

HEI ID:HEI-U-0196

Name of HEI: University of Kashmir

Type of HEI:State

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2021

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Part – I: General Information

1.1 Date of notification of the Centre(attach a copy of the notification):
02-04-2018 ([View](#))

1.2 Details of Director, CIQA

- Name : Prof Tariq Ahmad Chishti
- Qualification: M.Sc PhD
- Appointment Letter and Joining Report: [View](#)

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof Neelofar Khan Vice-Chancellor University of Kashmir Srinagar	Home Science and Extension Education Human Development	From the date of issuance of formal order
b.	Three Senior teachers of HEI	Member 1	Prof. Aneesa Shafi Department of Sociology University of Kashmir +91 9419007004 +91 7006306631	Gender Studies - Sociological Theory - Tribes and Question of Marginality - Sociology of Development	
		Member 2	Prof Tariq Ahmed Cheshthi Directorate of Distance Education University of Kashmir Srinagar 9419033346	Functional Analysis	

		Member 3	Dr. Nazir Ahmed Nazir Dean, School of Business Studies nahmed@uok.edu.in 09419426408	Human Resource Management, Organizational Behavior, Strategic Management	
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof. Mahmood Ahmed Khan Department of Education University of Kashmir Srinagar drmahmood1962@yahoo.co.in drmahmood@uok.edu.in Mobile No.: +919419075938	Psychological Foundations of education Guidance and Counseling	
		Member 5	Dr. Shariefuddin Pirzada Professor Department of Mathematics, University of Kashmir pirzadasd@kashmiruniversity.ac.in sdpirzada@yahoo.co.in	Combinatorics, Graph Theory, Theoretical Computer Science, Algebra	
		Member 6	Prof. Bashir Ahmed Joo Department of Management Studies School of Business Studies University of Kashmir Srinagar drkamagarbashirahmad@uok.edu.in 9797063383	Banking, Accounting and Finance Corporate Tax Planning and Management	
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. CRK Murthy Staff Training and Research Institute of Distance Education (STRIDE) IGNOU, Maidan Garhi, New Delhi-110068 email:	Distance Education and Online learning	

			crkmurthy@ignou.ac.in Mobile No. 9868888040		
		Member 8	Prof Arbind Kumar Jha School of Education Indira Gandhi National Open University New Delhi - 110068 Contacts: +91 8055801199 and 9805701199 E- mail(Personal): profjha69@gmail.com E- mail(Official): akjha@ignou.ac.in Web: http://www.bbau.ac.in/new/dept/edu/CVArbind%20Kumar%20Jha.pdf	Education Distance Measurement and Assessment in Education; Research in Education; Qualitative Research for Education and Fundamentals of Educational Psychology.	
e.	Officials from departments of HEI	Member 9 Administratio	Dr. Nisar Ahmed Mir Registrar:University of Kashmir	Sociology	

S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none"> Administration Finance 	n			
		Member 10 Finance			
f.	Director, CIQA	Member Secretary			

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

If No, reason thereof

The said committee was recently notified.

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	NA		upload	upload
Meeting 2	NA		upload	upload

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1	Directorate of Distance	Certificate Course in	6 months	NA	10th having secured 40%	3000	19-07-2012	0	5	1		6

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	education	Kashmir (CERTKR)			Marks							
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Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	Directorate of Distance education	Diploma in Pre Primary Teacher Training	12 Months	NA	10+2 having secured 40%	3700	11-03-2011	0	2	14		16
N.												

Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:**

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

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	PG Diploma In Computer applications	12 Months	NA	Three years graduation with 50% marks in aggregate in case of open merit and 45% for reserved categories at the qualifying examination	6050	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC20210211111452_1.pdf	0	44	19		63
2.	PG Diploma in Cyber Law	12 Months	NA	Graduation with 10+2+3 pattern with 40% marks	6050	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021	0	14	11		25

						http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf					
3.	PG Diploma in Web Designing	12 Months	NA	Graduation with 10+2+3 pattern with 40% marks	6050	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf	0	36	15		51
4.	PG Diploma in Tourism Management	12 Months	NA	Graduation with 10+2+3 pattern with 40% marks	6050	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf	0	14	19		33
5.	PG Diploma in Home Science	12 Months	NA	Graduation with 10+2+3 pattern with 40% marks	6050	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf	0	1	7		8
6.	Pg Diploma in Business Administration	12 Months	NA	Graduation with 10+2+3 pattern with 40% marks	6050	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf	0	14	12		26
7.	PG Diploma in Business Entrepreneur	12 Months	NA	Graduation with 10+2+3 pattern	6050	24-2/2018(DEB-	0	4	4		8

	ship			with 40% marks		1)/(DEB-I) Dated:10-- 2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf					
8.	Diploma in Urdu Journalism (DUJ)	12 Months	NA	Graduation under 10+2+3 pattern with Urdu as one of the subjects at 10th / 12th level and having secured 40% marks. However, 50% seats shall be reserved for the candidates having graduation with Urdu as one the subject	6050	24-2/2018(DEB-1)/(DEB-I) Dated:10-- 2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf	0	16	9		25

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

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

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

Sr. No.	Under-Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and Date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	T G	Total
1.	B.Ed.	2 years		Candidates having passed minimum three years Bachelor's Degree in any discipline from a recognized University with 45% marks (for General Category) and 40% marks (for	30000	10 feb 2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_202102111114_52_1.pdf	14	866	1796		2662

***Not for Private University**

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

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

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

Sr. No.	Post-graduate 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 ARTS/ MASTER OF SCIENCE - MATHEMATICS	2 Years	96	1. B.A/B.Sc. with Mathematics/Applied mathematics subject/discipline having at least 24 Credits as Core or Generic Electives(Honours) at UG Level under CBCS Scheme. 2. B.Sc. Actuarial &Financial Mathematics 3. B.E./B. Tech. For General Category qualifying percentage is 45% for general category 40% for reserved category .	4675.00 per year	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_20210211111452_1.pdf	0	124	63		187
2.	MASTER OF ARTS - ENGLISH	2 Years	96	1.B.A. English (Honours)/B.A. with English Literature subject/discipline having at least 24 Credits either as Core or Generic Elective (Honours) at	4675.00 per year	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_20210211111452_1.pdf	0	8	13		21

