

# Centre for Internal Quality Assurance (2019-20)

## Part - 1: Centre Details and Initiatives

### 1.1 Notification of Centre:

Date of the notification: 18-10-2019	Copy of the notification: <a href="#">View</a>
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### 1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Prof. Soumitra De	Professor	Political Thought and Theory, Public Administration	18-10-2019	17-10-2021
2	Member	Prof. Pranab Ghosh	Professor	Organic Chemistry	18-10-2019	17-10-2021
3	Member	Prof. Rathin Bandyopadhyay	Professor	Corporate Law; Constitutional and Administrative Law; Refugee and Immigration Law; Public International Law	18-10-2019	17-10-2021
4	Member	Prof. Subhas Chandra Roy	Professor	Cytogenetics and Molecular Breeding and Biotechnology	18-10-2019	17-10-2021
5	Member	Dr. Sukendra Narayan Saha	Finance Officer (Officiating)	Finance and Audit	18-10-2019	17-10-2021
6	Member	Dr. Debasis Dutta	Controller of Examinations	Political Science	18-10-2019	17-10-2021
7	Member	Prof. Saptarshi Ghosh	Professor	Computer Application in LIS.	18-10-2019	17-10-2021
8	Member	Mr. Raju Roy	Director-In-Charge	Human Resource Management and Marketing Mangement	18-10-2019	17-10-2021

### 1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	Third Meeting	Vice Chancellor (Chairman, Executive Council)	19-03-2021	26-03-2021	<a href="#">View</a>

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

Sr No	Function	Action taken by HEI
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1	Maintenance of Quality in the services provided to the learners	Presently, the DDE, NBU has no operational LSC's under the territorial jurisdiction. If they become operational in future, CIQA will review the progress made at the Learner Study Center and oversee the establishment and development of LSC's.
2	Continuous improvement	The program curriculum, Self Learning Materials and the Online and offline platforms have been tested for implementation.
3	Identification of the key areas in which the HEI should maintain quality	The key areas in which the HEI should maintain quality are learner engagement and learner support mechanisms.
4	Dissemination of information on quality assurance	The CIQA displays the objectives of the quality assurance through prominent display boards and through the website portal.
5	Mechanisms for interaction and obtaining feedback	The learners to provide feedback on the curriculum, mentors, course coordinators and the teaching-learning environment through e-mail.
6	Measures for qualitative improvement	Learning Management System (LMS) for the learners will be upgraded.
7	Ensuring Implementation of its recommendations through regular monitoring	The CIQA has placed the minutes and resolutions to the university authority which has been approved. The action taken report of the CIQA ensures that actions have been taken based on the recommendations of the CIQA.
8	Ensuring Participation of stakeholders	The CIQA has evolved a 360 degree participation of all stakeholders through feedback mechanism and monitoring.
9	Preparation of Programme Project Report and Information regarding any new programmes launched	The Programme Project Reports have been prepared for all the programs being offered through the Open Distance learning and reviewed periodically for changes incorporating feedback from the stakeholders.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	The CIQA collects, collates and disseminates the accurate, complete and reliable statistics about the quality of the programmes to the UGC through the DEB portal and implement them in DDE through engagement in the meetings and suggested corrective actions.

## 1.5 Quality Assurance:

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

	UGC(ODL) Regulations, 2017		
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	<a href="#">View</a>

