

+HEI ID: HEI-U-195

Name of HEI: CDOE, JU

Type of HEI: Dual Mode

Annual Report

OF

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

PROGRAMMES UNDER

ONLINE MODE

<2025-2026>

Contents

Part – I: General Information.....	3
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning.....	7
Part – III: Human Resources and Infrastructural Requirements.....	14
Part – IV: Examinations	18
Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM).....	27
Part – VI: Programme Delivery through Learning Platform	28
Part – VII: Self Regulation through disclosures, declarations and reports.....	30
Part – VIII: Admission and Fees.....	34
Part – IX: Grievance Redressal Mechanism	40
Part – X: Innovative and Best Practices	41
DECLARATION	42

HEI ID: HEI-U-195**Name of HEI: CDOE, JU****Type of HEI: Dual Mode****Part – I: General Information****1.1 Date of notification of the Centre (attach a copy of the notification):**[\(01\)notification.pdf](#)**1.2 Details of Director, CIQA**

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

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Umesh Rai Ph.D.	Endocrinology	Estab./24/14352-451 dated: 26-11-2024
b.	Three Senior teachers of HEI	Member 1	Prof. Hardeep Chahal B.Sc., M.Com., M.Phil., Ph. D	Services Marketing	Estab./24/14352-451dated:26-11-2024
		Member 2	Prof. Satya Paul M.Sc., M.Phil., Ph.D.	Organic Chemistry	
		Member 3	Prof. Savita B.Sc. LL.B, LL.M, Ph.D. (NET)	Gender Issues, Constitutional Law, Criminal Law	
c.	Head of three Departments	Member 4	Prof. Anupama Vohra, CDOE MA, M.Phil, Ph.D	Testimonial Literature, Indian Women's Writing in English, gender Studies, Kashmir/Conflict Literature	Estab./24/14352-451 dated:26-11 -2024
		Member 5	Prof. Anju Sharma , CDOE MA, B.Ed., Ph.D.	Hindi Upniyas, Mahila Adhyan	

HEI ID: HEI-U-195**Name of HEI: CDOE, JU****Type of HEI: Dual Mode**

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

HEI ID: HEI-U-195**Name of HEI: CDOE, JU****Type of HEI: Dual Mode**

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

HEI ID: HEI-U-195

Name of HEI: CDOE, JU

Type of HEI: Dual Mode

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

If No, reason thereof

YES

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	08-01-2025	0	(02) Minutes of 1st Ciga committee meeting.pdf	upload

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

From academic session: 2025-2026

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)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	CDOE	GOODS AND SERVICES TAX	3	-	Graduation in any discipline	Rs. 3000/-	F.Acd/I/25/6266-74 Dated: 19-08-2025 NOTIFICATION OF ACADEMIC COUNCIL FOR CERTIFICATE COURSES	8	5	-	13
2.	CDOE	E-Filing of income Tax Return	3	-	Graduation in any discipline	Rs. 3000/-	F.Acd/I/25/6266-74 Dated: 19-08-2025 NOTIFICATION OF ACADEMIC COUNCIL FOR CERTIFICATE COURSES	7	10	-	17

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

HEI ID: HEI-U-195**Name of HEI: CDOE, JU****Type of HEI: Dual Mode****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.	CDOE	GYANI	12	NIL	10 th pass	10,250/-			6	NIL	NIL	6

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	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.										
N.										

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:**

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)			
1.	B.Com.	3 years	136	12 th passed with minimum 45 percents	Rs 12100/-		04	75	34		109
2.	B.A.	3years	122	12 th pass in any stream	Rs 12100/-		04	168	167		335

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

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

HEI ID:**Name of HEI:****Type of HEI:****1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

From <July-September, 2025-2026>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	Number of students admitted (Male/ Female/Trans-gender)			
							M	F	TG	Total
1.	English (ODL)	2	24	1. A candidate must have passed bachelor degree examination with English (Hons) or English Literature as core subject and have earned 50% of credits in English or English Literature in UG program Under NEP-2020. 2. The candidates having earned 24 credits as Minor in English or English Literature Bachelor degree with English (Honor) or English Literature under 10+2+3 pattern. 3. Graduation under 10+2+3 with 24 credits in the Core/DSE courses across all six semester under the CBCS system; 4. Graduation under 10+2+3 pattern in any other discipline with 55% marks.	Rs.14,300/	F.No.30-10/2024(D EB-II) dated :- 06 Feb-2025	29	299		328
2.	Sociology (ODL)	2	24	1. A candidate must have passed bachelor degree examination with	Rs.16,480/	F.No.30-10/2024(D EB-II) dated :- 06 Feb-2025	43	497		540

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

				Sociology as core subject and have earned 50% of credits in Sociology in UG program Under NEP-2020; 2. The candidates having earned 24 credits as minor in Sociology; Graduation under 10+2+3 pattern with Sociology as an elective subject; 3. Graduation under 10+2+3 with 24 credits in the Core/DSE courses across all six semester under the CBCS system; 4. Graduation under 10+2+3 pattern in any other discipline with 55% marks.						
3	Hindi (ODL)	2	24	1. A candidate must have passed bachelor degree examination with Hindi (Hons) or Hindi as core subject and have earned 50% of credits in Hindi in UG program Under NEP-2020; 2. The candidates having earned 24 credits as minor in Hindi; Graduation under 10+2+3 pattern with Hindi as an elective subject; 3. Graduation under 10+2+3 with	Rs.14,300/	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	3	73		76

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

				24 credits in the Core/DSE courses across all six semester under the CBCS system; 4. A candidate must have passed bachelor degree examination with 55% marks						
4	M.Com (ODL)	2	104	1. A candidate must have passed bachelor's degree examination with B.Com. (Hons) or B.Com General and have earned 50% of credits in B.Com in UG Programme Under NEP-2020. 2. Earned 24 credits through minor courses in B.Com Programme across all six semester under NEP-2020 3. Graduation under 10+2+3 pattern in any other discipline other than Commerce with atleast 55% marks.	Rs 13,610/-	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	51	183		234
5	Urdu (ODL)	2	24	1. A candidate must have passed bachelor degree examination with Urdu and have earned 50% of credits in Urdu in UG program Under NEP-2020; 2. The candidates having earned 24	Rs.14,300/-	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	8	17		25

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

				credits as Minor in Urdu or candidates having 50% credits in Persian/Arabic/Islamic Studies/Kashmiri will be considered. 3. Graduation under 10+2+3 with 24 credits in the Core/DSE courses across all six semester under the CBCS system; 4. Graduation under 10+2+3 pattern in any other discipline with 55% marks.						
6.	Dogri (ODL)	2	24	1. A candidate must have passed bachelor degree examination with Dogri as core subject and have earned 50% of credits in Dogri in UG program Under NEP-2020; 2. The candidates having earned 24 credits as Minor in Dogri 3. Graduation examination along with Shiromani Honors 4. Bachelor Degree Examination with any other language. 5. Graduation in any stream.	Rs.14,300/-	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	5	32		37
7.	Political Science (ODL)	2	24	1. A candidate must have passed bachelor degree examination	Rs.14,300/-	F.No.30-10/2024(D EB-II)	103	384		487

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

				with Political Science as core subject and have earned 50% of credits in Political Science in a UG program Under NEP-2020; 2. Graduation with 24 credits as Minor in Political Science OR 24 credits in the Core/DSE courses across all the semesters; 3. Graduation in any Social Science discipline with 50% marks (Public Administration, Public Policy, International Relations, History, Economics, Anthropology, Psychology, Education, Sociology, Social Work and philosophy); 4. Graduation in any discipline with 60%.		dated:- 06 Feb-2025				
8.	MA Punjabi (ODL)	2	24	1. A candidate must have passed bachelor degree examination with Punjabi as core subject and have earned 50% of credits in Punjabi in UG program Under NEP-2020; 2. The candidates having earned 24 credits as Minor 3. Graduation along with Gyani Honors examination with atleast 50% marks. 4. Bachelor Degree	Rs. 14,300/-	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	13	17		30

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

				Candidate of any other discipline with 55% marks. 5. Graduation with any of the allied subject of Social Science securing atleast 50% marks.						
9.	M.A. Education (CBCS)	2	24	1. A Candidate having passed bachelor Degree under 10+2+3 pattern with Education as an elective subject. 2. A Candidate who has earned 24 credits in education subject across all the 6th semesters at the undergraduate level under the choice-based credit system. (Notification No. F.Acd./1/19/565 9/5670 dated 16/09/19). (Apendix-2) 3. A Graduate under 10+2+3 pattern in any discipline with 60% marks. A Candidate having passed bachelors degree under 10+2+3 pattern with the subject of Sociology/Psychology/Philosophy securing at least 50% marks.	Rs. 20,305/-	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	4	26		30
10.	M.A. Economics (ODL)	2	24	1. Candidate seeking admission to the programme	Rs. 14,300/-		16	47		63

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

				must have passed bachelor degree examination with Economics as core subject or have earned 50% of credits in Economics in UG programme under NEP-2020. 2. Students having earned 24 credits as minor in Economics. 3. Graduation under 10+2+3 pattern with Economics as an Elective Subject. 4. Graduation under 10+2+3 pattern with any of the allied Subject of Social Sciences securing at least 50% of marks. 5. Graduation under 10+2+3 with 24 Credits in the courses/DSE courses across all six semesters						
--	--	--	--	---	--	--	--	--	--	--

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

				under the CBCS System. 6. Graduation under 10+2+3 pattern in any other discipline with 55% marks.						
11.	M.Com. (Online)	2	24	A Candidate seeking admission to M.Com. (Online Programme) should have passed/appeared in the final year of B.Com. General/B.Com. Hons/BBA/PGDBM / Examination. Or A Candidate should have passed any other Bachelor's Degree with 60% marks.	Rs.20,140/-	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	10	13		23
12.	P.G. English (Online)	2	24	A Candidate should have passed/- appeared in B.A (Hons.) in English or passed Bachelor Examination with English Literature as one of the main/ elective or additional subjects in at least 4 semesters. Or A Candidate should have passed the Bachelor's Degree in any discipline with 60% marks.	Rs.20,140/-	F.No.30-10/2024(D EB-II) dated:- 06 Feb-2025	2	20		22

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

HEI ID:

Name of HEI:

Type of HEI:

