

Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 02-04-2018

Copy of the notification: [View](#)

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	PROF. TARIQ AHMAD CHISHTI	PROFESSOR	MATHEMATICS-Functional Analysis [WITH 21 YEARS OF EXP IN ODL SYSTEM	03-01-2019	29-03-2021
2	Member	Mr Manzoor Ahmad	Assistant Registrarr	Administration	03-01-2019	30-03-2021
3	Member	Dr Showkat Rashid Wani	Assisatnt Professor	Education [Studies in Distance Education]	03-01-2019	30-03-2021
4	Member	Dr Aneeda Jan	Assistant Professor	Law(Criminal and Constitutional Law)	13-11-2020	30-03-2021
5	Member	Dr Syed Ishfaq Bukhari	Assistant Professor	Sociological Foundations of Education	13-11-2020	30-03-2021
6	Member	DR HABIBULLAH SHAH	ASSISTANT PROFESSOR	EDUCATION (PHILOSOPHY OF EDUCATION AND SCIENCE)	03-01-2019	29-03-2021
7	Member	MR KH MOHMAD SHAFI	ASSISTANT PROFESSOR	COMPUTER SCIENCE (NLP)	03-01-2019	29-03-2021

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	2nd CIQA Meeting	Dean, School of Open Learning of the HEI	04-02-2021	04-02-2021	View
2	1st CIQA Meeting	Dean, School of Open Learning of the HEI	14-09-2020	15-09-2020	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	Post Article-370 abrogation and COVID -19 pandemic had put forth a lot of challenges before the Directorate to continue its academic activities. In such situations, DDE used its ICT infrastructure to its fullest whether its is admissions. counseling,

		contact programmes, examinations or results.
2	Continuous improvement	Continuous and Comprehensive evaluation of learning goals, Formative Evaluation through Check Your Progress Questions, Tutor Marked comments on Assignment
3	Identification of the key areas in which the HEI should maintain quality	Student Support Services, Library Support Services, ICT Support Services, SLM
4	Dissemination of information on quality assurance	Manuals, guidelines, Annual reports, Publications, Brochures, EProspectus
5	Mechanisms for interaction and obtaining feedback	Online Feedback forum, Face to face Grievance Redressal, Emails, Tutor Marked assignments, Google Forms for Specific Activities/Events
6	Measures for qualitative improvement	Study Material Review Committee, Coordinator Student meet, Coordinator Liason Officers Meet
7	Ensuring Implementation of its recommendations through regular monitoring	Study Material Review Committee, Coordinator Student meet, Coordinator Liason Officers Meet
8	Ensuring Participation of stakeholders	Alumini Meet, Obtaining Feeback from key stake holders(students), passouts, resource persons
9	Preparation of Programme Project Report and Information regarding any new programmes launched	University Council has taken a decision that Private mode be withdrawn and henceforth all programs which were previously offered under private mode will be brought under the ambit of Distance Mode. The respective coordinators have been assigned the job to get the SLM prepared for MA in Political Science, Sociology, History, Arabic as per the draft PPRs of the respective programmes.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	The Directorate of Internal Quality Assurance (DIQA), HEI has a portal for nodal officers and teachers of Distance Education framed on various quality parameters. The information is published annually in the form of Annual Report.

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-
7	Whether all the learning centres were operationalized with prior approval of CIQA?	Yes	View
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View

10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View
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1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

The curriculum of the programmes offered by the DDE is exactly the same as the formal mode. The Examination is conducted by the common statutory body of the HEI for both the formal as well as for ODL programmes i.e., The Controller of Examinations. Admission is being regulated and done by the same body of HEI for both the formal as well as for ODL programmes i.e., The Director of Admissions and Competitive Examinations. The Directorate is assessed by the NAAC whenever NAAC Peer Team visits to assess conventional programmes. Regular Teaching of the formal model is equated by the high-quality study material (SLM) as well as face to face counselling and contact programmes. Programmes offered by the DDE have a common Board of Studies as that of their contemporary formal programmes of HEI. Constitution of Review Committees has been a regular affair for the upgradation and updation of SLM.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	DDE, KU (MA URDU)	08-02-2020	220
2	DDE, KU (MA URDU)	13-07-2020	198
3	DDE, KU (MA URDU)	13-07-2020	198
4	DDE, KU (MA URDU)	18-11-2020	190
5	DDE, KU (MA/MSc Mathematics)	27-05-2020	145
6	DDE, KU (MA/MSc Mathematics)	07-09-2020	135
7	Regional Centre for Distance Learning, Jammu (B.ED)	27-01-2020	231
8	Regional Centre for Distance Learning, Jammu(B.ED)	24-02-2021	231
9	Regional Centre for Distance Learning, Jammu	09-07-2020	198
10	Govt Degree College Budgam (B.ED)	07-01-2020	220
11	Govt Degree College Budgam	08-02-2020	190
12	DIRECTORATE OF DISTANCE EDUCATION (B.ED)	09-01-2020	532
13	DIRECTORATE OF DISTANCE EDUCATION	13-02-2020	450
14	Directorate of Distance Education (MCOM)	10-10-2020	110
15	Directorate of Distance Education (MCOM)	17-05-2020	125
16	Directorate of Distance Education (MCOM)	17-05-2020	125
17	Directorate of Distance Education (MCOM)	09-09-2020	135
18	Directorate of Distance Education (MCOM)	19-01-2020	122
19	Directorate of Distance Education (MA English)	03-02-2021	19

