

HEI ID: HEI-P-U-0362 Name of HEI: Sambalpur University Type of HEI: State

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2023-24

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Part – I: General Information**1.1 Date of notification of the Centre(attach a copy of the notification):**

<http://cdoe.suniv.ac.in/documents/Establishment%20of%20CIQA.pdf>

1.2 Details of Director, CIQA

- Name : Prof. Rajendra Kumar Behera
- Qualification: Ph. D.
- Appointment Letter and Joining Report: Pdf uploaded

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Bidhu Bhusan Mishra, Ph.D., D.Litt.	Management	22.03.2023
b.	Three Senior teachers of HEI	Member 1	Prof. Biswajit Satpathy, Ph. D.	Business Administration	22.03.2023
		Member 2	Dr. Chandra Sekhar Panda, Ph. D.	Computer Science	22.03.2023
		Member 3	Prof. Jubraj Khamari, Ph.D.	Education	22.03.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof. Krishna Chandra Ratha, Ph. D, Director, DDCE, Utkal University	Geography	22.03.2023
		Member 5	Prof. Nasib Gill, Ph. D., Director, DDCE, Maharsi Dayananda University, Rohtak	Computer Science	22.03.2023
		Member 6	Prof. Mahesh Chandra Garg, Ph.D., Haryana School of Business, Guru Jambheshwar University of Science and Technology, Hisar	Commerce	22.03.2023

d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. Sunil Kumar Gupta, School of Management Studies, IGNOU, Maidan Garhi, New Delhi	Management	22.03.2023
		Member 8	Prof. V Venkaiah, Ex-Vice-Chancellor, Krishna University, Machilipatnam, Jubilee Hills, Hyderabad	Marketing	22.03.2023
e.	Officials from departments of HEI	Member 9 Administration	Dr. Nruparaj Sahu, Ph.D., Registrar	Administration	22.03.2023
		Member 10 Finance	Sri. Ashok Kumar Behera, COF	Finance	23.03.2023
f.	Director, CIQA	Member Secretary	Prof. Rajendra Kumar Behera, Ph. D,	Life Sciences	23.03.2023

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

If No, reason thereof

CIAQ Committee has been established on 22.03.2023. After two years it will be implemented.

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 01

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	07.06.2023	04	http://cdoe.suniv.ac.in/documents/CIQA-Proceeding-First-Meeting.pdf	http://cdoe.suniv.ac.in/documents/CIQA-Proceeding-First-Meeting.pdf

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

From <Month, Year> academic session:

Sr. No.	Name of the Depart	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory	No. of Learner Support	Number of students admitted (Male/Female/Trans-gender)
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HEI ID: HEI-P-U-0362

Name of HEI: Sambalpur University

Type of HEI: State

	ment						Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Centre Operationalized as per territorial jurisdiction*/Off Campus	M	F	T G	Total
1.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
N.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

***Not for Private University**

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

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

From <Month, Year> academic session:

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

***Not for Private University**

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

1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:

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

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

***Not for Private University**

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

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

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

Sr. No.	Post-Undergraduate 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.	BBA	3 years	146	12th Standard or equivalent examinations recognised Council/Board can apply for the course.	1. Course Fees ₹ 5,000/- per semester 2. Examination Fees: ₹ 500/- per semester Grand Total ₹ 33,000/-	F. No. 9-1/2023(DEB-III)(ODL) 4 th . Dec. 2023	CDOE head-quarter is the only centre	July 2023 Batch: 6	July 2023 Batch: 1	Nil	7
								Feb 2024 Batch: 6	Feb 2024 Batch: 3		9

***Not for Private University**

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

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

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	MBA	2 years	128	Bachelor's degree in any discipline from a recognised University/Inst	1. Course Fees ₹ 15,000/- per semester 2. Examination	F. No. 9-1/2023(DEB-III)(ODL) 4 th . Dec. 2023	CDOE head-quarter is the only centre	July 2023 Batch: 19	July 2023 Batch: 05	Nil	24

				stitution.	Fees: ₹ 500/- per Grand Total ₹ 62,000/-			Feb 2024 Batch: 18	Feb 2024 Batch: 12		30
2.	M. Com.	2 years	90	Bachelor's degree in any discipline from a recognised university/institution.	1.Course Fees: @ 3000/- per semester 2. Examination Fees: @ 500 per semester Grand Total 14,000/-	F. No. 9-1/2023(DEB-III)(ODL) 4 th . Dec. 2023	CDOE head-quarter is the only centre	July 2023 Batch: 07	July 2023 Batch: 02	Nil	09
								Feb 2024 Batch: 10	Feb 2024 Batch: 05		15

