

HEI ID: HEI-U-0383 Name of HEI: PUNJABI UNIVERSITY, PATIALA Type of HEI: DUAL

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2024-25

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Part-I: General Information**Date of notification of the Centre (attach a copy of the notification):**[VIEW PDF](#)**Details of Director, CIQA**

- Name: **Dr. SatyaBir Singh**
- Qualification: **Ph.D.**
- Appointment Letter and Joining Report: [VIEW](#)(PDF)

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

S. No.	Designation	Nominatio as	Name and Qualification	Specializa tion	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Sh. Kamal Kishor Yadav Post Graduate (June 2024 onwards)	I.A.S.	17-07-2023
			Prof. Karamjeet Singh (February 2025 onwards)	Finance & Strategic Management	21-02-2025
			Prof. Jagdeep Singh (21 st May 2025)	Biology	08-08-2025
b.	Three Senior teachers of HEI	Member1	Prof. Gurmukh Singh, Ph.D.	Punjabi	17-07-2023
		Member2	Prof. Anupama	Economics	17-07-2023
		Member3	Prof. Gurcharan Singh, Ph.D.	Business Administration	17-07-2023

c.	Head of three Departments School of Studies from which Programme is being Offered in ODL and Online mode	Member4	Prof. Manisha, Ph.D.	Economics	17-07-2023
		Member5	Dr. Harpreet Kaur Sawhney, Ph.D.	Commerce	17-07-2023
		Member6	Dr. ShivaniThakar, Ph.D.	English	17-07-2023
d.	Two External Experts of ODL and/or Online Education	Member7	Prof. Harsh Gandhar, Director, CDOE, PanjabUniversity Chandigarh	Economics	17-07-2023
		Member8	Prof. Manjula Chaudhary, Director, Directorate of Kurukshetra University, Kurukshetra	Tourism and Hotel Management	17-07-2023
e.	Officials from Departments of HEI • Administration • Finance	Member9 Administration	Dr. Dharampal Garg, Deputy Registrar		17-07-2023 upto 28-11-2024
		Member10 Finance	Dr. Parmod Aggarwal (Finance Officer). Ph.D.	Economics	17-07-2023
f.	Director, CIQA	Member Secretary	Dr. Satya Bir Singh, Ph.D.	Mathematics	17-07-2023

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N) - Yes
If No, reason thereof

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 ExpertPresent	Minutes	Approval of Minutes
Meeting1	28-08-2025	02	VIEW	VIEW

Number of programmes started at Under graduate Degree Programmes as per Commission Order:

From October,2024academic session:TO BE EXTRACTED FROM WEB PORTAL

Sr. No.	Under Graduate Degree Programmes	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.	B.A. Part-I	3 Years	120	10+2	11035/-	F.No. 8-11/2024 (DEB-I) 03 Feb. 2025 VIEW		1805	1468	Nil	3273
2.	B.A. Part-II GAP Year students	3 Years	120	B.A. Part-I	9355/- (for GAP Year)			28	15	Nil	43
3.	B.A. Part-III	3 Years	120	B.A. Part-II	8620/-			635	762	Nil	1397
4.	B.Com-I	3 Years	120	10+2	11635/-			152	222	Nil	374
5.	BBA-I	3 Years	120	10+2	16095/-			05	02	Nil	07
6.	BCA-I	3 Years	124	10+2	17095/-			12	02	Nil	14
7.	B.Ed.	2 Years	72	50% in Graduation, TEP NCTE approved, In Service	21945/-			0	8	Nil	08
8.	B.Lib.	1 Year	40	Graduation	13635/-			144	250	Nil	394

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

From October,2024 academic session: TO BE EXTRACTED FROM WEB PORTAL

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.Com. Part-I	2 Years	100	B.Com, BBA BMIT	12865/-	F.No. 8-11/2024 (DEB-I) 03 Feb. 2025 VIEW		17	54	Nil	71
2.	M.Sc. IT Part-I	2 Years	80	Graduation	19015/-			05	05	Nil	10
3.	MA English Part-I	2 Years	80	Graduation	10175/-			58	209	Nil	267
4.	MA English Part-II	2 Years	80	MA English Part-I	9440/-			01	06	Nil	07
5.	MA Public Adm Part-I	2 Years	80	Graduation	10175/-			01	10	Nil	11
6.	MA Punjabi Part-I	2 Years	100	Graduation	10175/-			11	53	Nil	64
7.	MA Sikh Studies Part-I	2 Years	80	Graduation	10175/-			04	02	Nil	06
8.	MA Religious Studies Part-I	2 Years	80	Graduation	10175/-			07	03	Nil	10
9.	MA History Part-I	2 Years	80	Graduation	10175/-			21	24	Nil	45
10.	MA Hindi Part-I	2 Years	80	Graduation	10175/-			03	07	Nil	10
11.	MA Sociology Part-I	2 Years	80	Graduation	10175/-			03	11	Nil	14
12.	MA Economics Part-I	2 Years	100	Graduation	10175/-			05	11	Nil	16
13.	MA Political Science Part-I	2 Years	80	Graduatn	10175/-			20	25	Nil	45
14.	M.Com. Part-II (GAP year students)	2 Years	100	M.Com. Part-I	11185/- (GAP)			01	0	Nil	01
15.	MA Political Science Part-II (GAP year stds)	2 Years	80	MA Political Sci Part-I	10175/-			02	01	Nil	03
16.	MA Education Part-I	2 Years	64	Graduation	27615/-			2	06	Nil	08