20	Directorate of Distance Education (MA English)	20-05-2020	18
21	Directorate of Distance Education (MA English)	07-09-2021	20
22	Directorate of Distance Education (MA English)	13-11-2020	17
23	Directorate of Distance Education (MA Islamic Studies)	01-06-2020	40
24	Directorate of Distance Education (MA Economics)	10-02-2020	50
25	Directorate of Distance Education (MA Economics)	18-05-2020	75
26	Directorate of Distance Education (MA Economics)	18-11-2021	70
27	Directorate of Distance Education (MA Economics)	09-09-2020	85
28	Govt Degree College, Tral(B.ED)	09-01-2020	58
29	DDE, KU (MA/MSc Mathematics)	10-02-2020	140
30	DDE, KU (MA/MSc Mathematics)	17-11-2020	142
31	Govt Degree College, Kargil (B.ED)	04-08-2020	150
32	Govt Degree College, Kargil (B.ED)	22-08-2020	150
33	Govt Degree College, Shopian(B.ED)	09-01-2021	224
34	Govt Degree College, Kulgam(B.ED)	09-01-2021	226
35	Govt Degree College, Pulwama(B.ED)	09-01-2020	286
36	Govt Degree College, Tral(B.ED)	12-02-2020	48
37	University of Kashmir, South Campus (B.Ed)	09-01-2020	350
38	University of Kashmir, South Campus (B.Ed)	12-02-2020	415
39	Govt Degree College Kupwara(B.ED)	09-01-2020	180
40	Govt Degree College Kupwara(B.ED)	12-02-2020	165
41	DIRECTORATE OF DISTANCE EDUCATION (MA EDUCATION)	18-05-2020	210

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	January	PG	MASTER OF ARTS - URDU	2 Years	96	Bachelors Degree with Urdu as one of the subject
2	January	PG	MASTER OF ARTS - ISLAMIC	2 Years	96	Bachelors Degree

			STUDIES			
3	January	PG	MASTER OF ARTS/ MASTER OF SCIENCE - MATHEMATICS	2 Years	96	B.A/ B.Sc with Mathematics as one of the subject
4	January	PG	MASTER OF ARTS - EDUCATION	2 Years	96	B.A with Education or B.ED
5	January	PG	MASTER OF ARTS - ECONOMICS	2 Years	96	B.A with Economics as one of the Subject
6	January	UG	BACHELOR OF EDUCATION	2 Years	80	Graduation in any discipline
7	January	PG	MASTER OF COMMERCE	2 Years	96	B.COM/ BBA/BBS
8	January	PG	MASTER OF ARTS - ENGLISH	2 Years	96	Bachelors Degree with English Literature as one of the subject

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	No
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled and fees during Academic Session 2019-20:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	January	UG	BACHELOR OF EDUCATION	2053	14850
2	January	PG	MASTER OF ARTS/ MASTER OF SCIENCE - MATHEMATICS	0	0
3	January	PG	MASTER OF ARTS - ENGLISH	0	0
4	January	PG	MASTER OF COMMERCE	0	0
5	January	PG	MASTER OF ARTS - URDU	0	0
6	January	PG	MASTER OF ARTS - ISLAMIC STUDIES	0	0
7	January	PG	MASTER OF ARTS - ECONOMICS	0	0
8	January	PG	MASTER OF ARTS - EDUCATION	0	0
			Total	2053	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2019-20:

Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:	
Number of programmes: 8	Copy of the UGC recognition letter: View
Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:	
Number of programmes: 8	Copy of the UGC recognition letter: View

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	January	UG	BACHELOR OF EDUCATION	2 Years	20-04-2016	NO. F:5-5/2014 (CPP-I/PU) dated 18-May-2015	14	820	1230	0	2050

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Govt. Degree College

Address of College/institute where LSC is established: Kargil

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Mr. Sajad Hussain (M. Sc. NET) and Contact: 9469100350

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 107

No. of Counsellors: 10

Sr No	Counsellor Name	Qualification	Contact Details
1	Mohammad Abbass	M.A. M. Ed	9419002453
2	Ghulam Hussain	M. Ed., M.Phil	9697243564
3	Shabir Ali	M. A., M. Phil	8803567123
4	Dr Hussain Azher	M. Sc. M. Ed	9419763548
5	Shabir Ahmed Mujahid	M. A. M. Ed	6006299765
6	Syed Basharat Hussain	M. Ed. Ph. D	7006425827
7	Miss Asima Bano	M. Ed. Ph. D	9906123324
8	Jan Mohammad Mir	M. E., M. Phil	8803987678
9	Mohammad Aslam	M. Ed, M. Phil	7006786567
10	Abdul Quyoom Ganaie	M. Ed. Ph. D	7298786567

