

HEI ID: 0366

Name of HEI: Utkal University

Type of HEI: Dual Mode

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2024-25>

Handwritten signatures and dates:

- Sony* 25/8/25
- P. Pradhan* 25/8/25
- B. Mishra* 25.8.25
- P. Verma* 25.08.2025
- A. Nath* 25/08/2025
- N. Pandey* 25/8/25
- M. Singh* 25/08/2025
- 25.8.25*
- 25/08/25*
- 25/08/25*
- 25/08/25*
- 25/08/25*
- 25/08/25*

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

https://ddceutkal.ac.in/CIQA_2025/UGC_DEB_Recognition.PDF

1.2 Details of Director, CIQA

- Name : Prof. Chinmay Pradhan
- Qualification: Ph.D
- Appointment Letter and Joining Report: Upload (PDF)

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Jagneshwar Dandapat	Ph.D	17.10.2023
b.	Three Senior teachers of HEI	Member 1	Dr. Sujit Kumar Acharya	Ph.D	17.10.2023
		Member 2	Dr. Mamata Rani Behera	D.Litt	17.10.2023
		Member 3	Dr. Biswo Ranjan Mishra	Ph.D	17.10.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode.	Member 4	Prof. S.S. Debasish	Ph.D	17.10.2023
		Member 5	Prof. Prabodh Kumar Hota	Ph.D	17.10.2023
		Member 6	Prof. Asim Parhi	Ph.D	17.10.2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. Ranjan Kumar Bal	Ph.D	17.10.2023
		Member 8	Prof. Bhagaban Das	Ph.D	17.10.2023
e.	Officials from departments of HEI <ul style="list-style-type: none"> • Administration • Finance 	Member 9 Administration	Registrar, Utkal University Comptroller of Finance, UU		17.10.2023
f.	Director, CIQA	Member Secretary	Prof. Chinmay Pradhan Director, CDOE	Ph.D	17.10.2023

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

If No, reason thereof

Yes

1.4 Number of meetings held and its approval:**a. No. of meetings held every year: 01****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	19.04.2024	07	https://ddceutkal.ac.in/CIQA_2025/CIQA_2024.PDF	upload
Meeting 2	18.10.2023	02	https://ddceutkal.ac.in/CIQA_2025/CIQA_2023.PDF	upload
Meeting 3	12.05.2022	03	https://ddceutkal.ac.in/CIQA_2025/CIQA_2022.PDF	upload

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

NIL

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

NIL

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

NIL

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Bachelor of Business Administration	3 Years	124	+2 or equivalent	Rs36,000/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	17	18		35

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

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Master of Business Administration	2 Years	128	Bachelor Degree holder in any discipline or equivalent	Rs60,000/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	281	156		437
2.	Master of Computer Applications	2 Years	96	The candidate should have passed BCA/Bachelor Degree in Computer Science Engineering or equivalent Degree OR passed B.Sc./B.Com./BA with Mathematics at 10+2 level or at Graduation Level - with additional Bridge Courses if required. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	Rs60,000/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	34	24		58
3.	Master of Arts Economics	2 Years	80	Any Graduate (Under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	39	87		126
4.	Master of Arts Education	2 Years	80	Any Graduate (Under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	77	321		398
5.	Master of Arts English	2 Years	80	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	66	162		228
6.	Master of Arts Hindi	2 Years	80	Any Graduate (Under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	18	47		65
7.	Master of Arts History	2 Years	80	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	41	97		138
8.	Master of Arts Odia	2 Years	80	Any graduate (with Odia as subject at least +2 level) from Utkal University or any other University recognized by Utkal University under 10+2+3 is eligible to take admission.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	196	811	1	1008
9.	Master of Arts Political Science	2 Years	80	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	89	225		314
10.	Master of Arts Public Administration	2 Years	80	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	26	20		46
11.	Master of Arts Sanskrit	2 Years	80	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	9	54		63
12.	Master of Arts Sociology	2 Years	80	Any graduate (under 10+2+3) from Utkal University or any other University recognized by	Rs16,800/-	F.No.-8-32/2023(DEB-I)(ODL) dated 26.12.2024	NA	27	79		106

				Utkal University.							
13.	Master of Commerce	2 Years	80	B. Com/BBA /MBA/ MA PMIR/PG Dip Mgt, CA, CS and Cost Accounting students are eligible. The Degree must be recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-1)(ODL) dated 26.12.2024	NA		81	100	181
14.	Master of Social Work	2 Years	80	Any graduate (under 10+2+3) from Utkal University or any other University recognized by Utkal University.	Rs16,800/-	F.No.-8-32/2023(DEB-1)(ODL) dated 26.12.2024	NA		46	73	119

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	CIQA ensured consistent delivery of learner-centric services by strengthening the CDOE, Utkal University, implementing an online grievance redressal mechanism, and monitoring academic counselling sessions. Periodic student satisfaction surveys were conducted to assess teaching after completion of every PCP in online/offline mode, materials, and administrative support.	https://ddceutkal.ac.in/CIQA/2025/Student_Feedback_Report_2024_25.PDF
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	CIQA initiated annual self-assessment and peer review exercises across departments. Internal academic audits were carried out to assess programme delivery, SLM quality, and learner outcomes by the University Authority. Regular interaction and meetings are conducted with faculty and staff to identify strengths and areas for improvement.	https://ddceutkal.ac.in/CIQA/2025/CCR_Format.PDF
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Key quality areas were identified at par with the NEP course Structure. A student selects across the subjects from other decipline as per CBCS	https://ddceutkal.ac.in/CIQA/2025/Academic_Council.PDF

