

HEI ID: HEI-U-195

Name of HEI: CDOE, JU

Type of HEI: Dual Mode

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2024-2025>

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HEI ID: HEI-U-195**Name of HEI: CDOE, JU****Type of HEI: Dual Mode****Part – I: General Information****1.1 Date of notification of the Centre (attach a copy of the notification):**[notification](#)**1.2 Details of Director, CIQA**

- Name: Prof. Sandeep Kour Tandon
- Qualification: M.Com, M.Phil., Ph.D.
- Appointment Letter and Joining Report: Upload (PDF)

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. Umesh Rai Ph.D.	Endocrinology	Estab./24/14352-451 dated:26-11-2024
b.	Three Senior teachers of HEI	Member 1	Prof. Hardeep Chahal B.Sc., M.Com., M.Phil., Ph. D	Services Marketing	Estab./24/14352-451dated:26-11-2024
		Member 2	Prof. Satya Paul M.Sc., M.Phil., Ph.D.	Organic Chemistry	
		Member 3	Prof. Savita B.Sc. LL.B, LL.M, Ph.D. (NET)	Gender Issues, Constitutional Law, Criminal Law	
c.	Head of three Departments	Member 4	Prof. Anupama Vohra, CDOE MA, M.Phil, Ph.D	Testimonial Literature, Indian Women's Writing in English, gender Studies, Kashmir/Conflict Literature	Estab./24/14352-451 dated:26-11 -2024
		Member 5	Prof. Anju Sharma , CDOE MA, B.Ed., Ph.D.	Hindi Upniyas, Mahila Adhyan	

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	School of ... from programme is offered in ODL Online mode	Member 6	Dr. V.V.V. Nagendra Rao, Associate Professor, CDOE MA, Ph.D.	International Relations and Political Philosophy	
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. C.R.K Murthy, (Retd. Prof. IGNOU) MA, Ph.D.	Distance Education, higher education, Planning and Management of distance education, design and development of SLMs, media and support services in ODL system.	Estab./24/ 14352-451 dated: 26-11-2024
		Member 8	Dr. Sandeep Gupta (Regional Director) M.Sc., M.Phil., Ph.D.	Environmental Sciences	Estab./25/9612 -9711 Dated: 18-08- 2025

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e.	Officials from departments of HEI	Member 9	Dr. Neeraj Sharma (Registrar) MBA(HR), Ph.D.	Human Resource Management	Estab./24/1435 2-451 dated: 26-11-2024
		Member 10 (Administrative)	Prof. Pankaj K. Srivastava (Director, CDOE), University of Jammu MSc, Ph.D.	Ore Geology and Mineral Exploration	
		Member 11 (Finance)	Dr. Jatinder Khajuria (Finance Officer), University of Jammu M.Sc., Ph.D.	Organic Chemistry	
		Member 12	Dr. Ginny Dogra (Director, DIQA), University of Jammu MBA, Ph.D.	Human Resource Management	
f.	Director, CIQA	Member 13 (Member Secretary)	Prof. Sandeep Kour Tandon (CDOE) M.Com., M.Phil., Ph.D.	Organisational Behaviour Human Resource Management	Estab./24/1435 2-451 dated: 26-11-2024

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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: 01

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	08-01-2025	NA	(02)Minutesof1stciqa committeemeeting.p df	Approval

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

From $\langle \textit{Month}, \textit{Year} \rangle$ academic session:

[illegible]

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*** 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:**

From <Month, Year> academic session:

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.												

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:**

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

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.											

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:**

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

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

Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

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

Sr. No.	Post Graduate Diploma Title	Duration(years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/ Female/Trans-gender)			
							M	F	TG	Total
1.	English (ODL)	2	104	Graduation under 10+2+3 pattern with English Literature as an elective subject OR Graduation under 10+2+3 with 24 credits in the Core/DSE courses across all six semesters under CBCS system OR Graduation under 10+2+3 pattern in any discipline with 60% marks	Rs.12,350/-	F.No.30-10/2024(DEB-II) dated :- 06 Feb-2025	34	386		420
2.	Sociology (ODL)	2	108	Graduation under 10+2+3 pattern with Sociology as an elective subject; OR Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; OR Graduation under	Rs.14,290/-	F.No.30-10/2024(DEB-II) dated :- 06 Feb-2025	60	635		695

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				10+2+3 pattern in any other discipline with 60% marks						
3	Hindi (ODL)	2	96	Graduation under 10+2+3 pattern with Hindi as an elective subject; OR Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; OR Graduation under 10+2+3 pattern in any other discipline with 60% marks.	Rs.12,350/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	02	92		94
4	M.Com (ODL)	2	104	Bachelor of Commerce (B.Com)/ B.Com Honors 10+2+3 pattern; with not less than 50% marks. OR Graduation under 10+2+3 pattern in any other discipline with not less than 60% marks; OR PGDBM/B.B.A with not less than 55% marks.	Rs 11,700/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	66	290		356

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5	Urdu (ODL)	2	100	Graduation under 10+2+3 pattern with Urdu or Persian or Arabic as an elective subject or Honors in Urdu or Persian or Arabic; Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; Graduation under 10+2+3 pattern in any other discipline with 60% marks.	Rs.12,350/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	14	24		38
6.	Dogri (ODL)	2	96	Graduation under 10+2+3 pattern in any stream	Rs.12,350/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	13	42		55
7.	Political Science (ODL)	2	108	Graduation under 10+2+3 pattern with Political Science as an elective subject; Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks; Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in	Rs.12,350/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	137	462		599

				any other discipline with 60% marks						
8.	MA Punjabi (ODL)	2	80	Graduation under 10+2+3 pattern with Punjabi is an elective subject. Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks. OR Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System. OR Graduation under 10+2+3 pattern in any other discipline with 60% marks.	Rs. 12,350/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	10	11		21
9.	M.Com. (Online)	2	108	A Candidate seeking admission to M.Com. (Online Programme) should have passed/ appeared in the final year of B.Com. General/B.Com. Hons/BBA/PGDB M/ Examination. Or A Candidate should have passed any other Bachelor's Degree	Rs.20,140/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	01	03		04

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				with 60% marks.						
10.	P.G. English (Online)	2	108	A Candidate should have passed/ appeared in B.A (Hons.) in English or passed Bachelor Examination with English Literature as one of the main/ elective or additional subjects in at least 4 semesters. Or A Candidate should have passed the Bachelor's Degree in any discipline with 60% marks.	Rs.20,140/-	F.No.30-10/2024(DEB-II) dated:- 06 Feb-2025	01	02		03

Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**

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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>CDOE is always committed to ensure a high-quality distance learning experience for its learners.</p> <p>(A) High-Quality Learner Support Services</p> <p>(i) Academic Support:- CDOE maintains a high quality academic process. This includes activities like organizing Personal Contact Programme, Internal Assessment Assignment submissions, grading processes, Examination, Seminar, Presentation, Internship, Project work etc. CDOE provides the services at the doorsteps of the students through Learner support centres established in the far-flung areas of the Jammu region through conducting PCPs, Examinations, providing Self-Learning Material in Learner Support Centres itself.</p> <p>(ii) Personal Support:- Access to Faculty and Resources: Providing access to faculty in the form of personal counselling, what's app groups, e-mail, computer Laboratory and access to library demonstrates a commitment to ensure that learners can get the support they need. It also indicates that the CDOE recognizes the importance of not just content delivery but also personalized assistance.</p> <p>(iii) Technical Support:- Our Learners use</p> <ul style="list-style-type: none"> • State of Art Technology: ensuring prompt access to course Material and assignments without interruption on CDOE website. • Secure and reliable platforms :- Learners have access to highspeed internet to facilitate online learning, preparation of corporate presentations and online access to Library portals for conducting research. Technical support Staff are available to assist them with any technical issue they face. <p>(iv) Community Building :- NSS Unit of CDOE takes care of community Services through NSS Volunteers through various activities viz Blood Donation Campus, celebration of important days cleanliness Drives, Beautification initiatives, etc., so that they feel connected and satisfied with larger part of the community.</p> <p>(B) Accessibility & Flexibility: The CDOE is</p>	<p>(03)LearnerSupportCentre.pdf</p> <p>(04)basant panchami press release.pdf</p> <p>(05)sportsactivity.pdf</p> <p>(06)nss activities.pdf</p> <p>(06a)communitybuilding</p> <p>(07)blooddonationcamp</p> <p>(08)alumni.pdf</p> <p>(09)foundationday.pdf</p> <p>(10)pre-admission counselling</p> <p>(11)pre-admission counseling in CDOE</p> <p>(12)bidcommittee.pdf</p> <p>https://www.distanceeducationju.in/</p>

