

HEI ID: 0052

Name of HEI: GAUHATI UNIVERSITY

Type of HEI: Dual Mode

Annual Report

OF

**CENTRE FOR INTERNAL QUALITY
ASSURANCE
(CIQA)**

**PROGRAMMES UNDER
OPEN AND DISTANCE LEARNING MODE**

2024-25

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Part – I: General Information

1.1 Date of notification of the Centre (attach a copy of the notification):

[view file](#)

1.2 Details of Director, CIQA

- Name: **Dr. Debahari Talukdar**
- Qualification: **M.A./ M.Ed./ M.Phil./ Ph.D.**
- Appointment Letter and Joining Report: [view file](#)

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Nani Gopal Mahanta MA (Berkley), MA (JNU), Ph.D (Gauhati)	Peace and Conflict Studies	11-08-2025
b.	Three Senior teachers of HEI	Member 1	Prof. Bibhash Choudhury, MA, Ph.D, Deptt. Of English, GU	<i>English Literary History</i>	11-08-2025
		Member 2	Prof. Dulumoni Goswami, MA, PhD, Deptt. Of Education, GU	<i>Adult & Continuing Education</i>	11-08-2025
		Member 3	Prof. Kanak Saharia, MA, Ph.D, Deptt. Of Assamese, GU	<i>Folklore Studies</i>	11-08-2025
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof. Dhruva Pratim Sharma MA (JNU), Ph.D (JNU), M.Phil (JNU), HOD, Political Science	<i>Pubic Administration and Indian Politics</i>	11-08-2025
		Member 5	Prof. Prasanta Sharma Mcom,Ph.D, HOD, Commerce	<i>Accounting</i>	11-08-2025
		Member 6	Prof. Sanjib Kumar Kalita MCA, Ph.D, HOD, Computer Science	<i>Speech Processing</i>	11-08-2025
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Pranab Saikia, MA, M.Phil, B.Ed, Ph.D, KK Handique State Open University	Teacher Education	11-08-2025
		Member 8	Dr. Pankaj Kr. Sarma, M. Com, Ph.D, Assam Don Bosco University, Sonapur, Ghy	Finance	11-08-2025
e.	Officials from departments of HEI	Member 9 Administration	Prof. Prodeep Phukan (Director, CDC), M.Sc/Ph.D	Organic Synthesis, Catalysis, Computational Organic Chemistry	11-08-2025
	<ul style="list-style-type: none"> Administration Finance 	Member 10 Finance	Chandan Talukdar [Treasurer] MCom, ICWA (inter), PGDFM	Finance	11-08-2025
f.	Director, CIQA	Member Secretary	Dr. Debahari Talukdar [Director, CDOE], M.A./ M.Ed./ M.Phil./ Ph.D	School Education & Administration	11-08-2025

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N) If No, reason thereof

Yes

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 1

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	18-07-2024	2	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: N/A

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DDMM-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/Transgender)			
									M	F	T G	Total
1.												
N.												

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*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: **N/A**

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 Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Transgender)			
									M	F	TG	Total
1.												
N.												

*Not for Private University

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

1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order: **N/A**From <Month, 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/Transgender)			
								M	F	TG	Total
1.											
N.											

*Not for Private University

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

1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order: **N/A**From <Month, 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	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Transgender)
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Name of HEI: GAUHATI UNIVERSITY

Type of HEI: Dual Mode

[illegible]

*Not for Private University

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

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order: [Link 1](#) [Link 2](#)

From July, 2024-25 & January 2024-25 academic session:

