

PART- B

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PART- B

I. ACADEMIC PROGRAMMES & FACULTY POSITION

1. Explain the process of course Development at your institution/University by highlighting the various steps involved:

On the basis of relevance and priority, the course/s development in the Directorate of Distance Education in the first instance are discussed threadbare in the Departmental Committee. After the consensus in the Departmental committee, the proposal is forwarded to Academic Council of the University through the advisory board of the Directorate which is finally approved by the University Council. Prior to the launching of any course, the necessary arrangements for the smooth execution of the course is well planned by the directorate in the light of course material, infrastructure and human resource etc.

2. Specify whether the following activities are done in-house or are out sourced, tick correct option.

TABLE 2.1

Activity	In-house	Out sourced
Development of course material	✓	✓
Production of Print material	✓	✓
Production of multi-media material	✓	✓
Interactive broadcasting/ teleconferencing,	✓	✓
Interactive Computer aided Learning	✓	✓
Any other (mobile Counselling and Extension Programmes)	✓	✓

3. (a) Specify if programme/courses are adopted/adapted/translated and mention the source:

TABLE 2.2

Programme	Medium	Adopted	Adapted	Translated	Source

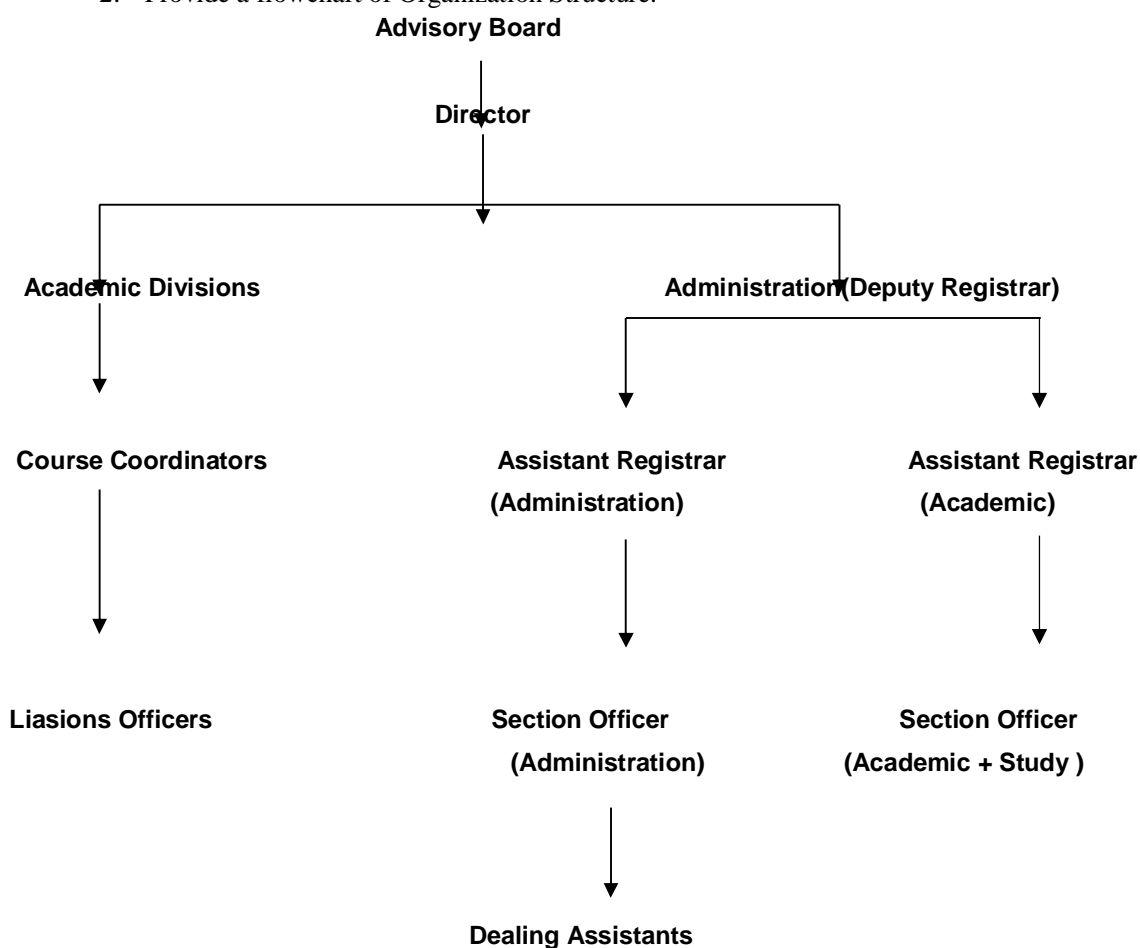
II. STAFFING

1. Information on Staff Strength

TABLE 2.3

Name of the Vice Chancellor/Head of the Institution		Prof. Khurshid Iqbal Andrabi
Name of the Pro Vice Chancellor/Rector(if any)		Mrs. Mehbooba Mufti
Name of the Registrar (Administrative Head)		Prof. Musadiq A. Sahaf
In case of Distance Education Institution (DEI) of a dual mode university/institution	Name of the Director	Prof. Neelofar Khan
	telephone/ mobile /Fax no.	Mobile: 09419014366 0194-2272881; Fax: 0194-2272482

2. Provide a flowchart of Organization Structure:



3. Norms of the university/institution for number of Administrative staff for ODL programmes:

TABLE 2.4

		Permanent	Temporary	Total
1	At Headquarters	33	30	63
2	At Regional Centres (if any)	X	X	X
3	At Study Centres (if any)	X	78	78

4. Whether orientation/training in the ODL system is given to the following

TABLE 2.5

Particulars	Yes/No
Faculty members	✓
Course writers and editor	✓
