feedback, survey results, and system-generated analytical reports recommended by CIQA, several qualitative steps are made to establish a learner-centric environment. Many of these aspects are covered in Section 2.1.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Being the nodal unit, CIQA coordinated with the IQAC of the university and prepared all the relevant documents and reports for the submission of AQAR in the NAAC portal.	
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	To achieve the institutionalisation of quality improvement and its internationalisation, CIQA took a number of steps. To ensure internationalization, CIQA has already recommended to initiate different online certificate courses where territory jurisdiction will not be limited to national boundaries. The DODL and University have already taken the required steps to develop their own self-designed online learning	

		management system in order to start offering online courses, as per the recommendation. To achieve institutionalisation, DODL abides by UGC guidelines where it is stated that the plan, syllabus, and exam pattern for online and distance learning programmes will be same at par with traditional programmes of the university.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	<p>Assuring quality and working with the commission to monitor and improve it are tasks that fall under the purview of CIQA. DODL complies with all the regulations of the commission where</p> <ul style="list-style-type: none"> ✓ A sufficient number of posts are filled by people to maintain the quality in teaching and learning process. ✓ The teaching and learning process follow predefined vision, mission, goals, and objectives. ✓ A consistent schedule of curriculum revision and upgrading has been followed. ✓ Quality of SLM and E-learning material is assured ✓ Regular Feedback mechanism from the stakeholders has been maintained to evaluate the quality ✓ Adequate number of learning support centres and infrastructure facilities are available to cater the higher education within the under devolved area ✓ A proper evaluation and assessment procedure are also followed. 	
19.	Information obtained from other Higher Educational	Information about the rules for SLM, PPR, assignments, fee structures, schemes, and curricula	

	Institutions on various quality benchmarks or parameters and best practices.	are gathered from the websites of several HEIs that follow high standards for quality in their operations. It is the duty of CIQA to review all actions and data that are acquired from other HEIs.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The CIQA meeting minutes, which covered all actions relating to quality assurance, are attached.	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	In accordance with the 2020 UGC requirements and the annual report manual, the Directorate of Distance Education submitted Annual Reports to Statutory Authorities of HEI (ODL & Online Programmes).	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Duly approved copy of the annual report was submitted in the session 2021-22 complying with the UGC Regulations, 2020.	
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Yes, To maintain the effectiveness and quality of the programmes, the functioning and decisions taken by CIQA are further critically reviewed and rigorously examined by different statutory bodies of the university such as Finance committee, Executive Council etc.	
23.	Facilitated adoption of instructional design requirements as per the	According to UGC guidelines on blended learning, DODL is adopting the teaching of up to 40% of each course's syllabus online and the remaining 60% of the	

	philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	<p>syllabus of the relevant courses offline. Students are introduced to trustworthy online learning platforms like SWAYAM, MOOC, EPG Pathshala and others in order to develop their technical proficiency and increase their awareness of all available learning options. For Online Pedagogies the Directorate provides necessary infrastructural support such as computer lab facility with high speed internet connectivity.</p> <p>The Directorate is implementing a teaching strategy that bridges the gap between teacher and student by using e-learning materials and full-fledged programme delivery over the internet using technology-assisted mechanisms and resources; a range of media, including printed and digital. For the purpose of providing learners with real-world learning experiences and answering their questions, regular interactive face-to-face meetings and counselling sessions are also conducted.</p>	
24.	Promoted automation of learner support services of the Higher Educational Institution	<p>The university and DODL's learner support services are automated in the following ways:</p> <ul style="list-style-type: none"> ✓ Single window admission, registration and migration portal for students ✓ E-governance through Enterprise Resource Planning (ERP) in DODL. ✓ Availability of integrating features like the Discussion Forum, e-Library etc. for ODL learner. ✓ Grievance Redressal of the students through the university website <p>https://klyuniv.ac.in/student-grievances/</p>	

		<ul style="list-style-type: none"> ✓ Online feedback mechanism ✓ Wi-fi enabled campus ✓ Computer labs with internet facility ✓ RFID enabled central library with remote access facility to a large number of e-books and Journals <p>Moreover, as per the recommendation of CIQA, DODL is also planning to start full-fledged online certificate courses where all the academic activities will be monitored through Learning Management System portal. The programmes are comprising learning materials will be at par to the UGC Regulations, 2020 (Online and ODL Programmes).</p>	
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes	When creating chapter schemes, developing or updating the self-learning material(s), and validating them, coordination with external subject experts is done. Furthermore, administrative approvals from the External Subject Resource Person and Higher Authorities are needed for the introduction of new programmes as well as changes to the scheme and syllabus of the programmes (online & ODL).	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	<p>CIQA ensures internal quality audit of the programmes offered under the Centre for Distance and Online Education annually and is planning to have external audit done by the year 2025.</p> <p>The University's Internal Quality Assurance Cell (IQAC) is actively trying to institutionalise quality assurance strategies and procedures on a regular basis in all areas of administration and instruction. The creation and implementation of academic and administrative audits, accreditation and certification,</p>	

		and participation in all-India rankings like NIRF are some of these endeavours. For quality assurance, IQAC is using the following procedures. 1. The Academic Administrative Audit (AAA) and the actions done in follow-up. 2. Joint efforts to improve quality with other institutions (s). 3. Attendance at NIRF 4. Green audit. The IQAC has created an online feedback system from for all the stakeholders regarding teaching, academics, and administrative assistance, including exit surveys, alumni surveys, and parent surveys.	
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	CIQA actively participated in the follow-up activities after NAAC SSR submission under the dual mode category in coordination with IQAC of the university.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	CIQA organised a number of Faculty/Staff Development Workshops/Orientation Programmes on quality-related topics in conjunction with the relevant University schools and departments. For ODL students, Professional/ Academic Enhancement Workshops were also arranged with the help of industry professionals from various fields, with an emphasis on instilling employability skills. The creation of comprehensive criteria for dissertations, term papers, etc. was started in order to further encourage research aptitude among ODL students.	https://klyuniv.ac.in/?s=mou
29.	Facilitated industry-institution linkage for providing exposure to the	The university has an active placement cell which recommends various job specific requirements to enhance the employability of ODL learners. Some professional Enhancement Workshops involving	https://drive.google.com/file/d/1hR6mzYFfOYZiXe65fXA