Sr. No.	Postgraduate Degree Title	Duration (years) Link	No. of Credits	Admission Eligibility Link	Fee (Rs.) Link	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1.	M.A. in Assamese	2 years (Total 4 Semesters) Link	96 Link	Graduate from a recognized Indian or Foreign university in any discipline irrespective of the percentage of marks and subjects offered.	Total Rs. 20,000/- (@Rs. 5000/- per semester)	F.No. 8-8/2023(DEB-I) (ODL), Date: 17-11-2023 View File	124 Link	72	258	0	330
2.	M.A. in English	2 years (Total 4 Semesters) Link	96 Link	Graduate from a recognized Indian or Foreign university in any discipline irrespective of the percentage of marks and subjects offered.	Total Rs. 20,000/- (@Rs. 5000/- per semester)	F.No. 8-8/2023(DEB-I) (ODL), Date: 17-11-2023 View File	124 Link	105	115	0	220
3.	M.A. in Political Science	2 years (Total 4 Semesters) Link	96 Link	Graduate from a recognized Indian or Foreign university in any discipline irrespective of the percentage of marks and subjects offered.	Total Rs. 20,000/- (@Rs. 5000/- per semester)	F.No. 8-8/2023(DEB-I) (ODL), Date: 17-11-2023 View File	124 Link	133	159	0	292
4.	M.Sc in Information Technology (M.Sc-IT)	2 years (Total 4 Semesters) Link	111 Link	Students who have cleared BCA/B. Sc-IT or Graduate in Engineering Technology or equivalent can take admitted to this course.	Total Rs. 58,000/- (@Rs. 14,500/- per semester)	F.No. 8-8/2023(DEB-I) (ODL), Date: 17-11-2023 View File	01 (only through HEI)	5	1	0	6
5.	M.A. in Education	2 years (Total 4 Semesters) Link	96 Link	Graduate from a recognized Indian or Foreign university in any discipline irrespective of the percentage	Total Rs. 20,000/- (@Rs. 5000/- per	F.No. 8-33/2023(DEB-I) (ODL), Date: 31-05-2024 View File	124 Link	75	208	0	283

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				of marks and subjects offered.	semes ter)						
6.	Master of Commerce (M.Com)	2 years (Total 4 Semesters) Link	120 Link	Graduate from a recognized Indian or Foreign university in any discipline irrespective of the percentage of marks and subjects offered.	Total Rs. 20,000/- (@Rs. 5000/- per semester)	F.No. 8-33/2023(DE B-I) (ODL), Date: 31-05-2024 View File	124 Link	94	44	0	138

*Not for Private University

Note: Mention details separately for <Month, 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	Gauhati University has achieved notable progress in the field of distance and online education. To begin with, Gauhati University has undertaken quality distance learning initiatives through its Gauhati University Centre for Distance and Online Education (GUCDOE), formerly known as the Institute of Distance and Open Learning (IDOL). This Centre offers an extensive range of courses and academic qualifications that are tailored to the needs of working individuals, residents in remote regions, dropouts of regular education, and those facing challenges to attend regular classes of conventional education. By prioritizing inclusivity, the university has facilitated fulfillment of the educational ambitions of thousands of students which would have been otherwise near impossible for those students. Moreover, Gauhati University has utilized advanced technologies with the aim to maximize learning opportunities for the students. By utilizing virtual classrooms, multimedia resources, and digital evaluations, the university has offered an interactive environment to distance learners and ensured high-quality education equivalent to that in regular education. Additionally, the university has made an online learning platform available to distance learners to facilitate effortless access to study resources, lectures, and other academic support.	Radio Counselling E-SLM PCP
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	In the pursuit of maintaining and elevating the quality of all systems and processes, the Centre through its Centre for Internal Quality Assurance (CIQA), has meticulously undertaken a series of strategic actions to achieve this goal. These are stated as below: 1. Comply with the mission and vision of the HEI The Centre's Vision and mission is to provide quality higher education to all & internal capacity building and quality enhancement. This visionary approach envisions empowering faculty and staff through professional training,	vision-and-mission Continuous Evaluation

		<p>fostering flexibility in the university's structure, promoting inclusion, optimizing resource utilization, and embracing social responsibility.</p> <p>2. Continuous evaluation in form of assignments and seminars are conducted and performance of the learners are intimated at a short period of time.</p> <p>3. Communication is made with HEI authorities from time to time providing and seeking suggestions for the internal quality maintenance.</p>	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<p>1. Preparation of SLMs, Counselling, examination system, evaluation process, timely declaration of result.</p> <p>2. The HEI is striving to build a system where learners of all ages may easily fit themselves into the system. Enrolment procedures and Admission portal are simplified accordingly in regular intervals.</p> <p>3. CDOE makes specific communication to each and every learner as required.</p>	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Implementation of same syllabus as per with the regular mode. Faculty of the department contributes towards in the academic pursuits for running the programmes	Regular Syllabus ODL Syllabus
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Use of Online tools like Google forms, WhatsApp Groups, dedicated website and the direct communication with the coordinator.	gucdoe.in