Coordinators of Study Centres	✓
Academic counsellor	✓
Administrative Staff	✓
Other staff, Specify (Resource Persons/Liaison Officers)	✓

5. (a) Furnish details of faculty development (Distance Education) during the last 3 year:

TABLE 2.6

		2013	2014	2015
(i)	Additional qualification acquired by faculty members			
(ii)	Publications			
(iii)	Participation in conferences/workshop/orientation programmes			
(iv)	Research project(s) undertaken			
(v)	Conference/seminar(s)/workshop(s) held			

III. INFRASTRUCTURE AT HEADQUARTERS

1. Norms of the university/institution for infrastructure for ODL programmes:

TABLE 2.7

		Space in sq. ft.	No. of Rooms
1	At Headquarters	17850 sq.ft.	36
2	At Regional Centres (if any)	x	x
3	At Study Centres (if any)	16 study centres / 200 sq. Ft each centre	16

IV. EVALUATION SYSTEM

1. Mode adopted for the following activities:

TABLE 2.9

	Activity	In-house/Outside Agency/Both
(i)	Paper setting Both In-house and Outside	Both
(ii)	Conduct of examination Both In-house and Outside	Both
(iii)	Declaration of results In-house	Both
(iv)	Assessing the examination papers both In-house and Outside	Both
(v)	Evaluators are same as those for Courses offered through Conventional mode	Yes

What is the policy with regard to:

I. Moderation

Moderation of question papers is done by Controller of Examinations, K.U through different Subject experts in order to ensure that the examination papers for TEE are as per Syllabus and there is provision for modification up to 30% questions.

II. Re-evaluation

There is provision for reevaluation of Answer scripts done by the office of Controller of Examinations, K.U. The Re-evaluation is done by two subject experts and the average marks will be the final result of re-evaluation.

III. Re-totalling

Any student can apply for re-totalling within 20 days after the declaration of result.

2. What is the method adopted for evaluation of answer scripts, projects, assignments etc.?

For evaluation of answer scripts, projects, assignments etc, the Controller of Examinations, K.U as per the statutes of the concerned programme/course execute these components. The resource persons for evaluation are selected by the Controller of Examinations out of the panel submitted by the Directorate which comprise the subject experts/examiners, internal (within the University) as well as external (from other universities).

