## UNIVERSITY OF KALYANI

# Annual Report

OF

## CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

## PROGRAMMES UNDER

## OPEN AND DISTANCE LEARNING MODE

## 2021-22

# Contents

## Part – I: General Information

**Date of notification of the Centre(attach a copy of the notification): 15.09.2021**

*https://drive.google.com/file/d/1jrkmhZYvAOQKkK6Bol7MPoyUHH7QACEO/view?usp=share_link*

### Details of Director, CIQA

- Name : Prof. Tapati Chakraborti
- Qualification: M.Sc., Ph.D
- Appointment Letter and Joining Report: Upload

https://drive.google.com/file/d/12Fv1wN2V4dLhOx2wDvgm7lR4Jxluo4xq/view?usp=share_link

### 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. Manas Kumar Sanyal, **Qualification:** M.Tech, Ph.D. | CSE (Computer Science) | 15.09.2021 |
| b. | Three Senior teachers of HEI | Member 1 | Prof. Anirban Mukhopadhyay, **Qualification** M.Tech., Ph.D | Computer Science and Engineering | 15.09.2021 |
| | | Member 2 | Prof. P.S Mukhopadhyay, **Qualification** M.Lib.I.Sc., Ph.D | Library and Information Science | 03.09.2021 |
| | | Member 3 | Prof. Nanda Kumar Ghosh, **Qualification** M.Sc., Ph.D | Physics | 15.09.2021 |
| C. | Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode | Member 4 **Head Department of Bengali** | Prof. Prabir Pramanick **Qualification** M.A., Ph.D | Bengali Drama | 15.09.2021 |
| | | Member 5 **Head Department of English** | Prof. Baisali Hui **Qualification** M.A., Ph.D | Linguistics, English Language Teaching (ELT), Indian Writing in English, Translation Studies | 15.09.2021 |
| | | Member 6 **Head Department of History** | Dr. Subhash Biswas **Qualification** M.A., Ph.D | History in Refuggees | 15.09.2021 |
| | | Member 7 **Head Department of Education** | Prof. Debjani Guha **Qualification** M.A., B.Ed., Ph.D | Educational Psychology | 15.09.2021 |

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|---|---|---|---|---|---|
| | | Member 8 **Head Department of Zoology** | Subhankar Kumar Sarkar **Qualification** M.Sc., Ph.D | Zoology, special paper – Entomology | **15.09.2021** |
| | | Member 9 **Head Department of Botany** | Prof. Zahed Hossain **Qualificatio** M.Sc. (Botany), Ph.D. | Plant Genomics, Plant Proteomics, micro RNAomics, Nano toxicology | **15.09.2021** |
| | | Member 10 **Head Department of Mathematics** | Prof. Animesh Biswas **Qualification** M.Sc., Ph.D | Fuzzy Sets & Systems Multi criteria Decision Making Soft Computing Artificial Intelligence | **15.09.2021** |
| | | Member 11 **Head Department of Geography** | Dr. Tarun Kumar Mondal **Qualification** M.A., Ph.D | Contemporary Issues in Agriculture and Agrarian Society • Remote Sensing and GIS application in Agriculture • Gender Issues • Socio-Cultural Change • Climate Change • Livelihood Vulnerability | **15.09.2021** |
| d. | Two External Experts of ODL and/or Online Education | Member 12 | Prof. Anirban Ghosh **Qualification.** M.Com, MBA, Ph.D | Accounting, Finance, Taxation, ODL, Teaching methodology, Blended learning. | **15.09.2021** |
| | | Member 13 | Prof. Sanat Kr. Ghosh **Qualification.** M.A., B.Ed., Ph.D | Educational Psychology | **15.09.2021** |
| e. | Officials from departments of HEI • Administration • Finance | | Prof. Goutam Paul **Qualification.** M.Sc.,M.Phil, Ph.D, D.Sc. | Molecular, Cellular And Systemic Neurophysiology; Electrophysiology; Molecular Neurotoxicology; Environmental Physiology including toxicology and microbiology; and Climate Change Science | **15.09.2021** |

| | | | | | |
|---|---|---|---|---|---|
| | | Member 14 **Administration** **Dean Faculty of Science** | Prof. Keka Sarkar **Qualification.** M.Sc., Ph.D | Micro Biology | **15.09.2021** |
| | | Member 15 **Administration** **Dean Faculty of Arts** | Prof. Amalendu Bhunia **Qualification.** M.Com., M.Phil., P.G.D.F.M., Ph.D | Capital Markets, Corporate Finance, Behavioural Finance, International Finance | **15.09.2021** |
| | | Member 16 **Administration** **Registrar** | Dr. Debansu Ray **Qualification.** M.Sc., Ph.D | Economics | **15.09.2021** |
| | | Member 17 **Administration** **Controller of Examinations** | Dr. Bimalendu Biswas **Qualification.** M.Com, DFTA, MBA Ph.D | Finance | **15.09.2021** |
| | | Member 18 Finance **Finance Officer** | Mr. Mridul Kundu **Qualification.** M.Com | Finance | **15.09.2021** |
| f. | Director, CIQA | Member Secretary | Prof. Tapati Chakraborti **Qualification.** M.Sc., Ph.D. | Bio-Chemistry | **06.01.2022** |

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

If No, reason thereof

| Not Applicable (N.A) |
|---|

**Number of meetings held and its approval:**

a. **No. of meetings held every year: 2 (two)**

b. **Meeting details:**

| Meetings | Date-Month-Year | No. of External Expert Present | Minutes | Approval of Minutes |
|---|---|---|---|---|
| Meeting 1 | 21.01.2022 | 2 | https://drive.google.com/file/d/1LVPLewiAzIdwLK1jTMuKsZlkbyKMeOFq/view?usp=share_link | https://drive.google.com/file/d/1LVPLewiAzIdwLK1jTMuKsZlkbyKMeOFq/view?usp=share_link |
| Meeting 2 | 11.05.2022 | 2 | https://drive.google.com/file/d/1Cs4EHKFNQuzSr036jJL1-lembvE33c6C/view?usp=share_link | https://drive.google.com/file/d/1Cs4EHKFNQuzSr036jJL1-lembvE33c6C/view?usp=share_link |

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

From <M*onth, Year*> academic session:

| Sr. No. | Name of the Department | Certificate Title | Duration (months) | No. of Credits | Admission Eligibility | Fee (Rs.) | Approval of statutory Authority(s) (DD-MM-YYYY) of HEI/Regulatory authority (if required) | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus | Number of students admitted (Male/Female/Trans-gender) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | M | F | TG | Total |
| 1. | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A |
| N. | | | | | | | | | | | | |

*Not for Private University
Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020: Not Applicable (N.A.)

From <M*onth, 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. | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A |
| N. | | | | | | | | | | | | |

*Not for Private University
Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

Number of programmes started at Post Graduate Diploma level as per Commission Order: Not Applicable (N.A.)

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

| Sr. No. | Post Graduate Diploma Title | Duration (years) | No. of Credits | Admission Eligibility | Fee (Rs.) | UGC Recognition Letter No. and date | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus | Number of students admitted (Male/Female/Trans-gender) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | M | F | TG | Total |
| 1. | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. |

*Not for Private University
Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

Number of programmes started at Undergraduate Degree Programmes as per Commission Order: Not Applicable (N.A.)

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

| Sr. No. | Under - Graduate Degree Title | Duration (years) | No. of Credits | Admission Eligibility | Fee (Rs.) | UGC Recognition Letter No. and | No. of Learner Support Centre Operationalized as per territorial | Number of students admitted (Male/Female/Trans-gender) |
|---|---|---|---|---|---|---|---|---|

| | | | | | date | jurisdiction*/Off Campus | M | F | TG | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| 1. | | | N.A. | N.A. | N.A. | N.A. | N.A. | N.A | N.A | | |
| N. | | | | | | | | | | | |

**\*Not for Private University**

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

**Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**
From August*, 2021-22* academic session: TO BE EXTRACTED FROM WEBPORTAL

| Sr. No. | Post-graduate Degree Title | Duration (years) | No. of Credits | Admission Eligibility | Fee (Rs.) | UGC Recognition Letter No. and date | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus | Number of students admitted (Male/Female/Trans-gender) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | M | F | TG | Total |
| 1. | M.A. in Bengali | 2 Years | 64 | | 10,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 25 | 373 | 1823 | -- | **2196** |
| 2. | M.A. in English | 2 Years | 64 | Hons. / Spl. Hons. with concerned subject 'or' General/Pass Graduate (10+2+3) with qualifying marks in the subject concerned carrying a total of at least 150 marks. 'or' General Graduate (10+2+2) with one - year bridge course in concerned subject. | 10,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 25 | 222 | 619 | -- | **841** |
| 3. | M.A. in History | 2 Years | 64 | | 10,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 25 | 628 | 1485 | -- | **2113** |
| 4. | M.A. in Education | 2 Years | 64 | | 10,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 25 | 349 | 836 | -- | **1185** |
| 5. | M.Sc. in Zoology | 2 Years | 64 | | 40,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 1 | 62 | 140 | -- | **202** |
| 6. | M.Sc. in Botany | 2 Years | 64 | | 40,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 1 | 61 | 131 | -- | **192** |
| 7. | M.Sc. in Mathematics | 2 Years | 64 | | 16,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 1 | 194 | 136 | 1 | **331** |
| 8. | M.Sc. in Geography | 2 Years | 64 | | 40,300 | F.No. 21-78/2020 (DEB-III) Dated: 05th August, 2021 | 1 | 87 | 173 | -- | **260** |