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Measures for Quantitative support are 1. Experienced subject Experts have been assigned as content editor for quality SLM 2. Experienced Counsellor have been appointed for better counselling 3. Experienced evaluators have been assigned for quality evaluation 4. Adequate facility to the ODL staff and flexibility in their nature of job	
7.	Implementation of its recommendations through periodic reviews	Study Centers have been monitor by the ODL staff from Head Quarter from time to time. Supervised the counseling classes, content delivery of the SLM and qualitative solution are provided to the problems faced by the respective Study Center	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	GUCCOE organizes workshop/ seminars on quality related themes in regular intervals. Students, faculties, officers attend such programmes.	LINK 1 LINK 2
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	CIQA has identified the best practices in all aspects of the activities e.g. prompt grievance redressal mechanism, maintenance of transparency, innovative pedagogy, SLM audit, penetration in remote areas, regular updating of website etc.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Since, the admission and re-registration are done through online system, all the data/information are preserved in a well-secured server. Statistical reports are generated with accuracy and completeness.	E-portal
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	1. PPR's are carefully prepared following the guidelines given by the Commission. 2. Complete PPR's are sent to each offering department where it is placed before the Departmental Advisory Committee (DAC). Once approved by DAC, PPR's are sent to Academic Council of HEI for final approval.	PPR Approval

12.	Mechanism to ensure the proper implementation of Programme Project Reports	The PPR is prepared and updated by the subject expert. It is also reviewed by the Director	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	YES	Link
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Areas in Humanities are structured in a way to make them useful for competitive examinations for various jobs	
15.	Facilitated system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	To ensure flexibility to the learner four quadrant approach is implemented by CDOE. Non – academic information is provided by the CDOE Support Team. For academic information & problem-solving, the Mentor is allotted for every student. Timely notices are sent to all concerned students.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	NA (Steps taken by IQAC, HEI)	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	The quality of input provided to the learners is the most important aspect of higher education. GUCDOE implements the course contents that match the requirements of the industry around the world. The inputs provided by the employers and professionals are considered while designing the syllabus thus bringing the internationalization of quality into the academic delivery, for this purpose administrative and academic audit has been done periodically.	Link
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.	The external experts from CIQA committee show various quality selected initiatives taken in other institutions. Based on the suggestions given by the external experts, CDOE evaluates Its various processes & educational services provided to the learners & tries to opt the best practices amongst them.	

20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	All the activities are recorded in the annual report. (Centrally Done by IQAC HEI)	Link
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. The Annual Reports are submitted to the Statutory bodies of Higher education institutions about the activities at the end of each academic session.	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes, the copy of the Annual report as specified by the Commission is duly approved by the statutory authorities of the University and the same is submitted annually to the Commission	
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	The functioning of the center for internal quality assurance is closely monitored by various internal statutory bodies at relevant time intervals. CIQA report is approved in CIQA meeting.	
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	As per the requirements of ODL, GUCDOE has adopted the 4-quadrant approach in providing instructional material to the students. In quadrant 1. the students are provided with E-content and the Self learning material. In Quadrant 2. students are provided with the Counselling Class and Personal Contact Programme 3. students are provided with the Discussion Forum and in Quadrant 4. the students are provided with the periodic assessments per programme.	
24.	Promoted automation of learner support services of the Higher Educational Institution	1. Physical presence is minimized by the Centre in relation to learner support services. Every effort is made to provide information and assistance through online services, social media platforms and telecommunication. 2. All information is updated in CDOE website as well as through email to the learners.	
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	YES	

	agencies on behalf of Higher Educational Institution		
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	LINK

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 (Academic Calendar, Policies SOP, Profile of Staff, Vision Mission)	LINK
2.	Articulation of Higher Educational Institution Objectives	YES	LINK
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	LINK 1 LINK 2 LINK 3
4.	Programme Monitoring and Review	YES	
5.	Infrastructure Resources	YES (As per UGC/DEB Guideline 2020)	LINK
6.	Learning Environment and Learner Support	The learning environment is very suitable to the	

		individual learners' requirements. GUCDOE provides academic support to the learners through mentors and administrative support through a dedicated Student support team.	
7.	Assessment and Evaluation	<ol style="list-style-type: none"> 1. Assessment and Evaluation are done as per ODL regulations and regulations of HEI. 2. Evaluation is done by means of home assignment and written examination. 	
8.	Teaching Quality and Staff Development	<p>The Assessment and Evaluation of students is done as per the norms of the University. GUCDOE implements both Formative as well as Summative methods of Assessment.</p> <p>The Centre has maintained a well-established structure for promoting quality counselling, programmes, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis</p>	

