

FORMAT FOR UPLOADING THE DETAILS OF COMPLIANCE OF UGC (ODL) REGULATIONS, 2017 AND ITS AMENDMENTS BY HIGHER EDUCATIONAL INSTITUTIONS

PART-1: INSTITUTIONAL INFORMATION

S.N o.	Subject	Information	
1.	Name and address of Directorate/Department/School for Distance Education	Directorate of Distance & Continuing Education, Utkal University, Vani Vihar, Bhubaneswar-751007	
2.	Name and designation of Director of Distance Education (Not applicable for State Open Universities)	Dr. Sujit Kumar Acharya Assistant Professor in Business Administration, DDCE, Utkal University	
3.	Documentary proof of NAAC score	http://ddceutkal.ac.in/DEB/naac_certificate.pdf	
4.	Affidavit submitted to UGC		
5.	Details of infrastructure available at HQs exclusively for distance education	Built-up Area (Carpet Area. in Sq. ft) Required	Built-up Area Available
	(a) Built Up Area Type		
	(b) Academic	7500	20000
	(c) Administrative	1500	10000
	(d) Academic support such as Library Reading room, Computer Centre, Informational and Communication technology Labs. Video and Audio Labs etc	4500	35000
(e) Amenities or other support Facilities	1500	3000	
6.	Details of Study Centres (including those outside the main campus of HEI, if any, alongwith approval)	NA	
7.	Copy of relevant page of Act allowing the HEI to offer the programme in Open and Distance Learning mode (attach duly attested photocopies)		
8.	Recognition letters to offer ODL programmes issued by the erstwhile DEC and UGC (year wise in reverse order)	http://ddceutkal.ac.in/DEB/Recognition_odl_programme.pdf	

PART-2: ACADEMIC & PROFESSIONAL PROGRAMMES

S.No.	Subject	Information
1.	List of programmes being offered in ODL mode and from the year of its inception	http://ddceutkal.ac.in/DEB/Programms_offer_ODL_mode.pdf
2.	Prospectus for ODL programmes	http://ddceutkal.ac.in/DEB/DDCE_Prospectus_2019-20.pdf
3.	ODL Programme details including brochures or programme guides containing inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc	http://ddceutkal.ac.in/DEB/ODL_ProgramDetail_including_IB.pdf
4.	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff	http://ddceutkal.ac.in/Download_Syllabus_and_Courses_of_Studies.asp
5.	Information regarding any new programmes launched and those proposed for the next two years	1. M.A in library Information Sc. 2. M.A in Journalism and Mass Communication.
6.	Certificate to the effect that the degree programmes proposed to be offered through ODL mode are being offered through regular mode at HEI (a) A Private University established under a State Act will be eligible to run ODL programmes, which have been conducted in conventional mode for a minimum period of five years	http://ddceutkal.ac.in/DEB/Certificate.pdf
7.	Approval of the proposed programme from the Academic Council of the HEI (attach duly attested photocopy)	
8.	Details of the teaching faculty available exclusively for ODL programmes, 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	http://ddceutkal.ac.in/DEB/Deetails_teaching_faculty.pdf
9.	Pay and other emoluments payable for each category of teachers and other employees	
10.	Information in regard to physical and academic infrastructure and other facilities, including that of each of the	http://ddceutkal.ac.in/DEB/Infrastructure.pdf

	Learner Support Centres and in particular the facilities accessible by learners on being admitted to the HEI;	
11.	Details of Administrative staff available exclusively for ODL programmes at HQs (attach duly attested photocopy)	http://ddceutkal.ac.in/DEB/Administrative Staff.pdf
12.	Details of Academic (qualified counselors) and other staff available exclusively for ODL programmes at LSCs (Give programme-wise details)	http://ddceutkal.ac.in/DEB/Academic staff.pdf
13.	Approval of Regulatory Authority for the programmes, if any, mentioned at clause (p) of Clause (p) of Sub Regulation (2) of Part-I of UGC (ODL) Regulations, 2017 (a) name(s) of the Regulatory Authority (b) name (s) of ODL programme (Attach duly attested photocopy)	
14.	Certificate to the effect that the nomenclature of ODL programmes is as per UGC Notification on Specification of Degrees dated March, 2014 and its amendments.	http://ddceutkal.ac.in/DEB/Certificate.pdf
15.	Certificate to the effect minimum duration of the programme and minimum qualification required at entry level are as per UGC Notification on Specification of Degrees dated March, 2014 and its amendments.	http://ddceutkal.ac.in/DEB/Certificate.pdf