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	High Quality Learner Support Services to Distance Learners provided by CDOE are mentioned below : • New Digital Studio at CDOE available for recording Audio-video Lectures/interactions by highly qualified faculty. • Induction sessions to familiarize new learners with distance education systems and cater to their queries are organised in the beginning of new session. • CDOE provides Regular guidance to help learners choose their courses, plan study schedules, and understand program requirements through pre admission counselling sessions. • Well-structured, updated self-learning materials in print and digital/online as per UGC-DEB Guidelines is provided to learners. • User-friendly Learning Management Systems for accessing lectures, assignments, and e-resources is available to learners. • Timely evaluation of Internal assessment assignments helps declaration of results of respective UG & PG Examination on time. • Dedicated helpdesk is available to resolve the queries raised by Learners. • Latest edition of core subject books are available to our learners to ensure learners can study and gain knowledge. • Clear communication regarding exam schedules, syllabus, and procedures to reduce anxiety and confusion of respective UG & PG learners is done by respective sections of CDOE. • Emotional and motivational support to learners is given by our faculty to the learners from time to time. • Discussion through offline and online mode within learners groups what's app, groups seminars presentation corporate & internships in done to foster been learning & reduce isolation. • Workshops and Counseling sessions on job opportunities, resume building, and higher studies are organised in CDOE. • Special support for specially abled learners is available in CDOE in the form of wheelchair, ramps and lifts.	(3)PCP NOTIFICATION (4)studentsgrievancer edressal.pdf (5)career guidance counseling https://distanceeducationju.in/

HEI ID:	Name of HEI:	Type of HEI:
2.	Self-evaluative and reflective exercises under taken for continual quality improvement in all the systems and processes of the Higher Educational Institution 1. Periodic Academic Audit: CDOE conducts annual self-assessment of course design, content relevance, and alignment with learning outcomes through conduct of Internal Academic Audit every year. 2. Learner Feedback Analysis: Structured surveys and feedback forms from distance learners are analyzed to identify gaps and feedback report is uploaded on CDOE website. 3. SLM & Program Review Committee Meetings: External Subject Expert Review Committee meetings are convened to check quality of Learners Support Services, curriculum, delivery modes and assessment processes as per national quality benchmarks i.e UGC-DEB guidelines. 4. Stakeholder Consultation: Regular interaction with alumni in alumni meet events got their suggestion and industry experts through CDOE guest lectures is done to ensure programs remain relevant and employability-focused. 5. Benchmarking with Best Practices: CDOE takes initiatives through various processes to adopt best practices as follows: • Pre-admission counselling for prospective learners in colleges as well as in CDOE. • Induction Programme for newly admitted students/learners. • Regular Academic Workshops for faculty members, SLM writers and editors. • Regular Subject Expert Guest Lectures for the Distance Learners. • Knowledge dissemination through Community Radio 91.2 FM, Dhwani, University of Jammu. • Placement of Learners through Job Fair. • Availability of Differentially abled friendly Infrastructure. • Holding of International and National Conference. • Offering free of cost Computer related courses to learners through MOU between CDOE and NIELIT. • Installation of Idol of Goddess Saraswati at the entrance of CDOE for spiritual and emotional wellbeing of Learners and Faculty. • Availability swayam prabha T.V Channel for Distance Learners. 6. Reflective Meetings Idol and Action Plans: DAC and CIQA meetings are convened from time to time to discuss challenges and create documented action plans for further improvement of CDOE processes.	(6)SLMreviewcommittee.pdf (7)auditcommittee (8)pre-admission counseling
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality Based on the UGC DEB guidelines 2020, following are the key areas where CDOE is maintaining its quality: 1. Institutional Eligibility & Recognition: All UG and PG Programmes of CDOE meet the eligibility and are recognized by UGC-DEB as mentioned below: • An HEI must have 5+ years of existence and minimum NAAC score of 3.26 to offer ODL programmes. • Programmes must already be offered in regular mode with at	https://distanceeducationju.in/

HEI ID:	Name of HEI:	Type of HEI:
		least one batch passed out. 2. Curriculum & Programme Design: - Well-defined curriculum with academic standards comparable to conventional mode - Approved Programme Project Report (PPR) covering mission, objectives, learning outcomes, cost, and instructional design. 3. Self-Learning Material (SLM) & Content Quality - PPR and SLM have been prepared and approved by statutory bodies. 4. Learner Support Services - Availability of qualified counselors, academic and supporting staff in CDOE and Learners Support Centres as well. 5. Qualified Faculty & Staff - Qualified faculty is appointed with relevant expertise for ODL courses. - Dedicated administrative staff at CDOE: Director, Joint Director, Assistant Registrar, IT staff, etc. 6. Assessment & Examination - Fair assessment methods are practised as per UGC guideline. - Availability of adequate Examination Centres with required infrastructure is available. 7. Quality Assurance Mechanism - Establishment of Centre for Internal Quality Assurance (CIQA) for internal monitoring and improving the processes. - Availability of Programme development, monitoring, teaching quality, and staff development improves quality in all components. 8. Territorial Jurisdiction & Transparency - Adherence to territorial jurisdiction for admissions, Personal contact programmes, and examination. - Transparency in admissions process through DEB-ID and ABC-ID registration of student. 9. Prohibited Programmes - Courses in engineering, medicine, law, pharmacy, nursing, architecture etc. are not offered in ODL mode in CDOE.
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	CDOE follows UGC-DEB guidelines through the mechanism mentioned below to ensure that ODL quality matches with the conventional mode quality : 1. Academic Parity through Curriculum Design - Our ODL programmes follow same syllabus & PPR as offered by other departments of the University of Jammu. 2. Identical Assessment Standards - Question papers, evaluation methods are the same for distance learners and often set and moderated by the same Panel suggested by the Board of Studies of respective Subjects. (9)mcomregularsyllabusjammuuniversity.pdf (10)mcomsyllabuscdoe

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

		3. Centre for Internal Quality Assurance (CIQA) - A dedicated CIQA unit has been established which conducts continuous self-evaluation initiatives i.e. SLM Review Committee Meetings, academic audits, job fairs, MOUs, learner feedback analysis of different stakeholders etc.. - Centre for Quality Assurance conducts in-house meetings, gets approvals from higher authorities and submits an annual CIQA Report to UGC DEB. 4. Faculty & Content Equivalence - Qualified faculty from University of Jammu, and other Universities prepares SLM as per UGC-DEB Guidelines. - External and Internal Academic Audit of Self-Learning Material is done by a Statutory audit committee and Review Committees to ensure it meets the same academic benchmarks as classroom teaching material. 5. Learner Support Benchmarking -Pre-admission Counseling, Personal Contact Programme, library access and grievance redressal mechanism, is available at different levels as comparable to on-campus support. 6. Technology & Monitoring - Learners' engagement through Classroom interaction in PCP, timely assignment submission, participation in NSS activities, Sports activities, cultural activities, Community Radio Talks, corporate Presentations through PPTs, attending free of cost Computer skilled programmes, getting knowledge through Swayam Prabha channels etc. 7. Stakeholder & Outcome Validation - Feedback from learners, parents, employers, alumni and teachers is collected and efforts are made to improve by getting inputs from them. In practice, CDOE keeps record of all activities, gets approval from statutory bodies, and uses CIQA to bridge the gap.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	CDOE has devised a structured, multi-channel feedback mechanism to systematically collect and use inputs from all stakeholders for continuous quality improvement as per UGC DEB guidelines. 1. This includes data collected from Learners: - Online and Offline feedback forms are distributed amongst learners during and at the time of end semester to improve upon various aspects i.e. admissions, SLM, PCP, Library, assignments and examination. - Grievance Redressal Portal is available for complaints and suggestions. - What's app Groups have been created by the faculty to interact and get the inputs from Distance Learners. 2. For Parents - Annual parent feedback surveys regarding support services is done to know their satisfaction level. 3. Employers & Alumni - Employer satisfaction surveys and alumni tracking is done to assess	https://distanceeducationju.in/ (11)student'sfeedbackcommitteeandPPRReviewcommittee.pdf

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

		the UG & PG distance Learners' views. All feedback is collected by feedback committee, report prepared by CIQA, approved by DAC, converted into documented Action Taken Reports and is uploaded on website.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Following are the key measures CDOE takes for continuous quality improvement, aligned with UGC DEB guidelines. 1. Investment in Technology Online. - Digital studio for recording video lectures, has been set up in CDOE. 2. Enhancing Faculty Development - A dedicated training Institute, MMTTC offers opportunity to faculty to attend FDPs. CDOE regularly conducts conferences, seminars and SLM Workshops to upgrade the teachers' knowledge about lesson writing as per UGC-DEB Guidelines in ODL pedagogy online. 3. Strengthening of Stakeholder Feedback Loop. - CDOE gets the Feedback from Learners, Parents, employer, alumni and Feedback Report is uploaded on website. 4. Ensure Compliance & Transparency - CDOE Proactively shares recognition status, self-disclosures, syllabus, SLM PDFs and CIQA reports on its website as per UGC DEB norms. - CDOE has set up an internal CIQA Committee which undertakes compliance to track changes in UGC regulations and implement them before deadlines.	(12)DIGITAL STUDIO
7.	Implementation of its recommendations through periodic reviews	CDOE take initiatives for quality improvement of academic and administrative aspects. For this SLM Review Committee Meetings and Programme Review Committee meetings are convened from time to time. This approach demonstrates a commitment in maintaining and enhancing the quality of education and ensure a positive learning experience for distance learners in context to the open and online distance learning programs. Faculty members participate in the curriculum design process as members of Undergraduate (UG) and Postgraduate (PG) Board of Studies at the university level. Faculty members propose changes and suggestions to improve the curriculum design. Subject experts prepare self learning material. These learning resources include both Soft (digital) and Hard (printed) copies in ODL Programmes. Soft copies are uploaded on the CDOE Website making them accessible to learners. The CDOE takes feedback seriously. SLM Review meetings are organised and suggestions from external & internal subject experts are incorporated into the self-learning materials to enhance their quality. The Centre conducts meetings with instructors, content developers, to enhance the quality and delivery of academic programs & SLM Subject experts.	(13)programme review committee meeting minutes

