Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2024-25

HEI ID: HEI-U-0162	NAME OF HEI: GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR	Type of HEI: State

Contents

Part – I: General Information

1.1 Date of notification of the Centre (attach a copy of the notification):

https://ddegjust.ac.in/old/2020/5/Establishment%20of%20%20Distance%20Education%20Deparment.pdf

1.2 Details of Director, CIQA

- Name: Prof. Khujan Singh
- Qualification: Ph.D.
- Appointment Letter and Joining Report:
  https://ddegjust.ac.in/Portal/Upload/Director%20Appointment%20&%20Joining%20Letter_19August2025_12-59-43-38.pdf

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination
a.	Vice Chancellor of the University	Chairperson	Prof. N.R. Bishnoi	Vice-Chancellor	15.11.2023
b.	Three Senior teachers of HEI	Member 1	Prof. Yogesh Chaba (Ph.D.)	DAA, GJUS&T.	15.11.2023
		Member 2	Prof. Sandeep Rana (Ph.D.)	(TA-HRM), GJUS&T	15.11.2023
		Member 3	Prof. Sanjeev Kumar (Ph.D.)	DOC, GJUS&T.	15.11.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof. V.K. Bishnoi (Ph.D)	Management (HSB)	15.11.2023
		Member 5	Prof. Yogesh Chaba (Ph.D)	Chairperson, Deptt. of CMT	15.11.2023
		Member 6	Prof. O P Sangwan (Ph.D)	Chairperson, CSE.	15.11.2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. R. Baskar, (Ph.D.)	IGNOU, Delhi.	15.11.2023

	Member 8	Prof. Manjula Choudhary (Ph.D)	Director(CDOE) KUK	15.11.2023
	Member 9	Prof. Naseeb Singh Gill (Ph.D.)	Director, CDOE, MDU	

S. No.	Designation	Nomination as	Name and Qualification	Specializa tion	Date of Nomination in CIQA Committee
e.	Officials from departments of HEI • Administration • Finance		Dr. Vijay Kumar Prof. Yash Paul Singla Mr. Mukesh Arora Mr. Dinesh Chugh Mr. Ashok Kaushik Mr. Devender Kumar	Registrar, GJUS&T COE, GJUS&T Director, PDUCIC Dy. Registrar (CDOE) DR/AR Academics DR/AR Accounts	15.11.2023
f.	Director, CIQA	Member Secretary	Prof. Khujan Singh (Ph.D.)	Director, CDOE/CIQA	15.11.2023

b. **Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)**
If No, reason thereof

Yes (Revised on 15.11.2023)

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 02

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	28-08-2024	02	https://drive.google.com/file/d/17AWoEGVZFxM6tmlNdhGI9liq1H2Oxu2L/view?usp=sharing	https://drive.google.com/file/d/1GWrqQQVXLO9AvxrcjqYDq1YM2W2Isamv/view?usp=sharing
Meeting 2	31-03-2025	02	https://drive.google.com/file/d/1lcQpGM9NGJQq02rnzW-4Ua-TUp0Wj3Ag/view?usp=sharing	https://drive.google.com/file/d/126UlTwoUGEMfdfOg3At-pHK6uo2yP_fv/view?usp=sharing

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

From <July, *2024*> academic session: 2024-25

Sr. No.	Name of the Department	CertificateTitle	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 Operationalizedas per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	Centre for Distance and Online Education	Certificate in Supply Chain Analytics	6 Months	20	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	00	00	00	00
2.	Centre for Distance and Online Education	Certificate in Banking and Finance	6 Months	20	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	00	04	00	04
3.	Centre for Distance and	Certificate in Financial Market	6 Months	20	Graduate with at least 50% marks	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372	02	00	00	00	00

	Online Education				(47.5% for SC category of Haryana) from a recognized board/ university		27.07.2024					
4.	Centre for Distance and Online Education	Certificate in Business Analytics	6 Months	24	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	04	01	00	05
5.	Centre for Distance and Online Education	Certificate in Data Science	6 Months	21	10+2 pass in any discipline	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	05	01	00	06
6.	Centre for Distance and Online Education	Certificate in Guidance and Counselling	6 Months	20	Graduate from a recognized board / university.	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	01	12	28	00	40
7.	Centre for Distance and Online Education	Certificate in Industrial Health and Safety	6 Months	20	Graduate from a recognized board / university.	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	01	05	08	00	13
8.	Centre for Distance and Online Education	Certificate in Food Quality Assurance	06 Months	20	10+2 with Medical or Non-Medical stream.	Rs. 10,500	Acad./AC-II/EC-94/2021/6145-6160 24/12/2021	00	02	02	00	04
9.	Centre for Distance and Online Education	Certificate in Film Production	06 Months	20	10+2 or equivalent.	Rs. 10,500	Acad./AC-II/EC-94/2021/6145-6160 24/12/2021	00	01	00	00	01
10.	Centre for Distance and Online Education	Certificate in Computer Application	06 Months	22	10+2 or equivalent.	Rs. 10,500	Acad./AC-II/EC-94/2021/6145-6160 24/12/2021	02	13	06	00	19
11.	Centre for Distance and Online Education	Certificate in Solid and Hazardous Waste Management	06 Months	16	Graduation in any stream	Rs. 10,500	Acad./AC-II/EC-94/2021/6145-6160 24/12/2021	01	02	02	00	04

*Not for Private University

Note: Mention details separately for <M*onth, 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 <July*, 2024*> academic session: 2024-25

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.	Centre for Distance and Online Education	Diploma in Supply Chain Analytics	12 Months	40	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	00	00	00	00
2.	Centre for Distance and Online Education	Diploma in Banking and Finance	12 Months	40	Graduate with at least 50% marks (47.5% for SC category of	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	00	04	00	04

HEI ID:
HEI-U-0162

NAME OF HEI:
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Type of HEI:
State

Sr.	Centre	Diploma Title	Duration	Seats	Admission Eligibility	Fee	UGC Recognition Letter No. and date	Learner Support	M	F	TG	Total
					Haryana) from a recognized board/university							
3.	Centre for Distance and Online Education	Diploma in Financial Market	12 Months	40	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/university	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	00	00	00	00
4.	Centre for Distance and Online Education	Diploma in Business Analytics	12 Months	48	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/university	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	04	01	00	05
5.	Centre for Distance and Online Education	Diploma in Data Science	12 Months	48	10+2 pass in any discipline	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	02	05	01	00	06
6.	Centre for Distance and Online Education	Diploma in Guidance and Counselling	12 Months	40	Graduate from a recognized board / university.	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	01	12	28	00	40
7.	Centre for Distance and Online Education	Diploma in Industrial Health and Safety	12 Months	40	Graduate from a recognized board / university.	Rs. 10,500	Acad./AC-II/EC-99/2024/4355-4372 27.07.2024	01	05	08	00	13
8.	Centre for Distance and Online Education	Diploma in Food Quality Assurance	12 Months	40	10+2 with Medical or Non-Medical stream.	Rs. 10,500	Acad./AC-II/EC-94/2021/6145-6160 24/12/2021	00	02	02	00	04
9.	Centre for Distance and Online Education	Diploma in Computer Application	12 Months	48	10+2 or equivalent.	Rs. 10,500	Acad./AC-II/EC-94/2021/6145-6160 24/12/2021	02	13	06	00	19
10.	Centre for Distance and Online Education	Diploma in Solid and Hazardous Waste Management	12 Months	32	Graduation in any stream	Rs. 10,500	Acad./AC-II/EC-94/2021/6145-6160 24/12/2021	01	02	02	00	04