				UG Level under CBCS Scheme. Note: 60% seats for candidates having passed BA English (Honors) and 40% for the candidates having passed their graduation with English Literature as one of the subjects at undergraduate level. 2. 45% for general category 40% for reserved category						
3.	MASTER OF COMMERCE	2 Years	96	1. B Com / B.Com (Honours) 2. BBA / BBM/BBS 3. BA/ B.Sc. with Diploma in Accountancy/Cost Accountancy / Cost & Management Accountancy 2. 45% for General category and 40% for reserved category	4675.00 per year	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_20210211111452_1.pdf	0	55	102	157
4.	MASTER OF ARTS - ECONOMIC S	2 Years	96	1. B.A. Economics (Honours)/B.A. with Economics subjects/discipline having at least 24 credits either as core or as Generic Elective (Honours) subject at UG level under CBCS Scheme or BBA/B.Com	4675.00 per year	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_20210211111452_1.pdf	0	40	60	100

				or B.A./B.Sc. with Mathematics/Statistics subject/discipline having at least 24 credits either as core or as Generic Elective (Honours) at UG level under CBCS Scheme as Core subject/discipline. 2. 45% for Open category and 40% for reserved category .							
5.	MASTER OF ARTS - EDUCATION	2 Years	96	1. B.A. with Education subject/discipline having at least 24 Credits either as Core or Generic Elective (Honors) at UG Level under CBCS Scheme 2. BA/B.Sc./B.Com with B.Ed. Note: 70% seats reserved for B.A. graduate with Education as one of the subjects or candidates having passed earned a minimum of 24 credits in Education either as Core or Generic Elective subject at UG Level under the CBCS Scheme and 30% seats shall be for candidates having graduation (B.A/B.Sc./B.Com) with B.	4675.00 per year	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/JGC_20210211111452_1.pdf	0	62	220		282

				Ed. 3. 45% for General Category and 40% for reserved category						
6.	MASTER OF ARTS - ISLAMIC STUDIES	2 Years	96	1. B.A. Fazila/B.A. with Islamic Studies subject/discipline having at least 24 credits either as Core or Generic Elective (Honours) at UG Level under CBSC Scheme or BA/B.Sc./B.Com or Four year B.Sc. Agriculture/ MBBS/BDS and Engineering Graduates. Molvi Fazil/Munshi Fazil/Adeeb Fazil Course (provided candidates have passed the said course of three years duration with English as a subject in all the three years after passing 10+2 examination. Note : (50% Seats are reserved for candidates with B.A. Fazila/ B.A. with Islamic Studies subject/discipline as one of the subjects with 24 Credits either as Core or as Generic Elective Subject and	4675.00 per year	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_20210211111452_1.pdf	0	30	44	74

				30% Seats for candidates with BA/B.Com Degree & 20% seats for Science, Agriculture Science, MBBS/BDS and Engineering Graduates. 2 . 45 % for Open category and 40 % for reserved category						
7.	MASTER OF ARTS - URDU	2 Years	96	1. B.A. with Urdu Literature subject/discipline having at least 24 Credits in either as Core or Generic Elective(Honours) at UG Level under CBCS Scheme. 2. Molvi Fazil/Munshi Fazil/Adeeb Fazil Course (provided candidates have passed the said course of three years duration with General English as a subject in all the three years after passing 10+2 examination. 3. B.A with Urdu as one of the subjects 45 % for Open category and 40 % for reserved category	4675.00 per year	24-2/2018(DEB-1)/(DEB-I) Dated:10--2021 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/UGC_20210211111452_1.pdf	0	76	168	244

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	<p>There is a periodic Assessment of all the services provided through DDE to its learners through various committees constituted for various purposes. these committees are overall supervised and monitored by Director, DDE.</p> <p>In terms of Academic Services provided in the form of SLM, A FEED BACK FORM for learners is attached with every script/module regarding the contents and delivery system. their feed backs are utilized for maintaining & enhancing the quality of the material were ever required.</p> <p>the main purpose of the feedback mechanism is to enhance and maintain the quality of SLM.</p>	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20100-6.pdf
2.	Self-evaluative and effective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<p>In DDE there is proper and established transparent feedback mechanism were in the system evaluates the teaching and overall behaviour of a teacher annually and communicates through proper channel the score/points obtained by the teachers individually and the basis of that transparent assessment the teacher makes an introspect and tries to improve interms of academics teachings and other related tasks.</p>	<p>http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/DIOA%20Letter%20for%20teacher%20Evaluation.pdf</p> <ol style="list-style-type: none"> 1. https://egov.uok.edu.in/feedbackforum/ 2. http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/D

			IOA%20Letter%20for%20teacher%20Evaluation.pdf
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	SLM created and drafted in students friendly format as if the teacher is in front of the learners when the learners are learning from SLM. INTEXT QUESTIONS , FAQ'S AND TERMINAL END QUESTIONS AND ASSIGNMENTS PROVIDED.	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20100-6.pdf
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)	The Structure Syllabus of all the programmes offered through DDE is similar to the structure scheme and curriculum offered through regular departments. DDE ensures that there is no deviation from that so as to maintain the equivalence degree standard for our dde learners. And moreover the syllabus, pattern ,scheme	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	We have complete on line operative grievance and feedback mechanism available and on DDE website for all the stakeholders and there is a robust redressal of all the grievance and assessment of feedbacks and if found in the interests of directorate and learners the suggestion reflected in the feedback and adhered to by making necessary ratifications, amendments etc, etc	<ol style="list-style-type: none"> http://ddeku.edu.in/Main/ViewPage.aspx?Page=Complaints_Handling_Mechanism http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Pr

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6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Revision and upgradation of syllabus and approval of the same from the competent bodies	
7.	Implementation of its recommendations through periodic reviews	we at DDE work very hard to get the recommendations of the review committees implemented in relation to academic recommendations as well as infrastructural requirements.	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20100-2-3.pdf
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	At DDE we organize seminars, conduct, workshops, training, programmes symposium and extension lectures therein also we get the feedback and make the relevant recommendations	http://ddeku.edu.in/Main/Gallery.aspx?Gallery=0a28d27c-b0b0-4416-a025-0b256275e969
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	<ol style="list-style-type: none"> <li data-bbox="938 1041 1256 1780">1. We are continuing with the practice of Counselling to the learners at DDE all along the academic year. Two types of counselling we provide to our learners a) pre-admission counselling to the prospective learners and post-admission counselling to the learners who take admission in our prestigious institute. <li data-bbox="938 1785 1256 1902">2. We conduct case law studies by making micro & 	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Alert/IMG-20230105-WA0003_d2076a36-c979-431a-8fdc-2ffeca03a793.jpg