IV. ADMISSION

1. Student Admission is done by: (Put tick mark)

- | | |
|--------------------|-----|
| • Headquarters | Yes |
| • Regional Centres | X |
| • Study Centres | X |
| • All of the above | X |

2. Details on eligibility criteria, fees programme-wise (table 3.12 (a) and programme-wise enrolment for the current year (table 3.12 (b))

Table 3.12 (a): Programme wise student enrolment

S.No.	Programme	Eligibility Criteria	Fees for programme
1	M.A. Urdu	B.A under 10+2+3 pattern with Urdu as one of the subjects having secured at least 40% marks.	Rs.6375/-
2	M.A/M.Sc Math	B.A/B.SC Under 10+2+3 pattern with Mathematics having secured at least 40% marks	Rs.10,375/-
3	M.A. English	B.A under 10+2+3 pattern with Urdu as one of the subjects having secured at least 40% marks.	Rs.10,375/-
	M.A. Education	B.A under 10+2+3 pattern with Education as one of the subjects having secured at least 40% marks.	Rs.10,375/-
4	LL.B (Acad)	Graduate in any discipline or an equivalent degree recognized by the University of Kashmir with atleast 40% marks	Rs.6375/-
5	PGDCL (Post Graduate Diploma in Cyber Law)	Graduate with 10+2+3, LLB Graduate/ LLB (Professional) or any other Degree recognized equivalent by University of Kashmir	Rs. 6,375/-
6	M.A. Economics	BA with Economics under examination under 10+2+3 pattern or B.Sc Agriculture or B.Sc with Mathematics and Statistics	Rs. 6,375/-

7	M.Com	B.Com under 10+2+3 pattern /BBA/BBM/BBS/ or BA/B.Sc with PG Diploma in Accountancy/Cost Accountancy /Cost and Management Audit having secured at least 40% marks.	Rs. 6,375/-
8	M.Ed	B.Ed with 3 years teaching experience in a Govt. or Govt. recognized institution or Graduation without experience but at least 55% marks in B.Ed	Rs.12,375/-
9	B.Ed	Graduate in any discipline	Rs.12,375/-
10	PGDBA	Any graduate under (10+2+3) pattern with at least 40% marks or an equivalent examination recognized by the University of Kashmir	Rs.6375/-
11	PGDTM	Any graduate under (10+2+3) pattern with at least 40% marks or an equivalent examination recognized by the University of Kashmir	Rs. 6,375/-
12	PGDBE	Any graduate under (10+2+3) pattern with at least 40% marks or an equivalent examination recognized by the University of Kashmir	Rs. 6,375/-

13	PGDHS	B.A/ B.Sc/ B.Com (10+2+3) pattern with at least 40% marks or equivalent exam recognized by the University of Kashmir	Rs. 6,375/-
14	PGDCA	Any graduate under (10+2+3) pattern with at least 45% marks or an equivalent examination recognized by the University of Kashmir	Rs.8375/-
15	PGDWD (Post Graduate Diploma in Web Designing)	Graduate with 10+2+3 having secured at least 45% marks	Rs. 8,375/-
16	DPPTT (Diploma in Pre-Primary Teacher Training Programme)	10+2	Rs. 3,375/-

Table 3.13: Number of seats for programmes where intake is fixed (2011)

S.No	Programme	No of intake
1	M.A./M.Sc Math	200
2	M.A. Urdu	600
3	M.Com	200
4	M.A. Economics	200
5	M.A. English	200
6	M.Ed	Not Decided
	M.A Education	Not Decided
7	B.Ed	Not Decided
8	LL.B (Academic)	200
9	PGDCL	100
10	PGDCA	100
11	PGDWD	100
12	PGDBA	100
13	PGDTM	100
14	PGDHS	100
15	PGDBE	100
16	DPPTT	123

1. Do you allow flexibility of entry and exit in the following context:

- Duration of Programme
- Horizontal Mobility
- Choice of courses
- Inter-disciplinary Approach
- Modular curriculum allowing easy exit
- CBCS introduced or not

2. If yes, Given details:

Since Kashmir University has implemented choice based credit system and to maintain equivalence it is mandatory for the Directorate of Distance Education to follow the same in letter and spirit. As such the students enrolled in the Directorate has flexibility in pursuing their courses.

