HEIID:	Nameof HEI:	Type of HEI:
U-0282	Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P)	Duel Mode

AnnualReport

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2023-24

Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P)

HEI ID:	Name of HEI:	Type of HEI:
U-0282	Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P)	Duel Mode

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HEI ID:	Name of HEI:	Type of HEI:
U-0282	Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P)	Duel Mode

Part–I: General Information

1.1 Date of notification of the Centre (attach a copy of the notification): 17 Mach, 2021

UploadPDF

1.2 Details of Director, CIQA

- Name: Dr. Kamlesh Kumar Thapak
- Qualification: M.A. PHD
- 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	Pro. Bharat Mishra M.Sc. Phd	Physics	10.08.2023
b.	Three Senior teachers of HEI	Member 1	Dr. SuryaKant Chaturvedi , M.Sc. Phd	Zulogi	10.08.2023
		Member 2	Dr. Lalit Kumar Singh, M.A Phd	Hindi	10.08.2023
		Member 3	Dr. Anjney Pandey, MBA. Phd	Engg.	10.08.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. C P Gujer, M.Com. Phd	Commers	10.08.2023
		Member 5	Dr. Neelam Chaure M.A Phd	Poltical Since	10.08.2023
		Member 6	Dr. Sidharth Sharma, M.A Phd	English	10.08.2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Sanjay Tiwari, M.Sc Phd	VC. MP Bhoj Open Univercity Bhopal	10.08.2023
		Member 8	Dr. R S Gupta, M.Sc. Phd	Principal Gov. PG. Collage Satna	10.08.2023
e.	Officials from departments of HEI	Member 9 Administration	Dr. Kamlesh Kumar Thapak , M.A Phd		10.08.2023

S. No.	Designation	Nomination as	Nameand Qualification	Specialization	Dateof Nomination in CIQA Committee
	• Administration • Finance	Ragistrar	Dr. R.C. Tripathi	Ragistrar	10.08.2023
		Member Finance	Dr. S.N. Ojha	Comptrolar	10.08.2023
f.	Director, CIQA	Member Secretary	Dr. Kamlesh Kumar Thapak ,	Director	10.08.2023

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N) Yes
IfNo, reason there of

1.4 Numberofmeetingsheldanditsapproval:

a. No. of meetings held every year: Two

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	10.08.2023	01	upload	upload
Meeting 2	14.03.2024	01	upload	upload

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

From<*Month,Year*>academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	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.												
N.												

HEI ID:	Name of HEI:	Type of HEI:
U-0282	Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P)	Duel Mode

***Not for Private University**

Note: Mention details separately for<*Month, Year*>academic session, as applicable, as above.

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

From<*Month,Year*>academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD- MM-YYYY)of HEI/ Regulatory authority (if required)	No. of Learner Support Centre Operational ized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	HSS	Diploma in Cmmunity Leadership For People Representative (DCLPR)	12 Month		UG	2300.00	25.01.2022	26	0	0		0
2.	HSS	Diploma in Creative Writing (Hindi) (CR)	12 Month		UG	2300.00	25.01.2022	26	0	0		0
3.	HSS	Diploma in Human Rights (DHRE)	12 Month		UG	2300.00	25.01.2022	26	4	4		8
4.	HSS	Diploma in Disaster Management (DDM)	12 Month		UG	2300.00	25.01.2022	26	9	5		14
5.	HSS	Diploma in Industrial Relation& personal Management (DIRPM)	12 Month		UG	2300.00	25.01.2022	26	11	1		12
6.	HSS	Diploma in Management of NGOs (DNGOM)	12 Month		UG	2300.00	25.01.2022	26	4	1		5
7.	PEE	Diploma in Journalism and Mass Communication (DJMC)	12 Month		UG	4300.00	25.01.2022	26	92	6		98
8.	HSS	Diploma in Yoga and Naturopathy (DYN)	12 Month		UG	4300.00	25.01.2022	26	150	134		284
9.	Scie.	Diploma in Computer Application (DCA)	12 Month		10+2	4300.00	25.01.2022	26	154	88		242
10.	HSS	Diploma in Guidance & Counseling (DGC)	12 Month		UG	3300.00	25.01.2022	26	98	107		205
11.	HSS	Diploma in Clinical Psychology (DCP)	12 Month		Gra. with Psy. or Social work or BAMS	6300.00	25.01.2022	26	17	11		28
N.									539	357		896

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Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

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

From<M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma 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.											
N.											

