SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

U. P. RAJARSHI TANDON OPEN UNIVERSITY

SHANTIPURAM (SECTOR-F) PHAPHAMAU
211021
www.uprtou.ac.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

U.P Rajarshi Tandon Open University was established at Allahabad (now Prayagraj) by the UP Act No. 10 of 1999 as passed by the Uttar Pradesh legislature and assented by the Governor of UP on March 24, 1999. This University was named after Bharat Ratan Rajarshi Purushottam Das Tandon, an illustrious son of India from Prayagraj, who made great sacrifices for the sake of our independence and dedicated himself to the cause of Hindi as a National Language. The University has ushered in 3rd decade of its outstanding services to the state and humanity. The university since its foundation has been distinct by its landmark achievements in all the domains such as academic, moral and human values services to the society and nation. The University has long list of distinguished alumni who have note-worthy presence in all spectrums of human life and society including literature, science, politics, administration, music and fine-arts, social work, military services and judiciary.

The University has carved a niche for itself among the premier academic institutions of open learning and distance education. The programmes offered by different schools of the university are recognized by the joint committee of UGC-AICTE and DEC. The UPRTOU programmes represent diversified areas of education, training and extension, and the range spans from various courses in tourism, computer, management, education, journalism, information technology, e-business and several other areas. The University started functioning from the session 1999-2000 with 3344 distance learners. In the current session i.e. session 2019-2020 about **50,000** distance learners were enrolled for **127** programmes at more than 1000 study centres.

There are eleven regional centres of university located at Lucknow, Varanasi, Bareilly, Gorakhpur, Agra, Meerut, Ghaziabad, Jhansi, Kanpur, Ayodhya , and Prayagraj and about **1000** study centres scattered all over Uttar Pradesh. The head-quarters of the University is situated at Shantipuram Sector-F, Phaphamau, Prayagraj. The jurisdiction of this University is entire state of Uttar Pradesh.

Vision

The vision statement of university states that: - *"UPRTOU will provide learner centric and value based education of high quality to all classes of India societies and Uttar Pradesh for all round inclusive development and for enhancing their knowledge and skills using appropriate methods of distance education."*

Mission

For achieving the above stated vision following are the Mission statements:-

- To reach the unreached;

- To universalize opportunities higher of education;
- To provide opportunities of higher education to the deprived segments of the society;
- To provide quality education to target groups;
- To provide need based programmes to the society; and
- To aware people on contemporary issues through awareness programmes.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The only university in the state to offering distance education programmes,
- Offering 127 programmes to reach maximum segments of the state,
- More than 10,000 academicians directly or indirectly associated with the university offerings,
- Self developed study materials are designed for maximum programmes,
- Updated syllabus as per UGC-DEB guidelines,
- Wide network of study centers to cover maximum stakeholders across UP,
- Most of the courses having specialised and dedicated faculty members,
- Most of the faculty members are young ,energetic, and self motivated,
- All the faculty members are well updated with latest tool and techniques implemented in their fields as well as in distance education too,
- Strong network of Alumni, and
- Every district of state is covered by the university.

Institutional Weakness

- Shortage of faculty as per UGC ODL Regulations 2017 (Sanctioned: 35, Present Position: 23, Additional Required: 80, Academic Consultant: 37),
- Admission in Research Programme is under process,
- Lack of Grant from UGC-DEB: Requires funding to boost up technical support to its RCs and LSCs in line with the intake of the learners,
- No recognition under section 12(B) of UGC, and
- Discrimination to get recognition for existing programmes in every 5 years from UGC.

Institutional Opportunity

- Working in the most populous state of India with more than 20 crores population scattered in 75 districts,
- To play a vital role in increasing GER,
- To cater population of diverse groups,
- Increasing acceptability of distance education,
- Increasing demand of skill based education,
- Unavailability of short term duration programmes in conventional universities,
- Applicability of ICT in higher education,
- Strengthen two way communication with learners,
- Provision of add on courses in ODL system, and

- Decreasing trend of presence in the class room study in the conventional system for which ODL is an alternative.

Institutional Challenge

- Misconceptions about distance education in the society,
- Biased behaviour of recruiters to ODL learners,
- Discrimination by administration about distance education,
- Inadequate allocation of funds by the governments,
- Formulating distance education policies by non-ODL professionals,
- To cater its learners residing in the remotest area,
- Previously university offered research work in many disciplines which were discontinued keeping to provision of UGC Regulation, 2009, this is adversely affecting he university research work and also the teachers' career enhancement,
- To utilise the full potential of existing faculty,
- To get recognition under section 12(B) of UGC, and
- Not covered under RUSA.

1.3 CRITERIA WISE SUMMARY

Learner Support and Progression

The university offering wide range of academic and other **support services** to its learners, such as:-

- Pre Admission Counselling (Customised programme and study centre),
- Process of online admission process,
- Timely availability of SLM and organisation of academic counselling classes ,
- Awareness about available technology enabled services and examination related process and their customised availability,
- Providing counselling about their anxieties related with offerings and services mix of the university, and
- Timely redressal of grievances.

Learner progression is based on the Semester/Annual assessment and evaluation system. Here a learner is declared pass or fail in different courses instead of in the terminal examination as a whole. As such a learner gets the credit of all those courses, which he/she completes successfully, and as and when he/she completes all the required courses for the programme, the pass mark sheet/ certificate indicating the division is issued to him/her. Every learner is given home assignments for every course.

The Alumni of the University have always been one of its greatest strengths. The University is keen on highlighting and utilizing this strength. In this regard, the University has established an 'Alumni Cell' in the year 2009 looking at the need for much desired, purposeful and uninterrupted interaction with the highly valuable alumni of the University so that their contribution in the development of the University may be realized more effectively.

Curricular Aspects

Autonomy motivates, to assess local, regional and national socio-economic needs of the stakeholders and students' feedback from the course survey clearly indicates the fields, where gaps are fulfilled by effective and **efficient planning of curriculum**. To bridge the gap at school level, concern faculty members of the school propose the relevant contents of the curriculum to the School Board (SB). SB assents it with positive plan to ensure that learners mustreceive integrated, coherent learning experiences in same sequence Board of Studies (BoS) analyses the recommendations of School Board then finalise the design of curriculum for particular course based on the framework, norms and credentials. Finally, at the university level Academic Council and Executive Council are responsible to check the outcomes and feasibility of the curriculum to cover the course towards learning environments in open and distance settings.

The *University* has adopted an integrated strategy for imparting **academic flexibility** for creating a *flexible* and *open* framework of education in regard to methods, place of learning, combination of courses, eligibility for enrolment, provision for entry and exit and methods of evaluation. University adopted Choice Based Credit System (CBCS) in the year 2015, into all UG level academic offerings to facilitate the learners with a more flexible option of selecting their subject of their interest.

The curriculum designed for academic programmes consists of four main components i.e. Compulsory Core Courses, Discipline Centric Elective Courses, Compulsory Foundation Courses, Elective Foundation Courses and Skill Based Open Elective Courses. There is an in-built flexibility to encourage learners to specialize in streams of their choice through a system of compulsory and free electives.

The learners/students of ODL system and conventional mode of any University/Universities/Institutions may choose any one of the available combination for admission. The University also offering flexible instructional system to its learners with full use of the ICT.

Periodic Reviews of the curriculum is carried out at regular intervals, however, minor reviews also take place as and when required. While framing the curriculum, feedback from various stakeholders are taken into account. As such, the system has an in-built flexibility for the changes.

Teaching-learning and Evaluation

The university is making efforts to **reach larger segments** of the stakeholders, who might otherwise have never had the opportunity to study, such as disadvantaged students from remote areas, women engaged in family affaires, the aged citizens, who could not complete their education, transgenders, defence personnel, corporate executives and prisoners to enrol to grab educational opportunity and social justice, by providing access to higher education. To increase overall enrolment mix admission procedures has been adopted like, Open Admission, Entrance test and Lateral Entry. There are two cycles of admission - one begins in the month of January and second in July.

Teaching Learning Strategy is a high level planning document to inform actions and decision making across the university regarding our formal, accredited learning and teaching offering. To provide learner centric

individualized, creative and dynamic learning the university include the media mix such as Face to Face Counselling Session, Computer aided Software Packages, Internship and field training, Seminars, Library Facilities, Tutorial Assignments, Audio/Video Cassettes, Interactive Mobile Counselling, Teleconferencing, Electronic mails / Internet, and Self-Learning Materials to facilitate participative, experiential and collaborative learning for transmission of required skills and competencies.

The teachers and academic consultants are regularly engaged their selves to attend and organise workshops, seminars, symposia, orientation and refresher programmes to enhance their academic quality and keep abreast with latest development for institutional excellence. The University organise region wise counsellors' workshops to impart the latest trend and techniques in distance education. So, that they effectively and efficiently support the learning endeavours of learners at the study centre level.

University adopted various methods of **evaluation process** such as: Assignment, Project work ,Viva, Practical Examination, and Term-end examination.

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the school are stated and displayed on various platforms and communicated to faculty members and associated learners for exposure to one and all. The Program Educational Objectives (PEOs), Programme outcomes (POs) and Course Learning Outcomes (CLOs) have been established through a consultative process involving all the stakeholders of the school, the future scope of each program and the societal requirements.

Research, Innovations and Extension

As an integral part of the academics university continuously **promoting,** and provided necessary supports for research work. University started research work in the year of 2006-2007 in the form of PhD and M.phil programmes but in the year of 2009 UGC had discontinued the P.hd and M.phil programmes through distance mode. Later on university revised the ordinance as per the direction of UGC ordinance for research and send back to UGC in the year of 2016 in continuation to that UGC granted permission to restart research work in university in the year of 2017, now the process of Ph.D. admission is in process.

In the area of educational innovation, the University has adopted Choice Based Credit System (CBCS) in their programmes and Field Studies Projects as integral curricular elements. University bolsters many initiatives to support eco-system for innovation and transfer of knowledge. During the annual Magha Mela and the Six-yearly cycles of Kumbha and Twelve-yearly cycles of Maha Kumbha at Prayagraj. The University organizes Exhibitions and Information Camp to educate and inform the pilgrims about various facets of Distance Education and university offerings.

The university is well aware of its responsibility and **commitment to the society** not only through curriculum adopted in the area of Environmental Awareness, use of Information Technology, Nutrition for the Community, Solid Waste and Disaster Management but also through engaging the stakeholders directly/indirectly to work for the social issues and welfare of the society which is well reflected through numbers of initiatives taken by the university namely; Massive Plantation and Clean Campus Green Campus drive under Swachh Bharat Mission, Gender Issues, Health and Blood donation camps, flood relief work, Voter Awareness Day etc. For transformational change of rural life, university adopted few villages under Unnat Bharat Abhiyan.

The University has extended full fee concession to transgenders, sentenced prisoners and dependents of the martyred. Besides, the University has allowed fifty percent fee concession for the female learners of the adopted villages.

Infrastructure and Learning Resources

University has been offering its services through 11 RCs and more than 1000 LSCs scattered across the state. Head quarter at Prayagraj has three wi-fi enabled campuses named as Ganga,Yamuna and Saraswati Parisar, in Ganga Parisar Administrative Block, Multi Media Centre, SLM Cell (distribution, dispatch and storage) Learners Support Services Cell ,Bank, Post Office and Guest House are located. In Yamuna Parisar Residential Block and Prayagraj Regional Centre are situated and in Saraswati Parisar Academic Block, Library, Audio Visual Lab and Auditorium are functioning . All the LSCs, RECs and Schools of the university are equipped with facilities like classrooms, counseling halls, seminar halls, office-rooms, common-rooms, and separate wash rooms for woman learners and staff, buildings has been made differently friendly by having a ramp specifically for the use of especially able learners and staff.

Most of the services offering by the university are digitalized and on line, university holding its own servers and having adequate bandwidth, maintaining in multi media lab by five dedicated team of ICT officers. So that hassle free operation of web site, latest software's enable ERP system and other digitalized learner support services become possible. The e-content development related activities have been initiated in the University and it is planned to put the recorded audio-video lectures/tutorials on the University website.

The Yagvalakya Granthalaya (central library) of the University has more than 44 thousand books & bound volumes of journals, about 300 hard & soft copies of PhD theses, several e-books, e-journal, on line databases, and current print journals etc. The computerization of the Library has made it very much conducive to research activities. The University library has taken landmark steps in the direction of Computerization and Automation, complete digitalization of catalogue data, the installation of an adequate number of LAN and internet-ready terminals/works-station and the provision of facilities for assessing data on CDs/DVDs, other storage devices and audio/video cassettes.

Governance, Leadership and Management

The academic endeavor specified in the **Vision Plan.** The leadership is involved in ensuring the organization's management system development, its implementation and continuous improvement. The apex bodies and various academic/administrative bodies and committees have provision for external members to ensure representation of the concerned relevant external entities. From time to time, teachers are also encouraged to take up positions to sharpen their leadership skills and acumen.

Various initiatives taken by the University are part of an integrated outlook towards the of **institutional functioning**, and reflect a three-pronged drive comprising:-

- **Strategic Approaches:-** which include the launching of new/innovative academic programmes on the strength existing resources, institution of skill-development courses; review exercises and consultative mechanisms.
- **Capability Development**:- the effort is for enhancing organizational capability (in respect of systems, structures, integration, competencies, culture, etc) to help relies the strategic Approaches.

- **Radical Improvement:-** the purpose is to manage the present from the perspective of the future, and develop a new institutional style and work ethic concordant with the need for effective fulfillment of the academic and social objectives and responsibility of the University.

The adherence to **institutional norms and rules** for conduct and dedication to duties of the teaching and non-teaching staff is ensured. The University offers various welfare programmes to its teachers and other employees.

The University has adopted innovative strategies and pragmatic measures to maintain **financial discipline.** Conducting performance audit is a regular feature. University has well established procedure and norms in consonance with the rules of government for the proper and optimal utilization of resources; funds are monitored by the Finance Committee; Finance officer and government auditors supervise and look after the routine and other financial transactions of the University.

Center for Internal Quality Assurance **(CIQA)** has contributed significantly for institutionalizing the quality assurance strategies and processes. The university reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through CIQA set up as per norms. One of the biggest reforms pushed by the CIQA in learning and teaching has been digitization.

Institutional Values and Best Practices

University deployed **Renewable Energy** sources, Waste Management practices and Rain, Roof and Surface Water Harvesting. For these purposes, digging pits and making cemented boundaries around lawns of all campuses of the University have already been done. Under Green Practices learners, staff using Bicycles, Public Transport, Plastic-free campus Paperless office, Green landscaping with trees and plants. Similarly for Differently able Friendliness Resources available in the institution like, Provision for lift, Ramp, facilities, Rest Rooms, Scribes for examination and Special skill development for differently able learners and staff. The University also celebrates the birth anniversary of Sardar Vallabhbhai Patel on October 31 by participating in the much awaited '*Run for Unity*' and taking a national unity pledge with vigor. Besides these, International Yoga Day, Youth Day, Women's Day, Teacher's Day and National Science Day etc. are also celebrated.

As key initiative some of the **innovative practices** have been adopted by the University for enhancing organizational efficiency and   improving quality of academic programmes. They are:

- Design Degree level programmes on CBCS pattern,
- Preparation of schedule of activities before beginning of the academic session and its strict observance through regular monitoring,
- Publication of University E-News Letter **MUKT CHINTAN** for wide dissemination of information regarding various activities of the university,
- Use of Multiple choice Question papers for **Foundation and Skill Based Open Elective Courses** for quick and accurate declaration of results,
- Evaluation of term end answer scripts at RCs for speedy declaration of results,
- of Placement and Alumni Cell, and

- Deployed ERP as an innovative step in order to make all day to day procedure simple, fair, transparent and economical.
- Developement of e-exam papers for some of its courses in which number of examinees are very less.

The university since its foundation has been **distinct** by its landmark achievements in all the domains such as academic, moral and human values services to the society and nation. It is first Open University which adopted CBCS pattern in the year of 2015. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions with the deployment of ERP in full swing.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the University	
Name	U. P. RAJARSHI TANDON OPEN UNIVERSITY
Address	SHANTIPURAM (SECTOR-F) PHAPHAMAU
City	Allahabad
State	Uttar pradesh
Pin	211021
Website	www.uprtou.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Vice Chancellor	Seema Singh	0532-2447028	7525048111	0532-2447032	iqacuprtou@gmail.com
IQAC / CIQA coordinator	Omji Gupta	0532-2447035	9450057484	0532-2447036	omjigupta27@gmail.com

Nature of University	
Nature of University	State University

Type of University	
Type of University	Unitary

Establishment Details	
Establishment Date of the University	02-11-1998
Status Prior to Establishment,If applicable	

Recognition Details		
Date of Recognition as a University by UGC or Any Other National Agency :		
Under Section	**Date**	**View Document**
2f of UGC	11-08-2004	<u>View Document</u>
12B of UGC		

University with Potential for Excellence	
Is the University Recognised as a University with Potential for Excellence (UPE) by the UGC?	No

Nature of University :	
Name of Act	**Act No**
Created by an Act of State Legislature	The Uttar Pradesh Rajarshi Tandon Open University ACT -1999 (Act No. 10 of 1999)

Territorial Jurisdiction of the Open University :
Uttar Pradesh

Location, Area and Activity of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.	Programmes Offered	Date of Establishment	Date of Recognition by UGC/MHRD
Main campus	SHANTIPURAM (SECTOR-F) PHAPHAMAU	Urban	5.5	458.02	UG, PG, PG Diploma, Diploma, Certificate and Awareness		
Regional Centres	*Yamuna Parisar, Sector-b, Near Kashiram Awas Yojna, Shantipuram, Allahabad (now Prayagraj)-211013*	*Urban*	*5.5*	*458.02*	*UG, PG, PG Diploma, Diploma, Certificate and Awareness*	*13-11-2008*	*01-01-1970*
Regional Centres	*D-59/32, Sigra, Rs Mahmorrganj, Varanasi-221010*	*Urban*	*0.0355*	*167*	*UG, PG, Pg Diploma, Diploma, Certificate, Awareness*	*05-11-2006*	*01-01-1970*
Regional Centres	*Nahar Road, H.no. 549 Mohaddipr, (power House Gali), Gorakhpur-273001*	*Urban*	*0.494*	*700*	*UG, PG, Pg Diploma, Diploma, Certificate, Awareness*	*03-12-2005*	*01-01-1970*

Regional Centres	Sector 10a/ins - 04 Vrindavan Yogna, Lucknow - 226022	Urban	0.247	1148.48	UG, PG, Pg Diploma, Diploma, Certificate, Awareness	03-12-2005	01-01-1970
Regional Centres	Ismail National Mahila Pg College, Bhudana Gate, Meerut-250002	Urban	0.062	251	UG, PG, Pg Diploma, Diploma, Certificate, Awareness	20-06-2015	01-01-1970
Regional Centres	Varden Awas, Rbs College, Khandari Agra-282002	Urban	0.120587	488	0	20-06-2015	01-01-1970
Regional Centres	Prerna Jansanchar And Research Institute, C-56/20 Sector-62, Noida	Urban	0.03	125	UG, PG, Pg Diploma, Diploma, Certificate, Awareness	20-06-2015	01-01-1970
Regional Centres	D17-m2 Veerangana Nagar, Pichore, Jhnasi-284128	Urban	0.046	185.81	UG, PG, Pg Diploma, Diploma, Certificate, Awareness	20-06-2015	01-01-1970
Regional Centres	Bns Girls	Urban	0.0229	69.67	UG, PG, Pg	20-03-2018	01-01-1970

	Degree College, Bypass Parikrama Marg, Janora, Faizabad				*Diploma, Diploma, Certificate, Awareness*		
Regional Centres	*A-147, Civil Lines, Circuit House Chauraha, Opp Alld Bank, Bareilly-243001*	*Urban*	*0.273*	*1148.48*	*UG, PG, Pg Diploma, Diploma, Certificate, Awareness*	*03-12-2005*	*01-01-1970*
Regional Centres	*F1318, W-2, Juhi Kala, Damodar Nagar, Kanpur-208027*	*Urban*	*0.337*	*1362*	*UG, PG, Pg Diploma, Diploma, Certificate, Awareness*	*20-06-2015*	*01-01-1970*

2.2 ACADEMIC INFORMATION

Affiliated Institutions to the University

Type of Colleges	Permanent	Temporary	Total

Furnish the Details of Colleges of University

Type Of Colleges	Numbers
Constituent Colleges	0
Affiliated Colleges	0
Colleges Under 2(f)	0
Colleges Under 2(f) and 12B	0
NAAC Accredited Colleges	0
Colleges with Potential for Excellence(UGC)	0
Autonomous Colleges	0
Colleges with Postgraduate Departments	0
Colleges with Research Departments	0
University Recognized Research Institutes/Centers	0

Is the University Offering any Programmes Recognised by any Statutory Regulatory Authority (SRA)	: Yes

SRA program	Document
AICTE	109561_5627_1_1603353568.pdf
NCTE	109561_5627_4_1605083381.pdf
RCI	109561_5627_19_1605083361.pdf
DEB-UGC	109561_5627_21_1609480376.pdf

Details Of Teaching & Non-Teaching Staff Of University

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned				12				8				15
Recruited	6	0	0	6	3	0	0	3	9	5	0	14
Yet to Recruit				6				5				1
On Contract	0	0	0	0	0	0	0	0	25	12	0	37

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned				88
Recruited	53	5	0	58
Yet to Recruit				30
On Contract	63	4	0	67

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned				0
Recruited	0	0	0	0
Yet to Recruit				0
On Contract	5	0	0	5

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	6	0	0	3	0	0	7	5	0	21
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Distinguished Academicians Appointed As

	Male	**Female**	**Others**	**Total**
Emeritus Professor	0	0	0	0
Adjunct Professor	0	0	0	0
Visiting Professor	0	0	0	0