*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 <July, *2024*>academic session: 2024-25

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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

*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 <July 2024>

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans- gender)			
								M	F	TG	Total
1.	B.A (MASS COMMUNICATION)	Three Years	124	10+2 or Equivalent	10,000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	1	31	13	00	44
2.	BACHELOR OF ARTS (B.A)	Three Years	-	10+2 or Equivalent	10,000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	4	395	339	00	734
3.	BACHELOR OF COMMERCE (B.COM) ODL MODE	Three Years	-	10+2 or Equivalent	10,000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	4	251	197	00	448

*Not for Private University
Note: Mention details separately for <July, *2024*> academic session, as applicable, as above

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

From <July, 2024>

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	MASTER OF COMPUTER APPLICATIONS (MCA)	Two years	85	BCA or Equivalent	20000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	00	36	30	00	66
2.	M.A (MASS COMMUNICATION)	Two Years	101	Graduation	16000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	00	151	101	00	252
3.	MASTER OF BUSINESS ADMINISTRATION (MBA) ODL MODE	Two Years	131	Graduation with 50% marks and qualifying exam.	25000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	00	113	121	00	234
5.	MASTER OF COMMERCE (M.COM)	Two Years	123	Graduation	16000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	02	18	92	00	110
6.	MASTER OF SCIENCE (MATHEMATICS)	Two Years	116	Graduation with mathematics as one of the Subjects	16000/- p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	02	23	50	00	73
7.	M.A. (ENGLISH)	Two Years	100	Graduation	10000/-p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	00	53	111	00	164
8.	Master of Arts (Hindi)	Two Years	-	Bachelor degree with at least 50% marks in aggregate (Pass marks for SC candidates of Haryana)	10000/-p.a.	F.NO. 30-30/2023 (DEB-II) Dated 13th November, 2024	00	16	30	00	46

*Not for Private University

Note: Mention details separately for <July,*2024*> academic session, as applicable, as above.

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)
1.	Quality maintained in the services provided to the learners	a. Regular mentoring session has been carried out by each Programme coordinator for their programme. b. Orientation Programmes c. Counselling sessions for the prospective learners through online or offline. d. Addressing learners' queries through email, WhatsApp group, over the phone and in person. e. Students Grievances Redressal Mechanism has been placed to resolve the learners' problems as and when it arises. f. Online user-friendly website for the learners.
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	a. **SLM Updation:** (1) Updating Self Learning Materials. (2) The quality of SLM is monitored by the CIQA. b. **Curriculum Updation:** (1) CDOE, GJUS&T is initiating the implementation of CBCS pattern for all the UG and PG Programmes under Semester Pattern. (2) The curriculum of almost all Programmes is changed recently and is at par with the regular/conventional mode. c. **ICT Facility:** (1) Online Study Materials, assignments uploading facilities and PCP classes for the learners. d. **Two Way Communication:** To maintain the two-way communication between the programme coordinators and learners' multiple media facilities are used frequently i.e. email, 24X7 phone services or in personal. e. **Programme Project Reports:** The Programme Project Reports have been

		prepared by a panel of experts and reviewed by BOS&R and CIQA.
3.	Contribution to the identification of the key areas in which Higher Educational Institution should maintain quality.	a. Adoption of modern teaching methodologies (ICT-enabled teaching, blended learning, experiential learning). b. Continuous assessment of learning outcomes ensures students acquire relevant knowledge and skills. c. Fair, transparent, and efficient examination processes. d. Improving the Student Support Services
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	a. Course structures are reviewed and approved by CIQA / Academic Council for parity. b. Self-Learning Materials (SLMs) are prepared by subject experts and peer-reviewed to ensure quality. c. Availability of printed, digital, and audio-visual resources equivalent to classroom learning. d. E-content aligned with SWAYAM, MOOCs, and Learning Management Systems (LMS).
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	a. Feedback on the Personal Contact Programme (PCP), Workshop, Seminar or Webinar have been taken from Learners. b. Participation in IQAC (Internal Quality Assurance Cell) for quality monitoring.
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	a) Introduce skill-based, interdisciplinary, and value-added courses. b) Regular meeting taken by the senior faculty of the Programme Coordinators. c) Periodical monitoring has been carried out by each Programme Coordinator for the students of the first batch. CDOE organizes from time to time meaningful, Skill Oriented Seminars, webinars & workshops for the learners, which in turn will fetch them either seeking job in the

		relevant industry or the opportunity to be an entrepreneur.
7.	Implementation of its recommendations through periodic reviews	a) The approved minutes and resolutions of CIQA are presented to the Academic Council. In addition, it monitors the effective implementation of various suggestions made from time to time by the authorities.
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among allthe stakeholders in Higher Educational Institution.	a) Encourage continuous improvement and innovation in teaching, research, and governance. b) Participation of stakeholders starts from the Day-one by creating what's app group, eligibility checking procedure, Online Orientation Programme schedule setting, Original Document verification, delivery of SLM, Admit Card making, making PCP schedule, Assignment uploading etc. c) The meeting of Program coordinators and the participation of Academic Counsellors, whether online or offline, are also planned in a timely manner. For newly enrolled Learners, Online Orientation Programmes are being conducted, and feedback from Learners and coordinators is gathered for improving quality education.
9.	Developed and collated best practicesin all areas leading to quality enhancement in services to thelearners and disseminate the same all concerned in Higher Educational Institution	According to UGC-ODL and OL Regulations, 2020, Program Project Reports have been completed for all UG and PG programmes offered by the Directorate. The notification of suggested programmes is uploaded on the website for the students' knowledge.

10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Through the DEB portal, the CIQA collects, compiles, and disseminates accurate, exhaustive, and trustworthy statistics about the quality of the programmes to the UGC.
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	The **Programme Project Report (PPR)** is initially prepared by expert programme coordinators under the norms and guidelines prescribed by the Commission. After drafting, the Head of the Department carefully examines the PPR along with a senior professor from the concerned department, and then the BOS&R of that department approves it. Following this stage, the **Centre for Internal Quality Assurance (CIQA)** plays a crucial role in reviewing and approving the PPR of all programmes. Whenever necessary, the committee may recommend modifications to ensure alignment with quality standards. The CIQA grants the final approval before the official launch of the programme. In addition to this, the CIQA is entrusted with the responsibility of collecting information from other Higher Educational Institutions (HEIs) regarding quality benchmarks, parameters, and best practices. It also organizes workshops and seminars on quality-related themes and ensures that the proceedings are disseminated across the institution. Finally, the Academic Council accords its approval to the PPRs of various programmes, completing the process of validation and readiness for implementation.