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

From January, 2025 academic session: TO BE EXTRACTED FROM WEB PORTAL

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.	MA English Part-I	2 Years	80	Graduation	10175/-	F.No. 8-36/2023 (DEB-I) (ODL) 08 Nov 2024 VIEW		04	06	Nil	10
2.	MA English Part-II	2 Years	80	MA English Part-I	9440/-			07	20	Nil	27

Number of programmes started at Under graduate Degree Programmes as per Commission Order:

From January, 2025 academic session: TO BE EXTRACTED FROM WEB PORTAL

Sr. No.	Under Graduate Degree Programmes	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.	B.A. Part-I	3 Years	120	10+2	11035/-	F.No. 8-36/2023 (DEB-I) (ODL) 08 Nov 2024 VIEW		30	17	Nil	47
2.	B.A. Part-II	3 Years	120	B.A. Part-I	8620/-			47	49	Nil	96
3	B.Lib.	1 Year	40	Graduation	13635/-			26	36	Nil	62

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 there of (Not more than 500words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Dual mode of admission has been started. Study material and lessons in SLM mode being provided in both English as well as regional language i.e. punjabi. PCPs, audio/video lessons, online classes, lessons on youtube channels, power point. Consultation and conselling through various modes throughout the session. Internal assessment and evaluation through Dashboard which includes google form test, MCQs, assignments, viva-voce, project reports,	VIEW VIEW VIEW

		<p>practical files and presentations cum seminars. Important information/notices uploaded on centre's website, also conveyed through SMS to all the students. SLM updated and printing quality regularly monitored and improved. For carrying out all these above discussed measures, various committees had been formed which work throughout the session.</p>	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Self-check exercises as part of each lesson, google form test, MCQs, assignment, viva-voce, project reports, practical files and presentations cum seminars are conducted.	VIEW
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Preparation and updation of lessons and study material. Availability of more text books in regional languages catering to all the subjects and papers in the Centre's library. Reference books subscription to e-resources, video lessons. Development of e-content. Setting up of studio for audio	VIEW

		video lessons, smart classroom, virtual classroom and FM radio station. Development of infrastructure for improving the delivery mode.	
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)	Syllabus, method of internal assessment and external evaluation of all the candidates pursuing programmes offered through distance education mode are duly approved in the Board of Studies of the University and are at par with the similar programmes offered through the conventional mode. Faculty members of ODL department are members of the Board of Studies of their respective subjects. Uniformity in syllabus is maintained with conventional mode. Internal assessment and external evaluation are centralized under the Controller of Examination of the University.	VIEW VIEW VIEW VIEW VIEW
5.	Mechanisms devised for interaction with and obtaining feedback from all stake holders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Feedback Performa for seeking feedback from distance learners is circulated through online mode, which is constantly analyzed and further improvements are made in the system. Other stake holders keep on sending their feedback through various modes like letters, emails etc.	VIEW VIEW VIEW VIEW VIEW VIEW VIEW

		which is also duly taken care off.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	On-line admission process, delivery of SLM to the learners in blended mode i.e. uploaded on department website as well as sent printed SLM through post.	VIEW
7.	Implementation of its recommendations through periodic reviews	Above given recommendations are bifurcated into shorter plan period and implemented in phased manner which are reviewed quarterly.	VIEW VIEW VIEW VIEW
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.	Activity details 2024-25	VIEW VIEW
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	Digitization of SLMs Pre-admission Counselling (Brochure, conduct of induction meetings, radio talks etc.) Training programmes for faculty for digitization of course material. Training Programmes for non-academic staff to enhance the technical capabilities of the non-teaching staff, for digitization of admission records. Delivery of lectures during PCP through smart technology. Providing learning	VIEW VIEW

		material in regional language and also allowing writing examination in regional language. Delivery of learning material at the door step of the learners. Conducting Personal Contact Programmes for each course. Constant and continuous interaction between learners and faculty members through phone, email andwhatsapp groups. Implementation of SMS Alert Services.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	With regard to SLM, study material etc. - 70%. with regard to internal assessment - 100%. with regard to dispatch study material through both online and offline mode - 90%.	VIEW VIEW VIEW
11.	Measures taken to ensure that Programme Project Report for each programme is according to then or ms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Ordinances for each programme are being prepared/updated as per guidelines provided by the commission. These ordinances are duly discussed, passed by the Board of Studies and approved by faculty and finally by Academic Council of the university.	VIEW VIEW
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Detailed syllabus showing content and division of marks/ credits for internal as well as external examination prepared and passed by Board of Studies and approved by the faculty. On the basis of the passed PPRs, in the very first meeting of	VIEW VIEW VIEW VIEW

		ACD of each session, different committees are formulated to perform various tasks throughout the session. Regular meetings are held and action taken upon the recommendations made.	VIEW
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	YES. As part of the University functioning under dual mode system, centralized plans are prepared and departmental reports are part of the University Annual Report Document.	VIEW
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	As part of the University functioning under dual mode system, restructuring process is undertaken as part of the centralized system i.e. Board of Studies, Faculty and Academic Counsel meetings.	VIEW
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Based on feedback received from various stake holders, and necessity based services conducted, improvements in admission process, delivery of lessons, conducting of examinations have been introduced. Various study centres having library with well stocked text books have been created covering the entire jurisdiction of the University to facilitate the learners as close to their residence as possible.	VIEW VIEW VIEW VIEW VIEW VIEW