	learners and enhancing their employability.	experts of different fields were conducted. A few Placement drives were conducted on-Campus to enable interested ODL students to avail the job opportunities from the recruiters such as Aakash Byju's, Royal Research etc.	F303XECb4swi0/vi ew?usp=drive_link
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2.2 Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr. No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>The Directorate of Distance Learning is a part of the university's well-defined organisational structure. All posts that are necessary and as specified by the commission have been filled.</p> <p>An “University Management Portal” is introduced for e-Governance in every sector of the university to manage it's planning, human resource, finance, student admission, fees payment, registration, migration and all other administrative functions.</p> <p>Management: In order to ensure that the university's vision, mission, and goals are met, the leadership and administration are actively involved in evaluating and analysing the operations of its divisions. The same is ensured via regular meetings of different statutory and non-statutory committees, reviews, and contacts with different stakeholders.</p> <p>Strategic Planning: Annual strategic plans along with budget, which encompass numerous academic and administrative components, are made as part of the operation of the DODL. The strategic plans are in line with the university's vision, mission, objectives, and quality standards.</p>	<p>https://klyuniv.ac.in/organization-chart/</p> <p>https://kums.klyuniv.ac.in/</p> <p>https://klyuniv.ac.in/ku-act-and-statutes/</p>

		Operational Plans, Goals and Policies: The University follows its statute and Act to design its operational plan and policies.	
2.	Articulation of Higher Educational Institution Objectives	The HEI vision and mission are articulated through the courses offered at ODL. The syllabus, programme and exam pattern and consistent with the HEI goals and objectives.	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Under the direction of the PG Board of Studies, the curriculum has been designed and developed in accordance with UGC-DEB regulations (the Choice Based Credit System). The self-learning material also written under the supervision of PGBOS with the approval of the Executive Council of the university for the implementation of the curriculum. Certain rules are followed to ensure quality. Various mechanisms are available for interaction and obtaining feedback from stakeholders on academic and administrative activities, facilities, resources, etc. including the online feedback form available on the website, grievance redressal mechanisms etc.	
4.	Programme Monitoring and Review	Yes, regular monitoring and review of the programmes has been carried out by the CIQA.	
5.	Infrastructure Resources	<ul style="list-style-type: none"> • Academic: 18598 sq. ft • Administrative: 3664 sq. ft. • Academic Support such as Library, Reading Room, Computer Centre, ICT lab, Multimedia Lab etc.: 17998 sq. ft. 	https://drive.google.com/file/d/1NeAySMuDbPoKRmguG60LdDsLvJv4dS/view?usp=drive_link

		<ul style="list-style-type: none"> • Amenities or other support facilities (excluding toilets): 2976 Sq. ft. • Total Built up Area available: 43236 sq. ft. • Computer Facilities • Multimedia Studio • Personal Contact Programme Room • Smart Class Room • ICT Laboratory • Reading Room • Library Facility • Information Desk • Laboratory • Seminar Room • Virtual Class Room • Wi-Fi Facility. • CCTV Surveillance. 	
6.	Learning Environment and Learner Support	The university is strengthening the quality and efficient delivery system of higher education for its distance learners. Based on enterprising web portal technology, truly automated administrative and academic processes have been implemented to support the learners. Operation of learning management system is underway. It will be a boon for professional distance learners as they can balance their convenience with their other commitments.	https://drive.google.com/file/d/1iPtLJ6ob2vLwmLwjCvdmdsz_6Ja9V7/view?usp=drive_link

		Besides personal contact programme classes for academic counselling, the institution also holds seminars and workshops for professional and academic growth, virtually or on campus, considering the requirement of distance learners for their professional and academic enrichment. Distance learners are also provided with placement support through the placement cell of the university by informing them from time to time about various on-campus or off- campus placement drives.	
7.	Assessment and Evaluation	A centralised system for assessment and evaluation is run by the Controller of Examination Office, adhering to proper protocols, security, and transparency as per the UGC-DEB guidelines for distance learning.	
8.	Teaching Quality and Staff Development	The DODL has a committed group of faculty members who were appointed with the strict adherence of UGC minimum eligibility criteria for Assistant Professor. To enable them to build and manage ICT tools for successful teaching and learning, the faculty members undergo training and an orientation programme.	

2.3 Compliance of Process of Internal Quality Audit- As per Annexure- 1 (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations 2020:

Sr. No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	Appropriate academic planning procedures are undertaken through regular curriculum revision and SLM updations. Students' exam scores are compared to evaluated to understand the value-added learner experience. The institution is taking necessary steps to fill the vacant teaching positions too. The computer lab, Smart classroom, library and seminar hall are reformed to exhibit quality learning experiences to students.	https://drive.google.com/file/d/1sqKhS84EudSM13HzBc9TsIIFf9CQlmu0/view?usp=drive_link
2.	Validation	The academic viability of programmes is ensured through periodic expert committee review	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels	a. Yes b. No c. Yes d. Yes e. Yes	https://drive.google.com/file/d/1oFcPyvwzS5sP6ZeXtmvgsBIMfuwjdlj/view?usp=drive_link https://drive.google.com/drive/folders/1WE9rnUNIPvJj_amzR3r7mhAPg8N-4XWU?usp=drive_link https://drive.google.com/file/d/1XIFb3Nmje1MFIVO1YFYT6_4IwJGjYJrD/view?usp=drive_link

d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review		
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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education(Dual Mode University) - Regular, full time, at least Associate Professor

Or

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

Prof. (Dr.) Subhratanu Bhattacharya

Professor & Director

Qualification: M.Sc., Ph.D.