12.	Mechanism to ensure the proper implementation of Programme Project Reports	This is to certify that the Programme Project Report (PPRs) of all the programmes being offered through the ODL and online mode contain the main contents stipulated in Annexure V of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	This is stated that record of every meeting, annual plans and reports are maintained by department and if, there is requirement of any change regarding scheme, syllabus, PPRs, Course, etc. then the change is reviewed periodically and inserted accordingly after going through detailed discussion.
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Restructuring of programmes, courses, schemes and syllabuses is also done from time to time according to the needs of the society and market. Further, various courses are inserted in the syllabus so that students can compete in the job market. Distance Education Department also provides different inputs such as PCPs, seminars and mentoring sessions to aware the students regarding job opportunities in the market.
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	For providing system-based research, CDOE designs its curriculum accordingly, where Advance Accounting, Advance Statistics, Entrepreneurship Development, Management Science and Business Research Methods are included in the syllabus. Further, Department also tries to maintain learner centric environment through an online platform where students can check their syllabus, SLM, assignments, etc. any time according to their convenience. Students are also invited to fill the feedback form regarding PCPs, mentoring sessions and queries through which qualitative

		change in the entire system can be done.
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	As a nodal coordinating unit, first a committee of experts is formed for work distribution for seeking assessment and accreditation. Every type of information related to different activities for assessment is collected and refined by the competent authority of the university. Competent authority consists of BOS&R, CIQA, AC and EC. These authorities are responsible for final approval of any reports and documents required for assessment or accreditation.
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Various measures are taken by CDOE to ensure the internalization and institutionalization of quality enhancement. To ensure internalization, CDOE programmes are following the Internal/External Assessment scheme as per UGC Regulations, 2020. To ensure internationalization CDOE programmes such as online B. Com & Online MBA is started where territory jurisdiction is not limited to national boundaries. To ensure institutionalization, Directorate of Distance Education follow the guidelines of UGC where it is stated that scheme, syllabus and exam pattern for Online and Distance learning programmes will be same at par with traditional programmes of the university.

18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	CIQA is responsible for quality assurance and to coordinate with the commission regarding quality monitoring and enhancement. CDOE follows all the regulations of the commission where ➤ Adequate number of positions are filled with people ➤ Vision, mission, objectives and goals are specified ➤ Curriculum design, development and implementation are done. ➤ Quality of SLM and E-learning material is assured ➤ Feedback forms from the students are also obtained to evaluate the quality ➤ Adequate number of learning support system and infrastructure facilities are also maintained ➤ A proper evaluation and assessment procedure is also followed
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	• Adoption of **outcome-based education (OBE)** models followed at reputed institutions. • Benchmarking of curriculum with **IITs, Central Universities, and international universities**. • Inclusion of **interdisciplinary and skill-based courses** as per global standards. • Information regarding the guidelines of SLM, PPR, assignments, fee structure and scheme & syllabus are collected from the websites of various HEIs which are doing the quality practices and parameters of these institutions are very high. CIQA is responsible for checking overall activities and information's which are obtained from the other HEIs.

20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Minutes of the meeting of CIQA where all the activities related with quality assurance were discussed; is attached here in the form of annual report.
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. (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.	The submission of Annual Reports was done by Centre for Distance and Online Education to Statutory authorities of HEI as per the annual report manual and UGC regulations, 2020 (ODL & Online Programmes). Duly approved copy of the annual report was submitted in the session 2018-19 complying with the UGC Regulations, 2017.
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	The Centre for Distance and Online Education submitted the Annual Reports to the statutory authorities of the HEI in accordance with the Annual Report Manual and the UGC Regulations, 2020 (ODL & Online Programmes). A duly approved copy of the Annual Report for the session 2018–19 was also submitted in compliance with the UGC Regulations, 2017. The governing bodies of the University have been constituted as per the University Act, 1995. As per the statute, the principal decision-making authorities of the University include the Court, the Executive Council, the Academic Council, the Finance Committee, and the Planning Board. To ensure the effectiveness and quality of the programmes, the functioning and decisions of the CIQA are critically reviewed and rigorously examined by these statutory authorities.

23.	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	As per the UGC regulations on Blended mode of Learning, CDOE is implementing the teaching of up to 40% of the syllabus of each course through Online mode and the remaining 60% syllabus of the concerned courses can be taught in offline mode. Students are introduced with reliable online learning platforms like SWAYAM, MOOC, E-PG Pathshala and others for making them technically sound and aware about all the viable alternatives of learning. Directorate is supported by Computer Lab facility with high speed internet connectivity for Online Pedagogies, MOOC Certificate Programme. CDOE is adopting an instructional mode which is providing flexible learning opportunities by overcoming separation of teacher and learner using e-Learning Materials and full-fledged programme delivery through the internet using technology assisted mechanism and resources; a variety of media, including printed & digital. Online occasional interactive face-to-face meetings/ counselling sessions are also organized with the learners for delivering practical learning experiences and solving their queries.
24.	Promoted automation of learner support services of the Higher Educational Institution	University has a separate online portal of Grievance Redressal of the students where the students can directly lodge the grievance online by following certain steps. The link of this online Grievance Redressal System is as follows: **http://gjuonline.ac.in/GRIEVANCE/login.php** Furthermore, follow ups are done in the form of feedbacks from students through google forms and E-mails from time to time for continuous assessment and implementation of requisite updation.

		On IT front, it is worth mentioning that the entire Department is Wi-Fi enabled. Individual Ids along with the passwords are given to all the Faculty members & dealing hands so as to equip them with necessary instructional tools for conducting Online PCPs, preparing Video Lectures/E-Tutorials, Mentoring/Counselling Sessions etc. The computer labs and office computers are equipped with the latest software meeting the requirements of the students and administration. Regarding automation of learner support services, CDOE is providing an online portal that is specifically designed for the submission of admission form, fees, assignments and their evaluation. Moreover, CDOE has also started full-fledged online programmes of B.Com and MBA where all the academic activities are monitored through Learning Management System portal. The programmes are comprising learning materials as per the UGC Regulations, 2020 (Online and ODL Programmes) i.e. E-Content, E-Tutorial, E-Assessment and Discussion Forum.
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Coordination with External Subject Experts is done at the time of preparation of Chapter Schemes, writing/updating of the Self-Learning Material(s) and vetting of the same. For the introduction of new programmes and the changes in Scheme & Syllabus of the Programmes (Online & ODL), administrative approvals are required from the External Subject Resource Person and Higher Authorities.

