

Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 16-02-2019

Copy of the notification: [View](#)

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Member	PROF. (DR.) PRAMODA NAND DAS	PROFESSOR	HISTORY	16-02-2019	15-07-2021
2	Member	PROF. (DR.) R.P.S RAHI	PROFESSOR	POLITICAL SCIENCE	16-02-2019	15-07-2021
3	Member	PROF. (DR.) POONAM SINGH	PROFESSOR	PHILOSOPHY	16-02-2019	15-07-2021
4	Member	PROF. (DR.) MAHESH CHANDRA PRASAD	PROFESSOR	COMMERCE	16-02-2019	15-07-2021
5	Member	PROF. (DR.) AMRENDAR MISHRA	PROFESSOR	STATISTICS	16-02-2019	15-07-2021
6	Member	PROF. (DR.) BALGANGADHAR PRASAD	PROFESSOR	MATHEMATICS	16-02-2019	15-07-2021
7	Head	PROF. (DR.) JAWED HAYAT	PROFESSOR	URDU	21-09-2020	13-07-2021
8	Member	PROF. (DR.) N. JHA	PROFESSOR	ECONOMICS	16-02-2019	15-07-2021
9	Member	PROF. (DR.) RADHA MOHAN SINGH	PROFESSOR	ENGLISH	16-02-2019	15-07-2021
10	Member	PROF. (DR.) SHARDENDU KUMAR	PROFESSOR	HINDI	16-02-2019	15-07-2021
11	Member	PROF. (DR.) ISRAIL RAZA	PROFESSOR	URDU	16-02-2019	15-07-2021
12	Member	PROF. (DR.) EJAZ ALI ARSHAD	PROFESSOR	URDU	16-02-2019	15-07-2021
13	Member	PROF. (DR.) ASHOK KUMAR SINGH	PROFESSOR	COMMERCE	16-02-2019	15-07-2021
14	Member	A.K GHOSH	LIBRARIAN	PHD	16-02-2019	15-07-2021
15	Member	PROF. (DR.) N.K. JHA	PROFESSOR	APPLIED ECONOMICS and COMMERCE	16-02-2019	15-07-2021

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	FIRST MEETING	VICE CHANCELLOR,(CHAIR MAN,ADVISORY COMMITTEE)	06-02-2019	07-05-2019	View
2	SECOND MEETING	VICE CHANCELLOR,(CHAIR MAN,ADVISORY COMMITTEE)	07-05-2019	18-06-2019	View
3	THIRD MEETING	VICE CHANCELLOR,(CHAIR MAN,ADVISORY COMMITTEE)	18-06-2019	22-08-2019	View
4	FOURTH MEETING	VICE CHANCELLOR,(CHAIR MAN,ADVISORY COMMITTEE)	22-08-2019	16-10-2019	View

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

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	Presently,DDE,Patna University has two learning centres namely Patna College and Magadh Mahila College. The progress of both the learning centres was previewed and it was felt to promote use of latest technology to improve the interaction with learners.
2	Continuous improvement	The online and offline platforms were reviewed and it was decided to improve the infrastructure needed for online teaching.
3	Identification of the key areas in which the HEI should maintain quality	The HEI is focussing on improvements needed on the offline and online mode of teaching improving the Self Learning Material.
4	Dissemination of information on quality assurance	The members of CIQA,DDE,Patna University unanimously resolved that the objectives of the CIQA of the quality assurance through display board and website portal of DDE,P.U.
5	Mechanisms for interaction and obtaining feedback	The feedback on the curriculum,mentors,course coordinators and teaching and learning environment must be collected through email and should be analysed regularly.
6	Measures for qualitative improvement	The committee members resolved that there is urgent need of upgrading Learning Management System (LMS).
7	Ensuring Implementation of its recommendations through regular monitoring	The CIQA has placed the minutes and resolution to the University Authority which has been approved. The Action Taken Report of the CIQA ensures that action has been taken based on the recommendation of the CIQA.
8	Ensuring Participation of stakeholders	The CIQA has evolved a 360 degree participation of all stakeholders through feedback mechanism and monitoring.
9	Preparation of Programme Project Report and Information regarding any new programmes launched	The Committee members resolved that the Programme Project Reports (PPR) for all the programmes being offered through the Opened Distance Learning must be prepared and it must be reviewed periodically for changes incorporating feedback from all the stakeholders.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	The CIQA collects,collates and disseminates the accurate,complete and reliable statistics about the quality of the programmes to the UGC through DEB Portal and implement them

in DDE through engagement in the meetings and suggested corrective actions.

