



DIRECTORATE OF DISTANCE EDUCATION
PATNA UNIVERSITY, PATNA - 800 005

Re. 5.34/19

O/C

Date 19/7/19

To,
The Registrar,
Patna University,
Patna

Subject:- Annual Report of the DDE for 2018-2019

Sir,

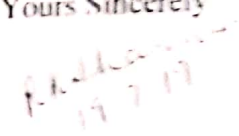
With reference to the letter No Ac/Sale/1419 dated 02.07.2019 regarding Annual report of 2018-2019, I am enclosing herewith two copies of the Annual Report of Directorate of Distance Education, Patna University for the period 2018-2019 along with the C.D.

It is for your information & needful action.

Thanking You.


19/7/19

Yours Sincerely


Prof. (Dr.) Ravi Kiran Sharma
Director
Directorate of Distance Education
Patna University, Patna

PATNA UNIVERSITY

Annual Report

Annual report of each unit - College/ Department/Institute/ Centre is to be submitted every year. The report should include the basic information about the Department/ College/ Institute, which should include the followings:

- The Vision
- The Mission
- Brief profile
- Best Practices
- Distinct features
- Programmes offered
- Teaching – Learning Outcome (Course wise % result in univ. exam)
- Research
- Innovation
- Infrastructure
- ICT Infrastructure
- Future Development plan
- Etc.

Record of Human Resources

- Students Records mentioning gender and category, PwD etc.
- Teachers Records mentioning gender and category, qualification, designation, service-length, specialization etc.
- Non Teaching Staff Records mentioning gender and category, designation, service-length etc.

Details of the activities conducted:

academic, NCC, NSS, Swachchhata, institutional social responsibilities, extracurricular activities -Sports, Fine arts, Cultural activities etc.

Details of Publications - Research / articles etc.

Participation in activities/seminar/conf.etc by the students/ teachers/ staff/ alumni etc.

Achievements & Awards:

All stake holders - the students/ teachers/ non teaching staff / alumni etc.

The information are to be entered at the proper cell/ location in the attached proforma. Also supporting documents including brief description of the events, list of participants, media report and photographs / videos to be provided.

The Report is in two parts: Part 'A' & 'B'

PART – A

Name of the College/ Department / Centre:- **Directorate of Distance Education,
Patna University, Patna**

Report for the period: **March 2018- February 2019**

Annual Report for the year 2018-19						
I	About the department/ College/ Institute/ Centre:					
A	Name of the Department/ College:	Directorate of Distance Education, Patna University, Patna			Date of Establishment	1974
B	Information about the Head/ Principal/ Director:	Director				
i	Name :	Prof. (Dr) Ravi Kiran Sharma				
iii	Contact No.	Office		Residence		
iii	Telephone No.	0612-	2672971	Code	9431079789	
iv	Mobile No.	9431079789				
v	Email id of the Head/ Principal:	rksharma9@rediffmail.com				
3	Year of Establishment of the College/ Dept:		mm	1974	Area sq. Meter	
4	Information about Accreditation	NO			Accreditation Result	
i.	Date of Accreditation of the College	dd	mm	yyyy	Grade	CGPA
	Cycle 1					
	Cycle2					
	Cycle 3					
ii.	Date of establishment of Internal Quality Assurance Cell (IQAC)/ Dept Council	16	02	2019	<i>attached scanned copy of Minutes of Action taken report be uploaded on website/ Dept Council Meeting Register to be maintained</i>	
	Mention the date of Meetings of IQAC/ Dept Council					
5	Vision of the Dept/ College \ (100 words)					
	nwj f'k{kk funs'kky; dh LFkkiuk iVuk fo'ofokky; ds ,d 'kSf{kd bZdkbZ ls :i es 1974 bZ0 esa gqbZA ;g iwohZ Hkkjr dk iqjkuk nwjLFk f'k{k.k laLFkku gSA funs'kky; dh LFkkiuk dk m's'; oSls ;ksX; fo/kkfFkZ;ksa dks mPp f'k{kk vkSj Lukrd fMxzh iznku djuk gS tks fdlh dkj.ko'k fu;fer f'k{k.k laLFkkuksa esa ;k lsokjr gksus ds dkj.k izos'k ls oafpr jg tkrs gSA ;g jkT; ds mPp f'k{kk izklr fo/kkfFkZ;ksa ds dqy ;ksx esa c<+ksrjh dk cM+k vkSj [kqyk ek;/e gS ,oa mPp f'k{kk izklr dk cM+k lysVQkeZ HkhA funs'kky; dh bl fn'kk esa lnSo izfrc}rk jgh gSA mPp f'k{kk izklr fo/kkfFkZ;ksa ds dSfj;j ds lqUnj volj gks rFkk f'k{kksijkar Js"B lsok ykHk dk mUgSa volj izklr gks					