**\*Not for Private University**

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

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

**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 | 1) All courses are running according to Well published Road Map. 2. Introduction of PCP Attendance System of the Students. 3. Audio Visual Classes 4.Hands to Hand Practical classes for practical based subjects. 5. 2 phases internal assessment for each semester. 6. Orientation Programme of the students with the presence of Hon'ble Vice-Chancellor. 7. Distribution of Self Learning Materials to the Learners before commencement of Each Semester. 8. Dissertation/ Review work in the 4th semester 9. 7 days help desk 10. Library Facilities 11. Post Publication Review of the Examinations 12. Result Publication in the website 13. All the Notice published in the DODL, Kalyani University website. 14. Online application for admission. 15. Online admission through online payment gateway. | https://admissiondodl.klyuniv.ac.in/home/loginUi?t=3 <br><br> https://admissiondodl.klyuniv.ac.in/home/loginUi?t=3 |
| 2. | Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution | 1. Well furnished Class room with Audio Visual System 2.Well Written self Learning Materials. 3. 2 nos. of faculties at the Head Quarter fully dedicated for each programme 3. Well published Road MAP for each programme | |

| | | 4. 2 internal Assessment for Each Programme in the each Semester. | |
|---|---|---|---|
| 3. | Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality | 1. 64 Hours PCP for each Programme in each semester 2. 80 hours Practical Class for Practical based subjects in each semester 3. 2 Internal assessment for each semester 3. Regular PCP Attendance system of the Students 4. CCTV in the Learner Support Centers and Examinations Venue. 5. Well reputed faculties 6.Students Admission and Passed ratio 7. Revision of syllabi's 8. Updating the SLM, Online Study material to learners 9. Improving the Student Support services 10 Arrange for feedback responses from students and teachers, 11. Organize workshops or seminars on quality-related themes | https://drive.google.com/file/d/1burwaZO1TPoiP_IiDozcusq9I9ExMZft/view?usp=share_link www.dodl.klyuniv.ac.in/acroadmap.html |
| 4. | Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs) | 1. DODL, University of Kalyani follows the same Scheme and Syllabus offered through the conventional mode of the University of Kalyani.<br><br>2. The examinations pattern of ODL mode's students is same as conventional mode. 3. The Controller of Examinations, University of Kalyani is the statutory authority to conduct examinations of ODL. 4. The Eligibility Criteria for admission in the Post-Graduate Courses under | https://drive.google.com/file/d/19ibdxd97p0ZAA6N54d4l73tM-w1IIwjp/view?usp=share_link |

ODL mode same as conventional mode of the University of Kalyani.

5. The examinations Centres for conducting the examination under ODL mode are only the affiliated colleges of the University of Kalyani.

6. The panel of paper setter-moderator has been recommended by the concerned PGBoS of 8 Nos. M.A./M.Sc. courses. The same procedure and process has been followed as conventional mode for conduction of examinations.

7. All examinations Centres have been inspected by the Observers and flying squad during conduct of examinations. The Evaluation of Term End Examinations follows as the same System of the conventional examination and its controlled by the Examination Regulations of the university. The results are also published on the university website and DODL official website.

8. The PGBOS in all 8 M.A./M.Sc. Programmes have always Quality audits for each programme and members of the said committee from the department of the conventional mode and external experts are encompassed in the respective committees.

9. In addition to the ODL internal faculty, internal faculty from conventional

| | | mode and the external faculty from other HEI's are also involved in taking PCP classes based on the number of students registered for PCP.<br>• seminars or webinars etc | |
|---|---|---|---|
| 5. | Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement. | 1. There is an inbuilt system on the institute website for collecting student feedback. Further, the DODL has a fulltime devoted enquiry wing to address and solve the issues of the students. The students can also register their complaints through email or directly at the institute<br>2. Students are also encouraged to contact the Grievence cell if their issues are not addressed within a time limit.<br>3. The Academic members keep in touch with learners constantly to understand and redress their issues by employing face-to-face interaction during PCP, telephonic counseling as well as Telegram group & WhatsApp Group. | **Website Notice Board**<br><br>**www.dodl.klyuniv.ac.in** |

| 6. | Measures suggested to the authorities of Higher Educational Institution for qualitative improvement | 1. Through Internal Assessment 2. Faculty Meeting with the Hon'ble Vice Chancellor 3. Meeting of the PG Board of Studies There should be a constant collaboration with the subject experts to understand new developments conferences, webinars, seminars or workshops, and faculty development programmes need to be organised on ODL to polish up the delivery mechanisms. 2. An efficient and ideal feedback system should be established for stakeholders like learners, parents, academicians, experts and administrators to upgrade the organisation. 3. A mechanism to monitor and evaluate the actual performances of students need to be devised to outline strategies for future advancements. In addition, actions should be taken regarding the revision and content editing of SLM, conducting Faculty Development Programmes, Online tests and evaluation, providing hostel facilities to learners for attending offline classes, rendering technology enabled teaching-learning methods etc. 4. Further, advanced teaching methods involving more participation from learners can be implemented on a trial and-error basis to reap students' full potential and enhance their quality. | |

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| | | | |
| 7. | Implementation of its recommendations through periodic reviews | **The members of the CIQA Committee are always monitoring the Implementation of its recommendations** <br> 1. Bio-Metric Attendance System of the Students PCP and Practical Class <br> 2. Bio-metric Attendance in the Examinations Centre <br> 4. CCTV in the Learner Support Centres <br> 5. Academic Pool of the Councilors <br> 6. 7 days interaction with the Learner Support Centres | |
| 8. | Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. | 1. Being the nodal body of ODL programmes in HEI, the CIQA confirm the stakeholders' participation in the quality enhancement process. Feedback forms were designed to get suggestions regarding quality assurance of various university services from the stakeholders, viz. Employers, Subject Experts, Learners, Alumni and Faculties. <br> 2 Compulsory PCP, Assignments for learners, are organised on ODL to polish up the delivery mechanisms | |
| 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 | The CIQA has collected and examined the data <br> 1. Sharing PPTs, course content, study materials, practice questions, etc to ensure further understanding of the subject; Conducting online | |

| | | | |
|---|---|---|---|
| | | classes via licensed Zoom meeting App.<br>2. Sharing audio and video clips for practical purposes and doubt clearance.<br>3. Participation of DODL students in workshops organised by the University of Kalyani and other HEI's.<br>4. Organising internal examinations via Google forms.<br>5. PCPs and course curriculum maintained in accordance with the academic roadmap.<br>6. Participation of the faculties in numerous webinars and web-conferences.<br>7. Faculties took part in the different national level training programs/web-conferences/webinars.<br><br>8. Organising Orientation program for students to enable them understand daily activities monitored regularly, using CCTV; | |
| 10. | Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s). | 1. A dedicated programmer works with collecting, assembling and propagating precise statistics about the quality of the programmes.<br>2. The admission, semester and examination registration and feedback activities are prepared online, and the data is stored on the server. Thereby the statistical report is generated electronically, ensuring the report's accuracy | |

| 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 | 1. The PPRs were prepared by the PGBOS placed before the CIQA for approval. Later the same was placed in the Executive Council and were approved. 2. The Programme Project Reports for each programme were prepared as per the direction of the UGC, approved by the Statutory Body and uploaded to the DODL website. | https://drive.google.com/file/d/1iaWhZmnAm9UmDEvS0bm8Rb5p1FOKI6x-/view?usp=share_link |

| 12. | Mechanism to ensure the proper implementation of Programme Project Reports | 1. The PPRs were prepared by the PGBOS placed before the CIQA for approval. Later the same was placed in the Executive Council and were approved. 2. The Programme Project Reports for each programme were prepared as per the direction of the UGC, approved by the Statutory Body and uploaded to the DODL website. | https://drive.google.com/file/d/1iaWhZmnAm9UmDEvS0bm8Rb5p1FOKI6x-/view?usp=share_link |
|---|---|---|---|
| 13. | Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports. | Annual reports are prepared by the authority of the University of Kalyani on the basis of criteria specified by UGC regulations. It provides details of initiatives taken by the institution for quality assurance and best practices executed. In case 2021-22 academic session the Annual Reports of the University of Kalyani is being the process of preparation and it will be published very soon. | https://drive.google.com/file/d/1MKBINzsxvSIW24KI9mVHxeC0wAdtYTLW/view?usp=share_link |
| 14. | Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market. | Various guidelines were provided by CIQA by considering the UGC ODL & OL regulations. Focus was given on the Skill based education in order to get skill based Jobs. The suggestions from students, faculty of LSC & all other stakeholders is being considered to make syllabus job oriented. | |
| 15. | Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system. | The learning system at DODL focuses on creating a student centric environment to usher quality reforms in education. Active participation of learners is ensured through the effective use of library facilities, provision of assignments, case studies, | |

| | | seminars, project-based learning, presentations and group discussions | |
|---|---|---|---|
| 16. | Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc. | An action Plan will be prepared for performance evaluation and quality assessment of the institution guiding towards its overall performance. It further guarantees efficient and timely conduct of academic and administrative endeavours. SDE prepares the Annual Report as per the guidelines and parameters of UGC-DEB. Moreover, we maintain an institutional database for quality enhancement. As a nodal agency, the implementation and effectuation of best practices are well monitored. | |
| 17. | Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit | Measures are taken to integrate academic and administrative operations for quality assurance. The academic operation of the institution is efficiently monitored. As a part of internalisation and Institutionalisation of quality enhancement mechanisms the institution directly executes and monitors the development measures adopted. Measures such as incorporating technical methods in teaching, admission procedures and feedback system, improvement in quality of teaching and research, Providing inputs for best practices, and assistance to academic and administrative audits was | |

| | | a significant step in this regard | |
|---|---|---|---|
| 18. | Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines | CIQA constituted a Committee as per the University Grants Commission (ODL) Regulations, comprising teachers, academics, administrators, employers to be chaired by the Vice Chancellor to advise CIQA on its activities. PPR approved by CIQA are based on the structure defined by UGC, Staff recruitment as per UGC guidelines. The printed course materials are prepared on the basis of the detailed curriculum designed for the program. DODL has standardized the SLM (print) based on the "credit system" " which is in conformity with the UGC (ODL) Regulations. | |