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View
7	Whether all the learning centres were operationalized with prior approval of CIQA?	Yes	View
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

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

Regular review of the Self Learning Material and Teacher Student Interaction is ensured. A feedback received from the stakeholders are reviewed and implemented.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	PATNA COLLEGE	11-01-2020	20
2	PATNA COLLEGE	08-01-2020	90
3	PATNA COLLEGE	08-01-2020	15
4	PATNA COLLEGE	15-02-2020	110
5	MAGADH MAHILA COLLEGE	07-01-2020	33
6	MAGADH MAHILA COLLEGE	08-01-2020	60
7	MAGADH MAHILA COLLEGE	08-01-2020	25

8	MAGADH MAHILA COLLEGE	09-01-2020	15
9	MAGADH MAHILA COLLEGE	10-01-2020	60
10	MAGADH MAHILA COLLEGE	09-01-2020	38
11	MAGADH MAHILA COLLEGE	09-01-2020	38
12	PATNA COLLEGE	08-01-2020	19
13	PATNA COLLEGE	20-01-2020	26
14	PATNA COLLEGE	07-01-2020	2
15	PATNA COLLEGE	08-01-2020	41
16	PATNA COLLEGE	09-01-2020	140
17	PATNA COLLEGE	10-01-2020	90
18	PATNA COLLEGE	08-01-2020	120
19	PATNA COLLEGE	09-01-2020	3
20	PATNA COLLEGE	09-01-2020	35
21	PATNA COLLEGE	07-01-2020	3
22	PATNA COLLEGE	07-01-2020	180
23	MAGADH MAHILA COLLEGE	09-01-2020	13
24	MAGADH MAHILA COLLEGE	10-01-2020	25
25	MAGADH MAHILA COLLEGE	08-01-2020	150

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

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	UG	BACHELOR OF COMPUTER APPLICATIONS* Note* The nomenclature of programme has been changed as BACHELOR OF COMPUTER APPLICATIONS instead of BACHELOR OF COMPUTER APPLICATIONS (HONOURS) as specified in UGC Notification on Specification of Degrees. HEI needs to correct the nomenclature before commencement of programme.	3 Years	0	PLUS TWO
2	July	UG	BACHELOR OF ARTS	3 Years	0	PLUS TWO

			(HONOURS) (ANCIENT INDIAN HISTORY)			
3	July	UG	BACHELOR OF ARTS (HONOURS) (ECONOMICS)	3 Years	0	PLUS TWO
4	July	UG	BACHELOR OF ARTS (HONOURS) (ENGLISH)	3 Years	0	PLUS TWO
5	July	UG	BACHELOR OF ARTS (HONOURS) (GEOGRAPHY)	3 Years	0	PLUS TWO
6	July	UG	BACHELOR OF ARTS (HONOURS) (HINDI)	3 Years	0	PLUS TWO
7	July	UG	BACHELOR OF ARTS (HONOURS) (HISTORY)	3 Years	0	PLUS TWO
8	July	UG	BACHELOR OF ARTS (HONOURS) (PHILOSOPHY)	3 Years	0	PLUS TWO
9	July	UG	BACHELOR OF ARTS (HONOURS) (POLITICAL SCIENCE)	3 Years	0	PLUS TWO
10	July	UG	BACHELOR OF ARTS (HONOURS) (PSYCHOLOGY)	3 Years	0	PLUS TWO
11	July	UG	BACHELOR OF ARTS (HONOURS) (SOCIOLOGY)	3 Years	0	PLUS TWO
12	July	UG	BACHELOR OF ARTS (HONOURS) (STATISTICS)	3 Years	0	PLUS TWO
13	July	UG	BACHELOR OF ARTS (HONOURS) (URDU)	3 Years	0	PLUS TWO
14	July	UG	BACHELOR OF COMMERCE (HONOURS) (ACCOUNTS)	3 Years	0	PLUS TWO
15	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCES	3 Years	0	UG