	<p>blds fy, funs'kky; dfVc} gSA ;gk; ikjEifjd dkslZ ds lkFk&lkFk dbZ O;olkf;d ikB~;Øe Hkh lapkfyr gksrs gSA bu nksuksa gh {ks=ksa ls misf/k izklr fo/kkFkhZ Hkkjr vkSj fcgkj ljdkj rFkk fuft laLFkkuksa ds Js"B in ij viuk ;ksxnku ns jgs gSA funs'kky; fcgkj ds ;qokvksa ds liuksa dks lkdj djus esa fujUrj lfØ; gSA</p>
6	<p>Mission of the Dept/ College/ Center/Institute (100 words)</p>
7	<p>nwj f'k{kk funs'kky; dk fe'ku ns'k ds fy, ifjd`r ekuo lalk/ku dk fuekZ.k djuk gSA Js"B O;fDrOo ds lkFk fo/kkFkhZ vius liuksa dks lkdj dj ik, blds fy, ;g f'k{k.k laLFkku muds lg;ksxh ds :lk esa lsokjr gSA ;gk; ikjEifjd vkSj O;olkf;d ikB~;Øeksa esa v/;;ujr fo/kkfFkZ;ksa esa cM+h la[k efgyk] vuqlwfr tkfr tutkfr] fiNM+ksa ,oa vy;la[d fo/kkfFkZ;ksa dh Hkh gSA tks fcgkj ljdkj ds lekftd U;k; ds y{; dks Hkh lkdj djrk gSA gekjk y{; fu;fer f'k{k.k laLFkku esa izos'k ls oafpr rFkk xq.koÙkk iw.kZ mPp f'k{kk izklr djus ds bPNqd izR;kf'k;ksa dks fcuk fdh ck/kk ds mPp f'k{kk iznku djuk gSA</p>
8.	<p>Brief Profile of the Dept.\ College/ Center/Institute (250 words)</p> <p>nwj f'k{kk funs'kky; dh Lfkkuiuk 1974 bZ0 ea nwjLr f'k{kk ds ek;/e ls fo/kkfFkZ;ksa dks f'kf{kr djus ds m's'; ls gqbZA ;gk; ikjEifjd dkslZ esa Lukrd lEeku dyk ,oa okf.kT; dh fMxzh iznku dh tkrh gSA jktuhfr foKku] bfrgkl] mnwZ] eSfFkyh] laLd`r n'kZu'kkL=] fgUnh] vaxzsth] euksfoKku] vFkZ'kkL= rFkk Hkwksy] ,oa lakf[;dh esa iznku dh tkrh gSSA O;olkf;d ikB~;Øe esa PGDOM, PGDMM, PGDFM, PGDJ, B.C.A, B.lib.I.Sc rFkk i=dkfjrk ,oa tulapkj ds dkslZ lapkfyr gSA funs'kky; esa 01 iqLrdky; gS ftlesa v/;;ujr fo/kkFkhZ iqLrd izklr djrs gSA funs'kky; esa 03 in vf/kdkfj;ksa ds laLrqr gS ftuesa 01 funs'kd 01 mi&funs'kd rFkk 01 lgk;d funs'kd dk in gSA orZeku esa dqy deZpkfj;ksa dh la[k; 20 gSA</p>
8.	<p>Two Best Practices of the Dept/ College</p> <p>1- fdh dkj.ko'k fu;fer f'k{k.k laLFkku esa izos'k ls oafpr@vfuPNqd fo/kkfFkZ;ksa dks mPp f'k{kk iznku djus dk lqUnj volj miyC/k djokukA i;kZoj.k dks lkQ j[kukA</p>

2- xq.koÙkkiw.kZ mPp f'k{kk gsrq dbZ fo"k;ksa esa [kqyk vkSj cM+s lysVQkeZ dh ck/kkjfgR miyC/krkA