HEI ID:	Name of HEI:	Type of HEI:
8.	Workshops/ seminars/ symposium organised on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. Below mentioned efforts of CDOE contribute in maintaining high standards of education and fostering a culture of continuous learning within the institution: Faculty members and officers in Administration of CDOE are actively engaged in professional development activities to update their skills and knowledge. 1. Workshops and FDPs: CDOE conducts workshops and FDPs on SLM & PPR for getting hands-on experience. They offer opportunities for faculty members to learn specific skills, tools, or techniques that can be directly applied in their Lesson writing. 2. Organizing Guest Lectures: CDOE frequently conducts Guest lectures and deputed faculty/officers to attend various types of training programmes. These are designed to help faculty members stay up-to-date with the latest advancements in their respective fields and to provide them with a strong foundation in the subject matter they teach/area of their work. 3. Seminars and Conferences: Organising International and National Conferences/Seminars in CDOE allows faculty members to connect with peers from other institutions, exchange ideas, and learn about the latest research trends in their disciplines. Presenting papers at such events not only adds to their own knowledge but also keep the distance learners engaged and gain confidence. 4. Periodic Training Sessions for Administrative Staff and Students: Workshops for administrative staff and Distance Learners are held to well-equip them to handle student related issues effectively, which enhances the overall efficiency of the CDOE.	(14)guest lecture (14A)daysnational conference
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 CDOE makes sure that the self-study materials (SLMs) are of the highest quality. The institution takes into account a number of factors while choosing the instructional packages, including the accessibility, practicality, equity, and cost-effectiveness for the students, as well as how the media and technology used in CDOE matches with the course content to enhance and expand learning. • Quality Learning Resources: The institution provides both soft copy and hard copy of Self Learning Materials (SLMs) in Open and Distance Learning mode. E-learning materials is available for learners in the Online mode programmes. These materials are carefully designed to match course content with the requirement of job market and cater to the diverse needs of learners. Accessibility, practicality, equity, and cost effectiveness are taken into consideration. SLM Review Committees are held and SLM is improved as per the suggestions of Internal & external Subject experts. • Pre-admission Counseling/interaction for prospective learners & after admission counselling is done frequently for the Learners. • Student's Grievance Redressal: A dedicated committee is in place to address student's grievances. This ensures that student concerns are effectively and timely resolved. • Fixed Schedule: CDOE follows a predetermined schedule for Pre admission counselling, admission, distribution of Self learning Material, Personal Contact Programmes (PCP), Internal Assessment Assignment Submission, Examinations,	(15)induction programme Job fair (17)studentsupportservices

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

		Seminar Corporate Presentations, VIVA-VOCE, internship, Project Submission etc. This consistency helps Learners plan their activities accordingly. • Online Fee Payment System: Students can pay their fees online, thereby promoting cashless transactions. This system offers convenience and flexibility for learners in fee payment. • Communication and Updates: Regular updates, including information about admission through Prospectus PCPs, workshops, Guest Lectures on internship dissertation & Project work, assessments, admission, examination, Seminar, VIVA-VOCE dates, and fee payments, are communicated to students through CDOE Website, What's app Groups etc. • Technology Integration: Faculty members are encouraged to use online platforms like Google Classroom for delivering lectures. Blended teaching methods are promoted i.e. combining online and offline modes to enhance learning for distance learners. • Induction Programs: Induction Programmes are conducted to familiarize students with distance learning processes in the beginning of the session. • Student Support Services: Support services are available to guide and motivate distance learners throughout their academic journey, Library facilities & Laboratory facilities are for them. • CDOE also takes initiatives for Disable Learners. • Placement Opportunities: A Placement Cells' arranges employment drives through Job fair to facilitate student placements in various fields. • Celebration of Important Days: CDOE organizes events viz Foundation day, Basant Panchami, Women Day, Holi, sports day, cultural programs, Display your Talent, Interactive session on Jammu Community Radio etc. thereby providing distance learners with opportunities to participate and showcase their talent in various activities.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	As per UGC-DEB guidelines, CDOE ensures that CDOE maintains data driven evidence of quality of all UG & PG Programmes through a structured quality system management by CIQA through following initiatives: • Statistical Data of CDOE Programmes is collected & disseminated to the concerned quarter on time. • Quality Assurance: Internal and external members of SLM Review Committee & Programme Review Committees play an important role in ensuring the quality of the self Learning material and programme itself. This quality control process by CIQA helps to identify and address short comings if any & give opportunity for further improvement. • The Publication committee is responsible for overseeing the printing of study material. This step ensures that the printed materials are produced accurately and according to the standards set by the institution as per UGC regulations & is available to Learners on CDOE Website. • Lesson Writing, Proof Reading & Printing: Lessons are written by In-house faculty and experienced subject experts	https://distanceeducationju.in/ (18)datesheet

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

		from outside Jammu university & Proof reading is conducted to prevent printing errors. This step helps in delivering error-free SLM to learners. • Online Accessibility: Self Learning material are also uploaded on the official website of CDOE. This approach caters to students who prefer online access and provides a convenient way to access materials. • Dissemination of Information: Information about fees, programs, Syllabus, faculty is disseminated through an online prospectus. Hard copy of Prospectus is also available in CDOE. This ensures that learners have easy access to important information. • Academic Calendar and Date Sheets: The academic calendar, date sheets, and assignment schedules are uploaded on the New updated website. This helps students plan their studies and prepare assignments timely & effectively. • Work shops, Guest Lecture Information: Brochures/flyers for seminars workshops and Guest Lectures are uploaded on the website and shared on what's app groups also. This keeps learners well informed about learning opportunities beyond regular coursework. • Learner-Faculty Interaction: Learners from distant locations can interact with faculty through Call, what's app, SMS or email. This facilitates communication and support for remote learners. • Access to Library Services CDOE has a well-structured and Learner centric system that focuses on delivering quality education materials – books, Journals, Newspapers and support services to learners. • Access to Computer Laboratory Faculties & Learners have to access to Laboratory for making presentation slides and computer related work.	(19)access to computer laboratory (20)library
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.	CDOE ensures the proper implementation of the program project report of each programme of CDOE.. • Programme Project Reports (PPRs): These are comprehensive documents that outline the details of a specific program. PPRs typically include information about the objectives, Programme components and expected outcomes. • Approval Process: Before starting a program, approval of PPRs of each Programme from appropriate statutory bodies is sought. Overall, the combination of monitoring mechanisms and approval processes helps to ensure that programs within CDOE are well-planned, well-executed, and aligned with the institution's strategic objectives.	

HEI ID:	Name of HEI:	Type of HEI:
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Objectives and vision of PPRs are effectively carried out across all its undergraduate and postgraduate programs. These programs are designed with the current situation and are tailored to meet the needs of distance learners. They undergo a thorough approval process, starting with the Center for Internal Quality Assurance (CIQA), which ensures their alignment with quality standards through inspection by SLM Review Committee & Programme Review Committee. To maintain relevance and responsiveness to changing times, the institution makes necessary adjustments to its programs. This dynamic approach ensures that the education provided to learners remains up- to-date and aligns with the evolving demands of the field. CDOE employs a comprehensive approach to program development. Each program is meticulously crafted by a Board of Studies that includes distinguished faculty members and renowned academicians and is approved by DAA. This collaborative effort guarantees that the programs are well-rounded and academically sound. In essence, the institution is dedicated to the continuous improvement of its academic offerings. Through rigorous evaluation, collaboration, and responsiveness to change, it aims to provide high- quality education that effectively addresses the needs of distance learners and the contemporary professional landscape. (21)PPRcommittee
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Proper documentation of annual plans and reports is done at the CDOE Level. These plans are created each year in the beginning of each session with the goal of properly implementing them for distance learners. The workload for each programme from each coordinator is compiled and is submitted to Director. These annual plans include Academic calendar which includes conduct of Pre-admission counseling, personal contact programs (PCPs) by faculty members and outside subject experts, Internal Assessment Assignments, Evaluation Examinations, viva voce, Presentation, internships, Project work for each semester, organizing lecture series by the Subject experts in their respective fields, upgrading the study materials with the help of Subject specialists etc. the collection of student feedback regarding the conduct of the classes and the quality of the study materials provided is absolutely assured. https://distanceeducationju.in/ (22)vivapic.doc
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The proactive approach of faculty & Adm. Staff keeps CDOE updated with the current job market scenario by conducting Industry Academia Lecture Series from time to time. This approach ensures that the learners receive relevant and up-to-date education that prepares them as per the demands of the professional world by integrating practical and skill-oriented content into the syllabi, free of cost, AI/computer related training programmes are offered to learners initiated by CDOE through MOU between CDOE & NIELIT. This enables learners to develop the necessary skills for their professional growth. This approach not only equips them with theoretical knowledge but also ensures enhancement of the practical skills required by employers. Restructuring of formative & Summative assessment has been initiated as 70/30 from 80/20. Internal Assessment Assignments pattern has also been restructured to Short and Long answer type questions. By sharing comprehensive insights and recommendations, the faculty plays a major role in initiating appropriate changes to the academic programs, ensuring that they remain relevant and valuable to the learners. The commitment of CDOE in offering courses that have practical applications in the job market is reflected in the course structure of various PG courses which are aligned with industries where job opportunities are available. This specialization in job-fetching courses reflects the institution's understanding of the needs (23)mou with nielit (24)DAAmminutes.pdf

HEI ID:	Name of HEI:	Type of HEI:
	of the modern workforce and its dedication to prepare learners for their successful careers. Overall, the institution's approach to education and its emphasis on staying updated with industry trends and UGC Regulations is valuable in ensuring that students are well-prepared for their careers and can thrive in the evolving job market.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system. Facilitated system-based research on creating Learner Centric environment & bringing qualitative change through following strategies by CDOE are :- • Subject Committees meetings are convened in all UG & PG programmes. Members of Committees allot lesson writing work after thorough deliberations. Learners are given study materials in the SLM format. The Centre also posts the self learning material for learners in electronic form on its website. • Learners have an access to an online prospectus that contains details about the various courses, personal contact programs schedules and examination components which remains available throughout the year. • CDOE also organizes co-curricular activities for its learners viz Foundation Day, NSS, Display your Talent, participation in discussion etc. in FM community Radio, Dhwani of University of Jammu to showcase the hidden talent of the CDOE students in cultural activities. Learners also participate in the Sports activities to exhibit their physical strength and fitness, CDOE hosts lectures and seminars to introduce learners to the current events. The Centre organizes Job Fair, career counseling program in collaboration with District employment centre for the learners. The Centre's placement cell offers Job prospects to learners in the various sectors. Swayam Prabha educational channels are available throughout the day for the learners. Enough Parking space for vehicles, clean Drinking water, canteen facilities, Digital Studio, Seminar Hall, Committee Room, Well equipped Computer Laboratory, enriched Library, Ramps for specially Disabled Learners, staff etc.	(25)bosenglish.pdf (26)displayyourtalent
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc. The In-house CIQA Committee Members collaborate and coordinate to compile the information as per the Director's guidance. The compiled data is presented and discussed in CIQA meetings in the office of Hon'ble Vice-Chancellor. These meetings involve faculty members, administrative staff, and other relevant stakeholders from outside. The purpose of these meetings is to assess the quality and accuracy of the compiled data. The data presented in CIQA meetings is carefully reviewed to ensure its accuracy, completeness, and	(27)inhouseciqcommiteemeetingminutes.pdf