4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	The CIQA aligned ODL programme delivery with conventional standards by ensuring parity in curriculum design, faculty involvement, credit structure, and assessment methods. Academic Council reviews and external expert validation ensured comparability of outcomes.	https://ddceutkal.ac.in/CIQA_2025/PPR_Approval.PDF
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Multi-channel feedback mechanisms were introduced including online surveys, focus group discussions, students counselling sessions. University authorities were consulted through policy compliance reports. All feedback are systematically analysed.	https://ddceutkal.ac.in/CIQA_2025/Feedback_Format.PDF
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CIQA periodically submitted recommendations to the University authorities on improving learner support services, strengthening digital infrastructure, and enhancing the quality of self-learning materials (SLMs). Specific suggestions included upgrading the Learning Management System (LMS), capacity-building for faculty, and introducing employability skill modules.	
7.	Implementation of its recommendations through periodic reviews	CIQA constituted review committees to track the implementation of its recommendations. Progress was assessed through quarterly reports and follow-up meetings with department heads and administrative units.	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Annual quality awareness workshops, seminars on NAAC/UGC quality frameworks, and training programmes for faculty and staff are regularly conducted by the University through MMTTC(HRDC).	http://utkalhrdc.in/

9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	CDOE, UU, adopted best practices such as learner-centric counselling, digital content creation, and use of ICT in online entrance test for selecting students to take admission in the Mgt and Computer science course. CDOE has its own recording Unit named as VTP, Utkal University operating inside the premises of CDOE.	https://vtputkal.odisha.gov.in/
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	At CDOE, UU established a data management system to compile programme statistics including enrolment trends, learner performance, pass percentages, dropout rates, and satisfaction levels are maintained. Analytical reports were generated annually.	https://uuems.in/
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority. having control over the programme	The Institution has adopted a systematic approach to preparing and reviewing the Programme Project Reports (PPRs). Each PPR is developed in strict compliance with UGC (ODL and Online) Regulations, as well as guidelines from relevant regulatory authorities (e.g., AICTE- for MBA/BBA & MCA). A structured checklist is followed to ensure that essential components—programme objectives, learning outcomes, credit distribution, curriculum design, learner support mechanisms, evaluation strategies, and employability relevance—are incorporated. Further, draft PPRs are reviewed by the CIQA before submission to ensure alignment with statutory norms.	https://ddceutkal.ac.in/CIQA_2025/PPR_Approval.PDF
12.	Mechanism to ensure the proper implementation of Programme Project Reports	To operationalise the approved PPRs, CDOE has put in place a multi-tier monitoring mechanism. Programme Coordinators are assigned to oversee implementation, while CIQA approve the course delivery, learner engagement, evaluation practices, and student feedback. Internal audits are carried out by the respective department head to check compliance with the provisions mentioned in the PPR. Corrective actions are initiated in case of any deviations.	

13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The Institution maintains a all records in the own developed software managed by three dedicated technical personnel and a software consultant where all admission and academic activities, pre and post examination records are maintained.	https://studentpanel.ddceutkal.ac.in/
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The last restructuring of course was approved by the CIQA and subsequently approved by the BOS & Academic Council in the year 2024-25. The courses of studies incorporated skill-based papers, embed internships.	https://ddceutkal.ac.in/CIQA_2025/Academic_Council.PDF
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	CIQA promotes action research and system-based studies to enhance learner engagement. Initiatives include conducting surveys on learner satisfaction, analysing dropout patterns, identifying barriers in distance education, and introducing ICT-enabled solutions. These research findings are applied to improve teaching-learning practices, counselling, and support services, thereby fostering a learner-centric environment.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The Director CIQA/ Director of CDOE, UU acts as the nodal coordinator during the NAAC visit on behalf of CDOE, UU. prepares institutional data.	
17.	Measures adopted to ensure internalization and Institutionalization of quality enhancement practices through periodic accreditation and audit	The IQAC of the university ensures the quality enhancement practices of the courses of the University including the programmes of the CDOE, UU.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The Director CIQA/ Director of CDOE is authorised the maintain all communication between the Institution and the Commission (UGC/other regulatory bodies). It ensures timely submission of compliance reports and other statutory documents.	

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The institution also refers the practices adopted by different Odisha State Govt. Universities offering ODL Programs. Apart from that the ODL courses offered by Indira Gandhi National Open University (IGNOU), Bombay University, Delhi University are also referred	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The Director CIQA systematically prepare the Annual Report which in all quality assurance initiatives, including learner support improvements, faculty development programmes, workshops, audits, and stakeholder feedback.	https://ddceutkal.ac.in/CIQA_2025/Annual_Report.PDF
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. (a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	The Director , CIQA prepared and submitted its Annual Report at the end of each academic year to Vice Chancellor of the University for approval.	https://ddceutkal.ac.in/CIQA_2025/Annual_Report.PDF
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	The IQAC of the university ensures the quality enhancement practices of the courses of the University including the programmes of the CDOE, UU.	

23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	The faculty council of the CDOE and subject experts designs the self-instructional format as per the approved course structure.	https://ddceutkal.ac.in/CIQA_2025/Approved_Counsellorlist.PDF
24.	Promoted automation of learner support services of the Higher educational Institution	Automation of learner support through the CDOE website, online admission and examination portals, , and e-library access is adopted for its learns	www.ddceutkal.ac.in
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Engaged external subject experts under the approval of the University authority monitors the examination and valuation systems of the CDOE, UU.	https://ddceutkal.ac.in/CIQA_2025/Approved_Counsellorlist.PDF
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	As the HEI is under the HED of the Odisha state Govt, yearly audit is conducted by the Local Fund Audit department of the Govt of Odisha. Apart from that the AG Audit and special Audit is also conducted to review the financial, nonacademic and Academic matters of the Institute.	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The faculty council of the CDOE prepare the Self-Appraisal Reports (SAR) by consolidating data from academic, administrative, and support units.	https://ddceutkal.ac.in/CIQA_2025/CCR_Format.PDF
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	As of now CDOE has not signed MOU with any other association or university for conducting any collaborating research or academic work.	