2. Name of College/institute where LSC is established: Govt. College of Education

Address of College/institute where LSC is established: M.A Road Srinagar Kashmir

Name of HEI to which College/institute is affiliated (where LSC is established): Cluster University of Srinagar

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr Shaheena ((M.A, Ph.D,M.ED)) and Contact: 9797715505

Programmes offered: BACHELOR OF EDUCATION

Total enrolled student: 624

No. of Counsellors: 16

Sr No	Counsellor Name	Qualification	Contact Details
1	Syed Raies Ahmad Andrabi	M.A. Education M.Ed (NET)	9796325787
2	Ms. Nasiya	M.A. Education M.Ed	9419005787
3	Ms. Huzaifa Khan	M.A. Education NET SET	97967199088
4	Ms. Rubia Jan	M.A. Education B.ED	9796780471
5	Prof. Gurmeet Kour	M.A. Education B.ED	9419003417
6	Ms. Sabah Bashir	M.A. Education B.ED	9596403585
7	Dr. Waqar UI Nissa	M.A. Education B.ED NEt SET PHD	7006758859
8	Prof. B.A. Bhat	PG (Geography) M.Ed	9796577498
9	Prof. Mustafa Majeed	7006758859	M.A. Education M.ED
10	Mr. Saleem Parvaiz	M.A. Education M.Ed	9906609335
11	Mr. Saleem Parvaiz	M.A. Education M.Ed	9906609335
12	Ms. Saba	M.A. English B.Ed	9596403585
13	Dr. M.S. Allaie	PhD in Education M.Ed	9906643336
14	Mr. Shabir Ahmad Najar	MSc Math B.Ed	9906643336
15	Abdul Wahid Wali	MCA B.Ed	9469271272
16	Dr. Arif Bashir	PhD Botany M.Ed	7006424732

3. Name of College/institute where LSC is established: University of Kashmir, South Campus**Address of College/institute where LSC is established:** Fateh Garh, Anantnag**Name of HEI to which College/institute is affiliated (where LSC is established):** University of Kashmir**Whether the College/institute is private or Govt (where LSC is established):** Government**Coordinator Details:** Dr Mohammad Iqbal ((M.Sc. Ph. D., NET) and Contact: 9796960524**Programmes offered:** BACHELOR OF EDUCATION**Total enrolled student:** 776**No. of Counsellors:** 10

Sr No	Counsellor Name	Qualification	Contact Details
1	Basharat Saleem Mir	M.A Education , B.Ed, NET	9906597683
2	Javaid Ahmad Malik	M.A Education, M.Ed.	9906597683
3	Atiqullah Dar	M.Phil Philosophy, B.Ed	9596033391
4	Ali Mohd Mir	M.Ed, M.A English	9622794901
5	Asia Sultan	M.Ed, M.A Economics	9596334900
6	Zaraka Bashir	M.A Education, M.Ed.	9906437801
7	Mohd Dilawan Sheikh	M.Ed., M.Phil Eco.	9596160159
8	Jawahar-Ul-Hassan	M.Ed, M.Sc EVS.	9906512001
9	Tanveer Ahmad Jan	M.Ed.	9797890697
10	Fayaz Ahmad Malik	M.Ed.	9906411511

4. Name of College/institute where LSC is established: Govt. Degree College**Address of College/institute where LSC is established:** Ganderbal**Name of HEI to which College/institute is affiliated (where LSC is established):** University of Kashmir**Whether the College/institute is private or Govt (where LSC is established):** Government**Coordinator Details:** Mrs. Rakhshanda Latief (M. Ed M. Phil) and Contact: 8825049607**Programmes offered:** , BACHELOR OF EDUCATION**Total enrolled student:** 207**No. of Counsellors:** 10

Sr No	Counsellor Name	Qualification	Contact Details
1	Nazar Mohd Mir	M.A Education, M.Ed	9906417626
2	Mustafa Khalil Mir	M.A Education, M.Ed	9906417626
3	Tasleema Bano	M.Phil., B. Ed	9906689148
4	Rasikh Enayet	B. Ed., M. Phil	9419009667
5	Aftab Ahmad Beigh	M.A Education, M.Ed	9858480005
6	Riyaz Ahmad Sheikh .	M.Ed, M.Sc EVS	9596599155
7	Tanveer Ahmad Jan	M.Ed.	9797890697
8	Mr. Javeed Ahmad Malik	M.Sc. Geology, M.A Education, B.Ed.	990683833
9	Zaraka Bashir	M.A Education, M.Ed.	9906437801
10	Tanveer Ahmad Jan	M.Ed.	9797890697