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

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

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

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF COMPUTER APPLICATIONS* Note* The nomenclature of programme has been changed as BACHELOR OF COMPUTER APPLICATIONS (HONOURS) as specified in UGC Notification on Specification of Degrees. HEI needs to correct the nomenclature before commencement of programme.	28	10640
2	July	UG	BACHELOR OF ARTS (HONOURS) (POLITICAL SCIENCE)	287	3745
3	July	UG	.BACHELOR OF ARTS (HONOURS) (PSYCHOLOGY)	42	3745
4	July	UG	BACHELOR OF ARTS (HONOURS)	91	3745

					YYYY) of HEI/Regulat ory authorities		Operationa lized	M	F	TG	Tot al
1	July	UG	BACHELOR OF COMPUTER APPLICATIONS* Note* The nomenclature of programme has been changed as BACHELOR OF COMPUTER APPLICATIONS instead of BACHELOR OF COMPUTER APPLICATIONS (HONOURS) as specified in UGC Notification on Specification of Degrees. HEI needs to correct the nomenclature before commencement of programme.	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	21	7	0	28
2	July	UG	BACHELOR OF ARTS (HONOURS) (ANCIENT INDIAN HISTORY)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	2	2	0	4
3	July	UG	BACHELOR OF ARTS (HONOURS) (HISTORY)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	24 2	12 1	0	36 3
4	July	UG	BACHELOR OF ARTS (HONOURS) (PHILOSOPHY)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	5	0	0	5
5	July	UG	BACHELOR OF ARTS (HONOURS) (POLITICAL SCIENCE)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	20 0	87	0	28 7
6	July	UG	BACHELOR OF ARTS (HONOURS) (PSYCHOLOGY)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	18	24	0	42
7	July	UG	BACHELOR OF ARTS (HONOURS)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU)	2	42	49	0	91

			(SOCIOLOG Y)			December 2018					
8	July	UG	BACHELOR OF ARTS (HONOURS) (STATISTICS)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	5	3	0	8
9	July	UG	BACHELOR OF ARTS (HONOURS) (ECONOMICS)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	51	49	0	100
10	July	UG	BACHELOR OF ARTS (HONOURS) (ENGLISH)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	95	103	0	198
11	July	UG	BACHELOR OF ARTS (HONOURS) (GEOGRAPHY)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	139	62	0	201
12	July	UG	BACHELOR OF ARTS (HONOURS) (HINDI)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	26	35	0	61
13	July	UG	BACHELOR OF ARTS (HONOURS) (URDU)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	13	16	0	29
14	July	UG	BACHELOR OF COMMERCE (HONOURS) (ACCOUNTS)	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	259	254	0	513
15	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCES	3 Years	14-02-2019	No. F 5-5/2014 (CPP-I/PU) December 2018	2	62	62	0	124

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH, PATNA UNIVERSITY, PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. ARJUN KUMAR (Ph.D) and Contact: 0612-2671589

Programmes offered: , BACHELOR OF ARTS (HONOURS) (ENGLISH)

Total enrolled student: 198

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. RASHIT CHAUPAL	Ph.D	0612-2671589

2 DR. VIBHASH RANJAN Ph.D 0612-2671589

2. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA UNIVERSITY,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: PROF. (DR.) NAZIM (Ph.D) and Contact: 0612-2671589

Programmes offered: , BACHELOR OF ARTS (HONOURS) (GEOGRAPHY)

Total enrolled student: 201

No. of Counsellors: 4

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. MANOJ KUMAR SINHA	Ph.D	0612-2671589
2	DR. RAKESH KUMAR GOND	Ph.D	0612-2671589
3	MUNNA KUMAR	M.A (NET)	0612-2671589
4	MANISH KUMAR	M.A (NET)	0612-2671589

3. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA UNIVERSITY,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: KUMAR VIBHA (M.A) and Contact: 0612-2671589