### 1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

<p>Directorate of Distance Education, University of North Bengal (DDE, NBU) has established Centre for Internal Quality Assurance (CIQA) to conduct institutional compliance and quality audits and to promote, enhance and best-in-class quality assurance. The objective of Centre for Internal Quality Assurance (CIQA) is to develop and put in place a comprehensive and dynamic internal quality assurance system to provide high-quality programmes of higher education in the Open and Distance Learning mode. Its functions would inter alia include the following: 1. To maintain quality in the services provided to the learners. 2. To ensure continuous improvement in the entire operations of the DDE, NBU. 3. To identify the key areas in which the DDE, NBU should maintain quality. 4. To oversee the development of Study Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning Centres and coordination with the parent institution and relevant Regulatory authorities. 5. To disseminate information on quality assurance through seminars, conferences and workshops. 6. To devise mechanisms for obtaining feedback from various stakeholders and analyse and suggest corrective active actions. 7. To conduct periodic meetings with internal and external experts for continuous improvement in quality. 8. To ensure the implementation of its recommendations through regular monitoring and develop mechanisms for such. 9. To ensure participation of all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government in quality improvement processes. 10. To work with Subject Matter Experts (SME's) for continuous improvement in learner-centric education. 11. Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programme(s). 12. Prepare a Programme Project Report for each programme according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme. The centre has developed the Programme Project Report for all the programs being offered through the Centre for Distance Education and monitors the quality of the programmes through effective feedback mechanisms. The programmes offered through the ODL and their outcomes match the outcomes of the conventional programmes.</p>
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### 1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Directorate of Distance Education, University of North Bengal	12-05-2020	71
2	Directorate of Distance Education, University of North Bengal	11-05-2020	91
3	Directorate of Distance Education, University of North Bengal	07-05-2020	109
4	Directorate of Distance Education, University of North Bengal	12-05-2020	57
5	Directorate of Distance Education, University of North Bengal	02-06-2020	6
6	Directorate of Distance Education, University of North Bengal	13-05-2020	28
7	Directorate of Distance Education, University of North Bengal	20-05-2020	97
8	Directorate of Distance Education, University of North Bengal	25-03-2020	5
9	Directorate of Distance Education, University of North Bengal	18-05-2020	16
10	Directorate of Distance Education, University of North Bengal	13-05-2020	30
11	Directorate of Distance Education, University of North Bengal	24-05-2020	8
12	Directorate of Distance Education,	18-05-2022	24

	University of North Bengal		
13	Directorate of Distance Education, University of North Bengal	19-05-2020	2
14	Directorate of Distance Education, University of North Bengal	12-05-2020	38
15	Directorate of Distance Education, University of North Bengal	13-05-2020	34

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

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	UG	BACHELOR OF ARTS	3 Years	100	10+2
2	July	UG	BACHELOR OF COMMERCE	3 Years	100	10+2
3	July	PG	MASTER OF ARTS - BENGALI	2 Years	64	10+2+3
4	July	PG	MASTER OF ARTS - NEPALI	2 Years	64	10+2+3
5	July	PG	MASTER OF ARTS - PHILOSOPHY	2 Years	64	10+2+3
6	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	64	10+2+3
7	July	PG	MASTER OF SCIENCE - MATHEMATICS	2 Years	64	10+2+3
8	July	PG	MASTER OF ARTS - ENGLISH	2 Years	64	10+2+3
9	July	PG	MASTER OF ARTS - HISTORY	2 Years	64	10+2+3
10	July	PG	MASTER OF ARTS - MATHEMATICS	2 Years	64	10+2+3
11	January	UG	BACHELOR OF ARTS	3 Years	100	10+2
12	January	UG	BACHELOR OF COMMERCE	3 Years	100	10+2
13	January	PG	MASTER OF ARTS - BENGALI	2 Years	64	10+2+3
14	January	PG	MASTER OF ARTS - NEPALI	2 Years	64	10+2+3
15	January	PG	MASTER OF ARTS - PHILOSOPHY	2 Years	64	10+2+3
16	January	PG	MASTER OF	2 Years	64	10+2+3

			ARTS - POLITICAL SCIENCE			
17	January	PG	MASTER OF SCIENCE - MATHEMATICS	2 Years	64	10+2+3
18	January	PG	MASTER OF ARTS - ENGLISH	2 Years	64	10+2+3
19	January	PG	MASTER OF ARTS - HISTORY	2 Years	64	10+2+3
20	January	PG	MASTER OF ARTS - MATHEMATICS	2 Years	64	10+2+3

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

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

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

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF ARTS	32	39000
2	July	UG	BACHELOR OF COMMERCE	6	39000

3	July	PG	MASTER OF ARTS - BENGALI	109	30000
4	July	PG	MASTER OF ARTS - NEPALI	91	30000
5	July	PG	MASTER OF ARTS - PHILOSOPHY	47	30000
6	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	129	30000
7	July	PG	MASTER OF SCIENCE - MATHEMATICS	73	30000
8	July	PG	MASTER OF ARTS - ENGLISH	128	30000
9	July	PG	MASTER OF ARTS - HISTORY	175	30000
10	July	PG	MASTER OF ARTS - MATHEMATICS	0	30000
			<b>Total</b>	<b>790</b>	