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		<p>focused on providing services of high standards to its learners through ODL & Online Mode, UG & PG Programmes. It is committed to ensure that learners have access to the resources and continuous support through ODL & online mode and through conventional educational institutions (faculty from regular departments/colleges) which includes pre-admission counseling/Awareness Programmes for prospective Learners, Admission Processes, conducting counseling sessions, Personal Contact Programs, Internal Assessment Assignment Submission, Computer Laboratory facilities, Presentations, Internships, Sessional Works, Project work etc.</p> <p>(C) Quality of Instructional Design: CDOE provides high quality Self Learning Material (SLM) in print and digital form to its Learners Soft Copy of SLM is available on its website. Information about all components/ procedures including admission, Syllabi, Contact Numbers of faculty, Officers, examination details and Statutes is available in Brochure in print and digital form available on CDOE Website. Curriculum is organised into easily understandable lessons, and study material is prepared accordingly.</p> <p>(D) Formation of cells and committees: various cells and committees have been constituted in CDOE which work together to ensure quality education to its learners. Continuous help to identify areas for improvement is offered through Assessment and Evaluation, collection of feedback from students, faculty, Parents, Alumni & employers. This helps in making changes based on their feedback. CDOE is displaying a commitment through interactive and adaptive approach to enhance the quality of their services through Peer Group interaction/discussion in seminar Presentation etc.</p> <p>Overall, the steps mentioned above reflect a proactive and student-centric approach in distance learning. It's apparent that the CDOE is dedicated in providing a comprehensive and effective educational experience for its learners despite the challenges of remote learning.</p>	<p>(13)display your talent</p> <p>(14)student'sfeedbackcommitteeandPPRReviewcommittee.pdf</p> <p>(15)computerlabcommittee.pdf</p>
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2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<p>CDOE has a comprehensive approach for monitoring student's progress including Internal Assessment Assignments, interaction in Personal Contact Programme (PCP), and Peer review exercises in Presentations/Seminars that allows learners to review & provide feedback on each other's' work. The encouragement of forming social media groups and workshops highlights the effort to foster a sense of community and familiarity with the courses. Frequent communication with academic coordinators and counselors, along with counseling sessions, underscores the institution's dedication in supporting students' overall growth & development. CDOE has a well-established system for creating, updating, and maintaining its self-evaluative and reflective tasks in the form of Multiple Learning Paths in SLM viz check your progress, quiz, Self-assessment questions, True/False etc. The SLM format is used by all the under graduate, Post graduate learners. The lessons in SLM are reviewed frequently. To maintain the quality, Self Learning Material Review Committee and Programme Review Committee has also been constituted in which subject experts provide their inputs for further improvement.</p>	<p>(16)lesson structure</p> <p>(17)DAAminutes.pdf</p> <p>(18)awardrollregistrar.pdf</p> <p>(19)practicalattendanceregistrar(viva).pdf</p>
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<p>For evaluating and controlling the quality of educational processes and offering feedback for improvement, a proper quality management system is in place. The CDOE level and the Learner level are the two levels at which the program's quality is upheld. CDOE has a team of ODL and Online subject specialists whose job it is to guarantee that the study materials' content and printing quality are of the highest quality. Students are given feedback forms to evaluate the teachers' teaching abilities in both Online and Offline format.</p> <p>Various committee have been constituted which use the following mechanisms to ensure quality:</p> <ol style="list-style-type: none"> 1) Formation of Centre for Internal Quality Assurance (CIQA) 2) Capability of educational delivery strategies i.e. Timely conduct of PCPs, submission of Internal Assessment Assignments. 3) Guaranteeing quality while developing SLMs and its delivery to distance Learners. 4) Active Participation of students in PCPs. 5) Conduct of Seminar, VIVA VOCE, Presentations, internships, Project works etc. 6) Complete academic direction – Meetings of CIQA inhouse committee, Publication 	<p>(20)committee of cdoe</p> <p>(21)vivapic.doc</p> <p>(22)inhouseciqcommitt eemeetingminutes.pdf</p>

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		<p>Committee, Library Committee, DAC and other Committees. Updated information is available on CDOE website, through What's app messages & Noticeboard for Learners from time to time.</p> <p>7) Formative and Continuous assessment method that is error-free & transparent. Quickly disseminating information to all the stakeholders through Helpdesk in online & offline mode.</p>	
4.	<p>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>	<p>To ensure that ODL programmes are as high-quality as those in the conventional mode, the following mechanisms have been developed:-</p> <ul style="list-style-type: none"> • The eligibility criteria curriculum, examination formats, and degrees are identical to those of programmes run in conventional mode. • Statutes for appointment and promotion of faculty are similar to those for Conventional courses. • CDOE faculty are members of various board of studies and academic council. • To support faculty and student growth, seminars, workshops, and Guest lectures and trainings are organized frequently. Co-curricular activities, like Foundation Day, Job Fair, participation in Radio programmes, Sports Day, Cultural Activities/Display your Talent are also held for distance learners. 	<p>(23)minutesofDAAcommittee meeting.pdf</p> <p>(24)exminationpattern.pdf</p> <p>(25)mcomregularsyllabusjammuuniversity.pdf</p> <p>(26)mcomsyllabuscdoe</p> <p>(27)statuesfor appointment and promotionoffculty</p> <p>(28)DEGREE</p> <p>(29)guest lecture</p> <p>(30)order of guest lecture by Alumni</p> <p>(31)order of guest lecture 2</p> <p>(32)bosenglish.pdf</p>
5.	<p>Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.</p>	<p>For quality improvement, feedback forms are manually and electronically gathered from students and a variety of stakeholders, including parents, faculty, employers and alumni. To improvise the work performance, informal contacts with stakeholders are held in addition to official online & offline feedback form filling. This enables CDOE for further improvements in course materials after their interaction with students & other stakeholders. To improve its academic and administrative services, CDOE intends to establish new job oriented courses and updated Syllabi of existing courses in accordance with societal and national demands. Feedback from teachers and</p>	<p>(33)feedback.pdf</p> <p>https://distanceeducationju.in/</p>

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		parents is collected and reviewed from time to time. Feedback from students is taken before PCP & after PCP as well as from concerned faculty members feedback during Admission time is also obtained from the students to evaluate how user-friendly the admission process is.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	<p>Improving the quality of a distance education institution involves a comprehensive approach through various measures that cover various aspects of administration, curriculum, technology, support services etc. as mentioned below:</p> <ul style="list-style-type: none">• Regular update and review the curriculum in BOS in the light of demands of the industry and society in consonance with formal departments.• Encourage faculty to use a variety of teaching methods including case studies and group projects in B.Ed. Classes to make them ready for the job market. Peer group interaction in the form of Question/Answers in M.Com. Seminars, VIVA-VOCE, Corporate Presentations etc. Faculty and Administrative achievements provide Professional Development opportunities which are beneficial for students in updating their knowledge as well.• Contributing to the quality improvement in CDOE by bringing fresh perspectives, expertise and best practices through visiting other Universities outside J&K.• Local Languages offer a diverse range of courses and programs which cater to diverse interests, and career paths for learners viz MA Dogri, MA Punjabi, MA Urdu.• Develop strong student support services by establishing responsive help desk online & offline and counselling cell in CDOE premises.• Participation of faculty in Board of Studies(BOS).• Organize Guest lectures by Subject experts of high repute from academia and industry and networking events in the form of 'Meet your Alumni' series for distance learners.• Timely informing the distance learners about the datesheets & Internal Assessment Assignments.• Regularly reviewing of implemented measures and Action Taken Report incorporating feedback for improvement.	<p>(34)datesheet</p> <p>(35)minutesofBOS</p> <p>(36)dr Jaspal for viva voce at amritsar</p> <p>https://www.distanceeducationju.in/</p> <p>(37)IAA</p>

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7.	Implementation of its recommendations through periodic reviews	CDOE has a comprehensive quality assurance framework in place, focusing on updating of curriculum development, Guest Lectures by Subject experts, feedback incorporation, SLM Review and Programme Review through SLM Committee & Programme Review Committee. This approach demonstrates a commitment in maintaining and enhancing the quality of education and ensure a positive learning experience for distance learners in context to the open and online distance learning programs. Faculty members participate in the curriculum design process as members of Undergraduate (UG) and Postgraduate (PG) Board of Studies at the university level. Faculty members propose changes and suggestions to improve the curriculum design. Subject experts prepare videos of online programmes for distance learners. These resources include both Soft (digital) and Hard (printed) copies in ODL Programmes also. Soft copies are uploaded on the CDOE Website making them accessible to learners. The CDOE takes feedback seriously. SLM Review meetings are organised and suggestions from external & internal subject experts are incorporated into the self learning materials to enhance their quality. The Centre conducts meetings with instructors, content developers, to enhance the quality and delivery of academic programs.	(38)SLMreviewcommittee.pdf https://www.distanceeducationju.in/ (39)minutesofsubjectcommittee meeting
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.	<p>Faculty members and officers in Administration of CDOE are actively engaged in professional development activities to update their skills and knowledge. These efforts contribute in maintaining high standards of education and fostering a culture of continuous learning within the institution.</p> <p>1. Orientation and Refresher Programmes- CDOE frequently conducts Guest lectures and deputed faculty/officers to attend various types of training programmes. These are designed to help faculty members stay up-to-date with the latest advancements in their respective fields and to provide them with a strong foundation in the subject matter they teach/area of their work.</p> <p>2. Seminars and Conferences: Participating in seminars and conferences allows faculty members to connect with peers from other institutions, exchange ideas, and learn about the latest research trends in their disciplines. Presenting papers at such events not only adds to their own knowledge but also provides.</p> <p>3. Workshops: Workshops on SLM & PPR are conducted in CDOE for getting hands-on experience for lesson writers. They offer opportunities for faculty members to learn specific skills, tools, or techniques that can be directly applied in their teaching or research activities.</p>	https://jammuuniversity.ac.in/node/4433 (40)SLM workshop (41)trainingofofficers (42)training of officers (43)professionalachievements of faculties of CDOE https://www.jammuuniversity.ac.in/ (44)achievementcertificate

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		<p>4. Faculty Development Programmes: These programs focus on enhancing teaching methodologies, curriculum development, and pedagogical techniques. They help faculty members become more effective educators.</p> <p>5. Periodic Workshops/Training Sessions for Administrative Staff and Students: Workshops for administrative staff and Distance Learners are held to well-equip them to handle student related issues effectively, which enhances the overall efficiency of the CDOE.</p>	
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>CDOE makes sure that the self-study materials (SLMs) are of the highest quality. The institution takes into account a number of factors while choosing the instructional packages, including the accessibility, practicality, equity, and cost-effectiveness for the students, as well as how the media and technology used in CDOE matches with the course content to enhance and expand learning.</p> <ul style="list-style-type: none"> • Quality Learning Resources: The institution provides both soft copy and hard copy of Self Learning Materials (SLMs) in Open and Distance Learning mode. E-learning materials is available for learners in the Online mode programmes. These materials are carefully designed to match course content with the requirement of job market and cater to the diverse needs of learners. Accessibility, practicality, equity, and cost effectiveness are taken into consideration. SLM Review Committees are held and SLM is improved as per the suggestions of Internal & external Subject experts. • Pre-admission Counseling/interaction for prospective learners & after admission counselling is done frequently for the Learners. • Student's Grievance Redressal: A dedicated committee is in place to address student's grievances. This ensures that student concerns are effectively and timely resolved. • Fixed Schedule: CDOE follows a predetermined schedule for Pre admission counselling, admission, distribution of Self learning Material, Personal Contact Programmes (PCP), Internal Assessment Assignment Submission, Examinations, Seminar Corporate Presentations, VIVA- 	<p>(45)grievanceredressal order.pdf</p> <p>(46)name of ombudsperson</p> <p>(47)studentsgrievancer edressal.pdf</p> <p>(48)communicationand updates.pdf</p> <p>(49)prospectus CDOE</p> <p>(50)guest lecture industry institution linkage</p> <p>(51)Technologyintegra tion</p> <p>(52)induction programme</p> <p>(53)studentsupportser vices</p> <p>(54)placementopportu</p>