Salary Scale: Professor Scale

3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
Master of Arts (M.A.) in Bengali	2	2	Yes	
Master of Arts (M.A.) in English	2	2	Yes	
Master of Arts (M.A.) in History	2	2	Yes	
Master of Arts (M.A.) in Education	2	2	Yes	
Master of Science (M.Sc.) in Zoology	2	2	Yes	
Master of Science (M.Sc.)	2	2	Yes	

in Botany				
Master of Science (M.Sc.) in Mathematics	2	1	Yes	One of Assistant Professor (Mathematics) Dr. Biswajit Mallick has resigned from the service to join another University MIT, Madras. The said vacant post to be recruited shortly. The advertisement for the said post has already been published and accordingly applications have been received from the aspirant candidates.
Master of Science(M.Sc.) in Geography	2	2	Yes	

S. No	Programme Name	No. of Full time Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/	Date of joining programme and Joining report
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1	Master of Arts (M.A.) in Bengali	2	Dr. Rajsekhar Nandi	Assistant Professor	M.A, M.Phil. , Ph.D.	5 years	Full time Contractual 51,700.00	14.08.2018 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
			Dr. Shrabanti Pan	Assistant Professor	M.A, NET, Ph.D.	5 years	Full time Contractual 51,700.00	17.08.2018 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
2.	Master of Arts (M.A.) in English	2	Ms. Anwesa Chattopadhyay	Assistant Professor	M.A., M. Phil, NET	5 years	Full time Contractual 51,700.00	09.12.2019 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing

			Ms. Rajanya Ganguly	Assistant Professor	M.A., M.Phil., NET	5 years	Full time Contractual 51,700.00	15.02.2020 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
3.	Master of Arts (M.A.) in History	2	Mr. Sukrit Mukherjee	Assistant Professor	M.A., M.Phil., SET	5 years	Full time Contractual 51,700.00	16.08.2018 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
			Ms. Pubali Sarkar	Assistant Professor	M.A., UGC NET	6 Months	Full time Contractual 51,700.00	22.02.2023 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
4	Master of Arts (M.A.) in	2	Dr. Shampa Sarkar	Assistant Professor	M.A., Ph.D, SET	5 years	Full time Contractual	24.08.2019 https://drive.google.com/dri

	Education						51,700.00	ve/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
			Mr. Sajal Chintapatra	Assistant Professor	M.A, M.ED, M.Phill, SET	5 years	Full time Contractual 51,700.00	27.11.2019 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
5	Master of Science (M.Sc.) in Zoology	2	Dr. Subhabrata Ghosh	Assistant Professor	M.Sc., NET (CSIR-JRF+LS), SET, Ph.D, Post Doc	5 years	Full time Contractual 51,700.00	16.08.2018 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
			Dr. Sudeshna Banerjee	Assistant Professor	M.Sc., NET (UGC-JRF), Ph.D	5 years	Full time Contractual 51,700.00	15.11.2019 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing

6	Master of Science (M.Sc.) in Botany	2	Dr. Ankita Pramanik	Assistant Professor	M.Sc., Ph.D.	1 year	Full time Contractual 51,700.00	07.02.2022 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
			Dr. Pallab Kumar Ghosh	Assistant Professor	M.Sc.; M.Phil., Ph.D.; Post Doc (NPDF)	5 years	Full time Contractual 51,700.00	16.08.2018 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing
7	Master of Science (M.Sc.) in Mathematics	1	Ms. Audrija Choudhury	Assistant Professor	M.SC., NET-JRF	5 years	Full time Contractual 51,700.00	14.08.2018 https://drive.google.com/drive/folders/1ZutCH5oS0jqlojR5rvcttNeYDkBstGMx?usp=sharing

8	Master of Science (M.Sc.) in Geography	2	Dr. Sayan Choudhary	Assistant Professor	M.A., Ph.D., UGC NET JRF	5 years	Full time Contractual 51,700.00	16.08.2018 https://drive.google.com/drive/folders/1ZutCH5oS0jqlOjR5rvcttNeYDkBstGMx?usp=sharing
			Dr. Ayan Rudra	Assistant Professor	M.A., MPS, M.PHIL., PH.D., UGC NET	2.5 Yrs.	Full time Contractual 51,700.00	13.11.2020 https://drive.google.com/drive/folders/1ZutCH5oS0jqlOjR5rvcttNeYDkBstGMx?usp=sharing

3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ &at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	2
Assistants	3 (2 for Dual Mode Universities)	3
Computer Operator	2	2
Multi-Tasking Staff	2	3

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

Part – IV: Examinations

4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S. No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full-time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognized Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centers or Learner Support Centers is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centers shall be allotted to any private organizations or unapproved Higher Educational Institutions.	Yes	

4.	The examination center must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2yJTG-/view?usp=share_link	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2yJTG-/view?usp=share_link	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab		

	component of each		
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless:</p> <p>i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	

4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes https://drive.google.com/file/d/1v3a4kKryH4mxI4MeGzlBiuap3w-NOum/view?usp=drive_link	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes https://drive.google.com/file/d/1KuJWNH32rHrGvfemEwuccGuos0zG2cl0/view?usp=drive_link https://drive.google.com/file/d/1TfMENr-SHoRUCi9V8NBZ1XLFCFL2aT/view?usp=drive_link	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2vJTG-/view?usp=share_link	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes https://drive.google.com/file/d/1w-slWofqRKMBjNCNh0IB5v-3cP3VALEs/view?usp=drive_link	

		=share link	
8.	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 https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2vJTG-/view?usp=share_link	
9.	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 as given under these regulations.	Yes https://drive.google.com/file/d/1LNtCoCnNASbnK0X4jckliaVcHHp4gZcr/view?usp=share_link	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	No	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	

	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in-charge of examination centre to the Higher Educational Institution	No	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	No	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher educational Institution	Yes https://drive.google.com/drive/folders/1WE9rnUNIPvJj_amzR3r7mhAPg8N-4XWU?usp=drive_link	
13.	All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	
	The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	

14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Yes	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	
17.	Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have Photograph Aadhaar number or other government recognized identifier or Passport number, as applicable, Other relevant details of the learner along with the Programme name.	No	The Mark Sheet of the students under Conventional mode as well as ODL mode adhering the details of

			Photograph, Aadhaar number and ABC ID are under process
	(b) Each award shall also be uploaded on the National Academic Depository	No	Is under process
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centers	Is under Process	As per UGC ODL regulations the University of Kalyani will mention the following on the back side of each of the degrees/certificates & marks from the publication result M.A./M.Sc 2 nd Semester, 2021-22 under DODL mode and it will be published

			<p>shortly.</p> <p><i>Mode of delivery;</i></p> <p><i>(ii) Date of admission;</i></p> <p><i>(iii) Date of completion;</i></p> <p><i>(iv) Name and address of all Learner Support Centres (only or Open and Distance Learning);</i></p> <p><i>(v) Name and address of all Examination Centres.”</i></p>
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4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination.