3. How do you promote your programmes? (Specify the media used):

The stakeholders/aspirants/enrolled students are informed about the various components of the courses being offered by the Directorate through print and electronic media.

4. Is there any policy for overseas student?

Yes, the admission to various courses in the Directorate is governed by the Kashmir University reservation policy.

5. In case you admit foreign students explain the modus operandi and the enrolment details including the geographical spread:

NA

VI. LEARNER SUPPORT SERVICE

1. Give details of the services to distance learners at each of these. State Yes or No:

Table 2.11

Services	Head Quarters	Regional Centres	Study Centres
Admission	Yes	No	No
Counselling	Yes	Yes	Yes
SLM distribution	Yes	Yes	Yes
PCP	Yes	Yes	Yes
Internal Assessment	Yes	Yes	Yes
Term End Examination	No	No	No
Evaluation of Term End examination	No	No	No
Any Other (Specify)			

Any Other (Specify): Flow chart of the support services network.

- **Learning Study Material (LSM)**
- **Library facility at headquarter of Directorate for reading/lending books**
- **Library facility at 11 Study-cum-Information centres**
- **Computer lab with internet facility and Audio-Video inputs + Electronic Interactive Boards**
- **Contact Programmes of 20 working days per semester/40 working days in one academic year**
- **Extension Lectures in all programmes**
- **Interactive Tele-Counselling**
- **Internship for B.Ed Trainees**
- **Use of LCD and Over Head Projectors in contact programmes.**
- **Distribution of CDs along with SLM packages.**
- **Use of Electronic Interactive Boards.**
- **Guidance and Counselling (Individual /Groups)**
- **Inter-Linking of all Study Centres with Main Campus (under process)**

To coordinate all the academic activities viz, contact programmes, guidance and counselling, distribution of Study Materials organized contact programmes and other activities related to any course for the convenience of the distance learners of that area/district.

2. State total number of Coordinators and Academic Counsellors working at Regional Centres in the following format: *(wherever applicable)*

TABLE 2.12

Location of Study Centre	Address of Study Centre	Name of the Coordinator if any on rolls of the Institution	No. of Programmes Activated	Total No. of Counsellors
Study-Cum-Information Centre, District Bandipora.	Study-Cum-Information Centre, Directorate of Distance Education Higher Secondary Institute Bandipora.	Mr. Basharat Ahmad	02	30
Study-Cum-Information Centre, District Shopian.	Study-Cum-Information Centre, Directorate of Distance Education Govt. Degree College, Shopian.	Dr. Gulzar Ahmad	03	40
Study-Cum-Information Centre, Jammu	Study-Cum-Information Centre, Directorate of Distance Education Jammu	Dr. Mohammad Abdullah	03	90
Study-Cum-Information Centre, District Srinagar	Study-Cum-Information Centre, Directorate of Distance Education Govt. College of Education , M.A. Road, Srinagar.	Prof. Munawar Syeed	03	110
Study-Cum-Information Centre, District Baramulla,	Study-Cum-Information Centre, Directorate of Distance Education Govt .Degree College of Boys, Baramulla, Kashmir	Dr Tariq Hussain	03	75
Study-Cum-Information Centre, District	Study-Cum-Information Centre, Directorate of Distance Education	Prof. Bashir Ahmad Nehvi	03	125

Anantnag	South Campus, Anantnag, Kashmir			
Study-Cum-Information Centre, District Kupwara	Study-Cum-Information Centre, Directorate of Distance Education Govt. Degree College, Kupwara, Kashmir.	Dr Ghulam Rasool	03	50

Study-Cum-Information Centre, District Kargil.	Study-Cum-Information Centre, Directorate of Distance Education Govt. Degree College, (Kargil)	Dr Amina Qari	02	50
Study-Cum-Information Centre, District, Ladakh.	Study-Cum-Information Centre, Directorate of Distance Education District Institute of Education and Training Leh, (Ladakh)	Ms Zubeeda	02	50
Study-Cum-Information Centre, District, Pulwama	Study-cum-Information Centre Directorate of Distance Education Government College, Pulwama Kashmir	Dr Mushtaq Ahmad	03	71
Study-Cum-Information Centre, District, Ganderbal	Study-cum-Information Centre Directorate of Distance Education Government Degree College, Ganderbal	Dr. Shaheena Akhter	01	28
Study-Cum-Information Centre, District, Budgam	Study-cum-Information Centre Directorate of Distance Education Government Degree College, Budgam	Dr Mohammed Ashraf Wagay	01	50
Study-Cum-	Study-Cum-Information	Professor Mushtaq		