***Not for Private University**

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

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	The Centre for Distance and Online Education (CDOE) at Sambalpur University is committed to maintaining the highest quality standards in its services to learners enrolled in the Open and Distance Learning (ODL) program. Our learner-centric approach reflects this commitment, which emphasizes flexible learning opportunities, comprehensive study materials, and personalized academic support. Our dedicated faculty and support staff are available to assist learners at every stage of their academic journey, providing timely guidance.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	At the Centre for Distance and Online Education (CDOE) at Sambalpur University, self-evaluative and reflective exercises are integral to our commitment to continual quality improvement across all systems and processes. We regularly conduct feedback sessions and comprehensive reviews of our academic and administrative practices. By engaging both faculty and learners in reflective practices, we identify areas for enhancement and implement data-driven strategies to address them. This continuous feedback loop ensures that our course content, delivery methods, and learner support services remain relevant, effective, and aligned with the evolving educational landscape.	

<p>3.</p>	<p>Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality</p>	<p>Identifying key areas where a Higher Educational Institution (HEI) should maintain quality is essential for ensuring academic excellence and fostering a positive learning environment. At the Centre for Distance and Online Education (CDOE), we focus on several critical areas:</p> <p>Curriculum Design: Ensuring that course content is relevant, up-to-date, and aligned with industry standards and academic requirements.</p> <p>Teaching and Learning Resources: Providing high-quality study materials, including e-learning resources, that are accessible and engaging for all learners.</p> <p>Faculty Competence: Investing in the continuous professional development of faculty to enhance their teaching skills and subject expertise.</p> <p>Assessment and Evaluation: Implementing fair, transparent, and rigorous assessment methods to accurately measure learner progress and outcomes.</p> <p>Learner Support Services: Offering comprehensive academic and administrative support to address the diverse needs of learners.</p> <p>Technology Integration: Utilizing advanced digital platforms to enhance learning experiences and streamline communication.</p>	
<p>4.</p>	<p>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)</p>	<p>The following mechanisms are devised to ensure that the quality of ODL programmes with conventional mode:</p> <p>Curriculum Parity: Ensure that the ODL curriculum is identical in content, rigor, and learning outcomes to that of conventional programs.</p> <p>Faculty Involvement: Engage qualified faculty in both ODL and conventional programs, ensuring consistency in teaching quality.</p> <p>Standardized Assessment: Implement uniform assessment methods across both modes to maintain comparable evaluation standards.</p> <p>Quality Assurance Framework: Establish a robust quality assurance system that regularly reviews and benchmarks ODL programs against conventional standards.</p> <p>Technology Integration: Leverage advanced digital tools to create interactive and engaging ODL experiences that parallel the conventional</p>	

		classroom. Feedback Mechanisms: Collect and analyze feedback from both ODL and conventional learners to identify and address any quality gaps.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders—learners, teachers, staff, parents, society and employers Surveys and Questionnaires: Regularly distribute surveys to gather feedback from learners, teachers, staff, and parents on various aspects of the educational process. Focus Groups: Conduct focus group discussions with representatives from each stakeholder group to gain deeper insights into their experiences and expectations. Feedback Portals: Established online feedback portals where stakeholders can submit their suggestions at any time	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	The following measures are suggested to the authorities for qualitative improvement: Curriculum Enhancement: Upgradation of the curriculum to align with industry trends, emerging technologies, and global standards. Faculty Development: Invest in continuous professional development programs for faculty to enhance their teaching methods and subject expertise. Technology Integration: Incorporate advanced digital tools and platforms to improve teaching, learning, and administrative processes. Assessment Reforms: Implement innovative and diverse assessment methods that go beyond traditional exams to evaluate a broader range of skills. Learner-Centric Approaches: Foster a supportive learning environment by enhancing academic and non-academic support services for students. Quality Assurance: Establish a robust quality assurance framework to regularly monitor, evaluate, and improve all aspects of institutional performance.	
7.	Implementation of its recommendations through periodic reviews	The effective implementation of recommendations within Higher Educational Institutions (HEIs) is ensured through a process of periodic reviews. Regular reviews are then conducted to monitor progress, identify any challenges, and make necessary adjustments.	