## Part - 2: Programme Recognition and Admission Details

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

<b>Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:</b>	
Number of programmes: 10	Copy of the UGC recognition letter: <a href="#">View</a>
<b>Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:</b>	
Number of programmes: 10	Copy of the UGC recognition letter: <a href="#">View</a>

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

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	UG	BACHELOR OF ARTS	3 Years	03-04-2018	12-6/2016(DEB-I), 27.09.2016	0	10	24	0	34
2	July	UG	BACHELOR OF COMMERCE	3 Years	03-04-2018	12-6/2016(DEB-I), 27.09.2016	0	2	2	0	4
3	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	03-04-2018	12-6/2016(DEB-I), 27.09.2016	0	39	90	0	129
4	July	PG	MASTER OF	2 Years	03-04-2018	12-	0	0	0	0	0

			ARTS - MATHEMATI CS			6/2016(DEB- I), 27.09.2016					
5	July	PG	MASTER OF ARTS - BENGALI	2 Years	03-04-2018	12- 6/2016(DEB- I), 27.09.2016	0	33	76	0	10 9
6	July	PG	MASTER OF ARTS - NEPALI	2 Years	03-04-2018	12- 6/2016(DEB- I), 27.09.2016	0	27	64	0	91
7	July	PG	MASTER OF ARTS - PHILOSOPH Y	2 Years	03-04-2018	12- 6/2016(DEB- I), 27.09.2016	0	19	28	0	47
8	July	PG	MASTER OF SCIENCE - MATHEMATI CS	2 Years	03-04-2018	12- 6/2016(DEB- I), 27.09.2016	0	24	49	0	73
9	July	PG	MASTER OF ARTS - ENGLISH	2 Years	03-04-2018	12- 6/2016(DEB- I), 27.09.2016	0	38	90	0	12 8
10	July	PG	MASTER OF ARTS - HISTORY	2 Years	03-04-2018	12- 6/2016(DEB- I), 27.09.2016	0	52	12 3	0	17 5

### 2.3 LSC wise enrolment details:

<b>1. Name of College/institute where LSC is established: NA</b>			
<b>Address of College/institute where LSC is established: NA</b>			
<b>Name of HEI to which College/institute is affiliated (where LSC is established): NA</b>			
<b>Whether the College/institute is private or Govt (where LSC is established): Government</b>			
<b>Coordinator Details: NA (NA) and Contact: NA</b>			
<b>Programmes offered: MASTER OF ARTS - BENGALI , MASTER OF ARTS - NEPALI , MASTER OF ARTS - PHILOSOPHY , MASTER OF ARTS - POLITICAL SCIENCE , MASTER OF SCIENCE - MATHEMATICS , MASTER OF ARTS - ENGLISH , MASTER OF ARTS - HISTORY</b>			
<b>Total enrolled student: 0</b>			
<b>No. of Counsellors: 1</b>			
<b>Sr No</b>	<b>Counsellor Name</b>	<b>Qualification</b>	<b>Contact Details</b>
1	NA	NA	00

### Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF ARTS	34	28	28	100	18
2	July	UG	BACHELOR OF	4	3	3	100	33

			COMMERCE					
3	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	129	123	123	100	48
4	July	PG	MASTER OF ARTS - PHILOSOPHY	47	46	46	100	33
5	July	PG	MASTER OF SCIENCE - MATHEMATICS	73	70	70	100	16
6	July	PG	MASTER OF ARTS - BENGALI	109	106	106	100	55
7	July	PG	MASTER OF ARTS - NEPALI	91	87	87	100	0
8	July	PG	MASTER OF ARTS - ENGLISH	128	122	122	100	48
9	July	PG	MASTER OF ARTS - MATHEMATICS	0	0	0	0	0
10	July	PG	MASTER OF ARTS - HISTORY	175	167	167	100	11

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

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes <a href="http://www.ddenbu.in">www.ddenbu.in</a>
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance	Yes



	Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

## Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

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

The Directorate of Distance Education, University of North Bengal (DDE, NBU) has prescribed guidelines and examination manual as per the Guidelines of statutory bodies.