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	<p>The Centre has robust and appropriate academic planning procedures to ensure that the programs offered by it are relevant to the national requirements, reflects the institution's strategic direction and offers a high-quality value-added learner experience.</p> <p>The CDOE has the necessary infrastructure and technological support, as well as sufficient and qualified teaching staff and other support personnel, to ensure that the curriculum is contemporary, and the institution's objectives are met.</p>	LINK 1 LINK 2
2.	Validation	<p>It is ensured that the learners get sufficient time for completing all the activities and the learners can learn using all the 4 quadrants in which the course contents are offered to them. Sufficient time is also allotted to the Personal Contact Programme (PCP) and Group Counselling so that the learners clear all the doubts they have in various courses. It is ensured that the academic planning is done as per the guidelines given by the UGC and they meet the requirement of number of hours allotted for each credit of the course. All the programs offered through academically viable and offer learners the best environment to learn. The CDOE has a system in place for validating its programs to make sure they are academically sound with properly defined academic standards, providing learners with the best of learning opportunities. Validation is ensured through internal and external experts from academia, CIQA committee, and Statutory Committees of the HEI.</p>	

3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <ol style="list-style-type: none"> Reports from Learner Support Centres (for Open and Distance Learning programmes) Reports from Examination Centres External Auditor or other External Agencies report Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels Reporting and Analytics by the Higher Educational Institution Periodic Review 	<p>Reports from LSCs and Reports of Examination Centre are collected periodically. GUCDOE has developed a feedback mechanism to collect Data from its stakeholders.</p> <p>Periodical Administrative and Academic Audit has been done centrally by HEI.</p>	
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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education

(Dual Mode University) - Regular, full time, at least Associate Professor Or

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

Dr. Debahari Talukdar, (M.A. M.Ed. M.Phil. Ph.D)

Director Centre for Distance and Online Education (GUCDOE)

Regular Full-time permanent Director (5 years term post)

Salary: Gross Pay Rs. 256000/- PM ([Link](#))Appointment letter and joining report ([Link](#))

3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC

(ODL Programmes and Online Programmes) Regulations, 2020

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

YES

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	Not offered			
PG	2	2	YES	
PGD	Not offered			

Link for details faculty and their salaries: [Link 1](#) [Link 2](#)

S. No.	Programme Name	No. of Full time Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/month			Date of joining programme and Joining report
							Type	Gross salary/month	Contract period	
1	MA in Assamese	02	Dr. Apurba Kumar Deka	Assistant Professor	MA/PhD/NET	21 years	Contractual (till 60 years)	Rs. 162610/- PM		05.11.2004 Joining Report
2	MA in Assamese	02	Dr. Trishna Mani Kalita	Assistant Professor	Ph. D. MA, NET	08 Months	Contractual Term Post	Rs. 23000/- PM		19.11.2024 Joining Report