29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	As of now CDOE has not signed MOU with any other association or university for conducting any collaborating research or academic work.	
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2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1	Governance, Leadership and Management: Organisation Structure, Governance, Strategic Planning, Operational Plan, Goals and Policies	CDOE functions under Utkal University with its own Director, Academic Council, and administrative staff. Policies are aligned with University Statutes and UGC ODL guidelines. The University Highest Authority, The Syndicate takes all the crucial decisions of CDOE. The Members of the Syndicate is attached.	https://ddceutkal.ac.in/CIQA_2025/Syndicate.PDF
2	Articulation of Higher Educational Institution Objectives	The mission of CDOE is to provide inclusive, flexible, and affordable education for learners unable to pursue conventional education. Objectives include expanding access, enhancing employability, and ensuring quality learning.	
3	Programme Development and Approval Processes (Curriculum Planning, Implementation, Flexibility, Learning Resources, Feedback)	Programmes are designed and approved by Board of Studies, Faculty, and Academic Council. Curriculum updated as per CBCS and UGC model curriculum. Study materials developed by subject experts. Feedback collected from learners and stakeholders.	
4	Programme Monitoring and Review	Internal Quality Assurance Cell (IQAC) and Board of Studies monitor programmes annually. Regular academic audits and learner feedback analysis are undertaken.	
5	Infrastructure Resources	CDOE has dedicated campus at Utkal University with classrooms, ICT facilities, library access, computer lab, and support staff. LMS and online resources are available.	https://ddceutkal.ac.in/CIQA_2025/Infrastructure.PDF
6	Learning Environment and Learner Support	Learner support includes printed SLMs, e-learning resources, study centres, academic counseling, helpline, and grievance redressal. Online support through LMS and university website.	https://ddceutkal.ac.in/CDOE_VIDEO.ASPX

7	Assessment and Evaluation	Examination and evaluation are conducted as per Utkal University Examination Regulations. ODL learners have continuous internal assessment (assignments) and term-end exams. Results are published online.	https://ddceutkal.ac.in/CIQA 2025/Evaluation Guidelines.PDF
8	Teaching Quality and Staff Development	Faculty development programmes (FDPs), workshops, and training sessions are organized. Staff are encouraged to use ICT tools and attend refresher/orientation courses.	http://utkalhrdc.in/

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	CDOE prepares a detailed academic plan every year aligned with the Utkal University Academic Calendar. It includes programme structure, learner support schedules, study material distribution, counseling sessions, assignment timelines, and examination schedules. The plan ensures timely delivery and effective implementation of ODL programmes.	https://ddceutkal.ac.in/CIQA 2025/Academic Calendar 2024 25.PDF
2.	Validation	All programmes are validated through the statutory authorities of Utkal University such as the Board of Studies, Faculty, and Academic Council and the Syndicate committee of the university. External experts are involved in curriculum design and validation to ensure relevance, quality, and compliance with UGC regulations.	

3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>CDOE has a multi-layered monitoring and evaluation framework. Reports Examination Centres are collected periodically. External auditors and agencies review academic and administrative processes. Performance data is systematically analysed at programme, faculty, and institutional levels. The IQAC and Directorate prepare analytical reports which are used for decision-making and continuous enhancement. Periodic reviews ensure quality sustenance and improvement.</p>	
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Part-III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University)-

Prof. Chinmay Pradhan,
Professor in Botany,
Utkal University

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

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

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG BBA	1	1	YES	
MBA	2	2	YES	
MCA	2	2	YES	
MSW	2	2	YES	
MCOM	2	2	YES	
PG IN ODIA	2	3	YES	
PG IN HINDI	2	2	YES	
PG IN SANSKRIT	2	2	YES	
PG IN ENGLISH	2	2	YES	
PG IN HISTORY	2	2	YES	
PG IN POLITICAL SCIENCE	2	2	YES	
PG IN PUB.AD	2	2	YES	
PG IN ECONOMICS	2	2	YES	
PG IN EDUCATION	2	2	YES	
PG IN SOCIOLOGY	2	2	YES	

S. No.	Programme Name	No. of Full time- Dedicated Faculty for ODL	Designation	Qualification	Experience	Type (Regular/ Contract) With gross salary/	Date of joining programme And Joining report
1	MBA	DR. SUJIT KUMAR ACHARYA	ASSOCIATE PROFESSOR	PH.D	25	1,78,011 (Regular)	
2	ODIA	DR. MAMATA RANI BEHERA	ASSISTANT PROFESSOR	PH.D, D.LITT	21	1,62,283 (Regular)	
3	ENGLISH	DR. PRAJNA PARAMITA PANIGRAHI	ASSISTANT PROFESSOR	PH.D	21	1,62,283 (Regular)	
4	COMMERCE	DR. BISWO RANJAN MISHRA	ASSISTANT PROFESSOR Stage II	PH.D	20	1,32,696 (Regular)	
5	MCA	DR. SONY SNIGDHA SAHOO	ASSISTANT PROFESSOR	PH.D	13	1,16,560 (Regular)	
6	MCA	DR. SUBASH CHANDRA MISHRA	FACULTY	PH.D	16	40,000/- (Contractual)	
7	MBA	DR. RASHMI RANJITA DAS	FACULTY	PH.D	15	40,000/- (Contractual)	
8	PG IN HINDI	DR. PRAGYAN PARAMITA	FACULTY	PH.D	12	35,000/- (Contractual)	
9	MSW	DR. RENUKA KUMAR	FACULTY	PH.D	18	35,000/- (Contractual)	
10	SANSKRIT	DR. BINAPANI MISHRA	FACULTY	PH.D	08	35,000/- (Contractual)	
11	ODIA	DR. MEENAKSHI BALA PRADHAN	FACULTY	PH.D	11	35,000/- (Contractual)	
12	ODIA	MR. NARAYANA PANDA	FACULTY	MA, NET/JRF	2	30,000/- (Contractual)	
13	EDUCATION	DR. DIPTANSHU BHUSAN PATI	FACULTY	PH.D	09	35,000/- (Contractual)	
14	EDUCATION	MS. ANITA NATHA	FACULTY	MA, M.PHIL, B.ED, NET	08	30,000/- (Contractual)	
15	PUBLIC ADMINISTRATION	DR. SULOCHANA DAS	FACULTY	PH.D	15	35,000/- (Contractual)	
16	POLITICAL SCIENCE	DR. BADRINATH DAS	FACULTY	PH.D	10	35,000/- (Contractual)	
17	SOCIOLOGY	DR. PRALAP KUMAR SETHY	FACULTY	PH.D	06	35,000/- (Contractual)	
18	ECONOMICS	MR. PRABHAT KUMAR MOHAPATRA	FACULTY	MA, NET, B.ED	03	35,000/- (Contractual)	
19	M.COM	DR. TANMOY KUMAR SATAPATHY	FACULTY	PH.D	12	35,000/- (Contractual)	
20	ENGLISH	MRS. PRIYANKA PRIYADARSHINI	FACULTY	MA, B.ED, PH.D CONTINUING	06	30,000/- (Contractual)	
21	HISTORY	MRS. ALIVA PANDA	FACULTY	MA, PH.D CONTINUING	06	30,000/- (Contractual)	