Chairs Instituted by the University

Sl.No	**Name of the Department**	**Name of the Chair**	**Name of the Sponsor Organisation/Agency**
1	UP Rajarshi Tandon Open University	Pandit Deen Dayal Upadhayay Research Chair	Self Sponsored by the University
2	UP Rajarshi Tandon Open University	Shri Atal Bihari Vajpayee Good Governance Chair	Self Sponsored by the University

Provide the Following Details of Students Enrolled in the University During the Current Academic Year

Programme		From the State Where University is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	1683	50	0	0	1733
	Female	1304	39	0	0	1343
	Others	0	0	0	0	0
Diploma	Male	836	81	0	0	917
	Female	1057	36	0	0	1093
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	3704	156	0	0	3860
	Female	4369	98	0	0	4467
	Others	1	0	0	0	1
PG	Male	8766	525	0	0	9291
	Female	7797	309	0	0	8106
	Others	2	0	0	0	2
UG	Male	14462	683	0	0	15145
	Female	6835	417	0	0	7252
	Others	1	0	0	0	1

Does the University offer any Integrated Programmes?	No

Details of UGC Human Resource Development Centre, If applicable

Year of Establishment	Nill
Number of UGC Orientation Programmes	0
Number of UGC Refresher Course	0
Number of University's own Programmes	0
Total Number of Programmes Conducted (last five years)	0

Details of programmes offered by the Open University (Give data for preceding academic year)

SI.No	Programme Level	Name of the Programme	Duration In Month	Entry Qualification	Medium of instruction	Student strength	No.of students admitted
Total			0			0	0

Details of Sponsored programmes (if any)

Sl.No	Sponsored programmes offered	Name of the Sponsoring Agency	Student Strength

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
63	59	56	48	48

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of courses in all programs year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
940	874	840	799	802

File Description	Document
Institutional data in prescribed format	View Document

2 Students

2.1

Number of learners enrolled over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
48125	61427	45785	43463	50585

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of learners of disadvantaged groups

Response: 159282

File Description	Document
Institutional data in prescribed format	[View Document]

2.3

Number of passed out learners

2019-20	2018-19	2017-18	2016-17	2015-16
28750	26782	32360	14905	16605

File Description	Document
Institutional data in prescribed format	[View Document]

3 Teachers

3.1

Number of sanctioned posts year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
38	38	38	38	38

File Description	Document
Institutional data in prescribed format	[View Document]

3.2

Number of full time teachers and other academics over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
24	24	25	25	24

File Description	Document
Institutional data in prescribed format	[View Document]

4 Institution

4.1

Total number of in-house faculty in the institution over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
60	54	36	36	37

File Description	Document
Institutional data in prescribed format	[View Document]

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
3416.76	3207.32	2561.1	1946.04	1702.48

File Description	Document
Institutional data in prescribed format	[View Document]

4.3

Number of full-time non-academic staff

Response: 58

File Description	Document
Institutional data in prescribed format	[View Document]

5 Research

5.1

Number of teachers recognized as guides during the last five years

Response: 19

File Description	Document
Institutional data in prescribed format	[View Document]

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Planning Design and Development

1.1.1 Curricula developed and implemented, of all the programmes have relevance to the local, national, regional and global needs which are visible in Programme Outcomes, Programme Specific Learning Outcomes and Course Learning Outcomes offered by the University, as per the norms of the Regulatory Bodies and in the conformity of the University's Mission and Goal

Response:

The University envisions the attainment of special distinction through excellence in teaching, research and social outreach. It endeavours to meet the new and emerging challenges of an ever changing society, economy and polity by nurturing engaged citizens, scholars and professionals of high calibre as well as all class of society, who are willing and able to participate in developing and offering sustainable solutions to a broad range of issues. The university's Vision is to "Reach the Unreached". To fulfil this vision, it has developed diverse and highly acclaimed academic programmes in all conceivable spheres of knowledge building. Imbued with dynamic, innovative and well structured curricula, these incorporate the most contemporary knowledge, interdisciplinary learning and thrust on finding solutions to real life problems. There is clear focus on learning needs that are systematically reflected in programme outcomes, programme specific outcomes, and well integrated in course outcomes. Periodic revision of syllabi and introduction of new courses enable the University to remain in sync with global and national trends and cover subjects of contemporary relevance. Some stellar initiatives include:

1. School of management studies: SoMS offers programmes like MBA, M.Com, BBA, B.Com, PGDHRD, PGDMM, PGDIMB, PGDPM, PGDFM. Courses on GST, Income Tax, Entrepreneurship, insurance, Disaster management helps learners in starting their own start ups. Industrial training followed by project work to encourages learner to work on real life solutions/ applications with commercial viability.

2. School of Education: Course offered by SOE matches with the curricula of different university. Programmes like MA education, BA education &PGDEA enhancing administrative skills of teachers. PDDEA, PGDVGCC & PGDDE. PGDDE programmes are designed to bring philosophy of distance education into reality. Project work on current and recent issues on education enhances skill of learners and makes them understand the philosophy of ODL

3. School of Sciences: SoS offers programme like M.Sc. Statistics, Bio Chemistry and computer sciences, B.Sc. botany zoology chemistry, computer sciences, BA statistics, PGDBSD, PGDBSPS, DASC, DVM, CASc, CPLT, CCCA, CCWD, CWWT, CES CVM. Vedic mathematics and forensic sciences are very useful and vital components for the scientific community. Web design, environmental studies and statistical software's are directly helping learners to build their skill sets and earn their livelihood. Bio statistics and demographic programme is second none to any course of same stature of higher institution.

4. School of Vocational Studies: SoVS offers masters and bachelor courses in fashion designing and textile design parting ways to learners to open their own boutique. DJD , DPC, DHA including the certificate courses enhances learners skill and provide them employment.

5. School of Computer and Information Sciences: SOCIS offers professional programmes like MCA BCA, PGDCA, DWT, CCC & CCLA. All the programmes had its unique features and acceptability in technical world. Courses on Phythan Programming, Java, C++ help to develop entrepreneurial ability by which they can start their own start ups.

6. School of Agricultural Sciences: SoAS offers courses which develops learners competency set and make them agriculture scientist. They can own their farming, dairy, and various other businesses which are related with agriculture. Field project makes learners aware of problem that they can face and methods to overcome the same. Practical projects make them aware of real time knowledge which they can use while doing their business at easy.

7. School of Social Sciences: SOS offers programmes MA and BA in history, sociology, political sciences, Public Administration, Geography and Tourism specially design to provide skill sets needed by learners for employability. PG diploma in green social work and Museology are contemporary to the present need of the knowledge world. Archaeology course had its own unique feature which makes learner work under teams of ASI. PGDRS (Remote sensing) programme enhances learner's employability by implanting the necessary skills require to explore the technological world.

8. School of Health Sciences: the school offers various courses enhancing the employability. Courses of yoga and food nutrition are highly helpful to the learners. This main programmes run by schools are masters and bachelor in yoga, home sciences, food and nutrition. PGDDTN, PGDHHM, PGDTO, PGDIC, DHEN, DEDN, DYO, CCCN, CNF, CPT, CCY. These courses contribute in skills development and employability. Courses on clinical psychology, Dietetics and therapeutic nutrition, Hospital and public health management and Astang yoga provide employability among learners.

9. School of Humanities: SoH offers masters and bachelor courses in Hindi, English, Economics, Sanskrit, Philosophy, Library and Information Sciences, Journalism and Urdu. Professional courses of MLIS, BLIS and MJ are highly useful to learners enhancing their employability. Project work on ICT application and innovative libraries help learners to have a real time work experience.

The university runs numerous awareness courses on issues of social, cultural, technological, hygiene and welfare. These programmes help in developing the required skill set among the learners. These skill sets provides the require competency which make learner employable.

File Description	Document
Minutes of the relevant BoS/ School Board / Academic Council	[View Document](#)
Curricula implemented by the University	[View Document](#)
Mapping of curricula to Programme Outcomes	[View Document](#)

1.1.2 Percentage of Programmes newly introduced by the institution over the last five years

Response: 6.93

1.1.2.1 Number of new Programmes introduced over the last five years...

2019-20	2018-19	2017-18	2016-17	2015-16
4	6	8	0	1

File Description	Document
Minutes of relevant Academic Council/ School Board /BoS meetings	View Document
Institutional data in prescribed format	View Document
Details of the Curricula/Syllabi of the new programmes over the last five years	View Document

1.1.3 Percentage of Programmes revised or are under revision over the last five years

Response: 12.41

1.1.3.1 Total number of Programmes revised or are under revision over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	33

File Description	Document
Minutes of relevant Academic Council/BoS meetings	View Document
Institutional data in prescribed format file	View Document
Details of the revised Curricula/Syllabi of the programmes over the last five years	View Document

1.1.4 Percentage of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)

Response: 0

1.1.4.1 Number of courses being offered as MOOCs or using OERs to supplement the existing courses

(data for the preceding academic year)

1.1.4.2 Total number of courses offered by the institution in the preceding academic year

Response: 874

File Description	Document
Institutional data in prescribed format File	

1.1.5 Percentage of the Programmes on offer have incorporated electronic media and other digital components in their curriculum over the last five years

Response: 7.66

1.1.5.1 Number of the Programmes on offer have incorporated electronic media and other digital components in their curriculum over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
14	7	0	0	0

File Description	Document
Institutional data in prescribed format File	
Details of Programmes incorporating electronic media and other digital components offered year wise over the last five years	

1.2 Academic Flexibility

1.2.1 Percentage of programmes adopted/adapted by other HEIs over the last five years

Response: 0

1.2.1.1 Number of programmes adopted/adapted by other HEIs over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format File	

1.2.2 Percentage of degree Programmes in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented out of the total number of programmes. (Data of the preceding academic year)

Response: 57.63

1.2.2.1 Number of degree Programmes in which CBCS or ECS implemented

Response: 34

1.2.2.2 Total number of degree Programmes offered in the preceding academic year

Response: 59

File Description	Document
Minutes of relevant Academic Council/BoS/ School Board meetings	[View Document](#)
Institutional data in prescribed format File	[View Document](#)

1.2.3 Average percentage of learners admitted in the Institution through lateral entry based on credit transfer year-wise over the last five years

Response: 0.07

1.2.3.1 Number of learners admitted in the Institution through lateral entry based on credit transfer year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	34	30	34	62

File Description	Document
List of programmes having provision for lateral entry	[View Document](#)
Institutional data in prescribed format File	[View Document](#)
Credit transfer policy	[View Document](#)
Any other relevant information	[View Document](#)

1.2.4 Provision for modular approach for flexible exit to the learners

Response:

The concept of "module" is strictly linked to the idea of a flexible language curriculum, which should provide all those concerned with education (primarily learners and teachers, but also parents and administrators, as well as society at large) with a framework to establish clear and realistic language learning objectives.

The university provides flexible and modular approach facilitating learners to study according to their time frame. Lateral entries were given in two courses MCA and MJ. Learner who had successfully completed the PGDCA can directly take admission in the third semester of MCA while learner who had completed the PGDJMC can take admission in Master of Journalism course. Some of the characteristics of these programmes are:

- Independent (Learner can take admission and exit as per his needs)
- Self-contained.
- Self instructional
- Well defined.
- Clearly defined objectives.
- Concern individual differences.
- Association, structure sequence of knowledge.
- Systematically organized learning opportunities.
- Utilization of a variety of media like self learning material and e-lectures.
- Active participation by learner.
- Evaluation of the work

Advantages of these programmes are:

- Learning became more effective.
- Learner studies the modules in their own working environment.
- Learner can study without disturbing the normal duties and responsibilities.
- Modules can be administered to single use, small group or large group.
- Modules are flexible so that implementation can be made by a variety of patterns.
- It enables the learner to have a control over his learning.
- Accept greater responsibility for learning.
- It already got wider accessibility in the present educational scenario.

File Description	Document
The list of programmes having modular approach with flexible exit options for the learners	[View Document](#)
Any other relevant information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the curricula

Response:

The UPRTOU, Prayagraj lays particular emphasis upon its continuing efforts towards establishing an ideal society as well as polity by harmonizing and rationalizing diverse interests pertaining to Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics etc.

This is why the Open University has structured such courses in its curricula - as given below - which altogether integrate the above mentioned cross cutting issues in the larger interest of the society and country as well as the whole world thereby ensuring all aspects of progress and development.

Further, the development so-attained, in turn, makes positive impact on all of these aforesaid issues and also leads to their mainstreaming which involves innovation, flexibility, learning and acceptance of new norms as it also suggests deep changes in the established procedures and cultures of the University.

Again, these issues are well integrated into the vision, mission, objectives and consequent management of the University so as to carry forward the so-evolving spirit. These courses not only enrich the learners academic knowledge and intellectual capacities but they also broaden or enlarge their mental horizons and intellectual capacities which enable them to understand their duties and responsibilities and also make them aware of their fundamental as well as and legal rights.

And that help-motivate them to discharge their duties in a right and harmonious perspective, besides inculcating and nurturing their desired role as a human being, citizen and above all as a moral entity not only in a society or in the country but also in all over the world in accordance with true spirit of *vasudhaiv kutumbakam* (the whole world is a family) as obtained through the ancient Indian classical heritage.

In fact, these courses particularly sensitize them towards Human Values and other fellow beings including women, children, old and infirm people and other living entities and the nature, the mother earth and also about ecological balance and cultural assimilation. As obvious, these human values are something which are desirable and worthy of esteem for their own sake as these help us to live in harmony with society and all over the world as well.

This is why these courses individually as well as collectively address the core concerns or essentials of welfare of humanity while maintaining perfect balance between an individual and society and the world as a whole. Besides these, the aforesaid courses also put emphasis on evolving a right balance between material and spiritual worlds both for attaining good and dignified human life.

Thus the university continues to put enough emphasis on addressing all the above-mentioned cross cutting issues as a strategy to its integral dimension of the institution's design, implementation, monitoring and evaluation of its curricula. And the overall curricular emphasis lies on evolving a sound and competent personality of the students/ learners who may perfectly lead their lives in a balanced, harmonious, peaceful and dignified manner and thereby serve their family, society, country as well as the entire humanity.

File Description	Document
List of courses that integrate crosscutting issues mentioned above	[View Document](#)
Description of the courses which address Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the Curricula	[View Document](#)

1.3.2 Number of courses imparting awareness/ life skills /soft skills/value-added (credit/ non-credit) have been offered by the Institution over the last five years

Response: 113

1.3.2.1 Number of courses imparting awareness/ life skills /soft skills/value-added (credit/ non-credit) have been offered by the Institution

2019-20	2018-19	2017-18	2016-17	2015-16
22	22	23	23	23

File Description	Document
Institutional data in prescribed format File	[View Document](#)
Brochure or any other document relating to the listed courses	[View Document](#)
Any other relevant information	[View Document](#)

1.3.3 Percentage of learners undertaking field work / projects / internships /dissertations / seminars/ extended contact programmes/ practical sessions/ workshops (data for the preceding academic year) across all Programmes requiring such activities

Response: 88.07

1.3.3.1 Number of learners undertaking field projects or internships in the preceding academic year

Response: 25435

1.3.3.2 Total Number of learners in such programmes in the preceding academic year

Response: 28882

File Description	Document
List of learners enrolled in Programme involving field work/ projects / internships etc	[View Document](#)
Link to Programme structure(s)	[View Document](#)
Institutional data in prescribed format File	[View Document](#)
Handbook/Manual for field work/ projects / internships etc.	[View Document](#)

1.3.4 Average percentage of courses on offer has focus on employability/ entrepreneurship/ skill development over the last five years

Response: 22.09

1.3.4.1 Number of courses having focus on employability/ entrepreneurship/ skill development over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
189	189	189	185	185

File Description	Document
Link to programme structure of such courses having focus on Employability/ Entrepreneurship/ Skill development	[View Document](#)
Institutional data in prescribed format File	[View Document](#)
Any other relevant information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback has been designed for review of curriculum/syllabus for the preceding academic year 1) Learners 2) Teachers and other Academics 3) Academic Counselors 4) Subject Experts 5) Employers 6) Alumni

Response: A. Any 4 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Data collection instruments	[View Document](#)

1.4.2 Mechanism is in place for analyzing the Feedback obtained from stake holders on curriculum/syllabus for the preceding academic year A. Feedback collected, analyzed and action taken on feedback and such documents are made available on the institutional website B. Feedback collected, analyzed and action has been taken   C. Feedback collected and analyzed D. Feedback collected   E. Feedback not obtained/collected

Response: D. Feedback collected

File Description	Document
Institutional data in prescribed format File	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Learner Enrollment

2.1.1 Average percentage increase in the enrolment of learners in the Institution year-wise over the last five years

Response: 111.22

2.1.1.1 Increase/ decrease in the enrolment of learners in the Institution year wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
13302	15642	2322	7122	13285

File Description	Document
Total enrollment data yearwise authenticated by Registrar of the University	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Efforts undertaken by the Institution for reaching out to the persons who do not have access to higher education

Response:

Presently, through its 11 regional centres and more than one thousand study centres, the university is working to bring quality and employment oriented higher education, knowledge and skills to the learners. The University is making constant efforts for the fulfillment of its publicity clause 'reaching to unreached' with the help of various resources techniques, publicity media, community and awareness programmes.

1. **Toll free Number (1800-120-111-333)** – The Toll Free number of the University is bringing the light of higher education to the residents of remote areas of the state, villagers, employed people, housewives and other curious people.
2. **University Hoarding and Pamphlet**- Through its principals / coordinators of study centers spread across various regions of the state, hoardings and pamphlets convey the information of its various activities so that awareness of distance and open education can be developed and more and more curious can brighten their future by attaining education, knowledge and skills.
3. **CUG Mobile phone number**- The university has made available the CUG SIMs to the officers, teachers, consultants and staff at its headquarters, regional centers and study centers, so that they may be able to broaden the reach of the university as an important resource of information.
4. **Dissemination through brochures** - The printed brochures and compilation of information related to various programmes are circulated to all the regional centers and study centers.
5. **Through newspapers** - In connection with information about university activities and various innovations through state-wide newspapers, the utility of distance and open education system is disseminated in a wide area.

6. **Organizing Coordinator Workshops at Regional Offices** – Coordinator's workshops held at regional offices also make a significant contribution to broaden the reach of the university to make them aware of the functioning of the university.
7. **University website -** The information about the University is available on the University website http://www.uprtou.ac.in containing full of information, whether it is online brochure, exam timetable, assignments, exam information or other information.
8. **Social Media-** In this era of information and communication technology, the university has also integrated its website with social media tools like Facebook, YouTube, Twitter, etc. to connect the common people with the university and promote distance education.
9. **Magh Mela Camp -** The University's activities and functioning are promoted every year by setting up a university camp in the Magh Mela area at Prayagraj in every year.
10. **Awareness Program-** The University tries to remain connected to society in a meaningful way by organizing rallies on important occasions like AIDS Day, National Education Day, Environment Day, National Integration Day, Statistics day etc. and many other awareness programs.
11. **Dissemination through adopted villages-** In addition to the above, in the direction of discharging its social responsibility as an institution of education, the university has adopted few villages and University plans to promote the philosophy and methodology of distance education through community works and innovative activities.

In this way, Uttar University is constantly trying to broaden its accessibility by using the above mentioned resources and publicity tips.

File Description	Document
Documents on efforts taken for reaching the unreached	[View Document](#)

2.2 Catering to Learner Diversity

2.2.1 Average percentage of learners enrolled from rural areas year-wise over the last five years

Response: 60.03

2.2.1.1 Number of learners enrolled from rural areas year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
34063	45786	34609	33999	39832

File Description	Document
Number of rural learners authenticated by Registrar of the University	[View Document](#)
Institutional data in prescribed format file	[View Document](#)

2.2.2 Average percentage of learners enrolled across different socially backward categories year-wise over the last five years

Response: 63.84

2.2.2.1 Number of learners admitted from the backward categories during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
29403	39780	29425	28116	32558

File Description	Document
Number of SC, ST and OBC learnersauthenticated by Registrar of the University	[View Document](#)
Institutional data in prescribed format file	[View Document](#)
Any other relevant information	[View Document](#)

2.2.3 Average percentage of PwD learners enrolled year-wise over the last five years

Response: 0.44

2.2.3.1 Number of learners enrolled from different PwD categories year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
267	308	240	178	106

File Description	Document
Institutional data in prescribed format file	[View Document](#)
• Any other relevant information	[View Document](#)

2.2.4 Average percentage of learners enrolled across different gender year-wise over the last five years

Response: 42.8

2.2.4.1 Number of learners enrolled from different gender year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
19829	25819	19082	18845	23140

File Description	Document
Institutional data in prescribed format file	[View Document]()
Any other relevant information	[View Document]()

2.2.5 Average percentage of the enrolled learners who are employed year-wise over the last five years

Response: 2.09

2.2.5.1 Number of employed learners enrolled year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5023	0	0	0	0

File Description	Document
Institutional data in prescribed format file	[View Document]()
Any other relevant information	[View Document]()

2.2.6 Average number of prison inmates enrolled as learners year-wise over the last five years

Response: 17.4

2.2.6.1 Number of prison inmates enrolled as learners year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
87	0	0	0	0

File Description	Document
Institutional data in prescribed format file	[View Document]()
Any other relevant information	[View Document]()

2.2.7 Average number of persons from Defence and Security Forces background namely: Defence /

Security Personnel, Ex Service men/ War widows enrolled as learners year- wise over the last five years

Response: 82.6

2.2.7.1 Number of persons from Defence and Security Forces background namely: Defence / Security Personnel, Ex Service men/ War widows enrolled as learners year- wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
413	0	0	0	0

File Description	Document
Number of learners from defence/security background authenticated by Registrar of the University	[View Document](#)
Institutional data in prescribed format file	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Process followed for development of Self-Learning Material (in Print)

Response:

Self learning material plays the most important role in any distance education programme. A self learning material is expected to be self explanatory, self inclusive, self motivated and self evaluative. It is different from a text book in many aspects. The self learning material is designed for the use of learners without the help of a teacher and therefore, the presentation of contents becomes very important. The content is written in such a manner that it can be understood easily. The objectives of the material are clearly stated and every unit and block has a summary and review questions as compulsory parts. The difficulties that a learner might face while reading and understanding the material are carefully identified and addressed while writing the contents. The language is kept simple and the material is written so as to keep the learner motivated throughout the course. Keeping in mind the specific requirements of the Self Learning Material, the university has prepared the guidelines for development of Self Learning Material in order to aid the authors and editors in writing the SLM.

