**PART- B**

Index

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Description of Annexure** | **Page. No.** |
| 1 | Academic Programmes & Faculty Position | **2** |
| 2. | Staffing | **3-4** |
| 3. | Infrastructure at Headquarters | **5** |
| 4. | Evaluation System | **6** |
| 6 | Admission | **7-8** |
| 7 | Learner Support Service | **9-10** |
| 8. | Finance | **11** |
| 9. | Any Other Information | **12** |
|  |  |  |

\*\*\*\*\*\*\*\*\*\*\*\*

**PART- B**

|  |
| --- |
|  |

**I. ACADEMIC PROGRAMMES & FACULTY POSITION**

1. Explain the process of course Development at your institution/University by highlighting the various steps involved:

|  |
| --- |
| **After preparation of the syllabus, the same is passed by the Departmental Advisory Committee. Then the syllabus is submitted to the Academic Council for final approval. After receiving approval, CODL with the help of the concerned departments, identifies writers of study materials. The university conducted a workshop for study material writers in 2011. The resource persons of the workshop came from STRIDE, IGNOU.** |

1. Specify whether the following activities are done in-house or are out sourced, tick correct option.

**TABLE 2.1**

|  |  |  |
| --- | --- | --- |
| **Activity** | **In-house** | **Out sourced** |
| Development of course material | **Yes** |  |
| Production of Print material | **Yes** |  |
| Production of multi-media material | **Not yet done** |  |
| Interactive broadcasting/ teleconferencing, | **Not yet done** |  |
| Interactive Computer aided Learning | **Not yet done** |  |
| Any other | --- |  |

1. (a) Specify if programme/courses are adopted/adapted/translated and mention the source:

**TABLE 2.2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme** | **Medium** | **Adopted** | **Adapted** | **Translated** | **Source** |
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**II. STAFFING**

1. Information on Staff Strength

**TABLE 2.3**

|  |  |  |
| --- | --- | --- |
| Name of the Vice Chancellor/Head of the Institution | | **Prof Mihir Kanti Chaudhuri** |
| Name of the Pro Vice Chancellor/Rector(if any) | | **Prof Manabendra Bhuyan** |
| Name of the Registrar (Administrative Head) | | **Dr Biren Das** |
| In case of Distance Education Institution (DEI) of a dual mode university/institution | Name of the Director | **Dr Sanjib Kataky** |
| telephone/ mobile /Fax no. | **Off: 03712 275351**  **Mobile: 9435733728**  **Fax: 03712 267005** |

1. Provide a flowchart of Organization Structure:

|  |
| --- |
| Visitor🡪 Chancellor 🡪Vice-Chancellor 🡪Pro Vice-Chancellor 🡪Registrar🡪 Deans🡪 HoDs🡪 Director🡪 Joint Director |

1. Norms of the university/institution for number of Administrative staff for ODL programmes:

**TABLE 2.4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Permanent** | **Temporary** | **Total** |
| 1 | At Headquarters | **12** | **13\*** | **25** |
| 2 | At Regional Centres (if any) | **0** | **0** | **0** |
| 3 | At Study Centres (if any) | **0** | **8** | **8** |

\*Temporary indicates Programme Coordinators

1. Whether orientation/training in the ODL system is given to the following

**TABLE 2.5**

|  |  |
| --- | --- |
| **Particulars** | **Yes/No** |
| Faculty members | **No** |
| Course writers and editor | **Yes** |
| Coordinators of Study Centres | **YES** |
| Academic counsellor | **YES** |
| Administrative Staff | **No** |
| Other staff, Specify | **No** |

1. (a) Furnish details of faculty development (Distance Education) during the last 3 year:

**TABLE 2.6**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 2013 | 2014 | 2015 |
| (i) | Additional qualification acquired by faculty members | **NIL** | **NIL** | **NIL** |
| (ii) | * Publications | **NIL** | **NIL** | **NIL** |
| (iii) | * Participation in conferences/workshop/orientation programmes | **NIL** | **NIL** | **NIL** |
| (iv) | * Research project(s) undertaken | **NIL** | **NIL** | **NIL** |
| (v) | Conference/seminar(s)/ workshop(s) held | **NIL** | **NIL** | **NIL** |

**III. INFRASTRUCTURE AT HEADQUATERS**

1. Norms of the university/institution for infrastructure for ODL programmes:

**TABLE 2.7**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Space in sq. ft.** | **No. of Rooms** |
| 1 | At Headquarters | **15505 sq. ft** | **12** |
| 2 | At Regional Centres (if any) | **-** | **-** |
| 3 | At Study Centres (if any) | **800 sq.ft** | **4** |