26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The Internal Quality Assurance Cell (IQAC) of the University is actively working in institutionalizing the quality assurance strategies and processes periodically in all academic and administrative aspects. These initiatives include designing and implementation of Academic and Administrative Audit, Accreditation and Certification and participation in all rankings like NIRF, Times Higher Education World University Rankings, India Today-MDRA, UI Green Metric World's Most Sustainable University Rankings by Jakarta, Indonesia etc. IQAC is adopting the following for quality assurance 1. Academic Administrative Audit (AAA) and Follow ups action taken. 2. Collaborative quality initiatives with other institution(s). 3. Participation in NIRF 4. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA). Online Feedback system from all the stakeholders about teaching, academic and administrative support has been implemented by IQAC including exit survey, alumni survey, and parent's survey. **IQAC monitors the quality of Teaching-Learning and conduct of Academic Audit of CDOE in terms of introduction of LOCF/OBE based system (Learning Outcomes based Curriculum Framework/ Outcome Based Education) all AICTE/UGC approved programmes of the University**. The 9th meeting of IQAC was resolved with the conclusions that Administrative Audit for Centre for Distance and Online Education should also be introduced in the University. The proforma for the Administrate Audit has been designed and implemented in the University. Course Objectives, Course Outcomes, Programmes

		Objectives and Programme outcomes has been introduced as per the Guidelines of statutory bodies w.e.f. 2019-20. Besides, All budget allocations are subject to financial sanction before incurring expenditure i.e. Internal/External Audit (Haryana Government) before releasing payments.
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	NAAC has mandated the HEIs to submit the Self Study Reports. Consequentially, these report(s) are to be submitted by every Teaching Department of the University and Distance Education as per the requirements of National Assessment & Accreditation Council. Accordingly, Self-Appraisal Report(s) have been capitulated by CDOE for the evaluation of its quality of education, infrastructure, teaching and learning.
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	CDOE is involved in organizing One Week Online Virtual Add-on Courses, Workshops & Seminars on various inclining topics like Latex-2021, Machine Learning for Internet of Things etc. In addition, CDOE is collaborating with various External Subject Experts for SLM writing, preparation of video lectures, engaging the Service Providers for Learning Management System development.
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	To promote a practical approach to learning, the Centre for Distance and Online Education (CDOE) ensures effective and engaging learning experiences by inviting industry delegates to participate in seminars and workshops on relevant contemporary topics. Additionally, industry visits and project-based teaching methods are adopted to provide students with enhanced exposure aligned with the curriculum, focusing on their holistic development. Nearly 100% of the designed

		programmes are tailored to meet global, national, and local demands for employability and entrepreneurship.

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	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	YES	https://www.gjust.ac.in/Page/Index_4/Executive%20Council/27 https://www.gjust.ac.in/act/University%20Act_290716.pdf https://www.gjust.ac.in/Page/Index_2_cat/Calender%20Volume%20II%20%28The%20Ordinance%29/32 https://ddegjust.ac.in/Page/Index_Department_Downloads/DEB-UGC/949
2.	Articulation of Higher Educational Institution Objectives	YES	https://ddegjust.ac.in/ https://ddegjust.ac.in/Page/Index_Department_Downloads/DEB-UGC/949
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	YES	https://ddegjust.ac.in/Page/Index_EntranceSyllabus/Scheme%20%26%20Syllabus/931
4.	Programme Monitoring and Review	YES	https://drive.google.com/file/d/1iOqoTGHsqK0kjUjZqOZCU-xV2O8-h55t/view?usp=sharing

5.	Infrastructure Resources	YES	https://drive.google.com/file/d/1iOqoTGHsqK0kjUjZqOZCU-xV2O8-h55t/view?usp=sharing
6.	Learning Environment and Learner Support	YES	https://ddegjust.ac.in/old/gjudde/_S/login.php
7.	Assessment and Evaluation	YES	https://ddegjust.ac.in/Page/Index_notification/Datesheet/922 https://www.gjust.ac.in/Page/Index_2_cat/Calender%20Volume%20II%20%28The%20Ordinance%29/32 https://ddegjust.ac.in/old/gjudde/_S/login.php
8.	Teaching Quality and Staff Development	YES	https://ddegjust.ac.in/Page/Index_4/Mass%20communication/944

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	YES	https://www.gjust.ac.in/Page/Index_4/Academic%20Council/28 https://ddegjust.ac.in/Page/Index_Department_Downloads/DEB-UGC/949
2.	Validation	YES	https://drive.google.com/file/d/1GWrqQQVXLO9AvxrcjqYDq1YM2W2Isamv/view?usp=sharing https://ddegjust.ac.in/Page/Index_Department_Downloads/DEB-UGC/949

| 3. | Monitoring, Evaluation and Enhancement Plans

a. Reports from Learner Support Centres (for Open and Distance Learning programmes)

b. Reports from Examination Centres

c. External Auditor or other External Agencies report

d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels

e. Reporting and Analytics by the Higher Educational Institution

f. Periodic Review | YES | https://ddegjust.ac.in/old/2019/7/4102_19072019.pdf

https://ddegjust.ac.in/Page/Index_3s/Exam%20Centre/927

https://drive.google.com/file/d/1iOqoTGHsqK0kjUjZqOZCU-xV2O8-h55t/view?usp=sharing

https://ddegjust.ac.in/Page/Index_Department_Downloads/DEB-UGC/949 |

Part – III: Human Resources and Infrastructural Requirements

3.1 **Name and details of Director of Centre for Distance and Online Education**

(Dual Mode University) - Regular, full time, at least Associate Professor

Or

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

> Mention details such as Regular Employee, Designation, Qualification, Salary
> - Name: Khujan Singh
> - Qualification: Ph.D.
> - Designation: Director

3.2 **Compliance status of "Human Resource and xwz5 Infrastructural Requirements" – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) bv**

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:

https://ddegjust.ac.in

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	02	02	Yes	
PG	10	10	Yes	
UG &PG	06	06	Yes	

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/month			Date of joining programme and Joining report
							Type	Gross Salary/ Month	Contract Period	
1.	Master of Computer Application	Yes	Sh. Vinod	Assistant Professor	M.Tech	10 years	Regular			22.07.2014
		Yes	Dr. Neeraj Verma	Assistant Professor	Ph.D	13 years	Contract with 57700 per month			03.12.2019
2.	Master Science (Mathematics)	Yes	Dr. Vizender Singh	Assistant Professor	Ph.D	8 years	Regular			06.02.2018
		Yes	Mr Mohit Kumar	Assistant Professor	M.Sc.	4.6 years	Contract with 57700 per month			08.01.21
3.	Master of Art (Mass Communication) Bachelor of Arts (Mass Communication)	Yes	Dr. Sunaina	Assistant Professor	Ph.D	19 years	Regular			24.09.2018
		Yes	Dr. Sandhya	Assistant Professor	Ph.D	4 Years	Contract with 57700 per month			01.06.2021
		Yes	Mr. Ashok Kumarr	Assistant Professor	M.Sc (Mass communication)	4.2 years	Contract with 57700 per month			16.04.2021
4.	Bachelor of Arts	Yes	Dr. Shakuntala Devi	Assistant Professor	Ph.D	28 years	Contract with 57700 per month			24.09.2018
		Yes	Dr Vandana Punia	Professor	Ph.D	23 Year	Regular			22.12.2022
5.	Master of Art (English)	Yes	Dr. Pallavi	Assistant Professor	Ph.D	19 years	Regular			18/01/2021
		Yes	Dr. Astha Gupta	Assistant Professor	Ph.D	5 years	Contract with 57700 per month			01/06/2022
6.	Master of Commerce (M. Com) Bachelor of Commerce (B.Com)	Yes	Sh. Ankit	Assistant Professor	M.Com, M.Phill	7 years	Contract with 57700 per month			25.09.2018
		Yes	Ms. Chand Kiran	Assistant Professor	M.Com	7 years	Contract with 57700 per month			25.09.2018
		Yes	Ms. Simran	Assistant Professor	M.Com	5 years	Contract with 57700 per month			16.04.2021
7.	Master of Art (Hindi)	Yes	Dr Geetu	Assistant Professor	Ph.D	20 years	Regular			08.05.2024
			Dr Kalpana	Assistant Professor	Ph.D	5 Years	Regular			16.07.2024
8.	Master of Business Administration (MBA)	Yes	Dr. Poonam	Assistant Professor	Ph.D	9 years	Contract with 57700 per month			19.02.2020
		Yes	Prof Rajeev Kumar	Assistant Professor	Ph.D	23 years	Regular			16.04.2021

3.3 Details of Administrative staff

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

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	3
Assistants	3 (2 for DM Universities)	4
Computer Operator	2	14
Multi-Tasking Staff	2	04

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

Note:

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.