3	MA in English	02	Mr. Dalim Ch. Das	Assistant Professor	M.A/ M.Phil/NET	11 years	Contractual (till 60 years) Rs. 140370/- PM	01.07.2014 Joining Report
4	MA in English	02	Rajasmita Singha	Assistant Professor	MA, SLET, NET	08 Months	Contractual Term Post Rs. 23000/- PM	19.11.2024 Joining Report
5	MA in Political Science	03	Dr. Barnalee Choudhury	Assistant Professor	MA/PhD/NE T/SLET	18 years	Contractual (till 60 years) Rs. 157970/- PM	24.04.2007 Joining Report
6	MA in Political Science	03	Dr. Jonaki Dutta	Assistant Professor	MA/PhD/NE T	09 years	Contractual (till 60 years) Rs. 117650/- PM	05.04.2016 Joining Report
7	MA in Political Science	03	Dr. Chayanika Sarma	Assistant Professor	MA/PhD	09 years	Contractual (till 60 years) Rs. 117650/- PM	05.04.2016 Joining Report
8	MA in Education	02	Dr. Manoja Kumar Nayak	Assistant Professor	MA/PhD/BE d /SLET	09 years	Contractual (till 60 years) Rs. 136370/- PM	13.03.2016 Joining Report
9	MA in Education	02	Taslima Nasrin	Assistant Professor	M.A., NET	08 months	Contractual Term Post Rs. 23000/- PM	30.10.2023 Joining Report
10	Masters in Commerce	02	Mr. Rajen Chetry	Assistant Professor	MCom/NET/ SLET	09 years	Contractual (till 60 years) Rs. 121170/- PM	12.03.2016 Joining Report
11	Masters in Commerce	02	Mr. Jubin Muktiar,	Assistant Professor	M.Com., B.Ed. NET	08 months	Contractual Term Post Rs. 23000/- PM	19.11.2024 Joining Report
12	Master of Science in Information Technology (M.Sc-IT)	05	Dr. Khurshid Alam Borbora	Assistant Professor	MSc/PhD	19 years	Contractual (till 60 years) Rs. 157150/- PM	01.08.2006 Joining Report
13	Master of Science in Information Technology (M.Sc-IT)	05	Dr. Swapnanil Gogoi	Assistant Professor	MSc/PhD	17 years	Contractual (till 60 years) Rs. 140370/- PM	30.09.2008 Joining Report
14	Master of Science in Information Technology (M.Sc-IT)	05	Ms. Pallavi Saikia	Assistant Professor	MSc	09 years	Contractual (till 60 years) Rs. 117650/- PM	05.04.2016 Joining Report
15	Master of Science in Information Technology (M.Sc-IT)	05	Dr. Rita Chkraborty	Assistant Professor	MSc/PhD	09 years	Contractual (till 60 years) Rs. 117650/- PM	05.04.2016 Joining Report
16	Master of Science in Information Technology (M.Sc-IT)	05	Mr. Hemanta Kalita	Assistant Professor	MTech-IT/ DOEACC "A" Level	09 years	Contractual (till 60 years) Rs. 117650/- PM	05.04.2016 Joining Report
17	MA in Mass Communication	02	Mr. Alakesh Das	Assistant Professor	MA, NET	09 years	Contractual (till 60 years) Rs. 117650/- PM	05.04.2016 Joining Report
18	MA in Mass Communication	02	Mr. Arup Jyoti Das	Assistant Professor	MA, NET	09 months	Contractual Term Post Rs. 23000/- PM	30.10.2024 Joining Report

3.3 Details of Administrative staff : [Link 1\(Staff details\)](#) | [Link 2 \(Salary details\)](#) | [Link 3 \(Appointment Letters\)](#)

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	1
Assistant Registrar	1	1
Section Officer	1	3
Assistants	3 (2 for Universities) DM	12
Computer Operator	2	2
Multi-Tasking Staff	2	17

(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

4.1 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	
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.	YES (Guidelines) View	
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.	"A learner after admission to Open and Distance Learning programmes are being evaluated twice in a semester through Continuous or Formative assessment in the form of Home Assignment and Summative assessment in the form of Term End Semester Examinations . The Home Assignments are being conducted by the Director of GUCDOE. It carries 20 % of the total marks .The Term End Semester examinations for GUCDOE are conducted by the Controller of Examinations	

		<p>(COE) of Gauhati University, following the university's established provisions. It carries 80% of the total marks. Question papers are set by professors from both conventional departments and the Open and Distance Learning (ODL) system. Examinations take place in designated centers approved by the COE. A Supervisory Officer (SO) is appointed for each examination center by the COE, who visits these centers on examination days to ensure compliance with GU norms. After the examinations, answer scripts are sent to the COE's office and subsequently forwarded to the respective exam zones for evaluation and result processing. A learner has to score 40% in the Internal Assessment and Term End Semester Examinations individually to be declared as PASS".</p>	
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3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
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4.	<p>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</p>	<p>Yes.</p> <p>PPR/ Syllabus prepared with due approval of regular offering dept. and semester end Q. P. prepared under guidance of regular offering depts.</p>	
5.	<p>The weightage for different components of assessments for Open and Distance Learning mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<p>Yes</p> <p>Link 1 (Home Assignment)</p> <p>Link 2 (Term End)</p>	

6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes Assignment and Theory examination schedule uploaded on website Link	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes View Sample	
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.	Yes Question Paper (both assignment and theory) are prepared by faculty members of the HEI and CDOE. Question Papers are moderated by a designated Faculty. Evaluation is conducted by HEI faculty	
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.	The Examinations for GUCDOE are conducted by the Controller of Examinations (COE) of Gauhati University, following the University's established provisions. The List of the Examination centers are enclosed herewith Link	
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	No	

	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Through Aadhar & Other Govt. Identifiers	
	(d) In case of non-availability of the Closed Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in-charge of examination centre to the Higher Educational Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes Link	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes Link for Appointment Letters	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes Observer Report	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen/paper or online or computer-based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes Pen-Paper Method, within the Territorial Jurisdiction	