22	MBA	Dr.Akhaya Kumar Panda	FACULTY	PH.D	05	30,000/- (Contractual)	
23	POLITICAL SCIENCE	Dr. Magadha Maithyeli Jena	FACULTY	PH.D	05	30,000/- (Contractual)	
24	ECONOMICS	Dr. Durga Prasad Mishra	FACULTY	PH.D	06	30,000/- (Contractual)	
25	HINDI	Ms.Parbati Barik	FACULTY	MA HINDI	05	25,000/- (Contractual)	
26	HISTORY	Dr.Pareswar Sahoo	FACULTY	PH.D	05	30,000/- (Contractual)	
27	PUBLIC ADMINISTRATI ON	Mr.Biswajit Biswal	FACULTY	MA PUB.ADMIN.	04	25,000/- (Contractual)	
28	SANSKRIT	Dr.Sushanta Pradhan	FACULTY	PH.D	06	30,000/- (Contractual)	
29	SOCIOLOGY	Dr. P.Dilip Mishra	FACULTY	PH.D	06	30,000/- (Contractual)	
30	MSW	Dr. Biswabhusan Ghadai	FACULTY	PH.D	06	30,000/- (Contractual)	

	Name of faculty	Designation	Phone	Email
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF BUSINESS ADMINISTRATION	Dr. Sujit Kumar Acharya	Associate Professor	9861173173	sujitacharya@ddceutkal.ac.in
	Dr. Rashmi Ranjeeta Das	Faculty	9937642308	rashmiddce@gmail.com
	Dr.Akhaya Kumar Panda	Faculty	9938076764	Amlanpanda2007@gmail.com
SCIENCES - MASTER OF COMPUTER APPLICATIONS (NA)	Dr. Sony Snigdha Sahoo	Assistant Professor	9238500132	sonysnigdhasahoo@gmail.com
	Dr. Subas Chandra Mishra	Faculty	9437147271	subaschm@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS (ODIA)	Dr.Mamatarani Behera	Assistant Professor	9937308501	mamatab712@Gmail.com
	Dr. Meenakshi bala Pradhan	Faculty	9040646297	meenakshiddce@gmail.com
	Mr. Narayan Panda	Junior Research Fellow	8339002529	pandanarayan518@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(ENGLISH)	Dr. Prajna Paramita Panigrahi	Assistant Professor	9777630201	prajna.p.panigrahi@gmail.com
	Priyanka Priyadarshini	Faculty	7978844209	priyankabarkha1995@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(POL.SC.)	Dr. Badrinath Das	Faculty	9692142623	badriddce@gmail.com
	Dr. Magadha Maithyeli Jena	Faculty	7978167715	gitumyth@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(EDUCATION)	Dr. Diptansu Bhusan Pati	Faculty	9937418938	diptansuddce@gmail.com
	Anita Natha	Faculty	9348737339	anitaddce@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(ECONOMICS)	Mr. Prabhat Kumar Mohapatra	Faculty	7504282176	prabhatddce@gmail.com
	Dr. Durga Prasad Mishra	Faculty	9818247793	durgaddce@gmail.com

ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(HINDI)	Dr. Pragyan Paramita	Faculty	7978526733	pragyanhindiddce@gmail.com
	Ms.Parbati Barik	Faculty	9853058634	parbatibarikofficial@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(HISTORY)	Mrs. Aliva Panda	Faculty	8339918988	alivapanda44@gmail.com
	Dr.Pareswar Sahoo	Faculty	9124332701	pareswar56@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(PUBLIC AD)	Dr. Sulochana Dash	Faculty	9437607300	sulochanaddce@gmail.com
	Mr.Biswajit Biswal	Faculty	9337785836	biswajitbiswal202@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(SANSKRIT)	Dr. Beenapani Mishra	Faculty	9090155213	dr.beenapani.mishra@gmail.com
	Dr.Sushanta Pradhan	Faculty	824 970 620	sushantasanskrit@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF ARTS(SOCIOLOGY)	Dr.Pralap Kumar Sathy	Faculty	9776307788	pralapsethy00@gmail.com
	Dr. P.Dilip Mishra	Faculty	9437130866	pdilipm@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF SOCIAL WORK	Dr. Renuka Kumar	Faculty	9437536898	renukaddce@gmail.com
	Dr. Biswabhusan Ghadai	Faculty	9082103594	biswabhusanghadai@gmail.com
ARTS/HUMANITIES/SOCIAL SCIENCES - MASTERS OF COMMERCE	Dr. Biswa Ranjan Mishra	Assistant Professor	8249743167	biswamishra@gmail.com
	Dr. Tanmoy Kumar Satpathy	Faculty	9040239299	Tanmoy.satpathy@gmail.com