NO

4.4 Result and Student Progression For UG, PG and PGD Programmes

Semester beginning	Programme name	No. of students admitted	No. of students expected to be appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
November, 2021	M.A. in Bengali	2196	2144	2074	96.74	75.33
	M.A. in English	841	621	437	70.37	26.57
	M.A. in History	2113	1844	1654	89.70	64.05
	M.A. in Education	1185	1055	997	94.50	82.09
	M.Sc. in Zoology	202	191	180	94.76	94.24
	M.Sc. in Botany	192	185	167	90.27	86.49
	M.Sc. in Mathematics	331	300	279	93.00	90.33
	M.Sc. in Geography	260	246	229	93.09	89.84

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

- The need-based Programme are proposed by the CIQA Committee of DODL, University of Kalyani.
- The Programmes are approved by the Executive Council
- The Unit based course structure is prepared by the concerned Post Graduate Board of Studies (PG BoS).
- Concerned PG BOS develops the PPR as per the UGC ODL regulations.
- PPR is placed before the CIQA Committee of the DODL for further consideration.
- Finally, Executive Council of the University approves PPR.

[https://drive.google.com/file/d/1iaWhZmnAm9UmDEvS0bm8Rb5p1F0KI6x-/view?usp=share link](https://drive.google.com/file/d/1iaWhZmnAm9UmDEvS0bm8Rb5p1F0KI6x-/view?usp=share_link)

5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

The University develops curriculum, pedagogy, and learning materials in accordance with the current ODL institution criteria.

Self-Learning Materials (SLM): Self Learning Materials are offered for the courses and are created by the university in accordance with the current regulations for ODL institutions. Each self-study resource includes the course syllabus and is divided into the appropriate number of units.

In addition to English Language, some SLMs have also been developed in regional (Bengali) languages. Learning Material in multiple media: For convenience and mobility, e-Learning Materials and Programme

Guides are also available online through DODL Kalyani University website.
<https://dodl.klyuniv.ac.in/elibrary.html>

Students also have online access to additional academic resources for a variety of courses, including e-books, PDF documents, PPTs, links to video lectures, question papers from previous exams, etc.

Instructional Plans: Before the commencement of the Personal Contact Programme (PCP), road maps are created for each course and shared with the students via the DODL official website.

Curriculum and Pedagogy: Prescribed Quality standards for curriculum and pedagogy are maintained and specified in the Programme Project Reports and Programme Guides. The maintenance of these standards is ensured during the Curriculum Design, Review and Approval process involving the Board of Studies and CIQA with final approval from the Executive Council. The University has adopted Choice Based Credit System in the design, development, and delivery of Curriculum and Pedagogy.

<http://www.dodl.klyuniv.ac.in/elibrary.html>

5.3 Compliance status in respect of Self-Learning Material–As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

The University adopts the regulatory guidelines-based policy document for the creation of self-learning materials and adheres to the proper procedures to have the materials approved.

Method of Preparing SLM

- SLMs as per the Credit based syllabi are developed in-house by employing own university teachers and teachers from other universities/colleges and finally approved by Departmental Council.
- PGBOS in concerned programme recommends the panel of SLM writers and forward the same to the Advisory Committee for further action.
- Orientation programme is organised for the approved SLM writers on the methods of writing SLMs.
- 70% of Self Learning Material has been prepared the faculty members of Kalyani University and 30% Self learning Materials has been prepared by the external experts.

- Final lists of SLM writers recommended by the PGBOS are approved by the Executive Council.

https://drive.google.com/file/d/1W84gfERwiXEdmoD1XRloyyvyv9pNWV4aL/view?usp=drive_li
[nk](#)

Part – VI: Programme Delivery through Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at PG Programmes

S. No.	Programme's name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1	M.Sc. in Zoology	University of Kalyani (Head Quarter)	1	80+72 PCP+ Practical)	174	160
2	M.Sc. in Botany	University of Kalyani (Head Quarter)	1	64+72 (PCP+ Practical)	148	140
3	M.Sc. in Mathematics	University of Kalyani (Head Quarter)	1	80	235	220
4	M.A./M.Sc. in Geography	University of Kalyani (Head Quarter)	1	44+66 (PCP+ Practical)	225	210
5	M.A. in Bengali	1. University of Kalyani (Head Quarter) 2. Asannagar MMT College 3. Berhampore College 4. Bethuadahari College 5. Chakdaha College 6. Chapra Bangaljhi Mahavidyalaya	25	64	1079	850

		7. DR B R Ambedkar College 8. Dumkal College 9. Dumkal Girls College 10. Dwijendra Lal College 11. Haringhata Mahavidyalaya 12. Jalangi Mahavidyalaya 13. Jangipur college 14. Jatindra Rajendra Mahavidyalaya 15. Kanchrapara College 16. Muzaffar Ahmed Mahavidyalaya 17. Nabadwip Vidyasagar College 18. Pritilata Waddear Mahavidyalaya 19. Prof S Nurul Hasan College 20. Ranaghat College 21. S R Fatepuria College 22. S.C.B.C College 23. Santipur College 24. Srikrishna college 25. Sripat Singh College				
6.	M.A. in English	1. University of Kalyani (Head Quarter) 2. Asannagar MMT College 3. Berhampore College	22	64	380	310

		4. Bethuadahari College 5. Chakdaha College 6. DR B R Ambedkar College 7. Dumkal Girls College 8. Dwijendra Lal College 9. Haringhata Mahavidyalaya 10. Jalangi Mahavidyalaya 11. Jangipur College 12. Jatindra Rajendra Mahavidyalaya 13. Kanchrapara College 14. Muzaffar Ahmed Mahavidyalaya 15. Nabadwip Vidyasagar College 16. Pritilata Waddear Mahavidyalaya 17. Prof S Nurul Hasan College 18. Ranaghat College 19. S R Fatepuria College 20. S.C.B.C College 21. Santipur College 22. Sripat Singh College				
7.	M.A. in History	1. University of Kalyani (Head Quarter) 2. Asannagar MMT College 3. Berhampore College 4. Bethuadahari College	26	64	1201	1005