		These reviews involve collecting feedback from stakeholders, analyzing performance data, and assessing the impact of the implemented measures. By conducting these periodic evaluations, HEIs can ensure that the recommendations are effectively integrated into their systems and processes, leading to continuous qualitative improvement.	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Faculty members are actively involved in professional development activities aimed at continuously updating their skills and knowledge. These initiatives play a crucial role in maintaining high educational standards and fostering a culture of lifelong learning within the institution. Through regular participation in workshops, seminars, and training programs, faculty members enhance their teaching methodologies and stay abreast of the latest advancements in their fields. This commitment to ongoing professional growth not only enriches the learning experience for students but also strengthens the institution's academic excellence.	
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 Centre for Distance and Online Education (CDOE) at Sambalpur University is dedicated to developing and collating best practices across all areas to enhance the quality of services provided to learners. We continuously identify, implement, and refine innovative approaches in curriculum design, teaching methodologies, learner support, and assessment strategies. These best practices are carefully documented and shared with all concerned stakeholders within the institution to ensure a consistent and high-quality educational experience for our learners. Regular workshops, training sessions, and communication channels are used to disseminate these practices among faculty, staff, and administrative teams. By fostering a culture of excellence and continuous improvement, CDOE, Sambalpur University, ensures that our Open and Distance Learning (ODL) programs remain at the forefront of educational innovation, providing our learners with the skills and knowledge they need to succeed in their academic and professional pursuits.	

10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	CDOE, Sambalpur University is committed to maintaining transparency and accountability in its programs by collecting, collating, and disseminating accurate, complete, and reliable statistics on program quality. We systematically gather data on various aspects of our Open and Distance Learning (ODL) programs, including learner performance, faculty effectiveness, and resource utilization. This data is carefully analyzed and compiled into comprehensive reports that provide insights into the overall quality and effectiveness of our programs. These reports are shared with all relevant stakeholders, including faculty, administrative staff, and external bodies, ensuring that everyone is informed about the program's performance. By making this information readily available, CDOE fosters a culture of continuous improvement and accountability, enabling informed decision-making and further enhancing the quality of education offered to our learners.	
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	The PPR of MBA, BBA and M. Com. Programme were prepared a dedicated team. The CIQA committee supervised the PPR preparation as per UGC Regulation-2020.	

12.	Mechanism to ensure the proper implementation of Programme Project Reports	The PPR prepared and we are placed in the CIQA committee for approval and further placed in the academic council of the University for approval.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	<p>Record Maintenance: Detailed records of Annual Plans and Annual Reports are systematically maintained, capturing all strategic goals, initiatives, and outcomes.</p> <p>Periodic Review: Annual Plans and Reports are reviewed periodically by designated committees to assess progress, identify achievements, and pinpoint areas needing improvement. This review process involves evaluating the effectiveness of implemented strategies and measuring outcomes against set objectives.</p> <p>Actionable Reports: Based on the periodic reviews, actionable reports are generated. These reports highlight key findings, recommend corrective actions, and outline strategies for addressing any identified issues. They serve as a foundation for strategic planning and decision-making.</p> <p>Feedback Integration: Feedback from stakeholders is incorporated into the reports to ensure that all perspectives are considered and that the institution remains responsive to its community.</p>	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	For running MBA, BBA and M. Com. Programme through ODL mode the syllabus are designed in 2023. The courses are inserted in the syllabus to enable the students to compete in the job market.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	We have facilitated system-based research to create a learner-centric environment and drive qualitative changes throughout the educational system. This research involves analyzing current practices, gathering data on learner experiences, and identifying areas for improvement. By employing advanced analytics and feedback mechanisms, we evaluate the effectiveness of existing systems and explore innovative	

		approaches to enhance the learning experience.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The university employs an intranet portal to gather data for NIRF, NAAC, and other accreditation and reporting needs. Faculty members work together and coordinate efforts to compile this information, all under the direction of the chairperson, ensuring the data is accurate and comprehensive.	
17.	Measures adopted to ensure internalization and Institutionalization of quality enhancement practice through periodic accreditation and audit	The process has been initiated.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	CDOE, Sambalpur University, rigorously follows the guidelines and regulations set by the Commission. The process begins with receiving communications from the Commission, which are then discussed in institutional meetings. Based on these discussions, action plans are created to address the Commission's requirements. These plans are communicated to program coordinators and faculty members to ensure that all quality-related aspects are met in accordance with the Commission's expectations.	