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	

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 center must be clean and in good condition.	Yes	
7.	The examination center 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 center must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for Learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be Available	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored. examinations.	https://drive.google.com/file/d/1jtWPnwxfyxtaH9DFTp6GLfzLD61qUPRN/view?usp=drivesdk	
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.	https://drive.google.com/file/d/1jtWPnwxfyxtaH9DFTp6GLfzLD61qUPRN/view?usp=drivesdk http://210.212.119.171/regresult/res.php	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted. ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of 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 Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	https://drive.google.com/file/d/1lnHlbeGH4M4KLIGaM3Z8s2CQfc_cOx5/view?usp=drivesdk https://ddegjust.ac.in/Page/Index_EntranceSyllabus/Scheme%20%26%20Syllabus/931	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	https://drive.google.com/file/d/1kNYPUQ5TCS6AdS3z9N4RFHGwDdoa19fu/view?usp=sharing	
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.	https://drive.google.com/file/d/1jtWPnwxfyxtaH9DFTp6GLfzLD61qUPRN/view?usp=drivesdk	
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.	https://ddegjust.ac.in/Portal/Upload/List%20of%20Examination%20Centre%20for%20Distance%20Education%20Courses%20for%20the%20session%20Jan.2025_21February2025_15-06-34-08.pdf	
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	Yes	

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	YES, Exam are conducted in Study Centers. Hall tickets of students are generated which is with photographs and signature. The photograph and signature specimen are provided by the Headquarter to the respective Study Centre at the time of exam, Exam invigilator verifies the details of the students with the provided specimen.	
	(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, The Jurisdiction of Exam Centres is Hisar. Affiliated colleges are the exam centres that are well equipped with all of these requisite facilities. As and when required, we may demand the recordings from them i.e. the case of UMCs.	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	YES, The Jurisdiction of Exam Centres is Hisar. Affiliated colleges are the exam centres that are well equipped with all of these requisite facilities. As and when required, we may demand the recordings from them i.e. the case of UMCs.	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Centre Superintendent, Deputy Superintendent are appointed by the Honorable Vice- Chancellor of the University on the recommendation of the panel of senior teachers from Distance Education and UTDs by COE and, Principal of affiliated colleges is also appointed as Superintendent	https://gjust.ac.in/Page/Index UnfairMeansCase?id=1057&pid=392&mid=618&departmentId=397&catId=

		Chief. And in case of any other requirements, further an Observer may also be appointed. Observers are the Flying Squads. Flying Squads appointed during the examination submit their reports to HEI if any UMC is reported, then hearing of the same is conducted by the committee constituted by the Vice Chancellor of Senior Teachers of University, external and internal experts and COE.	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Centre Superintendent, Deputy Superintendent are appointed by the Honorable Vice- Chancellor of the University on the recommendation of the panel of senior teachers from Distance Education and UTDs by COE and, Principal of affiliated colleges is also appointed as Superintendent Chief. And in case of any other requirements, further an Observer may also be appointed. Observers are the Flying Squads. Flying Squads appointed during the examination submit their reports to HEI if any UMC is reported, then hearing of the same is conducted by the committee constituted by the Vice Chancellor of Senior Teachers of University, external and internal experts and COE.	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer-based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 asexamination center(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges underthe University system in the Country and no Examination Centers shall be allotted to private organizations or unapproved Higher Educational Institutions	Yes	
15.	The Learner Support Centers, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centers provided, they fulfill the criteria of an examination center as defined in these regulations	Yes	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 Program name.	https://drive.google.com/file/d/1kNYPUQ5TCS6AdS3z9N4RFHGwDdoa19fu/view?usp=sharing	
	(b) Each award shall also be uploaded on the National Academic Depository		
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	https://drive.google.com/file/d/1kNYPUQ5TCS6AdS3z9N4RFHGwDdoa19fu/view?usp=sharing	

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

> Yes.
> Online Exams of Open and Distance Learning Students were conducted only in the times of COVID-19. The Examination of ODL students is conducted via examination centers in offline mode.

4.4 Result and Student Progression for UG, PG and PGD programmes

Semester beginning	Programmer name	No. of students admitted	No. of students appeared inexams	No. of students progressed to next year	% of students passed	% of students passed infirst class
July/August 2024	Master of Arts (Mass Communication)	252	244	213	Result Awaited	
July/August 2024	Master of Science (Mathematics)	72	72	60	Result Awaited	
July/August 2024	Master of Business Administration (MBA)	234	231	202	Result Awaited	
July/August 2024	Master of Commerce (M.Com.)	106	106	97	Result Awaited	
July/August 2022	Master of Computer Applications (MCA)	66	65	59	Result Awaited	
July/August 2022	Bachelor of Arts (Mass Communication)	44	40	27	Result Awaited	
July/August 2024	Bachelor of Arts (B.A.)	739	739	625	Result Awaited	
July/August 2024	Bachelor of Commerce (B.Com.)	448	448	426	Result Awaited	
July/August 2024	Master of Arts (English)	164	158	139	Result Awaited	
July/August 2024	Master of Arts (Hindi)	46	44	41	Result Awaited	
	Total	**2171**	**2147**	**1889**		

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

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

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

> The PPRs of every programme is prepared before launching of the programme. The same is placed before the competent authority of the university for approval. The PPRs are duly approved by the university.
>
> https://ddegjust.ac.in/Page/Index_Department Downloads/CENTRE FOR INTERNAL QUALITY ASSURANCE/978

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

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

> The SLM is developed by expert faculty from the respective departments/directorate and other universities/institutions strictly as per the approved SLM format. The compliance of UGC(ODL) Regulations, 2020 is carried out thoroughly. The SLM format has been duly approved by the university.
>
> https://ddegjust.ac.in/Page/Index_StudyMaterial/SLM/932

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

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

The development of SLM is done by adopting the following process:

1. The lesson plans are prepared as per the syllabus by a committee of three members including the Director, Course coordinator and the senior teacher of the concerned University Teaching Department (UTD)

2. The consent of authors is taken by the interested experts.

3.The expert teachers are requested to author the lessons strictly in accordance with the approved guidelines of the SLM format.

4.The authored lessons are sent to the experts for vetting and recommending necessary changes in the authored lessons.

5.The vetted lessons thus received are again sent to the concerned authors to incorporate the changes suggested by the Vetter.

6.The authors incorporate the necessary changes suggested by the Vetter and finalize the lessons.

7.The final lessons are sent to the concerned course coordinators.

8. The course coordinators send these developed lessons to the printers (to be chosen by adopting the proper procedure) through Directorate.

9. The first-hand print (sample) lessons are then printed by the printers concerned.

10. The sample copies of printed SLM is sent to the Course coordinators who again go through the vetting and finalize the lessons.