16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	As part of the University functioning under dual mode system, all the required information in the prescribed Performa of NAAC and DEB duly filled is sent to IQAC Cell of the University as and when applicable. The information highlighting the detailed profile, student strength and achievements is being submitted for their approval.	VIEW VIEW
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	As part of the University functioning under dual mode system, ACD and Committees at the department level ensure quality check and at the institutional level, periodic audit is carried out by CIQA committee and its members. All the required information in the prescribed Performa of NAAC and DEB duly filled is sent to IQAC Cell of the University as and when applicable.	VIEW
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Guidelines provided by the Commission (DEB) and Academic Counsel of the University are implemented wherever required. As per the guidelines provided by the UGC (ODL) Regulations, 2020, keeping in mind the level, background and expectations of the learner, SLM is prepared in easily comprehensible	VIEW VIEW VIEW VIEW VIEW

		language. Wherever required, the text is supported by appropriate data/diagrams/tables etc. Each lesson/unit has introduction and objectives accompanied with self check exercises alongwith the model answers at the end, list of suggested and further readings is also provided. During Personal Contact Programmes, ample time for consultation is provided and the feedback is also sought from the students. Consultation, guidance and answer to the queries is provided throughout the Session through phone, emails and WHATSAPP groups. In the beginning of the Session, complete and detailed planning is undertaken for each course in both mediums.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Experts from other Universities/ Institutions have been empanelled and are invited for various inputs on different aspects of ODL. Expert opinion of eminent academicians from other HEIs is often sought throughBoS meetings.	VIEW VIEW VIEW VIEW VIEW

20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	CIQA report	VIEW
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.	VIEW VIEW
	(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.	Yes	VIEW VIEW
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	Yes	VIEW VIEW
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	SLM Policy framed and duly approved by the Dean Academic Affairs of the university. Hybrid mode has been adopted for the delivery of lesson to the distance learners i.e. print and postage of the material as well as through Centre's website. Important information regarding	VIEW

		admission, examination, PCPs schedule etc. is provided through website and text message mode.	
4.	Promoted automation of learner support services of the Higher Educational Institution	Smart Class room, virtual classroom, seeking grant for upgradation of language, psychology and computer laboratories, setting up studio and FM radio station.	VIEW
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of it sin-house processes	Experts from other Universities/ Institutions have been empanelled and are invited for various inputs on different aspects of ODL. These panels of subject experts/academicians isprepared by each respective sub unit and duly approved by Dean Academic Affairs of the University for SLM preparation/translatio n/editing/ updating : audiovideo lectures: e-content	VIEW VIEW VIEW VIEW VIEW
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Periodic audit is carried out by CIQA committee and its members.	VIEW
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes.	VIEW

28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	Centre being part of the University functioning under dual mode system, MoUs signed by the University are equally applicable on ODL department.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Professional courses offered provide such facilities to all the students enrolled. Through Centralized Placement Cell	VIEW

Compliance of Quality Monitoring Mechanism–As per Annexure–I (PartV(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: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	a. Head chairs ACD, which forms various committees to perform functions throughout the session. b. Sub-units headed by the senior most member as in charge hold meetings throughout the session related to their administrative as well as academic activities. c. All the faculty members through their in charge and as member of various committees prepare plans which are approved by ACD.	VIEW
2.	Articulation of Higher Educational Institution Objectives	Reaching the unreachable, providing an opportunity for higher education	

		through distance mode to the learner at his/her door step, providing an equal opportunity to improve qualification to those in employment, Army personnel and women who can't leave their premises. It also provides opportunity to learners from backward and remote rural areas.	
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	<p>Guidelines provided by the Commission (DEB) and Academic Counsel of the University are implemented wherever required.</p> <p>a. Ordinance of the respective course</p> <p>b. Syllabus</p> <p>c. As given in the ordinance.</p> <p>d. As given at the end of each paper in the syllabus.</p> <p>e. Google form link provided to the students through the website and WhatsApp groups.</p>	<p>VIEW</p> <p>VIEW</p> <p>VIEW</p> <p>VIEW</p> <p>VIEW</p> <p>VIEW</p>
4.	Programme Monitoring and Review	Relevant committees and ACD	VIEW
5.	Infrastructure Resources	Classrooms, computer lab, seminar rooms, smart rooms, lesson stores, dispatch room, library, receptions, canteens, washrooms, faculty development room, Head's office, staff room, individual room for teacher, Administration: admission room, scholarship room, research scholars' rooms.	VIEW

6.	Learning Environment and Learner Support	Library, online classroom, video lessons, PCPs, learners' support centres - 6 centres	VIEW
7.	Assessment and Evaluation	Internal assessment and external evaluation for both the semesters has been continuously done by the faculty members - conducting PCPs, in house tests, viva-voce, seminars, MCQs, google form tests and for external examinations - uploading the question papers on website, receiving and maintaining the records of the answer sheets, evaluating and preparing award lists.	VIEW VIEW
8.	Teaching Quality and Staff Development	Activity Details : 2024-25	VIEW