		<p>macro groups of the learners.</p> <p>3. We conduct seminars/ training programmes and workshops on contemporary issues.</p> <p>4. We conduct extension lectures for our students and invite the best brains globally for such extension lectures.</p> <p>We are providing in addition to SLM e-tutorials to our students</p>	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	We at DDE submit an additional report to DIQA which stands published annaually after proper scrutiny related to quality and the statistics. The same is also available on University website	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20100-6.pdf
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	Admission Committee Of DDE along With The Itr Ensures That PPRs Are Accurate And As Per Norms of Both The DEB As Well As University Filled In And Submitted Accordingly	<ol style="list-style-type: none"> https://drive.google.com/drive/u/1/folders/1bL6RjX8UL3BuzID2eWtyyWLzO3Nwuck6 https://drive.google.com/drive/u/1/folders/1bL6RjX8UL3BuzID2eWtyyWLzO3Nwuck6

12.	Mechanism to ensure the proper implementation of Programme Project Reports	we have a committee which monitors the implementation of Programme Project Reports under the overall supervision of Director. The directorate has a "PPR Screening committee". The PPR is prepared as per the designed format which is screened by this committee prior to its final Uploading on the website. They also have the responsibility of validating the proper implementation of programme project reports. All relevant documents, statutory appraisals are uploaded for PPR validation.	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/PPR%20Screening%20Committee%20Order.pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	DDE through DIQA University of Kashmir publishes its annual report and the report stands available on the university website there we limelight the current years targets and the accomplishment of previous year.	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20100-6.pdf
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	keeping in to consideration the dynamic nature of the society and demand we submit the proposals for revision of existing programmes and introduction of skill based courses were ever required and proposals to launch of new programmes, diplomas and certificate courses to the relevant Board of Studies who objectively make an assessment and if found feasible approve the proposals and forward it to the academic council for its approval and which then is published and notified and offered for admission .	

15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	we always seek to create learner centric environment which is reflected in our academic planning and our outreach activities. in order to facilitate the defence people DDE, UOK signed a MOU to make the education available through distance mode to our defence personals and within there safe zones/	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	For accreditation purposes by various agencies including naac university as whole including dde is thoroughly assessed intertms of the parameters devised by the concerned agencies accreditation is conferred on the university accordingly it suo moto applies to DDE as well.	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/NAAC%20doc.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/HEI-Exempted-U-0196 UploadNIRFDocument3_20220530112752.pdf
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	For maintaining and improving the quality internally DIQA & CIQA has a mandate to ensure the quality as well as its enhancement. Externally there is a are various agencies like NAAC & NIRF for Grading and ranking the Institution .	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/NAAC%20doc.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/HEI-Exempted-U-0196 UploadNIRFDocument3_20220530112752.pdf

18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The directorate remains in constant touch with DEB, NAAC, UGC and other national regulatory bodies and provides information, inputs on prescribed forms as desired by the regulatory bodies. Deficiency if any is highlighted and acted upon promptly with action taken feedback reports. Quality related initiatives and guidelines issued by these nodal agencies are keenly taken care of for successful implementation.	Recognition Letter of various programmees
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HEI**Name of****Type of**

HEI	Name of	Type of	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	<ol style="list-style-type: none"> 1. The directorate maintains a close liaison with other universities in the state or outside, visits their websites, interacts with their faculty so that best healthy practices are shared for the larger interest of the institutions. 2. We participate in workshops/ Seminars/Conferences organized by Different state and central universities like STRIDE-IGNOU to gain knowledge and experiences related to Distance Education. 3. faculty members of the Directorate are nominated to attend these programmes. 	file:///C:/Users/Hewlett%20Packard/Downloads/fdp%20(1).pdf
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	yes we have recorded activities which are conducted by CIQA annually in consonance with its mandate e.g Alumni Meet 2022	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/final%20alumni%20report.pdf

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.	we continuously submit the Annual Reports to DIQA, University of Kashmir which is annually published in electronic form as well as printed form and the its electronic version is uploaded on the university website.	http://diqa.uok.edu.in/Files/bd64e8ef-c9a0-43e4-97cc-7444b5ee897a/Custom/ANNUAL%20REPORT%202021-2022.pdf
	(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.	YES, we submit the annual report which gets published and is available university website.	http://diqa.uok.edu.in/Files/bd64e8ef-c9a0-43e4-97cc-7444b5ee897a/Custom/ANNUAL%20REPORT%202021-2022.pdf
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	Exercising its mandate CIQA assures the quality and effectiveness and the same stands approved by the competent authorities that is reflected from the reports published by the DIQA, UOK Annually.	http://diqa.uok.edu.in/Files/bd64e8ef-c9a0-43e4-97cc-7444b5ee897a/Custom/ANNUAL%20REPORT%202021-2022.pdf
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	yes we at DDE have adopted the pattern and the philosophy of open and distance learning the same is reflected in our SLM . the instructional design in itself is deemed to be a teacher. the SLM is studently friendly pattern.	<ol style="list-style-type: none"> 1. http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20100-1.pdf 2. http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20100-2-3.pdf 3.

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24.	Promoted automation of learner support services of the Higher Educational Institution	we have a fully automation support services for the perspective learners as well as the the learners who are admitted in our Directorate. the admission process is almost fully automated the learners can submit their admission /application forms online , the fee deposition is also fully automated. on the onset of covid 10 we have partly introduced on line contact programs and internal assessment test were ever required.	<ol style="list-style-type: none">1. http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Alert/Supplementary Date Sheet of 3rd 4th Islamic Studies Private da6c8ce5-9ba5-420a-a53e-b37114f066c2.pdf2. http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Alert/Notice for internal assessment of M A Urdu Semester-II Batch 2018 5e106a0b-5728-4681-9c94-a2f2ca1c1194.pdf3.
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Here at DDE, University of Kashmir, we have various committees and boards of formal departments and university authorities who make the annual review of the internal processes which are carried within DDE. various committees/review boards that have external members of	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Customer/Course%20Review%20Committees%20DDE.pdf

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		academic excellence and repute. They validate our process by their expert opinion. The SLM Review committee comprises four persons for each subject with two professors from formal departments of our own university and one from other University and fourth one from our Directorate.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	BOARD OF STUDIES from the regular departments are usually associated with the programme audit. and we submit PPR'S of our programmes to DEB for their perusal and on the basis of those PPRS AND RELEVANT DOCUMENTS WE GET RECONITON FOR OUR PROGRAMMES. On the basius of Acamic anf infrastructural excellence we were granted 06 years recognition for the programmes which we are offering from the Directorate.	
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution		