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		<p>VOCE, internship, Project Submission etc. This consistency helps Learners plan their activities accordingly.</p> <ul style="list-style-type: none">• Online Fee Payment System: Students can pay their fees online, thereby promoting cashless transactions. This system offers convenience and flexibility for learners in fee payment.• Communication and Updates: Regular updates, including information about admission through Prospectus, PCPs, workshops, Guest Lectures on internship dissertation & Project work, assessments, admission, examination, Seminar, VIVA-VOCE dates, and fee payments, are communicated to students through CDOE Website, What's app Groups etc.• Technology Integration: Faculty members are encouraged to use online platforms like Google Classroom for delivering lectures. Blended teaching methods are promoted i.e. combining online and offline modes to enhance learning for distance learners.• Induction Programs: Induction Programmes are conducted to familiarize students with distance learning processes in the beginning of the session.• Student Support Services: Support services are available to guide and motivate distance learners throughout their academic journey, Library facilities & Laboratory facilities are available to them.• CDOE also takes initiatives for Specially abled Learners.• Placement Opportunities: A Placement Cells' arranges employment drives through Job fair to facilitate student placements in various fields.• Celebration of Important Days: CDOE organizes events viz Foundation day, Basant Panchami, Holi, sports day, cultural programs, Display your Talent, Interactive session on Jammu Community Radio etc. thereby providing distance learners with opportunities to participate and showcase their talent in various activities	<p>nitiesorder</p> <p>(55)jobfair.pdf</p> <p>Placementopportunitiesjobfairvideo</p> <p>(56)appointmentletters</p> <p>https://jammuuniversity.ac.in/node/4433</p> <p>(57)interactive session through Community Radio</p>
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10.	<p>Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).</p>	<ul style="list-style-type: none"> • Study Material Preparation: The study material is prepared in the Self-Learning Material (SLM) format. The content is aligned with the latest syllabus and is created and revised by in-house faculty and experts from reputable institutes, as needed. This approach ensures that the self-learning material is relevant and of high quality. SLM Manual is being published to provide a standardized/ comprehensive guide for development of high quality Self Learning Material for all UG & PG Programmes of CDOE. • Statistical Data of CDOE Programmes is collected & disseminated to the concerned quarter on time. • Quality Assurance: Internal and external members of SLM Review Committee & Programme Review Committees play an important role in ensuring the quality of the study material and programme itself. This quality control process helps to identify and address short comings if any & give opportunity for further improvement. • The Publication committee is responsible for overseeing the printing of study material. This step ensures that the printed materials are produced accurately and according to the standards set by the institution as per UGC regulations. • Lesson Writing, Proof Reading & Printing: Lessons are written by In-house faculty and experienced subject experts & Proof reading is conducted on the printed study material to prevent printing errors. This step helps in delivering error-free study materials to students. • Online Accessibility: Self Learning material are also uploaded on the official website of CDOE. This approach caters to students who prefer online access and provides a convenient way to access materials. • Online & Printed Prospectus: Information about fees, programs, Syllabus, faculty is disseminated through an online prospectus. Hard copy of Prospectus is also available to our learners. This ensures that students have easy access to important information. • Academic Calendar and Date Sheets: The academic calendar, date sheets, and assignment schedules are uploaded on the New updated website. This helps students plan their studies and prepare assignments timely & effectively. • Work shops/Guest Lecture Information: Brochures/flyers for seminars and workshops 	<p>(45)grievanceredressal order.pdf</p> <p>(46)name of ombudsperson</p> <p>(47)studentsgrievanceredressal.pdf</p> <p>(48)communicationand updates.pdf</p> <p>(49)prospectus CDOE</p> <p>(50)guest lecture industry institution linkage</p> <p>(51)Technologyintegration</p> <p>(52)induction programme</p> <p>(53)studentsupportservices</p> <p>(54)placementopportunitiesorder</p> <p>(55)jobfair.pdf</p> <p>Placementopportunitiesjobfairvideo</p>
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		<p>and Guest Lectures are uploaded on the website and shared on what's app groups also. This keeps students well informed about learning opportunities beyond regular coursework.</p> <ul style="list-style-type: none"> • Learner-Faculty Interaction: Students from distant locations can interact with faculty through Call, what'sapp, SMS or email. This facilitates communication and support for remote learners. • Access to Library Services CDOE has a well-structured and Learner centric system that focuses on delivering quality education materials – books, Journals, Newspapers, Magzines and support services to learners. • Access to Computer Laboratory Faculties & Learners have to access to Laboratory for making presentation slides and computer related work. 	<p>(56)appointmentletters</p> <p>https://jammuuniversity.ac.in/node/4433</p> <p>(57)interactive session through Community Radio</p>
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	<p>Monitoring mechanisms ensures the proper implementation of the programs project report of each programme of CDOE.</p> <p>Programme Project Reports (PPRs): These are comprehensive documents that outline the details of a specific program. PPRs typically include information about the objectives, Programme components and expected outcomes.</p> <p>Approval Process: Before starting a program, approval of PPRs of each Programme from appropriate statutory bodies is sought.</p> <p>Overall, the combination of monitoring mechanisms and approval processes helps to ensure that programs within CDOE are well-planned, well-executed, and aligned with the institution's strategic objectives.</p>	<p>(63)PPRcommittee</p> <p>(64)minutes of academic council on 15th June,25</p> <p>(65)ugcrecognitionofcourses</p>
12.	Mechanism to ensure the proper implementation of Programme Project Reports	<p>It is ensured that objectives and vision of PPR are effectively carried out across all its undergraduate and postgraduate programs of CDOE. These programs are designed with the current situation and are tailored to meet the needs of distance learners. They undergo a thorough approval process, starting with the Center for Internal Quality Assurance (CIQA), which ensures their alignment with quality standards through inspection by SLM Review Committee & Programme Review Committee. To maintain relevance and responsiveness to changing times, the institution makes necessary adjustments to its programs. This dynamic approach ensures that the education provided remains up- to-date and aligns with the evolving demands of the field. CDOE employs a comprehensive approach to program development. Each program is meticulously crafted by a Board of</p>	<p>(66)DAminutes.pdf</p>

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		Studies that includes distinguished faculty members and renowned academicians and is approved by DAA. This collaborative effort guarantees that the programs are well-rounded and academically sound. In essence, the institution is dedicated to the continuous improvement of its academic offerings. Through rigorous evaluation, collaboration, and responsiveness to change, it aims to provide high-quality education that effectively addresses the needs of distance learners and the contemporary professional landscape.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	All annual plans and reports are properly documented, both at the CDOE Level and program level. These plans are created each year in the beginning of each session with the goal of properly delivering them to distance learners. Director receives the workload for each program from each coordinator. These annual plans include conduct of personal contact programs (PCPs) by faculty members and outside subject experts, Internal Assessment Assignments, Evaluation, Examinations, viva voce, Presentation, internships, Project work for each semester, organising specialized lecture series by the Subject experts in their respective fields, upgrading the study materials with the help of Subject specialists etc. The collection of student feedback regarding the conduct of the classes and the quality of the study materials provided is absolutely assured.	(67)recordofworkloadoffaculty
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The faculty members of CDOE are proactive in staying updated with the current job market scenario. This approach ensures that the learners receive relevant and up-to-date education that prepares them as per the demands of the professional world by integrating practical and skill-oriented content into the syllabi. This enables learners to develop the necessary skills for their professional growth. This approach not only equips them with theoretical knowledge but also ensures enhancement of the practical skills required by employers. Restructuring of formative & Summative assessment has been initiated as 70/30 from 80/20. Internal Assessment Assignments pattern has also been restructured to Short and Long answer type questions. By sharing comprehensive insights and recommendations, the faculty plays a pivotal role in initiating appropriate changes to the academic programs, ensuring that they remain relevant and valuable to the students. The commitment of CDOE in offering courses that have practical applications in the job market is reflected in the course structure of various PG courses which are aligned with industries where job opportunities are available. This specialization in job-fetching courses reflects the institution's understanding of the needs of the	(68)DAAMinutes.pdf (69)inhouseciqcommitteemeetingminutes.pdf

