

# Centre for Internal Quality Assurance (2018-19)

## Part - 1: Centre Details and Initiatives

### 1.1 Notification of Centre:

Date of the notification: 07-12-2018	Copy of the notification: <a href="#">View</a>
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### 1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Prof. Ashan Riddi	Director	[15:17, 11/8/2019] Assan Riddi Ide: History [15:18, 11/8/2019] Assan Riddi Ide: Of north east India and modern India	07-12-2019	07-12-2019
2	Member	Dr. Miazi Hazam	Associate Professor	Postcolonial Studies & African American Writing	07-12-2019	07-12-2019
3	Member	Dr. David Pertin	Joint Registrar	Administration	07-12-2018	07-11-2019
4	Member	Dr. David Pertin	Joint Registrar	Administration	07-12-2018	07-11-2019
5	Member	Sonam Solung	System Analysts	Computer Application	07-12-2018	07-12-2021
6	Member	Prof. Jumyir Basar	Professor	Socio-Cultural Anthropology	07-12-2019	07-12-2019
7	Member	Prof. Elizabeth Hangsing	Professor	Educational Psychology	07-12-2018	07-12-2021
8	Member	Moyir Riba	Assistant Professor	Educational Sociology, Indigenous Education and Distance Education	07-12-2018	07-12-2021

### 1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	CIQA I	Head-Member Secretary	10-12-2018	10-12-2018	<a href="#">View</a>
2	CIQA II	Head-Member Secretary	13-02-2019	13-02-2019	<a href="#">View</a>
3	CIQA III	Head-Member Secretary	21-06-2019	21-06-2019	<a href="#">View</a>

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

Sr No	Function	Action taken by HEI
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1	Maintenance of Quality in the services provided to the learners	The IDE is committed to maintain quality in the service provided to the Learners. The core value is to follow all procedures and quality assurance measures in complete tandem with the HEI. The same Executive Council, Academic Council and other relevant regulatory boards govern the services and quality of service. Additionally, the CIQA cell, since its inception, has been acting as an additional mechanism for continuous monitoring of the ODL education in the university.
2	Continuous improvement	A three tier mechanism has been developed for continuous monitoring and to bring about changes: TIER: Periodical review meeting of the Academic and Administrative Staff of IDE. TIER II: Suggestions from the above is placed at the meeting of the CIQA where further discussion and additional inputs. TIER III: The decisions are further reviewed in the Board of management meetings which consists of members of IDE, senior faculty of HEI and Administrative heads of the HEI.
3	Identification of the key areas in which the HEI should maintain quality	The IDE is committed to yearn for quality in all aspects of ODL imparting mechanism. It also realizes its drawback in the field of e-learning due to slow growth of ICT sector in the state. With the status of the state under its jurisdiction, it has identified the following as key areas: - Preparation of SLM - Timely delivery of all material - Conduction of Counseling - Face-to-face counseling - Conduction of Examination - Year round availability of councilors for the learners
4	Dissemination of information on quality assurance	The IDE uploads all its policy decision on the website of the HEI. It further shares all the information to all LSC through mail and post. In recent times, social media and apps such as whats app has also become an integral part of dissemination of information on quality assurance.
5	Mechanisms for interaction and obtaining feedback	3 Feedback mechanism runs parallel: - Administrative feedback from the LSC - Academic feedback from all academicians involved in the process - Feedback from learners through the LSC
6	Measures for qualitative improvement	- Involvement of faculty members from the HEI - Continuous monitoring - Conduction of Workshops for training of personnel in various fields related to ODL - Policy making and planning at HEI level with 3 level monitoring - Continuous revision
7	Ensuring Implementation of its recommendations through regular monitoring	- All LSC has to submit annual reports in regard to the below: • Number of Counselors • Name of Counselor, Qualification, Specialization • Programmed wise details • Counseling programmed of the centre • Research activities/Projects of individual teachers of the centre • Seminars Conferences/Symposia/any other programmed, including special lectures organized by the centre • Seminar/Workshop attended individual Research Publication/Projects • Lists of Publication of individual faculty members, Distinguished visitors at the centre - All LSC has to submit annual reports in regard to the below: ACADEMIC • Academic Activities • Counseling (if organized) • Examination (if organized) • Receipt and Distribution of SLM • Any other achievement ADMINISTRATIVE • Centre Change Details • Subject Change Details • Mark sheet (or any other Document Correction) • Activities at Adopted Villages • Any other
8	Ensuring Participation of stakeholders	The stakeholders of IDE are the academicians, the administrators, the learners and the Community from which the learners come. As shared under previous queries, IDE conducts regular interface with the academicians and administrators under various context. The learners are an active participant in the process right from the face-to-face admission counseling to assignments and feedback forms. A grievances cell which was created after the introduction of ODL 2017 regulation also has become an active and continuous platform for interaction with stakeholders. Further, the each of the IDE LSCs has adopted a village under the 'Unnat Bharat Abhiyan'. This further strengthens the participation of the stakeholders by going beyond the individual learner and to the whole community.
9	Preparation of Programme Project Report and Information regarding any new programmes launched	From preparation to approval of PPR, there are 5 stages as follows: A. PPR is prepared by the Board of Studies consisting of the Head of the Regular Department as Head, Faculty members both from the IDE and the regular department and at least 1 external member. B. The PPR is then placed before the CIQA Cell

		for further scrutiny. C. The same is placed before the Board of management for perusal and administrative approval. D. Once approved the matter is placed before the HEI Academic Council Meeting for Academic Approval. E. Finally it is placed before the Executive Council Meeting of HEI for final approval before publication. If in any of the case, the PPR is suggested as needing any changes, the process is repeated from A.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	As shared under Sl. No. 7, data is collected five times a year through the LSC in four quarterly reports and an annual report. The data is then collated at headquarter by the Data Entry Operators and a report is prepared jointly by the Academic and Administrative team. The prepared data is placed for scrutiny under the CIQA Cell. Once the final data report has been compiled, it is placed in the HEI website as well as in the Notice Boards of the LSCs.