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28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	DDE conducts workshops, seminars in collaboration with other institutions for quality enhancement, Like IDEA Conference. Individual teachers also attend workshops seminars so as to increase the quality multidimensionally	file:///C:/Users/Hewlett%20Packard/Downloads/fdp%20(1)%20(1).pdf
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	In order to enhance the employability of Defence Personnel;s	

2.2 Compliance of Quality Monitoring Mechanism - As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

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HEI	Name of	Type of	
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>The directorate has filled the sanctioned/required positions as prescribed by the commission and established a credible governance system. The leadership is striving to achieve its vision, mission and goals. The directorate has taken strategic planning in alignment to quality. The directorate has well defined goals which are realistic and measurable, well defined policies that are in synchronization with its strategic plan. The goals and policies are clear and well communicated to its stakeholders. To ensure accountability and consistency in our system the directorate invites feedback from its learners and has a well-established grievance redressal cell.</p>	<ol style="list-style-type: none"> http://ddeku.edu.in/Main/AboutUs.aspx http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Alert/Notice for Grievance of sem iv batch 2016 8e378596-0a79-456a-b558-ca2b553963fb.pdf https://docs.google.com/forms/d/e/1FAIpQLSd6tDFuYIkPu1NeywTCK-VQ6iQhVKsnb9WA3KpUPerXYy1Vmg/closedform
2.	Articulation of Higher Educational Institution Objectives	<p>The directorate has a well defined vision, mission and policy framework which is well articulated to its learners through various modes.</p>	http://ddeku.edu.in/Main/AboutUs.aspx

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3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	a) the concerned coordinators develop	
4.	Programme Monitoring and Review	We have an established programme Review Committee which ensures that the programmes offered through DDE are as per the statutes fulfilling all the criteria as laid down by the commission from time to time and makes period review of the programmes to ensure quality and effectiveness.	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/PPR%20Screening%20Committee%20Order.pdf
5.	Infrastructure Resources	The directorate has a well established regional center at Jammu, permanent learner support centers in North and South campus, well established library, AV support, and ICT facilities are also available in the Directorate.	http://www.ddeku.edu.in
6.	Learning Environment and Learner Support	The directorate provides guidance and counseling to students through physical and online mode. The directorate provides an excellent student learning environment to learners by providing excellent study material, counseling by well qualified and experienced resources	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Alerts/contact online 2018 batch f8729ed6-bd2a-4702-a3ca-eb768e98ba1d.pdf

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		persons. The directorate has taken a serious approach to the use of ICT and expertise in e-learning.	
7.	Assessment and Evaluation	he directorate has multi evaluation tools to assess students in 360° as advised by NEP 2020. The various evaluation tools used by the directorate include MCQ's, projects, reports, case studies, presentations and term end examinations. There is a scope for re-evaluation. The directorate has a proper assessment and evaluation system for assessing the learning outcome of learners.	
8.	Teaching Quality and Staff Development	The faculty and non teaching staff of directorate regularly attends orientation/refresher courses organized by UGC Human resource development cell. The workshop seminars are regular features of the Directorate for capacity building of resource persons and students about new trends and techniques in teaching learning process.	

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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
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1.	Academic Planning	Our Directorate runs all its programmes as per the academic Calendar which operates annually.	
2.	Validation	The directorate pools feedback from the stakeholders for validation of the syllabi, curriculum with national universities to make it at par and relevant with contemporary times.	
3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>		<p>1. http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/inspection%20of%20study%20centres%202020.pdf</p> <p>2. https://egov.uok.edu.in/feedbackforum/</p>

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		<p>a) The directorate remains in close liaison with all the stakeholders at learner support services (principal, liaison, officer and resource person) and value their opinion/report regarding the overall development of LSC.</p> <p>b) The directorate gets feedback from examination Centers by framing inspection teams and provides adequate learning.</p> <p>d) The directorate compiles the list of students enrolled, pass outs, learner entry profile and database of each learner.</p> <p>e) The data of students is analyzed and interpreted.</p>	
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		<p>f) The directorate has an effective mechanism for collecting feedback from students.</p> <p>g) The directorate also provides an opportunity to its students for registering online grievances about their final results as well as internal assessment.</p>	
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Part – III: Human Resources and Infrastructural Requirements**3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor**

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor**Prof Tariq Ahmad Chisti****Professor and Director****Directorate of Distance Education****Qualification: Ph.D****Salary: 2,70,000**

<http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20103.pdf>

<http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20103.pdf>

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

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

Compliance Status of Academic and Infrastructural Requirements as per Annexure- IV of UGC (ODL) Regulations 2020

The Directorate of Distance Education adheres to the norms prescribed under

<http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Document%20123.pdf>

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Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	5	5	yes	
PG	17	17	yes	
PGD	5	5	yes	

S. No.	Programme Name	No. of Full time- Dedicated faculty for ODL	Names	Designati on	Qualificati on	Experi ence	Type (Regular/ Contract) with gross salary/	Date of joining programme and Joining report
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1	M.A/ M.sc Mathematics	02	Dr Tariq Ahmad Chisti	Professor	Ph. D	20 years	Regular 2,70,000	31/11/1999 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/DR.Tachishti.pdf
			Dr Mukhtar Ahmad Khanday	Assistant Professor	Net, Ph.D	2 years	Regular 1,25,000	24/12/2018 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.%20Mushtaq%20Ahmad%20khanday.pdf
2	M.A Education	02	Dr Habibullah Shah	Assistant Professor	Net, Ph. D	11 years	Regular 1,50,000	01/10/2009 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.HabibullahShah.pdf
			Mr Showkat Rashid	Assistant Professor	Net,	12 years	Regular 1,50,000	25/5/2008 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.%20Showkat%20Rashid%20Wani.pdf
3	M.A Economics	02	Dr Mohamm ed Ayub Saudagar	Assistant Professor	Ph. D	7 years	Regular 1,50,000	20/04/2013 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.AyubSaudaga