3.3 Details of Administrative staff

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

AdminStaff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2 for DM Universities)	6
Computer Operator	2	3
Multi-Tasking Staff	2	8

Part-IV:Examinations

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

S.No.	ProvisionsinRegulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any Private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the Convenience of the students.	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre Must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and Clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and Clean drinking water facilities	Yes	
10.	Safety and security of the examination centre Must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in Working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the Examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Upload guidelines Yes	All the University examinations are conducted in offline mode at the headquarters
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and Their certification.	Upload mechanism Yes	

3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each</p>	Yes	https://ddceutkal.ac.in/CIQA_2025/Examination_Guideline.PDF
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) Continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Upload sample question paper Yes	https://ddceutkal.ac.in/Download_Assignment_Ques_PG_EVEN.asp
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	https://ddceutkal.ac.in/CIQA_2025/Examination_Guideline.PDF

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Upload sample Yes	https://ddceutkal.ac.in/CIQA_2025/SAMPLE_GRADESHEET.PDF
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Upload Process Yes	https://ddceutkal.ac.in/CIQA_2025/Approved_Counsellorlist.PDF
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Upload list Yes	https://ddceutkal.ac.in/CIQA_2025/Guidelines for the conduct of Proctored Examination.PDF
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	yes	
	(b) Availability of biometric system	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	NO	Adhar and identity card is verified at the centre https://ddceutkal.ac.in/CIQA_2025/Attendance.PDF
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the Higher Educational Institution	YES	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	NO	It will be maintained in the future examination
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Upload details of Observer assigned YES	https://ddceutkal.ac.in/CIQA_2025/Observer-Report.PDF
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Upload Observer Report YES	

13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	YES	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct Control and responsibility of the Open and Distance Learning mode Institution	YES	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	YES	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	YES	
17.	<p>(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have</p> <ol style="list-style-type: none"> Photograph Aadhaar number or other government recognised identifier or Passport number, as applicable, Other relevant details of the learner Alongwith the Programme name. <p>(b) Each award shall also be uploaded on The National Academic Depository</p>	<p>At present the Grade sheet / mark sheet cum provisional certificate reflects all details except the photograph, adhar number</p>	<p>https://ddceutka.l.ac.in/CIQA_2025/Undertaking_Marksheet_1.PDF</p>
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	<p>At present the date of admission of the student is not reflected in the mark sheet</p>	<p>https://ddceutka.l.ac.in/CIQA_2025/Undertaking_Marksheet_2.PDF</p>

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	All Examination Centres		

4.3 Whether any examination held through online mode.

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

NO

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students Appeared in exams	No. of students Progressed to next year	% of students passed	% of students Passed in first class
<Month, Year>	MA Eco	126	126	77	61.11	44.44
	MA Education	398	398	332	83.41	65.82
	MA English	228	228	172	75.43	50.87
<Month, Year>	MA Hindi	65	65	40	61.53	46.15
	MA History	138	138	94	68.11	23.91
	MA Odia	1008	1008	728	72.22	39.58
	MA Political Science	314	314	235	74.84	55.41
	MA Public Administration	46	46	30	65.21	56.51
	MA Sanskrit	63	63	47	74.60	44.44
	MA Sociology	106	106	70	66.03	45.28
	M.Com	181	181	135	74.58	62.43
	MSW	119	119	91	76.47	52.94
	MCA	58	58	42	72.41	67.24
	MBA	437	437	329	75.28	68.19
	IMBA	35	35	24	68.57	65.71

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

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

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

https://ddceutkal.ac.in/CIQA_2025/PPR_Approval.PDF

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

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

https://ddceutkal.ac.in/CIQA_2025/PPR_SLM_Approval.PDF

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

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

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Part – VI: Programme Delivery through Learner Support Centre (LSC)**6.1 Details of personal contact programmed implemented:**

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

S. No.	Programmes name	Centre Name	No. of centre conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
01	UG	CDOE , Utkal University, Bhubaneswar	1	6	35	28
02	PG	CDOE, Utkal University, Bhubaneswar	1	28	3287	2812
03	PGD	NA	NA	NA	NA	NA

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

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

Not Applicable: At present there is no other LSC's are operating under CDOE except the Head Quarter.

6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/institute where LSC is established	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether The College/institute is private or Govt (where LSC is	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Couns	No. of Couns	Programmes offered	Total Enrolled student.
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	(with Pin Code)		that of the LSC?	d)	establishe d)		elor			
1.	CDOE, UTKAL UNIVERSITY, BHUBANESWAR, 751007	1		Utkal University, Bhubaneswar	Govt.	<p>1. Dr. Rashmi Ranjeeta Das Faculty Management Courses. (MBA, M. Com, Ph.D.) Email-rashmiddce@gmail.com</p> <p>2. Dr. Tanmoy Kumar Satpathy Faculty in Commerce. M.Com, MBA, Ph.D. Email-tanmoysatpathyddce@gmail.com</p> <p>3. Dr. Subas Chandra Mishra Faculty Computer Application. (M. Com, Ph.D., MCA, M. Tech (CS), MBA, MCSE, CCNA) Email-subaschm@gmail.com</p> <p>4. Mrs. Priyanka Priyadarshini Faculty in English (M. A, B. ED) Email: priyankaddce@gmail.com</p> <p>5. Dr. Meenakshi Bala Pradhan Faculty in Odia MA, B. ED, Ph.D., Email: meenakshiddce@gmail.com</p>	P.hd, M.Phil/NET	86	<p>1.M.A.ODIA</p> <p>2.M.A.EDUCATION</p> <p>3.M.A.POLITICAL SCIENCE</p> <p>4.M.A.PUBLIC ADMINISTRATION</p> <p>5.M.A.ENGLISH</p> <p>6.M.A.ECONOMICS</p> <p>7.M.A.SOCIOLOGY</p> <p>8.M.A.HINDI</p> <p>9.M.A.HISTORY</p> <p>10.M.A.SANSKRIT</p> <p>11.M.S.W</p> <p>12.M.COM</p> <p>13.MBA</p> <p>14.MCA</p>	3322