## 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	<a href="#">View</a>
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	<a href="#">View</a>
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	<a href="#">View</a>
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	<a href="#">View</a>
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	<a href="#">View</a>
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	<a href="#">View</a>
7	Whether all the learning centres were operationalized with prior approval of CIQA?	Yes	<a href="#">View</a>
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	<a href="#">View</a>
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	<a href="#">View</a>
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	<a href="#">View</a>

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

<p>IDE offers courses that are offered in the regular mode. The difference is in the delivery mechanism. All other parameters for the courses remain the same. from syllabus to examination, the same protocol is followed. The following are the indicators: A. COURSE DESIGN: The course is designed by the Board of Studies consisting of the Head of the Regular Department as Head, Faculty members both from the IDE and the regular department and at least 1 external member. Except for the involvement of faculty from the IDE, the composition of the board remains the same. B. ACADEMIC APPROVAL: The courses designed by the Board of Studies are then placed before the HEI Academic Council Meeting for Academic Approval as with regular departments. C. ADMINISTRATIVE APPROVAL: The final course structure is placed before the Executive Council Meeting of HEI for final approval as with regular departments. D. FINANCIAL IMPLICATIONS: Matter such as fees, cost of delivery, etc. are prepared and then perused/rejected/approved in the Finance Committee Meetings as with regular departments. E. EXAMINATION MATTERS: The Controller of Examination, Rajiv Gandhi University conducts the examination for IDE as per norms of the Examination Ordinance of the RGU.</p>
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## 1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	JAWAHARLAL NEHRU COLLEGE PASIGHAT CENTRE	15-01-2019	150
2	WANGCHA RAJKUMAR GOVT. COLLEGE, DEOMALI	15-12-2018	18
3	MAHABODHI LORD BUDDHA COLLEGE, NAMSAI	06-10-2018	14
4	GOVERNMENT COLLEGE DAPORIJO	17-10-2018	168
5	RANG FRAH GOVERNMENT COLLEGE, CHANGLANG	13-12-2018	30
6	SAINT FRANCIS DE SALES COLLEGE, AALO	15-01-2019	85
7	GOVERNMENT COLLEGE BOMDILA	15-12-2018	240
8	INDIRA GANDHI GOVERNMENT COLLEGE TEZU	11-11-2019	31
9	DONYI POLO GOVERNMENT COLLEGE KAMKI	24-01-2019	62
10	GOVERNMENT COLLEGE YACHULI	01-01-2019	123
11	GOVERNMENT COLLEGE SEPPA	23-01-2019	187
12	GOVERNMENT COLLEGE DOIMUKH	19-10-2018	134
13	BINNY YANGA GOVERNMENT WOMEN'S COLLEGE, LEKHI	19-11-2018	166

### 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 ARTS	3 Years	0	Class XII Pass
2	July	PG	MASTER OF ARTS - ENGLISH	2 Years	0	Graduation
3	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	0	Graduation
4	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	0	Graduation
5	July	PG	MASTER OF ARTS - HISTORY	2 Years	0	Graduation
6	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	0	Graduation
7	July	PG	MASTER OF ARTS - HINDI	2 Years	0	Graduation

8	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	0	Graduation
9	July	PG	MASTER OF ARTS - EDUCATION	2 Years	0	Graduation

**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 & fees during Academic Session 2018-19:**

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF ARTS	659	5400
2	July	PG	MASTER OF ARTS - ENGLISH	23	11900
3	July	PG	MASTER OF ARTS - SOCIOLOGY	12	11900
4	July	PG	MASTER OF ARTS - HISTORY	24	11900
5	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	41	11900

6	July	PG	MASTER OF ARTS - HINDI	3	11900
7	July	PG	MASTER OF ARTS - ECONOMICS	11	11900
8	July	PG	MASTER OF ARTS - EDUCATION	28	11900
			<b>Total</b>	<b>801</b>	

## Part - 2: Programme Recognition and Admission Details

### 2.1 Number of programmes recognized during Academic Session 2018-19:

<b>Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:</b>	
Number of programmes: 8	Copy of the UGC recognition letter: <a href="#">View</a>
<b>Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:</b>	
Number of programmes: 8	Copy of the UGC recognition letter: <a href="#">View</a>

### 2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG	MASTER OF ARTS - ENGLISH	2 Years	17-02-2012	F. No. UGC/DEB/ARUn/RGU/2011, Dated 29th AUGUST 2013	0	0	0	0	0
2	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	31-10-2014	F. No. UGC/DEB/ARUn/RGU/2011, Dated 29th AUGUST 2013	0	0	0	0	0
3	July	PG	MASTER OF ARTS - HISTORY	2 Years	19-04-2011	F. No. UGC/DEB/ARUn/RGU/2011, Dated 29th AUGUST 2013	0	0	0	0	0
4	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	19-04-2011	F. No. UGC/DEB/ARUn/RGU/2011, Dated 29th AUGUST 2013	0	0	0	0	0
5	July	PG	MASTER OF	2 Years	17-02-2012	F. No.	0	0	0	0	0

			ARTS - HINDI			UGC/DEB/A RUn/RGU/20 11, Dated 29th AUGUST 2013					
6	July	PG	MASTER OF ARTS - ECONOMIC S	2 Years	31-10-2014	F. No. UGC/DEB/A RUn/RGU/20 11, Dated 29th AUGUST 2013	0	0	0	0	0
7	July	PG	MASTER OF ARTS - EDUCATION	2 Years	17-02-2012	F. No. UGC/DEB/A RUn/RGU/20 11, Dated 29th AUGUST 2013	0	0	0	0	0
8	July	UG	BACHELOR OF ARTS	3 Years	09-11-2004	F. No. UGC/DEB/A RUn/RGU/20 11, Dated 29th AUGUST 2013	0	0	0	0	0

### 2.3 LSC wise enrolment details:

#### 1. Name of College/institute where LSC is established: NAMDAPHA DEGREE COLLEGE MIAO

**Address of College/institute where LSC is established:** Miao

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Mr. Anem Lungphi (M.A) and Contact: 8414259601

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 25

**No. of Counsellors:** 5

Sr No	Counsellor Name	Qualification	Contact Details
1	KAMLEM TYRING	MA NET	84148 59601
2	PANDI BOI	MA NET	84148 59601
3	JATHATLU SINGPHO	MA NET	84148 59601
4	ARIN TIKHAK	MA NET	84148 59601
5	HOMNANG SWAIN	MA NET	84148 59601

#### 2. Name of College/institute where LSC is established: GOVERNMENT COLLEGE BOMDILA

**Address of College/institute where LSC is established:** Bomdila

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Dr. Sangey Drema (M.Com, Ph.D) and Contact: 9436253314

**Programmes offered:** BACHELOR OF ARTS, BACHELOR OF ARTS

**Total enrolled student:** 453

**No. of Counsellors:** 10

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. K. EQUBAL	Ph. D	03782222120
2	MS. K. MAMUNG	MA NET	03782222120
3	MS. T L MINTO	MA NET	03782222120
4	DR. TASHI TSOMU	Ph. D	03782222120
5	DR. ARUNA SINGH	Ph. D	03782222120
6	MS. LHAMU YANGCHIN	MA NET	03782222120
7	MS. TENZIN DOLMA	MA NET	03782222120
8	MS. PEMA CHODEN	MA NET	03782222120
9	MS. TASHI LAMU	MA NET	03782222120
10	DR. V K SINHA	Ph. D	03782222120