Compliance of Process of Internal Quality Audit-AsperAnnexure-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	At the beginning of each session all the faculty members of each sub-unitprepare their lesson plansin detail in both themediums and submit thecopy to production committee for bringing coordination in preparation and production of SLM material. Reviewed at theend of the semester andthe session for furtherimprovement in	VIEW

		the quantity and quality of SLM material. Planning various seminars, conferences and programmes for skill and capacity development, behavioural and attitudinal improvement for both academic faculty members and administrative staff of the Centre.	
2.	Validation	All the activities are duly recorded and their proceedings are sent for the ACD approval.	VIEW VIEW VIEW VIEW VIEW VIEW
3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>a. Centre for Distance and Online Education is having LSC in Colleges and Neighbourhood Campuses of Punjabi University Patiala. We motivate students to take admission in different courses through CDOE. We provide prospectus and guidance regarding filling the admission form and other mandatory documentation to the students.</p> <p>List of LSC's:</p> <ol style="list-style-type: none"> 1. Desh Bhagat College, Bardwal, Dhuri 2. S.D College, Barnala 3. Post Graduate Study Department, Regional Centre, Bathinda 4. University College, Barnala 5. Guru Kashi Campus, Damdama Sahib 6. Akali Phoola Singh Neighbourhood Campus, Dehla Seehan <p>b. Centralized examination system under the CoE of the University.</p> <p>c. External Auditors</p>	VIEW VIEW VIEW

		<p>Report is attached herewith.</p> <p>d. With regard to the programme - Monthly work reports are submitted by each faculty member to HOD which is periodically reviewed. Departments annual report is submitted for publication as part of University's annual report document.</p> <p>e. Annual Appraisal Report submitted to office of Dean Academic Affairs.</p> <p>f. By UGC-DEB & NAAC</p>	
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Part-III: Human Resources and Infrastructural Requirements

Name and details of Director of Centre for Distance and Online Education (Dual Mode University)-Regular, fulltime, at least Associate Professor

Or

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

Dr. Satya Bir Singh, Professor & Director,

(M.Sc. Mathematics, M.Phil., Ph.D., PGDCA) Regular /20015-19/Estb/S-08 20.08.2004 ([VIEW](#))

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:

Insert Box

Programmes Name		No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	Bachelor of Arts(B.A.)	15	15	Yes	
	Bachelor of Commerce(B.Com.)	2	2	Yes	
	Bachelor of Computer Applications (BCA)	2	2	Yes	
	Bachelor of Business Administration (BBA)	1	1	Yes	
	Bachelor of Education(B.Ed.)	2	2	Yes	
	Bachelor of Library and Information Science (B.Lib.)	1	1	Yes	

PG	<i>Master of Arts (Punjabi)</i>	2	2	Yes	
	<i>Master of Arts (English)</i>	2	2	Yes	
	<i>Master of Arts (Hindi)</i>	2	2	Yes	
	<i>Master of Arts (History)</i>	2	2	Yes	
	<i>Master of Arts (Economics)</i>	2	2	Yes	
	<i>Master of Arts (Political Science)</i>	2	2	Yes	
	<i>Master of Arts (Religious Studies)</i>	2	2	Yes	
	<i>Master of Arts (Sikh Studies)</i>	2	2	Yes	
	<i>Master of Arts (Public Administration)</i>	2	2	Yes	
	<i>Master of Arts (Education)</i>	2	2	Yes	
	<i>Master of Arts (Journalism and Mass Comm.)</i>	2	2	Yes	
	<i>Master of Commerce (M.Com.)</i>	2	2	Yes	
	<i>Master of Science (Information Technology)</i>	2	2	Yes	
	<i>Master of Library and Information Science (M.Lib.)</i>	2	2	Yes	
<i>Master of Business Administration(MBA)</i>	2	2	Yes		

AGD	<i>Advanced Graduate Diplomain HIV/AIDS Counselling</i>	1	1	Yes	
	<i>Advanced Graduate Diploma in Journalism and Mass Communication</i>	1	1	Yes	
	<i>Advanced Graduate Diploma for Substance Abuse Prevention And Treatment</i>	1	1	Yes	
	<i>Advanced Graduate Diploma in Criminology and Police Administration</i>	1	1	Yes	
	<i>Advanced Graduate Diploma in Conflict Resolution</i>	1	1	Yes	

HEI ID: HEI-U-0383

Name of HEI: PUNJABI UNIVERSITY, PATIALA

Type of HEI: DUAL

S. No.	Programme Name	No. of Full time-Dedicated Faculty for ODL	Names	Designation	Qualification	Experience in Years	Type (Regular/Contract)			Date of Joining programme And Joining report
							Type	Gross salary /month	Contract period	
										VIEW Pdf
1	Mathematics	1	Dr. Satya Bir Singh	Professor & Director	M.Sc,M.Phil., Ph.D.,PGDCA	32	Regular/20015-19			20-08-2004
2	Commerce& Management	5	Dr. Shailinder Sekhon	Professor & Head	M.Com.,NET, Ph.D.	25	Regular/268100			16-11-2005
3	Commerce& Management	5	Dr. Sawinder Kaur	Assistant Professor	M.Com.,NET,Ph.D.	14	Regular/125450			16-5-2011
4	Commerce& Management	5	Dr.HarpreetKaur	Professor	M.Com.,NET,Ph.D.	24	Regular/245450			01-8-2001
5	Commerce& Management	5	Dr.Harpreet Kaur Kohli	Associate Professor	M.Com.,NET,Ph.D.	21	Regular/162800			25-2-2004
6	Commerce& Management	5	Dr. Gurpreet Singh	Assistant Professor	MBA, Ph.D.	15	Adhoc/108350			23-08-2010
7	Commerce& Management	2	Dr. Eila Mittal	Assistant Professor	MBA, Ph.D.	13	Regular/121850			25-12-2011
8	Commerce& Management	2	Dr. Harpreet Singh	Assistant Professor	MBA, Ph.D.	14	Regular/115632			26-07-2011
9	Pol Science	4	Dr.Gurpreet SinghBrar	Assistant Professor	M.A.,NET,Ph.D.	11	Regular/111500			16-1-2014
10	Pol Science	4	Dr.Jarnail Singh	Assistant Professor	M.A.,M.Phil.,NET, Ph.D.	11	Regular/102768			16-1-2014
11	Pol Science	4	Dr.AmandeepKaur	Assistant Professor	M.A.,M.Phil.,NET, Ph.D.	14	Regular/129836			09-11-2011
12	Education	5	Dr.PushpinderKaur	Professor	M.A.(Education AndPunjabi),M.Phil.,Ph.D.	25	Regular/268100			20-11-2000
13	Education	5	Dr.Amita Kaistha	Assistant Professor	M.Ed.,M.Phil.,NET, M.A.(Sociology) ,Ph.D.	21	Regular/149936			21-6-2004
14	Education	5	Dr.TasneemKhan	Assistant Professor	M.Ed., M.Phil.(Education), M.A.(Pol.Sci.),Ph.D.,	17	Regular/128300			16-8-2008
15	Education	5	Dr. SharmilaDevi	Assistant Professor	M.Sc.(Math), M.Ed.,M.Phil.,NET,Ph.D.	11	Regular/125450			15-1-2014