***Not for Private University**

Note: Mention details separatelyfor<M*onth, Year*>academic session, as applicable, as above.

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

From<M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under-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.	BA.	3 Year	40	10+2	2500.00	17 March 21	26	4673	2992	1	7666
2.	B.Com	3 Year	40	10+2	5000.00	17 March 21	26	336	103	1	440
3.	BSW	3 Year	40	10+2	7500.00	17 March 21	26	14	7		21

***NotforPrivateUniversity**

Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

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

From <M*onth, 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.	M.A. Education	2 Year	40	Graduation	7500.00	17 March 21	26	109	122		231
2.	M.A. English	2 Year	40	Graduation	5000.00	17 March 21	26	1490	1470		2960
3.	M.A. Hindi	2 Year	40	Graduation	5000.00	17 March 21	26	353	529		882
4.	M.A. History	2 Year	40	Graduation	5000.00	17 March 21	26	246	167		413
5.	M.A. Political Science	2 Year	40	Graduation	5000.00	17 March 21	26	342	230		572
6.	M.A. Rural Development	2 Year	40	Graduation	5000.00	17 March 21	26	13	4		17
7.	M.A. Sanskrit	2 Year	40	Graduation	5000.00	17 March 21	26	239	270		509
8.	M.Com.	2 Year	40	B.Com.	10000.00	17 March 21	26	45	55		100
9.	M.S.W	2 Year	40	Graduation	10000.00	17 March 21	26	151	161		313
N.						Total-		2988	3008		5997

***Not for Private University**

Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

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	Yes	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Yes	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Yes	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (ForDual Mode HEIs)	Yes	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Yes	

6.	Measures suggested to theauthorities of Higher Educational Institution for qualitative improvement	Yes	
7.	Implementation of its recommendations through periodic reviews	Yes	
8.	Workshops/seminars/symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Yes	
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	Yes	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Yes	
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	Yes	

12.	Mechanism to ensure the proper implementation of Programme Project Reports	Yes	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Yes	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Yes	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Yes	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Yes	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Yes	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Yes	

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Yes	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Yes	
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.	Yes	
	(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.	Yes	
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	Yes	
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	Yes	

24.	Promoted automation of learner support services of the Higher Educational Institution	Yes	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Yes	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Yes	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	Yes	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Yes	

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: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Yes	
2.	Articulation of Higher Educational Institution Objectives	Yes	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Yes	
4.	Programme Monitoring and Review	Yes	
5.	Infrastructure Resources	Yes	
6.	Learning Environment and Learner Support	Yes	
7.	Assessment and Evaluation	Yes	
8.	Teaching Quality and Staff Development	Yes	

2.3 Compliance of Process of Internal Quality Audit –As per Annexure–I (PartV (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	Yes	
2.	Validation	Yes	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	Yes	

Part–III: Human Resources and Infrastructural Requirements

Name and details of Director of Centre for Distance and Online Education (Dual Mode University)-Regular, full time, atleast Associate Professor

Pro. Veerendra Kumar Vyas

Or

Name and details of Head for each school (for Open University)-Full time dedicated, not below the rank of an Associate Professor

Mention details such as Regular Employee, Designation, Qualification, Salary (Attach appointment letter and joining report)

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:

NA

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	3	3	Yes	No
PG	15	15	Yes	No
PGD	NA			