### 3. Name of College/institute where LSC is established: GOVERNMENT COLLEGE YACHULI

**Address of College/institute where LSC is established:** Yachuli

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Mr. Chukhu Taba (MA. B.ed.) and Contact: 8131817920

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 92

**No. of Counsellors:** 7

Sr No	Counsellor Name	Qualification	Contact Details
1	MS. TRISHA WANGNO	MA NET	03788277306
2	MR. NADA PUGANG	MA NET	03788277306
3	MR. TAKE RINGU	MA NET	03788277306
4	MR. NANI SIRA	MA NET	03788277306
5	MS. TASSO KARI	MA NET	03788277306
6	DR. TANA NAI	Ph. D	03788277306
7	DR. AMAN PARON	Ph. D	03788277306

### 4. Name of College/institute where LSC is established: BINNY YANGA GOVERNMENT WOMEN'S COLLEGE, LEKHI

**Address of College/institute where LSC is established:** Lerkhi, Nirjuli

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Dr. Kusum Babla (M.A. Ph.D. ) and Contact: 9436047522

**Programmes offered:** BACHELOR OF ARTS, BACHELOR OF ARTS

**Total enrolled student:** 144

**No. of Counsellors:** 5

Sr No	Counsellor Name	Qualification	Contact Details
1	MRS. MINBI KAYE	MA NET	8974260556
2	DR. RAJU RAM RIRAM	Ph. D	8974260556
3	MRS. YUTON LHAMU	MA NET	8974260556
4	MRS. LICHA NEMKO	MA NET	8974260556
5	MS. NAMGEY PEMA	MA NET	8974260556

### 5. Name of College/institute where LSC is established: RANG FRAH GOVERNMENT COLLEGE, CHANGLANG



**Address of College/institute where LSC is established:** Changlang

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Mr. Remwang Rera (MA ) and Contact: 9436340718

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 40

**No. of Counsellors:** 7

Sr No	Counsellor Name	Qualification	Contact Details
1	MS. BHARATI MOSSAN	MA NET	03808222937
2	MRS. TIKCHAK MOSSANG	MA NET	03808222937
3	MR. KIRYI POTOM	MA NET	03808222937
4	MR. N. SAVIO WANGSU	MA NET	03808222937
5	MR. POLKAM MOSSANG	MA NET	03808222937
6	MRS. TANEM TECHI	MA NET	03808222937
7	MR. JUMI BASAR	MA NET	03808222937

#### 6. Name of College/institute where LSC is established: SAINT FRANCIS DE SALES COLLEGE, AALO

**Address of College/institute where LSC is established:** AALO

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Mr. Mimmo Ete (M.A. ) and Contact: 7640807285

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 90

**No. of Counsellors:** 12

Sr No	Counsellor Name	Qualification	Contact Details
1	FR. VIPIN GEORGE	MA NET	7640807285
2	SR. BELSY JOSE	MA NET	7640807285
3	DR. MARI LOLLEN	Ph. D	7640807285
4	MR. PELI NYORAK	MA NET	7640807285
5	MR. KENLI ETE	MA NET	7640807285
6	MR. PRADUYT DEY	MA NET	7640807285
7	MS. INKEY TAYENG	MA NET	7640807285
8	MS. ITER ANGU	MA NET	7640807285
9	MS. GITA LOYI	MA NET	7640807285
10	SR. MARTHA	MA NET	7640807285
11	MS. BOMPI ZIRDO	MA NET	7640807285
12	MS. TAME KATHERINA	MA NET	7640807285

#### 7. Name of College/institute where LSC is established: JAWAHARLAL NEHRU COLLEGE PASIGHAT CENTRE

**Address of College/institute where LSC is established:** PASIGHAT

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

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

**Coordinator Details:** Dr. Narang Tari (MA, M. Phil, Ph. D) and Contact: 9862500860

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 584

**No. of Counsellors: 16**

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. SUNAND KUMAR SINHA	Pd. D	0368-2222326
2	MR. TARA SINGH GIBO	MA NET	0368-2222327
3	MR. ABANI DOLEY	MA NET	0368-2222328
4	MS. ZENNY KAMSI	MA NET	0368-2222329
5	MR. NONG TAYENG	MA NET	0368-2222330
6	MR. TALUT TALOM	MA NET	0368-2222331
7	DR. LEKI SITANG	Ph. D	0368-2222331
8	MR. KALING DARUNG	MA NET	0368-2222332
9	DR. HARI NIVAS PANDEY	Ph. D	0368-2222332
10	MS. NEELAM RUPA	MA NET	0368-2222332
11	MR. MARSHAL GAO	MA NET	0368-2222332
12	DR. ROMEO DUPAK	Ph. D	0368-2222332
13	MS. ING PERME	MA NET	0368-2222332
14	MS. DEVIKA GAMLIN	MA NET	0368-2222332
15	MR. TONY JAMOH	MA NET	0368-2222326
16	DR. JOHNY TABING	Ph. D	0368-2222326

**8. Name of College/institute where LSC is established: WANGCHA RAJKUMAR GOVT. COLLEGE, DEOMALI**

**Address of College/institute where LSC is established: DEOMALI**

**Name of HEI to which College/institute is affiliated (where LSC is established): Rajiv Gandhi University**

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

**Coordinator Details: Mr. Taba Sorang (MA, M.Phil. ) and Contact: 9612548949**

**Programmes offered: BACHELOR OF ARTS**

**Total enrolled student: 22**

**No. of Counsellors: 7**

Sr No	Counsellor Name	Qualification	Contact Details
1	MS TOCHA HOSAI DR.	Ph. D	03786255219
2	MR. KHETON KHETEY	MA NET	03786255219
3	MR. TAIWANG WANGSA	MA NET	03786255219
4	MR. NGAMWANG LOWANG	MA NET	03786255219
5	DR. DANCHA TONGLUK	Ph. D	03786255219
6	MR. GANKHU SUMNYAN	MA NET	03786255219
7	MS. CHATUNG LOWANG	MA NET	03786255219