					mail.com 6. Mr. Narayan Panda Faculty in Odia MA, UGC-NET Email: pandanarayan518@gmail.com 7. Dr. Renuka Kumar Faculty in MSW (MSW, M.A. Sociology, Ph.D.) Email:renukaddce@gmail.com 8. Dr.Pragyan Paramita Faculty in Hindi (MA, M.Phil., Ph.D.) Email: pragyanhindiddce@gmail.com 9. Dr. Sulochana Dash Faculty in Public Administration & Political Science MBA, M.A (Pub. Admin), M.Phil. MA PMIR., Ph.D. Email sulochanaddce@gmail.com 10. Dr. Diptansu Bhusan Pati Faculty in Education M.A, Ph.D, in Education Email- diptansuddce@gmail.com 11.Ms. Anita Natha Faculty in Education MA, M.Phil, B.Ed in Education Email: anitaddce@gmail.com 12. Dr. Beenapani				
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					Mishra Faculty in Sanskrit M.A, M.Phil., Ph.D., MDHCYS Email- beenapaniddce@gmail.com 13. Dr. Badrinath Das Faculty in Political Science & Public Admn. M.A, M.Phil., Ph.D. Email- badriddce@gmail.com 14. Mr. Prabhat Kumar Mohapatra Faculty in Economics MA, UGC-NET Email - prabhatddce@gmail.com				
N.									

SL NO	NAME OF THE COUNSELOR	ADDRESS
1	Prof Mitali Chinara	Prof & Head of the Department, Analytical& Applied Economics, Utkal University
2	Dr Himashu Sekhar Rout	Associate Professor Department, Analytical& Applied Economics, Utkal University
3	Dr Alok Ranjan Behera	Associate Professor Department, Analytical& Applied Economics, Utkal University
4	Dr Shiba Shankar Mohanty	Associate Professor Department, Analytical& Applied Economics, Utkal University
5	Dr Swayam Prava Mishra	Assistant Professor Department, Analytical& Applied Economics, Utkal University
6	Dr Sanjib Kumar Hota	Associate Professor , MICM, Bhubaneswar
7	Dr Jyotshna Rani Swain	Retd.Reader in Economics,
8	Dr Bisworanjan Mishra	Assistant Professo, CDOE, Utkal University
9	Mr Sankar Marandi	Assistant Professor Department, Analytical& Applied Economics, Utkal University
10	Dr Kedarsen Sahoo	Assistant Professor Department, Analytical& Applied

		Economics, Utkal University
11	Dr Sunil Ranjan Kar	Retd.Reader in Economics, KVDAV Nirakar Pur
12	Dr Durga Prasad	Retd.Reader in Economics, R D University
13	Dr Debidutta Acharya	Assistant Professor, CIME,Bhubaneswar
14	Dr Debendra Kumar Biswal	Retd.Reader in Economics, Ekambra College,BBSR
15	Dr Niranjan Rana	Retd.Reader in Economics, B J B (Auto)College,BBSR
16	Dr Kartika Prasad Jena	Retd.Reader in Economics, B J B (Auto)College,BBSR
17	Dr Krupasindhu Bej	Retd.Reader in Economics,
18	Dr Gagan Bihari	Retd.Reader in Economics,Gobindapur College,Cuttack
19	Dr Anil Kumar Mishra	Assistant Professor IMS. BBSR
20	Dr Sadashiba Moharana	Retd Reader in Education, Govt Womenn's College Keonjhar
21	Dr Narayan Barik	Retd Reader in Education,
22	Dr Manati Mohanty	Retd Reader in Education, Salipur College
23	Dr Dusmanta Paikaray	Retd Reader in Education, P.N. College Khurda
24	Dr Swarnalata Das	Retd Reader in Education, A S College Tirtol
25	Dr Sadananda Mishra	Retd Reader in Education,P.N. Colle Khurda
26	Dr Prasanna Ku Mohapatra	Retd Reader in Education, Debrai College,BBSR
27	Dr Binod Bihari Das	Reader in Education, & Principal Niali College
28	Dr Diptansu Bhusan Pati	Facultu, CDOE,Utkal University
29	Dr Aechana Mohapatra	Reader in Education, Ekamra College, Bhubaneswar
30	Dr Sunita Acharya	Assistant Prof Hindi Teacher Training Institute Cuttack
31	Dr Biswajit Ray	Reader in Education, Alaka Mahavidyalaya, Anatabata Jagatsingpur
32	Dr Rama Mohanty	Reader in Education, B B Mahavidyalaya, Chandikhol
33	Dr Rabinarayana Sahoo	Reader in Education, P N College, Khurda
34	Dr Subodh Kumar Mishra	Retd Principal & HOD Deptt of Education, Bhadrak(Auto) College
35	Dr Pravakar Mallik	Retd HOD Deptt of Education, Khadandapada (Auto) College
36	Dr Pravasini Devi	Retd Reader in of Education, Salipur College
37	Dr Saroj Kumar Choudhury	Principal & HOD Deptt of Education, Rajdhani College
38	Dr Ajaya Mohanty	Assistant Professor Department Of Education, Revenshaw University
39	Dr Birash Nayak	Retd Reader in of Education, B C College, Redhua,
40	Prof Asim Ranjan Parhi	Prof. Dr P. G. Department of English, Utkal University