5. Name of College/institute where LSC is established: Govt. Degree College**Address of College/institute where LSC is established:** Budgam**Name of HEI to which College/institute is affiliated (where LSC is established):** University of Kashmir**Whether the College/institute is private or Govt (where LSC is established):** Government**Coordinator Details:** Dr Mohammad Ashraf Wagay (M. A., Ph. D) and Contact: 7006532300

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 231

No. of Counsellors: 11

Sr No	Counsellor Name	Qualification	Contact Details
1	Mrs. Mymoona	M. A., B.Ed	9596338976
2	Mr. Mirza Muneeb	MA MPhil B.Ed	7006474350
3	Ms. Shehzada	MA B.ED	9622905567
4	Mr. Mehrajudin	MA B.ED	9596155824
5	Mr. Omar	MA B.ED	7006086386
6	Mr. Shameem	MA B.ED	9622675130
7	Mr. Gulzar	MA B.ED	7780819527
8	Mrs. Zareena	MA B.ED	9596338976
9	Dr. Asma	MA B.ED	9596338976
10	Mrs. Qurat Ul Ain	MA B.Ed	9419015745
11	Muzamil rashid	MA B.Ed	9419000639

6. Name of College/institute where LSC is established: District Institute of Education and Training

Address of College/institute where LSC is established: Leh

Name of HEI to which College/institute is affiliated (where LSC is established): State Institute of Education

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Mr. Rigzin Namgyal (B. A. B. Ed) and Contact: 9906652345

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 154

No. of Counsellors: 10

Sr No	Counsellor Name	Qualification	Contact Details
1	Shri Gulzar Ahmed	M. Ed	9906652345
2	Smt. Zubaidah Tabssum	M.A , B. Ed	9419002587
3	Miss Tsering Yangdol	M. Sc. B. Ed	9797121522
4	Miss Stazin Dolma	MA. B. Ed	9796874245
5	Smt. Konchok Angmok	9906321569	M. A., B. Ed
6	Shri. Kunzang	B. A., B. Ed	9858452211
7	Mr. DorJee Sonam	M. A. B. Ed	8803698547
8	Mr.Sonam Diskit	MA. B. Ed	8803258369
9	Smt. Padma Chozom	M. Phil., B. Ed	9419763548
10	Mr. Abid Hussain	M.A , B. Ed	7006425827

7. Name of College/institute where LSC is established: Govt. Higher Secondary School

Address of College/institute where LSC is established: Kaloosa Bandipora

Name of HEI to which College/institute is affiliated (where LSC is established): Directorate of School Education, Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Mr. Mushtaq Ahmed Bhat (M. A., B. Ed) and Contact: 9682617003

Programmes offered: BACHELOR OF EDUCATION

Total enrolled student: 159

No. of Counsellors: 10

Sr No	Counsellor Name	Qualification	Contact Details
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1	Basharat Saleem Mir	M.A Education , B.Ed, NET	9906597683
2	Javaid Ahmad Malik	M.A Education, M.Ed.	9906597683
3	Atiqullah Dar	M.Phil Philosophy, B.Ed	9596033391
4	Ali Mohd Mir	M.Ed, M.A English	9622794901
5	Asia Sultan	M.Ed, M.A Economics	9596334900
6	Zaraka Bashir	M.Ed, M.A Economics	9596334900
7	Mohd Dilawar Sheikh	M.Ed., M.Phil Eco.	9596160159
8	Jawahar-Ul-Hassan	M.Ed, M.Sc EVS.	9906512001
9	Tanveer Ahmad Jan	M.Ed.	9797890697
10	Fayaz Ahmad Malik	M.Ed.	9906411511

8. Name of College/institute where LSC is established: Govt. Degree College

Address of College/institute where LSC is established: Handwara

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr Muzaffar (M. A. JRF, M. Ed, Ph. D) and Contact: 6006225007

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 86

No. of Counsellors: 9

Sr No	Counsellor Name	Qualification	Contact Details
1	Mr. Reyaz Ul Gani	M.A Education, M.Phil	6006225007
2	Mr. Reyaz Ul Gani	M.A Education, M.Phil.	6006225007
3	Mtr. Farida	M.A English, M.Ed, M.Phil.	9697409693
4	Miss. Kousar Khazir	M.A Psycology, B.Ed.	9622702703
5	Mr. Sheikh Mohammad	M.A Urdu, B.Ed.	9906704047
6	Mr. Mohd Rafi Dar	M.A Math, B.Ed.	9622914869
7	Mr. Ajaz Ahmad Mir	M.A English, M.Phil.	9906872647
8	Mr. Mohd Shaban Bhat	M.Sc. Geography, M.Phil	9622907041
9	Mr. Mohd. Iqbal Khan	M.A Urdu,B.Ed., NET	8713971614