HEIID: U-0282 **NameofHEI:** Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P) **TypeofHEI:** Duel Mode

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) withgross salary/ month			Dateof joining programme and Joining report
							Type	Gross salary/ month	Contract period	
1.	Master of Social Work	03	Dr. Vonod Shankar Singh	Asso. Prof.	M.A. Phd.	29 Yr	Regu	As. Per Rule	NA	
	Bachelor of Social Work		Dr. Ajay Chaurey	Asso. Prof.	M.A. Phd.	29 Yr	Regu	As. Per Rule		
			Dr. Rajesh Tripathi	Asso. Prof.	M.A. Phd.	30 Yr	Regu	As. Per Rule		
2.	Master of Arts (Edu.)	03	Prof Y.K Singh	Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
			Dr. Asha Sharma	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
			Dr. S.S. Gaur	Asso. Prof.	M.A. Phd.	29 Yr	Regu	As. Per Rule		
3.	Master of Arts (R.D)	02	Dr. Devendra Pandey.	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
			Prof. NL Mishra	Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
4.	Master of Arts (Pos.)	02	Prof. Amarjeet Singh	Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
			Dr. Neelam Chaure	Asso. Prof.	M.A. Phd.	30 Yr	Regu	As. Per Rule		
5.	Master of Arts (His.)	02	Dr. Tribhuwan Singh	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
			Dr. K.P. Mishra	Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
6.	Master of Arts (Eng.)	02	Dr. Sirddhath Sharma	Asso. Prof.	M.A. Phd.	31Yr	Regu	As. Per Rule		
			Dr. Vibhash Chandra	Asso. Prof.	M.A. Phd.	29 Yr	Regu	As. Per Rule		
7.	Master of Arts (Hin.)	02	Dr. Kusum Singh							
			Dr. Rammurti	Asso. Prof.	M.A. Phd.	29 Yr	Regu	As. Per Rule		
				Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
8.	Master of Arts (San.)	02	Dr. Pragya Mishra	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
			Dr. K.K Thapak							
			Dr. C.P. Gujar	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
9.	Master of Commerce	02	Dr. V.S. Parihar	Asso. Prof.	M.Com. Phd.	31 Yr	Regu	As. Per Rule		
	Bach. of Commerce		Dr. Lalit Kumar Singh	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
10.	Bachelor of Art	03	Dr. Jitendra Sharma	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
			Dr. J.S. Mishra	Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
				Asso. Prof.	M.A. Phd.	31 Yr	Regu	As. Per Rule		
										Upload pdf

Details of Administrative staff

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

Admin Staff	**Required (up to 5,000 students)**	**Available**
Deputy Registrar	1	Yes
Assistant Registrar	1	Yes
Section Officer	1	Yes
Assistants	3 (2 for DM Universitie)	Yes
Computer Operator	2	Yes
Multi-Tasking Staff	2	Yes

(Attach duly attested photocopy of appointment letter with salary details)

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

Part–IV: Examinations

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

S.No.	Provisions in Regulations	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
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.	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: Provided that no semester or year-end examination shall be held unless: 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; ii) For Open and Distance Learning mode: the learnerhas minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 for mative 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
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

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	**Uploadsample**	Yes
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
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
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	Rural and Tribel area
	(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 incharge 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	**Upload Sample and list**	
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
	(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

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 KendriyaVidyalaya(s),NavodayaVidyalaya(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.	(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 i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	**Upload samples**	Yes
	(b)Each award shall also be uploaded on the National Academic Depository		
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	**Upload samples**	Yes

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

Whether any examination held through online mode. No

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

INSERT TEXT BOX

Result and Student Progression

For UG, PG and PGD programmes

Year 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
July 2022-23	1. UG (I Year)	4096	4020	3927	97.68	92%
July 2022-23	1. PG (I Year)	3654	3586	3457	96.42	89%
	3. PGD	Nil	Nil	Nil	Nil	Nil

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

Complianc estatus 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.