HEI ID:	Name of HEI:	Type of HEI:
		compliance with the assessment criteria. Any discrepancies or issues are addressed and resolved during this review process. Once the data has been thoroughly reviewed and approved, it is posted on the university's Portal. This portal serves as a platform for sharing institutional information with a wider audience, including students, parents, researchers, and the general public. By following this process, the university ensures that it provides accurate and comprehensive information to external assessment bodies and stakeholders, contributing to its rankings, accreditation, and overall transparency. We can proudly announce that University of Jammu has achieved A++ Status of NAAC Ranking in 2024 by UGC with university status.
17.	Measures adopted to ensure internalization and Institutionalization of quality enhancement practices through periodic accreditation and audit	To ensure quality in Open & Distance Learning (ODL) & online learning through the establishment of the Centre for Internal Quality Assurance (CIQA) and the implementation of various strategies by the respective coordinators and administrative Staff, CDOE is taking following pro-active Steps:. • Timely and Effective Supply of Self Learning Material: Ensuring that study materials are provided on time and are easily accessible to Distance Learners. This includes both physical copies and online uploads to cater to diverse learning preferences. • Developing Study Materials into Self Learning Mode: Adapting study material for self learning is essential in ODL. These materials are designed in a way that students can comprehend and learn independently, considering the absence of traditional classroom interactions. • Access to Education in Both Offline and Online Modes: Providing education in both offline and online modes (through various Social Media Platforms) is inclusive and caters to different students' needs. Some students might not have reliable internet access, so offline options become crucial. • Self Learning Material of Internal Academic audits help to maintain and improve the quality of Self Learning Materials and UG & PG programmes. SLM & Programme Review Committee Meetings are convened for assessing whether the materials are up-to-date, accurate, and aligned with learning objectives as per DEB guidelines. Creating a Feedback System: Establishing a robust feedback system through offline and online mode enables learners and other Stakeholders to express their opinions, concerns, and suggestions about the courses and study materials. This feedback can guide improvements in the systems.
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The guidelines and regulations of UGC-DEB are specifically followed by CDOE. CDOE receives communication from DEB, discusses it in meetings, creates action plans based on the communication, and then conveys these plans to program coordinators and faculty members. The main goal is to ensure that all quality-related aspects are met according to the UGC expectations. After implementing the necessary steps for compliance, CDOE communicates this back to the commission. This approach demonstrates a commitment to adhering to the guidelines and regulations set forth by the commission. This reflects a systematic approach to quality management and compliance. CDOE ensures to take steps to coordinate with UGC-DEB while implementing quality initiatives.

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

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Through Participation in meeting of Board of Studies members from other Institutes contribute their expertise and insights to curriculum development and academic program enhancements. This exchange of ideas can lead to improvements in teaching methods, course content, and overall educational quality. Further, engaging with faculty from other institutions allows for networking opportunities, enabling the faculty to connect with professionals from diverse backgrounds and disciplines. Additionally, acting as examiners for other universities exposes the faculty to different assessment methods, evaluation criteria, and academic standards. This involvement in external activities like serving on Boards of Studies and acting as examiners offers faculty members a chance to enhance their own professional development and for the overall development of the institution. They can learn from the practices of other institutions and gain a broader perspective on higher education trends.	(25)bosenglish.pdf
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	In-house CIQA Committee meetings are organised by convener from time to time where in discussions take place pertaining to various issues. Decisions taken are implemented for the benefit of the Learners and Stakeholders as per UGC-DEB guidelines. All these activities are recorded in the form of Annual Report of Centre for quality Assurance (CIQA) of CDOE.	https://distanceeducationju.in/
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Yes, annual report of all activities is submitted to the Statutory Bodies/Higher Authorities of the Higher Educational Institution at the end of each academic session. Yes, Annual reports of CIQA were submitted to commission in the specified format by CDOE after approval of Registrar, University of Jammu.	https://distanceeducationju.in/
	(b) 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.	In-house CIQA Committee meetings are organised by convener from time to time where in discussions take place pertaining to various issues. Decisions taken are implemented for the benefit of the Learners and Stakeholders as per UGC-DEB guidelines. All these activities are recorded in the form of Annual Report of Centre for quality Assurance (CIQA) of CDOE.	

HEI ID:	Name of HEI:	Type of HEI:
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 CIQA committee, which was established by the Vice chancellor, met once during the academic year 2026–2027 to oversee CIQA's operations. The first meeting, held on March 03, 2026 presented an agenda on the working of CIQA for the session 2025–2026 featured the agenda, action taken report along with the CIQA Annual report 2025-2026. The members of CIQA committee noted that CIQA was actively pursuing CDOE's objective of guaranteeing the quality of distance learning programs. They appreciated the work of CDOE and gave few suggestions for further improvement.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes Director CDOE Convenes frequent meetings of DAC & others to guarantee that the instructional designs adopted by it fulfils the demands of its distance learners. The learners' timely access to Self Learning Material is regarded as priority. Self Learning materials are on the CDOE website and instructors keep Conducting online Personal Contact Programs, Seminars, Presentations, VIVA-VOCE, examination etc. through Google Classrooms. According to CDOE policy, numerous guest lectures are held which offer the learners a variety of educational experiences. CDOE has been making concerted efforts in enhancing flexible learning experience for learners by incorporating blended mode of learning. In the beginning of every semester induction programmes are organised to introduce the learners to the programme. This learning environment adheres to meet the queries of the learners.	(3)PCP NOTIFICATION

HEI ID:	Name of HEI:	Type of HEI:
24.	Promoted automation of learner support services of the Higher Educational Institution CDOE offers automated learner support services to its learners. CDOE has a well- established Web Identity The entire admission process for the above mentioned courses is done online. Admission forms can be filled online and even the fees for the courses can be submitted online. Information regarding various Committees and Cells like the feedback, Alumni, the Placement Cell, the Grievance Cell etc. is available on CDOE website as below: • Courses Offered: The website provides information about a wide range of courses, including all programmes and Certificate Courses. This helps prospective learners understand the available options and choose the one that suits their academic and career goals. • Syllabus and Fee Information: The availability of information about syllabi allows learners to preview the curriculum of the courses they're interested in. • Online Admission Process: Conducting the entire admission process online is convenient for both the university and the learners. This includes filling up CDOE admission forms and submitting fees through the website link. Committees and Cells: The website provides details about support services to Learners. This information helps learners reach out for assistance as needed. Prospectus and Notices: The availability of a prospectus with comprehensive information about the CDOE's offerings, support services, and various Notices is beneficial for learners who want to have an in-depth understanding of the institution's resources and support mechanisms.	https://distanceeducationju.in/
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes CDOE coordinates with External subject experts who are invited in academic activities of various academic programmes of CDOE : - Subject Committee Meetings are convened wherein external Subject experts offer their suggestions for taking quality measures. - Inspection of SLM Review Committees and Programme Review Committee for checking of Self Learning Material and all components of Programmes. The suggestions of Subject experts are rigorously complied with. - Inspection by the flying Squad/observers at the time of Examination of UG & PG Programmes. - Faculty from various institutions outside university of Jammu are invited for delivering lectures, writing Lessons, checking internal Assessment marks, conducting PCPs, Projects, internships etc. - Faculty from outside University of Jammu are engaged in Conducting corporate presentations, Seminar and VIVA VOCE, after Term End theory examinations of the Programme. - Inspection of Internal Assessment Records of each UG & PG Programme by faculty from other Depts of the university. External Sub. experts are part of Industry-academia Lecture Series, Alumni meet series & Practical examinations: They also participate in the writing of lessons each semester. Additionally, internal faculty members update the study material from time to	(25)bosenglish.pdf

HEI ID:	Name of HEI:	Type of HEI:
		time by incorporating the latest developments in syllabus. Hence, for each subject, learners receive updated SLMs. The students get an opportunity to meet the academic counselors both internal as well as external during their Personal Contact Programmes which immensely adds value to their knowledge and boost their morale and confidence and gives them a lot of motivation to study.
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Inspections by the external experts in SLM Review Committee Meetings are held to ensure that the distance learner gets high quality material. For this reason, regular feedback from the students is gathered each semester, and necessary revisions to the study materials are made. The SLMs is revised and updated while taking into consideration the most recent research on numerous topics in the relevant disciplines. The opinions of outside specialists are sought for a variety of factors, including content, development and delivery techniques. A Senior Professor of that specific department is involved in improvising the topic in that particular discipline.
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	An Annual Report is prepared by Director CIQA and its members under the direction as per the supervision of the Director, CDOE and submit to DIQA of University. The IQAC of University of Jammu is responsible for submitting the Self-Appraisal Report that is sent to the agencies responsible for Assessment and Accreditation. Additionally, all of the faculty members' accomplishments are routinely submitted to HEI for assessment and accreditation of organizations along with material for the Annual Report.
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Various steps are taken by CDOE to promote collaboration, quality enhancement, and student support in various aspects of education. There is a proactive approach towards continuous improvement of the institution through the following measures: • Quality Assurance and Academic Development: Quality assurance is linked to academic development, indicating a commitment to improve the teaching and learning environment. This approach aligns with the broader goal of providing a high-quality education. • Faculty Development: Workshops are organized to foster the personal and professional growth of faculty members. This investment in faculty development can lead to improved teaching practices and overall educational quality of faculty members. • National Collaboration: Joint workshops, Paper Publication and ventures with faculty from different parts of the country provide exposure to diverse perspectives and best practices, contributing to a more enriched educational experience. • Institutional Visits: Faculty visits to other institutions, offer insights into best practices gathered from different educational environments, which helps in promoting the professional growth and learning environment in CDOE of University of Jammu. • Lecture Series: Hosting lectures series during personal contact programs (PCPs) enriches students' learning experiences by providing them Industrial exposure to different subject matter experts and perspectives viz Meet your Alumni series, Industry Academia linkage series. • Efficient Study Material Delivery: The use of an IT cell shows a commitment to efficient delivery of Self Learning Material to learners. This approach aims to provide timely access to learning resources both in Hard and Soft Form.