**9. Name of College/institute where LSC is established: INDIRA GANDHI GOVERNMENT COLLEGE TEZU**

**Address of College/institute where LSC is established: Tezu**

**Name of HEI to which College/institute is affiliated (where LSC is established): Rajiv Gandhi University**

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

**Coordinator Details: Mr. Nongja Singpho (MA, M.Phil) and Contact: 9612417823**

**Programmes offered: BACHELOR OF ARTS**

**Total enrolled student: 44**

**No. of Counsellors: 8**

Sr No	Counsellor Name	Qualification	Contact Details
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1	DR. BROJEN DAS	Ph. D	03804222329
2	DR. TAGE YAMA	Ph. D	03804222329
3	MR. NONGJA SINGPHO	MA NET	03804222329
4	DR. PADMAWATI ONGONG	Ph. D	03804222329
5	MR. JEEVANTU TIKHAK	MA NET	03804222329
6	MS. KESANG DREMA	MA NET	03804222329
7	DR. S K PRADHAN	Ph. D	03804222329
8	DR. T. LOLLEN	Ph. D	03804222329

**10. Name of College/institute where LSC is established: DONYI POLO GOVERNMENT COLLEGE KAMKI**

**Address of College/institute where LSC is established:** KAMKI, AALO

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Dr. Doge Ngomdir (M. A. B.ed. Ph.D) and Contact: 8794163810

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 52

**No. of Counsellors:** 12

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. TARO SINDIK	Ph. D	03783261210
2	MR. NYADE NOMUK	MA NET	03783261210
3	MS. RITTER BASAR	MA NET	03783261210
4	MS. BOMBI RIRAM	MA NET	03783261210
5	MS. NYAJA TESIA	MA NET	03783261210
6	MS. RIGAM KAYE	MA NET	03783261210
7	MR. DEBA PASI	MA NET	03783261210
8	DR. TESHU SHOANG	Ph. D	03783261210
9	MR. GOMIN ETE	MA NET	03783261210
10	MR. AKATANA TARA	MA NET	03783261210
11	MR. KIRI LOLLEN	MA NET	03783261210
12	MS. KARPI RIKE	MA NET	03783261210

**11. Name of College/institute where LSC is established: GOVERNMENT COLLEGE SEPPA**

**Address of College/institute where LSC is established:** SEPPA

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Dr. Minu Sono (MA ) and Contact: 8731036340

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 279

**No. of Counsellors:** 11

Sr No	Counsellor Name	Qualification	Contact Details
1	MR. MOHAN KOYU	MA NET	8731036340
2	MR. LANDI PUSSANG TAMA	MA NET	8731036340
3	MR. TAGE PUGANG	MA NET	8731036340
4	MR. SUBHASHISH BANERJEE	MA NET	8731036340
5	MS. PEMA YANCHEN	MA NET	8731036340

6	MR. BEORI YABE	MA NET	8731036340
7	MS. BYABANG YANA	MA NET	8731036340
8	MS. GORIK ETE	MA NET	8731036340
9	MR. TARA DAGIUM	MA NET	8731036340
10	MR. NIMA DODUM	MA NET	8731036340
11	MR. KUMAR SONAM	MA NET	8731036340

**12. Name of College/institute where LSC is established: MAHABODHI LORD BUDDHA COLLEGE, NAMSAI**

**Address of College/institute where LSC is established:** Namsai

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Nang Mohini Namchoom (M.A.) and Contact: 9378099390

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 25

**No. of Counsellors:** 8

Sr No	Counsellor Name	Qualification	Contact Details
1	ROSMI CHITAN	MA NET	9378099390
2	NYAI RIBA	MA NET	9378099390
3	KIRON CHANDRA BORAH	MA NET	9378099390
4	CHOWMINICHAN MANNOI	MA NET	9378099390
5	SUSHMITA MOHAN	MA NET	9378099390
6	TENZIN WANGMU	MA NET	9378099390
7	JOUL KOMUT	MA NET	9378099390
8	KENKHAM CHOWLU	MA NET	9378099390

**13. Name of College/institute where LSC is established: GOVERNMENT COLLEGE DOIMUKH**

**Address of College/institute where LSC is established:** Doimukh

**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University

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

**Coordinator Details:** Dr. Johnny Tech (MA, Ph.D.) and Contact: 9436630204

**Programmes offered:** BACHELOR OF ARTS

**Total enrolled student:** 102

**No. of Counsellors:** 11

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. HAGE HABUNG	Ph. D	9436630204
2	DR. MIE DIRCHI	Ph. D	9436630204
3	DR. TADAM RUTI	Ph. D	9436630204
4	DR. CHHOMU	Ph. D	9436630204
5	MR. DAGBOM CHISI	MA NET	9436630204
6	MS. MARY PERTIN	MA NET	9436630204
7	MS. NYARI RISO	MA NET	9436630204
8	MS. LOD MEBIN	MA NET	9436630204
9	DR. NGURI SHANTI	Ph. D	9436630204
10	MS. TABA MILKA	MA NET	9436630204
11	MS. LINYIR KAMKI	MA NET	9436630204

**14. Name of College/institute where LSC is established: GOVERNMENT COLLEGE DAPORIJO****Address of College/institute where LSC is established:** Daporijo**Name of HEI to which College/institute is affiliated (where LSC is established):** Rajiv Gandhi University**Whether the College/institute is private or Govt (where LSC is established):** Government**Coordinator Details:** Mr. Binjay Nirin (M.A. ) and Contact: 9402061525**Programmes offered:** BACHELOR OF ARTS**Total enrolled student:** 195**No. of Counsellors:** 8

Sr No	Counsellor Name	Qualification	Contact Details
1	MS. MENGA SIKOM	MA NET	9402061525
2	MS. KOJ ANNU	MA NET	9402061525
3	MR. KARMAR BASAR	MA NET	9402061525
4	MR. KALI GADI	MA NET	9402061525
5	MS. NYARI TAWE	MA NET	9402061525
6	MR. GYATI LODER	MA NET	9402061525
7	MS. YIME POTOM	MA NET	9402061525
8	DR. AKASH KEYONG	Ph. D	9402061525