The faculty members of the university coordinate the development of self learning materials for their respective subjects. The development of Self Learning Material (SLM) in the university is a three step process. The steps are:

- Planning
- Execution and
- Evaluation

Planning: In the planning phase the course structure is prepared and its division into units and blocks is decided. The content to be included in each block and unit and the ways of presentation of content is also decided during this phase. This is done by the respective schools of the university responsible for development of material for a particular course. The Boards of Studies of the respective schools approve the course content and its presentation after extensive discussion with subject experts and various other stakeholders such as alumni as well as industry experts. The content is then approved by the School Board and is finally approved by the Academic Council of the university. The execution phase of the SLM development begins after this.

Execution: During the execution phase, the writers and editors for the development of material are decided. The experts of the subject are chosen from the field and their names are finalized after due approval from the Vice-Chancellor. The actual process of writing of the Self Learning Material starts after this step. The writer and editor both are informed about the guidelines of writing the SLM. The SLM writing guidelines are available in both hard and soft copies which are made available to the writers and editors for reference. Usually, the writer is given about one to two months for writing the material. Sometimes, the content for writing is divided among more than one author. The time period for writing in such cases is decided accordingly. Further, the time period for writing may be extended upon authors request under special circumstances.

Evaluation: After the writer has completed the writing work, the material is handed over to the editor for editing. Editing process consists of two main steps. The first step is content editing and the second is format editing or vetting. Content editing is the most important step in the evaluation phase. In this step, the editor, an expert of the subject evaluates the written material from various points of views. This includes judging the correctness of the content as well as evaluation of the writing style of the material. The writing style must confirm to the SLM writing guidelines provided by the university. The corrections (if any), marked by the editor are sent back to the author. The author is then required to submit a revised copy of the material as per editor's suggestions. After the editor approves the material suitable for publication, format editing or vetting of the material is done. In this step, the format of the material is evaluated. Again, the formatting guidelines provided by the university must be followed in the material. Process similar to content editing is followed at this step. After this process, the material is considered suitable for printing. The process of payment to author(s), editor and Vetter is done and the material is sent for publication.

The important phases of SLM development can be summarized as below:

1. Deciding the content of the course
2. Division of contents into blocks and units
3. Selection of authors/ editor
4. Writing of SLM
5. Content Editing
6. Format Editing
7. Preparation of Camera Ready Copy
8. Payment and
9. Printing (with ISBN)

File Description	Document
Policy document on SLM	[View Document](#)
Any other relevant information	[View Document](#)

2.3.2 Percentage of programmes where radio has been used for providing instruction in the preceding academic year

Response: 0

2.3.2.1 Number of programmes where radio has been used for providing instruction in the preceding academic year

File Description	Document
Institutional data in prescribed format file	[View Document](#)

2.3.3 Percentage of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the preceding academic year

Response: 23.81

2.3.3.1 Number of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the preceding academic year

Response: 15

File Description	Document
Schedules of the above activities	[View Document](#)
Institutional data in prescribed format file	[View Document](#)

2.3.4 Average percentage of the learning material of the Institution digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners year -wise over the last five years

Response: 95.68

2.3.4.1 Number of learning material of the Institution digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners year -wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
74	53	48	46	43

File Description	Document
Institutional data in prescribed format file	View Document
Digital repository of SLMs	View Document

2.3.5 An Institutional mechanism is in place to provide academic counselling support to learners enrolled in different programs including strategies for learner participation and engagement as well as development of required competencies and skills

Response:

Organization of Counselling Sessions (Classes)

1. Counselling sessions are organized as per the following schedule:

Nature of the Programme	No. of credits	No. of Learners	No. of counselling sessions
General	08	10 or >10	09-12
General	06	10 or >10	06-09
General	04	10 or >10	04-06

1. Only 50 percent counselling sessions are organized for the programmes in which no. of learners are >5 but <10.
2. Only 25 percent counselling sessions are permitted for te programmes in which no. of learners are 1 to 4.
3. No counselling classes are organized for the certificate programmes except the programme for which practical work is essential.
4. Related to Library and information Sciences programmes for BLIS-04, BLIS-05, MLIS-07 and MLIS-08 no. of counselling sessions shall be as follows

S.N.	No. of credit	No. of permitted counselling sessions
1.	4	07 along with theoretical counselling sessions
2.	6	12 along with theoretical counselling sessions
3.	8	15 along with theoretical counselling sessions

Functioning of counselling cell

Counselling Cell is constituted with a view to felicitate proper counselling i.e. (teaching, sharing of knowledge & clarification of any query regarding subject) to the learners. The students who are enrolled in the university are termed as learners and learning is a ongoing continuous process. Counselling cell works with a vision "to Empower one by education".

The main objectives of counselling cell are as follows-

1. To bring co-operation among different study centers and motivate them for regular counselling

   classes.

2. To improve, innovate and facilitate new methods of counselling which help the learners.
3. To coordinate all councelling related activities with the study center, regional center and head office i.e. University main campus.
4. To supervise the quality and timing of counselling sessions held at the study centers.
5. To facilitate check mechanism for proper counselling as per university guide lines.
6. To check and verify the bills, eligibility of counsellors, counselling classes time table, and documents related to these points.
7. To facilitate proper and timely payment of bill to counsellors.
8. To check that bills produced/submitted by study centers are in Proper format suggested by the university.
9. To allot counsellor codes to the counsellors.

Counselling Bill Process Committee-

The work of counselling cell is done by a committee counstituted by Vice-Chancellor with following structure.

1. President
2. Member Secretary
3. Members

The counselling cell works strictly in accordance to rules and regulations of the university. As the governing body of the university makes changes time to time the counselling cell incorporates the same in his working.

Step wise working of counselling cell-

Step-1 Co-ordinate and regulate the counselling as per the university calendar.

Step-2 All the coordinators of the study centers are required to submit their counselling bills with all required enclosures for payment within three months after the completion of counselling classes. Counselling bills may be produced in person or by post.

Step-3 After submition of file to counselling cell within time counselling committee held a meeting in which following point are analyzed.

- Eligibility of counsellors.
- Counselling sessons and subjects with date.
- No. of counselling classes held.
- No. of students enrolled in that session.
- Signature of counsellor.

Step-4 After assuring that above mantioned points and finding its validity, the committee approves the payment to be made.

Step-5 The cell also allots the counsellor code to the counsellor after verifying their documents.

Step-6 The cell approves the file with minutes and send it to registrar office for further disposal. There is a Continuous communication between study centers and counselling cell by the help of on-line portal provided by the Univercity to the study centers. Any changes or new information releted with counselling cell is directly communicated to study center.

Regular feedback and communication-

The counselling cell had a feedback and communication system. Any document related with the file, if not been attached by the study center is asked to be submitted through a letter send by speed post and a copy of same is uploaded in the online portal of that specific study center. Helpline No. of University also takes queries. It works 24x7.

weblinks:

1. Policy for conducting Counselling sessions : http://www.uprtou.ac.in/images/publication/21_12_2016_01.pdf

2. Schedules of counselling classes: http://www.uprtou.ac.in/counselling_classes.php

3. Counselling norms & schedule activity mentioned in Information Brochure:

http://www.uprtou.ac.in/naacssr/naacducument/2.3.5/counselling_norms_and_schedule_activity.pdf

2.4 Teachers and other Academics- Profile and Quality

2.4.1 Average percentage of the sanctioned posts occupied by full-time teachers and other academics respectively year- wise over the last five years

Response: 64.21

2.4.1.1 Number of the sanctioned posts occupied by full-time teachers and other academics respectively year -wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
24	24	25	25	24

File Description	Document
List of the faculty members authenticated by the Registrar of the University	[View Document](#)
Details of full time teachers and other academics As per Data Template	[View Document](#)
Any other relevant information	[View Document](#)

2.4.2 Average percentage of full-time teachers and other academics with Ph.D. degree

Response: 89.37

2.4.2.1 Number of full-time teachers and other academics with Ph.D. degree during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
22	22	22	22	21

File Description	Document
Number of teachers and other academics with PhD (As per data template)	[View Document](#)
Any other relevant information	[View Document](#)

Other Upload Files	
1	[View Document](#)

2.4.3 Programmes offered which are developed through collaboration with Government / other agencies year-wise over the last five years

Response: 0

2.4.3.1 Number of Programme developed in collaboration with Government/ other agencies

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
As per Data Template	[View Document](#)

2.4.4 Average percentage of in-house faculty involved in design and development of SLMs of the programmes on offer year-wise over the last five years

Response: 72.16

2.4.4.1 Number of inhouse faculty involved in developing SLMS

2019-20	2018-19	2017-18	2016-17	2015-16
30	37	31	28	29

File Description	Document
Minutes of relevant Academic Council/BoS/ School Board meetings	[View Document](#)
Institutional data in prescribed format file	[View Document](#)
Credit page of Blocks/ Courses	[View Document](#)

2.4.5 Percentage of full time teachers and other academics who received awards, fellowships, recognition etc. from state /national /international level, Government recognized bodies year -wise over the last five years

Response: 0.08

2.4.5.1 Number of full time teachers and other academics who received awards, fellowships, recognition etc. from state /national /international level, Government recognized bodies year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	0	0

File Description	Document
Scanned copies of award/ appointment letters	[View Document](#)
Institutional data in prescribed format file	[View Document](#)
Link for additional information	[View Document](#)

2.4.6 Percentage of empaneled Academic Counsellors having more than five years of teaching experience for the preceding academic years

Response: 90.92

2.4.6.1 Number of empaneled Academic Counsellors having more than five years of teaching experience for the preceding academic years

Response: 1552

2.4.6.2 Number of accademic counsellors for the proceding academic year

Response: 1707

File Description	Document
List of Academic Counsellors with details of total teaching experience for the preceding academic year (As per data template)	View Document
Any other relevant information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Process of conduct of Term End Examination and efforts done for fair and smooth conduct of the examination

Response:

The First ordinance of 2002 (chapter 4) of University states the process of Terminal examinations. The terminal examinations are conducted twice in a year (in the month of June & December) for annual and semester based programmes respectively. The University offers Post Graduate, Under Graduate, PG Diploma and Diploma, Certificate and Awareness Programmes. Apart from this learners are provided with specific guidelines which they have to follow while appearing for examination. The terminal examination conducted by the University is based on both subjective and objective type questions. At present, the terminal exams for 38 courses are conducted through Multiple Choice Questions with the help of OMR question booklet. The University has started developing e-exam papers for some of its courses/programmes in which the number of examinees are very less. These e-exam papers are password protected and are directly e-mailed to the respective exam centre supritendents before the starting of the examination. The process of conduct of Terminal Examination involves number of steps including dissemination of information to final conduction of examination. This includes:

1. **Medium of Information Related to Examination**

All the information related to the examination such as the date of submission of assignments, date of examination, back examination form and detailed information of fees etc. are printed in the admission Information Brochure. Information related to the examination is also pasted on the notice board of the study centers/regional center and on the notice board of the university headquarters. The exams related information is also uploaded on university website.

2. Terminal Examination

Exemplary examinations are conducted twice for a semester based progarmme and once for annual based progarmme in a session. In order to ensure the confidentiality and quality of the examination, the assignment papers and terminal question papers are prepared by the qualified and experienced experts.

Details of the examination for the session 2018-19 is provided in the following table.

Details of examinations for the session 2018-19					
Exam period	Date of Commencement	Date of End of Examination	Number of Examination Centres	Total learners app examination	Nu
December Exam	20-12-2018	16-02-2019	118	42813	
June Exam	04-06-2019	20-07-2019	138	64994	

During the examination period, observers are appointed by the University for each Examination Centre to monitor the sanctity and if any irregularity and discrepancy is found, the same is communicated to the Controller of Examinations. Along with this, a flyer team is also formed who visited the examination centres and submit its report (including unfair means, if any) to maintain the exam sanctity. In order to prevent the use of improper means in the examination, strict compliance of the guidelines issued by the State Government is ensured. Only such study centres are made examination centres, which have fulfilled the standards laid down by the University.

3. Evaluation Process

A three-tier assessment method is generally adopted for the evaluation of educational level of learner.

(a) Self Evaluation

Self-study material is made available to the learners to overcome the presence of teacher. The learner self-studies the study material and learns himself. The learner assesses how much he has learned about the subject by matching the answers of 'Check your progress' given at the end of the each unit. Such evaluation is not added in the result.

(b) Sessional Evaluation

The enrolled learners have to complete the assignment work. It is compulsory for the learner to submit the hand written assignment copy in time to their study center failing which he/she is not allowed for appearing in the examination for that session. The assignment copies are evaluated in 30 marks.

(c) Terminal Evaluation

Arrangements have been made to evaluate the end-of-year examinations of the examination at all the regional centers and university headquarters. The copies of terminal examinations are evaluated in 70 marks. The marks for assignment and the result of term end examination are declared.

4. Available Facilities Related to Examination

(a) Facilities Related to Examination

Admission process has been made completely online by the university from session 2015-16. As soon as the learner fills the online admission form, the information related to the examination is also filled by the learner. The learner is not required to fill a separate form for the examination.

(b) Facility of Back Paper Examination

If a leaner is not given the examination of his/her admissible courses in the prescribed session or fails in any course, he has to appear in that courses as a back paper candidate in the upcoming examination to complete those courses. For this, the leaner has to submit Rs 400 per course through online challan or through debit card or credit card. The Bank paper exam form has also been fully online from the session 2015-16.

(c) Provision of Scrutiny

For scrutiny, the leaner has to submit a payment of Rs. 200 / - through online challan/credit card / debit card within 01 month from the date of declaration of the result.

(d) Facility to Change the Examination Centre

Keeping the facility of the leaner in view, the change in the examination center is also permitted considering the conditions for change of examination center and by paying of Rs. 800.

(e) Facility of On-line Availability of Examination Admit Card and Mark sheets

Learners can download their admit cards as per their convenience and can appear in the examination. Leaners can easily get information regarding their results by downloading their marksheets from the University website.

(f)   Availability of On-line Examination Time Table

The exam timetable is also uploaded on the university website from the session 2015-16. Leaners can easily get the desired information related to the exam by downloading the exam time-table from home.

5. Division of Classes

Following divisions are given to the learner's enrolled in various programs:-

Division Allocation to Learner	
First division	60 percent and above
Second division	48 percent and above but less than 60 percent

| Third division | 36 percent and above but less than 48 percent | |
| Not Completed (Unsuccessful) | Less than 36 percent | |

File Description	Document
Manual/ Handbook for conduct of Term End Examination	[View Document](#)
• Schedule of Term End Examination of preceding academic year	[View Document](#)
• Any other relevant information	[View Document](#)

2.5.2 Mechanism of the Institution to deal with examination related grievances in a transparent manner

Response:

To address the grievances of the learners, Examination Department has set up a grievance redressal cell. All the queries & grievances of learners related to the examination are resolved in the following mechanism:

1.   Directly writing an application and submitting it to the grievance redressal cell.

2.   Submitting the same on the counter of examination cell.

3.   Email to the controller of examination.

4.   Toll free Number provided to learners by the university.

5.   Speed post/ Registered post/ Simple post.

6.   Each employee has been given CUG mobile number on which learner can register his/her grievance and can get suggestion/ solution from the employee.

7.   Through Regional Centre or study centre.

The grievance of learner is marked by the controller of examination to the concerned employee, who register the complaint of the learner. The employee submits its report and on that basis necessary actions are taken. Learners are informed after their queries are resolved through Email or on the mobile phone. If a matter is related with the correction in degree or mark sheet, than same is done and corrected degree or marksheet is send to address mentioned by the learner. The process for resolving the learner's grievance is completely transparent. The learner who had made complaint but not mentioned his mobile number is being informed by registered post. There is a separate icon on the University website in which learners can make their grievances.

In order to dispose of the grievance of the examination department as soon as possible, the department also requires certain prescribed information. In the absence of which it takes time to complete the grievance or

in some cases it is not possible to complete it. For this it is necessary that the related cases should be presented on the prescribed performa only.

Performa of Grievance of Examinations Department-

Grievance recipient's name			
Father's name			
Postal address			
Program name			
Enrollment number			
Name of study center			
Mobile number			
E-mail			
Description of Grievance			
Examination / marksheet / degree / convocation:			
1-	Examination		
2-	Mark sheet	(i)	Examination session June / December
		(ii)	Name of expected grievance
3	Degree	(i)	Examination session June / December
		(ii)	Must attach the photocopy of the marksheet.
4	Convocation	(i)	Examination session June / December
		(ii)	Must attach the photocopy of the marksheet.

Grievances received through the prescribed performa are completed immediately. In the event of otherwise, the necessary information is obtained through telephone or correspondence to fulfill the first related grievance, after which their grievances are resolved. The grievance of the learner obtained by correspondence is disposed off within ten days. An immediate action is taken if learner, in person, contacted to the examination department and his/her grievance is resolved on the same day.

File Description	Document
• Standard Operating Procedures related to Term End Examination related Grievances	[View Document](#)

2.5.3 Standard Operating Procedures employed for continuous (internal) assessment followed by the Institution

Response:

Standard Operating Procedures employed for continuous (internal) assessment

In the open and distance education system, assignment is the most important effective means of establishing two-way communication between the learner and the teacher. A tool that measures and assesses the change in the knowledge of the learner through the teaching learning process in a given time

period during the teaching session is called **assignment**.

As per the proviso mentioned in first ordinance 2002 of UPRTOU, assignment work is compulsory for learners. The assignment paper is of 30 marks. Assignment is an integral part of open and distance education by which learners can self evaluate. This is a medium by which learners can evaluate their performance.   University appoints qualified faculty for setting of assignment papers. In setting of assignment question papers main emphasis is on course content. Assignment papers are made available online through website for the learners. A learner has to submit the assignment on or before the due date. Assignment is a kind of preparation for learners to appear in the terminal examination.

In the traditional education system, the interaction between the teacher and the student is done through face-to-face interaction, whereas in this education system the educational process is possible only through different types of communication media. The completion of the assignment work by the learner and the comments made by the teacher while evaluating has realized the subject which was given to him to learn and understand through the course material. In fact, in the practice-free and remote education system, assignment is the means of learning that provides the basis for strengthening, encouraging and directing experiences.

Why the assignment work?

1. To establish two way communication between learners.

2. To get the information of learning level of the learners.

3. Underlining the object learned by the learners based on the comments given by the counselor on his learning ability so that the learner can become aware of the actual state of his learning.

4. To provide an opportunity to prepare before the Term End Examination.

5. To fulfill the prescribed credit for the course.

6. To get information about the inhibiting elements in the process of teaching and learning.

Formation of Assignment paper

The objectives of open and distance education system is completely different from traditional education. The basic objective of the assignment is to provide opportunities for learning by motivating the learner directly. It is very useful for analyzing the behavioural changes of the learner. It is very important to keep in mind the interest, suitability and level of students in the creation of Assignment.

Types of Assignment papers

In the open and distance learning system, a variety of questions are structured to measure the intellectual knowledge of the learners. Which is as follows: -

- Subjective: Long Answered Questions and Short answered questions
- Objective Type questions: MCQ, True/False, Fill in the blanks, Sentence substitution, pictorial based etc.

Generally in distance learning, there are two types of assignments papers are there: (1) Counselor evaluated assignment papers (2) Computer- evaluated assignment papers. In assignment paper rated by a mentor, the learner presents a long answer, so that the candidate's expression, critical strength, reasoning, writing art, etc. may he evaluated by the counselor. There are questions like descriptive, explanatory, critical and analytical etc.

Only one answer is correct for an objective type question rated by a computer. Full marks are awarded for giving correct answers and zero marks for wrong answers. A computer-rated exercise mainly consists of objective questionnaires. This practice in distance education method is less useful than the first type.

Assessment of Assignment

A three-tier evaluation method has been adopted to evaluate the level of learners. This includes:

1. Self Evaluation

Student evaluates himself/ herself in every Unit. This evaluation has no bearing on the examination results but motivates and helps student for improving his/her study.

2. Sessional (Assignment) Assessment

In most courses, assignment is evaluated by subject teacher of concerned study center.

For practical work, seminar and projects are evaluated

Sessional assessment has 30% weightage.

3. Terminal Assessment

For end semester (or annual session) examination, 70% weightage is given for terminal assessment.

The overall result is based on sessional and terminal examination marks.

Continuous assessment is based on assignment. In addition to the undergraduate, postgraduate degree, PGDCA and PGDJMC programs run by the university, it has been made mandatory in the non-credit awareness program. By completing and submitting the assignment, learner is eligible to appear in the Terminal Examination.

Learners who submit the assignment at the study centers are evaluated by the teachers. The mentor is guided, instructed and provide feedback by writing comment in relation to the evaluation of the assignment. Comment itself drives the learning process and provides inspiration. In this way, assignment work is a special and necessary part of free and remote education. Like the traditional education system, the open and distance education system also adopts this tried-and-tested method of teaching-learning. Special importance is given to the task of providing feedback to the learner by examining the practice. Assignment helps the learner to understand the textual content and the concept of the subject is clear to him/her.