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

		• Administrative Support: The collaboration between administrative staff and faculty of CDOE caters to the needs of learners and helps in holistic approach to student support services. • Continuous Guidance: CDOE provides continuous guidance to students in their subjects and helps them navigate their academic journey effectively from Admission to Term End examination. • Grievance Cell: The presence of a Grievance Cell indicates a focus on addressing students' concerns at the institutional level, ensuring a supportive learning environment. • Expert Involvement: Involvement of experts from reputable institutes in preparing and Reviewing of Self Learning materials, conducting seminars, Presentations, VIVA VOCE, Workshops etc. underscores a commitment to delivering high-quality educational content. • Placement Cell: Joint collaboration with District employment centre exchange in conducting Job Fair increases the scope for job opportunities & provides networking with employers of various companies. There is a strong commitment to educational excellence, collaboration, and student support services. CDOE is working to create a conducive learning environment for both faculty and learners as well.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Organizing various Guest Lectures for its learners under the industry academia lecture series is a regular practice in CDOE. It aims to bridge the gap between academia and industry by providing insights into the evolving job market trends, skill requirements and employment opportunities. Lectures have been organized by inviting the industry experts on the following themes : 1. Employment opportunities in industries and commerce. 2. Planning, Monitoring and Budgeting of State Resources. Individual's investment opportunities in India.	https://distanceeducationju.in/

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

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 online programmes	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	The ODL Programme Coordinators nominated by the Vice-Chancellor and Teacher In-Charge are responsible for the delivery of ODL programmes. They look after the academic, technical & administrative components of each programme. The Administrative, Technical and Academic Staff of the institute functions under the supervision of the Director, CDOE. For counselling [synchronous and asynchronous] and other support services, CDOE appoints Subject experts on a contractual basis or take the services of permanent faculty. CDOE ensures compliance of all Academic/Adm components with regulatory bodies i.e. UGC-DEB. CDOE ensures quality assurance through regular SLM & Programme Review evaluation meetings and feedback mechanism as well.	(29)ciqa commitee
2.	Articulation of Higher Educational Institution Objectives	ODL & Online programmes of CDOE comply with the Vision and Mission of the University of Jammu which are mentioned below: VISION • The University of Jammu strives to be an institution of excellence in higher education that Constantly responds to changing social realities through the creation and application of knowledge. • Contributions towards a pupil centred and just society that nurtures innovation, protects dignity and ensures equality. • Aims at holistic development of learners to face the challenges of a globalized world. MISSION From darkness to light..... To become an innovative knowledge institution with capacity to meet the knowledge challenges of 21st century and contribute towards transformation of Jammu & Kashmir into a peaceful and prosperous state with balanced socio-cultural and economic development. To align with the Vision and Mission of the University of Jammu, the programme offered through the Open and Distance Learning (ODL) mode at CDOE is designed for individuals who aspire to pursue higher education through the conventional mode but are unable to do so due to various constraints. CDOE facilitates learning by providing comprehensive self-learning materials to enrolled students and enhances their academic experience through extension lectures, video and audio sessions and handouts as part of the Personal Contact Programmes (PCPs). Furthermore, CDOE actively promotes awareness and	https://www.jammuuniversity.ac.in/

HEI ID:	Name of HEI:	Type of HEI:
		sensitization among learners about the democratic system, fostering a sense of responsibility towards the holistic development of Jammu & Kashmir UT and the nation as a whole.
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	a. Curriculum Planning Design and Development: The concerned formal Departments of the University prepare curriculum in coordination with CDOE faculty involving subject experts from reputed universities and colleges. The Board of Studies of each Discipline thoroughly discusses the same and recommends the modified syllabus with changes to be incorporated in the syllabus and is sent for the approval of the Academic Council. After obtaining approval from the Academic Council, the University notifies the same. The curriculum contains Core courses that are mandatory for all the students and optional/elective courses that offer areas of specialization. b. Curriculum implementation : The curriculum offered in conventional mode shall be the same curriculum as offered in ODL Programmes in CDOE. The norms for delivering of ODL Programme of the CDOE shall be the same as in regular Departments. The Subject Committee constituted for each Programme deliberates and finalizes the modus operandi regarding the unique features of the development of SLM, delivery and assessment of learners for offering the Programme through ODL mode for curriculum implementation. The Subject Committee constituted exclusively for each programme identifies the Resource Persons required to prepare SLM to maintain the quality of resources developed. c. Academic flexibility : Centre for Distance & Online Education keeps enhancing academic flexibility for open & Distance Learning (ODL) learners by offering relaxed policies for Internal Assessment assignments, subject (optional) specialization & personal contact programs. Learners are given extended timelines to submit assignments, allowing them to manage studies alongside other responsibilities. They can also choose from a wide range of specialization based on their interest& career goals without rigid prerequisites. Additionally, participation in Personal Contact Programs (PCPs) is made optional, enabling learners to engage at convenience rather than making attendance mandatory. These measures help to create more accessible and student friendly learning environment. d. Learning Resources: Below mentioned resources are offered to distance learners in enhancing their learning experience: (i) Self learning material in hard and digital Mode.

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

		(ii) Lectures by Subject experts during PCPs. (iii) Counselling through online mode i.e Whatsapp , Phone call, groups or in physical Mode in CDOE premises (iv) Library sources:- E-books, books, Journals Newspapers, Magazines. (v) Computer Lab facilities: Preparing Presentations for appearing in Seminars/Viva-Voce, etc. (vi) Online learning offering through Swayam Prabha channel educational resources. (vii) organizing Guest Lectures on Job oriented opportunities. e. The CDOE provides an online facility for submitting feedback, by Students/Satkeholders and tracking their status. iii) The Grievance Redressal Committee of CDOE monitors the effectiveness of its Grievance Redressal mechanism. Procedures for redressal of grievances of the Learners on a time-to-time basis is adhered to.	
4.	Programme Monitoring and Review	SLM and Programme Review Committee meeting held in the office of the Director, CDOE. Programme monitoring to carry out periodically by the external as well as internal Subject experts in a formal The ODL & Online Programme Coordinators and Teacher In-charge take note of the observations made by the Subject experts and comply with as per the UGC-DEB Guidelines.	https://distanceeducationju.in/
5.	Infrastructure Resources	To ensure effective governance leadership and Management. The infrastructure Resources of CDOE are well established which include: • Physical Infrastructure: CDOE has a dedicated buildings with three blocks with necessary facilities including Rooms for faculty, Director's Room, classrooms, Library, Computer Laboratory, Seminar Hall, Committee Room Administrative block, ramps for specially abled learners and employees, water coolers, examination Halls, Parking facilities, General Store and Lesson Store for keeping all SLM, Lush Green Lawns, seating facilities, LED TV broadcasting Swayam Prabha educational programmes CCTV Cameras are installed in examination Halls and at appropriate places etc. All these infrastructure resources certainly align with UGC guidelines. • Internal Quality Assurance: CDOE has a centre for Internal Quality Assurance to ensure quality education & Infrastructure development that aligns with UGC Regulations. • IT Infrastructure : CDOE has its own website for dissemination of all the required updated information to learners & other Stakeholders from time to time.	(19)access to computer laboratory (20)library

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

6.	Learning Environment and Learner Support	High quality learning environment & Learner Support Services are provided by CDOE to its learners' Academic Support: The Centre emphasizes on Learner centric approach through organizing Personal Contact Programmes (PCPs), counselling sessions, High quality SLM, Library services, Internal Assessment Assignment Submission by learners, Lectures of Subject experts, internships, project work, corporate Presentations etc. Faculty, Programme Coordinators, Teacher In-charge, resource persons, counsellors, Subject Committee Members are responsible for programme/SLM Development, Curriculum, development etc. Administrative Support - Joint Registrar, Assistant Registrars assist the Director in managing day to day operations of CDOE. Technical Support: Technical Staff assists the Academic & Administrative staff and oversees the development and maintenance of ODL and online learning platforms and technical infrastructure Learners enhance their skills through user friendly Online Learning platforms viz upto date information on website, video Lectures, Whatsapp groups, classes through Google meet etc. Co-curricular activities: Activities like Sports, Radio participation Cultural activities, Job Fairs, NSS Activities, community engagement (village adoption), celebrations of important Days helps the Learners in building their confidence and provide employment to them. This reduces stress & improves their overall physical and mental well being. Cells and Committees - These have been constituted to ensure effective governance & leadership to enable the centre to deliver high quality ODL & Online Education at the doorsteps of learners at Learners' support centres.	(34)nss (34A)blood donation camp
7.	Assessment and Evaluation	CDOE convenes Inspection committee Meetings through the statutory bodies of the University of Jammu which determine the evaluation methodology for Programmes offered through ODL & Online mode. The committees constitute members from outside CDOE who check the Records of Internal Assessment Assignments of Distance Learners in each Programme and provide their feedback. The evaluation includes two types of assessments; (i) continuous or formative assessment (30%) and (ii) summative assessment in the form of end-semester examination (70%).Theory Examination, Practical Examination for ODL Programmes are conducted in CDOE premises & other centres as well. Programme specific examinations. i.e. in M.Com. The Corporate Presentations,VIVA-VOCE are conducted in CDOE only.	(24)DAAminutes.pdf
8.	Teaching Quality and Staff Development	CDOE encourages faculty members to use a variety of teaching methodologies, such as presentation or preparation of classes during PCPs, online discussions, group projects, and interactive learning activities, to engage students and promote effective learning.	