		5. Chakdaha College 6. Chapra Bangalji Mahavidyalaya 7. DR B R Ambedkar College 8. Dumkal College 9. Dumkal Girls College 10. Dwijendra Lal College 11. Haringhata Mahavidyalaya 12. Jalangi Mahavidyalaya 13. Jangipur college 14. Jatindra Rajendra Mahavidyalaya 15. Kanchrapara College 16. Muzaffar Ahmed Mahavidyalaya 17. Nabadwip Vidyasagar College 18. Pritilata Waddear Mahavidyalaya 19. Prof S Nurul Hasan College 20. Ranaghat College 21. Rani Dhanya Kumai College 22. S R Fatepuria College 23. S.C.B.C College 24. Santipur College 25. Srikrishna college 26. Sripat Singh College				
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8.	M.A. in Education	1. University of Kalyani (Head Quarter) 2. Asannagar MMT College 3. Bethuadahari College 4. Chakdaha College 5. Chapra Bangaljhi Mahavidyalaya 6. DR B R Ambedkar College 7. Dumkal College 8. Dumkal Girls College 9. Dwijendra Lal College 10. Haringhata Mahavidyalaya 11. Jalangi Mahavidyalaya 12. Jangipur college 13. Jatindra Rajendra Mahavidyalaya 14. Kanchrapara College 15. Muzaffar Ahmed Mahavidyalaya 16. Pritilata Waddear Mahavidyalaya 17. Prof S Nurul Hasan College 18. Ranaghat College 19. Rani Dhanya Kumai College 20. S R Fatepuria College 21. S.C.B.C College 22. Santipur College	25	64	656	465
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		23. Srikrishna college				
		24. Sripat Singh College				
		25. Union Christian College				

6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

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

This is to confirm that all the 27 learner support Centres (LSCs) have been operationalized under the territorial jurisdiction of Kalyani University, which is in compliance to UGC(ODL Programmes and Online Programmes) Regulations, 2020.

Willing LSCs under the territorial jurisdiction of Kalyani University submit their applications in a prescribed format with resolution of the Governing Body of the college. On scrutiny, if the colleges are found eligible, a duly constituted Inspection Team visits the proposed centre to check the availability of physical infrastructure and also meet with the faculty members.

On the basis of the Inspection report, the LSCs are opened subject to the recommendation of CIQA followed by final approval of the Executive Council.

6.3 LSC wise enrollment details (Not for Private University)

Name & Address of College/ institute (where LSC is established):	This LSC is of how many HEIs ? (No. and Name s)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt. (where LSC is established)	Name and Contact Details of Coordinator/ counsellor	Qualification of Coordinator/ Counsellor	No. of Counselor	Programmes offered	Total Enrolled student.
KU MAIN CAMPUS (HQ) DODL BUILDING, UNIVERSITY OF KALYANI POST-KALYANI DIST-NADIA PIN-			UNIVERSITY OF KALYANI	GOVT.	PROF. SANJIB KUMAR DATTA DIRECTOR, DODL UNIVERSITY OF KALYANI POST-KALYANI DIST- NADIA PIN-741235 PHONE- 8017105978	M.SC., M.PHIL, PH.D	102	1.M.A. IN ENGLISH 2.M.SC IN ZOOLOGY 3.MA OR MSC IN EDUCATION 4.MA IN BENGALI 5.MA IN HISTORY 6.MA OR	4283
BERHAMPORE COLLEGE , 20, C. R. DAS ROAD, MURSHIDABAD- 742101, PHONE: (03482) 252545	01 RBU YES SAME STATE WESTBENGAL		UNIVERSITY OF KALYANI	GOVT.	DR. SANTANU BHADURI ASSOCIATE PROFESSOR, DEPT. OF COMMERCE BERHAMPUR COLLEGE, 20, C. R. DAS ROAD, P.O BERHAMPUR	M.COM, PH.D	15	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN HISTORY	181

				MURSHIDAB AD-742101, PH. 9434183776				
DUMKAL GIRL'S COLLEGE P.O. DUMKAL, DIST. MURSHID ABAD PIN- 742303,		UNIVERSITY OF KALYANI	GOVT.	PRANTAB CHAKRABO RTY, ASST. PROFESSOR DUMKAL GIRL'S COLLEGE P.O. DUMKAL, DIST.	M.A IN ENGLISH	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	66
DUMKAL COLLEGE , P.O. BASANT APUR DIST. MURSHID ABAD, PIN CODE: 742406 PHONE: 03481 230770; MOB: 973381082 0		UNIVERSITY OF KALYANI	GOVT.	DEBASISH BANDYOPA DHYAY ASSOCIATE PROFESSOR, DEPT. OF COMMERCE DUMKAL COLLEGE, P.O. BASANTAPU R DIST. MURSHIDAB AD, PIN CODE: 742406 PH. 9474319256	M.COM	14	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	31

JALANGI MAHAVI DYALAY A, P.O. JALANGI, DIST. MURSHID ABAD, PIN CODE:		UNIVERSITY OF KALYANI	GOVT	MD. MONIRUL ISLAM ASSISTANT PROFESSOR, JALANGI MAHAVIDY ALAYA, P.O. JALANGI, DIST.	M.A, B.ED	8	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	59
JANGIPU R COLLEGE , P.O. JANGIPU R, DIST. MURSHID		UNIVERSITY OF KALYANI	GOVT	KESHAB CHANDRA GHOSH ASSISTANT PROFESSOR, DEPT. OF HISTORY	M.A IN HISTORY, B.ED, M.PHIL	14	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON	125
JATINDR A RAJENDR A MAHAVI DYALAY A, P.O. AMTALA, DIST. MURSHID ABAD. PIN CODE: 742121. PHONE: 03482- 247244 / 247107		UNIVERSITY OF KALYANI	GOVT.	DR. RANJIT KUMAR BAIDYA ASSISTANT PROFESSOR, DEPT. OF BENGALI JATINDRA RAJENDRA MAHAVIDY ALAYA, P.O. AMTALA, DIST. MURSHIDAB AD. PIN CODE: 742121. PH. 9126813022	MA, P.HD	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	111
RANI DHANYA KUMARI COLLEGE , P.O. JIAGANJ, DIST MURSHID		UNIVERSITY OF KALYANI	GOVT	ABUSINA BISWAS ASSISTANT PROFESSOR, DEPT. OF ENGLISH RANI DHANYA	M.A IN ENGLISH, M.PHIL	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN	15