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

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

1. BACHELOR OF ARTS Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	P Chatterjee (Assistant Professor)	Contractual	03.04.2018	Teaching: 120 Months Industrial: 120 Months	49100
2	A Guha (Assistant Professor)	Contractual	20.09.2018	Teaching: 240 Months Industrial: 30 Months	49100

2. BACHELOR OF COMMERCE Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Ms. Soumili Bishnu (Assistant Professor)	Contractual	13.09.2018	Teaching: 30 Months Industrial: 30 Months	49100

2	Mr. Parijat Nath (Assistant Professor)	Contractual	23.10.2018	Teaching: 30 Months Industrial: 30 Months	49100
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3. MASTER OF ARTS - BENGALI Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Nandita Mondal (Assistant Professor)	Contractual	20.10.2018	Teaching: 50 Months Industrial: 30 Months	49100
2	Ms. Nabanita Pramanick (Assistant Professor)	Contractual	20.10.2019	Teaching: 20 Months Industrial: 20 Months	49100

4. MASTER OF ARTS - NEPALI Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Mr. Bikram Biswakarma (Assistant Professor)	Contractual	20.10.2018	Teaching: 40 Months Industrial: 30 Months	49100
2	Mr. Birendra Chhetri (Assistant Professor)	Contractual	20.10.2018	Teaching: 30 Months Industrial: 30 Months	49100

5. MASTER OF ARTS - PHILOSOPHY Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Juhi Routh (Assistant Professor)	Contractual	20.10.2018	Teaching: 50 Months Industrial: 30 Months	49100
2	Ms. Reshmee Sarkar (Assistant Professor)	Contractual	20.10.2018	Teaching: 45 Months Industrial: 30 Months	49100

6. MASTER OF ARTS - POLITICAL SCIENCE Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Anindya Guha (Assistant Professor)	Contractual	20.10.2018	Teaching: 240 Months Industrial: 30 Months	49100
2	Dr. Bimalendu Bhowmick (Assistant Professor)	Contractual	20.10.2020	Teaching: 55 Months Industrial: 10 Months	49100

7. MASTER OF SCIENCE - MATHEMATICS Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Mr. Jayanta Roy (Assistant Professor)	Contractual	20.10.2018	Teaching: 30 Months Industrial: 30 Months	49100
2	Vacant (Assistant Professor)	Contractual	00	Teaching: 00 Months Industrial: 00 Months	49100

8. MASTER OF ARTS - ENGLISH Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary

1	Ms. Priyanka Chatterjee (Assistant Professor)	Contractual	19.02.2010	Teaching: 120 Months Industrial: 120 Months	49100
2	Vacant (Assistant Professor)	Contractual	00	Teaching: 00 Months Industrial: 00 Months	49100

9. MASTER OF ARTS - HISTORY Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Mr. Abhishek Poddar (Assistant Professor)	Contractual	20.10.2019	Teaching: 20 Months Industrial: 20 Months	49100
2	Mr. Monoranjan Sarkar (Assistant Professor)	Contractual	20.10.2018	Teaching: 30 Months Industrial: 30 Months	49100

10. MASTER OF ARTS - MATHEMATICS Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Mr. J Roy (Assistant Professor)	Contractual	20.10.2018	Teaching: 30 Months Industrial: 30 Months	49100
2	Vacant (Assistant Professor)	Contractual	00	Teaching: 00 Months Industrial: 00 Months	49100

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

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

The Center for Internal Quality Assurance (CIQA) at the DDE, NBU was established in the year 2019 to monitor and validate the development of programs through the Centre of Distance Education (CDE) of DDE, NBU. The CIQA periodically reviews and submits reports on the programs being offered through the ODL mode separately and conducts periodic meetings with the instructors, content developers, concerned authorities and stakeholders for enhancing the quality and delivery of the academic programs. The CIQA consists of Academicians and Administrators who will form a subcommittee to review validate the contents of a program. The CIQA will also engage with the team of dedicated instructors, some of whom teach online and identify the important elements of high quality (accomplished) ODL Program. The broad process which the committee will investigate is; reviewing the relevant literature, examining what other institutions had done in this regard and then developing our own checklist document based partly upon the best practices of our institution. The process is integrated with periodic feedback from stakeholders through a 360-degree feedback mechanism. The CIQA has developed a checklist instrument, the Centre of Distance Education Best Practices Checklist that has been designed to identify the necessary and desirable attributes and best practices that an accomplished online course would have. A pilot test was carried out on the already existing programs being offered through the ODL mode and based on the pilot-test, some modifications to the checklist were made. The Checklist assesses the quality indicators on various processes as per Annexure - VII of the UGC (ODL) Regulations 2017 on the development and delivery of the programs through the ODL mode through the Centre of Distance Education. It is suggested that the Centre of Distance Education - Best Practices Checklist may serve as a series of benchmarks that can be used to provide formative assessments of ODL Programs. The instructor may use the checklist with any online course being developed or offered as a self assessment, or with another faculty member in consultation with the CIQA.