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

		CDOE provides opportunities for faculty to engage in professional development activities, such as attending conferences & workshops, faculty development programmes conducting research, and participating in training programs. This helps faculty members to learn about latest teaching methods and trends in their respective fields. CDOE provides Academic support to faculty members i.e. access to teaching resources, technical support, and assistance with course design and development. This helps faculty members deliver high quality education and improve student learning outcomes. CDOE also have a mechanism in place to provide inputs about Acad./Adm Parameters through learners' feedback. This help faculty members to improve their teaching methods and ensure that learners receive high quality education.	
--	--	--	--

HEI ID:

Name of HEI:

Type of HEI:

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

Sr. No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	The academic planning of CDOE begins much before the commencement of session to ensure effective delivery of programmes through ODL mode. Keeping in view the vision and mission of University of Jammu. The Process of Academic Planning involves following steps:- 1. The first step to prepare the academic calendar. 2. Thereafter the PPRs of all the programmes are sent for approval of Academic council. In case of new programmes, the approval from BOS & the academic council of University of Jammu is sought in line with UGC-DEB guidelines 3. After the approval of PPRs, the process of preparation/reviewing/ updating of self-learning material is initiated. 4. The feedback taken from CDOE learners about the quality of self-learning material is taken into account while editing and reviewing the lessons. 5. The revised self-learning material is presented for the approval of SLM Review Committees by each course coordinator. 6. After preparation of study material, schedule for conduct of Personal Contact Programme (PCP), submission of assignments, conduct of examination & VIVA-VOCE is prepared. Each programme coordinator submits the panel of teachers for conducting PCP. The Panel consists of CDOE faculty, and academic counselors from various departments and colleges of University of Jammu and from other universities as well. The Panel of Lesson writers is approved through Subject Committee of the concerned Programme of CDOE.	
2.	Validation	Validation in CDOE Academic & Administrative processes is sought through various committees i.e. DAC, CIQA in-house Committee Internal Assessment Awards Inspection Committee, Periodic SLM Review Committee, Internal Audit Committee and then from the higher authorities such as Vice-Chancellor, Syndicate, Board of Studies, Academic Council, Advisory Committees etc.	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning Programmes) b. Reports from Examination Centres c. External Auditor or other External	b. Report from examination Centres The controller of examination (COE) conducts the examination for both the CDOE learners and regular students of JU . All the students of JU both regular and enrolled with CDOE are allotted examination centre, in the affiliated colleges of University of Jammu located in J&K UT. No separate examination centres are created for the students of CDOE. In the same examination center both regular students and CDOE learners students appear for the examination simultaneously. The examination is conducted under the supervision of staff appointed by Controller of Examination, (COE) of University of Jammu. The teams of flying squad are also constituted by the COE in order to monitor proper functioning and ensure the fairness at the examination centres. These teams further submit their reports to the COE. If any center is found to be involved in any unfair activity, it is debarred from conducting examination.	(35)LEARNERSUPPORTCENTRE

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

	Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution a. Periodic Review	(C) Reports from LSC CDOE monitors the working of the Learner Support Centres for UG Programmes. They remain in constant touch with the coordinators of LSC. The coordinators under the supervision of Nodal Officer (Principal of College) are required to submit the record of attendance and formative assessment of all the learners to the Teacher In-charge of CDOE. (d) Reporting and analytics by HEI: To University of Jammu collects data from an assortment of sources within the organization including feedback system from learners, parent, faculty & employers, feedback committee of CDOE analyses these information & makes changes/ improvements in the concerned Academic or Administrative components. The Self Learning Material and through SLM Review Committees learning techniques are reviewed on a regular basis through SLM Review Committees. The observations made by SLM/ Programme Review Committees are complied with & faculty members try to improve the SLM periodically through the observation made on the basis of feedback received from learners also Additionally, the committees and sub committees analyze the components that fall within their purview and deliberate to maintain the standard of the CDOE. (e) Periodic Review In-house CIQA committee conducts its meeting frequently. Minutes of CIQA meetings are prepared from time to time to review the academic & Non academic activities of CDOE.	
--	---	--	--

HEI ID:

Name of HEI:

Type of HEI:

Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Or

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

Prof. Pankaj K. Srivastava
Director, CDOE

3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, atleast Associate Professor

Or

Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Associate Professor

NA

3.3 Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, not below the rank of an Assistant Professor

Or

Name and details of Assistant Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Assistant Professor

NA

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

3.4 Compliance status in respect of Human Resource – 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, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

[\(CONTRACTUALFACULTYDETAIL\)](#)

i. Programme name: ODL

a. Programme Coordinators: 11

S. No.	Name & Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1.	Prof. Sandeep Kour Tandon Professor of Commerce (Coordinator of B.Com. & M.Com.)	M.Com., M.Phil., Ph.D.	29 years Above	Regular	24-10-1997
2.	Prof. Anupama Vohra Professor of English (Coordinator of MA English)	M.A., M.Phil., Ph.D.	24 years Above	Regular	17-10-2000
3.	Prof. Anju Sharma Thappa Professor of Hindi (Coordinator of MA Hindi & MA Dogri)	M.A, B.Ed., M.Phil., Ph.D.	22 years Above	Regular	10-10-2002
4.	Prof. Vishav Raksha Professor of Sociology (Coordinator of MA Sociology)	M.A, UGC-NET JRF, M.Phil., DLL and LW (Pune), Ph.D.	1 year	Regular	30-09-2024
5.	Dr. V.V.V Nagendra Rao Associate Professor Political Science (MA Political Science, ONLINE MA English, ONLINE M.Com.)	M.A, Ph.D.	24years Above	Regular	14-11-2000
6.	Dr. Jaspal Singh Warwal Associate Professor Education (Coordinator of BA 1 st & 2 nd Semester & B.Ed.)	M.A.(Gold Medalist), M.Ed., Ph.D. (Education, Hindi).	17 years Above	Regular	20-03-2007
7.	Dr. Hina S. Abrol Associate Professor History (Coordinator of BA 3 rd & 4 th Semester)	M.A. (Gold Medalist), M.Phil., NET., Ph.D.	19 years	Regular	18-08-2006
8.	Dr. Neelam Choudhary (Sr. Assistant Professor Economics (Coordinator of MA Economics)	M.A., Ph.D., NET., PGDIPR., PGDDE.	19 years	Regular	07-08-2006
9.	Dr. Anuradha Goswami Sr. Assistant Professor Education (Coordinator of BA 5 th &6 th Semester & MA Education)	M.A., B.Ed., Ph.D.	10 years Above	Regular	17-01-2014
10.	Dr. Jasleen Kaur Assistant Professor English (Teacher In-Charge of MA English)	M.A., M.Phil., NET., Ph.D.	07years Above	Regular	05-05-2017

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

11.	Dr. Rajber Singh Sodhi Assistant professor Punjabi (Coordinator of MA Punjabi & Diploma in Gyani)	M.A., B.Ed., M.Phil., Ph.D., JKSET.	05 years Above	Regular	05-02-2021
12.	Dr. Parshotam Paul Singh Assistant Professor Urdu (Coordinator of MA Urdu)	M.A, M.Phil., JKSET, Ph.D.	NA	Permanent	13-05-2025
13.	Dr. Neha Vij Assistant Prof. (Contractual) Sociology (Teacher In-Charge MA Sociology)	M.A., M.Phil., Ph.D., NET., JKSET	10 years Above	Contractual nehavijcdoe@gmail. com	25-10-2016
14.	Dr. Pooja Sharma Assistant Prof. (Contractual) Hindi (Teacher In-Charge of MA Hindi)	M.A., M.Phil., Ph.D., JKSET.	07 years Above	Contractual	23-08-2019
15.	Dr. Jatinder Singh Assistant Prof. (Contractual) Dogri (Teacher In-Charge of MA Dogri)	M.A., Ph.D., JKSET	05 years Above	Contractual	02-09-2019
16.	Dr. Mamta Sharma Assistant Prof. (Contractual) Political Science (Teacher In-Charge of MA Political Science)	M.A., NET., M.Phil., Ph.D.	07 years Above	Contractual mamtaddeju@gmai l.com	23-08-2019
17.	Dr. Deepti Abrol Assistant Prof. (Contractual) Commerce (Teacher In-Charge of M.Com)	M.Com., M.Phil., Ph.D., NET-JRF.	07 years Above	Contractual	17-09-2024
18.	Dr. Pragati Jasrotia Assistant Prof. (Contractual) MA English	M.A., M.Phil., Ph.D., SET.	03 years	Contractual Pragatijasrotia@gm ail.com	17-09-2024
19.	Dr. Himanshi Chandervanshi Assistant Prof. (Contractual) MA English	M.A., Ph.D., NET.	03 years	Contractual himanshichanderva nshi@gmail.com	17-09-2024
20.	Dr. Ashu Sharma Assistant Prof. (Contractual) MA Sociology	M.A. Ph..D., NET,JRF, SET, M.PHIL.	06 Years Above	Contractual Ashu84lecturer@g mai.com	01-08-2025
21.	Dr. Avantika Bakshi Assistant Prof. (Contractual) Commerce	M.Com, Ph.D., NET, JRF, SET, M.Phil.	02 Years Above	Contractual avantikabakshiju@ gmail.com	12-02-2026
22.	Dr. Anuradha Rani Assistant Prof. (Contractual)	M.A, B.Ed., M.Ed., M.A English, NET, Ph.D.(Edu.)	(9 yrs.)	Contractual ranuradha493@gm ail.com	15-09-2025
23.	Dr. Pooja Sharma Assistant Prof. (Contractual)	M.A, B.Ed., NET, (Ph.D.)	01 year	Contractual Pooja.cuhimachal@ gmail.com	04-09-2025
24.	Dr. Deepika Sharma Assistant Prof. (Contractual) MA Sociology	M.A, M.Phil., Ph.D., NET	03 years	Contractual	15-09-2025

HEI ID:**Name of HEI:****Type of HEI:****i. Programme name: PG ENGLISH ONLINE****a. Programme Coordinator: 01**

S. No.	Names with Designation	Qualification	Experiences	Type(Regular/Contract) with gross salary/month	Date of joining programme
1.	Dr. V.V.V. Nagendra Rao Associate Professor	M.A, Ph.D	25years	Regular	14-11-2000

b. Teacher In-Charge

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	M.A. English Online	Dr. Jasleen Kaur	M.A, NET, Ph.D	08 years	Regular	05-05-2017

c. Course mentors (PG English Online)

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) With gross salary/ month salary		Date of joining programme
				Regular/Contract	Salary	
1.	Dr. Pragati Jasrotia Asst. Prof.	M.A, Ph.D, NET	3 years	Contract	45000/-	17 th Sept, 2024
2.	Dr. Himanshi Chandervanshi Asst. Prof.	M.A, Ph.D, NET	3 years	Contract	45000/-	17 th Sept, 2024

ii. Programme name: PG COMMERCE (M.COM) ONLINE PROGRAMME**a. Coordinator: 01**

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	Dr. V.V.V. Nagendra Rao	M.A, Ph.D.	25 years	Regular	14-11-2000

b. Teacher In-Charge

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

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	M.Com. Online	Dr. Deepti Abrol Asst. Prof.	M.Com., M.Phil., Ph.D., NET-JRF	08 years Above	Contractual 45000/-	17 th Sept, 2024

c. Course Mentors (M.Com Online)

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) With gross salary/ month salary		Date of joining programme
				Regular/Contract	Salary	
1.	Dr. Avantika Bakshi Asst. Prof.	M.Com., Ph.D. NET-JRF.	2 years	Contractual	45000/-	12-02-2026

3.5 Details of Administrative staff**a. Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1 (Joint Registrar)
Assistant Registrar	1	3
Section Officer	1	5
Assistants	3 (2 for DM Universities)	37
Computer Operator	2	2 Technical 2 Professional
Multi-Tasking Staff	2	22- MTS 2- Drivers 6 - Sanitation