**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	PG	MASTER OF ARTS - SOCIOLOGY	0	9	9	0%	0%
2	July	PG	MASTER OF ARTS - ECONOMICS	0	10	10	0%	0%
3	July	UG	BACHELOR OF ARTS	0	1799	1243	69%	0%
4	July	PG	MASTER OF ARTS - HISTORY	0	81	40	49%	1%
5	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	0	39	20	51%	0%
6	July	PG	MASTER OF ARTS - HINDI	0	28	15	54%	0%
7	July	PG	MASTER OF ARTS - ENGLISH	0	59	23	39%	0%
8	July	PG	MASTER OF ARTS - EDUCATION	0	50	18	36%	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 <a href="http://www.rgu.ac.in">www.rgu.ac.in</a>
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 institute follows the examination ordinance of the HEI (Rajiv Gandhi University) in all matter related to examination. The related excerpts from the ordinance is as follows: OE 01. CONDUCT OF EXAMINATIONS (Under Section 31 (1) (g) of Rajiv Gandhi University Act, 2006) 1. All examinations of the University shall be conducted in accordance with the ordinances/regulations framed for the purpose. 2. Subject to the Regulations and Rules framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith. 3. Every candidate desirous to appear at an examination shall be required to apply to the University within the prescribed date in the prescribed application form through the Principal of the college/Head of the Department/Director concerned. The Principal/Head of the Department/Director shall certify in each case that the candidate has attended the required number of lectures, tutorials, seminars, practical courses, etc. and shall recommend his admission to the examination applied for. 4. Private candidates(if any), where eligible and permitted, shall apply to appear at an examination in the prescribed application form in accordance with regulations laid down for the same from time to time. 5. The Controller of Examinations shall arrange to scrutinise the applications received from the candidates, and after satisfying that the applications are in order in all respects, shall issue Admit Cards through the Principal/Head of the Department/Director in case of regular candidates and direct to the private candidates, if any, the Admit Card permitting the candidate to appear at the examination under a certain roll number and also mentioning the centre allotted to him/her. 6. The different examinations of the University shall be held at Centres notified for the purpose. Each examination centre shall have an Officer-in-charge (Superintendent) who shall exercise overall control of the examination at that Centre and shall conduct the examination strictly in accordance with the guidelines provided by the University in this regard. The Officer-in-charge shall be assisted by assistants and invigilators in the conduct of the examination. 7. The Officer-in-charge of an examination centre shall have disciplinary control over the candidates appearing in the examination from the centre. He shall have the power to expel or refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of the Invigilator(s). Any such action taken shall be immediately reported to the Controller of Examinations. The Controller of Examinations shall report about all such cases to the University Discipline Committee in due course and the recommendations of the Committee forwarded to the Vice Chancellor for further action. 8. The courses of study to be covered under the different examinations shall be as prescribed by the Boards of Studies (BUGS + BPGS) and approved by the appropriate academic bodies of the University. 9. The affiliated institutions/Centers of IDE shall apply to the Registrar in the prescribed application form for opening an examination center in the institution. The application should be forwarded through local authority in case of private/non-government Institution. The university shall constitute a committee with the approval of the Vice Chancellor to inspect the institution on the feasibility study. 10. The University shall have its own Examination Centre(s) at suitable place(s). Every affiliated institution/University Teaching Department shall provide at least one teacher for supervision of the University examinations for every 30 candidates appearing in such examinations from the institution concerned. 11 The Vice-Chancellor may order re-examination at one or more centres if he is convinced that the first examination was not held in a fair manner. 12. The Controller of Examinations as approved by the Vice-Chancellor shall appoint the Superintendent and the Deputy Superintendent of each centre. The Heads of the Institution/Department shall be the Coordinator of each examination Centre and he shall be responsible for overall discipline and smooth conduct of examinations in the Centre. 13. The Controller of Examinations shall have authority to appoint other staff required at each centre to conduct the examinations. 14 (i) A candidate whose paper/script is lost after having been received by the Superintendent of the examination, may be permitted by the Vice-Chancellor to re-appear in the paper lost on a date to be fixed by the Controller of Examinations, provided he has passed in all the other subject(s) of that examination. (ii) If there is a dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final. 15. If a candidate falls ill or is suffering from a contagious disease, special arrangement may be made by the Coordinator of the Centre at the request of the candidate subject to the production of evidence to the University authority/Coordinator in support of such illness, duly certified by the Head of a recognized Hospital. Provided that for such special arrangement the candidate shall pay an additional fee per paper fixed by the university from time to time. 23. Notwithstanding anything, contrary to the provisions contained in this ordinance, the Vice-Chancellor shall have the power to take such steps and order actions, as he may consider necessary in order to ensure fair and smooth conduct of the university examinations. OE 02. APPOINTMENT OF EXAMINERS (Under Section 31(1) (g), Statute 12(2) (xiv) of the RGU Act, 2006) 1. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS The University continuous and end semester examinations shall be conducted by the faculty members concerned who will also decide the format of the examination after consulting and approval of the head of the Department/Dean of Faculty concerned. OE.03 PAPER SETTING, EXAMINER, MODERATION, CENTRAL EVALUATION AND PUBLICATION OF EXAMINATION RESULT (Under Section of 31 (1) (g) of Rajiv Gandhi University Act, 2006) 1. The paper setters, moderators, examiners and head examiners (if any), shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor from a panel of names recommended by the Boards of Studies (BUGS & BPGS)/M.Phil. Committee and approved by the appropriate academic bodies of the University. The panel shall be valid for three years. 2. The Controller of Examinations shall process lists of paper-setters and examiners prepared by the concerned Board of Study and with the approval of the Vice-Chancellor; he shall correspond with paper-setters and examiners. 3. The Vice-Chancellor shall appoint a Board consisting not less than three members for moderation of the question papers. 4. The paper-setters, moderators, examiners and head examiners shall ordinarily be included in the panel of names on the basis of the following criteria: Examination Paper setters Head Examiners Evaluators i) BA/B.Sc./B.Com (Pass) College teachers with a minimum of 10 years experience and for University teachers with at least 5 years teaching experience University teachers with 10 years or College teachers with 15 years experience University teachers or College teachers with 3 years teaching experience iv) MA/ M.Sc/ M.Com/ M.Ed/M.Tech/MBA/ LLM University Professors /Associate Professor/ S.G. Asstt Professor/Sr. Asstt Professor from this and other universities University Professor University teachers with 3 years experience 5. Ordinarily the paper setter shall act as an examiner. In case an examiner other than the paper setter is appointed the qualification criteria shall be the same as for a paper setter. 6. In case of a new course or introduction of the semester system/new pattern of question paper, the concerned department shall forward a model question paper for each course/paper to the Controller of Examinations to be sent to the paper setter. 7. Moderation of question papers: There shall be a Question Paper Moderation Board (QMB) for moderating the question papers which shall consist of : (a) For PG, M.Phil. and B. Ed. (1) Head of the concerned Department \*:Chairman (2) Two Professors in the concerned subject\*:Members (At least two members must constitute the QMB) \* In case the Professor is not available, the Associate Prof./Senior Asstt. Prof. may be appointed. (b) For Under-graduate level (both Pass and Hons/Major) (1) Head of the concerned Department of the University - Chairman (2) One Professor/Associate Professor/Senior Assistant Professor in the concerned subject - Member (3) One Head of the Department of the concerned subject of the college/his/her nominee - Member (At least two members must constitute the QMB) (c) Functioning of the Moderation Board : (i) The Board shall ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately. (ii) To delete question(s) set from outside syllabus, and to make necessary substitution, if required. (iii) To remove ambiguity in the language of question, if any. (iv) Moderate all questions giving ample opportunity to candidates with average and exceptional capabilities. (v) Ensure proper distribution of marks to each question or part/parts thereof, time prescribed for the paper and to correct errors, if any, in this regard. (vi) Bring to the notice of the Controller of Examinations lapses or omission on the part of Paper-Setter, if any. 8. The marks obtained by candidates in the different examinations shall be tabulated by tabulators appointed for the purpose. The Result Moderation Board (RBM) of the University constituted by the Vice-Chancellor from time to time for the purpose shall deliberate on the tabulated marks and decide on the results. OE.5 DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS I. UNIVERSITY END-SEMESTER EXAMINATIONS 1. The end-semester examinations shall be held under the general supervision of the Controller of Examinations/Head of Department/institute by the faculty member concerned. He/she shall be responsible for the fair and orderly conduct of the examination. 2. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Head of Department concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below. III GENERAL GUIDELINES 1. Use of Unfair means: A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means: a. Found in possession of incriminating material related/unrelated to the subject of the examination concerned. b. Found copying either from the possessed material or from a neighbour c. Inter-changing of answer scripts d. Change of seat for copying e. Trying to help other candidates f. Found consulting neighbours g. Exchange of answer sheets or relevant materials h. Writing some other candidate's register number in the main answer paper i. Insertion of pre-written answer