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

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

Delivery methodology at DDE, NBU programs is unique in many aspects. As a distinct mode of imparting education, the DDE, NBU relies on technology to take its academic programs to the doorsteps of learners far and wide. The system is developed to be learner-oriented and the learner must be an active participant in the learning process. It combines the features of conventional wisdom and the benefits of technology-driven

techniques. A multi-channel approach is followed for ensuring the quality of the programs offered. It comprises the following support services: 1. Quality of the Self-learning material 2. Validation and peer review of Audio/Video developed at DDE, NBU 3. Monitoring of Assignments, Projects, and Case studies with real-time exposure and active student participation 4. The study material provided online 5. Assessment of Attainment of Course outcomes The DDE, NBU has taken several initiatives and defined steps with a new educational paradigm benefiting from technological innovations in the realm of online education. The goal is to maximize the learning outcome and reduce learner resistance due to the absence of face-to-face interaction in the distance education mode. The Quality of Self Learning Material (SLM) in Print Form i. The Self Learning Material shall be developed as per the defined credit structure of the programme being offered. ii. The Self Learning Material shall involve the learner actively through experiential learning activities and assignments. iii. The learner shall be provided with clear information about the structure of the programme and the course. iv. There shall be a detailed learning map in the Self Learning Material for the learner so that she or he will be self-directed for completion of their studies. v. The content of the Self Learning Material shall be developed in consultation with experts and develop a personal system of writing method which will create a nature of interactivity in the Self Learning Material. vi. The Self Learning Material shall encourage the learner to apply new knowledge and skills. vii. There shall be a clear definition of learning objectives and program outcomes. viii. The content shall be divided into small sections (blocks) and sub-sections (units and sub-units) for effective learning. ix. Activities shall be included in each unit of Self Learning Material. x. There shall be assignments on each learning objective for self-assessment. xi. The learner shall be directed through problem-solving activities as applicable to the nature of the course. The Quality of Self Learning Material (SLM) in Non-print Form (Digital Platform) The DDE, NBU has a well-developed Media center that is used for quality content development and delivery through the center of Distance Education. The learner-centric approach is an important aspect for quality assurance for e-learning. High-quality e-learning content will be designed by skilled content writers and instructional design professionals. Good instructional design will reflect best practices and research on teaching and learning. The key principles of designing e-learning content are: (1) consistent layout and design; (2) clear organization and presentation of information; (3) consistent and easy-to-use navigation; and (4) the aesthetically pleasing design and graphics. Thus, the standards of Self Learning Material in non-print form as under: i. The e-learning material shall be designed as per the credit structure of the online program. ii. The course shall be organized into units and lessons. iii. There shall be a description of the unit overview along with objectives, activities, assignments, and resources that frame the unit. iv. Availability of a program map and correlation matrix among the courses in the program. v. There shall be a description of the credit value of each module or unit in the course. vi. There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding lesson activities, discussions, and plagiarism. vii. There shall be a lesson overview, content, and activities, assignments to provide the learning opportunities for learners to master the content. viii. The course shall be designed to teach concepts and skills that the learner will retain throughout the study. ix. There shall be multiple learning paths for engaging the learner in active learning. x. The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities, and thinking in increasingly complex ways. xi. There shall be appropriate readability levels, written language assignments, and mathematical requirements. xii. The content shall provide periodical feedback about the learner process. xiii. The course shall be easy to navigate. xiv. There shall be the declaration of textbooks, courseware, and online resources necessary to refer additionally to complete and master the course xv. The content shall be accessible on various devices. xvi. The e-Learning Material shall satisfy the needs of learners with disabilities.