HEI ID: HEI-U-0383			Name of HEI: PUNJABI UNIVERSITY, PATIALA			Type of HEI: DUAL		
16	Public Adm	2	Dr. Ravneet Kaur	Professor	M.A.,Ph.D.	25	Regular/226048	5-12-2000
17	Public Adm		Dr. Renu	Professor	NET, Ph.D.	29	Regular/25969 Attached Faculty	04-09-96
18	Public Adm	2	Mr. Amritpal Singh	Assistant Professor	M.A. NET	02	Full Time Guest Faculty	03-08-2023
19	Economics	2	Dr.Manisha	Professor	M.A.,NET,Ph.D.	21	Regular/245450	14-10-2000
20	Economics	2	Dr. D.K. Madaan	Professor	Ph.D.	36	Regular/24660 Attached Faculty	28-07-2014
21	Economics	3	Navdeep Kaur	Assistant Professor	M.A., NET, JRF	02	Full Time Guest Faculty	03-08-2023
22	History	3	Dr.GurkiranjitKaur Grewal	Associate Professor	M.A.,NET,Ph.D.	21	Regular/230450	11-10-2004
23	History	3	Dr.KanwaljitKaurBajwa	Assistant Professor	M.A.,M.Phil.,NET, Ph.D.	14	Regular/144100	01-10-2009
24	History	3	Dr.KavitaRani	Assistant Professor	M.A.,Ph.D.	18	Regular/145100	04-4-2007
25	Psychology	1	Dr.Naina Sharma	Associate Professor	M.A.,NET,Ph.D.	20	Regular/145782	22-8-2005
26	Psychology		Dr. Sukhminder Kaur	Assistant Professor	M.A.,Ph.D.	19	Regular/34582 Attached Faculty	15-12-2006
27	ReligiousStudies	2	Dr.AbnishKaur	Associate Professor	M.A.(ReligiousStudies ,Punjabi) NET, Ph.D.	17	Regular/183302	15-2-2008
28	Religion Studies	2	Ms. Beant Kaur	Assistant Professor	M.A., NET	02	Full Time Guest Faculty	03-08-23
29	Sikh Studies	2	Dr.RaminderjitKaur	Assistant Professor	M.A.(SikhStudies, English),NET,Ph.D.	17	Regular/149300	28-11-2008
30	Sikh Studies	2	Dr. Raswinder Kaur	Assistant Professor	M.A., NET Ph.D.	02	Full Time Guest Faculty	03-08-23
31	English	5	Dr.Shivani Thakar	Associate Professor	M.A.,M.Phil.,Ph.D	16	Regular/136850	17-12-2009
32	English	5	Smt.ParamjitKaur	Assistant Professor	M.A.,M.Ed. NET(EnglishandEducation)	14	Regular/121850	16-12-2011
33	English	5	Jasmine	AssistantProfessor	M.A.English,UGC NET, PGD(TESOL)	14	Regular/98050	22-12-2011
34	English	5	Kanchan	AssistantProfessor	M.A.English,B.Ed. UGCNET	14	Regular/92496	16-12-2011