Information Centre, Tral, Pulwama	Centre, Directorate of Distance Education Govt. Degree College of Tral, Pulwama, Kashmir	Ahmad Malik		
Study-Cum-Information Centre, Handwara	Study-Cum-Information Centre, Directorate of Distance Education Govt. Degree College of Handwara, Kashmir	Mr Mushtaq Ahmad Sofi		
Study-Cum-Information Centre, Chara-i-Shareef	Study-Cum-Information Centre, Directorate of Distance Education Govt. Degree College of Chara-i-Shareef, Budgam, Kashmir	Mr Abdul Majeed		

3. Do you maintain databases? Explain the databases management system followed by your institution. Give details of computerization of various activities.

For admission, computerization of data base has been maintained by the Directorate and for registration it is done by the University (Registration section).

4. (a) Is your website interactive/static ?

Static

(b) How does your website support distance learners?

All information, notifications, syllabi, assignments, previous year papers etc are being/available in the website of the Directorate

5. How do you attend to student queries? Put tick mark.

- Face to face
- Telephone/Mobile
- Radio/Television
- Newsletter/bulletin
- E-mail
- Automatic interactive system

- All the above

If any other, specify: _____

6. Give details of scholarships/financial assistance that are provide to distance learners.

The students are provided scholarships/financial assistance in the following ways:

- Post Matric Scholarships
- Through NGO's
- Reduction of admission fee to deserved candidates especially for those who are physically disabled or for those who are living below poverty line.
- By State Government through Social Welfare Department.

7. Do you have placement cell? Give details.

The University has placement cell namely Centre for Career Counselling and Planning for all the students whether studying through regular mode or distance mode.

8. How do you provide feedback to learners on their performance?

The students are supposed to appear in the internal assessment tests, submit assignments, undergo practice of teaching and submit projects which are all essential components and should be completed within stipulated period. These are then evaluated by the concerned resource persons of the programme and the marked assignments / internal assessment test papers are then returned back to the students for their observation to overcome the difficulties and short comings.

Table 2.13

	Methods	Medium of Communication
Continuous Evaluation	<ul style="list-style-type: none"> • Internal assessment tests, • Assignments, • Practice of Teaching projects. • Internal Practicals 	English in all subjects (except PG Urdu)
Term-End Evaluation	<ul style="list-style-type: none"> • In PG courses once in a year of both the semesters separately at the end of the academic session. • In M.Ed,B.Ed, LL.B and other PG Diploma Courses once in a year at the end of the academic session. • External practicals (if any) • Projects (if any) • External Practicals (if any) 	English in all subjects (except PG Urdu)

VII. FINANCE

1. Income and Expenditure relating to distance education during last three years

TABLE 2.14

	Income	Expenditure incurred	Sources of income
2015-16	3,20,28,843/=	3,78,88,370/=	Fee generated from the students
2014-15	13,77,56,284/=	13,20,69,630.45/=	Fee generated from the students
2013-14	9,53,73,059.92/=	9,81,11,596/=	Fee generated from the students

2. Give details of the expenditure during the last financial year under various heads:

TABLE 2.15

S.No.	Head of expenditure	Budget approval	Amount spent
1	Assistance for Human Resource	NIL	NIL
2	Development of Course material and Quality Assurance	Rs. 11,00,000.00	Rs. 1,33,342.00
3	Students Support Service	Rs. 7,20,000.00	NIL
4	Staff Training and Development	Rs. 2,40,000.00	Rs. 66,760.00
5	Technology Support	Rs. 7,00,000.00	Rs. 4,07,879.00
6	Vocational Education and Training	Rs. 9,60,000.00	NIL
7	Library	Rs. 2,40,000.00	Rs. 2,35,468.00
8	Research and Development	Rs. 2,40,000.00	Rs. 2,00,275.00
9	e-Content / e-Learning	NIL	NIL