Programmes offered: , BACHELOR OF ARTS (HONOURS) (HINDI)

Total enrolled student: 61

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	CHANDAN KUMAR	M.A Ph.D	9973093446
2	SAWAN KUMAR	M.A	0612-2671589

4. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA UNIVERSITY,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. SURENDRA KUMAR (Ph.D) and Contact: 0612-2671589

Programmes offered: , BACHELOR OF ARTS (HONOURS) (HISTORY)

Total enrolled student: 363

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. PRAVIN KUMAR SINGH	Ph.D	9835054200
2	DR. SATISH KUMAR	Ph.D	9576572812

5. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA UNIVERSITY,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. KIRAN KUMARI (Ph.D) and Contact: 9431853471

Programmes offered: , BACHELOR OF ARTS (HONOURS) (PHILOSOPHY)

Total enrolled student: 5

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. VIJETA SINGH	Ph.D	09871992760
2	DR. SNEH LATA KUSUM SINGH	Ph.D	0612-2671589

6. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH, PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: PROF. (DR.) VIJAY KUMAR (Ph.D) and Contact: 9470414719

Programmes offered: , BACHELOR OF ARTS (HONOURS) (SOCIOLOGY)

Total enrolled student: 91

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. L.P YADAV	Ph.D	9430212714
2	VINOD KUMAR	M.A	0612-2671589
3	DR. SHAZIA RIZWAN	Ph.D	8709104813

7. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: PROF. (DR.) MAHESH CHNADRA PRASAD (Ph.D) and Contact: 7903469278

Programmes offered: , BACHELOR OF COMMERCE (HONOURS) (ACCOUNTS)

Total enrolled student: 513

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. R.P. RAM	Ph.D	0612-2671589
2	DR. NASIR AHMAD	Ph.D	7079265802

8. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: SARDAR AHMAD (MLIS) and Contact: 0612-2671589

Programmes offered: , BACHELOR OF LIBRARY AND INFORMATION SCIENCES

Total enrolled student: 124

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. NAGENDAR NATH JHA	Ph.D	9852427274
2	SHRI AFTAB ALAM	MLIS	7764814615

9. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA UNIVERSITY, PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. RAKESH RANJAN (Ph.D) and Contact: 9334140006

Programmes offered: , BACHELOR OF ARTS (HONOURS) (POLITICAL SCIENCE)

Total enrolled student: 287

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	SUJIT KUMAR	M.A	0612-2671589
2	SANTOSH KUMAR	M.A	0612-2671589
3	ABHISHEK KUMAR	M.A	0612-2671589

10. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH, PATNA UNIVERSITY, PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. B.K LAL (Ph.D) and Contact: 0612-2671589

Programmes offered: , BACHELOR OF ARTS (HONOURS) (ECONOMICS)

Total enrolled student: 100

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. V.K. DAS	Ph.D	0612-2671589
2	DR. MANOJ PRABHAKAR	Ph.D	0612-2671589

11. Name of College/institute where LSC is established: MAGADH MAHILA COLLEGE

Address of College/institute where LSC is established: NORTH GANDHI MAIDAN,PATNA - 800 001

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. JANARDHAN PRASAD (Ph.D) and Contact: 8002262388

Programmes offered: , BACHELOR OF COMMERCE (HONOURS) (ACCOUNTS)

Total enrolled student: 513

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. MANOJ SHANKAR GUPTA	Ph.D	9431081911
2	DR. AWDHESH KUMAR JHA	Ph.D	612 – 2219454

12. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA COLLEGE,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. BADAR ARA (Ph.D) and Contact: 0612-2671589

Programmes offered: , BACHELOR OF ARTS (HONOURS) (ANCIENT INDIAN HISTORY)

Total enrolled student: 4

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
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1	DR. DINESH KAMAL	Ph.D	0612-2671589
2	JAY DEV MISHRA	Ph.D	0612-2671589

13. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA COLLEGE,PATNA UNIVERSITY,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. AVINASH KUMAR (M.SC.) and Contact: 8439540892

Programmes offered: BACHELOR OF COMPUTER APPLICATIONS* Note* The nomenclature of programme has been changed as BACHELOR OF COMPUTER APPLICATIONS instead of BACHELOR OF COMPUTER APPLICATIONS (HONOURS) as specified in UGC Notification on Specification of Degrees. HEI needs to correct the nomenclature before commencement of programme.