The comment given by the counselor provides guidance and reinforcement for the learner to read. Thus,

the help received to improve an educational program based on the knowledge of the results of the assignment is called feedback, which gives the guidance to the learners as well as the motivation for future study.

File Description	Document
Policy documents on Evaluation Methodology	View Document
• Any other relevant information	View Document

2.5.4 Status of automation of examination / evaluation processes is represented by: (Choose any one)
A. 100% automation of entire Division & implementation of Examination Management System (EMS)
B. Only learner registration, Hall ticket issue & Result Processing automated
C. Only learner registration and result processing automated
D. Only result processing automated
E. No automation of Examination/ Evaluation Division

Response: B

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5.5 Extent of involvement of external teachers and other academics in the evaluation related activities in the preceding academic year:

1. **Evaluation of Assignments**
2. **Evaluation of Projects**
3. **Preparation of Term End question papers**
4. **Moderation of Term End question papers**
5. **Evaluation of answer scripts**
6. **Examination related duties as invigilator, observer etc.**
7. **Conduct of term end examinations, practical, projects, internships, seminars workshops etc.**

Response: A. Any 4 and more of the above

File Description	Document
Institutional data in prescribed format file	View Document

2.6 Learner Performance and Learning Outcomes

2.6.1 The Institution has stated Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes which are integrated into the assessment process

Response:

The University offers variety of programmes for various levels of learners ranging from awareness to Ph.D. degree and tries to reach the learners with its specifically designed 'self-learning materials' (SLMs). Each programme bears a number of credits within the standardized range (credit limit) which is distributed among the number of courses/papers to be completed within a stipulated time period. Credit defines the workload for learners in terms of hours spent for studies including examinations. One credit equals to 30 hours of study per year or per semester. Some of the programmes are offered in annual system while some in semester system. Every programme and the course have their own specific outcome matching with their objectives. Unlike the conventional system the university has adopted the learners friendly and technology blended methods of teaching and modes of communication between the teachers and taught. SLMs are made available in hard copy of books in bind form. e-learning facility is also available in form of soft copies of SLMs loaded in CDs, uploaded on University website, and in form of you-tube lecture series etc. Counseling classes are also organized at the learner support centers (study centers) located within the reach of learners.

For assessment of the outcomes of each course/programme that learners take away after the study, there is a provision of **continuous evaluation**. There are three components of evaluation explained as under:

1. **Self Evaluation**

After getting the self-learning material a learner starts learning every unit one by one systematically. At the end of each unit he/she finds some questions related to it and expected to answer them and evaluate himself/herself matching the answers given in book(s). It is meant only for self-assessment of the position of understanding and no weightage for this is added in final score of the learner.

2. **Assignment Evaluation**

It is obvious that every learner is not able to understand each and every content of the syllabus through self-learning. To assist learners in resolving such issues counseling classes at the chosen study center are organized.An assignment paper is made available for every course/paper to the learners of these programmes for their mid-term appraisal. Learners are required to answer it at home and submit to the Co-ordinator of their study center. This is often termed as tutor evaluated component. Counselor/tutor evaluates the assignment(s) and returns to the learner with certain comments regarding further improvement. A weightage of 30 percentage of marks is added to the final score that they earn. For Awareness Programme Assignment bears a weightage of 100 percent of the marks scored. In Certificate and Diploma programmes assignment is not compulsory.

3. **Terminal Evaluation**

The third component is the evaluation of the answer books of This terminal examination is conducted strictly on the same pattern as in conventional education system wherein the paper setting and evaluation work involve approved **internal/ external examiners** under the assured confidentialities. For PG Diploma, U.G. and PG Degree and Ph.D. programmes a weightage of . But, for certificate and Diploma programmes the terminal examination earns a weightage of 100 percent of marks.

In science and technology related programmes **practical** is an important component of learning. For such

programmes the institutions having sufficient infrastructural facilities associated with labs, workshops, libraries etc are given recognition as study center. These study centers conduct practical classes with the help of their subject teachers. For evaluation of learners' outcome in such courses university conducts practical examinations at designated centers with the help of **approved internal/external examiners.** Similarly, there is provision of project work in most of the PG programmes and some of the technology blended UG degree, diploma and certificate programmes. They are meant for imparting practical training to inculcate technical proficiency (skill) and some sort of experience.This makes learners employable. The learners'outcome in such courses is assessed by **approved internal/ external examiners** through evaluation of their Project Report and/or viva-voce examinations at the designated examination centers.

It is obvious that there exists a variation in the learners' grasping capacity of knowledge in any subject field. For certification of successful completion of a programme by a learner, the university has fixed a minimum level of score earned by him/her.For successful completion of a programme the learner has to pass every component of evaluation separately of each course. Divisions are also awarded as per UGC norms to the successful learners.

Learners graduating from this university take away the eligibility to get admitted in any institution for further education; technical proficiency for becoming employable; and entrepreneurial zeal for starting their own business. Most of the learners of open education system are drop-outs of conventional education system of which most are self-employed, housewives or engaged in any other services. The education imparted by this university opens up the avenues for their better performance in a systematic way and makes their employment gainful.

To encourage the learners the university awards a number of gold medals to the toppers for Under graduate & Post graduate programmes. These medals are conferred by renowned dignitaries mostly by Chancellor in the convocation ceremony. Other learners are also allowed to attend the ceremony and get motivated for excelling in their subject field. A wide publicity to such functions/programmes is also done through media and press release to motivate those who are the potential learners of the open system.

Seminars, symposia, conferences and workshops are also organized time to time to update the learners about current happenings in academic world. They are allowed to participate in deliberations and get idea for further researches and development works.

File Description	Document
Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes	[View Document](#)
Any other relevant information	[View Document](#)

2.6.2 Completion status of UG and PG degree programmes

Response: 50.89

2.6.2.1 Number of UG learners enrolled five years before to the current academic year.

Response: 51428

2.6.2.2 Number of UG learners completed the degree program within 3 to 5 years.(Out of the enrolled learners mentioned in 2.6.2.1 only).

Response: 21061

2.6.2.3 Number of PG learners enrolled five years before to the current academic year.

Response: 33942

2.6.2.4 Number of PG learners completed the degree program within 2 to 4 years.(Out of the enrolled learners mentioned in 2.6.2.3 only).

Response: 20643

File Description	Document
Institutional data in prescribed format	[View Document]()
Any other relevant information	[View Document]()
Link to declaration of results	[View Document]()

2.7 Learner Satisfaction Survey

2.7.1 Online Learner Satisfaction Survey regarding teaching-learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The Institution has a well defined policy for promotion of systemic and discipline based research. Also, explain the assigned budget for research and its utilization, methods for implementation and monitoring.

Response:

The U.P. Rajarshi Tandon Open University has been established under Act No.10 of 1999 by the Govt. of U.P. with headquarter at Prayagraj. As per University 1st Ordinance Chapter XV Research Degree Programme and Constitution of Committee [Under Statute 9.01(5)], the University Prepared Ph.D. & M.Phil Programme Ordinance and these Ordinances have been approved by the Government of U.P. under G.O. No. 169(1)70-1-2003-21(1)/202 dated 26 August, 2003.

The Research Degree guidelines have been prepared for Registration, Supervision, Programme Design, Evaluation, and award of Master of Philosophy (M.Phil.) and Doctor of Philosophy (Ph.D.) These guidelines have been recommended by the Academic Council in its meeting held on 25 March, 2006, and have been approved by the Executive Council on 29 March, 2006 vide resolution No.9. Under these guidelines the University started Ph.D. & M.Phil. Programmes in the year 2006.

The M.Phil. Programme was started under different Schools in different subjects whenever the Ph.D. Programme were started in 16 Subjects. The subjects for Ph.D. & M.Phil. Programmes were:

English, Sanskrit, Hindi, Philosophy, Economic, Journalism, Library Science (School of Humanities);

Ancient History, History, Political Science & Sociology (School of Social Sciences);

Computer Science & Statistics (School of Science);

Education (School of Education);

Commerce & Management (School of Management).

Major steps of Ph.D. Programme Registration and Process of award of Degree were:

1. Submission of Application (Along with Three Copies of Synopsis and Test Fee)
2. Entrance Test
3. Meeting of the Concerned School Board
4. Provisional Registration
5. Presentation before RDC by the Candidate
6. Confirmation of Registration
7. Course Work
8. Pre-Submission Presentation
9. Submission of Final Thesis
10. Evaluation of the Thesis and Final Viva-voce
11. Award of Provisional Certificate

12. Confirming Ph.D. Degree.

The Gazette of India, July 11, 2009 University Grants Commission (U.G.C.) (Minimum Standards And Procedure For Awards Of M.Phil./Ph.D. Degree), Regulation, 2009, had discontinued the M.Phil and Ph.D. programme through distance mode. Taking into consideration the provision, the university decided to postpone new admission in Ph.D. and M.Phil. Programmes. Hence the M.Phil and Ph.D. Programmes were suspended from July 2009.

The University requested to U.G.C. granting the permission to restart the Ph.D. & M.Phil Programmes. After considering the request the U.G.C granted the permission to start the M.Phil & Ph.D. Programmes vide latter No. F.2-1/2017(DEB-III) dated 15 February 2017. The University Modified their Ph.D. & M.Phil. Programmes ordinances in the light of UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degrees) Regulation, 2016 and after approval of University Academic Council in its meeting held on 31May, 2017 and by the Executive Council on 31 May, 2017 vide resolution No. 90.01(i). Modified Ordinances were sent for approval of Hon'able Governor of Utter Pradesh Lucknow on 16/03/2017 and Chief Secretary, Higher Education, Anubhag -01, State Government, Utter Pradesh, Lucknow on 02/06/2017. Now the University got the approval to restart the Ph.D. programme and is in the process of Ph.D. admission.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management / Academic Council/ Research Council related to research promotion policy adoption	View Document
Policy document on promotion of research	View Document

3.1.2 Research facilities available to the teachers, other academics and learners of the Institution for pursuing research.

1. **Reference Library**
2. **Online subscription to research journals**
3. **Research/Statistical Databases**
4. **Media Laboratory / studios**
5. **Science laboratories**
6. **Computing Laboratory and support for both qualitative and quantitative data analysis including softwares**
7. **Data curation and sharing facility**
8. **Language laboratory**
9. **Central Instrumentation Centre**
10. **Any other**

Response: B. Any 4 or 5 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any other relevant information	View Document
URLs of the available facilities	View Document

3.2 Resource Mobilization for Research

3.2.1 Grants for research projects and Chairs sponsored by the government and non-government sources such as Industry, Corporate Houses, International bodies, endowments, professional associations etc has been received by the Institution in last five years (INR in Lakhs)

Response: 0

3.2.1.1 Total grants received by the institution yearwise for research projects and Chairs sponsored by the government and non-government sources such as Industry, Corporate Houses, International bodies, endowments, professional associations etc

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Average number of teachers and other academics having research projects funded by the institution / government and non-government agencies year-wise over the last five years.

Response: 0

3.2.2.1 Number of teachers and other academics having research projects funded by the institution / government and non-government agencies year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has taken initiatives for creating an ecosystem for Innovation by establishing Innovation Centre/Cell. The institution has also taken innovative initiatives by providing access to diversified learner groups.

Response:

In order to provide better and quality education academic institutions need to be very open to new kind of innovative practices. For institutions like UPRTOU, it becomes mandatory to offer programmes leading to advance knowledge in innovative manners. To cater the evergrowing demand of the students fraternity scattered all over U.P. and sometimes of the other states too, the University has been practicing following innovative initiatives very smoothly and successfully:

- An electronic library has been established in the central library of the university where in online content, from different types of databases are accessed easily to cater the needs of learners, teachers and researchers of the University. This E-library facilitates the retrieval of Open Access Resources, DELMET's bibliographical & some full text data bases and some other databases.
- **Audio-Visual Lab:** An Audio-Visual Lab has been established in the University and is functioning well to meet out its objectives to recording and uploading lectures on YouTube to assist distance learners of the University. In this lab, lectures of the University teachers and other invited academicians are recorded, edited and uploaded on YouTube. Apart from recording lectures staff of the lab is actively involved in recording several other events and activities, meetings and preparation of documentary film of social and institutional interest.
- **UMS system:** University has a well designed web-site, since its installation it is continuously being customized as per the needs. This website is the main source of broadcasting every general information such as admission, assignment submission, result declaration, fees submission, advertisement and many more. This system facilitates us to reach the prospective and current enrolled learners in their own vicinity and make services available online.
- **Students grievances** are invited and entertained online through Grievance Redressal Cell on the website.
- **Toll-free telephone service:** The University has Toll free no. 1800-120-111-333. Any student can contact the staff deputed for any of his genuine queries through this toll free number.
- **CUG contact No.:** For the ease of University working, a CUG contact no. is given to its every one of the officers, teachers and staff members. The CUG numbers list is available to all the enrolled students via admission brochure and made public on university website so that whenever any problem arises they may come in direct touch with the related university staff. Mobile counselling facility is a unique innovative activity of the University.
- **Choice Based Credit System (CBCS System)** has introduced in all the UG and PG programmes run by the University as integral curricular elements.
- University has adopted on spot SLM delivery in the professional programmes like, B.Ed. and B.Ed. (SE). Admitted students are given SLMs then and there whenever they take admission.
- **Lateral Entry** is also an important innovative practice in some of the professional programme like MJ and MCA etc. to check the duplication of the papers they have already offered and studied.
- **Publication of University E-News letter Mukt Chintan** for wide dissemination of information regarding various activities of the University.
- **Use of Multiple Choice Question Papers** for Foundation and Skill Based Open Elective Course

for quick and accurate declaration of results.

- Evaluation of term end answer scripts at RCs for Speedy declaration of results.
- **Adoption of few villages** from its head quarter district Prayagraj under the Unnat Bharat Abhiyan of the Government of India with a mission to bring transformational change in rural life through a well-structured modus oprendi with goal to enrich the rural life by bringing remarkable changes in socio-economic, literacy, health and hygiene including infrastructural development of the society.
- Making people conscious for their health and hygiene through organizing various health camps in the community. People are taught about methods to live a good healthy life by adopting various fitness work-outs and yoga, keeping their home, surroundings and community clean, taking good nutritious balanced diets, being informed regarding vaccination schedules and its importance to children and expectants mothers especially in rural community. University offers on campus medical health unit OPD services for the staff.
- Starting door to door campaign programme on single use plastic ban and distributing free of cost cotton bags to people for their various shopping purposes so that use of plastic could be mitigated.

These are some innovative practices being followed in the University reflecting that we are engaged to work with motto for which University is established '**Reaching to Unreached**' with the quality and student friendly education system. To enhance the gross enrollment ratio of higher education in the state and the country University is accessible through website and internet facilities. We are connected directly with rest of the world.

File Description	Document
Initiatives taken by the institution	[View Document](#)

3.3.2 Total number of workshops/seminars conducted year-wise over the last five years

Response: 5

3.3.2.1 Number of workshops/seminars conducted

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	0	1	1

File Description	Document
Report of the event/ link to the material developed	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.3.3 Innovative content developed in the form of e-modules / e-SLMs / MOOCs for :

- **NMEICT**

- **NPTEL**
- **SWAYAM**
- **e-PG Pathshala**
- **e-SLMs**
- **other MOOCs platform**
- **Institutional LMS**

Response: 15

3.3.3.1 Number of innovative contents developed in the form of e-modules / e-SLMs / MOOCs

2019-20	2018-19	2017-18	2016-17	2015-16
10	5	0	0	0

File Description	Document
List of the innovative contents over the last five years	[View Document]
Institutional data in prescribed format	[View Document]

3.3.4 Number of awards for innovation received by different sections of the Institution.

Response: 0

3.3.4.1 Awards for innovation received by the Institution, its teachers/other academics/ research scholars/students year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

3.4 Research Publications and Awards

3.4.1 The institution has a stated code of ethics for research, the implementation of which is ensured by the following: (over the last five years) 1)   Research methodology with course on research ethics 2)   Ethics Committee 3)   Plagiarism Check 4)   Committee on publication guidelines

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	

3.4.2 Average Number of M.Phil and Ph.D degrees awarded per teacher year-wise over the last five years.

Response: 0.47

3.4.2.1 Number of M.Phil and Ph.D degrees awarded per teacher year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	2	2	5

3.4.2.2 Number of teachers recognised as research guides over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
19	19	19	19	19

File Description	Document
List of Ph.D scholars and their details like name of the guide , title of thesis, year of award etc	
Institutional data in prescribed format	
Any other relevant information	

3.4.3 Average number of research papers published by teachers and other academics of the Institution in the Journals notified on UGC website / peer reviewed journals year wise over the last five years

Response: 5.16

3.4.3.1 Number of research papers published by teachers and other academics of the Institution in the Journals notified on UGC website / peer reviewed journals

2019-20	2018-19	2017-18	2016-17	2015-16
8	18	27	37	36

File Description	Document
Institutional data in prescribed format	[View Document](#)
Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	[View Document](#)

3.4.4 Number of books and chapters/ units in books/ SLMs on an average published by teachers and other academics of the Institution.

Response: 0.88

3.4.4.1 Number of books and chapters/ units in books/ SLMs published by teachers and other academics of the Institution year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
38	26	21	14	8

File Description	Document
Institutional data in prescribed format	[View Document](#)
Web-link of publications	[View Document](#)

3.4.5 Number of books, chapters in books, articles and research papers in journals in the area of Distance Education published by teachers and other academics of the Institution

Response: 0.04

3.4.5.1 Number of publications on distance education over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	4	0	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
Web-link of publications by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	[View Document](#)

3.4.6 Bibliometrics of the publications by teachers and academics over the last five years based on average Citation index in Scopus/ Web of Science or Pub-Med etc.

Response: 0.87

3.4.7 Details of the publications of the teachers and other academics of the Institution year-wise over the last five years to calculate h-index of the Institution based on the Bibliometrics of the publications in Scopus / Web of Science

Response: 1.5

3.5 Consultancy

3.5.1 The Institution has a policy on consultancy including revenue sharing between the institution and the individual/ agency

Response:

The University provides consultancy to organisation as well as individual without any revenue generation. Faculty of Management, commerce, economics, agricultural sciences, computer science, yoga etc provides consultancy as per need of different organisations. Farmers were given primary knowledge to increase their productivity and about crop rotation. Awareness were created in masses about use of GST filling specially to retailers and small business units. Yoga camp were organised by the university in collaboration with "Art of Living". Awareness among masses were created for healthy and fit life style.

On the occasion of Kumbh 2019 at Prayagraj University & Divya Jagrity Jyoti Sansthan Haridwar jointly organised many programmes providing free consultancy to the people. Krishi Mahavidhyalaya Sringvairpur, Prayagraj & Bhavan's Mehta PG College, Bharwari, Kaushambi which are study centers of university organised eight day programme on "karm yoga" with more than 100 people participating in the programme. This programme had objective to develop people physically, mentally, socially and spiritually. This also emphasised on making people and villages aware about new method of Bio-farming. To make farmers and people free from addiction "Nasha Mukti Abhiyan" a programme was organised by university in different villages.

Link: university website http://www.uprtou.ac.in/media-gallery2019.php

3.5.2 Revenue generated by the Institution from consultancy

Response: 0

3.5.2.1 Revenue generated from consultancy provided by teachers and other academics of the Institution year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.5.3 Revenue generated by the Institution by conducting training programmes/ seminars/ conferences/ through sponsorship, etc.

Response: 15.03

3.5.3.1 Revenue generated by the Institution from training programmes / seminars/ conferences/ etc. through sponsorship, etc, year-wise over the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
2.68	1.8	4.21	0.98	5.36

File Description	Document
Institutional data in prescribed format	[View Document](#)
Audited statements of account indicating the revenue generated through training	[View Document](#)

3.6 Extension Activities

3.6.1 The impact of the extension activities of the Institution in sensitizing the learners and other stake holders to social and sustainable development issues leading to inclusive society over the last five years

Response:

UPRTOU is committed to render extension services keeping hand in hand with society through knowledge, expertise and research towards various social responsibilities of the society. This is how HEIs can play vital role in the upliftment of society in the context to un reached, under developed, underprivileged and remote regions of the society. There are other various issues in the communities and societies which are prevailing as social pathologies and need to be resolved. It can be accomplished through well planned and structured interventions by the HEIs to overcome such issues in community.

UPRTOU is a leading institution of higher education imparting its services through ODL mode in the entire state of Uttar Pradesh covering vast area and huge population of more than 20 crores. The primary

goal for extending extension services is to address various challenges which can be tackled by the HEIs especially the ODL mode one. UPRTOU has privilege of its vast jurisdiction, the entire Uttar Pradesh. The extension services include non-formal education and different activities meant for learning to the learners in the entire Uttar Pradesh. It accentuates special focus on application of various forms of skills and knowledge earned through various authentic resources to the public for the welfare and upliftment of socio-economic status, and bringing positive cultural integrity and significant improvement in quality of life of the people.

Research and teaching are the core activities of all the universities. Extension services are important part of the mission of the universities through which UPRTOU has been sharing the knowledge of latest scientific innovations in the diversified fields, different policies and schemes of the state and central governments, different awareness campaigns related with constitutional obligations and social obligations and responsibilities, among different stake holders of the university.

UPRTOU has adopted few villages from its Headquarter district, Prayagraj under the Unnat Bharat Abhiyan. The mission is to bring transformational change in rural life by bringing remarkable changes in the socio-economic, literacy, health and hygiene including infrastructural development of the society. University is continuously making efforts to educate and train the farmers, gardeners, horticultural, dairy and milk productions other classes of human resource in the society, based on their choice of job to start their own entrepreneurship under the start-up and make in India schemes of the government of India.