**IV. EVALUATION SYSTEM**

1. Mode adopted for the following activities:

**TABLE 2.9**

|  |  |  |
| --- | --- | --- |
|  | **Activity** | **In-house/Outside Agency/Both** |
| (i) | Paper setting Both In-house and Outside | **both** |
| (ii) | Conduct of examination Both In-house and Outside | **both** |
| (iii) | Declaration of results In-house | **In house only** |
| (iv) | Assessing the examination papers both In-house and Outside | **both** |
| (v) | Evaluators are same as those for Courses offered through Conventional mode | **yes** |

1. What is the policy with regard to:
2. Moderation

|  |
| --- |
| **Question paper is always moderated by the concerned department.** |

1. Re-evaluation

|  |
| --- |
| **Re-evaluation is allowed.** |

1. Re-totalling

|  |
| --- |
| **Re-totalling is also allowed** |

1. What is the method adopted for evaluation of answer scripts, projects, assignments etc.?

|  |
| --- |
| **CODL conducts pen and paper examination. The centre gets evaluated answer scripts by the faculty members of the concerned departments and if required, by examiner(s) belonging to other higher educational institutions.**  **The projects are evaluated by the concerned faculty members of the university. Till now, projects have not been evaluated by external experts. The concerned departments conduct viva voce for projects.**  **Similarly, assignments are evaluated by faculty members of the university.** |

**V. ADMISSION**

1. Student Admission is done by: (Put tick mark) Manual Online

* 🗹
* Headquarters 🗹
* Regional Centres
* Study Centres
* All the above

1. Specify criteria adopted for admission?

|  |
| --- |
| **Admission criteria are given in the prospectus. Those criteria are strictly adhered to.** |

1. Specify the programmes for which the intake is fixed. Give details:

**Table 2.10**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of Programme (s)** | **No. of Intake** |
|  | **NIL** | **NIL** |
|  |  |  |

1. Do you allow flexibility of entry and exit in the following context:

* Duration of Programme 🗹
* Horizontal Mobility
* Choice of courses
* Inter-disciplinary Approach 🗹
* Modular curriculum allowing easy exit
* CBCS introduced or not

1. If yes, Given details:

|  |
| --- |
|  |

1. How do you promote your programmes? (Specify the media used):

|  |
| --- |
| **For promoting programmes, we advertise in the newspapers, release scroll type advertisement in news channels, release announcement in local radio stations and send SMS through BSNL. In addition, we send letters and posters to colleges, universities, public sector undertakings and various offices of the education department.** |

1. Is there any policy for overseas student?

|  |
| --- |
| **NO** |

1. In case you admit foreign students explain the modus operandi and the enrolment details including the geographical spread:

|  |
| --- |
| **NOT APPLICABLE** |

**VI. LEARNER SUPPORT SERVICE**

1. Give details of the services to distance learners at each of these. State Yes or No:

**Table 2.11**

|  |  |  |  |
| --- | --- | --- | --- |
| **Services** | **Head Quarters** | **Regional Centres** | **Study Centres** |
| Admission | **Yes** | **No** | **Yes** |
| Counselling | **Yes** | **No** | **No** |
| SLM distribution | **Yes** | **No** | **No** |
| PCP | **Yes** |  |  |
| Internal Assessment | **No** | **No** | **No** |
| Term End Examination | **Yes** | **No** | **No** |
| Evaluation of Term End examination | **Yes** | **No** | **No** |
| Any Other (Specify) |  |  |  |

1. State total number of Coordinators and Academic Counsellors working at Regional Centres in the following format: (*wherever applicable)*

**TABLE 2.12**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location of Regional Centre** | **Address of Study Centre** | **Name of Coordinator if any, on rolls of the institution** | **No. of programmes offered** | **Total No. of Academic Counsellors** |
|  | **DHSK College**  **Dibrugarh, Assam-786001** | **Dr Aditya Dahal**  **Associate Professor, Dept of Physics, DHSK College, Dibrugarh** | **11** | **Academic Counselling is done centrally in the Headquarter** |
|  | **B. Barooah College, Ulubari, Guwahati: 781 007** | **Dr Jagadish Ch Goswami, Associate Professor, Dept of Economics, B.Barooah College, Ulubari, Guwahati** | **11** | **Academic Counselling is done centrally in the Headquarter** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Do you maintain databases? Explain the databases management system followed by your institution. Give details of computerization of various activities.

|  |
| --- |
| **We maintain the database of students enrolled in CODL. We have developed the software in house for maintaining of these data. Similarly we have developed in house another software for the maintenance of records regarding examinations.** |

1. (a) Is your website interactive/static ?