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	CDOE, Sambalpur University, actively seeks information from other Higher Educational Institutions (HEIs) to enhance its quality management practices. This involves conducting benchmarking studies to compare and adopt effective strategies from leading institutions. Networking and collaboration through professional forums and conferences provide opportunities to learn about best practices in quality management. The review of academic research and publications offers insights into successful approaches and innovations. Additionally, institutional visits and virtual meetings facilitate the exchange of ideas on quality assurance processes. Participation in workshops and seminars focused on quality enhancement helps in gathering new practices and strategies. Peer reviews further enable institutions to evaluate and learn from each other's practices. By integrating these diverse sources of information, CDOE ensures it stays aligned with high-quality standards and continually improves its own systems and processes.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The Centre for Internal Quality Assurance (CIQA) at CDOE, Sambalpur University, compiles an annual report that meticulously records all activities related to quality assurance. All the matters are placed in the CIQA meeting and the proceeding of the committee uploaded in the website.	
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.	Yes	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher	Yes	

	Educational Institution annually to the Commission.		
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	Oversight of the Centre for Internal Quality Assurance (CIQA) involves supervising its operations and approving the reports generated on the effectiveness of quality assurance systems and processes. This role includes ensuring that CIQA functions efficiently and that its reports accurately reflect the performance and impact of quality assurance measures. By reviewing and approving these reports, the oversight authority validates the effectiveness of implemented quality systems, identifies areas for improvement, and ensures that the institution's quality assurance practices are aligned with established standards and objectives.	
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	As per the requirement of the programme instructional design is prepared. Personal contact and online counseling sessions are provided. Blended mode of learning is implemented for teaching through online mode and offline mode.	
24.	Promoted automation of learner support services of the Higher Educational Institution	Yes, Promoted the automation of learner support services within the Higher Educational Institution to enhance efficiency and accessibility. This initiative involves implementing digital systems and tools that streamline various aspects of learner support, such as enrollment, academic advising, and query resolution. In CDOE online portal there is provision for grievance redressal where the student can directly lodge the grievance online. Students feedback collected from students through online	

25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Yes. We engage external subject experts for review of SLM, Question setting, Moderation board with due approval of the University authority.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Yes, Chartered Accountant conduct financial audit and external subject expert audit the quality of the Self learning Material	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes, as per the requirement of NAAC, the CDOE submit reports to the University IQAC.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	Yes, Promoted collaboration and partnerships to enhance the quality of Open and Distance Learning (ODL) and associated research. This involved establishing connections with academic institutions, industry experts, and research organizations to share best practices, resources, and innovative approaches. By fostering these collaborations, the institution aimed to improve the effectiveness of its ODL programme and advance research in the field. These efforts support continuous improvement in educational delivery and contribute to the development of cutting-edge solutions for distance learning challenges.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The Centre for Distance and Online Education (CDOE) at Sambalpur University is committed to bridging the gap between academia and industry to enhance the employability of its learners. We have established strong industry-institution linkages that provide learners with valuable exposure to real-world applications of their studies. Through collaborations with industry partners, we offer internships, live projects, guest lectures, and workshops that allow learners to gain practical insights and hands-on experience in their chosen fields. These initiatives are designed to align academic learning with industry expectations, ensuring	

		that our graduates are well-prepared to meet the demands of the job market.	
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2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>Establish and maintain a clear and effective organizational structure that defines roles, responsibilities, and reporting relationships within the institution. This structure ensures efficient governance, accountability, and alignment with the institution's mission and objectives.</p> <p>Implement robust management practices to oversee day-to-day operations, drive institutional goals, and ensure the effective execution of policies. This includes fostering a collaborative leadership environment and supporting managerial staff in their roles.</p> <p>Develop and execute a strategic plan that outlines long-term goals, priorities, and actions to achieve the institution's vision. Strategic planning involves setting clear objectives, evaluating performance, and adapting strategies to address emerging trends and challenges.</p> <p>Create and implement an operational plan that translates strategic objectives into actionable steps. Establish specific goals, policies, and procedures to guide daily activities and ensure consistent progress toward the institution's overarching aims.</p>	
2.	Articulation of Higher Educational Institution Objectives	Yes	