ABAD, PIN 742123. PHONE: 03483- 255330/25 6948				KUMARI COLLEGE, P.O. JIAGANJ, DIST MURSHIDAB AD, PIN 742123 PH. 9474901047			HISTORY	
PROF. S. NURUL HASAN COLLEGE , P.O. FARAKK A BARRAG E. DIST.		UNIVERSITY OF KALYANI	GOVT	CAPTAIN DR. SIBASHIS BANERJEE ASSOCIATE PROFESSOR, DEPT. OF POLITICAL SCIENCE, PROF. S.	M.A, PH.D	14	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	157
MUZAFF AR AHAMED MAHAVI DYALAY A P.O. SALAR,		UNIVERSITY OF KALYANI	GOVT	DR. SUKANTA PAUL ASSOCIATE PROFESSOR IN HISTORY MUZAFFAR	M.A IN HISTORY. PH.D	14	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON	50
S. R. FATEPUR IA COLLEGE , BELDAN GA, MURSHID		UNIVERSITY OF KALYANI	GOVT.	DR. RITABRATA TRAFDAR ASSISTANT PROFESSOR, DEPT. OF ECONOMICS S. R.	M.SC, PH.D IN ECONOMICS	22	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	52
SRIPAT SINGH COLLEGE , JIAGANJ, DIST. MURSHID ABAD,	02 1.NSOU 2.RBU YES IN SAME STATE WEST BENGAL	UNIVERSITY OF KALYANI	GOVT.	DR. ABDUL KADER AHAMED ASSOCIATE PROFESSOR, DEPT. OF POLITICAL SCIENCE,	M.A, PH.D	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON	38

HEI ID : U-0576

Name of HEI: University of Kalyani

Type of HEI: Dual Mode

PIN CODE: 742123. PHONE: 03483- 255351.				SRIPAT SINGH COLLEGE, P.O. JIAGANJ, DIST. MURSHIDAB AD, PIN CODE: 742123. PH. 9474316933			4.MA IN HISTORY	
SUBHAS CHANDR A BOSE CENTENA RY COLLEGE , LALBAG, DIST. MURSHID ABAD, PIN CODE: 742149. PHONE: 03482- 270643/27 1272		UNIVERSITY OF KALYANI	GOVT.	DR. SUPAM MUKHARJEE ASSISTANT PROFESSOR, DEPT. OF HISTORY, SUBHAS CHANDRA BOSE CENTENARY COLLEGE, P.O. LALBAG, DIST. MURSHIDAB AD, PIN CODE: 742149. WEST BENGAL PH. 9434222716	M.A, PH.D	20	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	279
UNION CHRISTIA N TRAININ G COLLEGE , P.O. BERHAM PORE, DIST. MURSHID	02 1.NSOU 2.RBU YES IN SAME STATE WEST BENGAL	UNIVERSITY OF KALYANI	GOVT	DR.SASIM KABIRAJ THAKUR UNION CHRISTIAN TRAINING COLLEGE, P.O. BERHAMPOR E, DIST. MURSHIDAB	M.A IN HISTORY, B.ED, PH.D	6	1.MA OR MSC IN EDUCATI ON	9

HEI ID : U-0576

Name of HEI: University of Kalyani

Type of HEI: Dual Mode

ABAD, PIN CODE: 742101. PHONE: 03482- 250254; MOB: 993288623 4				AD, PIN CODE: 742101. PH. 9932886234				
BETHUA DAHARI COLLEGE , BETHUA DAHARI, DIST. NADIA. PIN CODE: 741126. PHONE: 03474 255401; MOB: 947758947 3		UNIVERSITY OF KALYANI	GOVT.	DR. TAPAN KUMAR PANDE ASSOCIATE PROFESSOR, DEPT. OF BENGALI BETHUADAH ARI COLLEGE, P.O. BETHUADAH ARI, DIST. NADIA. PIN CODE: 741126 PH. 9434124873	M.A, PH.D	14	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	133
CHAKDA HA COLLEGE P.O. CHAKDA HA, DIST. NADIA PIN- 741222, WEST	01 1.NSOU YES IN SAME STATE WEST BENGAL	UNIVERSITY OF KALYANI	GOVT	ABHISHEK CHOWDHUR Y ASSISTANT PROFESSOR IN ENGLISH CHAKDAHA COLLEGE P.O. CHAKDAHA	M.A IN ENGLISH	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	122

CHAPRA BANGALJ HI MAHAVI DYALAY A, P.O. BANGALJ HI, DIST. NADIA, PIN CODE: 741123. PHONE: 03474- 271108		UNIVERSITY OF KALYANI	GOVT.	GARGI SENGUPTA ASSISTANT PROFESSOR, CHAPRA BANGALJHI MAHAVIDY ALAYA, P.O. BANGALJHI, DIST. NADIA, PIN CODE: 741123. PH. 03474-271108	AS PER UGC RULE	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	21
DR. B. R. AMBEDK AR COLLEGE , BETAI, DIST. NADIA, PIN CODE: 741163. PH. NO. 03471 – 254110/25 4207		UNIVERSITY OF KALYANI	GOVT	PANKAJ MAJHI ASSOCIATE PROFESSOR, DEPT. OF COMMERCE, DR. B. R. AMBEDKAR COLLEGE,P. O. BETAI, DIST. NADIA,WEST BENGAL, PIN CODE: 741163 PH; 8768431011	M.A, B.ED	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	243
DWIJEND RALAL COLLEGE , KRISHNA NAGAR DIST. NADIA. PIN CODE: 741101,	01 IGNOU	UNIVERSITY OF KALYANI	GOVT.	SUJAN SARKAR ASSISTANT PORFESSOR, DEPT. OF HISTORY, DWIJENDRA LAL COLLEGE, P.O. KRISHNANA	M.A. IN HISTORY	19	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	288