| 19. | Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices. | CIQA is in continuous in coordination with and other Dual mode Universities CIQA department, as it is Central for studying their experience about various quality benchmarks or parameters and best practices. | |
| :---: | :--- | :--- | :--- |
| 20. | Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance. | All activities committed as a part of quality assurance by the institution were recorded appropriately for preparing the annual report. The records of the quality assurance ventures, which inlcuded plannings, inspections, audits, performance monitoring, were effectively documented to the standards. | |
| 21. | Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. | The institution takes necessary efforts to submit Annual Reports to the Statutory Authorities at the end of each academic session about its activities. | https://drive.google.com/file/d/1MKBINzsxvSIW24KI9mVHxeC0wAdtYTLW/view?usp=share_link |
| | (a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission. | DODL takes necessary efforts to annually submit a copy of report to the Commission on the notified date in the specified format by the Commission. The statutory authorities of the Higher Educational Institution will duly approve the report submitted. | |

| 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 | The committee oversees the functioning of the Centre for Internal Quality Assurance and approves the reports generated on the effectiveness of quality assurance systems and processes. All the activities undertaken are prudently monitored and assessed. | |
| --- | --- | --- | --- |
| 23. | Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes | DODL has adopted learner-centric pedagogy wherein curriculum is transacted mainly through Self Learning Material (SLM) (in print), in which the teacher is inbuilt into the text with provision of access devices (structure, learning outcomes, sections and sub-sections, self-assessment exercise, flowcharts/illustrations etc.) and language used is simple and conversational, to facilitate the learning process and make the learner think, write and do/act in his/her own pace in the domain. | |

| | | | |
|---|---|---|---|
| 24. | Promoted automation of learner support services of the Higher Educational Institution | DODL has instigated specific measures for the automation of learner support services, both academic and academic and non-academic. As a part of the automaton, e-learning contents, video classes through KU Message Alert Service, Telegram and WhatsApp group in addition to DODL website. (admission confirmation, dispatch of lessons, PCP schedule | |
| 25. | Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes | On this front, the institution collaborates with external subject experts to convey special talks to the learners, external assessments, review syllabi and curriculum, etc. | |
| 26. | Coordinated with third party auditing bodies for quality audit of programme(s) | Local fund (finance/accounts) and AGS audits (finance/ performance) are conducted at the institution | |
| 27. | Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution | Measures were taken to monitor and oversee the preparation of SAR. | |
| 28. | Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein | The MOU with the different organization has been signed by the University of Kalyani the betterment of learning of conventional students as well as ODL students | https://klyuniv.ac.in/?s=mou |
| 29. | Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability. | The University of Kalyani has facilitated industry-institution linkage for learners to provide exposure and enhance their employment opportunities. The University placement has made remarkable efforts in conducting placement drives, workshops and seminars to increase students' awareness. | |

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

| Sr.No. | Provisions in Regulations | Action taken in respect of ODL | Upload relevant document |
|---|---|---|---|
| 1. | Governance, Leadership and Management: <br> a. Organisation Structure and Governance <br> b. Management <br> c. Strategic Planning <br> d. Operational Plan, Goals and Policies | The institution has filled all the post of the Assistant Professor prescribed by the Commission, 2 Nos. of Assistant professors on a Full time Contract Basis for each progarmme. <br><br> b. The higher authorities from HEI, including the VC, Registrar and Controller of Examinations, Finance Officer, DODL Director, other dignitaries and the different committees constituted for various areas, manage the institution meticulously <br><br> c. Strategic Plans to implement are constituted annually based on the needs and proposals of various <br> d. Operational Plan, Goals and Policies to achieve its goals.: The committee takes the initiative to prepare operational development plans for the institution. A proper accounting system is also maintained to exhibit transparency of the system | |
| 2. | Articulation of Higher Educational Institution Objectives | The HEI vision and mission are articulated through the courses offered at ODL. The syllabus, programme and exam pattern and consistent with the HEI goals and objectives. | |

| 3. | Programme Development and Approval Processes <br> a. Curriculum Planning, Design and Development <br> b. Curriculum Implementation <br> c. Academic Flexibility <br> d. Learning Resource <br> e. Feedback System | **a.** The Curriculum Planning, Design and Development are prepared by the expert member of the Post Graduate Board of Studies (PGBOS) of respective programme of the University of Kalyani and placed to the CIQA committee for approval. | https://drive.google.com/file/d/1iaWhZmnAm9UmDEvS0bm8Rb5p1FOKI6x-/view?usp=share_link |
| | | **b**. The Curriculum Implementation is always follow the Road map of the respective programme from PCP-Practical to Internal Assessment and End term examination. The (PGBOS) of the respective subject always focused to maintain the Implementation curriculum by periodic review meeting and reporting to the CIQA | https://drive.google.com/drive/folders/1xMAprWtLeoIAAUo33wbkxLGCMv8Up_CD?usp=share_link |
| | | **C.** The Academic flexibility of the University of Kalyani for learner to select interdisciplinary options. The learners are allowing to complete their 2 years M.A./M.Sc course maximum within 5 years | |
| | | d. The University of Kalyani facilitates to the ODL students for quality learning resources: Self Learning Materials (SLMs), both soft copy and hard copy, PPTs of lectures etc. University Library, Hand to Hand practical classes. Mock Tes etc. | |

| | | | |
|---|---|---|---|
| | | e. In order to give Best Education among distance learners, the mechanism for collection of feedback from students corner were introduced and the Director of the Directorate of Kalyani University directly interact with students to short out any kind of problems. The Director confidentially collects student feedbacks regarding teaching capability of the councillors, and thereby does the needful for quality teaching. Even the Hon'ble Vice-Chancellor sometimes intervene the issue regarding enhancement of quality of teaching and learning. Feedbacks were also collected for the betterment of infrastructural facilities and necessary steps were taken accordingly. | |
| 4. | Programme Monitoring and Review | According to the UGC ODL REGULATIONS 2017 & 20200, the Directorate of Open and Distance Learning, University of Kalyani has been formed Centre for Internal Quality Assurance (CIQA) Committee. In several occasions the Directorate of open and Distance Learning at University of Kalyani conducted meetings for CIQA for ensure the proper implantation programme project Report. Accordingly the UGC ODL Regulations, 2017 the Kalyani University implanted the most the area of the Programme Project Report. | |

| | | | |
|---|---|---|---|
| 5. | Infrastructure Resources | • Academic: **18598 sq. ft**<br>• Administrative:**3664 sq. ft.**<br>• Academic Support such as Library, Reading Room, Computer Centre, ICT lab, Multimedia Lab etc. : **17998 sq. ft.**<br><br>• Amenities or other support facilities (excluding toilets): **2976 Sq. ft.**<br><br>• Total Built up Area available: **43236 sq. ft.**<br><br>• Computer Facilities<br>• Multimedia Studio<br>• Personal Contact Programme Room<br>• Smart Class Room<br>• ICT Laboratory<br>• Reading Room<br>• Library Facility<br>• Information Desk<br>• Laboratory<br>• Seminar Room<br>• Virtual Class Room<br>• Wi-Fi Facility.<br>• CCTV Surveillance. | |
| 6. | Learning Environment and Learner Support | The learner support services including academic counselling and library services are provided to learners. The university has a well-equipped library with plenty of attractive, well-built, and well-illustrated academic books, previous question papers, journals and periodicals. Information and Communication Technology facilities are delivered through well-furnished computer lab with 100 computers. • Blended learning is accomplished by incorporating online learning services and physical classes for discussions. | |

| | | | |
|---|---|---|---|
| 7. | Assessment and Evaluation | Continuous assessment and evaluation in most of the courses is implemented through tutor marked assignments, which are sent separately to all the learners as per the set schedule. All the learners are expected to work on these assignments and submit their responses to their respective Learner Support Centers (LSCs) as per the pre-set schedule published on the website | **https://docs.google.com/spreadsheets/d/185VyTx1wW_ybjER08vA3vjBn7m0grWwX/edit?usp=share_link&ouid=108151907538440223060&rtpof=true&sd=true**<br><br>**https://drive.google.com/drive/folders/1Z5ntQGn4o_1g9_5x-4R6hNN5h4P8Qa40?usp=share_link** |
| 8. | Teaching Quality and Staff Development | Offers higher education at affordable costs to large segments of the population by removing barriers of age, entry qualification, place and pace of study and leveraging interaction by offering seamless teaching - learning experiences. | |

**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 inrespect of ODL | Upload relevant document |
|---|---|---|---|
| 1. | Academic Planning | Appropriate academic planning procedures are undertaken through well-timed curriculum revision and SLM updations. Students' exam scores are compared to evaluated to understand the value-added learner experience. The institution is taking necessary steps to fill the vacant teaching positions too. The computer lab, Theatre classroom, library and seminar hall are reformed to exhibit quality learning experiences to students. | |
| 2. | Validation | The academic viability of programmes is ensured through periodic expert committee review | |
| 3. | Monitoring, Evaluation and Enhancement Plans<br><br>a.   Reports from Learner Support Centres (for Open and Distance Learning programmes) | Every plan of the DODL, University of Kalyani always intimated to the Learner Support centres. Learner Support Centres always implemented said plans as per the Head Quarter. The periodic reports have been collected from the Every Learner support Centre | |
|  | a.    Reports from Examination Centres | b. Reports of conduct of examinations in both Open and Distance Learning Mode is collected periodically from Examination Centres. | |
|  | b.    External Auditor or other External Agencies report | c. The Higher Educational Institution considers the comments made by External auditors and experts such as local fund and AGS audits (finance and performance) | |
|  | c.   Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational | d. . Easy access is ensured for performance monitoring information such as course pass rates, learner | |

| | | | |
|---|---|---|---|
| | Institution level | entry profiles and progression and achievement reports are available through a web-based application. | |
| | d.    Reporting and Analytics by the Higher Educational Institution | e. The student reports can be evaluated through web-based applications to analyse learner and academic analytics for Performance assessment. | |