11. The final prints are then printed by the printer after approval and checking by the course coordinators.

12.The SLM is then delivered to the students.

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.	Progra mmes 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	B.A.	04	02	230	230
		B.Com.	04	02	239	239
		B.A.(Mass Communication)	01	02	01	01
	PG	M.Com.	02	02	42	42
		M.Sc. (Maths)	02	02	33	33

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.

The study centres are established by following the undermentioned process:
1. Only affiliated colleges/institutions are eligible for applying for study centre.
2. The study centres are set up as per the guidelines/norms and rules framed and approved by the university.
3. The norms for opening or running a study centre are strictly in accordance with the LSCs provisions of the Regulations of UGC (ODL) regulations, 2017.
4. The applications for opening the study centres are invited by the interested colleges/institutions.
5. Applications are then scrutinized and selected for the purpose of inspection.
6. Inspection committees consisting of experts are constituted by the Vice Chancellor for carrying out the inspection of the centres.
7. The inspection committees visit the study centre and makes a report based on the physical verification of infrastructure, faculty, facilites and other requirements as per the proforma.
8. The report of the committees are then placed before the authority for final approval.
9. After the final approval the letter is issued to study centres for running the courses/programmes.

6.3 LSC wise enrollment details (Not for Private University)

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	Program-mes offered	Total Enrolled student.
1.	Maharani Lakshmi Bai College, Balsmand Road, Bhiwani Rohilla, Hisar	One		Guru Jambheshwar University of Science & Technology, Hisar	Private	Ms. Jyoti Verma Coordinator 9253921013 Counselor: Ms. Jyoti 9253921013 Ms. Smriti 9416265641 Ms. Vaishali Garg 9306155679 Ms. Gunjan 7404315202	MA (Hindi), NET MA (Hindi), NET, Ph.D. M.Com., MBA M.Com., NET, M.Sc. (Maths)	4	B.A., B. Com., M.Com. and M.Sc. (Maths)	192
2.	Guru Dronacharya Girls College, Mandi	One		Guru Jambheshwar University of Science & Technology, Hisar	Private	Mr. Yash 90345-57257 (Coordinator) Counselor: Ms. Urmila 97295 19558	Post Graduate M.Com, NET	11	B.A., B. Com.	69

	Adampur, Hisar, Haryana-125052				Ms. Shamina 74190 44329	M.Com, NET			
					Ms. Nikita 93509 00733	M.Com,			
					Mr. Parveen 94168 05229	M.Sc, NET			
					Mr. Khushboo 70829 86598	M.Sc			
					Mr. Vikash 9728141923	M.Sc			
					Ms. Pooja Bhadu 89015 30596	M.Sc			
					Ms. Ushma 95180 57586	M.Sc, NET			
					Ms. Saroj 9992763701	M.A.			
					Mr. Anil 95416 00029	M. A., B.Lib			
					Ms. Poonam 70278 86129	M.C.A.			
3.	Asha Girls College, Panihar Chack, Hisar	One	Guru Jambheshwar University of Science & Technology, Hisar	Private	Dr. Vijender Kumar (Cordinator) 9215547280	PH.D		B.A., B. Com.	
					Counselor: Mrs. Suman 9053497099	BA, MA,			-
					Mrs. Sumitra 9416547280	M.Ed., MA, B.Ed.	10		
					Ms. Suman Devi 9992343519	BA, MA			
					Mrs. Suchitra 8708480668	MA, B.Ed.			
					Dr. Seema 9996939485	MA, M.Phil., PHD			
					Mrs. Ankita Rani 9992513631	B.Com., M.Com.			
					Mrs. Ritu 7988549487	BA, MA			
					Ms. Sakshi 9992689583	M.Com, M.Phil., NET			
					Ms. Priyanka 9896886377	B.Com, M.Com., NET			
					Ms. Sushila 8168762062	BA, MA, NET			
4.	ODM College for Women, 12 km. Stone, Hisar-	One	Guru Jambheshwar University of Science & Technology, Hisar	Private	Dr. Ajit Singh Coordinator 9315515131	PHD		B.A, B.Com., B.A.(Mass Comm.), M.Com., DGC	
					Counselor: Ms. Anju Duhan 9416971357	Ph.D., Mgt JRF	8		285

| Rajgarh Road, NH-52, Muklan, Hisar-125004 | | | | Ms. Preeti 8168359450
Ms. Rekha 9991680535
Ms. Neelam 9350758643
Ms. Pooja 9050304413
Ms. Sonia 9812345366
Ms. Shreya 9729158444
Dr Meenakshi Nehra 8180000009 | MCA, M. Phil
M.Sc. Math, JRF
MA Hindi, NET
MA English
M.Com, MBA, MPhil
MA , M.Sc Mass Comm

Ph.D. Pol. Sci. | | and M.Sc. (Maths) | |

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 at least 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
NA	NA	NA	NA

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	Program-mes offered	Total Enrolled student.
1.	NA	NA	NA	NA	NA	NA	NA
N.	NA	NA	NA	NA	NA	NA	NA

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	Date of delivery SLM	Whether SLM delivered to

	January)			learners within a fortnight from the date of admission
Printing Material	July/August	After the finalization of Student's admission.	Yes	
Audio-Video Material	July/August	After the finalization of Student's admission.	Yes	
Online Material	July/August	After the finalization of Student's admission.	Yes	
Compute based Material	July/August	After the finalization of Student's admission.	Yes	

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

a. Provide details as under:

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

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	yes	
	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://ddegjust.ac.in/old/2020/5/Establishment%20of%20%20Distance%20Education%20Deparment.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	https://ddegjust.ac.in/Portal/Upload/Approval%20Letter_15.05.24_13June2024_10-36-15-42.pdf	
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://ddegjust.ac.in/Portal/Upload/Revised%20Prospectus(CDOE)%202024-25%20(16.07.2024)_22July2024_10-54-18-99.pdf	

5.	Programme-wise information on syllabus suggested readings, contact points for counselling/ mentoring, programme structure with credit points programme- wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Leaning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	https://ddegjust.ac.in/Portal/Upload/Revised%20Prospectus(CDOE)%202024-25%20(16.07.2024)_22July2024_10-54-18-99.pdf	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	https://ddegjust.ac.in/Page/ImportantNotifications/Announcements/239	df
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://ddegjust.ac.in/Page/Index_WebsiteFeedBack/Feedback%20Form%20/4018	
8.	Information regarding all the programmes recognised by the Commission	https://ddegjust.ac.in/Portal/Upload/Approval%20Letter_15.05.24_13June2024_10-36-15-42.pdf	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	https://ddegjust.ac.in/Portal/Upload/Approval%20Letter_15.05.24_13June2024_10-36-15-42.pdf	

		https://docs.google.com/document/d/1vccmAvDwSUkusTOyTABjwP1xM2Ujn3Y2/edit?usp=sharing&ouid=105747484975881805211&rtpof=true&sd=true	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	https://ddegjust.ac.in/Page/Index_StudyMaterial/SLM/932	
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	https://ddegjust.ac.in/old/contactus/greivance.htm	
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	https://ddegjust.ac.in/Page/Index_StudyCenter/List%20Of%20Study%20Center/3003	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	https://ddegjust.ac.in/Page/Index_3s/Exam%20Centre/927	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	https://ddegjust.ac.in/Page/Index_3s/Exam%20Centre/927 https://ddegjust.ac.in/Page/Index_notification/Datesheet/922	

| 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://ddegjust.ac.in/Portal/Upload/Revised%20Prospectus(CDOE)%202024-25%20(16.07.2024)_22July2024_10-54-18-99.pdf | |
| 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 | https://drive.google.com/file/d/1iOqoTGHsqK0kjUjZqOZCU-xV2O8-h55t/view?usp=sharing | |