9	Two distinctive features of the Dept/ College	
i. To help the students if they face any problems.		
ii. To provide exhaustive study/ learning material.		
10	Information/Initiatives about creation/transfer of knowledge:-	
	We provide self learning material. Also there are counselling classes and there are permanent faculty members to help the students.	
11	Special Initiative for Environmental Sustainability:-	
	The DDE making great efforts to green the surrounding area by planting fancy plants and beautifying the landscape. Already the flower bed has been prepared and many plants have been planted.	
12	Special Initiative on use of alternative energy:-	
	We plan to install solar panels in near future. In this way it will be source of alternative energy.	
13	Future Plan of the Dept	To increase the number of programmer / course especially diploma courses.
	a. Short Term (not more than 07)	1. MA in English. 2. MA in Political Science 3. MA in History 4. MA in Sociology 5. MA in Geography 6. BBA 7. M. Libs

	b. Medium Term (Not more than 10 excluding the items mentioned in short term plan)					
	c. Long Term (Not more than 10 excluding the items already mentioned in short term & Medium term plan)	According to Open and Distance learning guideline/regulation,2017 there is a plan to convert the setup by providing better infrastructure.				
14	Programmes offered by the college / dept/ centre	Level of the programme : Research Prog (RP)/ PG Degree/ PG Dip/ UG/Degree/ UG Dip./ Add on/ Certificate be mentioned				
	Name of the Programme	Level	Duration	Whether Annual / Sem / CBCS	Sanctioned seats	Fee (Rs.) per Sem / year
		Research Prog.				
		PGDegree				
	PGDFM,PGDMM,PGOM,	PG Diploma	1 Year	Annual	300	9000
	PGDJ	PG Diploma	1 Year	Annual	100	6000
	B.C.A	UG Degree	3 Year	Annual	30	10000
	B.A & B.Com	UG Degree	3 Year	Annual	2500	3545
	B.Lis	UG Diploma	1 Year	Annual	150	6000
		Add on				
		Certificate				
		Any other				
15	Information about the teachers:	N.A				
	Name of the teacher	Designation P/AP/ Asst. P	Gender M/F/O	Reservation Category	Highest Qualification	Year of Service
i.	List enclosed					
ii.						
iii.						
16	Information about Guest faculty teacher / Adhoc Teacher/ Part time/ Visiting Teacher: P.U. Permanent teacher & Research Scholar for P.C.P. Classes					
	Name of the teacher	Designation P/AP/ Asst. P	Gender M/F/O	Reservation Category	Highest Qualification	Year of Service

i.																
ii.																
iii.																
17	Information about Non teaching staff Name of the staff	Designation	Gender M/F/O	Reservation Category	Highest Qualification	Year of Service										
1.	Sri Navin Kumar	Assistant	M	Gn	Inter	05-03-1981										
2.	Sri Anil Kumar Jha	Assistant	M	Gn	B.A	08-02-1990										
3.	Sri Binay Kumar Tiwari	Assistant	M	Gn	B.Sc	08-02-1990										
4.	Sri Arunabha Choudhary	Assistant	M	Gn	B.Com	08-02-1990										
5.	Sri Pramod Kumar	Assistant	M	Gn	B.A	08-02-1990										
6.	Sri Imteyaz	Assistant	M	GN	M.A	24-08-1995										
7.	Sri Jay Ram Singh	Assistant	M	Gn	B.A	30-03-1977										
8.	Sri Faizi Rahman	Assistant	M	Gn	M.A	07-09-2001										
9.	Sri Baban Singh	Routine Clerk	M	BC-2	B.A	05-03-1981										
10.	Sri Nagina Prasad	Routine Clerk	M	BC-2	B.A	08-02-1990										
11.	Sri Jamuna Ram	Peon	M	BC-1	Matric	05-03-1981										
12.	Sri Ramayan Mishra	Peon	M	Gn	Inter	01-04-1993										
13.	Sri Meena Devi	Peon	F	BC-1	B.A	01-04-1993										
14.	Sri Rekha Devi	Peon	F	Gn	Matric	01-04-1993										
15.	Md Kalimuddin	Peon	M	BC-1	Non-Matric	01-04-1993										
16.	Sri Balmiki Singh	Peon	M	BC-2	B.A	08-02-1990										
17.	Sri SheoJi Prasad Gupta	Peon	M	BC-2	B.A	08-02-1990										
18.	Sri Ratan Prasad	Peon	M	BC-2	Non-Matric	08-02-1990										
19.	Sri Avinash Kumar	Sweeper	M	SC	Matric	01-06-2013										
18	Information about students:	Zero Session														
	Name of the Programme															
	No of students	UR			OBC			EBC			SC			ST		
		M	F	O	M	F	O	M	F	O	M	F	G	M	F	O
i	Students from Bihar															
ii.	From other states															
iii	NRI students															