Total enrolled student: 28

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	PRIYANKA KUMARI	M.TECH.	8521989254
2	RASHMI	MCA	9430485001

14. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: PROF. (DR.) IFTEKHAR HUSSAIN (Ph.D) and Contact: 6299809906

Programmes offered: , .BACHELOR OF ARTS (HONOURS) (PSYCHOLOGY)

Total enrolled student: 42

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. HASAN JAFRI	Ph.D	7091244845
2	DR. PRIYANKA KUMARI	Ph.D	0612-2671589
3	DR. SHIV SAGAR PRASAD	Ph.D	9472144070

15. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH,PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: PROF. (DR.) SHREEKANT SINGH (Ph.D) and Contact: 9431491852

Programmes offered: , BACHELOR OF ARTS (HONOURS) (STATISTICS)

Total enrolled student: 8

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	PRIYADARSHNI	M.A	0612-2671589
2	MANOJ RASTOGI	M.A	0612-2671589

16. Name of College/institute where LSC is established: PATNA COLLEGE

Address of College/institute where LSC is established: ASHOK RAJPATH, PATNA - 800 004

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. SHAHAB ZAFAR AZMI (Ph.D) and Contact: 8863968168

Programmes offered: , BACHELOR OF ARTS (HONOURS) (URDU)

Total enrolled student: 29

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. NAUSHAD AHMAD	Ph.D	0612-2671589
2	PROF. ISRAEL RAZA	Ph.D	9430002702
3	DR. IFFAT MUMTAZ	Ph.D	0612-2671589

17. Name of College/institute where LSC is established: MAGADH MAHILA COLLEGE

Address of College/institute where LSC is established: NORTH GANDHI MAIDAN, PATNA - 800 001

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. PUSHPA SINHA (Ph.D) and Contact: 612 – 2219454

Programmes offered: , BACHELOR OF ARTS (HONOURS) (ECONOMICS)

Total enrolled student: 100

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. SHWETA SARAN	Ph.D	612 – 2219454
2	DR. SHWETA SINGH	Ph.D	612 – 2219454

18. Name of College/institute where LSC is established: MAGADH MAHILA COLLEGE

Address of College/institute where LSC is established: NORTH GANDHI MAIDAN,PATNA - 800 001

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. TELANI MEENA HORO (Ph.D) and Contact: 9835370355

Programmes offered: , BACHELOR OF ARTS (HONOURS) (POLITICAL SCIENCE)

Total enrolled student: 287

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. LALI SRIVASTAVA	Ph.D	612 – 2219454
2	DR. PUSHPLATA KUMARI	Ph.D	9431402736

19. Name of College/institute where LSC is established: MAGADH MAHILA COLLEGE

Address of College/institute where LSC is established: NORTH GANDHI MAIDAN, PATNA - 800 001

Name of HEI to which College/institute is affiliated (where LSC is established): PATNA UNIVERSITY

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: DR. VINAY KUMAR VIMAL (Ph.D) and Contact: 9431879047

Programmes offered: , BACHELOR OF ARTS (HONOURS) (SOCIOLOGY)

Total enrolled student: 91

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. RUPAM	Ph.D	612 – 2219454
2	ANURADHA	M.A	612 – 2219454
3	ZUHI KUMARI	M.A	612 – 2219454

20. Name of College/institute where LSC is established: MAGADH MAHILA COLLEG**Address of College/institute where LSC is established:** NORTH GANDHI MAIDAN,PATNA - 800 001**Name of HEI to which College/institute is affiliated (where LSC is established):** PATNA UNIVERSITY**Whether the College/institute is private or Govt (where LSC is established):** Government**Coordinator Details:** DR. BANDANA SINGH (Ph.D) and Contact: 612 – 2219454**Programmes offered:** , BACHELOR OF ARTS (HONOURS) (HISTORY)**Total enrolled student:** 363**No. of Counsellors:** 2