sheets (main sheets or additional sheets) j. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and / or Hall Superintendent k. Consulting the invigilator for answering the questions in the examination l. Cases of impersonation m. Mass copying n. Using electronic devices for the purpose of malpractice. 1. The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination. 2. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular centre(s), he/she may cancel the examination of all the candidates concerned and order re-examination. 3. Where the invigilator in-charge is satisfied that one third (?) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying. a. The Chief Superintendent of the Examination Centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose. b. A candidate shall not be forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident. c. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will no affect the concerned candidate appearing in the rest of the examinations. d. All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, Examiner, Paper-setter, Evaluator, Moderator, Tabulator or the person connected with the University Examinations as the case may be, with all the relevant material. 4. Examination Discipline Committee a. All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor. b. The Committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice-Chancellor. c. A member shall be appointed for a term of two years, and shall be eligible for re-appointment. d. Three members present shall constitute the quorum. e. Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice-Chancellor, whose decision shall be final. f. All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval. g. A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration. 5. The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means. Nature of unfair means Scale of punishment If the candidate has used unfair means specified in sub-clause (a) to (g) of clause 3. Cancel all the University Examinations registered by the candidate in that session/semester. If the candidate has repeated the unfair means shown at 3(a) to (g) a second time. Cancel the University Examinations of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session). If the candidate has repeated the unfair means shown at 3(a) to (g) third time. Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination. If the candidate used unfair means in sub-clause (i) of clause 3. Cancel the University Examinations of all subjects registered by the candidate for that session If the candidate used unfair means in sub-clause (j) of clause 3. Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering including the session appeared and appearing for the University Examinations. If the candidate used unfair means in sub-clause (k) of clause 3. Cancel the examination of all subjects registered by the candidate for that session. If the candidate used unfair means in sub-clause (l) of clause 3. Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved. If the candidate used unfair means in sub-clause (m) of clause 3. a) In the Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions. b) In a Centre: Cancel the relevant examination taken by the students of the Centre. Debar the Hall Superintendent and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions and cancel the examination centre for two years. If the candidate used unfair means in sub-clause (n) of clause 3. Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions including the session appeared. 42. Any difficulty arising out of these provisions shall be redressed by the Vice-Chancellor. i) No. of examination centres inspected during conduct of exam: All Centres were inspected by a flying squad appointed by the HEI. ii) No. of cases of unfair means reported: 7 cases of unfair means reported. iii) Disciplinary action taken: As per Examination Ordinance. iv) Detail of observer of the examination centres appointed by HEI and its reports: - Prof. Ashan Riddi, Director, IDE, Prof. Oken Lego, Department of Hindi, RGU, Dr. tabang Mibang, Associate Professor, RGU, Moyir Riba, Assistant Professor, RGU, Nyajum Lollen, Assistant Professor, IDE, Rinchin Naksang, Assistant Professor, IDE and Boni Anita, Assistant Professor, IDE. Reports submitted to the honourable Vice Chancellor.

## 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. MASTER OF ARTS - ENGLISH					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 4	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Mianzi Hajam (Associate Professor)	Regular	28/08/2018	Teaching: 120 Months Industrial: 120 Months	151761
2	Boni Anita (Assistant Professor)	Contractual	01/09/2016	Teaching: 48 Months Industrial: 48 Months	25000
3	Michi Nunya (Counselor )	Other	20/08/2018	Teaching: 36 Months Industrial: 36 Months	1500
4	Suwana Manlong (Counselor )	Other	20/18/2018	Teaching: 3 Months Industrial: 4 Months	1500



**2. MASTER OF ARTS - SOCIOLOGY**

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 4

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Bikash Bage (Assistant Professor)	Regular	28/08/2018	Teaching: 96 Months Industrial: 120 Months	94738
2	Chaitam Lowang (Assistant Professor)	Contractual	20.09.2019	Teaching: 12 Months Industrial: 36 Months	25000
3	Ama Pinky Kago (Counselor )	Other	20/08/2018	Teaching: 36 Months Industrial: 36 Months	1500
4	Priyanka Bora (Counselor )	Other	20/08/2018	Teaching: 36 Months Industrial: 36 Months	1500

**3. MASTER OF ARTS - HINDI**

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 4

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Satya Prakash Paul (Assistant Professor)	Regular	28/08/2018	Teaching: 96 Months Industrial: 96 Months	105912
2	Jamuna Tayeng (Assistant Professor)	Contractual	28/02/2018	Teaching: 36 Months Industrial: 36 Months	25000
3	Ms. Usum Jongkey (Counselor )	Other	20/08/2018	Teaching: 24 Months Industrial: 24 Months	1500
4	Ms. Tunung Tabing (Counselor )	Other	20/08/2018	Teaching: 24 Months Industrial: 24 Months	1500

**4. MASTER OF ARTS - ECONOMICS**

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Lijum Nochi (Assistant Professor)	Regular	28/08/2018	Teaching: 180 Months Industrial: 180 Months	139569
2	Lige Sora (Assistant Professor)	Contractual	23/09/19	Teaching: 36 Months Industrial: 36 Months	25000
3	Ms. Maryir Bagra (Counselor)	Other	20/08/18	Teaching: 24 Months Industrial: 24 Months	1500