41	Dr S Deepika	Assistant Professor P. G. Department of English, Utkal University
42	Dr Pulatsya Jani	Assistant Professor P. G. Department of English, Utkal University
43	Dr Prajna Paramita Panigrahi	Assistant Professor, Department of English, CDOE Utkal University
44	Dr Ipsita Nayak	Assistant Professor, Department of English, KIIT University
45	Dr Ananya Roy Pratihar	Assistant Professorin English IMIS, BBSR
46	Dr Kedarswar Panda	Assistant Professor, CIME Bhubaneswar
47	Dr Geeta Satapathy	Prof in English KIIT University
48	Dr Prajna Paramita Mohapatra	Retd Reader in English, S J College Naharkata
49	Dr Samarendra Mahapatra	Retd Reader in English, Jatni College
50	Dr Shashibhusan Nayak	Lecture Govt Polytechnic, Nayagarh
51	Namita Mohanty	Assistant Professor in English,TRIDENT, BBSR
52	Siddharth Shankar Pattnaik	Assistant Professor in English,TRIDENT, BBSR
53	Dr Smita Mohanty	Assistant Professor in English Reginal Institute of Education, BBSR
54	Dr Susanta Kumar Biswal	Assistant Professor in Hindi, Emarteedeevi Womens College Cuttack
55	Dr Ravindranath Mishra	Retd. Professor Viswa Bharati Shantiniketana W B
56	Dr Pragyan Paramita	Faculty in Hindi, CDOE Utkal University
57	Dr Ajit Prasad Mohapatra	Retd. Principal , Hindi Teacher Institute, Cuttack
58	Dr Laxmidhar Dash	Retd. Principal , Hindi Teacher Institute, Cuttack
59	Dr Dharashree Mohanty	Assistant Professor in Hindi, Biju Pattnaik College of Science and Technology BBSR
60	Dr Amulya Ratna Mohanty	Assistant Professor in Hindi, D K N College Eranch
61	Prof Jayanti Dora	Prof & Hod P.G. Department of History, Utkal University
62	Dr. Ajit Kumar Sahoo	Asst. Prof. P.G. Department of History, Utkal University
63	Dr. Susanta Kumar Patra	Asst. Prof. P.G. Department of History, Utkal University
64	Dr. Anama Chandra Behera	Asst. Prof. P.G. Department of AIHCA, Utkal University
65	Dr. Abhijit Sahoo	Asst. Prof. of History, S A MAHAVIDYALAYA BALIPATNA
66	Dr. Pradyumna Kumar Nanda	Retd. Reader in History, D C C College Tangi
67	Dr. Ashok Kumar Das	Retd. Lecture in History Maharshi College of Natural Law, BBSR
68	Mr. Siba Prasad Khuntia	Retd. Reader in History Ekamra College BBSR
69	Dr. Santosh Kumar Sethy	Retd. Principal and Reader in History S J College, Naharkanta

70	Mr. Lalit Kumar Dash	Retd. Lecture in History D R College Nayapalli BBSR
71	DR. PRASANT KUMAR PRADHAN	RETD. READER IN HISTORY U N AUTO COLLEGE ADASPUR
72	MR. GYANA RANJAN NAYAK	LECTURE IN HISTORY MAHARSHI COLLEGE OF NATURAL LAW BBSR
73	DR. PARESWAR SAHOO	GUEST FACULTY PG DEPT. IN HISTORY UTKAL UNIVERSITY
74	DR. RAMESH CHANDRA MALLIK	ASST. PROF. IN ODIA, PG DEPT. IN ODIA UTKAL UNIVERSITY
75	DR. RUDRA NARAYAN MAHAPATRA	ASST. PROF. IN ODIA, PG DEPT. IN ODIA UTKAL UNIVERSITY
76	DR. MAMATA RANI BEHERA	ASST. PROF. IN ODIA, PG DEPT. IN ODIA CDOE, UTKAL UNIVERSITY
77	DR. BIJAYA KUMAR SATAPATHY	RETD. PROF. IN ODIA UTKAL UNIVERSITY
78	DR. BENUDHAR DAS	RETD. READER IN ODIA KBDV NIRAKARPUR
79	DR. AJIT KUMAR SADANGI	RETD. READER IN ODIA KBDV NIRAKARPUR
80	DR. JADHUNATH PRADHAN	RETD. PRINCIPAL & READER IN ODIA BHABANI PATANA MAHAVIDYALAYA BHABANI PATNA
81	DR. GHANA SHYAMA NAYAK	RETD. READER IN ODIA KESINGA MAHAVIDYALAYA KALAHANDI
82	DR. MEENAKSHI BALA PRADHAN	FACULTY IN ODIA CDOE UTKAL UNIVERSITY
83	DR. BRUNDABAN TRIPATHY	RETD. READER IN ODIA PANCHAYAT SAMITI COLLEGE, SAINTALA BALANGIR
84	DR. RABINDRA KUMAR PANDA	READER IN ODIA RAMAMANI MAHAVIDYALAYA KANTABADA
85	DR. HAREKRUSHNA SAMAL	READER IN ODIA RAMAMANI MAHAVIDYALAYA KANTABADA
86	DR. LALIT KUMAR PATTANAIK	RETD. READER IN ODIA

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode at least for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in Conventional mode	No. of years	7 years condition complied Yes/No
Yes (MCA)	25		yes

6.4 Off campus details (For Deemed to be University)

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

6.5 Delivery of Self-Learning Material

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

Type	Date of Admission (for July and	Date of delivery SLM	Whether delivered to
	January)		learners within a fortnight from the date of admission
Printing Material	July -September	September 1	Yes- During admission a student's gets the study material instant
Audio-Video Material	Available in the students portal	September 1	Yes- After generation of Enr. No. a student can access
Online Material	Available in the students portal	September 1	Yes- After generation of Enr. No. a student can access
Computer based Material	Nil	Nil	No