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		modern workforce and its dedication to prepare students for their successful careers. Overall, the institution's approach to education and its emphasis on staying updated with industry trends and UGC Regulations is valuable in ensuring that students are well-prepared for their careers and can thrive in the evolving job market.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	<p>CDOE facilitates system based research on creating Learner Centric environment & bring qualitative change through following strategies.</p> <p>Role of Subject Committees: Members of Committees allot lesson writing after thorough deliberations. In all the UG & PG programs, students are given study materials in the SLM format. The Centre also posts the self-learning material for learners in electronic form on its website.</p> <p>Students have access to an online prospectus that contains details about the various courses, personal contact programs, and examination components which remains available throughout the year.</p> <p>CDOE also organizes co-curricular activities for its learners viz Foundation Day, Display your Talent participation in discussion etc. in FM community Radio, Dhwani of University of Jammu to showcase the hidden talent of the CDOE students in cultural activities. Students also participate in the Sports activities to exhibit their physical strength and fitness, CDOE hosts lectures and seminars to introduce students to the current events. The Centre organizes Job Fair, career counseling program in collaboration with District employment exchange for the learners. The Centre's placement cell offers Job prospects to students in the various sectors.</p> <p>Swayam Prabha educational channels are available throughout the day for the learners. Enough Parking space for vehicles, clean Drinking water, canteen facilities, Seminar Hall, Committee Room, Well equipped Computer Laboratory, enriched Library, Ramps for specially Disabled Learners etc.</p>	(70)Library
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The university has an intranet portal where it collects data for NIRF & NAAC. The In-house CIQA Committee Members collaborate and coordinate to compile the information under the Director's direction. The compiled data is presented and discussed in CIQA meetings in the office of Hon'ble Vice-Chancellor. These meetings involve faculty members, administrative staff, and other relevant stakeholders from outside University of Jammu. The purpose of these meetings is to assess the quality and accuracy of the compiled data. The data presented in CIQA meetings is carefully reviewed to ensure its accuracy, completeness, and compliance with the assessment criteria. Any discrepancies or	(71)naac report.pdf (72)In-houseciqacommitteeminites

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		issues are addressed and resolved during this review process. Once the data has been thoroughly reviewed and approved, it is posted on the university's Portal. This portal serves as a platform for sharing institutional information with a wider audience, including students, parents, researchers, and the general public. By following this process, the university ensures that it provides accurate and comprehensive information to external assessment bodies and stakeholders, contributing to its rankings, accreditation, and overall transparency. We can proudly announce that University of Jammu has achieved A++ Status of NAAC Ranking in 2024 by UGC.	
17.	Measures adopted to ensure internalization and Institutionalization of quality Enhancement practices through periodic accreditation and audit	<p>CDOE, is taking proactive steps to ensure quality in Open & Distance Learning (ODL) & online learning through the establishment of the Centre for Internal Quality Assurance (CIQA) and the implementation of various strategies by the respective coordinators and administrative Staff.</p> <ul style="list-style-type: none">• Timely and Effective Supply of Study Materials: Ensuring that study materials are provided on time and are easily accessible to Distance Learners. This includes both physical copies and online uploads to cater to diverse learning preferences.• Developing Study Materials into Self Learning Mode: Adapting study material for self-learning is essential in ODL. These materials are designed in a way that students can comprehend and learn independently, considering the absence of traditional classroom interactions.• Access to Education in Both Offline and Online Modes: Providing education in both offline and online modes (through various Social Media Platforms) is inclusive and caters to different students' needs. Some students might not have reliable internet access, so offline options become crucial.• Internal Academic Audit of records of CDOE help to maintain and improve the quality of UG/PG Programme and quality of study materials. SLM & Programme Review Committee Meetings are convened for assessing whether the materials are up-to-date, accurate, and aligned with learning objectives as per UGC-DEB guidelines <p>Creating a Feedback System: Establishing a robust feedback system through offline and online mode enables students and other Stakeholders to express their opinions, concerns, and suggestions about the courses and study materials. This feedback can guide improvements and adjustments.</p>	<p>(73)auditcommittee</p> <p>(74)slmreviewcommitt ee2025-2028</p> <p>(75)approval of SLM AND PPR</p>

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18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	CDOE follows the guidelines and regulations of UGC-DEB. CDOE receives communication from DEB, discusses it in meetings, creates action plans based on the communication, and then conveys these plans to program coordinators and faculty members. The main goal is to ensure that all quality-related aspects are met according to the UGC expectations. After implementing the necessary steps for compliance, CDOE communicates this back to the commission. This approach demonstrates a commitment to adhering to the guidelines and regulations set forth by the commission. This reflects a systematic approach to quality management and compliance. It's important for CDOE to maintain open lines of Vision & Mission communication and ensure that everyone is involved and understands their respective roles in meeting the established standards.	(76)Actiontakenreport
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Faculty members who participate in meeting of Board of Studies meetings at HEIs contribute their expertise and insights to curriculum development and academic program enhancements. This exchange of ideas can lead to improvements in teaching methods, course content, and overall educational quality. Further, engaging with faculty from other institutions allows for networking opportunities, enabling the faculty to connect with professionals from diverse backgrounds and disciplines. Additionally, acting as examiners for other universities exposes the faculty to different assessment methods, evaluation criteria, and academic standards. This involvement in external activities like serving on Boards of Studies and acting as examiners offers faculty members a chance to enhance their own professional development and for the overall development of the institution. They can learn from the practices of other institutions and gain a broader perspective on higher education trends.	(77)BOS minutes (78)KUReport
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The Convener of Centre for Internal Quality Assurance Cell convenes Inhouse CIQA Committee meetings from time to time where in discussions take place pertaining to various issues. These are implemented for the benefit of the Learners and Stakeholders as per UGC-DEB guidelines. All these activities are further recorded in the form of Annual Report of Centre for quality Assurance of CDOE.	(79)Minutesof1stciqac ommitteemeeting.pdf

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21.	<p>Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.</p> <p>(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.</p>	<p>Yes, annual report of all activities is submitted to the Statutory Bodies/Higher Authorities of the Higher Educational Institution at the end of each academic session.</p> <p>Yes, Annual reports of CIQA were submitted to commission in the specified format by CDOE after approval of Registrar, University of Jammu.</p>	(79)Minutesof1stciqacommitteemeeting.pdf
22.	<p>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</p>	<p>CIQA committee, which was established by the Vice chancellor, met twice during the academic year 2024-2025 to oversee CIQA's operations. The first meeting, held on January 08, 2025 presented an agenda on the working of CIQA for the session 2024-2025. The second meeting was held on August 27, 2025 which featured the agenda, action taken report along with the CIQA Annual report 2024-2025.</p> <p>The members of CIQA committee noted that CIQA was actively pursuing CDOE's objective of guaranteeing the quality of distance learning programs. They appreciated the work of CDOE and suggested some changes for further improvement.</p>	(80)Minutesof1stciqacommitteemeeting.pdf
23.	<p>Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes</p>	<p>Director CDOE hold frequent meetings to guarantee that the instructional designs adopted by it fulfils the demands of its distance learners. The COVID-19 epidemic caused an extraordinary scenario in 2020-21. Despite this, CIQA aggressively sought to maintain the quality of CDOE throughout lockdowns at every front. Discussions about how to give our remote learners a high-quality education took place in frequent DAC and Inhouse CIQA Committee Meetings. The most recent ODL Regulations 2020, in which the quality of study materials and students' satisfaction are the top priorities, were adopted. The students' timely access to study materials was a priority. Self Learning materials were posted for this on the CDOE website and instructors were Conducting Online Personal Contact Programs, Seminar, Presentations, VIVA-VOCE, examination etc. through Google Classrooms. According to CDOE policy, numerous unique lectures were held which gave learners a variety of educational experiences. CDOE has been making concerted efforts in enhancing flexible learning experience for students by incorporating blended mode of learning. In the beginning of every semester induction programmes are organised to introduce the</p>	(81)In-houseciqacommitteeminutes (82)inductionprogramme

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		learners to the programme, the learning environment which adheres to meet the queries of the students.	
24.	Promoted automation of support services of the Higher Educational Institution	<p>Our Centre provides automated learner support services to our students. CDOE has a well-established Web Identity. Our digital footprints and virtual presence provides extensive information about various courses run by the institution like Online Programmes of M.Com, M.A English Programme, MA Urdu, MA Punjabi in various disciplines like English, Political Science, Hindi and Sociology. The entire admission process for the above mentioned courses is done online. Admission forms can be filled online and even the fees for the courses can be submitted online. Information regarding various Committees and Cells like the feedback, Alumni, the Placement Cell, the Grievance Cell etc. is available on CDOE website Learner support services to all committees/cell at CDOE is available in on Website :</p> <p>Courses Offered: The website provides information about a wide range of courses, including all programmes and Certificate Courses. This helps prospective students understand the available options and choose the one that suits their academic and career goals.</p> <p>Syllabus and Fee Information: The availability of information about syllabi allows students to preview the curriculum of the courses they're interested in.</p> <p>Online Admission Process: Conducting the entire admission process online is convenient for both the university and the students. This includes filling up admission forms and submitting fees through the website link.</p> <p>Committees and Cells: The website provides details about various committees and cells that offer support and services to Learners. This information helps learners reach out for assistance as needed.</p> <p>Prospectus and Notices: The availability of a prospectus with comprehensive information about the CDOE's offerings, support services, and various Notices is beneficial for students who want to have an in-depth understanding of the institution's resources and support mechanisms.</p>	https://www.distanceeducationju.in/ (83)committee of cdoe
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	<p>External subject experts are involved in academic activities of various academic programmes of CDOE</p> <p>i) Subject Committee Meetings are convened wherein external Subject experts offer their suggestions for taking quality measures.</p> <p>ii) Inspection of SLM Review Committees and</p>	(84)minutesofsubjectcommittee meeting (85)SLMreviewcommittee.pdf