Sr No	Counsellor Name	Qualification	Contact Details
1	MD. ISMAIL	Ph.D	9472976282
2	NEETA SINHA	M.A	612 – 2219454

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF ARTS (HONOURS) (HINDI)	61	61	0	0	0
2	July	UG	BACHELOR OF ARTS (HONOURS) (HISTORY)	363	359	0	0	0
3	July	UG	BACHELOR OF ARTS (HONOURS) (PHILOSOPHY)	5	5	0	0	0
4	July	UG	.BACHELOR OF ARTS (HONOURS) (PSYCHOLOGY)	42	42	0	0	0
5	July	UG	BACHELOR OF ARTS (HONOURS) (SOCIOLOGY)	91	90	0	0	0
6	July	UG	BACHELOR OF ARTS (HONOURS) (STATISTICS)	8	8	0	0	0
7	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCES	124	124	97	78	73
8	July	UG	BACHELOR OF ARTS (HONOURS)	287	281	0	0	0

			(POLITICAL SCIENCE)					
9	July	UG	BACHELOR OF ARTS (HONOURS) (URDU)	29	29	0	0	0
10	July	UG	BACHELOR OF COMPUTER APPLICATIONS* Note* The nomenclature of programme has been changed as BACHELOR OF COMPUTER APPLICATIONS instead of BACHELOR OF COMPUTER APPLICATIONS (HONOURS) as specified in UGC Notification on Specification of Degrees. HEI needs to correct the nomenclature before commencement of programme.	28	28	0	0	0
11	July	UG	BACHELOR OF ARTS (HONOURS) (ECONOMICS)	100	96	0	0	0
12	July	UG	BACHELOR OF ARTS (HONOURS) (ENGLISH)	198	193	0	0	0
13	July	UG	BACHELOR OF COMMERCE (HONOURS) (ACCOUNTS)	513	494	0	0	0
14	July	UG	BACHELOR OF ARTS (HONOURS) (ANCIENT INDIAN HISTORY)	4	4	0	0	0
15	July	UG	BACHELOR OF ARTS (HONOURS) (GEOGRAPHY)	201	201	0	0	0

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

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes https://ddepu.org.in/ciqa/
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

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

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

The Directorate of Distance Education, P.U (DDE, P.U) has prescribed guidelines and examination manual as per the Guidelines of statutory bodies.

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

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

1. BACHELOR OF ARTS (HONOURS) (POLITICAL SCIENCE) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) LEELA SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) RAJENDRA PRASAD RAHI (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

2. BACHELOR OF ARTS (HONOURS) (ENGLISH) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) RADHA MOHAN SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PRO. (DR.) MUNIBA SAMI (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

3. BACHELOR OF ARTS (HONOURS) (HINDI) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. AMAR KUMAR SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	DR. BALRAM TIWARI (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	DR. B.N TRIPATHI (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
4	DR. SARAN SAHELI (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

4. BACHELOR OF ARTS (HONOURS) (PHILOSOPHY) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) R.R. SAHAY (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	DR. NARESH PRASAD TIWARI (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	DR. SUDHA SINHA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

5. BACHELOR OF ARTS (HONOURS) (URDU)
Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) EJAZ ALI ARSHAD (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) ASHRAF JAHAN (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

6. BACHELOR OF ARTS (HONOURS) (ANCIENT INDIAN HISTORY)
Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) SATRUGHAN SARAN SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) B.K JAMUAR (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

7. BACHELOR OF ARTS (HONOURS) (ECONOMICS)

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) KAMUDNI SINHA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) D.N. JHA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) SAMBHUNATH SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

8. BACHELOR OF ARTS (HONOURS) (GEOGRAPHY)

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 6

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) M.M.P SINHA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) KIRAN KUMAR MALTIYAR (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) VISHWANATH PD. SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
4	PROF. (DR.) SNEHLATA PRASAD (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
5	DR. KAILASH MAHTO (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
6	DR. ALOK KUMAR (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

9. BACHELOR OF ARTS (HONOURS) (HISTORY)

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 4

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
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1	PROF. (DR.) RANVIJOY KUMAR (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) SHIV KUMAR SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) RANJAN SINHA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
4	PROF. (DR.) PRAMODA NAND DAS (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