3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Yes	
4.	Programme Monitoring and Review	Yes	
5.	Infrastructure Resources	<p>The institution is committed to providing robust infrastructure resources to support its educational programs effectively. This includes maintaining well-equipped physical facilities such as classrooms, laboratories, and libraries that are essential for delivering quality education. Technological infrastructure is also a priority, with modern computers, software, and high-speed internet ensuring seamless teaching, learning, and administrative functions. A comprehensive collection of learning resources, including up-to-date textbooks and digital content, supports the curriculum and enriches the student experience. Efficient administrative support systems are in place to manage operations and student services effectively. Facilities management practices ensure that all infrastructure is well-maintained, and health and safety standards are upheld to provide a secure environment. Accessibility is a key focus, with efforts made to ensure that all resources are inclusive and accessible to individuals with disabilities, thereby fostering an equitable learning environment for all.</p>	
6.	Learning Environment and Learner Support	<p>The institution is dedicated to fostering a supportive learning environment that enhances academic and personal growth for all students. This includes providing well-equipped and comfortable study spaces, as well as a positive campus culture that encourages active engagement. Comprehensive academic support services</p>	

		such as tutoring, mentoring, and advising are readily available to address individual learning needs and challenges. Opportunities for personal development, including workshops and extracurricular activities, further support students' skill enhancement and career preparation. For distance learners, robust online support systems offer technical assistance, online tutoring, and virtual office hours. Learner receive their SLM after completion of admission of each semester.	
7.	Assessment and Evaluation	<p>The Centre for Distance and Online Education offering MBA, BBA, M.Com. Programme through ODL mode shall include two types of assessment; (i) Continuous or Internal assessment and (ii) Summative assessment in the term of end semester examination or term examination.</p> <p>In each semester, out of theory papers of 100 marks, there shall be internal assessment of 20 marks and for the rest 80 marks there shall be end term examination to be held after the completion of the course of each semester. The duration of end term examination shall be of 3 hours and examination shall be conducted at the Centre for Distance and Online Education. The full time faculty of Open and Distance Learning and/or Online Mode or faculty of the University shall be associated to function as invigilators, examination superintendent, as observers etc.</p> <p>Internal Assessment</p> <p>The Internal assessment shall be based on the factors such as attendance, quizzes, assignments, class participations, presentations etc. There shall be three assignments for each theory paper in which the learners are required to submit hand written script. Out of the three assignment best two score will be considered for evaluation process. The weightage given to each of the factors should be decided by the concerned faculty members. The mark should be submitted in duplicate to the examination unit of CDOE/Director. The internal marks will be retained for the learners appearing back/ repeat/ improvement examinations.</p> <p>Dissertation and Viva-Voce</p> <p>A learner shall have to do a dissertation of 100 marks under the supervision of faculty of CDOE. The Programme Coordinator in</p>	

		<p>consultation with other faculty member shall distribute learners among the faculty member depending on their specialization option in forth semester. The concern faculty/supervisor shall provide topic to the learners (Or on the alternative the learner will be take up a topic for dissertation in consultation with the faculty/ supervisor)</p> <p>The completed dissertation work shall be submitted within one week after completion of fourth semester examination.</p> <p>The written part of dissertation having 80% marks and the viva-voce 20% marks shall be evaluated within 2 weeks after completion of forth semester examination by external examiner and internal examiner (supervisor) jointly.</p> <p>Moderation of Question Papers</p> <p>Moderation board shall be consisting of three members for moderating question papers. One member shall be among CDOE Faculty and other two members shall be from outside CDOE, Sambalpur University.</p>	
8.	Teaching Quality and Staff Development	Faculty members are encouraged to attend workshop, seminar and FDP	

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	Yes	
2.	Validation	The institution ensures the quality and relevance of its academic programs through a rigorous validation process. This involves internal and external reviews of programs and curriculam to align them with industry standards and strategic goals.	