HEI ID: HEI-U-0383		Name of HEI: PUNJABI UNIVERSITY, PATIALA			Type of HEI: DUAL			
35	English	5	Dr. Ajay Verma	Assistant Professor	MA, PGCTE, Ph.D.	22	Regular/175000	16-09-2003
36	Punjabi	3	Dr. Gurpreet Kaur	Assistant Professor	M.A.(Punjabi Hons) M.Phil., NET, PGDCA, Ph.D.	16	Regular/129200	31-12-2009
37	Punjabi	3	Dr. Gurpreet Kaur Brar	Assistant Professor	M.A., Ph.D., NET, B.Ed., PGDCA	14	Regular/129836	2-11-2011
38	Punjabi		Dr. Parmeet Kaur	Assistant Professor	NET, Ph.D.	14	Regular/33185	01-11-2011
39	Punjabi		Dr. Deepak Kumar	Assistant Professor	NET, M.Phil. Ph.D.	01	Full Time Guest Faculty	15-07-2024
40	Punjabi		Dr. Hardeep Kaur	Assistant Professor	NET, Ph.D.	01	Full Time Guest Faculty	15-07-2024
41	Punjabi		Dr. Gurmeet Singh	Assistant Professor	NET. Ph.D.	01	Full Time Guest Faculty	21-06-2024
42	Defense Studies	2	Dr. Harsangeetpal Kaur	Assistant Professor	M.A.(Economics, Defence Studies), M.Phil., NET, Ph.D.	14	Regular/115632	11-9-2011
43	Defense Studies	2	Dr. Kewal Krishan	Assistant Professor	Ph.D.	23	Full Time Guest Faculty	11-10-2002
44	Hindi	3	Dr. Surinderpal Kaur	Assistant Professor	M.A., Ph.D.	18	Regular/145100	02-4-2007
45	Hindi	3	Dr. Kuldeep Kaur	Assistant Professor	M.A., M.Phil., Ph.D.	14	Regular/129836	12-12-2011
46	Hindi	3	Dr. Piyara Singh	Assistant Professor	M.A., Ph.D., NET JRF	02	Full Time Guest Faculty	03-08-2024
47	Math	1	Dr. Chanchal	Assistant Professor	M.Sc.(Mathematics), NET, Ph.D.	11	Regular/108350	27-1-2014
48	Math		Dr. Jasleen Kaur	Assistant Professor	Ph.D.	13	Regular/21042	27-07-2012
49	Forensic Science	1	Sh. Jaswinder Singh	Assistant Professor	M.Sc.(Forensic Science), NET, PGDCA, M.Sc.(CS)	11	Regular/108350	03-3-2014
50	Comp. Science		Dr. Dharamveer Sharma	Professor	Ph.D. SLET	25	Regular/1698 Attached Faculty	27-01-2002
51	Comp. Science		Dr. Maninder Singh	Assistant Professor	Ph.D.	14	Regular/22355 Attached Faculty	26-07-2011
52	Comp. Science	3	Dr. Vishal Singh	Assistant Professor	MCA, M.Tech, Ph.D.	20	Adhoc/111500	23-12-2005
53	Comp. Science	3	Ms. Neha Sood	Assistant Professor	MA, NET	02	Full Time Guest Faculty	03-08-2024

HEI ID: HEI-U-0383**Name of HEI: PUNJABI UNIVERSITY, PATIALA****Type of HEI: DUAL**

54	Comp. Science		Sukhdeep Kaur	Assistant Professor	NET, M.Phil, MCA, BCA	01	Full Time Guest Faculty	15-07-2024
55	Journalism	2	MsAlka Bansal	Assistant Professor	MA(JMC), NET, MBA, Ph.D.	10	Contract/44000	08-01-2015
56	Journalism	2	Mr. Sukhdeep Singh	Assistant Professor	M.A., NET	02	Full Time Guest Faculty	03-08-2023
57	Sociology	2	Dr. Deepak	Associate Professor	M.A., Ph.D.	19	Regular/31544 Attached Faculty	22-11-2006
58	Sociology	2	MsJasmeen Kaur Sandhu	Assistant Professor	M.A., NET	02	Full Time Guest Faculty	03-08-23
59	Sociology	2	Dr. Anuradha	Assistant Professor	M.A., Ph.D.	02	Full Time Guest Faculty	03-08-23
60	Library & Information Sc.	5	Dr. Baljinder Kaur	Assistant Professor	Ph.D.	14	Regular/22684 Attached Faculty	27-07-2011
61	Library & Information Sc.	5	Dr. H.P.S. Kalra	Professor	Ph.D.	30	Regular/22400-403 Attached Faculty	18-10-95
62	Library & Information Sc.	5	Amritpal Kaur	Assistant Professor (Guest Faculty)	NET, M.Lib., B.A.	01	Full Time Guest Faculty	15-07-2024
63	Library & Information Sc.	5	Bhupinderjeet Singh	Assistant Professor (Guest Faculty)	NET, M.Lib., B.A.	01	Full Time Guest Faculty	15-07-2024
64	Library & Information Sc.	5	Dr. Navkiran	Assistant Professor (Attached Faculty)	Ph.D.	14	Regular/23248 Attached Faculty	27-07-2011

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	2
Assistant Registrar	1	2
Section Officer	1	9
Assistants	3 (2 for DM Universities)	19
Computer Operator	2	6
Multi-Tasking Staff	2	37

(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

Information of formative and summative assessments/examinations conducted with the actions taken to ensures anctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	IfNo, 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 out sourced	Yes	
2.	For ensuring transparency and credibility, the fulltime 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 with in the Institution where the Study Centresor 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 Privateorganisations 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.	ProvisionsinRegulations	Whether complied Yes/No	IfNo, 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 buildingas 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 15 and 16 of UGC (ODL Programme 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, Centralized examination branch of HEI Punjabi university follows the examination Guidelines issued by UGC.	
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.	Evaluation of the learners comprises internal as well as external evaluation. Internal assessment is sent by the Centre and external evaluation is done at the centralized level by the examination branch of the University.	
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</p>	Yes	

	75 per cent. in the programme specific Personal Contact Programme(excluding counselling) and lab component of each 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 PostGraduate 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 (insemester): Maximum 30 percent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 percent.	Yes	VIEW
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

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 VIEW	
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.	2 or 3 sets of Papers are set by examiners and out of these, 1 paper is selected for examination purpose to maintain secrecy.	
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 VIEW	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	
	(b) Availability of biometric system	No	Signature of students are taken on the hard copy

			of Attendance sheet.
S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload Relevant document	If No, Reason hereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	Admit cards of examinees are checked.
	(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	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	Yes	
	(b) It shall be mandatory to have an observer report submitted to the Higher Educational Institution	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	No	The Examination Branch of Punjabi University centrally conducts Examination.
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	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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	
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 postgraduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have <ul style="list-style-type: none"> i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner alongwith the Programme name. 	No	The centralized examination branch of HEI is planning to do this in the coming session.
	(b) Each award shall also be uploaded on the National Academic Depository	No	Centralized Examination branch takes care of these activities.