	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes The Examination of GUCDOE are being conducted by the Controller of Examinations of the HEI and results are also declared by the Office of the COE	
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14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions.	Yes All the Examinations Centres of GUCDOE are Govt. Affiliated College and affiliated to the Gauhati University	
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	

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. iii. Other relevant details of the learner along with the Programme name.	Yes Link	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	
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 all Examination Centres.	View sample (Mark Sheet) View Sample (Certificate)	

4.3 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

NA

4.4 Result and Student Progression

PG programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students Passed	% of students passed	% of students passed in first class
September 2024, 2nd Semester	MA in Assamese	285	239	105	43.93	NA
	MA in English	104	78	30	38.46	NA
	MA in Political Science	189	156	100	64.1	NA
	MSc-IT	9	9	0	0	NA
September 2024, 1st Semester	MA in Assamese	77	71	49	69.01	NA
	MA in English	18	17	3	17.64	NA
	MA in Political Science	32	21	11	52.38	NA
	MSc-IT	3	3	0	0	NA
	M. Com	7	4	0	0	NA
	MA in Education	42	37	12	32.43	NA

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)**5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

YES

As per the guidelines given by UGC (Open and Distance Learning) Regulations 2020, Programme Project Reports (PPRs) had been prepared for all the programmes offered under ODL and online programmes.

Upload samples [LINK](#)
authority approval [LINK](#)

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

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

YES

- Print media: The CDOE of Gauhati University provides the learning materials in the form of book for students who do not have access to online resources. It also ensures that the material is self-instructional, clearly written, and in a language that the student understands. The material will be updated regularly to reflect the latest developments in the subject.
- Online material: The CDOE Gauhati University has also taken efforts that the learning materials are available online for students who have access to the internet. The materials are interactive, engaging, and designed to facilitate self-paced learning and are accessible on multiple devices and platforms.
- Curriculum and pedagogy: The CDOE of Gauhati University has adopted the same syllabus as prevailed in the conventional mode of the HEI (under CBCS mode). The curriculum of various PG programmes are aligned with the latest developments in the subject, and the pedagogy ensures that it is learner-centric, interactive, and designed to promote active learning.

Upload samples [LINK](#)
authority approval [LINK](#)

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

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

The process followed by the CDOE of Gauhati University towards the preparation and dissemination of Self-Learning Material (SLM) to ensure that the learners receive high quality materials that are designed to facilitate their learning and enhance their understanding of the subject, is given below:

- Identification of Subject Matter Experts: The CDOE of Gauhati University identified qualified and experienced subject matter experts who would be responsible for preparing the SLM. The experts need to have a deep understanding of the subject matter and possess excellent writing skills.
- Design and Development of SLM: The subject experts designed and developed the SLM based on the curriculum and syllabus of the programme. The CDOE of Gauhati University

ensured that the SLM was written in clear and concise language, with appropriate diagrams, illustrations, and examples to facilitate understanding.

- Review and Approval: Once the SLM was developed, it had been reviewed by a team of experts in the field and approved by the authority of CDOE of Gauhati University. The review process ensured that the SLM meets the quality standards prescribed in the Regulations.
- Printing and Distribution: The CDOE of Gauhati University took measures for the printing of SLM and ensured the distribution of the same to the learners in a timely manner. The SLM is made available in both print and digital formats to facilitate easy access.
- Feedback and Revision: The CDOE of Gauhati University also gets feedback from the learners on the quality and effectiveness of the SLM. The feedback will be used to revise and update the SLM periodically to ensure its relevance and effectiveness

Upload samples [LINK](#)

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

6.1 Details of personal contact programmes implemented: [Link 1](#) (HEI PCP Details) [Link 2](#) (LSC PCP Details)

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

Sl. 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
	MA in Assamese	Link	HEI & 12 LSCs	2	340	79%
	MA in English		HEI & 12 LSCs	2	106	83%
	MA in Political Science		HEI & 12 LSCs	2	180	92%
	MSc-IT	HEI only	GUCDOE (HEI)	2	11	100%
	MA in Education		HEI & 12 LSCs	2	6	88%
	Masters of Commerce (M.Com)		HEI & 3 LSCs	2	37	84%

N.B. Due to the low enrolment PCP was conducted Centrally by the HEI for low enrolled LSCs and the Nearest LSC

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

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

Yes [View Link](#)