iv	Foreign Students															
	TOTAL															
	TOTAL all categories	Total M			Total FM			Total O			Grand Total					
19	Information about the infrastructure:	Number			Description											
i.	Class Rooms	N.A														
ii.	Class Rooms with LCD facility	N.A														
iii	Class Rooms with WiFi/ LAN facility	N.A														
iv	Seminar Hall				The Hall is being readied.											
v	Seminar Hall with ICT facility	N.A														
vi	Conference Hall	N.A														
vii	Media Lab	N.A														
viii	No. of Computer Labs	01														
ix	No. Laboratories	N.A														
x	No. of Computers	03														
Xi	Licensed software	N.A														
Xii	No. of Printers	02														
xiii	No. of Photocopiers	01														
xiv	No. of UPS	02														
xv	Animal House	N.A														
xvi	Green House	N.A														
xvii	Museum	N.A														
xviii	Girls Common Room	N.A														
XiX	Boys Common Room	N.A														
xx	Toilet (HE)	03														
Xxi	Toilet (SHE)	02														
Xxii	Water Purifier	01														
Xxiii	Water Cooler	01														
Xxiv	Generator	NO														
xxv	Inverter	03														
xxvi	Any other				CCTV Installed											
xxvii	Does the dept maintain asset register?	NO														

	Attach the photocopy of the last three entries - Item, make, specification, date, page no to be entered :					
20	Information about Teaching Learning:					
	ODL MODE					
21	Information about Research, Innovation & Extension Activities:					
	N.A					
22	Information about Students Support:- NO					
i.						
ii.						
iii.						

23. Report on capability enhancement and development Programs : N.A

(Give a brief description of programmes conducted towards developing following areas mentioning Date, Title of the Programme, Resource Persons with designation, List of beneficiaries, OUTCOME etc.)

- Guidance for competitive examinations : ODL MODE
- Career Counseling:
- Soft skill development:
- Remedial coaching:
- Language & Communication Skill:
- Bridge courses:
- Yoga and Meditation:
- Personal Counseling:

PART – B

Name of the College/ Department / Centre: _____

Report for the period: **March 2018- February 2019**

24. Number of activities conducted for promotion of **Universal Values** :

(Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last month _____.

(Provide brief description of activities, list of participants, media report and videos/photographs)

S.No	Title of the program/Activity	Date/ Duration	Number of participants	Name of Resource Persons/ Judges	Name of winners (if any)	Name, Roll No & Class of Students Involved
I.						
II.						
III.						
IV.						
V.						

25. Number of activities related to **Swachhata Abhiyan** conducted during the last year (2017-18)

(Provide brief description of activities, list of participants, media report and photographs /Videos/)

S.No	Title of the program/Activity	Date/ Duration	Number of participants	Name of Important Persons	Name of participants	Name, Roll No & Class of Students Involved
II.						
III.						
IV.						
V.						

26. Number of **Sports activities** conducted during the last year (2017-18):- NO

(Provide brief description of activities, list of participants, media report and photographs/ videos)

S.No	Title of the Program/Activity	Date/ Duration	Number of participants	Name of Resource Persons/ Judges	Name of winners (if any)	Name, Roll No & Class of students Who took part in the event
II.						
III.						
IV.						
V.						

27. Number of Extra-curricular activities – cultural, music, drama etc. conducted during the last year (2017-18) :- No

(Provide brief description of activities, list of participants, media report and photographs / videos)

S.No	Title of the program/Activity	Date/ Duration	Number of participants	Name of Resource Persons/ Judges	Name of winners (if any)	Name, Roll No & Class of the participants
I.						
II.						
III.						
IV.						
V.						

28. Record of **NSS activities.** No

(Provide brief description of activities, list of participants, media report and photographs/ videos/)

S.No	Title of the program/Activity	Date/ Duration	Number of participants	Name of Resource Persons/ Judges	Name of winners (if any)	Name, Roll No & Class of the participants
I.						
II.						
III.						
IV.						
V.						