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 in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centers (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	**Yes**
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	**Yes**
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favor of the Higher Educational Institution.	**Yes**

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	**Yes**
5.	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: Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	**Yes**
6.	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: 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	**Yes**
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;	**No**

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	(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (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.	**Yes**
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	**Yes**
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	**Yes**
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,	**Yes**

	which shall be in consonance with the resources	**Yes**
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	**Yes**
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	**Yes**
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	**Yes**
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching 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 centers (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	**Yes**

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	**Yes**
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	**Yes**
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	**Yes**
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	**Yes**
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	**Yes**
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the	**Yes**

	purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document 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	**Yes**
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	**Yes**
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognized by the appropriate statutory authority or by the Commission where it is not so 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 authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	**Yes**

Part – IX: Grievance Redressal Mechanism

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

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

It is well known that timely redressal of grievances is necessary for a student-friendly administration. Therefore, the Learners of CDOE are made aware of this mechanism through its website (gjust.ac.in), social media, E-mail and prospectus also. The Student Support System is embraced with online availability of crucial information such as Admission Forms, Fee Payment, Syllabi, Study Material, PCP Schedule, Online submission and evaluation of Assignments, Guidelines for Synopsis/Project/Dissertation/Portfolio submission, Important Key date, Examination Date Sheet, Results and **Grievance Redressal** etc. Several Mentoring Sessions are being conducted weekly by respective Course coordinators and Programme Coordinators. A Centre for Internal Quality Assurance (CIQA) has also been established in the Centre for Distance and Online Education for ensuring the best quality practices in the Distance Education Mode. The Distance Education programmes have been approved by Distance Education Bureau, UGC, New Delhi.

Departmental Student Grievance Redressal cell

Director (CDOE)	01662-263157
Prof. Sanjeev Khambra, CSE	9812399111
Dr. Himani Sharma, HSB	9812399111
Er. Vinod Goyal, A.P., CDOE	9812399111
Sh. Ashish, (MBA ODL mode student)	9812399111

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
2900 (2024-25) Approximately	Cent percent

HEI ID:
HEI-U-0162

NAME OF HEI:
GURU JAMBHESHWAR UNIVERSITY
OF SCIENCE & TECHNOLOGY, HISAR

Type of HEI:
State

9.3 Complaint Handling Mechanism

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

The complaint mechanism is an essential component of accountability toward affected communities. It enables stronger participation and contribution to improve programme quality and helps to prevent fraud and diversion. Complaints or inquiries can be lodged by giving specific facts/information containing details about fees, fines, examinations, and results etc. The Grievance Redressal Mechanism of an organization is an important instrument to measure its effectiveness as it provides feedback on the working of the organization.

Three Tier Complaint Mechanism has been working at present i.e.

  i)   Department Level,

  ii)   Central Level and

  iii)   University Level also.

As far as working of the Grievance Redressal Mechanism is concerned ,it is operational at further three levels i.e.

  i)   Concerned Dealing hand deals with the written complaints of stake-holders/ students.

  ii)   Concerned Programme Coordinator as well as Course Coordinators and

  iii)   Finally Deputy Registrar remain engaged till the final solution of the problem.

On the other hand, University Committee has been framed to sort out **the ultimate solution** of the problem in hand at University Level.

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	

Part – X: INNOVATIVE AND BEST PRACTICES

10.1 Innovations introduced during academic years

For ODL Mode:

1) First one week online academic orientation programme was organized by the Centre for Distance and Online Education (CDOE) from the first week of November 2024 for the students admitted at the Centre for Distance and Education for the session 2024-25.
2) Online mentoring session of one hour per week has been organized for the students of all Programmes for ODL programme.
3) For the admitted students, the Centre for Distance and Online organizes Personal Contact Programmes (PCPs) during which the teachers of parent departments and the programme co-coordinators take classes and satisfy the queries of the students of CDOE for ODL programmes.
4) The students were also connected through WhatsApp, Facebook pages and E-mails and other social media pages.
5) Examinations were conducted for theory/practical exams, seminars and viva-voce for ODL Mode Programmes as per requirements.
6) Assignments are accepted through the online portal since the session 2018.
7) Three tier students grievance cell activated in the Centre for Distance and Online Education.
8) The admission criteria and the pass/fail criteria of the ODL programmes are identical to those of the conventional programmes.
9) CDOE accepted schemes, syllabi, and course curriculums for all courses at par with the regular courses.
10) Currently, the Centre for Distance and Online Education (CDOE) offers 03 undergraduate, 08 postgraduate (Online as well as ODL),out of which 03 new PG programmes have been introduced by the CDOE from this current session i.e. 2024-25
11) The Centre for Distance and Online Education has launched a new programme to provide greater academic and professional opportunities for learners i.e. MA in Hindi from session 2024-25. Furthermore 11 number of one year Diploma programmes/courses have been introduced for the benefit of students.
12) Currently CDOE got approval regarding the extension of territorial jurisdiction from the state government to create examination centers across Haryana to ensure the smooth conduct of examinations.
13) The Centre for Distance and Online Education offers several programmes in which the institution's self-learning materials (SLMs) are digitized and uploaded to the website or Learning Management System (LMS), ensuring easy access for students enrolled in online mode programmes.
14) Workshops and seminars on quality-related themes were organized and disseminated.
15) From the session 2015-16 onwards, the online admission process was adopted to facilitate the students from all over India and abroad.
16) The Centre for Distance and Online Education (CDOE) implements the four-quadrant approach for its online programmes—comprising E-Content, E-Tutorial, E-Assessment, and Discussion Forum—in accordance with the UGC Regulations, 2020 (ODL & Online Programmes).
17) The Centre for Distance and Online Education (CDOE) implements the four-quadrant approach for its online programmes—comprising E-Content, E-Tutorial, E-Assessment, and Discussion Forum—in accordance with the UGC Regulations, 2020 (ODL & Online Programmes).
18) The Centre for Distance and Online Education (CDOE) implements the four-quadrant approach for its online programmes—comprising E-Content, E-Tutorial, E-Assessment, and Discussion Forum—in accordance with the UGC Regulations, 2020 (ODL & Online Programmes).
19) The Centre for Distance and Online Education is at present offering 16 jobs oriented programmes including MBA and B.Com (ODL Mode) which are approved by the UGC (DEB).

10.2 Best Practices of the HEI

In the last five years, the following are the improvement/updation w.r.t. functioning and results of CDOE.

1 Student counseling regarding distance and open learning in various educational institutions like colleges and study centres are being followed from time to time.