9. Name of College/institute where LSC is established: Govt. Degree College

Address of College/institute where LSC is established: Tral

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr Meiraj Ud Din Sheikh ((M. A., Ph. D) and Contact: 9596123453

Programmes offered: BACHELOR OF EDUCATION

Total enrolled student: 117

No. of Counsellors: 9

Sr No	Counsellor Name	Qualification	Contact Details
1	Mr.Pervaiz Ahmed	M. Ed., NET	9596121563
2	Mr. Feroz Ahmed	M. Ed., NET	9796863211
3	Prof. Abdul Hameed Shah	MA. M. Phil. NET	9858653060
4	Prof.Syed Altaf	M. Ed M. Phil. NET	9796535233
5	Mr. Mohammad Abass	M. Ed	9906411511
6	Dr Shazia Lone	Ph. D., B. Ed	9906417625

7	Mr. Ishrat Ahmed Bhat	B. Ed. M. Sc	9797366391
8	Mr. Abdul Basir Dar	B. Ed. M. Sc.	9622794910
9	Mr. Aashiq Husain	M. Phil ., M. ED	9797809594

10. Name of College/institute where LSC is established: Govt. Degree College

Address of College/institute where LSC is established: Shopian

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr Syed Riyaz (M.A., M. Ed., JRF, Ph. D) and Contact: 7006646009

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 207

No. of Counsellors: 10

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Ishfaq Ahmad Shah	M.A,B.Ed.,PhD	9419763548
2	Prof. Arshad ahmad Thoker	M.A, Med	7006425827
3	Prof. Mohd Ashraf Mir	MA, Med	9419225756
4	Prof. Iftikhar Ahmad Paul	M.Ed.NET	7006504165
5	Mr. Rahil Hasan	M.A,NET,SLET	8713971614
6	Mr. Muzaffar Hussain Wani	M.A ,Med, M.Phil.	9906503557
7	Dr. Zahoor Ahmad Yatoo	M.Sc.,M.Ed.PhD.	9596576957
8	Mr. Bilal Ahmad Lone	M.Ed. M.Phil.	9622873424
9	Ms. Safiq Bano	M.Sc.B.Ed,M.Phil	9469417153
10	Dr. Mohd Hussain	M.A,M.Phil, Ph. D	9596000001

11. Name of College/institute where LSC is established: Regional Center

Address of College/institute where LSC is established: Bathindi, jammu

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Mr. Kal Anand (B. A., B. Ed) and Contact: 00000000000

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 253

No. of Counsellors: 8

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr Raj Singh Naranja	Ph. D., B. Ed	941995975
2	Prof.G. L. sharma	M. Sc. B. Ed	9419190310
3	Dr. Neelam Dhar	M. Sc. B. Ed	9419308532
4	Prof. Anjeela Gadroo	Ph. D., B. Ed	9906375288
5	Prof. Rajinder Kaur	M. Sc. NET	9419199955
6	Prof. Bharti Devdal	M. Sc., NET	9419126287
7	Dr Rubeena Kauser	Ph. D., B. Ed	9419224556
8	Prof. Shahnaz Qadri	Ph. D., B. Ed	8716543217

12. Name of College/institute where LSC is established: Govt. Degree College

Address of College/institute where LSC is established: Pulwama

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr Shahid Murtaza (M. Sc., Ph. D) and Contact: 9906663445

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 229

No. of Counsellors: 10

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Nazir Azad	MA B.Ed	9906663445
2	Dr. Kousar Muzamil	MA B.Ed	9469018587
3	Dr. Shahnaz Parveen	MA B.ED	9419947426
4	Dr. Mushtaq Ahmad	MA B.Ed	9906621245
5	Mr. Hilal Ahmad	MA B.ED	9858424128
6	Mr. Mohd Shafi	MA B.ED	9419492582
7	Mr. Khursheed Ahmad	MA B.ED	9419990801
8	Mr. Ab Gani Kumar	MA MED	9858370996
9	Mr. Farooq Ahmad	MA MED	7298507325
10	Mr. Basharat Hussain	MA MED	9858807145

13. Name of College/institute where LSC is established: Govt. Degree College

Address of College/institute where LSC is established: Kupwara

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Mr. Meiraj Bashir (M. Sc., M. Phil) and Contact: 7006011924