PART-3: PROGRAMME PROJECT REPORT & SELF LEARNING MATERIAL DETAILS FOR EACH PROGRAMME

S.No.	Subject	Information
1.	Approval of Statutory Authorities of the HEI for Program Project Report (PPR)	
2.	Certificate to the effect that the main contents stipulated in Annexure IX of UGC (ODL) Regulations, 2017 have been included in PPR	http://ddceutkal.ac.in/DEB/Certificate.pdf
3.	Certificate to the effect that the guidelines on preparation of Self Learning Material (SLM) as specified in Annexure-VIII in UGC (ODL) Regulation, 2017 have been followed.	http://ddceutkal.ac.in/DEB/Certificate.pdf
4.	Approval of SLM by the Statutory Authorities of the HEI (as per clause 3(1) (v) of UGC (ODL) Regulations, 2017)	
5.	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.	
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PART 4-ADMISSION, EVALUATION AND EXAMINATION

S.No	Subject	Information
1.	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	http://ddceutkal.ac.in/DEB/ODL_ProgramDetail_including_IB.pdf
2.	Academic calendar of ODL programmes: a. dates for registration b. re-registration c. counseling sessions d. assignment submissions e. receipt of feedbacks on assignments f. dates of the term end examinations g. result declarations, etc	http://ddceutkal.ac.in/DEB/Academic_Calendar_ODL_Programme.pdf
3.	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	http://ddceutkal.ac.in/DEB/Minimum_education_qualification.pdf
4.	Data of year-wise and programme-wise student enrolment details (as per format)	http://ddceutkal.ac.in/DEB/Year_wise_and_programme_wise_degree_certificate.pdf
5.	Data of year-wise and programme-wise degrees or certificates or diplomas or post graduate diplomas awarded	http://ddceutkal.ac.in/DEB/Year_wise_and_programme_wise_degree_certificate.pdf
6.	Complete details of each programme on offer including fee structure, minimum eligibility condition for admission as prescribed by Commission from time to time	http://ddceutkal.ac.in/DEB/ODL_ProgramDetail_including_IB.pdf
7.	Method of evaluation/ assessment of students for award of degree	http://ddceutkal.ac.in/DEB/Method_evaluation_student.pdf

PART 5-STUDENT SUPPORT SYSTEMS

S.No.	Subject	Information
1.	Online/offline grievance redressal mechanism at HQs	
2.	Details of full time dedicated help desk providing single window services for all learner related queries. (as per clause 15 (2) (v) of UGC (ODL) Regulations, 2017)	
3.	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	
4.	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	No Condition
5.	Compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	
6.	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	No online system in place yet.
7.	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	
8.	List of Learner Support Centres with addresses and contact details, their working hours and counseling schedule, list of supporting staff, etc.	
9.	List of the 'Learner Support Centres' along with the number of students 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;	
10.	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	http://ddceutkal.ac.in/DEB/Academic_Planner.pdf
11.	List of the 'Examination Centres' along with the number of students in each centre	http://ddceutkal.ac.in/DEB/List_Examination_Center_list.pdf

PART 6-STUDENT DETAILS & FEE STRUCTURE

S.No.	Subject	Information/Observations
1.	Course-wise fee structure and its basis	http://ddceutkal.ac.in/DEB/Course_wise_fee_structure.pdf
2.	All kind of payment or fee paid by the students	http://ddceutkal.ac.in/DEB/Course_wise_fee_structure.pdf
3.	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	http://ddceutkal.ac.in/DEB/Course_wise_fee_structure.pdf
4.	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.	Nonrefundable fees.
5.	Details of fee structure based on a policy or guidelines laid down by the Government or any other (Please specify)	