18.	It shall be mandatory for Higher Educational Institution to mention the following on the back side of each of the degrees/certificates and marksheets 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	Yes VIEW VIEW	
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Whether any examination held through online mode. - No

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

NA

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
July 2024-25	B.A. Part-I	3273	3273			
	B.A. Part-II	43	43			
	B.A. Part-III	1339	1339			
	B.Com. Part-I	374	374			
	BBA Part-I	07	07			
	B.C.A. Part-I	14	14			
	B.Ed.	08	08			
July 2024-25	M.A. Political Scienc Part-I	43	43			
	M.A. English Part-I	267	267			
	MA. Public Administration Part-I	11	11	Result Awaited		
	M.A. English Part-II	07	07			
July 2024-25	M.A. Economics	17	17			
	M.A. Sociology	14	14			
	M.A. Hindi	10	10			
	M.A. Education	08	08			
	M.A. Punjabi Part-I	64	64			
	M.A. Religion Part-I	10	10			
	M.A. Sikh Studies Part-I	06	06			
	M.A. History Part-I	46	46			

HEI ID: HEI-U-0383

Name of HEI: PUNJABI UNIVERSITY, PATIALA

Type of HEI: DUAL

	M.Com. Part-I	71	71			
	M.Sc. IT Part-I	10	10			
Jan 2025	B.A. Part-I	47	47			
	B.A. Part-II	97	97		Result Awaited	
Jan 2025	M.A. English Part-I	10	10			
	M.A. English Part-II	27	27			

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.

For all the courses being offered through ODL mode, Uniform process is followed. Proposal of the course firstly is approved by ACD then Board of Studies followed by the respective faculty and finally approved by Academic council of the University.

[VIEW](#)

[VIEW](#)

[VIEW](#)

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.

[VIEW](#)

[VIEW](#)

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.

[VIEW](#)

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

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					
	PG					
	PGD					

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.

[VIEW](#)

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.	Desh Bhagat College, Bardwal, Dhuri.	Yes		Punjabi University, Patiala	Private	Baldev Singh 9888072096	M.Lib, Ph.d	01	UG & PG courses	
2.	University College Barnala	Yes		Punjabi University, Patiala	Government	Gagandeep Kaur 8360235913	Ph.D.	01	UG & PG courses	
3	SD College Barnala	Yes		Punjabi University, Patiala	Private	Anamika Sharma 8360728622		01	UG & PG courses	
4.	Post Graduate Study Department Regional Centre Bathinda	Yes		Punjabi University, Patiala	Government	Smt. Navpreet Kaur 9501019875	M.Lib.	01	UG & PG courses	
5.	Guru Kashi Campus, Damdama Sahib	Yes		Punjabi University, Patiala	Government	Dr. Sushil Kumar 9417405636	Ph.D.	01	UG & PG courses	
6.	Akali Phoola Singh Neighbourhood campus Dehla Seehan	Yes		Punjabi University, Patiala	Private	Dr. Jaspreet Kaur 9478585962	Ph.D.	01	UG & PG courses	

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 January)	Date SLM of delivery	Whether SLM delivered
			learners within a fortnight from the date of admission
Printing Material			Yes, in case if there is no change in the syllabus.
Audio-Video Material			Yes, in case if there is no change in the syllabus.
Online Material			Yes
Compute based Material			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 wise - programmes wise)

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

HEI ID: HEI-U-0383

Name of HEI: PUNJABI UNIVERSITY, PATIALA

Type of HEI: DUAL

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		VIEW
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	DEB NCTE AICTE	VIEW VIEW
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	(The Centre admits students twice a year, in February & September)	VIEW VIEW

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;	<p>Six Learner Support Centres:</p> <p>1. Guru Kashi Campus, Damdama Sahib</p> <p>2. University College, Barnala</p> <p>3. Akali Phoola Singh Neighbourhood Campus, Dehlan Seehan</p> <p>4. S. D. College, Barnala</p> <p>5. Post Graduate Study Regional Centre, Bathinda</p> <p>6. Desh Bhagat College, Bardwal (Dhuri)</p> <p>Note: Other information uploaded in Part-III, IV</p>	VIEW
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling / mentoring, assignments and feedback thereon, examinations, result declarations etc.	Please refer to Part-IV for detailed information	VIEW VIEW

7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall for man 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		VIEW VIEW
8.	Information regarding all the programmes recognised by the Commission		VIEW VIEW
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or postgraduate diplomas awarded		VIEW VIEW
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;	Self-Learning material is prepared by teacher at the beginning of the session and updated when required Throughout session.	VIEW
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		VIEW

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	Six Learner Support Centres: 1. Guru Kashi Campus, Damdama Sahib 2. University College, Barnala 3. Akali Phoola Singh Neighbourhood Campus, Dehlan Seehan 4. S. D. College, Barnala 5. Post Graduate Study Regional Centre, Bathinda 6. Desh Bhagat College, Bardwal (Dhuri)	VIEW
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes		VIEW
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Exams conducted by the Examination Branch of Punjabi University Patiala centrally.	