University is busy with making people conscious for their health and hygiene through organizing various health camps, fitness workouts and yoga for the community. University offers on campus medical health unit OPD services for both the staff and general public.

University from time to time as per need of the hour in respect to fulfil its constitutional obligations, organizes various campaigns in the society i.e. voter awareness program, environment awareness program including mass plantation, ban on single use plastic materials etc. Further, University has started door to door awareness campaign program on single use plastic ban and distributing free of cost cotton bags to people for their various shopping purposes so that use of plastic could be mitigated.

File Description	Document
Brochures of the activities	[View Document](#)

3.6.2 Number of awards and recognition received for extension activities from Government /recognized bodies year-wise over the last five years

Response: 0

3.6.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.6.3 Total number of extension and outreach Programmes conducted in collaboration with Community Based Organizations, Government and non-government Organizations over the last five years .

Response: 5

3.6.3.1 Number of extension and outreach Programmes conducted in collaboration with Community Based Organizations, Government and non-government Organizations year-wise over the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	0	3	1

File Description	Document
Reports of the event organized	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.6.4 Number of employees and learners participating in extension activities conducted by the Institution with Government Organizations, Non-Government Organizations and Programmes such as Swachh Bharat, AIDS Awareness, Gender issues, Rights of PwD Act, etc. year-wise over the last five years

Response: 1963

3.6.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	1300	0	533	130

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, programme development and faculty exchange year-wise over the last five years

Response: 0

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.7.2 Number of linkages with institutions / industries for faculty exchange, learner exchange, programme development, internship, field trip, research, establishing Chairs, etc over the last five years

Response: 0

3.7.2.1 Number of linkages with institutions / industries for faculty exchange, learner exchange, programme development, internship, field trip, research, establishing Chairs, etc year-wise over the last five years .

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Infrastructural facilities viz., academic units, administrative units, storage and dispatch units, library, Laboratories, Multimedia Laboratories, Seminar Rooms, Auditorium, warehouses, Media Production, Print Production, etc.

Response:

University has a very rich infrastructure which comprises a total build up of 32268.12 sq mt. and total land of 65556.76 sq mt. The main campus is located at prayagraj known as Ganga Parisar in which all the administrative activity are performed. In the Administrative campus office of Vice-Chancellor, Registrar, Finance, Examination, Self Learning Material, Counselling Cell, Research Cell are situated in Ganga Parisar Vice-Chancellor camp office/Residence, ICT Cell (Media Cell), Guest House, Administrative building (3 storey) are located. Apart from this Bank and Post office are also situated.

In the Saraswati Parisar i.e. Academic block, university has an state of Art auditorium with a sitting capacity of 1000 people. The main building of Academic campus has three storey building having various schools. In the ground floor School of Education, School of Health Science, in first floor School of Social Sciences, School of Humanities, in second floor School of Management Studies, School of Science, School of Computer Sciences have situated.

There are two toilets blocks of area 157.02 & 68.76 sq.mt respectively for the learners. A Generator room of area 28.20 sq.mt, Guard room of area 15.21 sq.mt & pump house of an area 83.16 sq.mt. The central library of university named after saint Yagvallakya. In the central libray following are situated:

1. Audio Visual Lab
2. Gargi Hall

In A/V Lab all the modern faculties are available i.e. smart board, camera, software for editing etc. In Saraswati Parisar Madan Maohan Malviya convocation space is also situated where most of the convocations were held.

The Third Campus (Yamuna Parisar) where the regional office of prayagraj is situated, total area of Yamuna Parisar is 22267.11 sq meter i.e. 5.5 Acarcs. In Yamuna Parisar the residential blocks for teacher and officers including the office employees are situated. Type III, type II & type I blocks with an area of 1638, 216 and 1428 sq mt. area respectively. In type III there are 12 flats in type II there are 20 flats and in type I there are 20 flats for the employees of UPRTOU. A proposed community centre is also being constructed where marriage and social celebration for the employees can be made.

University has acquired land in Bareilly, Lucknow and Kanpur. In Lucknow (the state capital) newly constructed Regional center was inaugurated by Hon'ble Governor of Utter Pradesh and Chancellor of UPRTOU Smt. Anandi Ben Patel. The total area of Lucknow regional centre 1000.48 sq mts.

The Bareilly and Kanpur regional centers are also constructed for which land of 1106.10 sq mt and 1362.00 sq mt are acquired and construction work is going on. University is expanding and exploring in all the areas from physical assets to virtual world.

Most of the LSCs are co-opted colleges or the university itself already affiliated with the any one of the state university having their own infrastructure as per the state government norms.

File Description	Document
Geo-tagged photographs of campus and all other infrastructural facilities	View Document
Link for additional information	View Document
Link for additional information	View Document
Annual report of the Institution	View Document

4.1.2 Average percentage of expenditure incurred for infrastructure augmentation

Response: 41.45

4.1.2.1 Expenditure incurred for infrastructure augmentation and total expenditure excluding salary year -wise over the last five years (INR in lakhs

2019-20	2018-19	2017-18	2016-17	2015-16
1567.02	1180.04	1296.33	706.14	641.42

File Description	Document
Institutional data in prescribed format	View Document
Budget allocation for infrastructure	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.1.3 Average percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 32.81

4.1.3.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
960	1207.33	907.75	848.71	327.6

File Description	Document
Institutional data in prescribed format	[View Document](#)
Budget and Statements of Expenditure	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2 IT Infrastructure

4.2.1 Percentage of the rooms and seminar halls of the Institution Headquarters IT enabled as on date

Response: 85.45

4.2.1.1 Number of classrooms and seminar halls with ICT facilities at HQ

Response: 47

4.2.1.2 Total number of rooms and seminar halls at HQ

Response: 55

File Description	Document
Institutional data in prescribed format	[View Document](#)
Geo-tagged Photographs of IT infrastructure facilities at	[View Document](#)

4.2.2 Percentage of the rooms and seminar halls of the Regional Centres (RCs) IT enabled as on date

Response: 84.78

4.2.2.1 Number of classrooms and seminar halls with ICT facilities at RCs

Response: 39

4.2.2.2 Total number of rooms and seminar halls at RCs

Response: 46

File Description	Document
Photographs of infrastructure facilities at a few RCs	[View Document](#)
Institutional data in prescribed format File	[View Document](#)

4.2.3 Percentage of the rooms of the learner support centres are IT enabled as on date

Response: 87.53

4.2.3.1 Number of classrooms and seminar halls with ICT facilities at LSCs

Response: 6388

4.2.3.2 Total number of rooms and seminar halls at LSCs

Response: 7298

File Description	Document
Institutional data in prescribed format File	[View Document](#)
Geo – tagged Photographs of infrastructure facilities at a few LSCs	[View Document](#)

4.2.4 Frequency of IT facilities updated at the Headquarters and the Regional Centres of the Institution including website, online system, etc

Response:

Frequency of IT facilities updated at the Headquarters and the Regional Centres of the University includes regular update of website, online system etc. The University has activity automated many of the activities of the University on the latest technology and centralized database concept by developing a University Management System (UMS). The University website is constantly updated which can be understood from the following points

1. Information Brochure of Admission is uploaded on university website before the admission start.
2. The brochure of the programmes that are run by the university is uploaded on the university website.
3. Learner's problems, which is given to the examination department through the application for improvement, and its correction, is sent daily from the email ID of the examination department to the mail id of the media center, after that from the media centre daily upload on university website.
4. There is an option of online study on the university's website for distance education, through which students can continuously study through videos uploaded on the university website.
5. The examination results of all the sessions continuously uploaded on the University website according to session wise.
6. The assignment question papers for every academic session is regularly updated and uploaded on the University website.
7. Information about ongoing or proposed seminars or workshops in the university is uploaded time to time on the university website.
8. Online registrations form related to convocation are uploaded on the University website through which students can get registered for convocation.
9. Tender or quotation is sent by the Registrar's office to upload on university website.
10. Toll free Number – The toll free number of the University is bringing the light of higher education

to the residents of remote areas of the state, villagers, employed people, housewives and other curious people.

11. Updating of CUG Mobile phone number- The University has made available the CUG SIMs to the officers, teachers, consultants and staff at its headquarters, regional centers and study centers, so that they are able to broaden the reach of the university as an important resource of information.

The changes or update in University Management System and/or website is carried out time to time on the request or the information received from the concerned departments/cells. Like wise, the hardware are also changed or replaced with the new one if found obsolete.

File Description	Document
Scanned copy of agreement	[View Document]()
Any other relevant information	[View Document]()

4.2.5 Available bandwidth of the internet facility at the Headquarters and Regional Centres of the Institution

Response: 1000

4.2.5.1 Internet connection (s) in the Institution (Leased line) in terms of the available bandwidth in MBPS for the current year (as per actual)

Response: 1000

File Description	Document
Relevant documents on available bandwidth of internet connection at the Institution's Head Quarters and Regional Centres	[View Document]()
Institutional data in prescribed format File	[View Document]()

4.2.6 Facilities for audio, video and e-content development are available and are in use at the Institution Audio- video and e-Content production facilities:

1. Audio / video studios
2. Outdoor shooting equipment /Outdoor audio recording
3. Post production unit / Editing unit
4. Duplication unit
5. Graphics workstation
6. Direct Reception Sets (DRS)
7. Set Scenic unit
8. Make-up unit
9. E-Platform
10. Workstations with broadband connectivity

11. **Cloud space**
12. **Licensed software**
13. **Uninterrupted web connectivity**
14. **IT security system**
15. **Any other**

Response: A. More than 10 of the above

File Description	Document
Institutional data in prescribed format File	View Document
Geo-tagged photographs of the facilities for audio, video e-content production	View Document
Any other relevant information	View Document

4.2.7 Number of transmission facilities (Channels) available as on date in the Institution

Response: 0

4.2.7.1 Number of Radio channels available as on date in the institution

4.2.7.2 Number of TV channels available as on date in the institution

File Description	Document
Institutional data in prescribed format File	View Document

4.2.8 The level of automation of different aspects of Institution including the features of Office Automation System/ERP/MIS (Online Support to Learners, Staff, RCs and LSCs)

Response:

The University has activity automated many of the activities of the University on the latest technology and centralized database concept by developing a University Management System (UMS) which is a kind of Management Information system (MIS) through which many of the activities are providing online solutions to the different cells/departments and learners. The brief details of the modules are given below:

1. Administration Department
   1. Administration & User Rights Management System
   2. Enquiry Management System
   3. Grievance Management System
   4. Personal Information Management System
   5. Stock , Procurement and Inventory Management System
   6. Letter and File Tracking System
   7. Legal Court Cases Management System
   8. RTI Management System
   9. Building Maintenance and Management System

          10. Security Management System
2. Admission Department:-
      1. Student Admission Management System
      2. Fee Collection Management System
3. Examination Department:-
      1. Pre-Examination activities are conducted
      2. Post-Examination Management System
      3. Assignment Management System
4. SLM Department:-
      1. Self-Learning Material (SLM) Management System
      2. Dispatch of study material to the learners
      3. Downloading of SLM is provided to the learners
5. Other Modules:-
      1. Reports and Communication (Message Board, E-mail, SMS) Management System
      2. Study Center, Exam Center, Nodal Center, Regional Center Login Interface
      3. Programs, Workshops, Seminars, Activities Management System
6. Regional Center and Study Center Portal
      1. To communicate to the RC and LSC for disseminating information from HQ.
      2. RC and LSC coordinators can check the notices and resend there queries and problems directly through this portal.
7. Dedicated Technical Manpower for Onsite Support and Management of application modules and Helpdesk activities to work as per the requirement of University.
8. SMS Package for integrated of SMS Gateway on the modules.
9. The University is well connected to the society and learners by means of social media like, twitter, facebook, youtube.
10. The soft copy of the assignment is uploaded on website so that learners can download it easily.
11. The norms and application form for establishing the new study centers are made available on line.

File Description	Document
Automation system	[View Document](#)
Any other relevant information	[View Document](#)

4.3 Learning Resources

4.3.1 Learner Support Services established at the different levels by the Institution (Three tier/ Two tier)

Response:

Learner Support Services (LSS) are the most vital component of open and distance learning (ODL). LSS make up the element of distance education most nearly akin to traditional education; it is the interface between the institution and its learners. It includes wide range of academic and other related activities. The support services should not only be responsive to the needs of the distance learners but should also be accessible. Therefore in UPRTOU the two tier Learner Support Services cell has been established by

Hon'ble Vice-chancellor in the line of first statutes-2002 of the university, to accomplishment of its objectives no-04, 05 and 28 described in chapter- 02, with a view to imparting hassles free distance education to its learners of various segments across the state . The Learner Support Services (LSS) cell is functioning by highly qualified, experienced and dedicated team members.

Vision

To mentoring the learners for achieving qualitative and hassle free education.

Mission

For achieving the above stated vision following are the Mission statements.

- Total Quality Management approach based mentoring,
- Effective and Efficient two way communication, and
- Introduce time bound mentoring mix,

Objectives

Above mission can be achieved by the following objectives:

- To strengthen the learners by enriching the knowledge about open and distance education mode of learning;
- To aware the learners about the available technology enable services during their course of action;
- To explore the new vistas of mentoring to provide the maximum satisfaction to the learners, and
- To provide effective and efficient platform to removal of their difficulties

Features of Support Services

- Easy to access,
- Customized and Flexible,
- Lerner centric, constructive and Multi – Perspective,
- Technology enabled cost effective, and
- OPEN in terms of TIME, PLACE, PEOPLE & IDEAS

Availability of Support Services at Headquarters/RCs/LSCs

- To choose the customized programme and study centre,
- To complete the online and offline admission process,
- To understand the concept of Self-Learning Material and their availability,
- To imparting the awareness about availability of technology enabled services,
- To understand the examination related process and their customized services availability, and
- To provide customized counselling about their anxieties, related with offerings and services mix of the university.

Mechanism of LSS

The cell of Learner Support Services (LSS) is actively mentoring the interested learners on regular basis;

so that they could avail the technology enabled available services of the university to get the hassle free quality education from open & distance education mode. As the provision of this mode less regular face to face interaction with the learners, the LSS offers its mentorship to them upon their on-line and off line queries regarding various programmes offered by schools, process of admission, location of study and regional centres SLM, and services of examination. Most of their queries indicated that lack of awareness of this system; they are facing the process related problems. Therefore, LSS cell extends its maximum help to them by directing or informing regarding rules, regulations, procedures and schedules of the University.

The Cell mainly advice and coordinate them to where to contact, whom to contact and how to accomplish their desired tasks and how to settle their pending issues with the university. while there are various kinds of individual cells are designed to extend support to the learners, like grievances cell, student guidance /coaching cell, placement cell, alumni cell, women's harassment pretention cell etc. most of the different queries of learners in one way or the other, come through the LSS cell. besides managing to address all there, the LSS cell motivates to its learners to ensure maximum participation in different kinds of programme organized by the university like convocation, national festivals, importation communication days, awareness programmes etc.

11 Points Strategies to strengthen LSS

- To ensure effective, proper, regular, timely and transparent mentoring,
- To ensure effective and efficient role of regional centers in learners mentoring,
- To introduce offline and online options of support,
- To redesign the service mix with the view of LSS,
- To activate various cells/departments/schools responsible for LSS,
- To establish single window concepts to solve learners problems,
- To organize at least one day of the month as a **"SAMADHAN DIVAS"** in regional centers, study centers as well as university head office at Prayagraj,
- To strengthen the documentation of Toll free no. for effective feedback,
- To ensure availability of important informations onuniversity web site,
- To provide technology enable student centric mentoring, and
- To inculcate the feeling among all the members, who are engaging in Learner Support Services that **STUDENT IS THE KING**.

Responsible Team for LSS

Name	Designation	Contact No
Prof. Shudhanshu Tripathi	In -charge	1. 7525048003
Dr. Devesh Ranjan Tripathi	Dy- In charge	1. 7525048048

Any other information (To Whom to Contact For)

- For all kind of the services offered by the University Toll free no (1800-120-111-333)
- For services offered by thevarious Schools(Humanities-7525048026, Social Scienc-7525048035, Science-752548053, Education-7525048049 , Computer & Information Science -7525048125, Management Studies-7525048048, Health Science-7525048052, Professional Studies-7525048001 ,Geo Science -7525048021)
- For services offered by theRegional Centers of the University (Prayagraj

7525048030,Varanasi-7525048044,Gorakhpur 752548040,Lucknow7525048020,Bareilly-7525048025,Merruth-9412207923,Agra-7525048050,Noida/Gajiabad-9999752457,Jhansi-7525048147,Kanpur-7525048145, Ayodhya 9452063609,

- For Services offered by theAdmissioncell (7525048101, 7525048072, 7525048104, 7525048106),
- For services offered by theSelf Learning Material cell (7525048032, 7525048013, 7525048066, 7525048067),
- For services offered by the Examination office (7525048009, 7525048023, 7525048016, 7525048102, 7525048092, 7525048094, 7525048095, 7525048110, 7525048109,)
- For servicesoffered by theGrievance cell (7525048014),
- For services offered by the Technology/ICT cell (7525048070,7525048090,7525048060),
- For services offered by the Anti Ragging Cell (7525048052)

File Description	Document
Organizational chart of support services available	View Document
List of support services provided at Headquarters, Regional Centres, Learner Support Centres	View Document
Any other relevant information	View Document

4.3.2 Average number of Learners attached to LSCs

Response: 7518.6

4.3.2.1 Number of learners enrolled at LSCs in the preceding academic year

Response: 61427

4.3.2.2 Total number of LSCs in preceding year

Response: 817

File Description	Document
Institutional data in prescribed format File	View Document
Enrolment details of the preceding year RC wise	View Document
Distribution of learners LSC wise	View Document

4.3.3 Regular conduct of academic counselling sessions (for theory and practical courses) at Learner Support Centres under each Regional Centre during the preceding academic year

Response:

Academic counseling is an essential and important aspect of distance teaching-learning. It serves to

mitigate the feeling of isolation in the learners and motivates them to pursue the academic programme of their choice. On the University end it is obligatory that these sessions are organised properly and their conduct is monitored by appropriate authorities. At university due empasis is laid on this count and the administration is sensitive to this dimension of the programme delivery. There are clear cut instructions to the functionaries to ensure smooth conduct and monitoring of counsellling sessions at the Learner support centres.

The importance given to the academic counseling sessions can be gauged from the fact that the number of counseling sessions required for a given course/programme is formulated at the stage of course designing itself and all efforts are made for the compliance.

The counseling classes is of two hour durations and the counselling sessions are organised depending upon the course credit and number of learners enrolled. **Organization of Counselling Sessions (Classes)**

1. Counselling sessions are organized as per the following schedule:

Nature of the Programme	No. of credits	No. of Learners	No. of counselling sessions
General	08	10 or >10	09-12
General	06	10 or >10	06-09
General	04	10 or >10	04-06

1. Only 50 percent counselling sessions are organized for the programmes in which no. of learners are >5 but <10.
2. Only 25 percent counselling sessions are permitted for te programmes in which no. of learners are 1 to 4.
3. No counselling classes are organized for the certificate programmes except the programme for which practical work is essential.
4. Related to Library and information Sciences programmes for BLIS-04, BLIS-05, MLIS-07 and MLIS-08 no. of counselling sessions shall be as follows:

S.N.	No. of credit	No. of permitted counselling sessions
1.	4	07 along with theoretical counselling sessions
2.	6	12 along with theoretical counselling sessions
3.	8	15 along with theoretical counselling sessions

Functioning of counselling cell

Counselling Cell is constituted with a view to felicitate proper counselling i.e. (teaching, sharing of knowledge & clarification of any query regarding subject) to the learners. The students who are enrolled in the university are termed as learners and learning is a ongoing continuous process. Counselling cell works with a vision "to Empower one by education".

The main objectives of counselling cell are as follows-

1. To bring co-operation among different study centers and motivate them for regular counselling classes.
2. To improve, innovate and facilitate new methods of counselling which help the learners.
3. To coordinate all counseling related activities with the study center, regional center and head office i.e. University main campus.
4. To supervise the quality and timing of counselling sessions held at the study centers.
5. To facilitate check mechanism for proper counselling as per university guide lines.
6. To check and verify the bills, eligibility of counsellors, counselling classes time table, and documents related to these points.
7. To facilitate proper and timely payment of bill to counsellors.
8. To check that bills produced/submitted by study centers are in Proper format suggested by the university.
9. To allot counsellor codes to the counsellors.

Counselling Bill Process Committee-

The works of counselling cell is done by a high level committee. The committee counstituted by Hon'ble vice-chancellor has following structure.

1. President
2. Member Secretary
3. Members

The counselling cell works strictly in accordance to rules and regulations of the university. As the governing body of the university makes changes time to time the counselling cell incorporates the same in his working.

Step wise working of counselling cell-

Step-1 Co-ordinate and regulate the counselling as per the university calendar.

Step-2 All the coordinators of the study centers are required to submit their counselling bills with all required enclosures for payment within three months after the completion of counselling classes. Counselling bills may be produced in person or by post.

Step-3 After submission of file to counselling cell within time counselling committee held a meeting in which following point are analyzed.

- Eligibility of counsellors.
- Counselling sessions and subjects with date.
- No. of counselling classes held.
- No. of students enrolled in that session.
- Signature of counsellor.

Step-4 After assuring that above mentioned points and finding its validity, the committee approves the payment to be made.

Step-5 The cell also allots the counselor code to the counselor after verifying their documents.

Step-6 The cell approves the file with minutes and send it to registrar office for further disposal. There is a Continuous communication between study centers and counselling cell by the help of on-line portal provided by the University to the study centers. Any changes or new information related with counselling cell is directly communicated to study center.

Regular feedback and communication-

The counselling cell had a feedback and communication system. Any document related with the file, if not been attached by the study center is asked to be submitted through a letter send by speed post and a copy of same is uploaded in the online portal of that specific study center. Helpline No. of University also takes queries. It works 24X7.