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

## Part – III: Human Resources and Infrastructural Requirements

**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. (Dr.) Tapati Chakraborti**
>
> **Professor & Director**
>
> **Qualification: M.Sc., Ph.D**
>
> Salary Scale:
>
> **Professor Scale**

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

| Programmes Name | No. of Faculty required | No. of Faculty appointed | Complied Yes/No | If no. reason thereof |
|---|---|---|---|---|
| Master of Arts (M.A.) in Bengali | 2 | 2 | Yes | |
| Master of Arts (M.A.) in English | 2 | 2 | Yes | |
| Master of Arts (M.A.) in History | 2 | 2 | Yes | |
| Master of Arts (M.A.) in Education | 2 | 2 | Yes | |
| Master of Science(M.Sc.) in Zoology | 2 | 2 | Yes | |
| Master of Science(M.Sc.) in Botany | 2 | 2 | Yes | |
| Master of Science(M.Sc.) in Mathematics | 2 | 2 | Yes | |
| Master of Science(M.Sc.) in Geography | 2 | 2 | Yes | |

| S. No. | Programme Name | No. of Full time-Dedicated faculty for ODL | Names | Designation | Qualification | Experience | Type (Regular/ Contract) with gross salary/ | Date of joining programme and Joining report |
|---|---|---|---|---|---|---|---|---|
| 1 | Master of Arts (M.A.) in Bengali | 2 | Dr. Rajsekhar Nandi | Assistant Professor | M.A, M.Phil, Ph.D | 5 years | Full time Contractual 40,000.00 | 14.08.2018 https://drive.google.com/file/d/1QMWykLGOVG21wAmPI5QgklfSRFMSoQn-/view?usp=share_link |
| | | | Dr. Shrabanti Pan | Assistant Professor | M.A, NET, Ph.D | 5 years | Full time Contractual 40,000.00 | 17.08.2018 https://drive.google.com/file/d/1EtD8OpJZ5Fe_9s10LYnunKqnwemznqK6/view?usp=share_link |
| 2 | Master of Arts (M.A.) in English | 2 | Ms. Anwesa Chattopadhyay | Assistant Professor | M.A., M.PHIL, NET | 5 years | Full time Contractual 40,000.00 | 09.12.2019 https://drive.google.com/file/d/1wZ4fgh0adqckZKp_MUq_1oU6Mde59WHf/view?usp=share_link |
| | | | Ms. Rajanya Ganguly | Assistant Professor | M.A., M.Phil, NET | 5 years | Full time Contractual 40,000.00 | 15.02.2020 https://drive.google.com/file/d/1kr_MTAG8wr8dF8kY3NSx2Ia3Qbmx0JNk/view?usp=share_link |
| 3 | Master of Arts (M.A.) in History | 2 | Mr. Sukrit Mukherjee | Assistant Professor | M.A, M.Phil, SET | 5 years | Full time Contractual 40,000.00 | 16.08.2018 https://drive.google.com/file/d/15pPX-x2L40XXtUMiHw4mGA8TeetcNIx1/view?usp=share_link |
| | | | Mr. Bidyut Patar | Assistant Professor | MA, UGC NET JRF, WB SET | 5 years | Full time Contractual 40,000.00 | 30.09.2019 https://drive.google.com/file/d/13hqfpXkba24uRDtba4d6VIh4f_uppPMO/view?usp=share_link |

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| HEI ID: | | | Name of HEI: | | | | Type of HEI: | |
|---|---|---|---|---|---|---|---|---|
| 4 | Master of Arts (M.A.) in Education | 2 | Dr. Shampa Sarkar | Assistant Professor | M.A., Ph.D, SET | 5 years | Full time Contractual 40,000.00 | 24.08.2019 https://drive.google.com/file/d/1a9z_OHDI-jkvdqL_eMcm6f5LpOYDlWct/view?usp=share_link |
| | | | Mr. Sajal Chintapatra | Assistant Professor | M.A, M.ED, M.Phill, SET | 5 years | Full time Contractual 40,000.00 | 27.11.2019 https://drive.google.com/file/d/1kGJwPd7EJmIGUDUUevPbVa5asBn1cSPl/view?usp=share_link |
| 5 | Master of Science (M.Sc.) in Zoology | 2 | Dr. Subhabrata Ghosh | Assistant Professor | M.Sc., NET(CSIR-JRF+LS),SET, Ph.D, Post Doc | 5 years | Full time Contractual 40,000.00 | 16.08.2018 https://drive.google.com/file/d/1OIDOQExcfkNYaLk3tqVa4QOfgTbu9duG/view?usp=share_link |
| | | | Dr. Sudeshna Banerjee | Assistant Professor | M.Sc., NET (UGC-JRF), Ph.D | 5 years | Full time Contractual 40,000.00 | 15.11.2019 https://drive.google.com/file/d/1w5xhihojc_bLiZLu-3dlxqlnu0-ZrxoX/view?usp=share_link |
| 6 | Master of Science (M.Sc.) in Botany | 2 | Dr. Ankita Pramanik | Assistant Professor | M.Sc., Ph.D. | 1 year | Full time Contractual 40,000.00 | 07.02.2022 https://drive.google.com/file/d/1oGkM55lset72KyYHrGqoJHqANEZfNIY/view?usp=share_link |
| | | | Dr. Pallab Kumar Ghosh | Assistant Professor | M.Sc.; M.Phil., Ph.D.; Post Doc (NPDF) | 5 years | Full time Contractual 40,000.000 | 16.08.2018 https://drive.google.com/file/d/1O1t3gYPeDMUt3NZuMTKSnibLPoIpNfXN/view?usp=share_link |
| 7 | Master of Science (M.Sc.) in Mathematics | 2 | Mr. Biswajit Mallick | Assistant Professor | M.SC., NET-JRF | 5 years | Full time Contractual 40,000.000 | 16.08.2018 https://drive.google.com/file/d/1TEC62SJhU5d-30s5VB_u0xhDfxNS2uDE/view?usp=share_link |

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| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | Ms. Audrija Choudhury | Assistant Professor | M.SC., NET-JRF | 5 years | Full time Contractual 40,000.00 | 14.08.2018 [https://drive.google.com/file/d/1y tuuvQ3gu-r9AicxIncIa3Pavr EH7vwa/view?usp=share_link](https://drive.google.com/file/d/1ytuuvQ3gu-r9AicxIncIa3PavrEH7vwa/view?usp=share_link) |
| 8 | Master of Science (M.Sc.) in Geography | 2 | Dr. Sayan Choudhary | Assistant Professor | M.A., Ph.D., UGC NET JRF | 5 years | Full time Contractual 40,000.00 | 16.08.2018 [https://drive.google.com/file/d/18 Wk2XCCUrV28do BzATcuGzrReeAL h3ui/view?usp=s hare_link](https://drive.google.com/file/d/18Wk2XCCUrV28doBzATcuGzrReeALh3ui/view?usp=share_link) |
| | | | Dr. Ayan Rudra | Assistant Professor | M.A., MPS, M.PHIL., PH.D., UGC NET | 2.5 Yrs. | Full time Contractual 40,000.00 | 13.11.2020 [https://drive.google.com/file/d/ 1vQMmmbDx1F lw9VXIBUEfSM Q_tcYDMECa/vi ew?usp=share_li nk](https://drive.google.com/file/d/1vQMmmbDx1Flw9VXIBUEfSMQ_tcYDMECa/view?usp=share_link) |

**Details of Administrative staff**

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

| Admin Staff | Required (up to 5,000 students) | Available |
|---|---|---|
| Deputy Registrar | 1 | 1 |
| Assistant Registrar | 1 | 2 |
| Section Officer | 1 | 2 |
| Assistants | 3 (2 for DM Universities) | 3 |
| Computer Operator | 2 | 2 |
| Multi-Tasking Staff | 2 | 3 |

# Part – IV: Examinations

**Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:**

| S.No. | Provisions in Regulations | Whether complied Yes/No | If No, Reason thereof |
|-------|---------------------------|-------------------------|------------------------|
| 1. | All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced | Yes | |
| 2. | For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc | Yes | |
| 3. | All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution.<br><br>No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions. | 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 | |

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

| S.No. | Provisions in Regulations | Whether complied Yes/No | If No, Reason thereof |
|---|---|---|---|
| 5. | The number of examination centres in a city or State must be proportionate to the student enrolment from the region | Yes | |
| 6. | Building and grounds of the examination centre must be clean and in good condition. | Yes | |
| 7. | The examination centre must have an examination hall with adequate seating capacity and basic amenities | Yes | |
| 8. | Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions | Yes | |
| 9. | The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities | Yes | |
| 10. | Safety and security of the examination centre must be ensured | Yes | |
| 11. | Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order | Yes | |
| 12. | Provision of drinking water must be made for learners | Yes | |
| 13. | Adequate parking must be available near the examination centre | Yes | |
| 14. | Facilities for Persons with Disabilities should be available | Yes | |

| Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15and 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** https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2yJTG-/view?usp=share_link | |
| 2. | A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification. | **Yes** https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2yJTG-/view?usp=share_link | |

| 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: | **Yes** | |
| | Provided that no semester or year-end examination shall be held unless: | **Yes** | |
| | 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; | **Yes** | |
| | ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each | | |

| S.No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Rea son ther eof |
|---|---|---|---|
| | of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution | | |
| 4. | The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities | **Yes** | |
| 5. | The weightage for different components of assessments for Open and Distance Learning mode shall be as under: <br> (i) continuous or formative assessment (in semester): Maximum 30 per cent. <br> (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent. | **Yes** <br> **https://google.com/file/d/19ibdxd97p0ZAA6N54d4l73tM-w1IIwjp/view?usp=share_link** | |
| 6. | The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments | **Yes** <br> https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2yJTG-/view?usp=share_link | |