**5. MASTER OF ARTS - HISTORY**

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 4

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. P. K. Nayak (Associate Professor)	Regular	28/08/2018	Teaching: 240 Months Industrial: 240 Months	252792
2	Dr. Sanjay Hiri (Assistant Professor)	Contractual	29/10/19	Teaching: 36 Months Industrial: 36 Months	25000
3	Ms. Konchok Dolma (Counselor )	Other	20/08/18	Teaching: 24 Months Industrial: 24 Months	1500
4	Ms. Bide Mindo (Counselor )	Other	20/08/18	Teaching: 24 Months Industrial: 24 Months	1500

**6. MASTER OF ARTS - POLITICAL SCIENCE**

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 4

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Tabang Mibang (Associate Professor)	Regular	28/08/18	Teaching: 180 Months Industrial: 180 Months	143506
2	Dr. Nyajum Lollen (Assistant Professor)	Contractual	22/10/14	Teaching: 84 Months Industrial: 84 Months	25000
3	Ms. Tobi Lollen (Counselor)	Other	20/08/2018	Teaching: 24 Months Industrial: 24 Months	1500
4	Ms. Jumter Loya (Counselor)	Other	20/08/2018	Teaching: 24 Months Industrial: 24 Months	1500

**7. MASTER OF ARTS - EDUCATION**

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 4

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Moyir Riba (Assistant Professor)	Regular	08/09/2008	Teaching: 180 Months Industrial: 180 Months	92732
2	Dr. C. Siv Sankar (Assistant Professor)	Regular	28/08/2018	Teaching: 96 Months Industrial: 96 Months	116095
3	Mr. Kaling Moyong (Counselor )	Other	20/08/18	Teaching: 24 Months Industrial: 24 Months	1500
4	Mr. Mithun Mondol (Counselor )	Other	20/08/18	Teaching: 24 Months Industrial: 24 Months	1500

**8. BACHELOR OF ARTS**

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 10

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. Jumyir Basar (Professor)	Regular	28/08/18	Teaching: 216 Months Industrial: 216 Months	201672
2	Moyir Riba (Assistant Professor )	Regular	08/09/2008	Teaching: 180 Months Industrial: 180 Months	92372
3	Dr. Nyajum Lollen (Assistant Professor )	Contractual	22/10/2014	Teaching: 84 Months Industrial: 84 Months	25000
4	Boni Anita (Assistant Professor )	Contractual	01/09/2016	Teaching: 48 Months Industrial: 48 Months	25000
5	Jamuna Tayeng (Assistant Professor )	Contractual	28/02/18	Teaching: 36 Months Industrial: 36 Months	25000
6	Chaitham Lowang (Assistant Professor )	Contractual	20/09/2019	Teaching: 12 Months Industrial: 36 Months	25000
7	Lige Sora (Assistant Professor )	Contractual	23/09/2019	Teaching: 36 Months Industrial: 36 Months	25000
8	Dr. Sanjay Hiri (Assistant Professor )	Contractual	29/10/19	Teaching: 36 Months Industrial: 36 Months	25000
9	Ms. L P Monia (Counselor )	Other	20/08/18	Teaching: 24 Months Industrial: 24 Months	1500
10	Ganga Tayeng (Counselor )	Other	20/08/18	Teaching: 24 Months Industrial: 24 Months	1500

**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.**

Compliance Status as per Annexure VII of UGC (ODL) Regulations, 2017: A. General Compliance (a) The Self Learning Material was designed with the approach of two-way communication between the learner and content. (b) The Self Learning Material development process involved the learner actively through various experience-based activities and assignments. (c) The syllabus is designed so as the learner gets clear information about the structure of the programme and course. (d) Each unit of the SLM includes detailed learning map for the learner so that he or she will be self-directed for completion of his or her studies. (e) The content of Self Learning Material was developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material. (g) There is clear definition of learning objectives and outcomes in the beginning of each unit. (h) The content are divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning. (i) There are assignments on each learning objective for self-assessment. (j) The learner are directed through problem solving activities as applicable to nature of the course. (k) The Self Learning Material are developed in defined formats as mentioned on the clause 1.k. 1 to ix B. In regard to Audio-Video Material, quality standards as per 2(a) to (m) is followed. C. As Online courses are yet to be introduced, the guidelines under online Material : Quality Standard are adapted only as policy decision. D. As per guidelines under 'Curriculum and Pedagogy: Quality Standard', the emphasis is on the equality between the courses offered through regular and distance mode. all clause from 5 (a) to 5(o) are being kept into consideration while developing Learning Material In Multiple Media, Human Resource, Curriculum And Pedagogy.

## 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.**

II. Compliance Status as per Annexure VIII of UGC (ODL) Regulations, 2017: Board of Studies Meeting of all the courses were conducted immediately after the notification of ODL Regulation. The syllabus of each of the course was revised and SLM was developed view of the guidelines. The process was as follows based on the guidelines: A. Considerations taken into account during planning: • backgrounds of learner and learning needs; • learning experiences; and • support and preparation in adapting to flexible learning. B. Criteria shared with SLM writers for preparing material: - learning objectives - assessment of prior knowledge - learning activities - feedback of learning activities - examples and illustrations - self-assessment tests - summaries and key points C. The following Standards of Self Learning Material (SLM) in Print Form was followed: - The Self Learning Material involves the learner actively through various experience-based activities and assignments - The learner gets the clear information about the structure of the programme and the course. - There are 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. - The content of the Self Learning Material are developed with dialogue and personal system of writing method which creates a nature of interactivity in the Self Learning Material. - There are clear definition of learning objectives and outcomes. - The content are divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning. - Activities are included in each unit of the Self Learning Material. - There are assignments on each learning objective for self-assessment.

## 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.**

Compliance Status as per Annexure IX of UGC (ODL) Regulations, 2017: Institute of Distance Education, RGU has prepared Programme Project Report (PPR) for the programme approved by the highest academic authority as per the guidelines. The process of preparation of PPR is as follows: From preparation to approval of PPR, there are 5 stages as follows: A. PPR is prepared by the Board of Studies consisting of the Head of the Regular Department as Head, Faculty members both from the IDE and the regular department and at least 1 external member. B. The PPR is then placed before the CIQA Cell for further scrutiny. C. The same is placed before the Board of management for perusal and administrative approval. D. Once approved the matter is placed before the HEI Academic Council Meeting for Academic Approval. E. Finally it is placed before the Executive Council Meeting of HEI for final approval before publication. If in any of the case, the PPR is suggested as needing any changes, the process is repeated from A. The main contents of the Programme Project Report are as follows : - Institute of Distance Education has defined 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. - We follow the relevance of the program with HEI's Mission and Goals and nature of prospective target group of learners. - The Higher Educational Institution always mark the appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence. - The 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. - This institution also follows the guidelines and procedure for admissions, curriculum transaction and evaluation of assignment and other scripts. We have given preference to the requirement of the laboratory support and Library Resources etc. The cost estimate also indicates the amount assigned for programme development, delivery and maintenance.