HEI ID : U-0576

Name of HEI: University of Kalyani

Type of HEI: Dual Mode

PH. NO. 03472- 642599 MOBILE: 943424526 2				GAR DIST. NADIA. PIN CODE: 741101, WEST BENGAL, PH. 8001040141				
HARINGH ATA MAHAVI DYALAY A, SUBARN APUR, DIST. NADIA, PIN CODE: 741249 PHONE: 03473 – 233318 MOBILE:9 433390180		UNIVERSITY OF KALYANI	GOVT.	ASHIM SINHA HARINGHAT A MAHABIDYA LAYA, P.O. HARINGHAT A, DIST. NADIA, PIN CODE: 741249, WEST BENGAL PH. 943390180	M.COM	15	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	67
NABADW IP VIDYASA GAR COLLEGE , PUCATOL A ROAD, NABADW		UNIVERSITY OF KALYANI	GOVT.	DR. HEMANTA BHATTACHA RYA ASSOCIATE PROFESSOR, DEPT. OF SANSKRIT, NABADWIP	M.A, PH.D	10	1. MA IN ENGLISH 2.MA IN BENGALI 3.MA IN HISTORY	195
PRITILAT A WADDED AR MAHAVI DYALAY A, PANIKHA LI, P.O. DALUAB		UNIVERSITY OF KALYANI	GOVT.	MR. ARGHYA SAHA ASSISTANT PROFESSOR, DEPT. OF HISTORY PRITILATA WADDEDAR MAHAVIDY	MA IN HISTORY	8	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	42

ARI, DIST. NADIA. PIN CODE: 741504. MOB: 947715513 3 / 973215431 7				ALAYA, P.O.PANIKH ALI, DIST. NADIA. PIN CODE: 741501. PH. 9832255046				
RANAGH AT COLLEGE , P.O. RANAGH AT, DIST. NADIA. PIN CODE: 741201. PHONE: 03473- 215685		UNIVERSITY OF KALYANI	GOVT.	BHABANAN DA ROY ASSISTANT PROFESSOR, DEPT. OF HISTORY RANAGHAT COLLEGE, P.O. RANAGHAT, DIST. NADIA. PIN CODE: 741201. PH. 9153290485	M.A IN HISTORY	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	226
SANTIPU R COLLEGE , P.O. SANTIPU R, DIST. NADIA. PIN CODE: 741404. PHONE: 03472- 278028; MOB: 983030799 4	01 1.NSOU YES IN SAME STATE WEST BENGAL	UNIVERSITY OF KALYANI	GOVT.	BIMAN SAMADDAR ASSISTANT PROFESSOR, DEPT. OF HISTORY SANTIPUR COLLEGE, P.O. SANTIPUR, DIST. NADIA. PIN CODE: 741404 PH. 9433135921	M.A IN HISTORY	10	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	42

SRIKRISHNA COLLEGE , BAGULA, DIST. NADIA, PIN CODE: 741502. PHONE: 03473-273812; MOBILE: 9564512976		UNIVERSITY OF KALYANI	GOVT.	DR. BIPUL MONDAL ASSISTANT PROFESSOR, DEPT. OF BENGALI, SRIKRISHNA COLLEGE, P.O. BAGULA, DIST. NADIA, PIN CODE: 741502. WEST BENGAL PH. 8910438312 EMAIL: BIPUL.MONDAL.KLY@GMAIL.COM	M.A, B.ED, M.PHIL, PH.D	12	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY	232
ASANNA GAR MADAN MOHAN TARKAL ANKAR COLLEGE 56,MAJHDIA ROAD, NADIA, ASANNA GAR, WEST BENGAL 741161 PHONE: 0 3472 264 400 MOBILE: 8348282198		UNIVERSITY OF KALYANI	GOVT.	DR. ANIRUDDHA SAHA ASSISTANT PROFESSOR, DEPT. OF HISTORY, ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE , P.O. BAGULA, DIST. NADIA, PIN CODE: 74161. WEST BENGAL PH. 8348282198 EMAIL: ANIRUDDHA.SAHA11@GMAIL.COM	M.A., PH.D	10	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY	21

KANCHR APARA COLLEGE , KANCHR APARA, DIST. NORTH 24PGS.	01 1.NSOU YES IN SAME STATE WEST BENGAL	UNIVERSITY OF KALYANI	GOVT.	NIRMALYA MAJUMDAR ASSOCIATE PROFESSOR, DEPT. OF POLITICAL SCIENECE, KANCHRAPA RA	M.A IN POLITICAL SCIENCE	20	1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATI ON 4.MA IN HISTORY	144
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Name and Contact Details of the Counselor

Pls see the following link

https://drive.google.com/file/d/1kxI_Uau6hBxzuGMBPI2LmVdsjTm1Ic-L/view?usp=share_link

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then yearssince when beingtaught in conventional mode	No. of years	7 years condition complied Yes/No
M.Sc. in Zoology	1961	60	Yes
M.Sc. in Botany	1961	60	Yes
M.Sc. in Mathematics	1963	58	Yes
M.Sc. in Geography	2003	18	Yes

6.4 Off campus details (For Deemed to be University) NOT APPLICABLE (N.A.)

Sr. No.	Name & Address of Offcampus (Pin Code)	Approval of Govt of Indiathrough notification published in the Official	Name and Contact Details of Coordinator and	Qualificatio n of Coordinator and Counselor	No. of Counsellors	Program -mes offered	Total Enrolled student.
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		Gazette	Counselor				
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (For July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	July: 15-11-2022 January: 15.03.2023	30.11.2022 20.03.2023	No
Audio-Video Material	July: 15-11-2022 January: 15.03.2023	Immediately after admission	Yes
Online Material	July: 15-11-2022 January: 15.03.2023	Immediately after admission	Yes
Compute based Material	July: 15-11-2022 January: 15.03.2023	Immediately after admission	Yes

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open**Online Courses: Y/N**

a) Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of Total courses in a particular programme in a semester wise – programmes wise)
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

b) Upload approval of statutory authorities of the Higher Educational Institution: N.A.