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Expenditure incurred on counselling sessions	[View Document](#)

4.3.4 Average percentage of annual expenditure on library year-wise over the last five years

Response: 0.05

4.3.4.1 Annual expenditure on library year-wise over the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.7	3.54	0.24	1.24	0.24

File Description	Document
Institutional data in prescribed format File	[View Document](#)
Any other relevant information	[View Document](#)
Web-link to relevant resources available in the library	[View Document](#)
Web-link to Library catalogues	[View Document](#)

4.3.5 Library is automated using Integrated Library Management System (ILMS)

Response:

- *Software for University Libraries (SOUL 2.0)* is an state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is user-friendly software developed to work under client-server environment. SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 based protocols.
- UNICODE based multilingual support for Indian and foreign languages;
- Compliant to International Standards such as MARC21, AACR-2, MARCXML;
- Compliant to NCIP 2.0 protocol for RFID and other related applications;
- Client-server based architecture
- SA Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material;
- Supports requirements of digital library and facilitate link to full-text articles and other digital objects;
- Support online copy cataloguing from MARC21 supported bibliographic database;
- Provides default templates for data entry of different type of documents.
- Provides freedom to users for generating reports of their choice and format along with template and query parameters;
- Supports stock verification, book bank, vigorous maintenance functions, transaction level enhanced security, etc.;
- Provides facility to send reports through e-mail, allows users to save the reports in various formats such as Word, PDF, Excel, MARCXML, etc.;
- Highly versatile and user-friendly OPAC, users can export their search results in to PDF, MS Excel, and MARCXML format;
- Supports authority files of personal name, corporate body, subject headings and series name; • Supports data exchange through ISO-2709 standard;
- Provides simple budgeting system and single window operation for all major circulation functions;

The SOUL 2.0 consists of the following modules:

- The module enables library staff to handle all the major functions, such as Suggestions management; Order processing, cancellation and reminders; Receipt, Payment and budgetary control; Master files such as currency, vendors, publishers etc.; and Reports.

Catalogue: Catalogue module is used for retrospective conversion of library resources. It also facilitates library staff to process of the newly acquired library resources.

Circulation: This module takes care of all possible functions of circulation.

On-line Public Access Catalogue (OPAC): The OPAC has simple and advanced search facility with the minimum information of the item by using author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more information regarding the item.

Serial Control: Managing serials is the most complicated job for a library. The module keeps track of serials in the library effectively and efficiently.

Administration: With the inputs from the various SOUL users and requirements of the library staff and

their user rights the module has been divided into three major sections for accommodating the new features; those are User management, System Parameters and Masters.

- Considering the requirement of the University Library activities has been partially automated and two activities namely **Catalogue** and **OPAC** are functioning in the Library.
- Automation activities of the Library started in **2013** and completed in **2016.**

File Description	Document
Geo-tagged photographs	[View Document](#)
Any other relevant information	[View Document](#)

Criterion 5 - Learner Support and Progression

5.1 Learner Support

5.1.1 The Institution promotes its programmes for the prospective learners through various activities

Response:

Simply creating a well-rounded curriculum and an easy to use interface is not enough to drive prospective learners to join a programme. There is a need of continuous marketing of courses as well as promotional activities for making society aware of courses run by Open University. For this the University use different mediums both physical i.e. conventional media and electronic media. The University website www.uprtou.ac.in is a complete pack of information which learner wants. University website works as a strong medium between University and learners. The website is also linked with social surfing sites like face book, twitter and you tube. By this learners can know about the University and upgrade its information regarding activities performed by open University.

Every year University use to organise workshops at all its regional centres so that awareness can be created among mass. University organises yuva sangam which is a inter-collegiate activity for learners to promote extracurricular activity and motivate youth to develop their skills. There are various programmes which are organised under the corporate social responsibility schemas of University. Online portals were also provided to learners. University is working to become a virtual University.

For SC & ST, minorities, OBC and women of rural areas, University conducts coaching classes, to motivate learners and helps them in preparing their competitive examination. Student Guidance and coaching cell works in this area. In view of making campus free from single use plastic, the various programmes were organised on 2nd Oct. 2019, bag made of clothes/jute were distributed among the people living in the area of shantipuram and to the staff of UPRTOU.

Time to time yoga programme were organised to promote healthy lives style among the people. Workshop for a week was organised by School of Sciences on research methodology while one day workshop was organised by School of Management Studies on GST to make learners aware about the GST and its application.

Motivating people to carry research as profession and helping them to do research on innovative area is a prime motive of UPRTOU. The University also constitute a cell on Jammu & Kasmir matters for the learners of Jammu & Kasmir state on 08 Ang 2017.

Every year in Magh Mela the university use to organise a camp to disseminate the philosophy of ODL system as well as the working of the University. This year in Kumbh Mela at Prayagraj, University organised a programme on 30th Jan 2019 entitled "Sarva Samaveshi Kumbh." The programme is financially supported by Ministry of Culture, Government of India and U.P. State Government. This makes people coming all around the global to get familiar with the University and its working.

Lectures on you tube by all the faculty members help learners as well as the society to upgrade their knowledge. Birth anniversaries of national leaders were celebrated with a mission to help the society as a whole. Blood denotion camp was organised on 17 Aug 2017 in which many learners, faculty member and

office staff donated their blood.

Frequently Asked Questions (available at http://www.uprtou.ac.in/uprtou_faq.php)

Mukt Chintan - Since 2016

UPRTOU News Letter – Quarterly

 Rajarshi Tandon Smriti Vyakhyanmala – Every Year 2013

Annual Brochure for learner

MBA, MCA Brochure

B.Ed. & B.Ed. Spl. Brochure

        Pamplats and poster was developed and circulated among prospectus learners for providing the basic information about programmes run by different school as well as working of university books of Sarva Samaveshi Kumbh.

File Description	Document
Any other relevant information	[View Document](#)

5.1.2 Activities undertaken by the Institution for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at Institution Headquarters, Regional Centers and Learner Support Centers

Response:

The Uttar Pradesh is a large populated state but having less enrollment ratio in higher education comparatively to other States. The basic reasons behind less enrollment are lack of awareness, lake of time, place and money for face to face education, the social prejudices and lack of opportunities. To remove these lacks and to provide the opportunities to all prospect learners the University has made the pre-admission counseling services as a regular and continuous feature of the institution. The UPRTOU has managed the activities for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at its Headquarter, Regional Centers and Study Centers i.e. Learner Support Centers via face to face and through electronic media both.

   The University has facilitate the pre-admission counseling services to prospective learners and their guardians also. The informations and awareness provided during the pre-admission counseling are as follows:

- Information about the various programmes offered by the University
- Nature and scope of programmes
- Eligibility and Admission process

- Fee structure and Payment process
- About the Regional Centre and Study Centers.
- Recognition of Programme
- Career and future Suggestion etc

The University has followed four types of approaches for Pere-admission counseling i.e. Pre-admission counseling services through University website with Toll Free number, Pre-admission counseling through CUG mobile, pre-admission counseling workshops at Regional Centers and Pre-admission counseling programme at the Study Centers and prospect–Study Centers.

Pre-admission Counseling Services Through University Webside

The University has uploaded the 'Information Brochure' for every year before one month of commencement of admissions approximately with all details of programmes, Regional Centers, Study Centers list and the necessary contact numbers with employees name. The Toll Free numbers has also provided in the University website i.e. www.uprtou.ac.in for further queries. Any prospect learner can use these facilities at any time at anywhere.

Pre-admission Counseling Services Through CUG Mobile

The University has provided the CUG mobile number to all faculty members, Regional Centre co-ordinators and University officers. These numbers are available in the University website with details of corresponding person. All these containing CUG no's are available to response the querries including pre-admission counseling issues of the learners/ prospect learners and they all are doing that.

Pre- admission Counseling Workshops

The University has assigned a School Director as a In charge Regional Director for each 11 Regional Center of the University for organizing the workshops and organizing Programmes of Pre-admission Counseling. The each Regional coordinator has organized Pre-admission Counseling under the convenership of Incharge Regional Director at each regional center in every year before the starting of admission session. All the Study Center coordinators and prospect learners within the particulars regional center participate in the workshop.

Pre-admission counseling Programme

In-charge Regional Director has also organized the pre-admission counseling programme for and at the higher Education Institutions which are not University Study Centre and situated within their regional centre.

Induction Programme

The Institution has organized the Induction Programme for their newly enrolled learners at Head Quarter, Regional Centre and Study Centers. The concerned Director of School, Regional Coordinator and Co-coordinator of Study Centre has facilitated these services to the learners. However the School of Education has organized Induction Programme for newly enrolled learners of B-Ed. and B.Ed(SE) Programmes at

each concerned Study Centre through their faculty. The various activities performed during Induction Programme are:

- Information regarding the nature and characteristics of the Open and Distance learning.
- Characteristics and functioning of the University
- Detailed information about the programme like objectives, curriculum, assignments, examinations. And requirements of the programme
- Role of University Head Quarter and Study Centre.
- Programme calendar etc.
- Satisfy the querries of the learners.

The School of Education has conducted seventeen Induction Programmes of B.Ed. and B.Ed. (SE) for the current Session. The induction programmes were organized across the State (D. J. College, Bagpat, Shri M. P. Mahila College, Lucknow, Upardaha Degree College, Prayagraj, T.D. College, Jaunpur, T. D. Collage (Viklang Pumnrvas Kendra - MR) Jaunpur, Faza-a-Aam Modern Degree College, Mathura, Prof. H.N. Mishra College of Educaion, Kanpur, K.S. P.G. College, Gazipur, Deo Indrawati College, Ambedkar Nagar, D.D.U. Gorakhpur University, Gorakhpur, Chaudhari Tulshiram Yadav P.G. College, Prayagraj, Friends Of Handicapped India Swami Satyanand Vani School And Research Centre For Hearing Impaired And Mentally Retarded Children (HI), Meerut, Institute For Teachers Training for Deaf (HI), Lucknow, Purvanchal Khadi Gramodyog Vikash Samiti (HI), Prayagraj, Isaraji Devi Shikshan Sansthan Prayagraj (VI), U P Institute for the hearing handicap (HI), Prayagraj, & Vikalang Kendra, Prayagraj).

File Description	Document
Relevant information on activities undertaken	View Document
Any other relevant information	View Document

5.1.3 The status and process of online admission including payment of fees

Response:

In line with PM's effort for skill orientation, focus on interdisciplinary approach, better flexibility in choice of courses, provision for foundation of better understanding, the University introduced Choice Based Credit System (CBCS) as per UGC recommendation for UG and PG programmes from session 2015-2016. The admission to all programmes is made through On-line Admission Portal which is an independent module under University Management System (UMS). The University Management System is an integrated MIS system developed in year 2015-16 and it is still under modification as and when required by the University. The modification in UMS is carried out under Annual Maintenance Contract. The changes or updation in University Management System and/or website is carried out time to time on the request or the information received from the concerned departments/cells. Information Brochure of Admission is uploaded on university website before the admission start. The brochure of the programmes that are run by the university is uploaded on the university website.   The On line admission module has following features:

- Online filling of admission forms: The Online admission form contains some useful personal

information like belongingness of learner from urban or rural, its category like general, OBC, SC or ST, sex related information like Male, Female or Transgender, Disability information like; visually impaired, hearing impaired, percentage of disability, belong to defense or security forces. Apart from it, aadhar id is also taken for future reference which is kept confidential. The educational information for checking the eligibility for the chosen programme is also taken.

- Fee deposition through e-challan or e-transfer: The fee deposition can be made either through bank challan ordebit/credit card or internet banking system.
- Integration of Admission module to study Centre (SC) Coordinator Module:Once the admission form is completed and submitted by learner, the learner has to bring the original testimonial to the chosen LSC and get it verified in person by the study centre Coordinator. After verification of the admission form, the enrollment number is automatically generated andmessage is delivered o the learners mobile number.
- On line allotment of enrollment number and dispatch of study material: Once enrollment number is generated, a message is sent to the SLM Module, which is an integrated part of UMS software. The SLM section dispatches the self learning material to the learner's address mentioned in admission form. In general, the verification of admission form, generation of enrollment number and dispatch of SLM is a combined process and a unique feature of admission related activity.
- On line issue of Identity Card: Like wise, the Identity card of the learner is also generated instantaneously.
- The admission to four professional progarmems like MBA, MCA, B.Ed., B.Ed (Special Education)is also made through online filling of entrance form which is a part of admission module.

The admissions are made in two sessions i.e. Jan – Dec academic session and July – June academic session. For some programmes, sessions are divided into semesters, and for some programmes, session is on annual basis.

File Description	Document
Any other relevant information	View Document
Online Admission and related activities	View Document

5.1.4 Strategy followed by the Institution for dispatch of study material to learners

Response:

Strategy followed by the University for Dispatch of Study Material to Learners

A candidate has to first get himself registered online for admission in Utter Pradesh Rajarshi Tandon Open University, Prayagraj. After taking online admission, he/she has to submit the hardcopy of the online registration form along with the photocopy of all the other required certificates at one of the study centres of the University, already chosen by him/her. The study centre then cross examines the online information provided by the candidate by comparing it with the actual documents submitted and the study centre uploads the verification at the login ID and password provided by the University.

After the verification a generate slip of the candidate is displayed on the panel of the Self Learning Material department. The above slip shows the Enrollment number, correspondence address, mobile number and the subjects opted by him/her.

If during online registration any candidate by mistake fills in wrong details in the address column the he can call the SLM department of the University at the given contact numbers and get his address rectified, so that the SLMs may be sent to the correct address by SLM department of the University.

Ones the above mentioned generate slip is obtained, then it goes to the packaging section of the SLM department and the SLMs of the subject chosen by the learner is packed. The packet is marked with the complete description (like track number, name of the learner, father name, address, pincode, mobile number etc.) and the data is send to the postal department online through e-mail, subsequently the postal department sends a vehicle to the university, to collect all such packets of SLM. Then the packets are sent to the respective address by the India Postal Department through its business parcel service.

If any packet remains undelivered due to some reasons (like non availability of a receiver, incomplete address etc) then in that situation the packet is returned to the SLM department of the university.

The SLM department then sends above mentioned packet to the study centre opted by the learner and that study centre finally contacts the learner and handsover the SLM to him/her.

5.1.5 Modes employed by the University to attend to learners' queries Enlist the approaches given below, used by the University to attend to learners' queries:

1. **Automated interactive voice response system**
2. **Call centre**
3. **Online Help Desk**
4. **Social media**
5. **App based support**
6. **Chat Box**
7. **E-mail Support**
8. **Interactive radio counselling**
9. **Teleconferencing**
10. **Web-conferencing**
11. **Student Services Centre/ Inquiry Counter**
12. **Postal communication**
13. **Any other (please specify)**

Response: A. Any 8 or more of the above

File Description	Document
Institutional data in prescribed format File	View Document
Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Student Services Centre, any other	View Document

5.1.6 Number of modes employed by the Institution to provide academic counseling services to its learners

1. Face to face counselling sessions 2. Interactive radio counselling 3. Online LMS based counselling 4. Teleconferencing 5. Web-conferencing 6. Laboratory based counselling 7. Internship 8. Workshops 9. Field study 10. Seminar 11. Extended Contact Programme (ECP) 12. Enhancement of Professional Competency (EPC) 13. Any other (please specify)

Response: A. Any 8 or more of the above

File Description	Document
Institutional data in prescribed format File	View Document
Any other relevant information	View Document
Web-link to counselling schedules for current year	View Document

5.1.7 Average percentage of grievances received at HQ and redressed year wise over the last five years

Response: 53.52

5.1.7.1 Number of grievances redressed at HQ year wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
210	18300	13870	1635	0

5.1.7.2 Total number of grievances received at HQ year wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1860	22474	16960	1756	0

File Description	Document
Institutional data in prescribed format File	[View Document](#)
Any other relevant information	[View Document](#)
Web link to Grievance Redressal Mechanism Committee for learners	[View Document](#)

5.1.8 Reaching out to special learners like persons with disabilities, prison inmates, employees of defense or security forces, transgenders, SC / ST, minorities, women; learners from rural and remote areas etc

Response:

All the learner support centres are Divyang friendly and have adequate facilities for the purpose. However the University has established special learner support centres dedicated to cater to the special learners like persons with disabilities, prison inmates, employees of defense or security forces, transgender, SC/ST, minorities, women; learners from rural and remote areas etc. At least one special learner support centre is established in each of the regions of state besides centres in the rural and remote areas. This ensures that the special learners get requisite facilities of learner support in their neighborhood and they do not need to spend time and effort for the same.

These centres are equipped to provide academic and administrative support to the special learners and have library facilities, internet enabled computer facility (this facility is a new feature and is being strengthened). The learners can use this facility to access University website to access or download the study material, previous year question papers and other facilities of the University. The libraries at these centres are also relatively more enriched. This encourages the learners to use the facilities at the centre at feel connected with the University from the comfort of their neighborhood.

The University is fully aware for the fulfilments of its social commitments and sincerely considering the responsibilities towards the transgender, prisoners, dependent (wife or husband, son, daughter, widow, adopted child) of martyred armed and paramilitary force personals and women from villages adopted by University. In order to meet this, the university decided to grant 100% relaxation in fear for the transgender, sentenced prisoner's and dependent of martyred armed and paramilitary force personals and 50% waiver of admission fee for women from adopted villages w.e.f. 2019-20 academic session.

The special study centres for prisoners in various Jails of U.P. like in Central Jail (Naini Prayagraj, Agra, Varansi, Bareilly-I & Bareilly-II) and District Jail, (Jhansi, Azamgarh, Gautambuddh Nagar, Ghaziabad, Gorakhpur, Ayodhya, Meerut & Agra) have been established by the university.

File Description	Document
List of Special Learner Support Centres	[View Document](#)
Any other relevant information	[View Document](#)

5.1.9 Percentage of learners of disadvantaged groups benefited by financial support provided by the Government / University / or any other year wise over the last five years

Response: 0.34

5.1.9.1 Number of learners with disadvantaged group benefitted by financial support

2019-20	2018-19	2017-18	2016-17	2015-16
504	0	0	0	0

5.1.9.2 Total number of learners of disadvantaged group enrolled

2019-20	2018-19	2017-18	2016-17	2015-16
29403	39780	29425	28116	32558

File Description	Document
Institutional data in prescribed format File	[View Document](#)
Any other relevant information	[View Document](#)
Web-link to notifications issued by the Institution	[View Document](#)

5.2 Learner Progression

5.2.1 Percentage of learners enrolled in the preceding academic year (only newly enrolled) have submitted assignments as per the academic calendar

Response: 87.28

5.2.1.1 Number of newly enrolled learners submitted assignements in the preceding academic year

Response: 34342

5.2.1.2 Total number of newly enrolled learners in the preceding academic year

Response: 39347

File Description	Document
List of programmes on offer	[View Document](#)
Institutional data in prescribed format File	[View Document](#)
Web-link of assignments of programmes on offer	[View Document](#)
Web-link to academic calendar of the Institution	[View Document](#)

5.2.2 Percentage of learners enrolled in the preceding academic year (only newly enrolled) have registered for term end examination

Response: 58.93

5.2.2.1 Number of newly enrolled learners registered for term end examination in the preceding academic year

Response: 38308

5.2.2.2 Total number of learners enrolled in the preceding academic year

Response: 65010

File Description	Document
Web-link of examination schedule	[View Document](#)
List of programmes on offer	[View Document](#)
List of learners (only newly enrolled)registered for term end examinations	[View Document](#)
Institutional data in prescribed format File	[View Document](#)

5.2.3 Percentage of learners enrolled in the preceding academic year (only newly enrolled) have appeared for term end examination

Response: 58.73

5.2.3.1 **Number of newly enrolled learners appeared in the preceding year**

Response: 38181

5.2.3.2 Total number of learners enrolled in term end examination in the preceding year

Response: 65010

File Description	Document
List of programmes on offer	[View Document](#)
List of learners (only freshly enrolled)who have passed term end examination	[View Document](#)
Institutional data in prescribed format File	[View Document](#)
Web-link of examination schedule	[View Document](#)

5.2.4 Percentage of learners enrolled in the preceding academic year (only freshly enrolled) and have appeared and have passed in the term end examination

Response: 66.48

5.2.4.1 Number of freshly enrolled learners passed in the preceding year

Response: 25384

5.2.4.2 Total number of freshly enrolled learners in term end examination in the preceding year

Response: 38181

File Description	Document
List of programmes on offer	[View Document](#)
List of learners (only freshly enrolled)who have passed term end examination	[View Document](#)
Institutional data in prescribed format File	[View Document](#)
Web-link of examination schedule	[View Document](#)

5.2.5 Number of placement drives conducted by the institution for the learners year wise over the last five years

Response: 2

5.2.5.1 Number of placement drives conducted by the institution...

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
Reports of the campus placement drives	<u>View Document</u>
Institutional data in prescribed format File	<u>View Document</u>
Any other relevant information	<u>View Document</u>

5.3 Alumni Engagement

5.3.1 Percentage of passed out learners enrolled in Alumni Association

Response: 0.01

5.3.1.1 Number of passed out learners enrolled in alumni association

Response: 63

5.3.1.2 Total number of passed out learners of the OU since inception till preceding year

Response: 498807

File Description	Document
Institutional data in prescribed format File	<u>View Document</u>
Web-link to Alumni Association	<u>View Document</u>

5.3.2 The Alumni Association facilitates its members by the following 1. online enrolment for its membership 2. online networking amongst its Alumni members 3. online payment of fees 4. donation by Alumni 5. any other

Response: A. Any 4 or more of the above

File Description	Document
Scan copy of statement of receipts	<u>View Document</u>
Institutional data in prescribed format File	<u>View Document</u>
Any other relevant information	<u>View Document</u>
Web-link to online networks	<u>View Document</u>
Web-link of the Alumni Association	<u>View Document</u>

5.3.3 The Alumni Association/Chapters (registered and functional) has contributed significantly to the development of the Institution through financial and other support services during the last five years

Response:

Alumni association keeps the data of alumni of UPRTOU. Alumni meets were organised. There is also online portal for alumni cell which help learners to become alumni and help the university.
Alumni associations are groups of former students that have the goal of fostering a lasting connection with one's alma mater as well as promote the welfare of the university alumni. Alumni associations offer a number of opportunities for learners enrolled in UPRTOU to stay in touch with their fellow alumni while also expanding their networks to enhance their professional opportunities. The reasons why an alumni association is worth joining are as follows.