29. Record of **NCC activities.** No

(Provide brief description of activities, list of participants, media report and photographs/ videos/)

S.No	Title of the program/Activity	Date/ Duration	Number of participants	Name of Resource Persons/ Judges	Name of winners (if any)	Name, Roll No & Class of the participants
I.						
II.						
III.						
IV.						
V.						

30. Record of Students Achievement : No

Provide the list of students who received awards, recognition, fellowships at State, National, International level from Government, recognized bodies, media report and photographs/ videos etc.

S.No.	Date of award	Name of Student receiving awards from state level, national level, international level	Adhaar No	Mob No	Name of the award, fellowship, received from Government or recognized bodies
I.					
II.					
III.					
IV.					

31. Record of teachers who received awards, recognition, fellowships at State, National, International level from Government, recognized bodies :- No

S.No.	Date of award	Name of full time teachers receiving awards from state level, national level, international level	PAN	Designation	Name of the award, fellowship, received from Government or recognised bodies
I.					
II.					
III.					
IV.					
V.					

32. Number of teachers awarded fellowships for advanced studies/ research. No

S.No.	Name of the teacher awarded National /international fellowship	Name of the award	Letter No & Date of Award	Awarding Agency
I.				
II.				
III.				
IV.				
V.				
VI.				

33. Record of Research Project: No

S.No.	Name of the teacher	Dept/ Subject	Name of the Project	Amount, Letter No & Date of Award	Awarding Agency	Status/ Remarks
I.						
II.						
III.						
IV.						
V.						

34. Record of Publication of Research Papers: No

S.No.	Name of the author indicated with Dept/ Subject and Institutional affiliation as mentioned in the publication	Title of the Paper	Title of the journal (Name of Publisher)	Impact Factor	Year / date of Year Publication, Volume No. Page No.	Weather UGC Approved Y/N	ISSN
I.							
II.							
III.							
IV.							

35. Record of Publication of e- Research Papers: No

S.No.	Name of the author (teacher / Research Scholar) with Dept/ Subject and Institutional affiliation as mentioned in the publication	Title of the Paper	Title of the e- journal with URL	Name of Publisher	Year / date of Year Publication, Volume No Page No.	Identity No. Status defining No.
I.						
II.						
III.						
IV.						
V.						

36. Record of Publication of Articles in Magazines/ News Papers: No

S.No.	Name of the author (teacher / Research Scholar) with Dept/ Subject and Institutional affiliation as mentioned in the publication	Title of the Article	Name of Magazine / News papers	Name of the Publisher	Year / date of Year Publication, Volume No Page No.
I.					
II.					
III.					
IV.					

37. Record of Publication of Books/ e-books, and chapters in edited volumes /Conference Proceedings published: No

S.No.	Name of the author (teacher / Research Scholar) with Dept/ Subject and Institutional affiliation as mentioned in the publication	Title of the Paper/ Chapter/ Book / e- Book	Name of Publisher	ISSN/ ISBN No	Year / date of Year Publication, Volume No Page No.
I.					
II.					
III.					
IV.					
V.					

38. Record of Participation in Conference/ Workshop/ Seminar/ Symposium: No

(Provide in brief description, objective and outcome of the conf./ seminar etc., list of Resource Persons, list of participants, media report and photographs / videos etc.)

S.No.	Name of the teacher / Research Scholar/ Student	Dept/ Subject	Title of the Paper presented	Name of the conference etc.	Organizer Place and Date
I.					
II.					
III.					
IV.					
V.					
VI.					

S.No.	Name of the Convener/ Organizing Secretary	Dept/ Subject	Title of the Conference/ Workshop etc.	Mention Level INT for International/ N for National S for State level / C for College Level	Financing Agency	Place and Date
I.						
II.						
III.						
IV.						
V.						

39. Record of Special lecture conducted / visits by distinguished personalities: No

(Provide in brief description, objective and outcome of the event , list of Resource Persons, list of participants, media report and photographs / videos etc.)

S.No.	Name of the Distinguished visitors With designation/ affiliation	Dept. / Subject	Title of the talk / programme	No of participants	Place and Date
I.					
II.					
III.					
IV.					
V.					

40.	Any other special thing you would like to mention: No
-----	---

Date :

(Signature)

Name of HOD/Principal/Director: _____

Name of College/ Dept./ Centre:

Institutional Seal :