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4	M.Com	02	Dr Javiad Iqbal Khan	Assistant Professor	Set, Ph. D	2 years	Regular 1,20,000	r.pdf 24/11/2018 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr%20Javid%20Iqbal.pdf
			Dr Tanveer Ahmad Darzi	Assistant Professor	Ph. D	5 years	Regular 1,20,000	02/02/2015 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.TanveerDarzi.pdf
			Dr Khalid Ahmad Chesti	Assistant Professor	Ph. D	2 Years	Regular 1,15,000	24/11/2018 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr%20Khalid%20Ahmad%20Chesti.pdf
5	M. A Urdu	02	Dr Mohd Altaf Ahangar	Assistant Professor	Net, Ph. D	11 years	Regular 1,50,000	23/04/2008 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.AltafAhangar.pdf
			Dr Irfan Ahmad Malik	Assistant Professor	Ph. D	9 years	Regular 1,20,000	01/05/2010 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/joining%20report%20Dr.%20Irfan.pdf

HEI	Name of	Type of						
6	M.A English	02	Dr Riyaz Ahmad Kumar	Assistant Professor	Net, Ph. D	1 year	Contract 35,000 (for one session)	fan%20Malik.pdf
			Dr Tasleem Ahmad War	Assistant Professor	Ph. D	2 years	Regular 1,20,000	01/08/2019 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr%20Riyaz%20Ahmad%20Kumar.pdf
7	M.A Islamic Studies	02	Prof Manzoor Ahmad Bhat	Professor	Ph. D	2 year	Regular 2,50,000	24/11/2018 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr%20Tasleem%20War.pdf
			Dr Dawood Ahmad Sofi	Assistant Professor	Net, Ph. D	1 year	Contract 35,000 (for one session)	24/11/2018 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Prof%20Manzoor%20Ahmad%20Bhat.pdf
8	B.Ed	02	Dr Javeed Ahmad Paju	Assistant Professor	Set, Ph. D	6 Years	Regular 1,50,000	17/10/2019 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.DawoodSofi.pdf
								20/04/2013 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-

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9	PG Diploma in Computer Applications	01	Dr Syed Ishfaq Ahmad Shah	Assistant Professor	JRF, Ph. D	3 years	Regular 1,25,000	ad936cc9d3be/Custom/Dr.JavidPuju.pdf 19/04/2017 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/pdf_converter_202304302154.pdf
10	PG Diploma in Tourism Management	01	Mr Kh Mohmad Shafi	Assistant Professor	Net	6 Years	Regular 1,40,000	31/08/2013 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Kh%20mohd%20Shafi.pdf
11	PG Diploma in Home Science	01	Dr Zubair Ahmad Dada	Assistant Professor	Ph. D	5 years	Regular 1,20,000	13/10/2015 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.ZubairDada.pdf
12	PG Diploma in Cyber Law	01	Dr Nahid Ruhee	Professor	Ph. D	7 years	Regular 2,20,000	10/04/2012 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/na hidRuhee.pdf
			Prof Mushtaq Ahmad Dar	Professor	Ph. D	3 years	Regular 2,10,000	10/02/2017 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/na hidRuhee.pdf

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HEI	Name of	Type of						
13	PG Diploma in Consumer Law & Practice	01	Dr Aneeda Jan	Assistant Professor	JRF, Ph. D	7 years	Regular 1,30,000	edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/MushtaqAhDAR.pdf 31/12/2013 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.AneedaJan.pdf
14	PG Diploma in Business Entrepreneurship	01	Dr Zubair Ahmad Dada	Assistant Professor	Ph. D	5 years	Regular 1,20,000	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.AneedaJan.pdf
15	PG Diploma in Urdu Journalism	01	Dr Mohd Altaf Ahangar	Assistant Professor	Net, Ph. D	11 years	Regular 1,50,000	10/10/2015 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.ZubariDAda.pdf
16	PG Diploma in Web Designing	01	Mr Kh Mohmad Shafi	Assistant Professor	Net	6 Years	Regular 1,40,000	23/04/2008 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Dr.AltafAhangar.pdf
17	PG Diploma in Business Administration	01	Dr Zubair Ahmad Dada	Assistant Professor	Ph. D	5 years	Regular 1,20,000	31/08/2013 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Kh%20mohd%20Shafi.pdf
							Regular 2,20,000	10/10/2015 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Kh%20mohd%20Shafi.pdf

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 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/DeputyRegistrar.pdf
Assistant Registrar	1	2 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/MohdlatiefAR.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/PeerFayazAhmadAR.pdf
Section Officer	1	1 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/GMmirSO.pdf
Assistants	3 (2 for DM Universities)	08 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Muzafarwar.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/ShaziaGulzarAssistant.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Shafiqah%20Yaseen.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/AbidaparveenAssistant.pdf

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Computer Operator	2	2 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/AssistProg.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/AssistProg.pdf
Multi-Tasking Staff	2	16 http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Arshidkahn_compressed.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/abdul%20rashid_compressed.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/ism.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Haseena_compressed.pdf http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/rafiq_co

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		http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Abhamidbhatt.pdf
		http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/IMA.pdf
		http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/shagoon.pdf

(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.	<p>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.</p> <p>No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.</p>	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 centres in a city or State must be proportionate to the student enrolment from the region	YES	
6.	Building and grounds of the examination centre must be clean and in good condition.	YES	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	YES	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	YES	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	YES	
10.	Safety and security of the examination centre must be ensured	YES	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	YES	
12.	Provision of drinking water must be made for learners	YES	
13.	Adequate parking must be available near the examination centre	YES	
14.	Facilities for Persons with Disabilities should be available	YES	

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

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	YES http://ddekuniversity.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/compliance%202020.pdf	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	YES http://ddekuniversity.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Marks%20card.jpg http://ddekuniversity.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/compliance%2020	

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3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each</p>	<p>YES</p> <p>http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Link/DDE%20Statutes_e3b7a4d4-e0ae-4791-8aa0-6acf76795ad6.pdf</p>	

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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	<p>YES</p> <p>http://ddeku.edu.in/Main/CourseList.aspx http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/compliance%202021.pdf</p>	
5.	<p>The weightage for different components of assessments for Open and Distance Learning mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<p>Sample question paper Internal Sample question Paper External</p> <p>YES</p>	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	<p>YES</p> <p>http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/compliance%202021.pdf</p>	