- Wider Professional Network
- Access to College Resources
- Connect with Professors
- Connect with the Community
- Socializing
- Giving Back what one had achieved by the institution

The purpose of an association is to foster a spirit of loyalty and to promote the general welfare of university as well as the learners. Alumni associations help and support the UPRTOU to achieve its goals, and to strengthen the ties between alumni, the community, and the university.
Suggestions given by the alumni are considered for overall improvement of the university. The alumni have immensely contributed in terms of placements, guest lecturers, industry connect and guidance for postgraduate studies.

- The alumni association builds a network among alumni and also connects with the corporate world.
- The association helps in holding interactive sessions to motivate current learners about the employability and educational opportunities abroad.
- The Alumni provide feedback on their abilities gained during their course and provide valuable recommendations for improvements.
- The alumni have also been involved in defining our Vision and Mission.

FINANCING AN ALUMNI/ALUMNAE ASSOCIATION
Generally, finances for an Alumni/Alumnae Association can be provided in three different ways:
By an annual dues program for Association members

By contributions received by alumnus for a specific association program

By donations received by alumnus.

Following Programmes were organised by Alumni cell in the last five years.

3rd Alumni meet 20 September 2016 URL http://uprtou.ac.in/media-gallery2016.php
Kavi Sammelan (on the occasion Holi) Tuesday, 26 March 2019 URL http://uprtou.ac.in/media-gallery2019.php

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The institution has clearly stated Vision and Mission which are reflected in its academic and administrative governance, perspective plans and stakeholder's participation in the decision making bodies leading to institutional excellence

Response:

Mission and Vision

(1) To reach the un-reached.
(2) To universalize opportunities of education.
(3) To provide opportunities of higher education to the weaker sections.
(4) To equalize opportunities in higher education.
(5) To provide quality education to one and all.
(6) To become a virtual university.

Objectives

(1) The University shall promote dissemination of learning and knowledge through distance education system to a large segment of the population and shall, in organizing its activities, have due regard to the objects specified in the schedule.

(2) The University shall endeavour through education, research, training and extension to play a positive role in the development of the state.

(3) Provide access to higher education for large segment of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, house-wives and other adults who wish to upgrade or acquire knowledge through studies in various fields.

(4) Promote acquisition of knowledge in a rapidly developing and changing society and continually offer opportunity for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours.

(5) Provide an innovative system of university level education, flexible and open, in regard to methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examination and operation of programs with a view to promote learning and encourage excellence in new fields of knowledge.

(6) Contribute to the improvement of the educational system by providing a non formal channel complementary to the formal system, by encouraging transfer of credits and exchange of teaching staff and by making wide use of texts and other software developed by the University.

(7) Provide education and training in various arts, crafts and skills of the country in general and the state in particular and simultaneously insure raising their quality and improving their availability to the people.

(8)Provide or arrange training of teachers required for such activities or institutions.

(9) Provide suitable Post-Graduate courses of study and promote research.

The biggest stakeholders for a university in ODL is its learners. Therefore the first mission is to reach the unreached. Proving quality education to all is what the second mission statement. Weaker sections are targeted so that they can get higher education and earn their livelihood. The last mission states in becoming the virtual university which means that everyone should get knowledge whether he is staying corner of the country.

Objectives stated are reflection of the vision statement. Each one is a vital component for the academic excellence at par for our university and all stakeholders.

The university is governed by the provisions laid in its ordinance. From appointment of vice Chancellor to routine decision making rules and regulations are considered. Pro Vice Chancellor assists the Vice chancellors as per the ordinance. He is appointed by Vice Chancellor. Directors of different schools were made appointed by executive council.

File Description	Document
Vision and Mission documents approved by the statutory bodies	[View Document](#)
Any other relevant information	[View Document](#)

6.1.2 Effective leadership is reflected in various institutional practices such as decentralization and participative management, etc.

Response:

Decentralization is having a significant impact on policy, planning and management of open distance education. To promote quality education to all sections of people and to develop a responsible management system, the university adopts the practice of decentralisation and participative management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. To groom leaders at all level of administration and academic activity university adopts participative management and decentralisation.

Governing body (Executive Council, Vice Chancellor & Academic Council) is the prime body who approves and grants permission for all the important issues related with the university, matter related with the examination is assessed by examination committee which is headed by Vice chancellor. Matter related with recognition is done by Recognition board. Planning Board frame policy related with all the development related with university infrastructure. All activity related with finance is controlled by finance committee. All these committees were lead by Honble vice chancellor while the members keeps on changing as per their tenures. This facilitates all the faculty members to help in management practices by being the part of it.

The CIQA manages the quality assurance and is one of the prime cells of the university.

There are ten school headed by Directors who with their committees of School Board and Board of Studies recommends the various new practices which has to be adopted in the present curricula.

Apart from this there are different cells working like in university where participative management is seen as the faculty member and administrative personal works together for a common goal. Admission cell, Self learning material cell, research cell, distance education and research cell, learner support cell, counselling cell, public relation cell, technical cell, maintance cell, Atal Vihari Bajpayee good governance chair, alumni cell, anti ragging cell, student guidance and coaching cell, environmental awareness and green audit committee, foreign student advisory cell, internal complaint committee, clean campus cell, women advisory cell etc constituted in the university.

These committees jointly empowered to propose, design, formulate and execute their plans within the frame-work of governance. These committees work in coordination. Time to time the committees are changed and new members were added. For a smooth functioning of university the top bottom approach is applied. There are 11 regional centres and more than 1000 study centres which also provides inputs in functioning of the university.

File Description	Document
Information / documents pertaining to leadership	[View Document](#)
Any other relevant information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The methodology adopted for developing strategic plan; the mechanism for its deployment, monitoring and assessment of the deliverables

Response:

The University is committed to provide the best available academic programmes with overall emphasis on personality development and capacity building of its all learners. That demands proper nurturing of youth power in the larger interest of the country and the world. Hence, the methodology adopted for developing strategic plan and mechanism for its deployment are as follows:

1. Curricula planning;
2. Academic calendar,
3. Expansion and enrichment of knowledge;
4. Extra-curricular activities;
5. National festivals;
6. Cultural activities;
7. Signing MoUs
8. Yoga & health and grievance redressal;

The university plans its programmes/ courses with such strategies to achieve its goals as reflected into its perspective plans. The university introduces new programmes with new combinations in undergraduate and postgraduate level in accordance with the need of the society.

The university plans its annual academic calendar each year in the beginning of the academic session. All schools have to ensure proper implementation of the academic calendar and also the accompanying activities involved therein.

The learners and faculty members are encouraged to attend and present their papers in national or international seminars, workshops etc.. The different schools of the university also organise seminars, lectures, workshops etc. so as to provide opportunities to the learners and also faculties to present themselves. They are also encouraged to write research papers, articles and book reviews for publication in reputed journals in India and abroad. (Provide web-link for BIO data of all faculties)

The university also strives for personality development of its learners. Hence, the university regularly organises lectures of eminent persons in different fields. It encourages its learners to participate into different cultural and fitness activities like youth festivals, kavi sammelan, slogan writing, afforestation, social survey, collective sharing (samuhik sahabhoj) and Yoga & health care etc., besides celebrating national festivals and commemorating important dates and also convocation.

The university has also signed MoUs with different institutions with a view to strengthen its infrastructure and resources in its march towards sustenance.

The university provides different support services to its learners for overall mentoring viz., health, yoga (in accordance with *Fit India* policy of the central government), counselling cell, grievance-redressal, grievance-redress for women etc., and also 'manages for upliftment of general health and welfare of its employees' so that they may realise their best selves.

As regards monitoring and assessment of academic activities of the learners, there is the provision of continuous sessional and terminal examinations conducted by the Examination Cell besides assessment of Assignments, Project assessment and Practicals (wherever applicable) at regional centres of the university and concerned schools. And all other activities are monitored by concerned schools/ organising committees followed by Board of Directors under the overall supervision of the Hon'ble Vice Chancellor.

Future Plans

· Designing the multimedia packages, web-based courses and such study materials.

· Expanding infrastructural facilities.

· To seek 12 B recognition by UGC.

· To encourage the faculties towards eminence and excellence.

File Description	Document
Perspective / Plan and deployment documents	[View Document](#)

6.2.2 Effectiveness and efficiency of functioning of the institutional bodies as evidenced by the policies, administrative setup, appointments, service rules, procedures etc

Response:

In accordance with the Uttar Pradesh Open State University Act 1999 and UGC guidelines a well established organizational structure is in place for enhancing the overall effectiveness of the University. In this the Vice chancellor is the academic and administrative head of the University.

In academics under Vice Chancellor come Directors of the Schools who are the academic and administrative heads of the school of studies. There are ten school of studies out of which eight are presently functional. The functional schools are namely; School of Humanities, School of Social Sciences, School of Sciences, School of Management Studies, School of Health Science, School of Computer & information Science, School of Vocational Studies, School of Agricultural Science. In administration the Vice Chancellor is assisted by the Registrar, Finance Officer, Deputy Registrar, Accounts officer and other subordinate staffs.

The University functions through various bodies such as the Executive Council, the Academic Council, Recognition Board, Planning Board, School Board, Finance committee, Examination committee and other various committees/cells like admission cell, Internal Quality Assurance cell etc. The brief functioning of these bodies are as follow: The Executive Council is the principal executive body of the University. The Academic Council supervises the academic policies of the University and to give directions regarding methods of instructions or improvements in academic standards. Academic decisions are initiated at the Unit/Department level through Boards of Studies, then discussed at School Board meetings at school level and finally decided by Academic Council. The Planning Board will design and formulate appropriate programmes and activities of the University. The Planning Board also makes the decision for future planning in relation to infrastructure development. The Recognition Board laid down the norms for the recognition of the Institutions with the approval of Academic Council and Executive Council. The School Board performs the academic and design the academic activities of the respective School of Study. The Finance Committee advices the Executive Council on matter related to the administration of property and funds of the University. Decisions regarding income and expenditure, and resource mobilization are taken by the office of the Finance Officer and the Finance committee on the proposals from various schools/administration. The Examination Committee supervises all the examinations of the University, including tabulation and moderation. To perform various academic, administrative, financial, learners related activities etc, University constituted many supporting cells and committees. The decision making process of the University is decentralized and well established.

File Description	Document
Minutes of the meetings of various bodies / relevant committees	View Document
Any other relevant information	View Document
Organogram of the Institution	View Document
Annual Report of the preceding academic year	View Document

6.2.3 Areas of operation of Institution which has e-governance implementation

1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination

Response: A. Any 4 or more of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format file	View Document
ERP Document	View Document
Any other relevant information	View Document

6.3 Faculty Development or Empowerment Strategies

6.3.1 The institution has effective welfare measures for teachers, other academics and non-academic staff

Response:

The University is operating the various welfare schemes for the teaching and non-teaching staff. The benefits of employees provident fund (EPF), teachers welfare fund (TWF) and employees welfare fund (EWF) are being provided to the University staff. Teachers and employees of the University are covered with the treasury payment pension benefit scheme.

The staff appointed after the 1st April 2005 are covered under the new pension scheme in which 10% contribution is being made by the concerned employee and 10% by the University. University contribution to new pension scheme has been increased to 14 percent w.e.f. 1st April 2019. Health Insurance Scheme is in operation for the teaching and non-teaching staff.

Twenty Type I, Twenty Type II and, Twelve Type III residences have been constructed for the fourth class clerical and teaching fraternity of the University. These residences have been allotted to the University staff as per their entitlement. All the three campuses are well planed, having clean and green environment, equipped with uninterrupted power & water supply, basic facilities of road, streetlights,

drinking water, parks and wi-fi facilities etc. Select teachers and University staff have been awarded by the Hon'ble Chancellor for their excellent contribution in their fields which motivate other employees too. The video lectures of the University teachers have been uploaded on the YouTube which enable the overall personality development of the teachers as well as benefitted the learners of ODL system. The teachers and the others staff are actively participating in the programmes of social awareness. They are making awareness and motivating the local residents for 'Fit India Movement', 'Swachha Bharat Abhiyan', 'Quit Single Use Plastic Campaign' ect.

Under the 'Unnat Bharat Abhiyan' the University adopted five villages situated at head quarter district Prayagraj. The University is concerned for caring the infants of its female staff and for this has established a day care centre situated at the University Guest House. Institution offers or campus medical health unit OPD services and canteen facilities for the staff. The University organises a number of lectures/ camps/ workshops etc. for the overall development of the faculty and staff members.

File Description	Document
Policy document on welfare measures	[View Document](#)
List of beneficiaries of welfare measures	[View Document](#)

6.3.2 Average percentage of teachers and other academics provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise over the last five years

Response: 0

6.3.2.1 Number of teachers and other academics provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format file	[View Document](#)

6.3.3 Total number of professional development / administrative training Programmes organized by the University for teachers, other academics and non-academic staff year wise over the last five years

Response: 3.6

6.3.3.1 Number of professional development or administrative training Programmes organized for teachers/ other academics / non-academic staff year-wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	6	1	5	5

File Description	Document
Schedules of programmes organized for teachers, other academics and non-academic staff	
Institutional data in prescribed format file	

6.3.4 Average percentage of teachers and other academics attended Professional Development Programmes, viz.: Orientation Programme, Refresher Programme, Faculty Development Programme (FDP), year-wise over the last five years.

Response: 28.67

6.3.4.1 Total number of teachers and other academics attended PDPs year wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	10	4	11	7

File Description	Document
Letters to teachers and other academics attending PDPs over the last five years (Data Template)	
Institutional data in prescribed format file	

6.3.5 Average percentage of non-academic staff attended training Programmes, year-wise over the last five years

Response: 40

6.3.5.1 Total number of full time non-academic staff attaneding PDPs year wise over the last five year

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	55	55

6.3.5.2 Number of full- time non-academic staff..

2019-20	2018-19	2017-18	2016-17	2015-16
58	57	54	55	55

File Description	Document
Letters to non-academic staff attending administrative training programmes	[View Document](#)
Institutional data in prescribed format file	[View Document](#)

6.3.6 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Promotion policy of the university is divided into two categories. In 1st category career advancement scheme (CAS) applies to the teachers and Library cadre of the university. A teacher who wishes to be considered for promotion under CAS may submit in writing to the university, with three months in advance of the due date, that he/she fulfills all the conditions under CAS and submits to the university duly supported by all credentials as per the API guidelines. Candidates who do not fulfills the minimum score requirement under the API scoring system, will have to reassessed after a minimum period of one year. The date of promotion shall be the date on which he/she qualifies the conditions of the promotion from one stage to another however he/she has assessed on a later date.

An entry level Assistant Professor, Possessing Ph.D. Degree in the relevant discipline shall be eligible for moving in the next higher grade (stage-2) after completion of four years of service. The Assistant Professors possessing M.Phil Degree or Post Graduate Degree in Professional Courses approved by the relevant statutory body, such as LLM/ M.Tech, etc. shall be eligible for the next higher grade (stage-3) after completion of five years services as Assistant Professors, while entry level Assistant Professors who does not have Ph.D or M.Phil or a Master's Degree in the relevant Professional course, shall be eligible for the next higher grade (Stage-2) only after completion of six years service as Assistant Professors.

Assistant Professor who have completed five years of service in the second grade (stage-2) shall be eligible, subject to meeting the API based PBAS requirements laid down by the latest UGC Regulation, to move up to next higher grade (stage-3). Assistant Professors completing three years of teaching in stage-3 shall be eligible to be designated as Associate Professor and be placed in the next subject to satisfying the required credit point as per API based PBAS methodology and an assessment by a duly constituted selection committee.

Associate Professor Completing three years of service in stage-4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be designated as Professor and be placed in the next higher grade (stage-5), subject to satisfying the required credit points as per API based PBAS methodology and an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor.

In the case of Assistant Librarian the promotion rules are same as Assistant Professor from stage 1

to stage 2 and from stage 2 to stage 3. On completion of service of five years, Assistant Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian after completing three years as Deputy Librarian grade shall move to the next higher grade subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology.

In case of non-teaching staff, the promotions are being made according to the state government rules.

File Description	Document
Performance appraisal policy of the Institution	[View Document](#)
Document on promotion/CAS for teachers, other academic and non-academic	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits over the last five years

Response:

The University conducts both internal and External Financial Audit. Internal Audit is conducted by Chartered Accountant duly appointed by Executive council and External Audit is conducted by the Department of Local Bodies Funds and A.G. (U.P.).

Internal Audit of Accounts Books of the university is conducted by authorised Chartered Accountant who checks income and expenditure account and Balance Sheet of University in order to verify and report the truth and fairness of records presented by income statement and financial position presented by the balance sheet. Chartered accountant obtains copy of budget or financial statement to study different heads of income and expenditure. He also vouches grant –in-aid from the government. He verifies the receipt of fee from students enrolled in different courses from the data provided by the admission cell and also from the bank statement. Investment etc. is properly verified from the relevant records. The establishment expenses are carefully vouched and it is carefully seen that capital expenditure had not been treated as revenue expenditure or vice-versa. So far as external audit is concerned, the annual accounts and the balance sheet of the University are prepared once at least every year and at intervals of not more than fifteen months under the direction of the of the Executive Council, be audited by the Director, Local Funds Accounts, Uttar Pradesh or by such person or persons as the State Government may authorise in this behalf.

A Copy of the annual accounts and the balance sheet along with the auditor report thereon and observation, if any, of the Executive Council are submitted to the State Government before the thirtieth of September every year.

Any observation made by the State Government on the annual accounts shall be brought to the notice of the Executive Council and the views of the Executive Council, if any, on such observations shall be submitted to the State Government.

The external Audit of the institution is also conducted by the office of the Principal Accountant General. This audit is meant for improving the effectiveness, efficiency and economy of the institution and for enforcing the executive for the better management of the resources of the institution.

File Description	Document
Policy on internal and external audit mechanisms	View Document
Financial audit reports over the last five years	View Document

6.4.2 Institutional strategies for mobilization of funds and optimum utilization of resources

Response:

Mobilization of fund and optimum utilization of resources are carried out by the Executive Council with the consent of the Finance Committee in accordance with the UPRTOU Act No. 10, 1999, first statutes-2002 and other related Government orders.

Funds are mobilized in two ways – Grand-In-Aid by the State Government and internal resources generated by way of programme fee paid by the students. Funds are also mobilized by way of fee for back paper, migration, provisional certificate, interest on investment and other miscellaneous income.

The Finance Committee gives administrative advice to the Executive Council on matters relating to the administration of property and funds of the University. It shall, having regard to the income and resources of the University, fix limits for the total recurring and non-recurring expenditure for the ensuing financial year and may for any special reasons, revise during the financial year of the limits of expenditure so fixed and the limits so fixed shall be binding on the Executive Council.

Unless the proposal having financial implication has been recommended by the Finance Committee, the Executive Council shall not take a decision thereon. Unless the proposal having financial implication has been recommended by the Finance Committee, the Executive Council shall not take a decision thereon, and if the Executive Council disagrees with the recommendation of the Finance Committee, it shall refer the proposal back to the Finance Committee with reasons for its disagreement and if the Executive Council again disagrees with the recommendation of the Finance Committee the matter shall be referred to the Chancellor whose decision thereon shall be final. The Finance officer of the university present the budget and the statement of account to the Executive Council. With the approval of Vice Chancellor, Finance officer draws and disburses funds on behalf of the university. No expenditure is allowed which is not authorised of the Act or Statutes or Ordinances.

If Executive Council at any time after the consideration of the annual financial estimates (i.e., the budget) proposes any revision thereof involving recurring or non-recurring expenditure, the Executive Council shall refer the proposal to the Finance Committee.

The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and thereafter submit to the Executive Council for

approval.

Utmost care is taken for optimum utilization of the resources of the institution. An Important part of the fund is spent on the salary of the teaching and non-teaching staff. As the University imparts education through open and distance mode a large sum of amount is utilized for learner support services. As the institution is in stage of its infancy, some funds are used for creating the infrastructure facilities.