6.3 LSC wise enrolment details (Not for Private University)

Admission Session 2024-25 (July)

Sr. No.	Study Centre / LSC	Student No
1	B.H. College	8
2	B.H.B. College	1
3	B.N. College	20
4	Bajali Teachers' Training College	21
5	Barkhetri College	24
6	Barnagar College	6
7	Beltola College	2
8	Bhawanipur Anchalik College	4
9	Bhuragaon College	14
10	Birjhora Mahavidyalaya	3
11	Biswanath College	9
12	Bongaigaon College	10
13	C.K. College Chakla	65
14	Chaiduar College	3
15	Charaibahi College	3
16	Chilarai College	5
17	Chunari College Chunari	22
18	Damdama College	1
19	Darrang College	3
20	Deomornoi Degree College	10
21	Dhubri Girls' College	1
22	Dispur College	30
23	Dr Anita Baruah Sarmah College of Education	7
24	Dr. B.K.B. College	12
25	Dudhnoi College	1
26	Duni Degree College	29
27	GUCDOE (Gauhati University Centre for Distance and Online Education)	229
28	Goalpara College	12
29	Guwahati Commerce College	3
30	Hatsingimari College	31
31	Icon Commerce College	6
32	Jagiroad College	9
33	K. C. Das Commerce College	1
34	Kachua Tiniali College	7
35	Kaliabor College	2
36	Kanya Mahavidyalaya, Guwahati	9
37	Karmashree Hiteswar Saikia College	1
38	Katahguri College	57
39	Kayakuchi College Kayakuchi	53
40	Kaziranga College	21
41	L.O.K.D. College	14
42	Lakhipur College	2

43	Luitparia College	29
44	M. C. College	1
45	MNC Balika Mahavidyalaya	19
46	Mangaldai College	30
47	Mankachar College	7
48	NERIM Commerce College	6
49	Nalbari College	6
50	Nirmal Haloi College	5
51	Nonoi College	3
52	Nowgong College	0
53	Nowgong Girls' College	11
54	Pragiyotish College	3
55	Pramathesh Baruah College	11
56	Pub Kamrup College	6
57	Puthimari College	1
58	R.C. Saharia Teachers Training College	43
59	Rangapara College	14
60	Rangia College	17
61	Ratnapith College	76
62	S.B. Deorah College	1
63	SBMS College	3
64	Saraighat College	1
65	Sipajhar B Ed. College	1
66	Sontali Anchalik College	30
67	Srimanta Sankar Madhab College	7
68	Suren Das College	1
69	Tezpur College	1
70	V. D. M. College, Lalong Dubi	8
71	West Goalpara College	9

Admission Session 2024-25 (January)

Sr. No.	Study Centre / LSC	Student No
1	ADP College	1
2	B.N. College	2
3	B.P. Chaliha College	2
4	Bajali Teachers' Training College	4
5	Barkhetri College	2
6	Bhuragaon College	2
7	C.K. College Chakla	15
8	Charaibahi College	2
9	Darrang College	2
10	Dispur College	4
11	Dr Anita Baruah Sarmah College of Education	2
12	Dr. B.K.B. College	2
13	GUCDOE (Gauhati University Centre for Distance and Online Education)	41
14	Goalpara College	2

15	Kaliabor College	1
16	Kanya Mahavidyalaya, Guwahati	1
17	Katahguri College	9
18	Kayakuchi College Kayakuchi	3
19	Kaziranga College	4
20	L.O.K.D. College	1
21	Luitparia College	6
22	M. C. College	2
23	MNC Balika Mahavidyalaya	3
24	Mangaldai College	2
25	Missamari College	18
26	Nowgong Girls' College	1
27	R.C. Saharia Teachers Training College	6
28	Rangapara College	2
29	Rangia College	2
30	Ratnapith College	1
31	Sipajhar College	1
32	V. D. M. College, Lalong Dubi	1
33	West Goalpara College	1

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

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

6.4 Off campus details (For Deemed to be University)

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

6.5 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 January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material (July)	1-July-2024	1-July-2024	YES
Printing Material (January)	02-January-2025	02-January-2025	YES
Audio-Video Material			
Online Material	Open to All	Open to All	YES
Compute based Material			

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: No

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 through disclosures, declarations and reports**

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes LINK	
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 LINK	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES LINK LINK	
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 LINK (E-Brouchure)	
5.	Programme-wise information on syllabus,	YES LINK	
	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		