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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	Yes Marks Card	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	YES Process	
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.	Examination date sheet Centre Notice	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	NO	IN PROCESS
	(b) Availability of biometric system	Yes for Invigilation staff only	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	NO	BEING IMPLEMENTED
	(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	NO	IN PROCESS
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	NO	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	YES Details of Observer assigned	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	YES Observer Report	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes Centre Notice	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes https://egov.uok.edu.in/exams/DateSheetArchive/25-04-2023(16-32-35-531).PDF	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes Centre Notice	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Yes http://ddeku.edu.in/Main/ViewPage.aspx?Page=c4ecaaa2-e5ed-4610-a503-05905664d757&active=lnk1	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	<p style="text-align: center;">Yes</p> <p>http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Centre%20notice.PDF</p>	
17.	<p>(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</p> <ol style="list-style-type: none"> i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name. 	<p style="text-align: center;">Yes</p> <p>http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Degree%20certificate.pdf</p>	
	(b) Each award shall also be uploaded on the National Academic Depository	No	In Process

18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	No	In process. http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/degree%20format.pdf
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centres		

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

4.4 Result and Student Progression For

UG, PG and PGD programmes

P.G Programs

Sr. No	Name of Programme	Year	Batch	Semester	Semester beginning	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
1	M.A English	2021	2017	3 rd	January	21	13	61.90	65%
			2017	4 th	July	19	13	68.42	64
			2018	2 nd	January	20	9	45	59
			2016	2017	January	195	133	68.21	75%

2	M.A Urdu	2021	2016	2017	July	195	101	51.79	65
			2017	2018	January	249	175	70.28	58
3	M.A/M.Sc Mathematics	2021	2017	3 rd	January	89	36	40.45	50%
			2017	4 th	July	89	8	8.99	20
			2018	2 nd	January	144	104	72.22	50
4	M.A Economics	2021	2017	3 rd	January	28	16	57.14	50%
			2017	4 th	July	25	13	52	61
			2018	2 nd	January	48	20	52	34
5	M.Com	2021	2017	3 rd	January	110	61	69.39	65%
			2017	4 th	July	106	68	64.15	70

			2018	2 nd	January	165	144	87.27	70
6	M.A Islami c studie s	202 1	2018	2 nd d	July	54	39	72.22	55
7	M.A Educa tion	202 1	2018	2 nd d	July	246	188	76.42	60

PG DIPLOMA

Sr. No	Name of Progra mme	Year	Batch	Semest er beginn ng	No. of student s appea red in exams	No. of student s progres sed to next year	% of student s passed	% of student s passed in first class
1	DPPTT	2020	2018	January	13	12	92.3	85
2	PGDB A	2020	2018	January	18	13	72.2	64
3	PGDBE	2020	2018	January	7	4	57.1	50

4	PGDCA	2020	2018	January	39	5	12.8	20
5	PGDCL	2020	2018	January	47	15	31.9	35
6	PGDCL P	2020	2018	January	4	1	25	0
7	PGDHI	2020	2018	January	15	15	100	80
9	PGDHS	2020	2018	January	6	0	0	0
10	PGDT M	2020	2018	January	23	13	56.5	50
11	PGDUJ	2020	2018	January	18	15	83.3	65
12	PGDW D	2020	2018	January	5	3	60	85

Under Graduate:

Sr. No	Name of Programme	Year	Batch	Semester	Semester beginning	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
1	B.Ed	2021	2018	1st 2nd	January	3424	2732	79.8	70

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.

01. [Compliance Status](#)
02. [PPR Approval](#)
03. [PPR sample](#)

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.

01. [Compliance Status](#)
02. [Approval](#)

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.

01. [Compliance Status](#)

Part – VI: Programme Delivery through Learner Support Centre (LSC)**6.1 Details of personal contact programmes implemented:**

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

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
01	MA Urdu	Directorate of Distance Education (Head Quarters)	01	04	182	137
02	MA English	Directorate of Distance Education (Head Quarters)	01	04	25	19
03	MA Mathematics	Directorate of Distance Education (Head Quarters)	01	04	200	169
04	M.Commerce	Directorate of Distance Education (Head Quarters) Directorate of Distance Education (Head Quarters)	01	04	161	140
05	MA Economics	Directorate of Distance Education (Head Quarters)	01	04	75	65
06	MA Education	Directorate of Distance Education (Head Quarters)	01	04	290	245

07	MA Islamic Studies	Directorate of Distance Education (Head Quarters)	01	04	75	70
08	Bachelor of Education (B.Ed)	University of Kashmir, North Campus Delina	01	05	329	250
09	Bachelor of Education (B.Ed)	Sanctorium College of Education, Sopore	01	04	100	85
10	Bachelor of Education (B.Ed)	Institute of Advanced Studies in Education (IA SE), MA road Srinagar	01	04	138	117
11	Bachelor of Education (B.Ed)	Govt Degree College Budgam	01	04	106	90
12	Bachelor of Education (B.Ed)	Govt Degree Collge Bijbehara	01	04	83	60
13	Bachelor of Education (B.Ed)	Govt Degree College Kulgam	01	04	100	95
14	Bachelor of Education (B.Ed)	University of Kashmir, South Campus Anantnag	01	4	471	395
15	Bachelor of Education (B.Ed)	Govt Degree Collge Kupwara	01	4	204	160
16	Bachelor of Education (B.Ed)	Govt Degree Collge Handwara	01	4	30	25
17	Bachelor of Education (B.Ed)	Govt Degree Pulwama	01	4	242	195
18	Bachelor of Education (B.Ed)	Govt Degree Collge Tral	01	4	32	25
19	Bachelor of Education (B.Ed)	Govt N.M Higher Secondary School	01	04	105	80

		Bandipora				
20	Bachelor of Education (B.Ed)	MTM College of Education, Wusan, Tangmarg	01	04	65	50
21	Bachelor of Education (B.Ed)	Directorate of Distance Education (Head Quarter)	01	04	436	390
22	Bachelor of Education (B.Ed)	Regional Centre for Distance Learning, Bathindi, Jammu	01	04	350	295
23	Bachlelor of Education(B.Ed)	DIET, Leh	01	04	130	110
24	Bachelor of education(B.Ed)	Govt Degree College, Kargil	01	04	115	95
25	Bachelor of Education(B.Ed)	Govt Degree College Ganderbal	01	04	170	145
26	Bachelor of Education(B.Ed)	Govt Degree College Shopian)	01	04	150	132

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 Directorate of Distance Education adheres to the norms prescribed under Annexure-VIII of UGC ODL Regulations 2020 with regard to the functioning of Learner Support Centres. The Regulations have been complied with as given in Annexure with thrust on the main components as given under:

The Directorate has established sixteen (16) Learning Study Centers (LSC) and one regional centre located in different Govt. educational institutions across the state. The Study Centres (SCs) or Learner Support Centres (LSCs) are established and managed directly by the University of Kashmir and not through any franchise or outsourced arrangement. The Directorate of Distance Education does not carry out any of its activities related to the Open and Distance Learning mode at places other than Study Centres or Learner Support Centres under a different a name such as Information Centre, Facilitation Centre, Nodal Centre, Knowledge Partner, Partner Institution, Multimedia Centres and similar such names:-

The Directorate of Distance Education has not established any Study Centre or Learner Support Centre beyond the jurisdiction of the The University of Kashmir or under any franchisee or outsourcing agreement, as described in UGC ODL Regulations 2020. However, the Directorate has one Regional Centre for Distance Learning, Directorate Of Distance Education Bathindi Jammu , Jammu and Kashmir for Kashmiri Migrants. The Study

Centres or Learner Support Centres of the University of Kashmir have no authority to admit any learner to any programme in Open and Distance Learning mode for or on behalf of University of Kashmir

Link : <http://ddeku.edu.in/Main/ViewPage.aspx?Page=c4ecaaa2-e5ed-4610-a503-05905664d757&active=lnk1>

6.3 LSC wise enrollment details (Not for Private University)

HEI ID: HEI-U-0196 Name of HEI: **University of Kashmir** Type of HEI: State

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
01	University of Kashmir, North Campus, Baramulla	01 (University of Kashmir): Yes		University of Kashmir	Government	Dr Qazi Khursheed: 6005941439	MA, Ph.D	15	B.Ed	250
02	University of Kashmir, South Campus, Annatnag	01 (University of Kashmir): Yes		University of Kashmir	Government	Dr Miahmmad Iqbal: 9796960524	M.Sc.; Ph.D.; NET	10	B.Ed	471
03	Govt Degree College Budgam	01 (University of Kashmir): Yes		University of Kashmir	Government	Dr Mohammad Ashraf Wagay: 7006532300	MA, Ph.D	11	B.Ed	106
04	Govt Degree College Kupwara	01 (University of Kashmir): Yes		University of Kashmir	Government	Mr Meiraj Bashir: 7006011924	M.Sc., M.Phil	15	B.Ed	204
05	Govt Degree College Pulwama	01 (University of Kashmir): Yes		University of Kashmir	Government	Dr Shahid Murtaza: 9906663445	M.Sc., Ph.D	10	B.Ed	424
06	Institute of Advanced studies MA Road Srinagar	01 (Cluster University of Srinagar): Yes		Cluster University of Srinagar	Government	Dr Shaheena 9797715505	M.A, Ph.D, M.ED	16	B.Ed	138
07	Govt Degree College Handwara	01 (University of Kashmir): Yes		University of Kashmir	Government	Dr Muzaffar: 6006225007	MA, JRF, M.Ed, Ph.D	9	B.Ed	30
08	Govt Degree College Tral	01 (University of Kashmir): Yes		University of Kashmir	Government	Dr Meiraj Ud Din Sheikh: 9596123453	MA, Ph.D.	9	B.Ed	32
09	Govt Degree College Ganderbal	01 (University of Kashmir): Yes		University of Kashmir	Government	Mrs. Rakhshanda Latief: 8825049607	M.Ed, M.Phil	10	B.Ed	170
10	Govt Degree College Kargil	01 (University of Ladakh): Yes		University of Ladakh	Government	Mr. Sajad Hussain: 9469100350	(M. Sc. NET)	10	B.Ed	115
11	Regional Centre for	01 (University of Kashmir): Yes		University of Kashmir	Government	Dr Mirza Muneeb: 700	MA.B.Ed, Ph.d	8	B.Ed	350

	Distance Learning, Bathindi Jammu				6474350				
12	N.M Higher Secondary Institute Bandipora	01(Directorate of School Education, Kashmir):Yes	University of Kashmir	Government	Mr Mushtaq Ahmad Bhat: 9682617003	MA, B.Ed	10	B.Ed	105
13	Govt Degree Collge Shopian	01(University of Kashmir):Yes	University of Kashmir	Government	Dr syed Riyaz:7006646009	MA, M.Ed, JRF, Ph.D	10	B.Ed	150
14	District institute of Education & Training Leh	01(State Institute of Education): Yes	State Institute of Education	Government	Rigzin Namgyal.: 9906973333	MA, B.Ed	10	B.Ed	130

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

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
Science programme (MA/M.Sc Mathematics) is offered by the Directorate of Distance Education from the Head Quarters only	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	Programmes offered	Total Enrolled student.
1.	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 delivered	SLM to
------	---------------------------------	----------------------	-------------------	--------

	January)		learners within a fortnight from the date of admission
Printing Material	Yes	Within a month after last date of admission	No
Audio-Video Material	No	NA	NA
Online Material	Yes	Always available of website	NA
Compute based Material	No	No	NA

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: NO

a. Provide details as under:

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

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

Not Applicable

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes http://ddeku.edu.in/File/s/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/HEI%20Declaration%20CIQA%202019%2020.pdf	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes http://ddeku.edu.in/File/s/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Council%20Resolution%20of%20DDE%201976.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES http://ddeku.edu.in/File/s/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/file%20file%20merged.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	<p>yes</p> <p>3cdf0fd-2f1f-4e45-82ef-6d88643ce8ce.pdfhttp://ddeku.edu.in/Files/2cfad936cc9d3be/Link/Prospectus_final_2_8</p>	
5.	Programme-wise information on syllabus,	<p>es</p> <p>http://ddeku.edu.in/Main/ViewPage.aspx?Page=Syllabus_2023</p> <p>suggested readings are provided in every course at the end of the syllabus.</p> <p>http://ddeku.edu.in/Main/ViewPage.aspx?Page=c4ecaaa2-e5ed-4610-a503-05905664d757&active=lnk1</p> <p>http://ddeku.edu.in/Main/ViewPage.aspx?Page=Course_Credits</p> <p>http://ddeku.edu.in/Main/CourseList.aspx</p> <p>http://ddeku.edu.in/Main/PeopleList.aspx</p>	

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	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	https://egov.uok.edu.in/exams/onlinedatesheets/prelogin/default.aspx?ch=1 https://www.kashmiruniversity.net/admission.aspx https://egov.uok.edu.in/results/	
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		
8.	Information regarding all the programmes recognised by the Commission	http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/commmmm.pdf	

HEI**Name of****Type of**

9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded		
10.	Complete information about 'Self Learning	http://ddeku.edu.in/Main/ViewPage.aspx?Page=CIQAp art4_2_11	

	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes http://ddeku.edu.in/Main/ViewPage.aspx?Page=CIQA4212	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	yes http://ddeku.edu.in/Main/ViewPage.aspx?Page=c4ecaaa2-e5ed-4610-a503-05905664d757&active=lnk1	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes		
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	https://www.kashmiruniversity.net/Examination.aspx	
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	http://ddeku.edu.in/Main/ViewPage.aspx?Page=1a80ebef-ba05-4edc-b6e9-12df1f05a315	

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		
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Part – VIII: Admission and Fees

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

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

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	Yes
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	Yes
7.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an</p>	Yes

	<p>International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
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	
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes

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

	or not based on facts or to be misleading	
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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.