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		<p>Programme Review Committee for checking of Self Learning Material and all components of Programmes. The suggestions of Subject experts are rigorously complied with.</p> <p>iii) Inspection by the flying Squad/observers at the time of Examination of UG & PG Programmes.</p> <p>iv) Faculty from various institutions outside university of Jammu are invited for delivering lectures, writing Lessons, checking internal Assessment, conducting PCP, Projects, internships, Time table, PCP etc.</p> <p>v) Faculty from outside University of Jammu are engaged in Conducting corporate presentations Seminar and VIVA VOCE, after Term End theory examinations of the Programme.</p> <p>vi) Inspection of Internal Assessment Records of each UG & PG Programmes.</p> <p>External experts are part of Industry-academia Lecture Series, Alumni meet series & Practical examinations: They also participate in the writing of lessons each semester. Additionally, internal faculty members update the study material from time to time by incorporating the latest developments in syllabus. Hence, for each subject, students receive updated study materials. The students get an opportunity to meet the academic counselors both internal as well as external during their Personal Contact Programmes which immensely adds value to their knowledge and boost their morale and confidence and gives them a lot of motivation to study.</p>	<p>(86)notice of pcpr</p> <p>(87)Inspection Report</p>
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	<p>The various subjects at the CDOE regularly get the study materials assessed from the external subject experts in SLM Review Committee Meetings to ensure that the distant learner gets quality material. For this reason, regular feedback from the students is gathered each semester, and necessary revisions to the study materials are made. The study material is revised and updated while taking into consideration the most recent research on numerous topics in the relevant disciplines. The opinions of outside specialists are sought for a variety of factors, including content Quality, development and delivery techniques. A Senior Professor of that specific department is involved in improvising the topic in that particular discipline.</p>	(88)auditcommittee
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	<p>An Annual Report is prepared by Director, CIQA and its members under the direction of the Director, CDOE and is submitted to DIQA of HEI. The IQAC of University of Jammu is responsible for submitting the Self-Appraisal Report that is sent to the agencies responsible for Assessment and Accreditation. Additionally, all of the faculty members' accomplishments are routinely</p>	

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		submitted to HEI for assessment and accreditation of organizations along with material in the shape of CIQA Annual Report.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	<p>CDOE has taken steps to promote collaboration, quality enhancement, and student support in various aspects of education. There is a proactive approach towards continuous improvement of the institution through the following measures:</p> <ul style="list-style-type: none">• Quality Assurance and Academic Development: Quality assurance is linked to academic development, indicating a commitment to improve the teaching and learning environment. This approach aligns with the broader goal of providing a high-quality education.• Faculty Development: Workshops are organized to foster the personal and professional growth of faculty members. This investment in faculty development can lead to improved teaching practices and overall educational quality of faculty members.• National Collaboration: Joint workshops, Paper Publication and ventures with faculty from different parts of the country provide exposure to diverse perspectives and best practices, contributing to a more enriched educational experience.• Institutional Visits: Faculty visits to other institutions, offer insights into best practices gathered from different educational environments, which helps in promoting the professional growth and learning environment in CDOE of University of Jammu.• Lecture Series: Hosting lectures series during personal contact programs (PCPs) enriches students' learning experiences by providing them Industrial exposure to different subject matter experts and perspectives viz Meet your Alumni series, Industry Academia linkage series.• Efficient Study Material Delivery: The use of an IT cell shows a commitment to efficient delivery of study materials to students. This approach aims to provide timely access to learning resources both in Hard and Soft Form.• Administrative Support: The collaboration between administrative staff and faculty of CDOE caters the needs and helps in holistic approach to student support services.• Continuous Guidance: CDOE provides continuous guidance to students in their subjects and helps them navigate their academic journey effectively from Admission to Term End	<p>(89)Research doc.</p> <p>(90)Initiatives taken towards conversion of eLM into Regional Languages. pdf</p>

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		<p>examination.</p> <ul style="list-style-type: none">• Grievance Cell: The presence of a Grievance Cell indicates a focus on addressing students' concerns at the institutional level, ensuring a supportive learning environment.• Expert Involvement: Involvement of experts from reputable institutes in preparing and Reviewing of Self Learning materials, conducting seminars, Presentations, VIVA VOCE, Workshops etc. underscores a commitment to delivering high-quality educational content.• Placement Cell: Joint collaboration with District employment exchange in conducting Job Fair increase the scope for job opportunities & provides networking with employers of various companies. <p>There is a strong commitment to educational excellence, collaboration, and student support services. CDOE is working to create a conducive learning environment for both faculty and learners as well.</p>	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	<p>CDOE keeps organizing the Guest Lectures for its learners under the 'industry academia lecture series' which aims to bridge the gap between academia and industry by providing insights into the evolving job market trends, skill requirements and employment opportunities. Lectures have been organised by inviting the industry experts on the following themes :</p> <ol style="list-style-type: none">1. Employment opportunities in industries and commerce.2. Planning, Monitoring and Budgeting of State Resources.3. Individual's investment opportunities in India.	(91)guest lecture industry institution linkage

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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 Administrative, Technical and Academic Staff of the institute functions under the supervision of the Director, CDOE. The ODL Programme Coordinators nominated by the Vice-Chancellor and Teacher In-Charge are responsible for the delivery of ODL programmes. They look after the academic, technical & administrative components of each programme. For counselling [synchronous and asynchronous] and other support services, CDOE appoints Subject experts on a contractual basis or take the services of permanent faculty. CDOE ensures compliance of all Academic/Adm components with regulatory bodies i.e. UGC-DEB. CDOE ensures quality assurance through regular SLM & Programme Review evaluation meetings and feedback mechanism as well.</p>	<p>(92)actiontake nreport</p> <p>(93)work order</p>
2.	<p>Articulation of Higher Educational Institution Objectives</p>	<p>All the ODL programmes of CDOE comply with the Vision and Mission of the University of Jammu which are mentioned below:</p> <p>VISION</p> <ul style="list-style-type: none"> • The University of Jammu strives to be an institution of excellence in higher education that Constantly responds to changing social realities through the creation and application of knowledge. • Contributions towards a pupil centred and just society that nurtures innovation, protects dignity and ensures equality. • Aims at holistic development of learners to face the challenges of a globalized world. <p>MISSION</p> <p>From darkness to light.....</p> <p>To become an innovative knowledge institution with capacity to meet the knowledge challenges of 21st century and contribute towards transformation of Jammu & Kashmir into a peaceful and prosperous state with balanced socio-cultural and economic development.</p> <p>To align with the Vision and Mission of the University of Jammu, the programme offered through the Open and Distance Learning (ODL) mode at CDOE is designed for individuals who aspire to pursue higher education through the conventional mode but are unable to do so due to various constraints.</p> <p>CDOE facilitates learning by providing comprehensive self-learning materials to enrolled students and enhances their academic experience through extension lectures, video and audio sessions and handouts as part of the Personal Contact Programmes (PCPs). Furthermore, CDOE actively promotes awareness and sensitization among learners about the democratic system, fostering a sense of responsibility towards the holistic development of Jammu & Kashmir UT and the nation as a whole.</p>	<p>https://www.jammuuniversity.ac.in/university/vision-mission</p>

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3.	<p>Programme Development and Approval Processes</p> <ol style="list-style-type: none"> Curriculum Planning, Design and Development Curriculum Implementation Academic Flexibility Learning Resource Feedback System 	<p>Both UG & PG ODL Programmes offered to Distance learners run as per UGC-DEB Guidelines. Study Material has been prepared as per SLM format in all the Programmes.</p> <ol style="list-style-type: none"> The concerned formal Departments of the University prepare curriculum in coordination with CDOE faculty in workshop mode involving subject experts from reputed universities and colleges. The Board of Studies of each Discipline thoroughly discuss the same and recommend the modified syllabus with changes to be incorporated in the syllabus and is sent for the approval of the Academic Council. After obtaining approval from the Academic Council, the University notifies the same. The curriculum contains Core courses that are mandatory for all the students and optional/elective courses that offer areas of specialization. The curriculum offered in conventional mode shall be the same curriculum as offered in ODL Programmes in CDOE. The norms for delivering of ODL Programme of the CDOE shall be the same as in regular Departments. The Subject Committee constituted for each Programme deliberates and finalizes the modus operandi regarding the unique features of the development of SLM, delivery and assessment of learners for offering the Programme through ODL mode for curriculum implementation. <p>The Subject Committee constituted exclusively for each programme identifies the Resource Persons required to prepare SLM to maintain the quality of resources developed.</p> <ol style="list-style-type: none"> Centre for Distance & Online Education keeps enhancing academic flexibility for open & Distance Learning (ODL) learners by offering relaxed policies for Internal Assessment assignments, subject (optional) specialization & personal contact programs. <p>Students are given extended timelines to submit assignments, allowing them to manage studies alongside other responsibilities. They can also choose from a wide range of specialization based on their interest & career goals without rigid prerequisites.</p> <p>Additionally, participants in Personal Contact Programs (PCPs) is made optional, enabling learners to engage at convenience rather than making attendance mandatory in most of the Programmes. These measures help to create more accessible and student friendly learning environment.</p> <ol style="list-style-type: none"> Below mentioned resources are offered to distance learners in enhancing their learning experience: <ol style="list-style-type: none"> Self learning material in hard and digital Mode. Lectures by Subject experts during PCPs. Counselling through online mode i.e Whatsapp , Phone call, groups or in physical Mode in CDOE premises Library sources:- E-books, books, Journals Newspapers, Magazines. Computer Lab facilities: Preparing Presentations for appearing in Seminars/Viva-Voce, etc. Online learning offering through Swayam Prabha channel educational resources. organizing Guest Lectures on Job oriented opportunities. The CDOE provides an online facility for submitting 	<p>(94)BOS and Academic council</p> <p>(95)notification of M.Com</p> <p>(96)minutesof subjectcommittee meeting</p> <p>(97)notice of assignment submission</p> <p>https://jammuuniversity.ac.in/node/4907</p>
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HEI ID:**Name of HEI:****Type of HEI:**