3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	CDOE head-quarter is the only centre	
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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education

(Dual Mode University) –

Name : Prof. Ranjenda Kumar Behera

Designation: Professor

Qualification: Ph. D.

Teaching Experience: 20 Years

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

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

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
BBA	02	02	Yes	
MBA	02	03	Yes	
M.Com	02	03	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

							month		
							Type	Gross Salary / Month	Contract Period
1	BBA	2	Sri Manas Ranjan Nayak	Asst. Professor	NET, M.Phil	05 years	Temporary/ Contractual	35000 per Month	12 Months
			Mrs Nileema Pradhan	Asst. Professor	NET, M.Phil	03 Years	Temporary/ Contractual	35000 per Month	12 Months
2	MBA	3	Dr. Gouri Shankar Beriha	Asso. Professor	MBA, Ph.D	13 Years	Temporary/ Contractual	50000 per Month	12 Months
			Dr. Sarvani Mohanty	Asst. Professor	PGDM, Ph.D	11 Years	Temporary/ Contractual	40000 per Month	12 Months
			Sri Premananda Meher	Asst. Professor	NET, M.Phil	02 Years	Temporary/ Contractual	35000 per Month	12 Months
3	M.Com	3	Dr. Gopala Bhua	Asst. Professor	M.Phil, Ph.D	02 Years	Temporary/ Contractual	40000 per Month	12 Months
			Sri Kaushik Das	Asst. Professor	NET, M.Phil	04 Years	Temporary/ Contractual	35000 per Month	12 Months
			Miss Kanchan Bhuwania	Asst. Professor	M.Com, NET	04 Years	Temporary/ Contractual	35000 per Month	12 Months

3.3 Details of Administrative staff

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

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	01

Assistant Registrar	1	01
Section Officer	1	01
Assistants	3 (2 for DM Universities)	03
Computer Operator	2	02
Multi-Tasking Staff	2	02

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

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	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. 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	

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	No	CDOE head-quarter is the only centre
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

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.	Not Applicable	CDOE head-quarter is the only centre
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	
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each</p>	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Results are awaited	
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	
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	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	Under Process
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	NA	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	
13.	(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 Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes	
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	Not Applicable	

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 i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	No	Results are awaited
	(b) Each award shall also be uploaded on the National Academic Depository	No	First batch admitted student not completed the course

8.	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	No	First batch admitted student not completed the course
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4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

No

4.4 Result and Student Progression

First batch admitted student not completed the course

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

5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

During 2023-24 academic session, PPRs were prepared for all 3 programme i.e. MBA, M.Com. & BBA. All the PPRs were duly approved by the statutory committee i.e. Academic Council. All the components as laid down in the provisions of UGC (ODL & OL Programmes) Regulations 2020 were included in the PPRs. The PPRs were submitted to the UGC for their approval.

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

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

It is submitted that Study Learning Material prepared and supplied by the CDOE Sambalpur University goes majorly in consonance with quality assurance guidelines as highlighted in Annexure VI of UGC, ODL programmes and online programmes, Regulation 2020.

The study material prepared by CDOE is very much in SLM format, which is self-explanatory, self-directed and self-motivating. The content of the programme is divided into blocks and then each block contains a number of units with a view to promote effective learning. The units in SLM have proper layout and format gives an overview of the contents. Each unit contains a well-defined objective, Introduction, expected learning outcomes, references, summary, Key words and model questions. The study material in printed form provides stimulus for critical thinking, integrity and citizenry qualities among the distance learners. The learning material prepared fosters conceptual understanding and practical skills that involves application of the acquired knowledge in the real-life situation.

As far as the quality standards of online material is concerned, the study material is uploaded at LMS Sambalpur university website. The file size are of optimum length so that the same are easily accessible and downloadable by the distance learners.

For the quality standards of E-Learning materials, the CDOE Sambalpur University abides by the SWYAM guidelines which include offering the e-content material in self-instructional mode. The course coordinators, programme coordinator and other faculty members of the department have uploaded video lectures, PPT & study notes unit wise so as to clarify the doubts and questions raised

by the learners. Through discussion forum student's queries are resolved by faculty members. Students feedback mechanism is there to address issues in different aspects. Students performance is assessed through various types of questions answers including Multiple Choice Questions, short answer questions and long answer questions etc. throughout the semester.