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		VIEW VIEW
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		VIEW

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:	No + Centre for Distance and Online Education is not offering Science Stream
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 (as per University Rules)

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.	3 copies of Fee Slip (1 is maintained by Bank, another is maintained by Centre and last one is maintained by Student)
5.	<p>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:</p> <p>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</p>	Yes
6.	<p>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:</p> <p>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</p>	Yes

7.	Every Higher Educational Institution shall- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes (No System for Aadhar Card. In future it will be mandatory.)
	International Learner; (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 programmes 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	No System for Aadhar Card. In future it will be mandatory.

8.(b)	Thepercentageoftuitionfeeandotherchargesrefundable to 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	No age bar
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 VIEW
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 VIEW

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	VIEW Pdf
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	As per UGC 7 th Pay Commission Scales.
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	

8.(j)	Broadoutline 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 Syllabus Link
8.(k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes Calendar Link VIEW VIEW
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.	No Higher Educational Institution shall, issue or publish- (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; (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 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 Centre for Distance and Online Education of Punjabi university Patiala provides an offline and online platform to redress the issues of the concerned students. It has constituted 'Students grievance / redressal committee' to address and resolve the grievances received from the learners through different modes like Email, WhatsApp, letters etc. A link on the CDOE webpage has also been provided for the students to send their complaints and applications. Almost all students of the Centre have been made aware about the grievance redressal mechanism. In addition to this, Punjabi University Patiala also constituted a centralized 'Institutional students grievance redressal Committee' to resolve the complaints received from outside sources i.e. UGC (DEB) etc.

Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Around 225	All Grievance are Resolved

Complaint Handling Mechanism

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

Initially, the students register their complaints through the application; and then the application is marked to the concerned authorities. Afterwards, the designated authorities of the respective committees hold the preliminary meetings to identify the nature of complaint and forward it to the concerned incharges/dealing hands. On receiving the marked complaint the in-charge /dealing hand of the unit, works on the issue and resolves it within the stipulated time. The complaint redressal status is conveyed to the student as well as to the designated authority.

Details of 'Students grievance/redressal committee' of Dept. of ODL –

Convener: Dr. Kavita Rani, Co-convener: Dr. Gurpreet Singh Brar

Other Members: Dr. Sawinder Kaur, Dr. Alka Bansal

Details of Complaints received from UGC (DEB): NIL

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

Part-X: Innovative and Best Practices

Innovations introduced during academic year

In this period many innovative teaching- learning techniques such as Google classrooms, Google Meet, online teaching, video/audio lessons were introduced to reach the students. These have now been integrated regular teaching learning of the Centre. In addition to this regular workshops, guest lectures and extension lectures and many other live interactive sessions were also conducted for the benefit of the students. Several faculty development programs were also organised.

Best Practices of the HEI

For handling learners' day to day queries and communicate with the students, Centre used under mentioned new methods:

1. *Digital Library.*
2. *Offline classes through PCPs, workshops, seminars, and viva voce*
3. *SMSs alerts for PCP, Exams and other information to learners.*
4. *Online facility for admission and other services.*
5. *Interactive Radio talks*
6. *Well stocked library.*
7. *Consultancy sessions*
8. *Plagiarism fee lessons*
9. *Video lectures*
10. *Online classes through Zoom meet /Google meets*
11. *WhatsApp groups*
12. *Recorded lectures uploaded on YouTube platform.*

As per students feedback they found and consider emails, offline classes, seminars, Workshops and video/recorded lectures as the best practices of the Centre.

Details of Job Fairs conducted by the HEI

No job fairs conducted in the reporting years

Success Stories of students of ODL mode of the HEI

Student after getting degrees from our Centre are well settled in their carriers. Centre provided available data of our students those got District and State level awards.

Initiatives taken towards conversion of SLM into Regional Languages

About 3050 lessons in different subjects available in Punjabi language.

Number of students placed through Campus Placements

NIL

Details of Alumni Cell and its activity


In order to maintain contact with the old students of the Centre, an Alumni Association has been formed by the Centre. The students of our Centre may become members of the Alumni Association by paying Rs. 100/- as annual membership fee or by paying Rs 1000/- as a life membership fee. The University organises an annual Alumni Meet during which distinguished students of the Centre visit their alma mater

Any other Information

ODL offers various schemes to motivate the deprived sections of the society and make education accessible to them. Various schemes such as Punjab Government's "AASHIRWAD SCHEME" are made available to provide scholarship to SC/ST/OBC students. Post matric scholarship schemes and fee concessions are also provided to students under different categories: Fee concessions are available for two or more real brother/sisters studying in the Centre, students suffering from Cancer/Aids and Thalassemia, Children/dependents of the members of Armed forces, Children of persons killed in 1984 riots, civil wars, Sikh migrants and 100% physical disabled persons of Army, the employees of Punjabi University and their wards.

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.

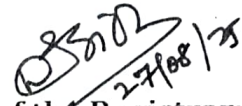


Signature of the Director:

Name: Dr. Shailinder Sekhon
Director
Centre for Distance &

Seal: Online Education

Date: Punjabi University, Patiala



Signature of the Registrar:

Name: Dr. Devinder Pal Singh Sidhu
Registrar

Seal: Punjabi University,

Date: Patiala

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.