6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	YES LINK	
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 LINK	
8.	Information regarding all the Programmes recognised by the Commission	YES Link 1 Link 2	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES LINK	
10.	Complete information about 'Self Learning	YES LINK	

	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 LINK	
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	List of the Learner Support Centres examination centre with ICT	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Examination Centres Learners Admitted in the each Examination Centre	

14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	no	
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 LINK	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	YSE LINK	

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (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.	(a) Yes (b) Yes (c) Online Transfer
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 Fee Collected by GUCDOE between 1-April-2024 and 31-March-2025 Link

5.	<p>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:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	Yes
6.	<p>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:</p> <p>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</p>	Yes
7.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an</p>	Yes

	<p>International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(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.</p>	
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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 manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes

8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes

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 within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution.	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the 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.	Yes
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	No

14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(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;</p> <p>(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 or not based on facts or to be misleading</p>	No
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Part – IX: Grievance Redressal Mechanism**9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

Sr. No.	Name	Designation
1	Director (GUCDOE)	Chairperson
2	Dr. Apurba Kr. Deka (Assistant Professor, MA in Assamese, GUCDOE)	Member
3	Dr. Monoj. Kr Nayak (Assistant Professor, MA in Education, GUCDOE)	Member
4	Mr. Dipankar Saikia (Editor SLM, GUCDOE)	Member
5	Dr. Rabindra Sarma (P.A. to the Director)	Member

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
0	0

9.3 Complaint Handling Mechanism

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

The CDOE has established a Single Window Student Grievance Redressal Cell that receives feedback, grievances, complaints, suggestions and requests from the learners and general public through e-mail, telephone call, sms, personal visit or through various social media platforms, about the functioning of the CDOE, anomalies in results, admission, supply of learning materials, counselling and tutorial sessions or regarding CDOE policies.

Details of the Nodal-Officer and other members: - [web link](#)

1. **Dr. Debahari Talukdar**, (Director & NODAL Officer, GUCDOE)
2. **Dr. Apurba Kr. Deka**, (Assistant Professor, GUCDOE)
3. **Dr. Manoj Kr. Nayak**, (Assistant Professor, GUCDOE)
4. **Mr. Dipankar Saikia**, (Editor SLM, GUCDOE)
5. **Dr. Rabindra Sarma**, P.A. to the Director, GUCDOE

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
0	0	

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- A. Implementation of Centrally Controlled Online Classes
- B. Introduction of Counselling through youtube
- C. Implementation of massive Radio Counselling
- D. Audio-Video learning materials

10.2 Best Practices of the HEI

- A. Allotment of Study Centres as per UGC norms
- B. Allotment of IT Study Centres as per UGC norms with physical verification of the infrastructure required
- C. SLM prepared as per CBCS
- D. Radio Counselling
- E. Tutorial for OMR based examination
- F. Conduct of orientation programmes as Study Centres after admission
- G. Placement for ODL Learners
- H. Learner monitoring mechanism for potential learners
- I. Implementation of Skilled Based Training Programme
- J. Implementation of standard association process with Alumni

10.3 Details of Job Fairs conducted by the HEI

NA

10.4 Success Stories of students of ODL mode of the HEI

Since the inspection a number of learners got engaged in various fields and served the society. The present finance officer of Gauhati University is an Alumni of this centre. The details of the success achieved by the alumni of this centre is uploaded in the website. [view file](#)

10.5 Initiatives taken towards conversion of SLM into Regional Languages

It's under discussion.

10.6 Number of students placed through Campus Placements

NA

10.7 Details of Alumni Cell and its activity


An Alumni Cell has been created with the Director, GUCDOE as ex-officio convenor for implementing the standard association process with Alumni. Periodical meet has been arranged to discuss the matter related to various emerging fields of Distance Education. Notable alumni Dr. Prithvi Mazhi, Ex-State Cabinet Minister of Assam. [Link](#)

10.8 Any other Information

- i) Maximizing the no of Online Counselling using advance ICT.
- ii) Proposal for introduction of Online Courses as per UGC-DEB Regulations.

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: Dr. Debahari Talukdar

Seal:



Date:



Signature of the Registrar:

Name: Prof. Utpal Sarma

পঞ্জীয়ক
গুৱাহাটী বিশ্ববিদ্যালয়, গুৱাহাটী-৭৮১০০৫

Seal:

Registrar
Gauhati University, Guwahati-781004

Date:

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.