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

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

The Programme Project Report (PPR) of DDE, NBU will be prepared as per the guidelines of the UGC – As per Annexure - IX of UGC (ODL) Regulations, 2017. Each new programme will have a PPR which includes details of - (a) programme objectives and outcomes; (b) nature of target group of learners; (c) appropriateness of the programme with quality assurance for acquiring specific skills; (d) programme content designing and developing; (e) cost estimates for development of the programme; and (f) admission, delivery and evaluation norms. A Programme Project Report is required to be prepared before introducing any new programme duly approved by Board of Studies and the Academic Council of DDE, NBU. The main contents of the Programme Project Report are as follows: (a) Programme's mission and objectives: The DDE, NBU shall define the mission statement and objectives for the programme to be launched, which shall reflect the strategic direction and the academic goals of the Higher Educational Institution. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved. (b) Relevance of the program with HEI's Mission and Goals: The DDE, NBU shall plan for such a programme to be offered through the Open and Distance Learning mode that is relevant to the Higher Educational Institution's mission and goals. Therefore, it is very much important that the programme to be offered through Open and Distance Learning should be aligned with Higher Educational Institution's mission and goal and will prove as major contributing factor in its achievement. (c) Nature of prospective target group of learners: The Higher Educational Institution shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The Higher Educational Institution should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc. (d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence: The DDE, NBU shall clearly identify the learning outcomes for the programme which shall cover the specific skills and competence to be acquired by the learner. The programme should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies. (e) Instructional Design: Instructional Design includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media –print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic programmes to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or module of the programme. (f) Procedure for admissions, curriculum transaction and evaluation: The DDE, NBU has defined the admission policy for the programme with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. The Higher Educational Institution shall notify the policy of programme delivery along with the details of methods and web-based tools to be adopted. The Higher Educational Institution shall notify the activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session. Further, the Higher Educational Institution shall also notify policy for evaluation of learner progress along with methods and tools. (g) Requirement of the laboratory support and Library Resources: The DDE, NBU shall give clear guidelines about the laboratory support to the learners to perform the practicals prescribed in the programme wherever the practical components in the programme have been defined. There shall be provision of a practical's book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.

## **Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per**

## Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

Presently, there are no active Learner Support Centres of the Directorate of Distance Education, University of North Bengal (DDE, NBU) in the approved territorial jurisdiction. If DDE, NBU plans to activate the LSC's in future, then they will be activated as per the Guidelines given in ANNEXURE-X of the UGC (ODL) Regulations 2017.

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

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

The institution has a grievance redressal mechanism in place which is available on the website [www.ddenbu.in](http://www.ddenbu.in). and through email ID: [ddegrievance.cell.covid19@nbu.ac.in](mailto:ddegrievance.cell.covid19@nbu.ac.in). The learners are made aware of the mechanism through the website portal and during the contact programmes through the grievance drop boxes located at strategic points. The Grievance Cell addresses each grievance. The action taken thereof are communicated to the students.

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

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown <b>separately</b> in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that <b>no part of the syllabus is left out of study by a learner</b>	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for <b>Closed-Circuit Television (CCTV)</b> recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper <b>videography</b> be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	No
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes

10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

## Part - 11.2: Observer Report

[View](#)

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

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes
4	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
5	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
10	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the	Yes



	case may be, for every course or programme of study	
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

## Part - 13: Innovation and Best Practices

### i) Innovation introduced during academic year

1. Developed video lectures in DDE Digital Studio as part of Learner Support Services and reference material for the ODL Learners. 2. Feedback Form developed for Self Learning Material.

### ii) Give Best Practices of Institution

1. Flying Squad to check / monitor the use of Unfair Practices in Annual Examinations is constituted on a regular basis before every Annual Examination and approved by the Competent Authority. 2. Quality literary contributions from the faculties will be published in journals mentioned in UGC CARE.

### iii) Any other Information

None

## Part - 14: Plan of Institution for next year

The Academic Calendar for the Session 2020-21 is as under: (1) Commencement of Admission: July-August 2021 (2) Distribution of SLM: July-August 2021 (3) Contact Programme (Counseling): September-October 2021 (4) Assignment Submission: September-October 2021 (5) Evaluation of Assignment: November-December 2021 (6) Annual Examinations: December-January 2022 (7) Declaration of Results: January 2022 (8) Re-registration to the promoted class: January 2022

## DECLARATION

**I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.**

<b>Signature of the Director:</b>		<b>Signature of the Registrar:</b>	
<b>Name of the Director:</b>	Mr. Raju Roy	<b>Name of the Registrar:</b>	Prof. Pranab Ghosh
<b>Seal of the Director:</b>		<b>Seal of the Registrar:</b>	
<b>Date of the Director:</b>	26-03-2021	<b>Date of the Registrar:</b>	26-03-2021