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 119

No. of Counsellors: 15

Sr No	Counsellor Name	Qualification	Contact Details
1	Prof. Farooq Ahmad Shah	M.A Education, M.Phil, M.Ed.SLET	7006011924
2	Mr. Khursheed Ahmad Khanday	M.A Education, B.Ed.,NET	7006011924
3	Mr. Nazir Ahmad Khan	M.A Education, M.Ed., NET	7006011924
4	Mr. Pervaiz Ahmad Pir	M.A Education, M.Ed., NET	7006011924
5	Mr. Mohd Iqbal Bhat	M.A English and Psycology, M.Phil. M.Ed,NET	7006011924
6	Syed Sajad Hussain	MCA, B.ED	8713971614
7	Mr. Muneeb Ahmad Mir	M.A Arabic, SLET	7006011924
8	Mr. Mir Abbas	M.A English, M.Phil, M.Ed	7006011924
9	Mr. Hilal Ahmad Dar	M.A English, M.Phil, M.Ed	7006011924
10	Dr. Fayaz Ahmad Wani	M.A Persian, PhD,B.Ed	7006011924
11	Mr. Waseem Ahmad Zargar	M.A English, B.Ed	7006011924
12	Dr. Riyaz Ahmad Mir	M.A Urdu, PhD, B.Ed	7006011924
13	Dr. Ghulam Mohd Lone	M.A Urdu, PhD, B.Ed	7006011745
14	Mr. Javeed Ahmad Malik	7006011326	M.Sc. Geology, M.A Education, B.Ed
15	Miss. Aisha Mir	MCA, B.ED	7006011786

14. Name of College/institute where LSC is established: University of Kashmir North Campus

Address of College/institute where LSC is established: Delina, Baramulla

Name of HEI to which College/institute is affiliated (where LSC is established): University of Kashmir

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr Mohammad Amin Parray (M. A., Ph. D) and Contact: 9596595500

Programmes offered: , BACHELOR OF EDUCATION

Total enrolled student: 329

No. of Counsellors: 15

Sr No	Counsellor Name	Qualification	Contact Details
1	Mr. G. R Sofi	M.Sc Statistics, M.A Poliical Sc.,B.Ed	9797849000
2	Mr. Waseem Khaliq	M.A Psychology, M.Phil, P.hD.	7006089026
3	Mr.G.A Mir	M.A History and Geography, B.Ed	9596342048
4	Mr. Mudasir Ahmad Tantray	M.A Philosophy. PhD,SET	7006704235
5	Ms. Shahnaz Shafi	M.Sc. Botony, M.Ed.	9419458326
6	M. Yasmeena Samad	M.Sc. Environmental Sc.,M.Ed	7006010921
7	Ms. Sayima Shaban	M.A. Psychology, M.Phil, B.Ed.	7298123881
8	Ms. Rehana Maqbool	M.A. Political science, M.Ed.	8493910286
9	Mr. Mudasir Ahmad Malik	M.A Education and Psychology, M.Ed., SET	9906503557
10	Ms. Asmat Ashraf	M.A Psychology,M.Ed	8493003427
11	Ms. Sadaf Bashir	M.A English, M.Ed	7006850796
12	Ms. Nasreen Jaan	M.A English, M.Ed	8493003427
13	Mr. Nazir Ahmad	M.Sc. Geography, M.Ed	9622873424
14	Ms. Mehnaz Rashid	M.A Psycology, M.Ed	9596576957
15	Ms. Rubeena Majid	M.A. Political science, M.Ed	8491824024

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	January	PG	MASTER OF ARTS/ MASTER OF SCIENCE - MATHEMATI CS	200	140	115	82	30
2	January	PG	MASTER OF ARTS - ENGLISH	25	20	15	75	30
3	January	PG	MASTER OF COMMERCE	200	156	140	89	30
4	January	PG	MASTER OF ARTS - ECONOMIC S	43	43	31	80	27
5	January	PG	MASTER OF ARTS - EDUCATION	214	214	195	91	35
6	January	PG	MASTER OF ARTS -	0	0	0	0	0

			ISLAMIC STUDIES					
7	January	PG	MASTER OF ARTS - URDU	260	227	195	85	25
8	January	UG	BACHELOR OF EDUCATION	3550	3409	2796	82	60

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes http://ddeku.edu.in/Main/VIEWPage.aspx?Page=CIQA_Report_2019_20
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre 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	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to

ensure sancity of examinations, including the following:

- i) No. of examination centres inspected dusing conduct of exam.
- ii) No. of cases of unfair means reported.
- iii) Disciplinary action taken.
- iv) Detail of observer of the examination centres appointed by HEI and its reports.

.1) The controller of Examinations University of Kashmir has been constituting different teams amongst the faculty members of the University of Kashmir for monitoring, invigilation and surprise inspections of different examinations of the programmes offered by the Directorate of Distance Education. At least 80 examination centres for the conduct of examination of PG/B.ED programmes were inspected by these teams 2) So far as the reporting of UFM cases is concerned, the inspection teams constituted for the purpose have not reported any case. 3) Not applicable 4) a) Prof Mushtaq Ahmad, Dean School of Open Learning, b) Prof Tariq Ahmad Chishtii Director, DDE c) Prof Peerzada Sharief ud Din Dean, Physical and Mathematical Sciences d) Prof. Salah ud Din Tak, Head Department of Arabic e) Dr. Altaf Ahmad Ahangar, Coordinator Examinations, DDE. The sample report submitted by these teams stands attached with this CIQA report