**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 |
|---|---|---|---|
| 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**<br><br>**https://drive.google.com/file/d/1w-slWofqRKMBjNCNh0lB5y-3cP3VALEs/view?usp=share_link** | |
| 8. | A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner. | **Yes**<br><br>**https://drive.google.com/file/d/1C6r-5hzn6uLpfwOe9VZZP95EKB2yJTG-/view?usp=share_link** | |
| 9. | The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations. | **Yes**<br><br>**https://drive.google.com/file/d/1LNtCoCnNASbnKOX4jckIiaVcHHp4gZcr/view?usp=share_link** | |
| 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 | **No** | |

| S.No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Rea son ther eof |
|---|---|---|---|
| | (c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners | No | |
| | (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 in-charge of examination centre to the Higher Educational Institution | No | |
| 11. | The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years | No | |
| 12. | (a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and | All the examinations have been conducted during 2021-22 academic session thorough blended mode due to COVID 19 pandemic situation. The examinees have done their examinations from their own home. | |
| | (b) It shall be mandatory to have observer report submitted to the Higher Educational Institution | N.A. | |

| | | | |
|---|---|---|---|
| 13. | (a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted | **Yes** | |

| S.No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Reason thereof |
|---|---|---|---|
|  | through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations. |  |  |
|  | (b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution | Yes |  |
| 14. | The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(s), NavodayaVidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions | Yes |  |
| 15. | The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations | Yes |  |

| S.No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Reason thereof |
|---|---|---|---|
| 16. | The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution | **Yes** | |
| 17. | (a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have<br><br>i.  Photograph<br>ii.  Aadhaar number or other government recognised identifier or Passport number, as applicable,<br>iii.  Other relevant details of the learner along with the Programme name. | **No** | **The Mark Sheet of the students under Conventional mode as well as ODL mode adhering the details of Photograph, Aadhaar number and ABC ID are under process** |
|  | (b) Each award shall also be uploaded on the National Academic Depository | **No** | **Is under process** |
| 18. | It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres | **Is under Process Upload samples** | As per UGC ODL regulations the University of Kalyani will mention the following on the back side of each of the degrees/certificates & marks from the publication result M.A./M.Sc 2nd Semester, 2021-22 under DODL mode and it will be pubished shorly.<br><br>*Mode of delivery;*<br>**(ii)** *Date of admission;*<br>**(iii)** *Date of completion;* |

| | | | |
|---|---|---|---|
| | | | **(iv)** *Name and address of all Learner Support Centres (only or Open and Distance Learning);* <br> **(v)** *Name and address of all Examination Centres."* |

| S.No. | Provisions in Regulations | Whether complie dYes/No If Yes, Upload relevant document | If No, Reason thereof |
|-------|---------------------------|---------------------------------------------------------|-----------------------|
|       |                           |                                                         |                       |

<mark>    </mark>**Whether any examination held through online mode.** <mark>No</mark>

### 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 |
|--------------------|----------------|--------------------------|-----------------------------------|------------------------------------------|----------------------|--------------------------------------|
| November, 2021 | M.A. in Bengali | 2196 | 2144 | 2074 | 96.74 | 75.33 |
| | M.A. in English | 841 | 621 | 437 | 70.37 | 26.57 |
| | M.A. in History | 2113 | 1844 | 1654 | 89.70 | 64.05 |
| | M.A. in Education | 1185 | 1055 | 997 | 94.50 | 82.09 |
| | M.Sc. in Zoology | 202 | 191 | 180 | 94.76 | 94.24 |
| | M.Sc. in Botany | 192 | 185 | 167 | 90.27 | 86.49 |
| | M.Sc. in Mathematics | 331 | 300 | 279 | 93.00 | 90.33 |
| | M.Sc. in Geography | 260 | 246 | 229 | 93.09 | 89.84 |

## Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

**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.*

- The need-based Programme are proposed by the CIQA Committee of DODL, University of Kalyani.
- The Programmes are approved by the Executive Council
- The Unit based course structure is prepared by the concerned Post Graduate Board of Studies (PG BoS).
- Concerned PG BOS develops the PPR as per the UGC ODL regulations.
- PPR is placed before the CIQA Committee of the DODL for further consideration.
- Finally, Executive Council of the University approves PPR.

https://drive.google.com/file/d/1iaWhZmnAm9UmDEvS0bm8Rb5p1FOKI6x-/view?usp=share_link

**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.*

*Instructional delivery mechanism: We follow a modern ICT enabled approach form of instruction. As it is a learner oriented system of education, it isdifferent from conventional mode of education. Here, learner will be an active participant and most of the instruction has through distance rather than face to face communication. The following will be the delivery mechanism for this course: • Self Learning Material (SLM): The printed material of the programme in the form of Self Learning Material (SLM) has been supplied to the students during their enrolment to the course. • Audio-VisualMaterial Aids: Video lectures of the course has been produced by the Directorate and will be uploaded to the University Website. A video Programme will be normally of 45 min to 1 hour duration. Virtual Classes has been organised from time to time for the benefit of the learners.*

www.dodl.klyuniv.ac.in/elibrary.html

**Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

A major quality concern of any Open and Distance learning institution is to develop quality Self-Learning Materials (SLMs) for its Learners. The SelfLearning Materials has been developed basically learners centric materials, which a learner to easily access and acclimate the contains. Distance Learner usually depended lot SLMs because they have to learn on their own, at a time space and place of their own choice. Printed SLMs on all theprogrammes as prepared by best available experts in the subjects are supplied to the students from DODL Head quarter or respective study centres. While the Learning would give the students the required academic guidance they are advice to supplement they are reading at home by going trough the prescribed text and consulting the suggested reference works as far as possible. The Self Learning Material has been designedwith the approach of two-way communication between the learner and content. The Self Learning Material has been involve the learner actively through various experience-based activities and assignments.It is totally clear instruction regarding subject. The SLMs has been developed totally self directed for each studies. There shall be detail learning map in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies.

Method of Preparing SLM
SLMs as per the Credit based syllabi are developed in-house by employing own university teachers and teachers from other universities/colleges and finally approved by Departmental Council.
PGBOS in concerned programme recommends the panel of SLM writers and forward the same to the Advisory Committee for further action.
Orientation programme is organised for the approved SLM writers on the methods of writing SLMs.
70% of Self Learning Material has been prepared the faculty members of Kalyani University and 30% Self learning Materials has been prepared by the external experts.

 **www.dodl.klyuniv.ac.in/elibrary.html**

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

## Part – VI: Programme Delivery through Learner Support Centre (LSC)

**Details of personal contact programmes implemented**:

Please provide information in respect of programmes at PG Programmes

| S. No. | Programmes name | CentreName | No. of centres conducted PCP | No. PCP held every year | Total no. ofstudents registered inthe programme | No. of Students Attendedon an average basis |
|---|---|---|---|---|---|---|
| 1 | M.Sc. in Zoology | University of Kalyani (Head Quarter) | 1 | 80+72 PCP+ Practical) | 202 | 181 |
| 2 | M.Sc. in Botany | University of Kalyani (Head Quarter) | 1 | 64+72 (PCP+ Practical) | 192 | 170 |
| 3 | M.Sc. in Mathematics | University of Kalyani (Head Quarter) | 1 | 80 | 331 | 278 |
| 4 | M.A./M.Sc. in Geography | University of Kalyani (Head Quarter) | 1 | 44+66 (PCP+ Practical) | 260 | 237 |
| 5 | M.A. in Bengali | 1. University of Kalyani (Head Quarter) 2. Asannagar MMT College 3. Berhampore College 4. Bethuadahari College 5. Chakdaha College 6. Chapra Bangaljhi Mahavidyalaya 7. DR B R Ambedkar College 8. Dumkal College 9. Dumkal Girls College 10. Dwijendra Lal College 11. Haringhata Mahavidyalaya 12. Jalangi Mahavidyalaya 13. Jangipur college 14. Jatindra Rajendra Mahavidyalaya 15. Kanchrapara College 16. Muzaffar Ahmed Mahavidyalaya 17. Nabadwip Vidyasagar College 18. Pritilata Waddear Mahavidyalaya 19. Prof S Nurul Hasan College 20. Ranaghat College 21. S R Fatepuria College 22. S.C.B.C College 23. Santipur College 24. Srikrishna college 25. Sripat Singh College | 25 | 64 | 2196 | 2143 |

| 6 | M.A. in English | 1. University of Kalyani (Head Quarter)<br>2. Asannagar MMT College<br>3. Berhampore College<br>4. Bethuadahari College<br>5. Chakdaha College<br>6. DR B R Ambedkar College<br>7. Dumkal Girls College<br>8. Dwijendra Lal College<br>9. Haringhata Mahavidyalaya<br>10. Jalangi Mahavidyalaya<br>11. Jangipur College<br>12. Jatindra Rajendra Mahavidyalaya<br>13. Kanchrapara College<br>14. Muzaffar Ahmed Mahavidyalaya<br>15. Nabadwip Vidyasagar College<br>16. Pritilata Waddear Mahavidyalaya<br>17. Prof S Nurul Hasan College<br>18. Ranaghat College<br>19. S R Fatepuria College<br>20. S.C.B.C College<br>21. Santipur College<br>22. Sripat Singh College | 22 | 64 | 841 | 677 |
| 7 | M.A. in History | 1. University of Kalyani (Head Quarter)<br>2. Asannagar MMT College<br>3. Berhampore College<br>4. Bethuadahari College<br>5. Chakdaha College<br>6. Chapra Bangaljhi Mahavidyalaya<br>7. DR B R Ambedkar College<br>8. Dumkal College<br>9. Dumkal Girls College<br>10. Dwijendra Lal College<br>11. Haringhata Mahavidyalaya<br>12. Jalangi Mahavidyalaya<br>13. Jangipur college<br>14. Jatindra Rajendra Mahavidyalaya<br>15. Kanchrapara College<br>16. Muzaffar Ahmed Mahavidyalaya<br>17. Nabadwip Vidyasagar College<br>18. Pritilata Waddear Mahavidyalaya<br>19. Prof S Nurul Hasan College<br>20. Ranaghat College<br>21. Rani Dhanya Kumai College<br>22. S R Fatepuria College<br>23. S.C.B.C College<br>24. Santipur College<br>25. Srikrishna college<br>26. Sripat Singh College | 26 | 64 | 2113 | 1841 |
| 8 | M.A. in Education | 1. University of Kalyani (Head Quarter)<br>2. Asannagar MMT College<br>3. Bethuadahari College<br>4. Chakdaha College<br>5. Chapra Bangaljhi Mahavidyalaya<br>6. DR B R Ambedkar College<br>7. Dumkal College<br>8. Dumkal Girls College<br>9. Dwijendra Lal College<br>10. Haringhata Mahavidyalaya<br>11. Jalangi Mahavidyalaya<br>12. Jangipur college<br>13. Jatindra Rajendra Mahavidyalaya | 25 | 64 | 1185 | 997 |

| | | 14. Kanchrapara College<br>15. Muzaffar Ahmed Mahavidyalaya<br>16. Pritilata Waddear Mahavidyalaya<br>17. Prof S Nurul Hasan College<br>18. Ranaghat College<br>19. Rani Dhanya Kumai College<br>20. S R Fatepuria College<br>21. S.C.B.C College<br>22. Santipur College<br>23. Srikrishna college<br>24. Sripat Singh College<br>25. Union Christian College | | | |

## Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

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

This is to compliance that all the 27 learner support centre have been operationalised under the territorial jurisdiction of Kalyani University. As per the prayer from the affiliated Colleges under the University of Kalyani the DODL placed the prayer to the CIQA of the University of Kalyani the CIQA formed the Inspection team and the Inspection team inspect of the said colleges for Opening a new Learner centre under DODL, K.U.. The report of the inspection team placed before the CIQA and Hon'ble Vice- Chancellor for approval.

## LSC wise enrollment details (Not for Private University)

| Centre Code | Name & Address of College/institute (where LSC is established): | This LSC is LSC of how many HEIs? (No. and Names) | If yes, All the HEIs in same State as that of the LSC? | Name of HEI to which College/institute is affiliated (where LSC is established) | Whether the College/institute is private or Govt. (where LSC is establi | Name and Contact Details of Coordinator/ counsellor | Qualification of Coordinator/ Counsellor | No. of Counsellor | Programmes offered | Total Enrolled student. |
|---|---|---|---|---|---|---|---|---|---|---|

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | **shed)** | | | | | |
| KU | KU MAIN CAMPUS (HQ) DODL BUILDING, UNIVERSITY OF KALYANI<br><br>POST- KALYANI DIST- NADIA PIN-741235 PHONE- 033-25022212 | | UNIVERSITY OF KALYANI | GOVT. | PROF. SANJIB KUMAR DATTA DIRECTOR, DODL UNIVERSITY OF KALYANI POST- KALYANI DIST- NADIA PIN-741235 PHONE- 8017105978 EMAIL-SANJIBDATTA05@GMAIL.COM | M.SC., M.PHIL, PH.D | 102 | 1.M.A. IN ENGLISH 2.M.SC IN ZOOLOGY 3.MA OR MSC IN EDUCATION 4.MA IN BENGALI 5.MA IN HISTORY 6.MA OR MSC IN GEOGRAPH | 4283 |
| M01 | BERHAMPORE COLLEGE, 20, C. R. DAS ROAD, MURSHIDABAD-742101, PHONE: (03482) 252545 | 01<br><br>RBU<br><br>YES SAME STATE WESTBENGAL | UNIVERSITY OF KALYANI | GOVT. | DR. SANTANU BHADURI ASSOCIATE PROFESSOR, DEPT. OF COMMERCE BERHAMPUR COLLEGE, 20, C. R. DAS ROAD, P.O BERHAMPUR MURSHIDABAD-742101, PH. 9434183776 | M.COM, PH.D | 15 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN HISTORY | 181 |
| M02 | DUMKAL GIRL'S COLLEGE P.O. DUMKAL, DIST. MURSHIDABAD PIN-742303, WEST BENGAL PH. 03481-230149 | | UNIVERSITY OF KALYANI | GOVT. | PRANTAB CHAKRABORTY, ASST. PROFESSOR DUMKAL GIRL'S COLLEGE P.O. DUMKAL, DIST. MURSHIDABAD PIN-742303, WEST BENGAL PH. 9732071370 | M.A IN ENGLISH | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 66 |

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| HEI ID: | | | Name of HEI: | | Type of HEI: | | | | |
|---|---|---|---|---|---|---|---|---|---|
| M03 | DUMKAL COLLEGE, P.O. BASANTAPUR DIST. MURSHIDABAD, PIN CODE: 742406 PHONE: 03481 230770; MOB: 9733810820 | | UNIVERSITY OF KALYANI | GOVT. | DEBASISH BANDYOPADHYAY ASSOCIATE PROFESSOR, DEPT. OF COMMERCE DUMKAL COLLEGE, P.O. BASANTAPUR DIST. MURSHIDABAD, PIN CODE: 742406 PH. 9474319256 | M.COM | 14 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 31 |
| M04 | JALANGI MAHAVIDYALAYA, P.O. JALANGI, DIST. MURSHIDABAD, PIN CODE: 742305. PHONE: 03481-235059 | | UNIVERSITY OF KALYANI | GOVT | MD. MONIRUL ISLAM ASSISTANT PROFESSOR, JALANGI MAHAVIDYALAYA, P.O. JALANGI, DIST. MURSHIDABAD, PIN CODE: 742305 PH. 8145134801 | M.A, B.ED | 8 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 59 |
| M05 | JANGIPUR COLLEGE, P.O. JANGIPUR, DIST. MURSHIDABAD, PIN CODE: 742213. PHONE: 03483-264226 | | UNIVERSITY OF KALYANI | GOVT | KESHAB CHANDRA GHOSH ASSISTANT PROFESSOR, DEPT. OF HISTORY JANGIPUR COLLEGE, P.O. JANGIPUR, DIST. MURSHIDABAD, PIN CODE: 742213. | M.A IN HISTORY, B.ED, M.PHIL | 14 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN | 125 |
| M06 | JATINDRA RAJENDRA MAHAVIDYALAYA, P.O. AMTALA, DIST. MURSHIDABAD. PIN CODE: 742121. PHONE: 03482-247244 / 247107 | | UNIVERSITY OF KALYANI | GOVT. | DR. RANJIT KUMAR BAIDYA ASSISTANT PROFESSOR, DEPT. OF BENGALI JATINDRA RAJENDRA MAHAVIDYALAYA, P.O. AMTALA, DIST. MURSHIDABAD. PIN CODE: 742121. PH. 9126813022 | MA, P.HD | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 111 |
| M07 | RANI DHANYA KUMARI COLLEGE, P.O. JIAGANJ, DIST MURSHIDABAD, PIN 742123. PHONE: 03483- | | UNIVERSITY OF KALYANI | GOVT | ABUSINA BISWAS ASSISTANT PROFESSOR, DEPT. OF ENGLISH RANI DHANYA KUMARI COLLEGE, P.O. JIAGANJ, DIST MURSHIDABAD, PIN | M.A IN ENGLISH, M.PHIL | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN | 15 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 255330/256948 | | | | 742123 PH. 9474901047 | | | | EDUCATION 4.MA IN HISTORY |
| M08 | PROF. S. NURUL HASAN COLLEGE, P.O. FARAKKA BARRAGE, DIST. MURSHIDABAD, PIN CODE: 742212 PHONE: 9800255312 | | UNIVERSITY OF KALYANI | GOVT | CAPTAIN DR. SIBASHIS BANERJEE ASSOCIATE PROFESSOR, DEPT. OF POLITICAL SCIENCE, PROF. S. NURUL HASAN COLLEGE, P.O. FARAKKA BARRAGE, DIST. MURSHIDABAD, PIN CODE: 742212 PH. | M.A, PH.D | 14 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 157 |
| M09 | MUZAFFAR AHAMED MAHAVIDYALAYA P.O. SALAR, DIST. MURSHIDABAD PIN-742401 PH. | | UNIVERSITY OF KALYANI | GOVT | DR. SUKANTA PAUL ASSOCIATE PROFESSOR IN HISTORY MUZAFFAR AHAMED MAHAVIDYALAYA P.O. SALAR, DIST. MURSHIDABAD PIN-742401 WEST BENGAL PH. 9732544935 | M.A IN HISTORY. PH.D | 14 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN | 50 |
| M10 | S. R. FATEPURIA COLLEGE, BELDANGA, MURSHIDABAD--742133, PHONE: 03482-264040/264240 | | UNIVERSITY OF KALYANI | GOVT. | DR. RITABRATA TRAFDAR ASSISTANT PROFESSOR, DEPT. OF ECONOMICS S. R. FATEPURIA COLLEGE, P.O. BELDANGA, DIST.MURSHIDABAD PIN-742133, WEST BENGAL PH. 9337023629 | M.SC, PH.D IN ECONOMICS | 22 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 52 |
| M11 | SRIPAT SINGH COLLEGE, JIAGANJ, DIST. MURSHIDABAD, PIN CODE: 742123. PHONE: 03483-255351. | 02  1.NSOU  2.RBU  YES IN SAME STATE  WEST BENGAL | UNIVERSITY OF KALYANI | GOVT. | DR. ABDUL KADER AHAMED ASSOCIATE PROFESSOR, DEPT. OF POLITICAL SCIENCE, SRIPAT SINGH COLLEGE, P.O. JIAGANJ, DIST. MURSHIDABAD, PIN CODE: 742123. PH. 9474316933 | M.A, PH.D | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 38 |