		<p>feedback, by Students/Stakeholders and tracking their status.</p> <p>iii) The Grievance Redressal Committee of CDOE monitors the effectiveness of its Grievance Redressal mechanism. Procedures for redressal of grievances of the Learners on a time-to-time basis is adhered to.</p>	
4.	Programme Monitoring and Review	<p>Programme monitoring is carried out periodically by the external as well as internal Subject experts in a formal Programme Review Committee meeting held in the office of the Director, CDOE. The ODL & Online Programme Coordinators and Teacher In-charge take note of the observations made by the Subject experts and comply with as per the UGC-DEB Guidelines.</p>	(98)SLMreviewcommittee.pdf
5.	Infrastructure Resources	<p>CDOE has a well-established structure that ensures effective governance leadership and Management. The infrastructure Resources includes:</p> <ul style="list-style-type: none"> • Physical Infrastructure: CDOE has a dedicated buildings with three blocks with necessary facilities including Rooms for faculty, Director's Room, classrooms, Library, Computer Laboratory, Seminar Hall, Committee Room Administrative block, ramps for specially abled learners and employees, water coolers, examination Halls, Parking facilities, General Store and Lesson Store for keeping all SLM, Lush Green Lawns, seating facilities, LED TV broadcasting Swayam Prabha educational programmes CCTV Cameras are installed in examination Halls and at appropriate places etc. All these infrastructure resources certainly align with UGC guidelines. • Internal Quality Assurance: CDOE has a centre for Internal Quality Assurance to ensure quality education & Infrastructure development that aligns with UGC Regulations. • IT Infrastructure: CDOE has its own website for dissemination of all the required updated information to learners & other Stakeholders from time to time. 	(99)Library.pdf https://www.distanceeducationju.in/
6.	Learning Environment and Learner Support	<p>CDOE provides high quality learning environment & Learner Support Services to its students.</p> <p>Academic Support: The Centre emphasizes on Learner centric approach through organizing Personal Contact Programmes (PCPs), counselling sessions, High quality SLM, Library services, Internal Assessment Assignment Submission by learners, Lectures of Subject experts, internships, project work, corporate Presentations etc. Faculty, Programme Coordinators, Teacher In-charge, resource persons, counsellors, Subject Committee Members are responsible for programme/SLM Development, Curriculum, development etc.</p> <p>Administrative Support - Joint Registrar, Assistant Registrars assist the Director in managing day to day operations of CDOE.</p> <p>Technical Support: Technical Staff assists the Academic & Administrative staff</p>	https://e-learn.jammuniversity.ac.in/moodle/login/index.php (99a)holicelebration

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

		<p>and oversees the development and maintenance of ODL and online learning platforms and technical infrastructure. Learners enhance their skills through user friendly Online Learning platforms viz up to date website, video Lectures, Whatsapp groups, classes through Google meet etc.</p> <p>Co-curricular activities: Activities like Sports activities, Radio participation Cultural activities, Job Fairs, NSS Activities, community engagement (village adoption), celebrations of important Days helps the Learners in building their confidence and provide enjoyment to them. This reduces stress & improves their overall physical and mental wellbeing.</p> <p>Cells and Committees - These have been constituted to ensure effective governance & leadership to enable the centre to deliver high quality ODL & Online Education at the doorsteps of learners at Learners' support centres.</p>	(99b)adoption of village
7.	Assessment and Evaluation	<p>The statutory bodies of the University of Jammu determine the evaluation methodology for Programmes offered through ODL & Online mode through inspection committees. The committees constitute members from outside CDOE who check the Records of Internal Assessment Assignments of Distance Learners in each Programme and provide their feedback.</p> <p>The evaluation includes two types of assessments; (i) continuous or formative assessment (30%) and (ii) summative assessment in the form of end-semester examination (70%). Theory Examination, Practical Examination for ODL Programmes are conducted in CDOE premises & other centres as well. Programme specific examinations. i.e. in M.Com. The Corporate Presentations, VIVA-VOCE are conducted in CDOE only.</p>	(99c)inspection report of IAA
8.	Teaching Quality and Staff Development	<ul style="list-style-type: none"> CDOE provides opportunities for faculty to engage in professional development activities, such as attending conferences & workshops, faculty development programmes conducting research, and participating in training programs. This helps faculty members to learn about latest teaching methods and trends in their respective fields. CDOE also encourages faculty members to use a variety of teaching methodologies, such as presentation or preparation classes during PCPs online discussions, group projects, and interactive learning activities, to engage students and promote effective learning. CDOE provides Academic support to faculty members i.e. access to teaching resources, technical support, and assistance with course design and development. This helps faculty members deliver high quality education and improve student learning outcomes. CDOE also have a mechanism in place to provide inputs about Acad./Adm Parameters through learners' feedback. This help faculty members to improve their teaching methods and ensure that learners receive high quality education. 	(99d)pdf of work order 2

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

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	<p>Keeping in view the vision and mission of University of Jammu. The academic planning of CDOE begins much before the commencement of session to ensure effective delivery of programmes through ODL mode.</p> <p>The Process of Academic Plannings involves following steps:-</p> <ol style="list-style-type: none"> 1. The first step to prepare the academic calendar. 2. Thereafter the PPRs of all the programmes are sent for approval of Academic council. In case of new programmes, the approval from CIQA, BOS & the academic council of University of Jammu is sought in line with UGC-DEB guidelines 3. After the approval of PPRs, the process of preparation reviewing updating self-learning material is initiated. 4. The feedback taken from CDOE learners about the quality of self-learning material is taken into account while editing and reviewing the lessons. 5. The revised self-learning material is submitted for the approval of SLM Review Committees by each course coordinator. 6. After preparation of study material, schedule for conduct of Personal Contact Programme (PCP), submission of assignments, conduct of examination & VIVA-VOCE is prepared. Each programme coordinator submits the panel of teachers for conducting PCP. The Panel consists of CDOE faculty, and academic counselors from various departments and colleges of University of Jammu and from other universities as well. <p>The Panel of Lesson writers is approved through Subject Committee of the concerned Programme of CDOE.</p> <p>The CDOE focuses on the holistic development of the learners and professional development of the faculty & administrative staff as per the guidelines of UGC-DEB. For compliance, CDOE ensures the quality in services provided to learners through various components viz Pre-Admission process, online admission counselling, PCP, Self learning Material, conduct of examination. Therefore, enrichment activities like seminars, workshops along with co-curricular activities are planned for the learners, teachers and administrative staff. Guidelines are also communicated to the Learner Support Centres for compliance.</p>	https://www.distanceeducationju.in/
2.	Validation	Depending upon the nature of the work/process, validation in CDOE is sought through various committees i.e. DAC, CIQA in-house Committee Internal Assessment Awards Inspection Committee, Periodic SLM Review Committee, Internal Audit Committee and then from the higher authorities such as Vice-Chancellor, Syndicate, Board of Studies, Academic Council, Advisory Committees etc.	https://www.distanceeducationju.in/

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

3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a) Reports from Learner Support Centres (for Open and Distance Learning Programmes)</p> <p>b) Reports from Examination Centres</p> <p>c) External Auditor or other External Agencies report</p> <p>d) Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e) Reporting and Analytics by the Higher Educational Institution</p> <p>f) Periodic Review</p>	<p>(a) Report from examination Centres</p> <p>The examination for both the CDOE learners and regular students of JU, is conducted by the controller of examination (COE). All the students of JU both regular and enrolled with CDOE are allotted examination centre, in the affiliated colleges of University of Jammu located in J&K UT. No separate examination centres are created for the students of CDOE. In the same examination center both regular students and CDOE learners students appear for the examination simultaneously. The examination is conducted under the supervision of staff appointed by Controller of Examination, (COE) of University of Jammu. The teams of flying squad observers are also constituted by the COE in order to monitor proper functioning and ensure the fairness at the examination centres. These teams further submit their reports to the COE. If any center is found to be involved in any unfair activity, it is debarred from conducting examination.</p> <p>(C) Reports from LSC</p> <p>CDOE monitors the working of the Learner Support Centres for UG Programmes as each one of them is in-charge of a particular LSC. They remain in constant touch with the coordinators of LSC. In order to understand and evaluate. The coordinators under the supervision of Nodal Officer (Principal of College) are required to submit the record of attendance and formative assessment of all the students to the Teacher In-charge charges of CDOE.</p> <p>(d) Reporting and analytics by HEI:</p> <p>To University of Jammu collects data from an assortment of sources within the organization including feedback system from learners, parent, faculty & employers, feedback committee of CDOE analyses these information & makes changes/improvements in the concerned Academic or Administrative components.</p> <p>The Self Learning Material and through SLM Review Committees learning techniques are reviewed on a regular basis through SLM Review Committees. The observations made by SLM/ Programme Review Committees are complied with & faculty members try to improve the SLM periodically through the observation made on the basis of feedback received from learners also. Additionally, the committees and sub committees analyze the components that fall within their purview and deliberate to maintain the standard of the CDOE.</p> <p>(e) Periodic Review</p> <p>In-house CIQA committee conduct its meeting frequently Minutes of CIQA meetings are prepared from time to time to review the academic & Nonacademic activities of CDOE.</p>	<p>https://www.distanceeducationju.in/</p>
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HEI ID:

Name of HEI:

Type of HEI:

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, atleast 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. Pankaj K. Srivastava
Director, CDOE**

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
UG	-----	-----	-----	-----
PG				
PGD	-----	-----	-----	-----