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

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course(if any)	Duration of The Course	No. of Credits assigned to the Course	Percentage of total courses In a particular Programmed in a semester (Semester wise – programmes wise)
1	NO	NO	NO	NO	NO	NO	NO
2	NO	NO	NO	NO	NO	NO	NO
3	NO	NO	NO	NO	NO	NO	NO
4	NO	NO	NO	NO	NO	NO	NO

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	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 inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes	https://ddceutkal.ac.in/CIQA_2025/PPR_Approval.PDF
5.	Programme-wise information on syllabus,	Yes	https://ddceutkal.ac.in/Download_Syllabus_and_Courses_of_Studies.asp

	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	https://ddceutkal.ac.in/admission.asp
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	
8.	Information regarding all the programmes recognised by the Commission	Yes	https://ddceutkal.ac.in/CIQA_2025/UGC_DEB_Recognition.PDF
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	

10.	Complete information about ‘Self Learning	Yes	
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	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes		
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes	

16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance		
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Part-VIII: Admission and Fees

8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	YES
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	YES
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; with a proper receipt in writing issued for such payment to the concerned learner 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

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	YES
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	YES
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	YES
7.	Every Higher Educational Institution shall- (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	YES

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

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

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

	purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	YES
14.	No Higher Educational Institution shall, issue or publish- any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognized by the appropriate statutory authority or by the Commission where it is not so recognised; any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false	YES

Part – IX: Grievance Redressal Mechanism

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

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

Awareness Among Learners

The institution has taken measures to ensure that learners are fully aware of the grievance redressal mechanism:

1. Information about the grievance redressal system is provided in the Student Handbook and Prospectus.
2. The mechanism is prominently displayed on the institution's official website and at the Directorate.
3. Awareness sessions conducted during the PCP for newly enrolled learners.
4. Notices and circulars are periodically sent to learners via email, SMS.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Nil	Nil

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations.

Also, mention details of Nodal Officers.

The University has established a structured Discipline and Grievance Redressal Mechanism in accordance with UGC regulations.

1. A Discipline and Grievance Redressal Committee headed by a Chairman, with representation from faculty, administration, and student representatives is constituted by the University under the approval of the Vice- Chancellor.
 1. An online grievance redressal portal available through the official institutional website, where learners can submit grievances regarding academic, administrative, or examination-related issues.
 2. The ODL learners can forward the dedicated grievance redressal via email ID - helpline@ddceutkal.ac.in / director@ddceutkal.ac.in.
 3. Offline submission through grievance registers available at the Directorate.
 4. Periodic review meetings of the Grievance Redressal Cell conducted to ensure timely action if any grievance arises.

9.4 Details of Complaints received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

1. Implementation of a **Hybride lecturer session** with integrated video lectures, e-assignments, and discussion forums.
2. Introduction of **online student support services** .
3. Launch of **Digital Student Handbook & E-Prospectus** are also accessible via students portal.
4. Establishment of **Virtual/ face to face Mentor-Mentee Programme** connecting faculty with small learner groups for academic and personal support at the Directorate.

10.2 Best Practices of the HEI

1. **Student-Centric Learner Support System:** 24x7 grievance redressal portal, tele-counseling, and SMS/email alerts for academic deadlines.
2. **Blended Learning Approach:** A mix of SLMs, online and offline tutorials, and interactive webinars with subject experts.
3. **Green Initiatives:** Transition to **digital submission of assignments**, reducing paper use significantly will be introduced very soon.
4. **Inclusive Education:** Special academic counseling sessions for learners from disadvantaged groups and differently-abled students.

10.3 Details of Job Fairs conducted by the HEI

1. Conducted Placement programmes in collaboration with the Placement cell of the University
2. Two times placement drive conducted by the University where the Students of CDOE have participated during the session 2024 to 25

10.4 Success Stories of students of ODL mode of the HEI

1. Sherly Pradhan
M.A.Political Science
2301031690900055
OCS Examination -2024
Rank-625
2. SUBHALAXMI PRADHAN
ROLL NO: 2201031890900007
MA IN PUBLIC ADMINISTRATION
ACHIEVEMENT : ORS, 2022

10.5 Initiatives taken towards conversion of SLM into Regional Languages

1. Translation of elective SLMs into **Odia**.
2. Taking steps to Collaborate with language experts to ensure contextual accuracy and learner-friendly content of SLM.
3. Handouts of the counselors in Odia language provided to the learners during the PCP.

10.6 Number of students placed through Campus Placements

NIL

10.7 Details of Alumni Cell and its activity

1. An **Alumni Cell** is established with an online registration portal for students of the university where the ODL learners also register.
2. The name of the association is Alumini Association Utkal University (AAUU)- Reg No. 216/18202000024
3. Regular **Alumni Meets** are conducted (both virtual and physical) by the University.
4. Alumni contribute as **mentors, guest lecturers, and industry experts**.
5. Networking support for placements and internships is facilitated by the alumni network.
6. Apart from that the ODL students conducts Alumini Meet and get together on a regular basis .

10.8 Any other Information

1. Partnership with NGOs for **community outreach programmes** (literacy drives, awareness campaigns, digital literacy).
2. Introduction of **skill based short term courses** for skill enhancement.
3. Facilitating and promoting the faculties to attained Faculty development programmes (FDPs, workshops, refresher courses) to enhance academic quality. All the faculties have completed NEP 2020 awareness programmes conducted by IGNOU, New Delhi
4. Adoption of **Outcome-Based Education (OBE)** framework for aligning learning outcomes with employability skills.

HEI ID:0366

Name of HEI: Utkal University

Type of HEI: Dual Mode

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:

Name:

Seal:

Date:

[Signature]
31/8/25
Director
ODCE, Utkal University
Bhubanesw

Signature of the Registrar:

Name:

Seal:

Date:

[Signature]
31.8.25
Registrar
Utkal University
Vani Vihar, Bhubaneswar-4

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.