3. Whether University maintains separate account for Distance Education? If Yes please give details thereof:

Table 2.16

Name of the Bank	J&K Bank, Hazratbal, Srinagar, Kashmir
Address	Nandpora, Hazratbal Branch
Bank A/C No	CD-0007010100000284
Name of the Account Holder	Director, DDE, KU, Srinagar
Designation of the Account Holder	Professor/Director
IFSC code	JAKA0NASEEM
MICR code	190051042

VIII. ANY OTHER INFORMATION

Good practices of the Department/Centre

- Quality assurance is given priority in all the programme activities
- Organising **Extension Lectures** is a continuous process in the Directorate For the benefit of the students
- Special emphasis is given on Organising workshops and/or for effective participation of faculty in such programmes for their professional development to learn new techniques and methods of ODL System
- Evaluation of students is a continuous process throughout the academic session and multi-pronged strategy has been adopted for the purpose.
- Internal Assessment Tests are conducted twice in an academic year in all the courses and subjects.
- In addition to Internal Assessment Tests students of B.Ed and M.Ed Programmes are also required to submit Assignments in all papers.
- **Project work/Practicals** (wherever applicable)
- Only those students who complete the above mentioned components are allowed to sit in the Final Examination.
- Establishment of **Grievance Redrassal Cell**
- Preparation of **Electronic data base** of every student
- Arrangement of **Practice Teaching schools** on time based on sociometric research with zero cost budget .
- **Comprehensive Manual** for Assignment Preparation is distributed among all the students and it is ensured that students sit and make a serious homework .Each Assignment prepared extents to 70 to 80 pages with good number of texts and references consulted by the students .
- Constitution of **Research –designed -format** for the comprehensive evaluation of Assignments.
- Awareness to all the students regarding how to open an Email id ,**online submission of assignments** ,information about educational websites .
Training manual about ICT is distributed among all the enrolled students .
- **Framing of guidelines** for resource persons, internal examiners, external

examiners and it is distributed to all of them .

- Distribution of manual containing comprehensive practical guidelines and research designed formats to all the students and resource persons ..
- Establishment of **“Training and Research Academy in Distance Education”** in the directorate .
- **“Coordinator –Student Meet”** at regular intervals in order to ensure the functionality of study centres .
- Generation of regular feedback from the students and streamlining of internal evaluation system .
- Research & Statistics show that the results of distance learners is at par with regular students of this university , so there is no question of dilution of quality or compromise with quality. Preparation of inspection diaries in a scientific way .
- Sample check assignments , internship files , microteaching files, lesson plan book of distance learners reflect that they have put their sweat and blood in preparing them and are more serious than the regular department students .
- **Constitution of micro study groups** (10-15 students) based on sociometric research .These students share notes, books and other relevant study material and learn from each others experience and break isolation .
- We have linked our study -cum -information centres with the IT centres established by the Directorate of Information Technology and Support Services in all the Degrees Colleges of the Valley . The distance learners download their admit cards , roll no slips , submit re-evaluation /examination form , assignments from the IT Support Services established at their doorsteps.
- Preparation of Calendar for various activities and fixing the deadlines for the assigned tasks .
- Introduction of Full fledged paper on **“Open and Distance Learning”** in B.Ed, M.Ed and M.A Education and approved by the P.G Board of Studies ,

Faculty of Education University of Kashmir

- **Semester System** for the PG programme
- **Revised Syllabus** approved by P.G Board of Studies for various programmes has been adopted by the Directorate of Distance Education .
- Creation of **Knowledge Repository** on Open and Distance Learning and preserved in the research cell of the Directorate .
- Sharing the intellectual capital with other open Universities and Distance Education Centres across the country .
- The Directorate Publishes two research Journals "**The Communications**" in English and "**The Tarseel** " in Urdu devoted to the best practices in open and distance learning
- Construction of Computer –Assisted –Self Learning Packages for various courses offered by the directorate of distance education .
- Creation of Career- Counselling corner in the departmental library .