Yes

Upload samples and authority approval

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 (PrintMedia), Audio-Video Material, Online Material, Computer - based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

Yes

Upload samples and authority approval

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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Upload samples

Part – VI: Programme Delivery through Learner Support Centre (LSC)

Details of personal contact programmes implemented:

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

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG					
	PG					
	PGD					

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.

Yes

LSC wise enrollment details (Not for Private University)

HEIID: U-0282 **NameofHEI:** Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P) **TypeofHEI:** Duel Mode

Sr. No.	Name & Address of College/ institute where LSC is establishe d(with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt(where LSC is established)	Name and Contact Details of Coordinato r and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Program-mes offered	Total Enrolled student.
1.										
N.										

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 atleast 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

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 Counsellors	Program-mes offered	Total Enrolled student.
1.							
N.							

Delivery of Self-Learning Material

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

Type	Date of Admission (for July and	Date of delivery SLM	Whether SLM delivered to

	January)		learners within a fortnight from the date of admission
Printing Material	Yes		
Audio-Video Material	No		
Online Material	Yes		
Compute based Material	Yes		

Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N-NA

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 programme in a semester (Semester wise – programmes wise)

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

Upload

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 throughdisclosures, declarations and reports

S.No.	Provision	Complied Yes/Nowith explicit link address	Ifno. 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	
5.	Programme-wise information on syllabus,	Yes	

	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 Leaning 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	
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 programmesrecognised by the Commission	Yes	
9.	Data of year-wise and programme-wiselearner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	
10.	Complete information about 'Self Learning	Yes	

	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	Yes	
13.	List of the 'Examination Centres' alongwith 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 tobe undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes	

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 DistanceLearning mode for a programme under science discipline to be offered by a Dual Mode Universityshall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learningonly) 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 Learningmode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) 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 commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	NA
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

	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) 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.	
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 in e-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, as mentioned at sr.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 within, and the mannerin, whichsuch refund shall be made to the learner	NA
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	NA
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 therein whether such member is employed on regular or contractual basis or any other	Yes
8.(h)	Pay and other emoluments payable for eachcategory of teachers and other employees	NA
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 may be, 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 with in the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly,demandorchargeoraccept,capitationfee or demand any donation, by way of consideration for admissiontoanyseatorseatsinaprogrammeof 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 orseatsina programme in Open and Distance Learning modeoffered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificatesofdegree, diplomaoranyotherawardor otherdocumentdepositedwithitbyapersonforthe	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- (a) 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; (b) 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 authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false not based on facts or to be misleading	Yes

Part–IX: Grievance Redressal Mechanism

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.

NA

Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved

Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

YES, Complaint handling mechanism also work in HEI

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)
		NA

Part–X: Innovative and Best Practices

Innovations introduced during academic year

Examination conducted as per academic calendar and results also declined as academic calender

Best Practice sof the HEI

Standard SILM Prepared by HEI for BSW and MSW coures

Detail sof Job Fairs conducted by the HEI

NA

Success Stories of students of ODL mode of the HEI

Many success story of odl Students on recored by regional center

Initiatives takentowards conversion of SLM into Regional Languages

NA

Number of students placed through Campus Placements

Student placement manage by Regional centers

Details of Alumni Cell and its activity

Almani cell created and mannage by Univercity

Any other Information

INSERT TEXT BOX

HEIID:	NameofHEI:	TypeofHEI:
U-0282	Mahtma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (M.P)	Duel 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: Kamlesh Kumar Thapak

Director
Centre for Distance Learning and Continuing Education
Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya

Seal: Chitrakoot, SATNA (M.P.)

Date: 20-07-2024

Signature of the Registrar:

Registrar
M.G.C.G. University
Chitrakoot, Satna (M.P.)

Name: Ramesh Chandra Tripathi

Seal:

Date: 20-07-2024

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.