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

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

1. MASTER OF ARTS - URDU Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Mohammad Altaf Ahangar (Assistant professor)	Regular	23/04/2008	Teaching: 155 Months Industrial: 0 Months	110000
2	Dr Irfan Ahmad Malik (Assistant Professor)	Regular	01/05/2010	Teaching: 150 Months Industrial: 0 Months	100000

2. MASTER OF ARTS - EDUCATION Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Habibullah (Assistant professor)	Regular	01/10/2009	Teaching: 150 Months Industrial: 0 Months	102000
2	Mr Showkat Rashid Wani (Assistant professor)	Regular	25/5/2008	Teaching: 154 Months Industrial: 0 Months	108000

3. MASTER OF ARTS - ENGLISH Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Riyaz Ahmad Kumar (Assistant Professor)	Regular	01/08/2019	Teaching: 62 Months Industrial: 0 Months	35000
2	Dr Tasleem Ahmad War (Assistant Professor)	Regular	24/11/2018	Teaching: 194 Months Industrial: 0 Months	180000

4. MASTER OF ARTS - ISLAMIC STUDIES Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 2	
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Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Dawood Ahmad Sofi (Assistant Professor)	Contractual	17/10/2019	Teaching: 16 Months Industrial: 0 Months	35000
2	Prof Manzoor Ahmad Bhat (Professor)	Regular	24/11/2018	Teaching: 218 Months Industrial: 0 Months	230000

5. BACHELOR OF EDUCATION
Academic Session: January

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Javid Ahmad Paju (Assistant Professor)	Regular	20/04/2013	Teaching: 94 Months Industrial: 0 Months	105000
2	Dr Syed Ishfaq (Assistant Professor)	Regular	17/04/2017	Teaching: 46 Months Industrial: 0 Months	100000

6. MASTER OF ARTS - ECONOMICS
Academic Session: January

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Mohamad Ayub Saudagar (Assistant Professor)	Regular	20/04/2013	Teaching: 94 Months Industrial: 0 Months	105000
2	Dr Javiad Iqbal Khan (Assistant Professor)	Regular	24/11/2018	Teaching: 64 Months Industrial: 0 Months	110000

7. MASTER OF COMMERCE
Academic Session: January

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Tanveer Ahmad Darzi (Assistant Professor)	Regular	02/02/2015	Teaching: 59 Months Industrial: 0 Months	90000
2	Dr Khalid Ahmad Chesti (Assistant Professor)	Regular	24/11/2018	Teaching: 59 Months Industrial: 0 Months	90000

8. MASTER OF COMMERCE
Academic Session: January

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Tanveer Ahmad Darzi (Assistant Professor)	Regular	02/02/2015	Teaching: 59 Months Industrial: 0 Months	90000
2	Dr Khalid Ahmad Chesti (Assistant Professor)	Regular	24/11/2018	Teaching: 59 Months Industrial: 0 Months	90000

9. MASTER OF ARTS/ MASTER OF SCIENCE - MATHEMATICS
Academic Session: January

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Tariq Ahmad Chishti (Professor)	Regular	31/11/1999	Teaching: 254 Months Industrial: 0 Months	220000
2	Dr Mukhtar Ahmad Khanday (Assistant Professor)	Regular	24/12/2018	Teaching: 194 Months Industrial: 0 Months	160000

Part - 6: Compliance status of ‘Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy’ – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

The Directorate of Distance Education adheres to the Quality Assurance Guidelines prescribed under Annexure VII of UGC ODL regulations 2017 with the following resources: Learning Material (Print Media) => yes Audio-Video Material yes Online Material =>yes Computer-based material=> yes Curriculum and Pedagogy=>yes Besides adhering to the above norms, every Postgraduate programme is of 96 credits weightage. Norms for delivery of courses through distance mode and Norms of Credit Structure for Self Learning Material Development Non-Print Form are also followed in letter and spirit as per Annexure-VII of UGC (ODL) Regulations 2017.

Part - 7: Compliance status of ‘Guidelines on preparation of Self-learning Material’ – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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

The Directorate of Distance Education adheres to the norms prescribed under annexure VIII of UGC ODL regulations 2017 with regard to the preparation of Self-Learning Material (SLM). The SLM developed by our Directorate has the following structure: 1) Learning Objectives 2) Assessment of Prior Knowledge 3) Learning Activities 4) Feedback of Learning Activities 5) Examples and Illustrations 6) Self-Assessment Tests 7) Summaries and Key Points 8) Study Tips 9) Upgradation/update of SLM as per the recommendations of the course review committee The Directorate follows the prescribed norms for Standards of Self Learning Material (SLM) in print form and non-print form as per UGC (ODL) Regulations 2017 as amended till date.