STAFFSALARYDETAIL

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

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:

HEI ID:**Name of HEI:****Type of HEI:****i. Technical Team for Development of e-Content as Self-Learning e- Modules:**

Post	Required	Available
Technical Manager (Production)	1	CDOE is presently using the services of Technical Staff appointed at University
Technical Associate (Audio-Video recording and editing)	1	
Technical Assistant (Audio-Video recording)	1	
Technical Assistant (Audio-Video editing)	1	

HEI ID:**Name of HEI:****Type of HEI:****ii. For Delivery of Online Programmes:**

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	Dr. Suresh Rao
Technical Assistant (LMS and Data Management)	2	Mr. Raj Kumar, Mr. Tushar Gandral

iii. For Admission and Examination for Online mode:

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	Mr. Raj Kumar
Technical Assistant (Admission, Examination and Result)	2	Mr. Ishtiaq Mr. Gulshan

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

HEI ID:**Name of HEI:****Type of HEI:****Part – IV: Examinations****4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full-time faculty of the Online 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.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	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	
5.	The number of examination centres in a city or	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

HEI ID:**Name of HEI:****Type of HEI:****4.2 Compliance of facilities required for the conduct of Online examination for online programmes**

S. No.	Provisions in Regulations	Whether being complied Yes/No If yes, please provide details and upload relevant documents	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	The testing centres are large in size and proper distance has been maintained between the students to restrict the view.	N.A.
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Each test centre will have one superintendent, one deputy superintendent, and a supervisor (one for each of the 20 students).	N.A.
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	The University of Jammu has a well-established system for the conduct of examinations. The Directorate adhere to all those systems. Proper security Arrangements have been placed to conduct the examinations.	N.A.
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Not Applicable. Exams are conducted Offline, using pen and paper, on the premises of the Directorate in Jammu.	N.A.

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	YES	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	YES	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	YES https://www.jammuuniversity.ac.in/PSD	
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 online mode shall be evolved by adopting same standards as being followed in conventional	Yes https://www.jammuuniversity.ac.in/PSD	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	YES https://www.jammuniversity.ac.in/	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	YES	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	YES	
8.	A Higher Educational Institution offering a Programme in Online 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	Yes The Controller of Examination requests the Convener of respective disciplines to set the question papers. The Convener, out of the panel of the examiners, Coordinators setting the question papers.	

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

	study by a learner.	Similarly, the convener determines the evaluators to term end exam answer sheets	
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	YES	
	(b) Availability of biometric system	YES	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners		
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	YES	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Proctored offline examination in the Headquarter	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored	NA	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	NA	
	(b) Each award shall also be uploaded on the National Academic Depository	NA	
16.	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 Examination Centres	NA	

HEI ID:**Name of HEI:****Type of HEI:****4.4 Result and Student Progression****For UG, PG and PGD programmes**

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
2023	MA English (Online)	4	4	4	100%	100%
2024	M.Com (Online)	4	4	Awaited	Awaited	Awaited

HEI ID:

Name of HEI:

Type of HEI:

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

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.

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

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

The essential components of The Program Project Report (PPR) prepared by CDOE are as follows:

- (i) **Program's Mission and Objectives:** The objectives of the under-graduate, post-graduate, programmes offered by CDOE is to create and open up plenty of avenues for employment. Jobs become more accessible in teaching, the corporate, media, and administrative sectors after having procured a master's degree in the program. Moreover, distance learning programs of CDOE cater to employees who intend to improve their qualifications in their respective areas.
- (ii) **Relevance of the Program with HEI's Mission and Goals:** Under graduate and post-graduate programmes are offered by CDOE through the distance learning mode as there are thousands of aspirants for it. Working professionals, school teachers, Army Personnel and employees of multinational companies eagerly wish to pursue programmes for upgrading their qualifications and employability prospects.
- (iii) **Nature of Prospective Target Group of Learners:** The programs target rural, urban, and marginalized sections of society. The courses mainly target students from far-flung/remote areas who cannot afford the regular mode of education and have no access to mainstream education.
- (iv) **Appropriateness of Program to be conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:** The learning outcomes of the programs offered by CDOE are to ensure the proficiency/competence of students in respective courses. The programs aim to hone students' creative skills to enable them to become competent Teachers, Bankers, Accountants, KAS (Kashmir Administrative Services) Army Officers etc. Above all, the programs aim to sensitize students to the problems of society so that they become well- equipped to grapple with the challenges of day-to-day life.
- (v) **Instructional Design:** The instructional design followed by the courses is in line with the guidelines and instructions given by Distance Education Bureau and the ODL regulations from time to time. The teaching- learning process encompasses two components where the students are provided ample support from the department regarding guidance and counseling by the faculty. The program's first component is the Study Material in each paper prepared by the expert faculty in Self Learning Mode (SLM). The second component is the Personal Contact Program (PCP) for each semester for the students, where by lectures in all the subjects are delivered by expert and specialized faculty.
- (vi) **Procedure for admissions, curriculum transaction, evaluation:** Admission is open to postgraduate programmes:

1	M.Com. (Online)	A Candidate seeking admission to M.Com (Online Programme) should have passed/ appeared in the final year of B.Com. General/B.Com. Hons/BBA/PGDBM/ Examination Or A Candidate should have passed any other Bachelor's Degree with 60% marks.
2	P.G. English (Online)	A Candidate should have passed/ appeared in B.A (Hons.) in English or passed Bachelor Examination with English Literature as one of the main/ elective or additional subjects in at least 4 semesters. Or A Candidate should have passed the Bachelor's Degree in any discipline with 60% marks.

A. Curriculum Transaction

- (i) **Under Graduate Programmes:** Undergraduate students are evaluated at the end of every semester. All students are required to undertake an assignment of 30 marks for each paper at the end of every semester. They are made to appear for a written examination of 70 marks and the internal assessment marks out of 30 are added to their score. The undergraduate programmes are of three years of duration spread over six semesters. The course content is provided in printed lesson form

HEI ID:

Name of HEI:

Type of HEI:

and digital form which is in Self Learning Mode on CDOE website. On the basis of the lesson scripts or the printed material sent to the students, they are required to submit internal assessments assignments. In addition, the Personal Contact Programme (PCP) of 10 days duration is held once in each semester. Also, on any working day, students may visit the Centre for interaction/ consultation with the concerned teachers. Students may also contact the teachers on the phone and via e-mail. The self-learning material in printed form is received personally by the learners.

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

B. Evaluation:

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

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

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

[SLM MANUAL](#)

HEI ID:

Name of HEI:

Type of HEI:

The Self Learning Material prepared and supplied by the CDOE goes majorly in consonance with quality assurance guidelines as highlighted in Annexure VI of UGC, ODL programmes and online programmes, Regulation 2020.

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

As far as the quality standards of online material is concerned, the soft copy of study material is uploaded on CDOE website. The file size of SLM is of optimum length so that the same is easily accessible and downloadable by the distance learners.

With regard to the quality standards of curriculum and pedagogy, it is ensured that the content included in the curriculum are apt and appropriate with regard to requirements of the age and stage of learners. The curriculum is structured keeping in view the previous and subsequent stage of learning. The university has well designed schemes and strategies for the proper assessment and evaluation of learner's performances. The CDOE has its own mechanism of conducting online and offline internal assessment test in each semester.

For the quality standards of E-Learning materials, the CDOE abides by the SWYAM guidelines which include offering the e-content material in self-instructional mode. The course coordinators and other faculty members of the Centre do their best to clarify the doubts and questions raised by the learners. For the proper Internal assessment of the students' performances, various types of question answers including Multiple Choice Questions, short answer questions and long answer questions etc. are resorted to. Degrees to the meritorious students of undergraduate and postgraduate programmes of CDOE, are offered in convocation organised by University of Jammu.

5.3 Compliance status in respect of e-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.

HEI ID:

Name of HEI:

Type of HEI:

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

Online Programmes



The e-Learning material prepared by Subject Experts is self-explanatory, and with a number of exercises including Mcqs, Long and Short Questions with model answers for self-evaluation of the student.

e-Learning Material is structured on the Learning Outcome based Curriculum Framework (LOCF) and designed to facilitate two-way communication, using an interactive and conversational format to actively engage learners. The material provides clear information about program structure, include detailed learning of a particular module. SLM content is organized into thematic blocks and units, each with a consistent layout, clear introductions, summaries, and a variety of examples, explanations, glossaries, and suggested readings to support effective learning.

HEI ID:

Name of HEI:

Type of HEI:

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

- In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

Online Programmes:

We are providing open-source learning management system (LMS) Moodle as Technological interface to provide learners with a single robust, secure, and integrated system to access course contents and compliance to all the provisions which includes providing all four quadrants to the learner. Moodle is not used in any franchise arrangement with a private service provider.

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

Moodle learning platform is not used in any franchise arrangement access to it is provided by Jammu University, the link for the same has been given above.

6.2 Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching-Learning scheme (as per table 3, Annexure – VII)

Online: ensure the participation of learner, two counseling sessions with 56 contact hours per semester are conducted in online mode. Logs details of respective courses are used to examine student's access to course content and zoom is used for live classes which provides various details of learner to determine their engagement level during live classes.

HEI ID:

Name of HEI:

Type of HEI:

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester wise – programmes wise)
1.	M.A English	2	Swayam & MOOC	–	2years	6	7.4% in entire programme
2.	M.Com	2	Swayam & MOOC	–	2years	4	7.69% in entire programme

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

Upload

HEI ID:

Name of HEI:

Type of HEI:

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	https://www.jammuuniversity.ac.in/	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	http://www.distanceeducationju.in/	
4.	Programme details including brochures or programme guide inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	http://www.distanceeducationju.in/	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/ mentoring, programme structure with credit points, programme- wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	Yes http://www.distanceeducationju.in/	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	http://www.distanceeducationju.in/	

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	The CDOE primarily uses the LMS designed by the University of Jammu for delivery of Online Programmes. The curriculum and other details are uploaded to the LMS which are available to the students on their respective dashboards. Similarly, e-learning content and asynchronized video content along with other content available online shall also be uploaded to LMS as weekly modules.	
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 Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Feedback Mechanism http://www.distanceeducationju.in/	
9.	Information regarding all the programmes recognised by the Commission	Yes http://www.distanceeducationju.in/	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	http://www.distanceeducationju.in/	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	The Online Programme uses the same e-learning material prepared for the ODL programme.	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	http://www.distanceeducationju.in/	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Examination Centres, Hall A, B, and C in Old Block, Hall D, E and F in adjoining block and Hall Nos. 1, 2, 3, 4, 5, 6 in new Block of CDOE. CDOE have enough seating capacity of 70-90 Learners in each centre	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	As of now proctored examinations are conducted in the CDOE headquarters in University of Jammu. The physical presence of the candidates is mandatory in Online Programmes.	