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

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes)

Regulations, 2020– Self-regulation through disclosures, declarations and reports

S. No.	Provision	Complied Yes/No with explicit link address	If no. Reasons ,thereof
1.	Joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. ‘2’ to ‘17’ have been uploaded on the HEI website?	Yes www.dodl.klyuniv.ac.in	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes www.dodl.klyuniv.ac.in	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes www.dodl.klyuniv.ac.in	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes www.dodl.klyuniv.ac.in	

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

11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes www.dodl.klyuniv.ac.in	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	Yes www.dodl.klyuniv.ac.in	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes www.dodl.klyuniv.ac.in	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	N.A.	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes www.dodl.klyuniv.ac.in	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	No	

Part – VIII: Admission and Fees

8.1 Compliance status of ‘Admissions and Fees’ – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S. No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes

5.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	No
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	Yes
7.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	Yes

8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8.(a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8.(b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8.(c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
8.(d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8.(e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8.(f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8.(g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching	Yes

	faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	
8.(h)	Pay and other emoluments payable for each category of teachers and other employees	Yes (Consolidated Pay structure)
8.(i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8.(j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8.(k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the	Yes
	purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document	Yes

	with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognized by the appropriate statutory authority or by the Commission where it is not so recognized; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

Following mechanisms have been adopted to address and resolve the grievances received from the ODL students:

- For the purpose of addressing the requests and grievances of ODL students, a special Grievance cell has been established under the supervision of the Assistant Registrar, DODL.
- A online Grievance submission window is present in the University website.
- Reports of grievances are delivered to the appropriate authority for settlement within 7 days.
- Availability of 24×7 helpline support during online admission.
- Also the learners are always encouraged to interact with the faculty members of the concerned department and DODL staff members for academic and administrative supports.
- The University of Kalyani appoints a Nodal Officer for their Students under ODL mode for managing and monitoring the Grievance Redressal Mechanism.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
80	72

9.3 Complaint Handling Mechanism

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

According to the UGC's guidelines, the University has adopted a complaint handling mechanism, and has made the information available on the website, www.klyuniv.ac.in.

Prof. Subhratanu Bhattacharya, the Director, CIQA is the nodal officer of the University and DODL who can be reached through email: Subhratanu_b@klyuniv.ac.in / ciqaku@klyuniv.ac.in

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
01	01	Yes

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Following innovations have been implemented successfully

- Single window for the student's life cycles comprising admission, resignation and migration through ERP management portal
- Introduction of Professional Enhancement Workshops and Orientation Programmes by involving experts in the fields to train ODL learners for various employment opportunities
- On-campus recruitment drive for ODL learners.

10.2 Best Practices of the HEI

University is following numerous best practices in the field of Open & Distance Learning pertaining to the areas like Curriculum, SLM, PCP, Evaluation System, Quality Assurance and Placements including learners and faculty-centric initiatives.

- Teaching and Learning: Teaching - learning is one of the basic foundations of any higher education institute. Hence, one of the main focus areas should be to ensure student and teacher satisfaction. The University has taken the following steps to ensure student convenience.
- Admission procedure is completely done in the online mode;
- Information regarding PCP and internal examinations are shared in advance in the form of Roadmaps in the University website. This Roadmap gives an idea of the semester duration and structure;
- Soft copies of the course structure, syllabus and SLMs are shared in advance before the commencement of a semester;
- PCPs are held on a regular basis which helps the students to stay in touch with the subject. Since the stakeholders here are from varied backgrounds, the counselling sessions are conducted keeping in mind the requirements of each of them; In certain cases, audio visual sessions are also conducted to ensure quality in understanding;
- The University has a reasonably well-qualified pool of resource persons to cater to the learning needs of students;

- The classrooms are equipped with latest technology equipments like LCD, Projectors, speakers, etc. to aid the teaching process and ensure better understanding of concepts
- The doubts of the students are addressed on a regular basis via official Telegram and WhatsApp groups, telephone calls, etc;
- The University campus has a 24x7 wifi facility for the students and faculty to avail at any time of the day.

10.3 Details of Job Fairs conducted by the HEI

NIL

10.4 Success Stories of students of ODL mode of the HEI

Success takes an investment in time, dedication and sacrifice and it is a true education process. With time and experience the Faculty members and the higher authority of Directorate of Open and Distance Learning, University of Kalyani, have grown up to be responsible and successful individuals. This institute have ventured out into different fields including Science (Botany, Geography, Mathematic and Zoology) and Arts (Bengali, English, Education and History) Department. This institute follow all the rules and regulation as per DEB regulation 2020. Initially this institute started its journey in August, 2006 with different department of Arts and Science departments have started its journey in 2018. As this institute is ODL mode not like the regular activities as regular department though different success stories of students of ODL mode have encouraging for future generation.

Faculty members have encouraged the students for qualifying the National eligibility test, Graduate aptitude test of engineering and State eligibility test for parenting the higher education such as M.Phil. and Ph.D. The details of the successful ODL students can be found in the link below

[https://drive.google.com/file/d/1bRn-dL_pkI-zcVrIgzNwnAvpu54QJfrN/view?usp=drive link](https://drive.google.com/file/d/1bRn-dL_pkI-zcVrIgzNwnAvpu54QJfrN/view?usp=drive_link)

10.5 Initiatives taken towards conversion of SLM into Regional Languages

In addition to English, Self-Learning Materials for many of the Programmes have been developed in Bengali language also. Many of the ODL students, especially in the Arts discipline, opt for Bengali languages as their study medium.

10.6 Number of students placed through Campus Placement

NIL

10.7 Details of Alumni Cell and its activity

The respective department of University of Kalyani has established the Alumni Cell. Provide economic support to students from weaker economic backgrounds to aid their learning. Campus beautification, Advance funds for classes / events for the students at DODL. The ODL students are given the opportunity to attend the annual reunion event.

10.8 Any other Information

NIL

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

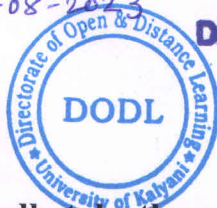
Subhratanu Bhattacharya.

Signature of the Director:

Name: Prof. (Dr.) Subhratanu Bhattacharya

Seal:

Date: 29-08-2023



PROF. SUBHRATANU BHATTACHARYA
Director, CIQA
DODL, University of Kalyani

Debansu Ray
29/8/23

Signature of the Registrar:

Name: Dr. Debansu Ray

Seal:

Date:

REGISTRAR
University of Kalyani
Kalyani, Nadia-741235
West Bengal



Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.