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

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

On the recommendations of the BoS, the text writers are allotted to develop the self-learning materials. After writing the materials, editors go through the manuscript. On receipt of edited manuscripts, the same is placed before the BoS for approval. On its approval, the manuscript is sent to the press for final printing. The CDOE places the work order as per requisition of SLMs depending on the admission and renewal data.

The following structure of a unit is generally followed to prepare the SLMs.

Structure

1.0 Learning Objectives

1.1 Introduction

1.2 Management accounting as an area of accounting

1.3 Financial accounting

1.3.1 Objectives

1.3.2 Nature

1.3.3 Scope

1.4 Cost accounting and management accounting

1.5 Management accounting and managerial decisions

1.6 Management

1.6.1 Position

1.6.2 Role

1.6.3 Responsibilities

1.7 Accounting Plan and Responsibility Centres

1.7.1 Meaning

1.7.2 Significance of responsibility accounting

1.8 Responsibility centres

1.8.1 Cost centre

1.8.2 Profit centre

1.8.3 Investment centre

1.9 Objective and determinants of responsibility centres

1.10 Summary

1.11 Keywords

1.12 Learning Activity

1.13 Unit End Questions

1.14 References

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

6.1 Details of personal contact programmes implemented:

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

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG	NA	NA	NA	NA	NA
	PG	NA	NA	NA	NA	NA
	PGD	NA	NA	NA	NA	NA

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

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

INSERT TEXT BOX

6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	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 established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
N.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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
NA	NA	NA	NA

6.4 Off campus details (For Deemed to be University)

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

6.5 Delivery of Self-Learning Material

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

Type	Date of Admission (for July and	Date of delivery SLM	Whether delivered	SLM to

	January)		learners within a fortnight from the date of admission
Printing Material	For July: 31.08.2023 (last Date of admission)	10.09.2023	Yes
	For January: 31.03.2024 (last Date of admission)	12.04.2024	
Audio-Video Material	For July: 31.08.2023 (last Date of admission)	10.09.2023	Yes
	For January: 31.03.2024 (last Date of admission)	12.04.2024	
Online Material	For July: 31.08.2023 (last Date of admission)	10.09.2023	Yes
	For January: 31.03.2024 (last Date of admission)	12.04.2024	
Compute based Material	For July: 31.08.2023 (last Date of admission)	10.09.2023	Yes
	For January: 31.03.2024 (last Date of admission)	12.04.2024	

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N

a. Provide details as under:

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

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	http://cdoe.suniv.ac.in/documents/Statutory%20Bodies%20approval%20under%20its%20Act.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	http://cdoe.suniv.ac.in/documents/No%20Objection%20Certificate%20for%20Open%20and%20Distance%20Learning%20-%20Online%20Learning%202023-24%20to%202027-28.pdf	

4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	http://cdoe.suniv.ac.in/documents/Prospectus%20of%20Admission%20for%20Open%20and%20Distance%20Learning%20Programmes%202023.pdf	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	http://cdoe.suniv.ac.in/documents/Faculties%20Details.pdf http://cdoe.suniv.ac.in/documents/Programme%20details.pdf http://cdoe.suniv.ac.in/documents/Supporting-staff-details-new.pdf	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	
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	

8.	Information regarding all the programs recognized by the Commission	http://cdoe.suniv.ac.in/documents/Recognition%20Letter%20from%20Commission.pdf	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	http://cdoe.suniv.ac.in/documents/Students%20enrollment%20details%20july%202023.pdf http://cdoe.suniv.ac.in/documents/Students%20enrollment%20details%20February%202024.pdf	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	http://cdoe.suniv.ac.in/documents/SLM%20Developed%20by%20In-house%20faculty.pdf	
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	http://cdoe.suniv.ac.in/faq.php	
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	No	CDOE head-quarter is the only centre

13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Open and Distance Learning programmes	No	CDOE head-quarter is the only centre
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	No	CDOE, Sambalpur University conduct their examination through offline
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	http://cdoe.suniv.ac.in/documents/Academic%20Calendar.pdf	
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	CDOE, Sambalpur University got the approval on July, 2023