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| HEI ID: | | | Name of HEI: | | | | | Type of HEI: | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| M12 | SUBHAS CHANDRA BOSE CENTENARY COLLEGE, LALBAG, DIST. MURSHIDABAD, PIN CODE: 742149. PHONE: 03482-270643/271272 | | UNIVERSITY OF KALYANI | GOVT. | DR. SUPAM MUKHARJEE ASSISTANT PROFESSOR, DEPT. OF HISTORY, SUBHAS CHANDRA BOSE CENTENARY COLLEGE, P.O. LALBAG, DIST. MURSHIDABAD, PIN CODE: 742149. WEST BENGAL PH. 9434222716 | M.A, PH.D | 20 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 279 |
| M13 | UNION CHRISTIAN TRAINING COLLEGE, P.O. BERHAMPORE, DIST. MURSHIDABAD, PIN CODE: 742101. PHONE: 03482-250254; MOB: 9932886234 | 02 1.NSOU 2.RBU YES IN SAME STATE WEST BENGAL | UNIVERSITY OF KALYANI | GOVT | DR.SASIM KABIRAJ THAKUR UNION CHRISTIAN TRAINING COLLEGE, P.O. BERHAMPORE, DIST. MURSHIDABAD, PIN CODE: 742101. PH. 9932886234 | M.A IN HISTORY, B.ED, PH.D | 6 | 1.MA OR MSC IN EDUCATION | 9 |
| N01 | BETHUADAHARI COLLEGE, BETHUADAHARI, DIST. NADIA. PIN CODE: 741126. PHONE: 03474 255401; MOB: 9477589473 | | UNIVERSITY OF KALYANI | GOVT. | DR. TAPAN KUMAR PANDE ASSOCIATE PROFESSOR, DEPT. OF BENGALI BETHUADAHARI COLLEGE, P.O. BETHUADAHARI, DIST. NADIA. PIN CODE: 741126 PH. 9434124873 | M.A, PH.D | 14 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 133 |

| HEI ID: | | | Name of HEI: | | | | | | Type of HEI: | |
|---|---|---|---|---|---|---|---|---|---|---|
| N02 | CHAKDAHA COLLEGE P.O. CHAKDAHA, DIST. NADIA PIN-741222, WEST BENGAL PH. 03473242268 | 01 1.NSOU YES IN SAME STATE WEST BENGAL | UNIVERSITY OF KALYANI | GOVT | ABHISHEK CHOWDHURY ASSISTANT PROFESSOR IN ENGLISH CHAKDAHA COLLEGE P.O. CHAKDAHA, DIST. NADIA PIN-741222, WEST BENGAL PH. 9831230275 | M.A IN ENGLIS H | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | | 122 |
| N03 | CHAPRA BANGALJHI MAHAVIDYALAY A, P.O. BANGALJHI, DIST. NADIA, PIN CODE: 741123. PHONE: 03474-271108 | | UNIVERSITY OF KALYANI | GOVT. | GARGI SENGUPTA ASSISTANT PROFESSOR, CHAPRA BANGALJHI MAHAVIDYALAYA, P.O. BANGALJHI, DIST. NADIA, PIN CODE: 741123. PH. 03474-271108 | AS PER UGC RULE | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | | 21 |
| N04 | DR. B. R. AMBEDKAR COLLEGE, BETAI, DIST. NADIA, PIN CODE: 741163. PH. NO. 03471 – 254110/254207 | | UNIVERSITY OF KALYANI | GOVT | PANKAJ MAJHI ASSOCIATE PROFESSOR, DEPT. OF COMMERCE, DR. B. R. AMBEDKAR COLLEGE,P.O. BETAI, DIST. NADIA,WEST BENGAL, PIN CODE: 741163 PH; 8768431011 | M.A, B.ED | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | | 243 |
| N05 | DWIJENDRALAL COLLEGE, KRISHNANAGAR DIST. NADIA. PIN CODE: 741101, PH. NO. 03472-642599 MOBILE: 9434245262 | 01 IGNOU | UNIVERSITY OF KALYANI | GOVT. | SUJAN SARKAR ASSISTANT PORFESSOR, DEPT. OF HISTORY, DWIJENDRALAL COLLEGE, P.O. KRISHNANAGAR DIST. NADIA. PIN CODE: 741101, WEST BENGAL, PH. 8001040141 | M.A. IN HISTOR Y | 19 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | | 288 |
| N06 | HARINGHATA MAHAVIDYALAY A, SUBARNAPUR, | | UNIVERSITY OF KALYANI | GOVT. | ASHIM SINHA HARINGHATA MAHABIDYALAYA, P.O. | M.COM | 15 | 1.M.A IN ENGLISH 2.MA IN | | 67 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | DIST. NADIA, PIN CODE: 741249 PHONE: 03473 – 233318 MOBILE:943339018 0 | | | | HARINGHATA, DIST. NADIA, PIN CODE: 741249, WEST BENGAL PH. 943390180 | | | BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | |
| N07 | NABADWIP VIDYASAGAR COLLEGE, PUCATOLA ROAD, NABADWIP, DIST. NADIA, PIN CODE: 741302. PHONE: 03472-240014; MOBILE: | | UNIVERSITY OF KALYANI | GOVT. | DR. HEMANTA BHATTACHARYA ASSOCIATE PROFESSOR, DEPT. OF SANSKRIT, NABADWIP VIDYASAGAR COLLEGE, PUCATOLA ROAD, P.O NABADWIP, DIST. NADIA, PIN CODE: 741302. WEST BENGAL PH. | M.A, PH.D | 10 | 1. MA IN ENGLISH 2.MA IN BENGALI 3.MA IN HISTORY | 195 |
| N08 | PRITILATA WADDEDAR MAHAVIDYALAY A, PANIKHALI, P.O. DALUABARI, DIST. NADIA. PIN CODE: 741504. MOB: 9477155133 / 9732154317 | | UNIVERSITY OF KALYANI | GOVT. | MR. ARGHYA SAHA ASSISTANT PROFESSOR, DEPT. OF HISTORY PRITILATA WADDEDAR MAHAVIDYALAYA, P.O.PANIKHALI, DIST. NADIA. PIN CODE: 741501. PH. 9832255046 | MA IN HISTOR Y | 8 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 42 |
| N09 | RANAGHAT COLLEGE, P.O. RANAGHAT, DIST. NADIA. PIN CODE: 741201. PHONE: 03473-215685 | | UNIVERSITY OF KALYANI | GOVT. | BHABANANDA ROY ASSISTANT PROFESSOR, DEPT. OF HISTORY RANAGHAT COLLEGE, P.O. RANAGHAT, DIST. NADIA. PIN CODE: 741201. PH. 9153290485 | M.A IN HISTOR Y | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 226 |

| HEI ID: | | | Name of HEI: | | | Type of HEI: | | | |
|---|---|---|---|---|---|---|---|---|---|
| N10 | SANTIPUR COLLEGE, P.O. SANTIPUR, DIST. NADIA. PIN CODE: 741404. PHONE: 03472-278028; MOB: 9830307994 | 01 1.NSOU YES IN SAME STATE WEST BENGAL | UNIVERSITY OF KALYANI | GOVT. | BIMAN SAMADDAR ASSISTANT PROFESSOR,DEPT. OF HISTORY SANTIPUR COLLEGE, P.O. SANTIPUR, DIST. NADIA. PIN CODE: 741404 PH. 9433135921 | M.A IN HISTORY | 10 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 42 |
| N11 | SRIKRISHNA COLLEGE, BAGULA, DIST. NADIA, PIN CODE: 741502. PHONE: 03473-273812; MOBILE: 9564512976 | | UNIVERSITY OF KALYANI | GOVT. | DR. BIPUL MONDAL ASSISTANT PROFESSOR, DEPT. OF BENGALI, SRIKRISHNA COLLEGE, P.O. BAGULA, DIST. NADIA, PIN CODE: 741502. WEST BENGAL PH. 8910438312 EMAIL: BIPUL.MONDAL.KLY@GMAIL.COM | M.A, B.ED, M.PHIL, PH.D | 12 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 232 |
| N12 | ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE 56,MAJHDIA ROAD,NADIA, ASANNAGAR, WEST BENGAL 741161 PHONE: 03472 264400 MOBILE:. 8348282198 | | UNIVERSITY OF KALYANI | GOVT. | DR. ANIRUDDHA SAHA ASSISTANT PROFESSOR, DEPT. OF HISTORY, ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE , P.O. BAGULA, DIST. NADIA, PIN CODE: 74161. WEST BENGAL PH. 8348282198 EMAIL: ANIRUDDHA.SAHA11@GMAIL.COM | M.A., PH.D | 10 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 21 |
| O01 | KANCHRAPARA COLLEGE, KANCHRAPARA, DIST. NORTH 24PGS. PIN CODE: 743145. PHONE: 2585-8790/5159; 8013228192, 8981935785 | 01 1.NSOU YES IN SAME STATE WEST BENGAL | UNIVERSITY OF KALYANI | GOVT. | NIRMALYA MAJUMDAR ASSOCIATE PROFESSOR, DEPT. OF POLITICAL SCIENECE, KANCHRAPARA COLLEGE,P.O KANCHRAPARA, DIST. NORTH 24PGS. PIN CODE: 743145, WEST BENGAL PH. | M.A IN POLITICAL SCIENCE | 20 | 1.M.A IN ENGLISH 2.MA IN BENGALI 3.MA IN EDUCATION 4.MA IN HISTORY | 144 |

**Name and Contact Details of the Counselor**

**Pls see the following link**

https://drive.google.com/file/d/1kxI_Uau6hBxzuGMBPI2LmVdsjTm1Ic-L/view?usp=share_link

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

| Whether LSC is offering same programme under conventional mode | If Yes, then years since when being taught in conventional mode | No. of years | 7 years condition complied Yes/No |
|---|---|---|---|
| M.Sc. in Zoology | 1961 | 60 | Yes |
| M.Sc. in Botany | 1961 | 60 | Yes |
| M.Sc. in Mathematics | 1963 | 58 | Yes |
| M.Sc. in Geography | 2003 | 18 | Yes |