Part - 8: Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - IX of UGC(ODL) Regulations, 2017:

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

The Directorate of Distance Education adheres to the norms prescribed under Annexure-IX of UGC ODL Regulations 2017 with regard to the preparation of the Programme Project Report (PPR). The PPRs developed by the Directorate has the following components as per the Regulations. The main contents of the Programme Project Report are as follow: A) Programme’s mission and objectives B) Relevance of the program with HEI’s C) Mission and Goals D) Nature of prospective target group of learners E) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence F) Instructional Design G) Procedure for admissions, curriculum transaction and evaluation H) Requirement of the laboratory support (wherever applicable) and Library Resources I) Cost estimate of the programme and the provisions J) Quality assurance mechanism and expected programme outcomes K) The PPRs are placed before the CIQA for approval purposes as per the ODL regulations and other competent bodies of the University.

Part - 9: Compliance status of ‘Guidelines on Learner Support Centre’ – As per Annexure - X of UGC(ODL) Regulations, 2017:

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-X of UGC ODL Regulations 2017 with regard to the functioning of Learner Support Centres. The Regulations have been complied with as given in Annexure-10 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 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 2017. However, the Directorate has one Regional Centre for Distance Learning, Directorate Of Distance Education Bathindi Jammu , Jammu and Kashmir for Kashmiri Migrants. The Study Centre or Learner Support Centre has no authority to admit any learner to any programme in Open and Distance Learning mode for or on behalf of

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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-XI of UGC ODL regulations 2017 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 UGC ODL regulations.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	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
3	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 approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 11.2: Observer Report

[View](#)

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	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 - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus 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. '7' to '17' below	Yes
4	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, and the other terms and conditions of such payment	Yes
5	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 course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	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 course or programme of study and the amount of fee to be paid for the admission test	Yes
10	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 part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

Directorate of Distance Education, University of Kashmir has developed an in-house Socio-metric model of open and distance learning. In this technique, students are given a format and asked to form a group of 10-15 students with a group representative. Based on social cohesiveness, contextual proximity, student form groups. these groups are designed as micro-study groups. On the format provided student reflect their mobile number, email id and Whatsapp number. These micro study groups remain in constant touch via email, telephonic communication share notes, work collectively on group assignments focusing on collaborative/ blended learning. The concerned coordinator remains in touch with the group representative and informs him about his availability at their respective Learner Support Centre (LSC) at their respective districts. This exercise has provided to enhance interactivity among learners, break isolation, reduce drop out rate and make learning more productive and interesting.

ii) Give Best Practices of Institution

1. Organizing Extension Lectures of contemporary relevance and programme specific. 2. Organizing workshops to learn new techniques and methods of ODL System 3. Regular periodic interactions with the liaisons officers of various study centres in order to work in tandem for smooth functioning of study centres. 4. "Coordinator –Student Meet" at regular intervals in order to ensure the functionality of study centres. 5. Sample check assignments, internship files, microteaching files ,lesson plan book of distance learners is healthy practice for training the future teachers 6. Preparation of Calendar for various activities and fixing the deadlines for the assigned tasks. 7. Sharing the intellectual capital with other open Universities and Distance Education Centres across the country. 8. The Directorate Publishes two research Journals "The Communications" in English and "The Tarseel "in Urdu since 1984 with consistency. 9. Use of information and communication technology (ICT) enabled teaching. 10. Inculcate sensitivity and awareness towards social issues and environment. 11. Annual Hamidi Kashmiri Memorial annual lecture in Urdu sponsored by NCPUL, MHRD 12. Organization of Urdu Literature-Based Annual Seminar with varying but contemporary themes sponsored by NCPUI, MHRD

iii) Any other Information

1. In order to provide specific information to the learners enrolled through this Directorate of Distance Education, this Directorate has established a help desk at the threshold of headquarter. 2. This Directorate has nominated one of its faculty members as Examination Coordinator for making liaison with the office of Controller of Examination, the University of Kashmir which will help the learners in the following war: a) to manage to issue examination forms from the office of Controller of Examination; b) to make coordination among examinees for selection of examination centres; c) to urge the office of the controller of examination to make adequate arrangements in the cold and hot season; d) to make coordination among different faculty members regarding the matters pertaining to different aspects of examination; e) to ensure timely declaration of results. 3. Due to the turmoil since August 5th, 2019, the faculty members and other staff members of the Directorate provided counselling to the learners through conventional mode.

Part - 14: Plan of Institution for next year

Researching the ways and alternatives in order to make the dissemination of education through distance mode more flexible and reachable at the grass-root level. Working out to minimize the dropout rate. To Review and Revise curriculum and the syllabus of the programmes offered through DDE as per University Grants Commission(Open and Distance Learning Programmes and Online Programmes) Regulations 2020 and NEP 2020. Launch of MCA programme in ODL mode

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) Regulations, 2017 and its amendments.

Signature of the Director:

Signature of the Registrar:

Name of the Director: Professor Tariq Ahmad Chishti

Name of the Registrar: Dr Nisar Ahmad Mir

Seal of the Director:

Seal of the Registrar:

Date of the Director: 30-03-2021

Date of the Registrar: 30-03-2021