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- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
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: 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- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes

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

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

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

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

HEI ID:

Name of HEI:

Type of HEI:

Part – IX: Grievance Redressal Mechanism

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

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



SAMBALPUR UNIVERSITY
Jyoti Vihar-768019, Dist.-Sambalpur, Odisha
(Accredited A Grade by NAAC)

No. 1975 / Estt.-I

Date: 05-04-2023

OFFICE ORDER

The Vice-Chancellor has been pleased to constitute the Grievance Redressal Committee for the redressal of the problems reported by the students of the University with the following members:

1. Chairman, P.G. Council, Chairperson
2. Prof. Biswajit Satpathy, Dept. of Business Administration
3. Prof. Binata Nayak, School of Life Science
4. Prof. Ekamber Kariali, School Of Life Science
5. Sri S. Kerketta, Dept. of Business Administration
6. Sri Mukesh Mahananda, (Student) Dept. of Economics

Prof. N.K. Choudhary, Retd. Professor, School of Life Sciences, Basant Vihar, Burla, and Sambalpur-768019 has been appointed as Ombudsperson.

By order of Vice-Chancellor

Abhishek
Registrar 5/4/23

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Nil	Nil

9.3 Complaint Handling Mechanism

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

HEI ID:

Name of HEI:

Type of HEI:

Nil

9.4 Details of Complaints received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- CDOE offers Open and Distance Learning (ODL) Programs, including BBA, MBA, and M. Com, with approval from the UGC and AICTE. This initiative aims to make higher education accessible to a broader audience, breaking geographical barriers to learning.
- Organized Induction Programme for learners admitted in BBA, MBA, and M. Com. programme
- Organized personal contact programme for learners in which the faculty members/programme coordinators/course coordinators taken classes through online mode and offline mode.
- The students were connected through WhatsApp and e.
- Assignments and quizzes were monitored through the Learning Management System.
- CDOE effectively integrates Information and Communication Technology (ICT) into its curriculum, facilitating a blended learning environment that enhances accessibility and engagement for students.
- CDOE emphasizes student-centered teaching methodologies, encouraging interactive and collaborative learning through group discussions, project presentations, and workshops led by industry experts.
- CDOE offers various support services, including personal counseling, academic guidance, and access to a well-equipped library and educational media center. These resources are critical for enhancing the learning experience and supporting student success.
- The faculty involved in delivering the programs are highly qualified and engaged in academic research. Their expertise contributes to the quality of instruction and the relevance of course content.
- The evaluation process is structured to maintain academic integrity and rigor. CDOE employs unique paper codes for examinations and has a systematic approach to grading and feedback, ensuring transparency and reliability in assessments.
- The institution regularly reviews and updates its programs based on feedback from stakeholders, including students and faculty. This iterative process helps in adapting to changing educational demands and improving program quality continuously.
- The university also hosts an incubation center to foster entrepreneurship among students, organizing events like Business Pitch Challenges and Entrepreneurship Awareness Camps.

10.2 Best Practices of the HEI

<https://www.suniv.ac.in/NAAC/Best%20practices/Best%20Practice-I.pdf>

<https://www.suniv.ac.in/NAAC/Best%20practices/Best%20Practice-II.pdf>

10.3 Details of Job Fairs conducted by the HEI

HEI will conduct the job fair soon

10.4 Success Stories of students of ODL mode of the HEI

First batch admitted learners not completed the course yet.

10.5 Initiatives taken towards conversion of SLM into Regional Languages

Process are undergoing

10.6 Number of students placed through Campus Placements

First batch admitted learners not completed the course yet.

10.7 Details of Alumni Cell and its activity

NA

10.8 Any other Information

NA

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.

RK Behera
Signature of the Director: 30.8.2024

Dr. Nruparaj Sahu
Signature of the Registrar: 30/8/24

Name: Prof. Rajendra Kumar Behera

Name: Dr. Nruparaj Sahu

Director, C.D.O.E.

Seal: Sambalpur University
Jyoti Vihar, Burla-768017
Sambalpur, Odisha

Seal: Registrar
Sambalpur University

Date: 30.8.2024

Date: 30.08.2024

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.