HEI ID:**Name of HEI:****Type of HEI:****Programme Name ODL**

S. No.	Name & Designation	Qualification	Experiences	Type(Regular/ Contract) with gross salary/month	Date of joining programme
1.	Prof. Sandeep Kour Tandon Professor of Commerce (Coordinator of B.Com. & M.Com.)	M.Com., M.Phil., Ph.D.	27 years Above	Regular	24-10-1997
2.	Prof. Anupama Vohra Professor of English (Coordinator of MA English)	M.A., M.Phil., Ph.D.	24 years Above	Regular	17-10-2000
3.	Prof. Anju Sharma Thappa Professor of Hindi (Coordinator of MA Hindi & MA Dogri)	M.A, B.Ed., M.Phil., Ph.D.	22 years Above	Regular	10-10-2002
4.	Prof. Vishav Raksha Professor of Sociology (Coordinator of MA Sociology)	M.A, UGC-NET JRF, M.Phil., DLL and LW (Pune), Ph.D.	1 year	Regular	30-09-2024
5.	Dr. V.V.V Nagendra Rao Associate Professor Political Science (MA Political Science, ONLINE MA English, ONLINE M.Com.)	M.A, Ph.D.	24years Above	Regular	14-11-2000
6.	Dr. Jaspal Singh Warwal Associate Professor Education (Coordinator of BA 1 st & 2 nd Semester & B.Ed.)	M.A.(Gold Medalist), M.Ed., Ph.D. (Education, Hindi).	17 years Above	Regular	20-03-2007
7.	Dr. Hina S. Abrol Associate Professor History (Coordinator of BA 3 rd & 4 th Semester)	M.A. (Gold Medalist), M.Phil., NET., Ph.D.	19 years	Regular	18-08-2006
8.	Dr. Neelam Choudhary (Sr. Assistant Professor Economics (Coordinator of MA Economics)	M.A., Ph.D., NET., PGDIPR., PGDDE.	19 years	Regular	07-08-2006
9.	Dr. Anuradha Goswami Sr. Assistant Professor Education (Coordinator of BA 5 th &6 th Semester & MA Education)	M.A., B.Ed., Ph.D.	10 years Above	Regular	17-01-2014
10.	Dr. Jasleen Kaur Assistant Professor English (Teacher In-Charge of MA English)	M.A., M.Phil., NET., Ph.D.	07years Above	Regular	05-05-2017
11.	Dr. Rajber Singh Sodhi Assistant professor Punjabi (Coordinator of MA Punjabi)	M.A., B.Ed., M.Phil., Ph.D., JKSET.	04 years Above	Regular	05-02-2021
12.	Dr. Parshotam Paul Singh Assistant Professor Urdu (Coordinator of MA Urdu)	M.A, M.Phil., JKSET, Ph.D.	NA	Permanent	13-05-2025
13.	Dr. Neha Vij Lecturer Sociology (Teacher In-Charge MA Sociology)	M.A., M.Phil., Ph.D., NET., JKSET	09 years Above	Contractual	25-10-2016
14.	Dr. Pooja Sharma Lecturer Hindi (Teacher In-Charge of MA Hindi)	M.A., M.Phil., Ph.D., JKSET.	05 years Above	Contractual	23-08-2019
15.	Dr. Jatinder Singh Lecturer Dogri	M.A., Ph.D., JKSET	05 years Above	Contractual	02-09-2019

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

	(Teacher In-Charge of MA Dogri)				
16.	Dr. Mamta Sharma Lecturer Political Science (Teacher In-Charge of MA Political Science)	M.A., NET., M.Phil., Ph.D.	05 years Above	Contractual	23-08-2019
17.	Dr. Sumeet Kour Lecturer Commerce (Teacher In-Charge of B.Com & PGDBM)	M.Com., M.Phil., Ph.D., PGDHRM., NET-JRF.	08 years Above	Contractual	17-09-2024
18.	Dr. Deepti Abrol Lecturer Commerce (Teacher In-Charge of M.Com)	M.Com., M.Phil., Ph.D., NET-JRF.	07 years Above	Contractual	17-09-2024
19.	Dr. Pragati Jasrotia (Lecturer of MA English)	M.A., M.Phil., Ph.D., SET.	02 years	Contractual	17-09-2024
20.	Dr. Himanshi Chandervanshi (Lecturer of MA English)	M.A., Ph.D., NET.	02 years	Contractual	17-09-2024
21.	Dr. Nikita Sharma (Lecturer of Economics)	M.A. Ph..D., NET	–	Contractual	01-08-2025
22.	Dr. Ashu Sharma (Lecturer of Sociology)	M.A. Ph..D., NET	–	Contractual	01-08-2025

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 (Joint Registrar)
Assistant Registrar	1	3
Section Officer	1	4
Assistants	3 (2 for DM Universities)	44
Computer Operator	2	2 + (4 Technical & Professional)
Multi-Tasking Staff	2	22 + (08 Sanitation & Drivers)

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

Note: Salary of Teaching & Admin Staff is as per UGC Regulations.

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

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

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 recognised 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 Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centers 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	

HEI ID:**Name of HEI:****Type of HEI:****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	
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	
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:</p> <p>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</p>	Yes	

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

	the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
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	
5	The weightage for different components of assessments for ODL mode shall be as under: (i) Continuous or formative assessment (in semester): Maximum 30 percent. (ii) Summative assessment (end semester examination or term end examination): Minimum 70 percent.	Yes	
6	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments.	Yes	
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	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 The Controller of Examination requests the Convener of respective disciplines to set the question papers. The Convener, out of the panel of the examiners, selects the name for setting the question papers & moderation of Question Papers. Similarly, the convener determines the names of evaluators to conduct term end exam and evaluation of answer sheets.	
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	
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	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(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 incharge of examination centre to the Higher Educational Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) 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	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	No	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	No	

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

NA

4.4 Result and Student Progression**For PG programmes**

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
October 2023	MA English (Online)	04	04	04	100%	
February 2024	MA English (Online)	04	04	04	100%	
2024	MA English (Online)	04	04	04	100%	
2025	MA English (Online)	04	04	Result awaited	Result awaited	Result awaited
October 2024	MA English (Online)	03	03	03	100%	
February 2024	MA English (Online)	03	03	Result awaited	Result awaited	
October 2024	M.Com (Online)	04	04	04	100%	
February 2024	M.Com (Online)	04	04	Result awaited	Result awaited	

HEI ID:

Name of HEI:

Type of HEI:

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.

At CDOE, Programme Project Reports of Programme Project reports of all under-graduate and post-graduate Programmes have been prepared as per the Open and Distance Learning (ODL) Regulations 2020. All the programs offered in CDOE have the sanctity of prior approval from the competent authorities of the University.

The essential components of The Program Project Reports (PPRs) prepared by CDOE are as follows:

- (i) **Program's Mission and Objectives:** The objectives of the under-graduate, post-graduate, programmes offered by CDOE is to create and open up plenty of avenues for employment. Jobs become more accessible in sectors like teaching, the corporate, chartered accountancy, Banking, administrative sectors etc., after having procured a master's degree in the program. Moreover, distance learning programs of CDOE cater to employees who intend to improve their qualifications in their respective areas during their service.
- (ii) **Relevance of the Program with HEI's Mission and Goals:** Under graduate and post-graduate programmes are offered by CDOE through the distance learning mode as there are thousands of aspirants for it. Working professionals, school teachers, Army Personnel and employees of multinational companies eagerly wish to pursue programmes for upgrading their qualifications and employability prospects.
- (iii) **Nature of Prospective Target Group of Learners:** The programs target rural, urban, and marginalized sections of society. The courses mainly target students from far-flung/remote areas who cannot afford the regular mode of education and have no access to mainstream education.
- (iv) **Appropriateness of Program to be conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:** The learning outcomes of the programs offered by CDOE are to ensure the proficiency/competence of students in respective courses. The programs aim to hone students' creative skills to enable them to become competent Teachers, Bankers, Accountants, JKAS (Jammu & Kashmir Administrative Services), Army Officers etc. Above all, the programs aim to sensitize students to the problems of society so that they become well- equipped to grapple with the challenges of day-to-day life.

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

(i) **Procedure for admissions, curriculum transaction, and evaluation: Admission is open to postgraduate programmes:**

P.G Programmes offered: Eligibility, Fee and Duration

S.No	Name of the Programme	Admission Eligibility for 1st Semester
1	P.G. English	Graduation under 10+2+3 pattern with English Literature as an elective subject OR Graduation under 10+2+3 with 24 credits in the Core/DSE courses across all six semesters under CBCS system OR Graduation under 10+2+3 pattern in any discipline with 60% marks
2	P.G. Hindi	Graduation under 10+2+3 pattern with Hindi as an elective subject; OR Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; OR Graduation under 10+2+3 pattern in any other discipline with 60% marks.
3	P.G. Pol. Science	Graduation under 10+2+3 pattern with Political Science as an elective subject; Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks; Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks
4	P.G. Sociology	Graduation under 10+2+3 pattern with Sociology as an elective subject; Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks
5	P.G. Dogri	Graduation under 10+2+3 pattern in any stream
6	M.A Punjabi	Graduation under 10+2+3 pattern with Punjabi is an elective subject. Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks. OR Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System. OR Graduation under 10+2+3 pattern in any other discipline with 60% marks.
7	Urdu	Graduation under 10+2+3 pattern with Urdu or Persian or Arabic as an elective subject or Honors in Urdu or Persian or Arabic;

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

		Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; Graduation under 10+2+3 pattern in any other discipline with 60% marks.
8	M.com	Bachelor of Commerce (B.Com)/ B.Com Honors 10+2+3 pattern; with not less than 50% marks. Graduation under 10+2+3 pattern in any other discipline with not less than 60% marks; PGDBM/B.B.A with not less than 55% marks

A. Curriculum Transaction

- (i) **Post Graduate Programmes** are of two years duration spread over four semesters. Course content is provided in digital & offline mode. In addition PCP is conducted for 20 days in each semester.

B. Evaluation:

- (i) **Post Graduate Programmes:** Post-graduate students are evaluated at the end of every semester. All students are required to undertake an assignments of 30 marks for each paper at the end of every semester. They are made to appear for a written examination of 70 marks and the internal assessment marks out of 30 are added to their score. In case of M.Com. Programme, students Performance is evaluated in Seminar, viva voce for additional marks.
- C. **Requirement of laboratory support and Library Resources:** The Center for Distance and Online Education has an updated library with essential reference books as well as journals, Magazines and Newspapers to aid the students and well equipped Computer Laboratory for Distance Learners.
- D. **Quality Assurance Mechanism:** The CDOE has Centre for Internal Quality Assurance (CIQA) that ensures the quality of study material, PCPs, and internal functioning of CDOE. CDOE has a Feedback Committee and grievance handling committee that takes care of suggestions and complaints given by the students respectively. The term end feedback forms shared to the students is online/offline form give them an opportunity to examine different aspects of their experience regarding CDOE and give their valuable feedback regarding it, so that necessary steps can be taken towards improvement.

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

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

INSERT TEXT BOX

HEI ID:

Name of HEI:

Type of HEI:

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.

Annexure VII of UGC (ODL Programs), Regulation 2020 are well taken into consideration while preparing study material in CDOE.