1. Orientation programme in the form of induction trainings are being imparted to make aware the students and familiar with courses to them.
2. Weekly Mentoring sessions are also organized in the form of Remedial teaching to diagnose and solve day to day queries of the concerned students.
3. One-week online academic orientation was started by the CDOE from academic session 2024-25.
4. Combined mode PCP is organized for the students of CDOE.
5. Online monitoring session of one hour per week has been organized for the students of all programmes.
6. The students were also connected through Google Class Room, WhatsApp, Facebook page and e-mail.
7. ODL examination was conducted for theory/practical exams and viva-voce.
8. Five full-flagged online programmes were started from the session January, 2021.
9. Assignments accepted through online portal since the session 2018.

10.3 Details of Job Fairs conducted by the HEI

No job fairs were conducted.

10.4 Success Stories of students of online mode of the HEI

Sr.No.	Name	Mobile No.	Designation	Organization Name
1	Sumit	8708132869	Bank Manager	Punjab National Bank
2	Sanjay Dahiya	8053229933	Bank Officer	Canara Bank
3.	Manish Nagpal	9812220009	Secretary to Haryana Agriculture	Haryana Agriculture Deptt.
4.	Roshan Gaur	9811310774	Bureau Chief	Rashtriya Sahara
5.	Dr. Satish Saini	9467723723	Principal	Govt College Narnaul
6.	Ramkala	9813131303	Programmer	GJUS&T, Hisar
7.	Visnukant	9728790900	Assistant Professor	Vaish College,Bhiwani
8.	Dipesh Singla	9958655823	Team Leader	Newgen Software Technologies, Noida
9.	Shubham sehgal	8395012389	Deputy operations	Manager,Kotak, mahindra life insurance, Hisar
10.	Balbir Singh	9255565915	PGT Mathematics CDOE	GJUS&T, Hisar
11.	Dimpi Dhanda	7015918169	Assistant Professor	Government of Haryana
12.	Alka	9718316525	Assistant Professor	Government of Haryana
13.	Surender Kumar	9896388002	Assistant	Boys Hostel No 2, GJUS&T, Hisar
14.	Tumul Kacker	9818600123	Producer	Doordarshan News

15.	Manisha Chauhan	9805348152	TV Actress (Work in Ishkbaaz)	Star Plus channel
16.	Dr. Rajesh Dhamija	9416048470	Industrialist	Sim Cord Ltd.
17.	Visnukant	9728790900	Assistant Professor	Vaish College, Bhiwani
18.	Rajat Bhardwaj	9911895757	Director	Westend Rhino Pvt Ltd Gurgoan
19.	Rekha	8607628161	Assistant Professor	Government of Haryana
20	Ritu	7206761161	Assistant Professor	ODM College Hisar
21	Rahul Garg	9896880025	Data Entry Operator Additional	Directorate General of Signal Intelligence
22	Aditya Sihag	……………..	MLA	Dabwali
23	Sandeep Suthar	8708150327	Assistant	Higher Education Dept. Haryana
24	Tinu Guliya	7988610419	Trained Graduate Teacher (TGT)	Government of Rajasthan
25	Dr. Poonam	9813899201	Assistant professor	GJUS&T, Hisar
26	Dr. Parmod	9992193086	Assistant professor	GJUS&T, Hisar
27	Chand Kiran	8708641747	Assistant professor	GJUS&T, Hisar
28	Ankit Goyal	8685827916	Assistant professor	GJUS&T, Hisar
29	Rakesh Kumar	9992014743	Assistant professor	GJUS&T, Hisar
30	Dr Ritu	8708616925	Assistant professor	GJUS&T, Hisar
31	Ravi Dutt	9466155323	Clerk	GJUS&T, Hisar

10.5 Initiatives taken towards conversion of e-LM into Regional Languages

English Medium

10.6 Number of students placed through Campus Placements

NIL

10.7 Details of Alumni Cell and its activity

Guru Jambheshwar University of Science and Technology has a long tradition of pursuing excellence in teaching and research with a focus on new frontiers of technology, pharmacy, environmental studies, non- conventional energy sources and management studies. The University created a Department of Alumni Relations to cherish long-lasting and meaningful with its former students for mutual pride and enrichment. (https://gjust.ac.in/alumni/index.php).

The major objectives of the Department are to:
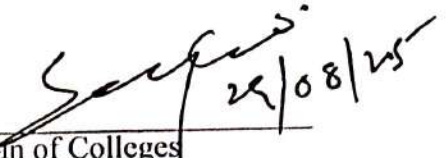
1. Establish a link with the GJUS&T alumni and enroll them as members of Guru Jambheshwar University Alumni Association (GJUAA);
2. Provide an interactive platform to students and alumni by organizing alumni meet;
3. Establish liaison between the University Alumni Association and other similar associations in the country and abroad;
4. Undertake activities that help the current students in grooming for and availing better placement opportunities;
5. Raise various endowment funds, and award stipends out of it to the deserving students on a need-cum- merit basis;
6. Institute and disburse scholarships, fellowships, medals, awards, etc. to the meritorious students of the university out of the corpus of the Association;
7. Seek donations from alumni and potential donors for promoting various righteous activities of the Association;
8. Suggest ways and means for the participation of the alumni in the working of the University;
9. Honor distinguished alumni who have brought national/global acclaim in their respective domains;
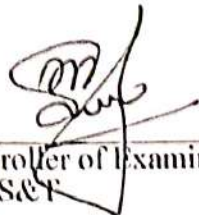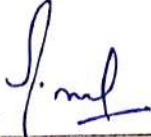
10.8 Any other Information

1. The syllabi are updated from time to time depending upon the need of the market.

2. PCP is held in concerned departments with the expert faculty.

3. SMS are also sent to the students for PCP and other information. Information is also shared by WhatsApp group also.

4. Workshops, Seminars and Symposia which are conducted regularly.

5. The University also offers programmes through distance Mode as mentioned in the Prospectus which are entitled by DEB, UGC.

6. The students of distance education get the benefit of Post Matric Scholarship (PMS) released by the Government of Haryana.

Registrar, GJUS&T

Dean Academic Affairs
GJUS&T

Dean of Colleges
GJUS&T

Controller of Examinations
GJUS&T

Prof. Sandeep Rana,
(TA-HRM)

Prof. O. P. Sangwan
Chairperson, Deptt. of CSE

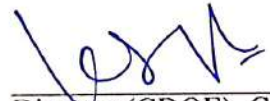Prof. Vinod Bishnoi
Director, HSB

Chairperson
Deptt. of Mass. Comm.

Prof. R. Baskar
IGNOU, Delhi

Director (CDOE), KUK

Director (PDUCIC)

Branch Officer (Academic)

Branch Officer (Accounts)

Director (CDOE), GJUS&T
Member Secretary, CIQA

Dy. Registrar (CDOE)

HEI ID:	NAME OF HEI:	Type of HEI:
HEI-U-0162	GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR	State

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:

Signature of the Registrar:

29|8|25

Name: Prof. KHUJAN SINGH

Name: Dr. VIJAY KUMAR

Director (CDOE)
Seal: Guru Jambheshwar University
of Science & Technology, Hisar

Registrar
Seal: Guru Jambheshwar University
of Science & Technology, HISAR

Date: 29-8-25'

Date: 29|8|25

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.