10. BACHELOR OF ARTS (HONOURS) (PSYCHOLOGY) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) KANAK VERMA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) KARTIK JHA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) PRABHA SHUKLA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
4	DR. ARUN KUMAR SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

11. BACHELOR OF ARTS (HONOURS) (SOCIOLOGY) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) DHARAM SHILA PRASAD (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) ASHESH DAS GUPTA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) V.K. LAL (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

12. BACHELOR OF ARTS (HONOURS) (STATISTICS) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 3	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) AMRENDRA MISHRA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) RAMASHANKAR MISHRA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) R.N. MISHRA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

13. BACHELOR OF COMMERCE (HONOURS) (ACCOUNTS) Academic Session: July Level: UG				No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) RAMKANT PANDEY	Regular	02/05/2019	Teaching: 25 Months	0

	(PROFESSOR)			Industrial: 0 Months	
2	PROF. (DR.) RIAZUDDIN (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) JYOTI SHEKHAR (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
4	PROF. (DR.) UMESH MISHRA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

14. BACHELOR OF COMPUTER APPLICATIONS* Note* The nomenclature of programme has been changed as BACHELOR OF COMPUTER APPLICATIONS instead of BACHELOR OF COMPUTER APPLICATIONS (HONOURS) as specified in UGC Notification on Specification of Degrees. HEI needs to correct the nomenclature before commencement of programme.
 Academic Session: July Level: UG No. of Fulltime Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	PROF. (DR.) ANJANI KUMAR SINHA (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	PROF. (DR.) ANCHALA KUMARI (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
3	PROF. (DR.) ARUN KUMAR SINGH (PROFESSOR)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

15. BACHELOR OF LIBRARY AND INFORMATION SCIENCES
 Academic Session: July Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DR. A.K GHOSH (LIBRARIAN)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0
2	DR. SARDAR AHMAD (LIBRARIAN)	Regular	02/05/2019	Teaching: 25 Months Industrial: 0 Months	0

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

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

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

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material'

– As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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

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

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

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

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

programme delivery along with the details of methods and web-based tools to be adopted. The Higher Educational Institution shall notify the activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session. Further, the Higher Educational Institution shall also notify policy for evaluation of learner progress along with methods and tools. (g) Requirement of the laboratory support and Library Resources: The DDE, P.U shall give clear guidelines about the laboratory support to the learners to perform the practicals prescribed in the programme wherever the practical components in the programme have been defined. There shall be provision of a practical's book for the learners. In case of online learning, the practical should be conducted and performed by applying virtual reality methods.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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

Presently, there are two active Learner Support Centres of the Directorate of Distance Education, Patna University in the approved territorial jurisdiction as per the Guidelines given in ANNEXURE-X of the UGC (ODL) Regulations 2017.

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

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

The institution has a grievance redressal mechanism in place which is available on the website www.ddepu.org.in and through email ID: ddepuac.in@gmail.com. The learners are made aware of the mechanism through the website portal and during the contact programmes through the grievance drop boxes located at strategic points. The Grievance Cell addresses each grievance. The action taken thereof are communicated to the students

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

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

	the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	No
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 11.2: Observer Report

[View](#)

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

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

10	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

Proposal was sent for setting up Video lectures in D.D.E,P.U digital studio as part of Learner Support Services and reference materials for the ODL learners. Feedback form developed for Self Learning Materials.

ii) Give Best Practices of Institution

Ensuring fair examination by monitoring its conduct at each centre. The self Learning Material is developed and modified based on feedback received from students.

iii) Any other Information

None

Part - 14: Plan of Institution for next year

Commencement of admission as per the directions from Governor's Secretariat, Bihar which is awaited.

DECLARATION

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

Signature of the Director:		Signature of the Registrar:	
Name of the Director:	DR. ABHAY KUMAR	Name of the Registrar:	DR. JITENDRA KUMAR
Seal of the Director:		Seal of the Registrar:	
Date of the Director:	15-07-2021	Date of the Registrar:	15-07-2021