Keeping in mind the background of learners and their learning needs the study material prepared by CDOE is very much in SLM format, which is self-explanatory, self-directed and self- motivating. The content of the programme is divided into units and then each unit contains a number of lessons with a view to promote effective learning. The units in SLM have proper layout and format which gives an overview of the contents. Each lesson contains a well-defined Introduction, objectives & learning outcomes, references, check your progress, summary, glossary, further readings and model questions paper. The study material in printed form provides stimulus for critical thinking, integrity and Cognitive abilities among the distance learners. It also stimulates the Learner to build a connect with a issue of social and national importance. The learning material thus prepared fosters conceptual understanding and practical skills that involves application of the acquired knowledge in the real-life situation.

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

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

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG	-	-	-	-	-
	PG	-	-	-	-	-
	PGD	-	-	-	-	-

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.

NA

6.3 LSC wise enrollment details (Not for Private University)

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

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	-	-	-	-	-	-	-	-	-	-
N.	-	-	-	-	-	-	-	-	-	-

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

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
-	-	-	-

6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	-	-	-	-	-	-	-
N.	-	-	-	-	-	-	-

HEI ID:**Name of HEI:****Type of HEI:****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	27-10-2024 to 15-11-2024	07-11-2024	Yes
Audio-Video Material			Yes
Online Material			Yes
Computer based Material			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)
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

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

Upload

HEI ID:

Name of HEI:

Type of HEI:

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
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	https://www.jamuuniversity.ac.in	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	http://www.distanteducationju.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	https://www.distanceeducationju.in	
5.	Programme-wise information on syllabus,	Yes	

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

	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;	http://www.distanceeducationju.in/	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	https://www.distanceeducationju.in/ https://www.coeducationju.com/	
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	https://www.coeducationju.com/	
8.	Information regarding all the programmes recognised by the Commission	Yes https://www.distanceeducationju.in/	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	http://www.distanceeducationju.in/	
10.	Complete information about 'Self Learning		

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

	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	http://www.distancededucationju.in/	
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	http://www.distancededucationju.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		
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Examination Centres, Hall A, B, and C in Old Block, Hall D,E and F in adjoining block and Hall Nos.1, 2, 3, 4, 5, 6 in new Block of CDOE. CDOE have enough seating capacity of 70-90 Learners in each centre	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	https://www.coedu.com/	

HEI ID:

Name of HEI:

Type of HEI:

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	https://www.distanceeducationju.in	
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HEI ID:

Name of HEI:

Type of HEI:

16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes	
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HEI ID:**Name of HEI:****Type of HEI:****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:	
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; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes

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

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 commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	Yes
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</p>	Yes

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

	<p>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</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>	
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	Yes
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

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

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 faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
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

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

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

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

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

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

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.

Complied

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
03	03

9.3 Complaint Handling Mechanism

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

Joint Registrar, CDOE
Mobile No. +9419193745
saran_broca@yahoo.co.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)
Nil	Nil	Nil

HEI ID:

Name of HEI:

Type of HEI:

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Induction session for newly admitted learners.

Participation of Distance Learners in Cultural Activities including University of Jammu Display Your Talent competitions, UT level competitions, regional competitions & national competitions.

Participation of Distance Learners in sports activities and competitions at the University UT levels.

Launching of New Website

Availability of High-Quality Educational content through Swayam Prabha TV Channel in CDOE.

Conduct of SLM Review Committee Meeting

Conduct of Internal Academic Audit

HEI ID:

Name of HEI:

Type of HEI:

10.2 Best Practices of the HEI

- Pre-admission counselling for perspective learners in colleges as well as in CDOE.
- Induction Programme for newly admitted students/learners.
- Regular Academic Workshops for faculty members, SLM writers and editors.
- Regular Guest Lectures for the Distance Learners.
- Knowledge dissemination through Community Radio 91.2 FM, Dhwani, University of Jammu.
- Placement of Learners through Job Fair.
- Differentially abled friendly Infrastructure.

HEI ID:**Name of HEI:****Type of HEI:****10.3 Details of Job Fairs conducted by the HEI**

Job Fair Organized by Centre for Distance and Online Education, University of Jammu in collaboration with District Employment and Counselling Centre, Jammu on 23rd Jan, 2025.

PLACEMENT INITIATIVES OF CDOE 2024-2025
Job Fair organized by CDOE on 23-01-2025

Total 16 Companies Participated

Candidate Registered – 565

Short Listed Candidates – 214

On spot Selection – 14 in agile company

S.NO.	NAME	NO. OF CANDIDATES REGISTERED
1	DOMINOS PIZZA	11
2	GURUJI PLACEMENT & CONSULTANCY SERVICES	68
3	UNIT & TRAVEL	25
4	KAWA INSTITUTE OF MGT. & TECH.	64
5	RAJIV GANDHI INSTITUTE OF PHARMACY	
6	KAWA COLLEGE OF EDUCATION	
7	RAJIV GANDHI COLLEGE OF NURSING	
8	LIC	77
9	PUKHRAJ HEALTH CARE	25
10	NIK BAKERS	25
11	BD SECURITY LTD	22
12	NIIT HDFC BANK (39), ICICI BANK (15), AXIS BANK (27)	91
13	AGILE	48
14	ARYAN GROUP OF COLLEGES	38
15	VC IELTS ACADEMY	19
16	Urban Mony Pvt. Ltd.-	-

HEI ID:

Name of HEI:

Type of HEI:

10.4 Success Stories of students of ODL mode of the HEI

Success story Of Diya Sharma, d/o Rajesh Sharma, of B. A Semester VI, Session 2024 -25.

Diya Sharma is a student of B. A Semester VI in CDOE. She has five years of experience in modelling and performing Arts. She has worked with several jewellery brands and has promoted their products. She sings and dances well. She has auditioned for "Indian Idol " TV Show in 2019. She was second Runner up in Punjabi Reality Show "kisme hai kitna Dum" in 2021. She lead her group in Folk Dance during the Foundation Day Celebrations of CDOE in March"2025. She has also participated in Display Your Talent and has won second and third prize in Folk Dance Category. She and her group secured second position in Punjabi Gidda in the event "Goonj".

Course Coordinator
B. A Semester III / IV

10.5 Initiatives taken towards conversion of SLM into Regional Languages

CDOE offers Self Learning Material to Distance learners in following Regional Languages:
URDU, PUNJABI, DOGRI and HINDI

[\(99f\) conversion of languages](#)

10.6 Number of students placed through Campus Placements

14 (Fourteen) Students were selected in a company in the Job Fair organised by the placement cell of CDOE under the supervision of CIQA, CDOE.

HEI ID:

Name of HEI:

Type of HEI:

10.7 Details of Alumni Cell and its activity

An Alumni Cell has been established in CDOE. 1096 Alumni Registered. Activities are being conducted in this regard.

Press Release

Centre for Distance and Online Education, University of Jammu organized lecture on "Planning, Monitoring and Budgeting of State Resources" under the Lecture series: "Meet your Alumni".

The Alumni Cell of the Centre for Distance and Online Education (CDOE), University of Jammu, Jammu organised an enlightening guest lecture on the theme "Planning, Monitoring and Budgeting of State Resources" on 20th December, 2024 as the inaugural session of its 'Meet Your alumni' Lecture Series for their students under the purview of Centre for Internal Quality Assurance (CIQA). The event was graced by the presence of one of the University's distinguished alumni, Dr. Jyoti Sharma, Joint Director, Finance Department, Secretariat, Jammu & Kashmir.

The primary objective of organising this lecture was to provide students and participants with a deeper understanding of state resource management, focusing on the critical aspects of planning, monitoring and budgeting. Alumni Cell organised the lecture to showcase the achievements of the University's alumni and highlight their contributions to society, inspiring current students to follow their footsteps. This initiative also sought to strengthen the bond between the University and its alumni by providing a platform for them to share their expertise and give back to their alma mater.

The lecture commenced with formal welcome address by Dr. Hina Abrol, the coordinator of the event, where she welcomed the worthy Guest Speaker, Dr. Jyoti Sharma, Joint Director, Finance Department, Secretariat, Jammu & Kashmir.

Dr. Jyoti Sharma, expert in public finance, shared invaluable insights into the intricacies of state resource management, highlighting strategies for effective planning, rigorous monitoring, and efficient budgeting. Drawing from her extensive experience, she provided real-world examples and best practices that captivated the audience and offered a comprehensive understanding of financial governance in the public sector.

The lecture witnessed enthusiastic participation from students and faculty members who were engaged actively in a thought-provoking discussion following the session. The event served as a platform to strengthen the bond between the University and its alumni while inspiring students to aspire for excellence in their respective fields.

Prof. Pankaj K. Srivastva, Director of the CDOE, expressed gratitude to Dr. Jyoti Sharma for her valuable contribution. He emphasised the importance of alumni engagements in enriching the academic environment and said that such initiatives will be continued in CDOE to enhance learning opportunities for the students. The event concluded with a vote of thanks, acknowledging the efforts of the organising team and the active participation of attendees. The Alumni Cell reaffirmed its commitment in fostering meaningful connections with its alumni network and organising more such events in the future. Other faculty members present in the event were Prof. Sandeep Kour Tandon, Director, CIQA, Dr. Jaspal Singh, Dr. Neelam Choudhary, Dr. Sumeet Kour and Dr. Deepti Abrol.

10.8 Any other Information

There is active participation of NSS Volunteers in various activities and competitive events.

For ensuring quality and monitoring of Academic Programmes of CDOE, SLM and Programme review Committee Meetings have been convened which lead to improved programme quality.

HEI ID:

Name of HEI:

Type of HEI:

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.

Signature of the Director:

Name: Prof. Rakesh Kumar Srivastava

Seal: Centre for Distance & Online Education
University of Jammu

Date: 25.8.2025

Signature of the Registrar:

Name: Dr. Neeraj Sharma

Seal: REGISTRAR
University of Jammu

Date: 26/08/2025 Jammu.

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.