## 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.**

Compliance Status as per Annexure X of UGC (ODL) Regulations, 2017: As the IDE under the Rajiv Gandhi University had an existing guidelines about Study Centres, the application of norms as per the ODL regulation in regard to Study Centres was an easy transition. Having stated the same, the HEI reaffirmed the guidelines and many a regulations were revised or reaffirmed. A. Establishment of Learner Support Centre or Study Centre At RGU, Study Centre or Learner Support Centre are established only in a College or Institute affiliated to Rajiv Gandhi University offering conventional mode programmes of equivalent level in the same broad areas under the relevant faculty such as faculty of sciences or social science or humanities or commerce or management etc. and having all the necessary infrastructure and availability of appropriate number of qualified faculty not below the rank of qualified Assistant Professors of recognized Colleges or Institutes offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field. B. SCs are established by the Higher Educational Institution after processing through the appropriate statutory bodies of the Higher Educational Institution. While processing such approvals it is mandatory to provide evidence of the preparedness for establishing Study Centres/Learner Support Centres, providing learner support services, availability of the academic, other staff and qualified academic counsellors. C. The matter of Standard Operating Procedure was taken up and the HEI in consultation with the SCs created a SOP for opening new centres. D. It is made mandatory for LSCs to submit 5 reports in a year. an annual report and 4 quarterly reports. It should include learner data related to conduct of counselling sessions, evaluation of assignments and effective and online grievance redressal system, which are monitored at the Head-Quarters. E. The Study Centre or Learner Support Centres are displayed on the web portal of the Open and Distance Learning institution and the same information are made available in the printed prospectus for the information of the learners and other stakeholders. F. Territorial Jurisdiction for Establishment of Study Centres or Learner Support as prescribed in the respective Acts of the Higher Educational Institution, are strictly followed. G. All academic staff in the Study Centre or Learner Support Centre fulfill the minimum qualifications as laid down in the University Grants. H. The Study Centres or Learner Support Centres are headed by a Coordinator, not below the rank of an Assistant Professor and are augmented with academic and non-academic staff depending on the number of learners assigned for adequate support to the learners. Capacity of intake per programme commensurate with the available qualified faculty in relevant area, well equipped laboratory, library, online connectivity and Information and Communication Technology facilities, and appropriate infrastructure. I. Conduct of End Semester or Term End Examination are at par and as per the Examination Ordinance of the Rajiv Gandhi University conventional mode. J. Remedial action are jointly ensured by the headquarters and Study Centres or Learner Support Centres promptly K. Regular visits, by the academic staff of the Higher Educational Institution for on the spot monitoring and interaction with functionaries of the Study Centres or Learner Support Centres, the learners and the counselors is ensured. Specially at the time of Examination. L. Orientation workshops are conducted annually for the coordinators and clerical staff of the centres.

### **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.**

Compliance Status as per Annexure XI of UGC (ODL) Regulations, 2017: IDE has introduced Grievance Cell to look into the problems of the learners with 05(five) members. The cell monitoring, assessing and reviewing the effectiveness of its grievances as per the following guidelines ; (a) the policy should be unbiased and understandable; (b) there should be time line for each stage of the process; (c) the policy should be published on Higher Educational Institutions portal so that the learners may read and refer to; (d) the policy should be made available to learners with disability in appropriate format and the provision should be made accordingly in the policy document; (e) the authority or authorities involved in the grievance redressal process should treat and investigate facts impartially; (f) the Higher Educational Institutions should address the grievances in a timely manner so as to lessen interruption in learning process of the learner. The Higher Educational Institution should have the proper communication and escalation mechanism which can be operated and maintained through the online software application; (g) the Higher Educational Institution should maintain the confidentiality of the complainant as far as possible; (h) the Higher Educational Institution should ensure that officer(s) deputed for the learner support at the Higher Educational Institution, the Regional Centres and Learner Support Centre(s) are able to provide guidance on submitting grievances in the portal; (i) There should be a provision to withdraw a complaint without prejudice at any time during the procedure; and (j) The learner should be kept informed of the status in relation to his queries or grievance on priority. The data of the Cell is as follows: DATA OF INSTITUTE OF DISTANCE EDUCATION, RGU (FOR THE SESSION 2018-19) SL. NO. PROGRAMME TOTAL NUMBER OF GRIEVANCES GRIEVANCES SOLVED GRIEVANCES PENDING NAME CORRECTION SUBJECT CORRECTION COMPLAINT OF RESULT ABSENT ASSIGN. MARKS RECTIFICATION RESULT CORRECTION 1 BA PROGM 17 23 10 10 5 65 NIL 2 MA(ENGLISH) 2 --- --- --- 2 NIL 3 MA(HINDI) --- --- --- --- 0 NIL 4 MA(POLITICAL) --- --- --- 2 --- 2 NIL 5 MA (EDUCATION) --- --- --- 1 --- 1 NIL 6 MA(HISTORY) 2 --- 3 --- --- 5 NIL

### **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 <b>separately</b> 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,	Yes

	evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that <b>no part of the syllabus is left out of study by a learner</b>	
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 <b>Closed-Circuit Television (CCTV)</b> recording of 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 <b>videography</b> be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
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 - 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	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	Yes
4	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 headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students:  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
5	The 'Every Higher Educational Institution shall – record Aadhaar details or other Government identifiers of learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;	Yes



	<p>exhibit such records on its website</p> <p>The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.</p>	
6	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
7	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
8	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
9	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
10	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
11	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
12	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
13	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
14	Pay and other emoluments payable for each category of teachers and other employees	Yes
15	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
16	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
17	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
18	Display of information as at sr. no. '7' to '17' above to be displayed on HEI website (Please provide explicit link address for each)	Yes
19	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 course or programme of study conducted by it	Yes
20	No Higher Educational Institution shall, issue or publish- any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; or 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 or not based on facts or to be misleading	Yes
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes <b>only from the academic session specified in the recognition order</b>	Yes

## 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:

Prof. Ashan Riddi


Name of the Registrar:

Prof. Tomo Riba

Seal of the Director:



Seal of the Registrar:



Date of the Director:

11-11-2019

Date of the Registrar:

11-11-2019