The Directorate of Distance Education adheres to the norms prescribed under Annexure-X of UGC ODL and Online regulations 2020 with regard to the Grievance Redressal Mechanism. The main components of the compliance report are as follows:

The Directorate of Distance Education, University of Kashmir, has a fully functional Grievance Redressal System. The Directorate of Distance Education has an online feedback portal for the redressal of the grievances of students.

The Directorate has a full full-fledged coordinator to look after the Grievance Redressal System. The Directorate monitors, assess and reviews the effectiveness of the Grievance Redressal Procedure on regular basis. The Directorate of Distance Education strictly follows the Guidelines and Standards for the Grievance Redressal System as prescribed in the regulations.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
20 (Exclusive of those received through the DEB Portal)	20

9.3 Complaint Handling Mechanism

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

University of Kashmir has an online system in place for it where students can register their grievances. In addition to the inhouse mechanism of grievance redressal system, students were also encouraged to use the "STUDENT COMPLAINT MECHANISM" hosted by the UGC-DEB. Infact, the DDE received the number of complaints from that portal (in year 2022) also which were resolved in the prescribed time.

During the COVID period, in adherence to the SOPs, students were strictly discouraged to visit the Directorate of Distance education. Instead, for every academic activity, pre-activity and post activity grievances were called online to carry out these activities very smoothly. The grievances were resolved and notified back to the aggrieved students through Directorate's official website.

To minimize the grievances, Directorate has adopted a mechanism by creating official WhatsApp groups for each batch of the each programmes under the admin of the respective programme coordinators and dealing assistants. It has been observed that this approach resulted in least number of grievances.

Link 01: <https://egov.uok.edu.in/FeedBackForum/Default.aspx>

Link 02: http://ddeku.edu.in/Main/ViewPage.aspx?Page=Complaints_Handling_Mechanism

Nodal officer: Kh Mohmad Shafi, Assistant Professor(Computer Applications), Directorate of Distance Education, University of Kashmir Cell: 7006504165 email: kmshafi@kashmiruniversity.ac.in

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
09	09	Yes

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Providing transcripts, self learning study material & tutorials in electronic form also available at DDE'S website.

Conduct of contact classes in blended mode which are proved very beneficial for the students/learners especially the students who belong to defence sector of the country.

Conduct of internal assessments test online and learners were able to appear for the exams from far flung areas and which proved very economical for the learners and it resulted in minimizing the dropout rates

10.2 Best Practices of the HEI

We are continuing with the practice of Counselling to the learners at DDE all along the academic year. Two types of counselling we provide to our ,learners a) pre-admission counselling to the prospective learners and post-admission counselling to the learners who take admission in our prestigious institute.

We conduct case law studies by making micro & macro groups of the learners.

We conduct seminars/ training programmes and workshops on contemporary issues.

We conduct extension lectures for our students and invite the best brains globally for such extension lectures.

We are providing in addition to SIM e-tutorials to our students

10.3 Details of Job Fairs conducted by the HEI

We have diverse category of learners mostly we have inservice candidates who do not require the jobs but our programmes help them in getting promotions and these programmes build up their professional capabilities

10.4 Success Stories of students of ODL mode of the HEI

There is a long list of our success stories which some of which stand published through articles in the news papers. Talking about their success stories one of Alumni recently said and i quote

‘Directorate of Distance Education University of Kashmir provided platform for me to continue my education being an inservice candidate I could not continue my education in regular mode. 2-year llb(Academic) Degree which I earned from this directorate finished my professionalism, helped me in getting promotion and over all gaining of knowledge and I was assigned an important role in the corporation. After doing LL.B I, I now speak with authority and confidence and I enjoy my official duty with dignity and more responsibility. Had the directorate not being there I would not have dreamed of such good things in my life. I owe this directorate a lot. It will be my pleasure if I can do anything for this directorate.’Mr. Wajahat Hussain, J&K SRTC Litigation Officer;

Another AlumI, Mr. Ahsan-ul-Haq,the Deputy Commissioner Provident Fund; said, I quote;

“After earning an LLB (Academic)Degree, from the Directorate of Distance Education I was able to conduct myself with authority. The rate of disposal of the files was high and in my office, I was asked to give my opinion on sensitive and crucial matters, out of 75 opinions 70 (on record) were upheld and were made the basis for certain important decisions.I credit this productivity in my work to the learning which I had at the Directorate of distance education as

10.5 Initiatives taken towards conversion of SLM into Regional Languages

We have initiated the process however but the directorate of Distance Education is running a complete POST GRADUATE PROGRAMME IN REGIONAL Language and has started a complete certificate prograame on local language so as to give boost to regional and local languages.

10.6 Number of students placed through Campus Placements

INSERT TEXT BOX

INSERT TEXT BOX

10.7 Details of Alumni Cell and its activity

1. Directorate of Distance Education conducted its maiden Alumni Meet the 3rd of November 2022, in the Conference Hall of DDE. hundreds of students joined the meet shared their experiences in directorate and highlighted the importance of the role of our institutions in

their lives. All the Alumni who shared their views unanimously admitted and highlighted the fact that Distance Education reaches those who are unreachable.

- 2. Alumni cell has has the responsibility of registering its alumni and remains in touch with them. they act as network for our institution and our future students.**
- 3. we engage Alumni in our conferences, seminars and workshops conducted in our institution they are not only invited as the resource persons but their success stories which they share with our students put a very vibrant and positive psychological impact on our learners.**
- 4. Our Alumni are our strength and our asset we remain in close connection with them.**

10.8 Any other Information

INSERT TEXT BOX

DECLARATION

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

Signature of the Director:

Name:

Seal:

Date:

Signature of the Registrar:

Name:

Seal:

Date:

<http://ddeku.edu.in/Files/2cfa4584-5afe-43ce-aa4b-ad936cc9d3be/Custom/Declaration3.pdf>