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

15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	http://www.distanceeducationju.in/	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes	

HEI ID:**Name of HEI:****Type of HEI:****Part – VIII: Admission and Fees****8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid.	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online 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 Higher Educational Institutions; with a proper receipt in writing issued for such payment to the concerned learner 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
3.	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
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners.	Yes
5.	Admission of learners to a Higher Educational Institution for a programme in Online 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	Yes

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

6.	Every Higher Educational Institution shall-record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records as permissible under law on its website; and be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	Yes
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online 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 online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes

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

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 Online mode offered by a Higher Education Institution	Yes

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

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 purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online 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- 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; any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No

If No, reason thereof:

N/A

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

Part – IX: Grievance Redressal Mechanism

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

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

Complied
[Grievanceresolved](#)

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
03	03

9.3 Complaint Handling Mechanism

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

Joint Registrar CDOE
9469213599

9.4 Details of Complaints received from UGC (DEB)

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

HEI ID:

Name of HEI:

Type of HEI:

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Setting up of Digital Studio in CDOE premises
Offering of Certificate courses on GST and Filing of Income tax return for distance learners
Offering of free of cost computer skilled training courses on AI to our distance learners through MOU signing between CDOE and NIELIT.
Establishment of Translation cell in CDOE approved by Academic council.
Conduct of Pre-admission counseling sessions
Sports Activities organized for distance learners
Organized Blood Donation Camp in CDOE premises
Guest Lectures organized in CDOE on frequent bases
Three days International Conference, Two days National conference, Seven days SLM Workshop, Induction Programme, Alumni Meet, Multilingual Meet, Job Fair, one day national seminar on World Urdu day under Golden Jubilee Celebrations.
Creation of LMS Portal for ODL programme.
Publication of SLM Manual
Conduct of Internal Academic Audit, Programme Audit and SLM Review Committee meetings to ensure Academic validation of Programmes.
Participation of Distance Learners in Cultural Activities including University of Jammu Display Your Talent competitions, UT level competitions, regional competitions & national competitions practices
Launching of New Website
Availability of High-Quality Educational content through Swayam Prabha TV Channel in CDOE.

HEI ID:

Name of HEI:

Type of HEI:

10.2 Best Practices of the HEI

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

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

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

PLACEMENT INITIATIVES OF CDOE 2024-2025

Job Fair organized by CDOE on 23-01-2025

Total 38 Companies Participated

Candidate Participants – 800

Registered Students- 508

On spot Selection – 25

S.NO.	NAME
1	LIC
2	BIMA SAKHI (FEMALE)
3	PAYTM
4	AGILE FUTURE
5	SBI LIFE
6	PUKHRAJ HEALTH CARE PVT LTD
7	SKILL INDIA JOB INSTITUTE
8	SARASWATI AGRO CHEMICALS INDIA PVT. LTD.
9	GURUJI PLACEMENT SERVICES
10	SYNTHIMED LABS PRIVATE LIMITED
11	AXIS MAX LIFE INSURANCE
12	FAIRDEAL MOTORS ANDS WORKSHOP PVT LTD.
13	AIM INTERNATIONAL TRADE & TOURISM
14	BHARTI AIRTEL PVT LTD
15	JIO TELECOM
16	BAJAJ ALLIANZ LIFE INSURANCE
17	ASTRO INDIA PVT LTD
18	BERG TECHNOLOGIES PVT LTD
19	AM GROUP
20	DR ITM CX GROUP
21	JUBLIANT FOOD WORKS PVT LTD DOMINOS PIZZA
22	PEACE TRADERS AND CO. PM SURYA GHAR MUFT BIJLI YOJNA
23	KAWA INSTITUTE OF MANAGEMENT AND TECHNOLOGY
24	RAJIV GANDHI COLLEGE OF NURSING
25	RAJIV GANDHI INSTITUTE OF PHARMACY
26	KAIZAN HR CONSULTING
27	RAXA SECURITIES
28	PAL KIA MOTORS
29	JAMMU MOTORS
30	HDFC BANK HOME LOAN DEPT.
31	UCMAS ABACUS
32	FINCULT PLANNER AND IMF PVT LTD

HEI ID:

Name of HEI:

Type of HEI:

33	SNOWTALES ENTERTAINMENT PVT LTD
34	AYAAN EDU SKILLS AND TRAINING PRIVATE LIMITED
35	VIVANTA HOTEL
36	BD SECURITY
37	JAMMU MOTORS MARUTI SUZUKI
38	SUNRISE COACHING INSTITUTE

LIST OF APPOINTMENT IN JOB FAIR

HEI ID:

Name of HEI:

Type of HEI:

10.4 Success Stories of students of Online mode of the HEI

The specific startup idea pitched by Aarti Devi, Student of CDOE Online M.Com. Programme 3rd Semester was selected in a College Competition held at inter district level in 2025. She was requested by **Jammu & Kashmir Entrepreneurship Development Institute (JKEDI)** to present her idea. She was invited to Hyderabad to present her Idea on Startups I.e. B to B – Supply of Himalayan originated herbs in Jammu.

Aarti Devi was recognized as a prominent female startup beneficiary under regional self-employment initiatives.



HEI ID:

Name of HEI:

Type of HEI:

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

Self learning material Initiatives to conduct the examination of distance learners pursuing B.Ed. programme in CDOE :

1. Medium of Examination is in two languages i.e. Hindi and English.
2. Medium of instructional design is in one language i.e. English.

Faculty members of CDOE keep attending Workshops regarding conversion of e-LM into Regional Languages.

10.6 Number of students placed through Campus Placements

Twenty Five Students were selected in the Job Fair organised by the placement cell of CDOE under the supervision of CIQA, CDOE.

HEI ID:

Name of HEI:

Type of HEI:

10.7 Details of Alumni Cell and its activity

The Centre for Distance and Online Education (CDOE), University of Jammu, organized its first-ever Alumni Meet on January 21, 2026, at the Brigadier Rajinder Singh Auditorium, as part of the Golden Jubilee Celebrations of the Centre. The event was marked by great enthusiasm and witnessed active participation from distinguished alumni, faculty members, and invited guests. The programme commenced with the ceremonial lighting of the lamp, symbolizing knowledge, wisdom, and enlightenment. This was followed by a formal welcome through the presentation of potted plants. Prof. Pankaj K. Srivastava, Director, CDOE, presented potted plants to the Chief Guest, Dr. Neeraj Sharma, Registrar, University of Jammu, and Col. Virendra Kumar (Retd.), Vir Chakra awardee and renowned social activist. Dr. Hina Abrol, Associate Professor, Department of History and Coordinator, Alumni Cell, CDOE, presented a potted plant to Prof. Pankaj K. Srivastava as a mark of respect. In his welcome address, Prof. Pankaj K. Srivastava highlighted the rich legacy of the institution and the enduring bond shared by its alumni with CDOE. Reflecting on the humble beginnings of the Centre nearly five decades ago, he traced its remarkable evolution into a learner-centric hub of distance and online education. Emphasizing lifelong association, he remarked, "Once a learner of CDOE, always a part of CDOE," and announced efforts to formally establish the CDOE Alumni Association with an elected body to strengthen engagement between past and present learners and to revive cherished academic memories. Addressing the gathering, Dr. Hina Abrol warmly welcomed the alumni and traced the evolution of the Centre, emphasizing its learner-centric approach rooted in inclusivity, flexibility, and lifelong learning. Sharing his experiences, Col. Virendra Kumar (Retd.), Vir Chakra awardee, expressed deep nostalgia associated with his time at CDOE. He reflected upon his journey through various prestigious positions during his service in the Indian Army and underscored the importance of giving back to society. Dr. Manoj Bhagat, Principal, Regional Institute of Health and Family Welfare, Nagrota, Jammu, highlighted the critical role of education in strengthening healthcare systems and promoting legal awareness in society. He emphasized the need for socially responsible institutions and professionals committed to nation-building. Ms. Roma Devi, Vice Principal, KC International School, Jammu, shared her experiences as a learner at CDOE and appreciated its academic environment, acknowledging the Centre's role in shaping her professional growth. Mr. Pawan Kapur, Chartered Accountant, fondly recalled his association with CDOE and expressed gratitude for the strong academic foundation and enriching experiences that contributed significantly to his professional journey. In his address, the Chief Guest Dr. Neeraj Sharma, Registrar, University of Jammu, appreciated the initiative of organizing the alumni meet and acknowledged the achievements of CDOE alumni. He emphasized that students of CDOE are at par with regular students in terms of academic excellence and professional competence. Highlighting the importance of digitalization, he remarked that innovation would continue to shape the future of education, with CDOE serving as a successful model of quality distance and online learning. This was followed by the presentation of mementos by Prof. Pankaj K. Srivastava to the Chief Guest and distinguished alumni as a token of appreciation and gratitude. The alumni felicitated included Col. Virendra Kumar; Ms. Anju Manhas, Senior Lecturer, School Education Department; Mr. Pawan Kapur; Ms. Manju Chib, Education Department; Dr. Manoj Bhagat; Mr. Jyoti Swaroop Baru, Retired Lecturer, Education Department; and Ms. Roma Devi. The programme also featured cultural performances, which added colour and vibrancy to the event. The programme concluded with a vote of thanks by Dr. Rajber Singh Sodhi, Assistant Professor, Department of Punjabi, CDOE, who expressed gratitude to all dignitaries, alumni, organizers, and participants for their cooperation and support. The programme was efficiently conducted by Dr. Jasleen Kaur, Assistant Professor, Department of English, CDOE. The Alumni Meet 2026 successfully strengthened the bond between the Centre for Distance and Online Education and its alumni, paving the way for future collaboration and mutual growth. The programme was concluded with the cultural activities performed by the students of CDOE.

[\(36\)alumni meeting and activities by students](#)

HEI ID:

Name of HEI:

Type of HEI:

10.8 Any other Information

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

HEI ID:

Name of HEI:

Type of HEI:

DECLARATION

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



Signature of the Director:

Name: Prof. Pankaj K. Srivastava
Director

Seal: Centre for Distance & Online Education

Date: University of Jammu



Signature of the Registrar:

Name: Dr. Neeraj Sharma

Seal: REGISTRAR
University of Jammu

Date: Jammu.

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