**Off campus details (For Deemed to be University) NOT APPLICABLE (N.A.)**

| Sr. No. | Name & Address of Off campus (Pin Code) | Approval of Govt of India through notification published in the Official Gazette | Name and Contact Details of Coordinator and Counselor | Qualification of Coordinator and Counselor | No. of Counsellors | Program-mes offered | Total Enrolled student. |
|---|---|---|---|---|---|---|---|
| 1. | N.A | N.A | N.A | N.A | N.A | N.A | N.A |
| N. | | | | | | | |

**Delivery of Self-Learning Material**

*Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations*

| Type | Date of Admission (November, 2021) | Date of delivery SLM | Whether SLM delivered to |
|---|---|---|---|
| | 15.11.2021 | | learners within a fortnight from the date of admission |
| Printing Material | | 15.11.2021 | Yes |
| Audio-Video Material | N.O | — | N.A. |
| Online Material | | 15.11.2021 Available on DODL Website and it is open to all students | Yes |
| Compute based Material | | 15.11.2021 Available on DODL Website and it is open to all students | Yes |

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

a. Provide details as under:

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

# 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? | www.dodl.klyuniv.ac.in | |
| | Uploading of the following on HEI website **(Mention link)** | | |
| 2. | The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode | **Yes** www.dodl.klyuniv.ac.in | |
| 3. | Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities | **Yes** www.dodl.klyuniv.ac.in | |
| 4. | Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure | **Yes** www.dodl.klyuniv.ac.in | |
| 5. | Programme-wise information on syllabus, | **Yes** | |

| | | | |
|---|---|---|---|
| | suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Leaning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule; | | |
| 6. | Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc. | **Yes** **www.dodl.klyuniv.ac.in** | |
| 7. | The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any | **Yes** **www.dodl.klyuniv.ac.in** | |
| 8. | Information regarding all the programmes recognised by the Commission | **Yes** **www.dodl.klyuniv.ac.in** | |
| 9. | Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded | **Yes** **www.dodl.klyuniv.ac.in** | |
| 10. | Complete information about 'Self Learning | **Yes** **www.dodl.klyuniv.ac.in** | |

| | | | |
|---|---|---|---|
| | Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes; | | |
| 11. | A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes | **Yes** <br> **www.dodl.klyuniv.ac.in** | |
| 12. | List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes | **Yes** <br> **www.dodl.klyuniv.ac.in** | |
| 13. | List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes | **Yes** <br> **www.dodl.klyuniv.ac.in** | |
| 14. | Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes | **N.A.** | |
| 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 | **Yes** <br> **www.dodl.klyuniv.ac.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 | **No** | |

# Part – VIII: Admission and Fees

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

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

| | | |
|---|---|---|
| 4. | It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution. | **Yes** |
| 5. | 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:<br><br>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners | **No** |
| 6. | Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:<br><br>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution | **Yes** |
| 7. | Every Higher Educational Institution shall–<br><br>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an | **Yes** |

| | International Learner; | **Yes** |
|---|---|---|
| | (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; | |
| | (c) exhibit such records as permissible under law on its website; and | |
| | (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force. | |
| 8. | Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below | |
| 8. (a) | Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment | **Yes** |
| 8. (b) | The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner | **Yes** |
| 8. (c) | The number of seats approved in respect of each programme of Open and Distance Learning mode, | **Yes** |

| | | |
|---|---|---|
| | which shall be in consonance with the resources | |
| 8. (d) | the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution | **Yes** |
| 8. (e) | The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority | **Yes** |
| 8. (f) | The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test | **Yes** |
| 8. (g) | Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other | **Yes** |
| 8. (h) | Pay and other emoluments payable for each category of teachers and other employees | No (Consolidated Pay structure) |
| 8. (i) | Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution | **Yes** |

| | | |
|---|---|---|
| 8. (j) | Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study | **Yes** |
| 8. (k) | Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions | **Yes** |
| 9. | Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order | **Yes** |
| 10. | No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it | **Yes** |
| 11. | No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution | **Yes** |
| 12. | No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the | **Yes** |

| | | |
|---|---|---|
| | purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution | **Yes** |
| 13. | In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution | **Yes** |
| 14. | No Higher Educational Institution shall, issue or publish- <br><br>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognized by the appropriate statutory authority or by the Commission where it is not so recognized; <br><br>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of <br> the Higher Educational Institution knows to be false or not based on facts or to be misleading | **Yes** |

## Part – IX: Grievance Redressal Mechanism

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

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

The administrative staff, Faculty Members and Office always try to best students support service for distance Learner who are coming from different district of the state of West Bengal. Before submission of any grievance students can directly meet with Director of the DODL, University of Kalyani, mail to can be sent to Director's official e-mail Id for their any grievance, the Director and their members always resolved the matter vary carefully and urgent basis. If the students feel that the problem has not addressed, the Students can submit the grievance with the following procedur:

The students shall visit the official website of the University of Kalyani
https://klyuniv.ac.in and click students zone & select student grievances. Then the students can write the following:
1) Student Grievances 2) Title of Grievances 3) Name of Student
4) Father Name 5) Admission No 6) Enrollment No. 7) Email Id
8) Phone 9) Programme 10) write the Detail of Grievance
<div align="center">Then upload the attachment of Grievance

Attachment 1 Attachment 2</div>
Then click & agree the declaration box that:

I consent to the University processing the information I provide.

Then Click submit button.

After receiving the Students Grievance, the Grievance Committee of the University of Kalyani will redress the every Grievance of the students very carefully.
The University of Kalyani appointed a Nodal Office under ODL mode is always managing and monitoring the Grievance Redressal Mechanism:

**Details of Grievance received**

| Numbers of Grievance Received | Numbers of Grievance Resolved |
|---|---|
| Nil | N.A. |

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

A students shall visit the official website of the University of Kalyani https://klyuniv.ac.in and click students zone & select student grievances. Then the students can write the following:
1) Student Grievances 2) Title of Grievances 3) Name of Student
4) Father Name 5) Admission No 6) Enrollment No. 7) Email Id
8) Phone 9) Programme 10) write the Detail of Grievance
<u>Then upload the attachment of Grievance</u>
Attachment 1 Attachment 2
Then click & agree the declaration box that:

I consent to the University processing the information I provide.

Then Click submit button.

After receiving the Students Grievance, the Grievance Committee of the University of Kalyani will redress the every Grievance of the students very carefully.

The University of Kalyani appoints a Nodal Officer for their Students under ODL mode for managing and monitoring the Grievance Redressal Mechanism: Details of the Nodal Officer:

| Name of the Nodal Officer | Designation | Email | Mobile | Telephone |
|---|---|---|---|---|
| **PROF. SUBHRATANU** | **PROFESSOR** | subhratanu_b@klyuniv.ac.in | **9474679918** | **(033) 25828570** |

**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)** |
|---|---|---|
| 01 | 01 | Yes |

# Part – X: Innovative and Best Practices

**Innovations introduced during academic year**

Appropriate academic planning procedures are undertaken through well-timed curriculum revision and SLM updations. Students' exam scores are compared to evaluate to understand the value-added learner experience. The institution is taking necessary steps to fill up the vacant teaching positions too. The computer lab, Theatre classroom, library and seminar hall are reformed to exhibit quality learning experiences to students. 2. Validation •

Innovation introduced during academic 2021--2022 For we have carried out our academic responsibilities in the following ways: • Academic: i. Sharing PPTs, course content, study materials, practice questions, etc to ensure further understanding of the subject; ii. Conducting online classes via Google Meet; iii. Sharing audio and video clips for practical purposes and doubt clearance. iv. Participation of DODL students in workshops organised by the university. v. Organising internal examinations via Google forms. vi. PCPs and course curriculum maintained in accordance with the academic roadmap. vii. Participation of the faculties in numerous webinars and web-conferences. viii. Faculties took part in the different national level training programs/web-conferences/webinars. • Others i. Organising Orientation program for students to enable them understand ii. Tree plantation drive organised by DODL; iii. Daily activities monitored regularly, using CCTV; • Students' Achievements i. Mr. Subhomoy Biswas, Student of Botany has patented a newly designed disinfectant machine, recognised by DST (SERB), New Delhi; also awarded ii. Several students have qualified various competitive examinations, viz., National Eligibility Test (Conducted by NTA), GATE, SLET, etc;

**Best Practices of the HEI**

i. Biometric attendance introduced for students;
ii. Regular attendance of staff members to give uninterrupted services;
iii. Conducting PCPs in online mode;
iv. Frequent visit of the staff members during the unlock phases as and when required by the Directorate;
v. PCP conducted as per pre scheduled Road Map

**Details of Job Fairs conducted by the HEI**

Nil due to COVID-19 pandemic situation

**Success Stories of students of ODL mode of the HEI**

Mr. Subhomoy Biswas, Student of Botany has patented a newly designed disinfectant machine, recognised by DST (SERB), New Delhi; also awarded

Several students have qualified various competitive examinations, viz., National Eligibility Test (Conducted by NTA), GATE, SLET, etc;

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### Initiatives taken towards conversion of SLM into Regional Languages

The DODL, University of Kalyani has taken the various steps to publish the SLM in Regional Languages for all of the 8 Nos. Postgraduate M.A./M.Sc. courses under ODL mode. We have already printed and delivery the SLM to the students of M.A. in History which written in Regional (Bengali) Language.

### Number of students placed through Campus Placements

Nil

### Details of Alumni Cell and its activity

The respective department of University of Kalyani has establish the Alumni Cell. Provide economic support to students from weaker economic backgrounds to aid their learning. Campus beautification 4. Advance funds for classes / events for the students at DODL.

### Any other Information

Nil

# 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. (DR.) SANJIB KUMAR DATTA
Director

Seal: Directorate of Open & Distance Learning

Date: 25.05.2023    University of Kalyani

Signature of the Registrar:

Name: REGISTRAR
University of Kalyani
Kalyani, Nadia-741235
West Bengal

Seal:

Date: DEBANSU RAY
25.05.2023

**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.