|  |
| --- |
| **STATIC** |

(b) How does your website support distance learners?

|  |
| --- |
| **We upload all the relevant information regarding CODL in the website so that the learners can have direct access to various necessary information.** |

1. How do you attend to student queries? Put tick mark.

* Face to face
* Telephone/Mobile
* Radio/Television
* Newsletter/bulletin
* E-mail
* Automatic interactive system
* All the above

If any other, specify : ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Give details of scholarships/financial assistance that are provide to distance learners.

|  |
| --- |
| **NIL** |

1. Do you have placement cell? Give details.

|  |
| --- |
| **NO** |
|  |

1. How do you provide feedback to learners on their performance?

**Table 2.13**

|  |  |  |
| --- | --- | --- |
|  | **Methods** | **Medium of Communication** |
| Continuous Evaluation |  | **through university website** |
| Term-End Evaluation |  | **do** |

5

**VII. FINANCE**

1. Income and Expenditure relating to distance education during last three years

**TABLE 2.14**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Income** | **Expenditure incurred** | **Sources of income** |
| 2015-16 | **8.01** | **7 7.49** | **UGC grant & miscellaneous**  **receipts** |
| 2014-15 | **11.12** | **11.49 11.49** | **do** |
| 2013-14 | **13.54** | **13.46 13.46** | **do** |

1. Give details of the expenditure during the last financial year under various heads:

**TABLE 2.15**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Head of expenditure** | **Budget approval** | **Amount spent** |
| 1 | Assistance for Human Resource |  |  |
| 2 | Development of Course material and Quality Assurance | **As on today, the University is reimbursing the bills of CODL** | -- |
| 3 | Students Support Service | **As on today, the university is reimbursing the bills of CODL as and when necessary. Separate budget has not been prepared till date.** | -- |
| 4 | Staff Training and Development |  |  |
| 5 | Technology Support |  |  |
| 6 | Vocational Education and Training |  |  |
| 7 | Library |  |  |
| 8 | Research and Development |  |  |
| 9 | e-Content / e-Learning |  |  |

1. Whether University maintains separate account for Distance Education? If Yes please give
2. details thereof:

**Table 2.16**

|  |  |
| --- | --- |
| Name of the Bank | **State Bank of India** |
| Address | **Napaam, Tezpur- 784 028** |
| Bank A/C No | **31981214993** |
| Name of the Account Holder | **Centre for Open and Distance Learning, TU** |
| Designation of the Account Holder | **Registrar** |
| IFSC code | **SBIN0014259** |
| MICR code | **784002005** |

**VIII. ANY OTHER INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List of official of CODL:**   |  |  |  | | --- | --- | --- | | **Sl** | **Name** | **Designation** | | **1** | **Dr Sanjib Kataky** | **Director** | | **2** | **Dr Santanu Sharma** | **Joint Director** | | **3** | **Dr Sanjib Sahoo** | **Assistant Professor (English)** | | **4** | **Dr Satich Ch Bhattacharyya** | **Academic Consultant (MA in Assamese Programme)** | | **5** | **Dr Juri Dutta** | **Programme Coordinator, MA Assamese Programme** | | **6** | **Dr Runumi Das** | **Programme Coordinator, PGDRM & PGDIM Programme** | | **7** | **Dr Anjan Bhuyan** | **Programme Coordinator, PGDHRM Programme** | | **8** | **Dr Amiya Kr Das** | **Programme Coordinator, MA Sociology and PGDGD Programme** | | **9** | **Dr Sarat Saharia** | **Programme Coordinator, PGDSM Programme** | | **10** | **Dr SK Tripathi** | **Programme Coordinator, MA Hindi and PGDFH Programme** | | **11** | **Dr Nirmali Gogoi** | **Programme Coordinator, PGDEM Programme** | | **12** | **Dr Dipak Nath** | **Programme Coordinator, PGDEM Programme** | | **13** | **Dr Uttam Kr Pegu** | **Programme Coordinator, MMC Programme** | | **14** | **Dr A Nagraj** | **Programme Coordinator, MMC Programme** | | **15** | **Mr Sadhan Mahapatra** | **Programme Coordinator, PGDRE Programme** | | **16** | **Dr Deben Ch Barua** | **Programme Coordinator, PGDRE Programme** | | **17** | **Dr Shuvam Sen** | **Programme Coordinator, MMS Programme** | | **18** | **Dr Santanu Dutta** | **Programme Coordinator, MMS Programme** | | **19** | **Mr Kalyan Konch** | **Office Assistant** | | **20** | **Mr Ranjit Bora** | **Multi-Tasking Staff** | |