File Description	Document
Resource Mobilization policy document duly approved by the Board of Management / Syndicate / Governing Council	[View Document](#)

6.4.3 Average percentage of expenditure by the Institution on learner support services year-wise over the last five years

Response: 29.2

6.4.3.1 Total expenditure on learner support services

2019-20	2018-19	2017-18	2016-17	2015-16
834	1137.83	815.5	723.01	291.84

File Description	Document
Statement of expenditure over the last five years	[View Document](#)
Institutional data in prescribed format file	[View Document](#)
Any other relevant information	[View Document](#)
Link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Details of the activities of CIQA listed below:

1. Number of Programme Project Reports (PPRs) prepared   2. Number of workshops/ seminars organized on quality related themes   3. Number of innovative practices implemented for quality enhancement 4. Number of initiatives undertaken for system based research   5. Number of feedback mechanisms developed for different stakeholders   6. Activities undertaken for recognition and accreditation of the Institution 7. Any other activity

Response: A. More than 5 of the above

File Description	Document
Scan copies of programme schedules	[View Document](#)
Reports of the activities	[View Document](#)
Institutional data in prescribed format file	[View Document](#)
Any other relevant information	[View Document](#)

6.5.2 Impact Analysis of various initiatives carried out and used for quality improvement with reference to learner performance, teaching-learning, assessment process and learning outcomes, research, learner and other stakeholders feedback, administrative reforms, financial management, etc

Response:

UPRTOU is working in the area of continuous reform that will help all stakeholders. From academics to matter of social concern UPRTOU adopts innovative and best practices in the respective areas. Teaching Learning Strategy is a high level planning document to inform actions and decision making across the university regarding our formal, accredited learning and teaching offering. It is expected to all faculty members and units that they will reflect the priorities identified in the Learning and Teaching process in their action plans. To provide learner centric individualized, creative and dynamic learning, the university include the media mix such as Face to Face Counseling Session, Internship and field training, Seminars, Library Facilities, Assignments, Interactive Mobile Counseling, Teleconferencing, Electronic mails (E-mails) / Internet, Online Education and Self-Learning Material to facilitate participative, experiential and collaborative learning for transmission of required skills and competencies.

Printed Self-Learning Material (SLM) and/or Books

Audio and Video Instructions

Contact-cum- counseling session

Assignment at least two for each course paper

Industrial Training/ Project work

Web sites and e-education

Computer Training and Practical's

One/more than one instruction input

Feedback

Identity Education Needs & Learned Groups

Plan & Design the Curriculum

Production Multi-Media Instruction Material

Evaluation
Certificate
Learners
Delivery System

Learner Performance and Learning Outcomes

Program outcomes, program specific outcomes and course outcomes for all programs offered by the school are stated and displayed on various platforms and communicated to faculty members and associated learners for exposure to one and all The Program Educational Objectives (PEO), Program outcomes (PO) and Course Learning Outcomes (CLO) have been established through a consultative process involving all the stakeholders of the school, the future scope of each program and the societal requirements. The PEOs, POs and CLOs of each program are published on the home page of the school. All the employees of the school have been explained the meaning of and commitment to these. It has been ensured that all employees have clearly understood the policy with regard to its meaning, relevance and their commitment to it. In most of the programmes the PEOs, POs and CLOs were finalized with the inputs were sought from industry, faculty, alumni and students. Industry representatives provided a direct voice of the employers and then first draft comes in the final shape. Each school followed it up with a formation of a subcommittee to develop program objectives and PEOs. The committee finalized the second and the third draft of the PEOs, POs and CLOs and than the faculty of the department approved these. During the development of PEOs, POs and CLOs all the stakeholders of the school were considered and their direct or indirect feedback is solicited. The stakeholders of each department include; Students registered in the program, Program faculty, Program alumni, Industry and organizations who hire our students. On 7th July2015 online admission portal was started. Admission process was converted into online process. After that examination and finance system were also converted into online process.

Choice based credit system was introduced in July 2015 session. Apart from this, 11 new cells were incorporated

Information cell

Grievance Cell

Technical cell

Maintenance Cell

Public Relations Cell

Foreign Student Counseling Cell

Sexual harassment cell

Anti ragging cell

Environment and green auditing cell

Student guidance and coaching cell

Innovation cell

Evaluation Process and reforms: All academic activity is continuously evaluated and grievances of learners are resolved. Proper blend of ICT in teaching methodology had improved quality of lectures and helped the counselors to have in-depth knowledge which they can communicate to learners.

Learner Performance and outcomes: Evaluation process is divided into two Assignments for 30% and Terminal examination for 70 %. Terminal examinations twice were held in June and December. Project work, Viva Voce and Practical's were also conducted for the learners.

Learner satisfaction survey: Distance education and research cell conducts survey. A feedback form is sent to each learner after completion of the course. feedback form contains question related with assignments, self learning materials its quality and delivery time, counseling classes, counselors attitude and value addition by counseling classes, solution of their queries are some major points which were asked by the learners in the survey. Overall satisfaction level is measured and if any deviation found university tries to solve that for the benefits of the learners. Apart from this there is an online feedback system which can be accessed by visiting the university website. There are five dimensions of feedback form: Alumni feedback Learners/ Student feedback Academicians Feedback Parent's feedback Employer Feedback.

Research Innovation and Extension: Since decade UPRTOU had produced quality research. State of art library, which had more than 2 lakhs books for learners. E-library was also situated in the main campus. One can access online journals which help in research and development.

Resource Mobilization: University uses the expertise of teachers who are working in university as well as outside. One who fulfils the eligibility for being a guide, university keeping the set standards appoints them as guide. This helps them to impart quality research.

Financial management: The financial management process is looked by finance committee headed by Vice chancellor. The finance committees administer advice to executive council relating to the administration of property and fund of university. All matter related with the income and resources of the university, fix limits for the total recurring and non recurring expenditure for ensuing financial year of the limit of expenditure so fixed and limit so fixed shall be binding on the executive council. The proposal having financial implications has been recommended by the finance committee , the executive council shall take decision on that and in case of disagreement the matter should be again send to finance committee . If the disagreement pertains there after the matter is recommended to the chancellor. The executive council approves the financial estimate i.e. finance budget. In case of any revision required then the executive council again send it to finance committee.

File Description	Document
Relevant Reports/Minutes approved by concerned Authorities	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of initiatives undertaken by the Institution year-wise during the last five years for empowering the marginalized and the weaker sections, the disadvantaged: women, SC, ST, OBC, PwD, transgender, jail inmates, defence personnel, persons residing in rural and remote areas, backward and tribal areas.

Response: 2

7.1.1.1 Total number of initiatives undertaken by the Institution

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
Minutes of relevant statutory bodies like Academic Council/ BoS meetings etc	View Document
List of initiatives undertaken by the Institution	View Document
Institutional data in prescribed format file	View Document

7.1.2 Institution shows gender sensitivity in providing facilities such as: a) Safety and Security at the work place b) Grievance redressal for sexual harassment at work place c) Day care centre (Creche) d) Provision for redressal for sexual harassment at work place e) Any other

Response:

The University gives at most importance to safety and security of its learners and employees. Gender sensitivity essentially refers to making women's as well as men's concerns and experiences an integral dimension of all policies and programs in an organization so that women and men benefit equally and inequality is not perpetuated.

a) Safety and Security, b) Grievance Redressed for sexual harassment at workplace and d) Provision for redressal for sexual harassment at work place:

The university has taken the following safety & security measures under these heads:

1. Women amenities centre inside the campus provides the fundamental facilities for ladies during their stay in the university.
2. CCTV cameras have been fixed in the prominent places like campus corridors, main campus building and common places.
3. Statutory committees like anti-sexual harassment committee comprising of female faculty members

is constituted as per the UGC guidelines and is working effectively.

4. The Institution has also set up a Women Welfare Committee (WWC) for resolving the issues faced by the girls. The WWC members conduct meetings on the need basis and come up with initiatives like self-defense techniques and awareness about sexual harassment at the work-place.

5. Anti-ragging committee comprising of both male and female faculty were constituted.

6. Suggestion/complaint boxes are made available at defined locations for the learners and faculties to drop in their cause of concern in the form of a written complaint.

c) Day care centre (Creche) University has a Day care centre were babies of Faculty and staff members were take care off at working hours.

e) Any other

1. Counseling session held for people problems related with gender equality:

The university has a well-defined learner counseling system for all the programs starting from the first semester. Counseling helps to boost the learner's morale and improve their learning abilities. If any serious gender related issue is found, it is recommended to the concerned committee for further action.

2. Common Room: Common rooms for girls are provided in the university. All the required facilities to relax are provided in the room.

3. Pink Toilets: University has constructed modern pink toilets for women with a waiting room facility.

File Description	Document
Minutes of the meeting of the Committee	View Document
Notification of Committee of Prevention of Sexual Harassment at Workplace	View Document

7.1.3 Disabled friendly amenities are available in the Institution

1) Lifts 2) Ramps 3) Rails 4) Rest Rooms 5) Scribes 6) Braille sign boards 7) Braille Software/facilities   8) Audio books 9) Sign language facilities 10) Accessible website 11) Accessible study material 12) Any other similar facility (Specify)

Response: A. Any 7 or more of the above

File Description	Document
Minutes of relevant statutory bodies like Academic Council/ BoS meetings etc	View Document
List of amenities available in the institution for PwD	View Document
Institutional data in prescribed format	View Document

7.1.4 Green practices are being implemented in the Institution over the last five years 1. Smoke free campus 2. Plastic free campus 3. Paperless office 4. Rainwater harvesting 5. Waste management 6. Renewable energy initiatives 7. Energy efficiency practices 8. Any other

Response: B. Any 5 - 6 of the above

File Description	Document
Photographs of green initiatives	View Document
Institutional data in prescribed format file	View Document

7.1.5 The institution has taken measures to set up a 'green campus' over the last five years

1. Landscaping of the campus
2. Maintenance of natural forest area
3. Planting of tress
4. Development of farms on campus
5. Planting of ornamental plants
6. Planting of potted flowering and foliage plants
7. Re-cycling of agro-waste into compost
8. Created rainwater harvesting trenches
9. Recycling of sewage water
10. Any other

Response: B. Any 5 - 6 of the above

File Description	Document
Photographs of green campus	View Document
Institutional data in prescribed format file	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives

1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format file	View Document
Any other relevant information	View Document

7.1.7 Stakeholders code of conduct exists in the Institution

1. Teachers and other academics   2. Non-academic staff 3. LSC functionaries 4. Learners

Response: A. All of the above

File Description	Document
Institution code of conduct for teachers and other academics	View Document
Institution code of conduct for non-academic staff	View Document
Institution code of conduct for LSC functionaries	View Document
Institution code of conduct for Learners	View Document
Institutional data in prescribed format file	View Document

7.1.8 Core values of the Institution displayed on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document
Institutional data in prescribed format	View Document

7.1.9 Institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens, Right to Information Act and other constitutional obligations amongst different stakeholders over the last five years

Response: 93

7.1.9.1 Number of activities organized year wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	17	26	20	14

File Description	Document
Reports of activities	View Document
Institutional data in prescribed format file	View Document

7.1.10 Number of activities conducted for promotion of universal values (Truth, Righteous conduct,

Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise over the last five years

Response: 101

7.1.10.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year wise over the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
24	17	26	20	14

File Description	Document
Reports of activities conducted for promotion of universal values	[View Document](#)
Photographs of activities	[View Document](#)
Institutional data in prescribed format file	[View Document](#)

7.1.11 Efforts of the Institution in organizing national festivals and birth / death anniversaries of the great Indian personalities

Response:

University maintains high traditions and rich culture values. For felicitating harmony and healthy work atmosphere among teachers, learners and society as a whole university continuously organizes progrmames on national importance. To this effect, the University makes cognizant efforts to celebrate important national, religious and regional festivals. The Independence day on 15th August and the Republic day on 26th January hold a special place in national pride. These days are celebrated with full enthusiasm and spirit at the head quarters, regional centres and learner support centres. These involve flag hoisting and cultural events wherein the faculty, staff and learners participate.

Similarly, the religious festivals of different religions are celebrated with same energy and participation. The celebrations on Holi, Deepawali, Vishkamra Puja hold special place. Of late, the celebrations on the international Yoga day have also become an important event in the University calendar. Yoga Day is celebrated in the Campus in the early morning between 6 am to 8 am. The yoga experts train the faculty and learners.

The importance of teacher's day cannot be understated and different stakeholders take pride and participate in the various academic activities like quizzes, debates and declamation contests etc. On the occasion of Gandhi Jayanti week eminent scholars are invited to deliver extension lectures. The University is named at Bharat Ratna, Great freedom fighter and Renowned politician Rajarshi Purushottam Das Tandon. University celebrates Rajarshi's Birth Anniversary every year on 1st August. University also

organizes Rajarshi Puroshtam Das Tandon Vyakhanmala every year. Birth anniversaries of Atal Bihar Vajpayee and Pt. Deen Dayal Upadhaya were also celebrated.

File Description	Document
Reports of activities	View Document
• Photographs of activities	View Document

7.1.12 Efforts of the Institution towards maintenance of complete transparency in its financial, academic, administrative and auxiliary functions within maximum of 500 words

Response:

Sufficient administrative assistance is provided to support complete transparency by University in its financial, academic, administrative and auxiliary functions. Purchase committee exists at the University level with clear procedural guidelines and norms, thereby promoting transparency and accountability. There is also a separate verification committee to check the deliverables actually received at the University in accordance with purchased products. To ensure fair admission and transparency, entire admission process is made on line and monitored by the University admission cell. The fee collection is also made completely online through either e-challan or net banking. Every learner automatically gets his/her enrollment number after verification of documents. Once he/she gets enrollment number, a SMS is sent o the registered mobile number stating the status of his/her SLM. The SLM section of University is fully automated and once learner gets his enrollment number, the SLM section delivers the SLM to the registered address of the learner. Evaluation process, from the appointment of paper setters to the result declaration, is confidential. Evaluation at only head quarter and regional centers system is done to ensure the maximum confidentially. However, the copies of internal assessment (assignment booklets) are shown and return back to the learners indicating the comments provided by the counselor so that learners can check their answers.

The University term end examinations are conducted in about one hundred examination centres situated mostly at the Aided/ Government Colleges/ Universities across Uttar Pradesh. Study Centres are also asked to apply for exam centre. Examination Centres are made exclusively on the basis of the fulfillment of the standards laid down by the competent authority of the university.

University has a system of giving opportunity to all learners to scrutinize terminal copies as per rules after completing all the procedural requirements. The results are prepared by tabulators using computer based tools. All entrance test results including waiting list, merit list etc are displayed on the University website. The University website is regularly updated, as and when required, so that exact and clear information is disseminated to the stakeholders.

Article 7 of the UPRTOU Act, 1999 states, "The University shall be open to persons of either sex irrespective of class or creed, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University, or to hold any other office therein or admitted as a student in the University or to graduate there at, or to enjoy or exercise any privilege thereof."

Transparency in functioning having a significant impact on the smooth management of the University. To promote quality education to all sections of people and to develop a responsible management system, university adopts the practices of transparency, decentralization and participative management.

So, it is evident that there is complete transparency in the admission SLM delivery, establishing examination centres, evaluation, result processing, administration, financial management and almost in every working field of the University.

File Description	Document
Policy document (if any)	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

A- Responsiveness towards learners

• The institution has a dedicated on line / offline helpdesk/ toll free number

The University has facilitated to all its stake holders both online and offline help desk along with toll free phone number to address the issues/ grievances of the people. Two telephone operators are continuously attending toll free phone and noting the queries of the people. Simultaneously the matters are referred to the concerned cell/ desk for getting resolved. Toll free no: 1800 120 111 333

• Grievance redressal mechanism is in place

The University has established grievance redressal cell on head quarter campus which deals with grievances of all types received from stakeholders of the institution. The ultimate aims of the committee are as followings-

- To ensure that committee shall introduce a very fair, unbiased, impartial and transparent mechanism for deciding various grievances confronted by different stakeholders of the University.

- To ensure that grievances are resolved expeditiously and the confidentially to be maintained.

- To create image of the University among stakeholders as fair, transparent, impartial, and having no retaliatory attitude.

- Link: http://admission.onlineuprtou.in/grievancemanagements

- Link: http://www.uprtou.ac.in/sc_st_main_page.php

• Institutional system of learner feedback is in place

UPRTOU has designed a feedback format and uploaded on its website for easy accessibility to its different stakeholder. It is a process through which learners can use it to submit their suggestions and experiences about any particular aspects of their learning domain and also to enhance their knowledge. The format has provision to receive feedback from different stakeholders of the university to dispel the weaknesses of system, improving and strengthening the functioning of the system, and providing information related to different issues from the University etc. University ensures to make use of feedback system productive, both for the stake holders and institution itself as well. Link: http://www.uprtou.ac.in/feedback_form.php

• Any other

A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson,

Student Grievance Redressal Committee (SGRC). Chairperson will ensure prompt redressal of the matter and maintain the dignity of the institution.

B- Accountability:

• Meetings of all statutory bodies are held as per statutory provisions

University strictly observes statutory provisions in every sphere of its activities. Starting from the BOS, School Board, Academic council, Planning board, Examination Council, Finance committee and executive council, all are organized as per the statutory provisions laid by act and ordinances of the University. Executive Council, the apex body of the University is held under Videography to maintain absolute transparency.

• Auditing and budgeting are carried out as per rule

The University is very conscious regarding auditing and budgeting process and takes all effective measures to ensure that these procedures are carried out in accordance to the statutory provisions within the specified schedule. Finance office lead by finance officer shoulders responsibility in organizing various financial activities through specified protocols.

• All procurement is done as per the defined process:

University adopts process of purchase and procurements of various requirements as specified by the rules and regulations. Quotations and tenders are invited keeping fool proof transparency and honesty under the supervision of a committee constituted by the Vice Chancellor to execute the fair processing of the procedure. GEM portals are also used for procurements of various articles.

• Academic calendar is being followed strictly

The University, before the commencement of academic session, prepares its academic calendar and adheres strictly in following the schedules specified in it. Stakeholders are also able to know the entire schedule of the academic session for the concerned session. Information include such as date of commencement and closure of admission, orientation, counselling schedules, proposed dates for semester wise examinations, dates for submission of assignments and tentative declaration of results also date for filling of back paper formats.

C- Transparency

The University observes transparency in its multi layered system existing across different levels of the functioning. It has access to the information pertaining various activities to all its stake holders to ensure transparency in the functioning of different cells. The agendas, signed drafted minutes of different statutory bodies of the University are uploaded on the website.

A very fair admission and examination system process is in place. The provision for showing examination copies to the learners on demand is in place which removes the doubts. Absolute transparency is followed in appointments of staff in the University. UPRTOU functions with spirit of selflessness, honesty, accountability, transparency to fulfill the objectivity.

• Proper sharing of information with the concerned stake holders

The University prefers to maintain cordial relationship with all stakeholders. Information are regularly uploaded on the University website for easy accessibility and also published in the print and electronic media for the knowledge of community and stakeholders as well. University maintains prompt response in reply of RTIs and various other portals meant for addressing public grievances.

• Transparent system of monitoring and evaluation

University strictly adheres to maintain absolute fair and transparency in various functioning. Admission is taken through very fair processes. Entrance tests are conducted for admission in B.Ed., MBA and MCA programmes. University has central evaluation system of answer sheets. Appointment of examiners for various examination purposes is very fair.

- Proper institutional system of inclusive planning

University keeps vigilant watch on the inclusive expansion through multidimensional approaches. It inculcates development of skill-based programmes, transferable credit-based courses, building of capacity and infrastructures, inclusion of all classes of the society especially the Physically challenged persons, providing better opportunities for learning to all, ensuring safe and secure working environment, enhancing participation of women, SC, ST and marginalised people etc.

- All relevant information is made available in public domain

University ensures availability of various information in public domain through uploading routine updates on the web site. Also, RTI cell is shouldering responsibility for prompt reply of public queries. IGRS portals are continuously checked for providing quick reply of the information or resolving the issues. On campus notice boards display various information for public domain.

7.3 Institutional Distinctiveness

7.3.1 Institution's performance in any 5 of the following areas distinctive to its vision, priority and thrust

1. **E-Governance**
2. **Globalized Content**
3. **Innovative Pedagogies**
4. **Technology enabled Learner Support**
5. **Penetration into Remote and Tribal Areas**
6. **Content in Regional languages**
7. **Enhancing Research and Innovation**
8. **Social Responsibility Endeavours**
9. **Secure Databases**
10. **Modern Infrastructure Facilities**
11. **Landscaping the Campus**
12. **National/ International Recognition**
13. **Any other (appropriate for ODL system)**

Response:

The university's vision "Reach to unreach" persistently motivates governing body for continuous welfare of learner as well as the society. The areas of distinctiveness which make UPRTOU a unique institution of Higher education among masses are as follows:

E-Governance: Use of electronic i.e. 'E' for governance (control and direction) is a vital component making university explore each and every door step. University had adopted E governance model for smooth control and coordination among all the stake holders. Online process was adopted from admission, examination, finance, distribution of SLM. All the regional centers were connected by tale-conferencing facility. Stakeholders can give their feedback of all the activities performed by the university through online portal of website. Examinations were conducted on centers with CC camera. This makes fair and smooth examination without any unfair activity. Marks of assignments are uploaded by regional centers.

For learners online admission panel is developed in 2015. By this learner can take step by the mobile phone and make payment online. University website has a download section from where the learners can get download e-SLM and study contents. They can fill their back paper forms, download assignment papers and download their marksheets. There is toll free number also for learners. Online grievance system enables learners to register their grievances and get them solved. After redressal of their grievance learner are informed on their register mobile or email.

Penetration to remote and tribal area: The University adopts the philosophy of education to all without any discrimination. In a small span of 20 years university had reached to remote and rural areas of Uttar Pradesh by the help of 11 regional centers and about 1000 study centers. These study centers help the learners to take admission and explore the dimension of higher education at their door step. University had also adopted some villages and facilitate all around development making people learn about hygiene and cleanliness.

Content in Regional Language: As the Majority of learners in U.P. are Hindi speaking, the University imparts special entrust on the area of SLM development in Hindi. University had developed his own self Learning Material in Hindi for both in professional as well as conventional courses. Courses of Retail Management, Disaster Management, Insurance, Journalism & Yoga are some which are changing the understanding levels of learners. University is developing its SLM of B.Com in Hindi. Courses like retail management, insurance and disaster management were developed by the faculty members of School of management studies.

Social Responsibility Endeavors: The University is well aware of its social responsibilities and commitment to the society not only through curriculum adopted in the area of Environmental Awareness, use of Information Technology, Nutrition for the Community, Solid Waste and Disaster Management but also through engaging the stake holders directly / indirectly to work for the social issues and welfare and welfare of downtrodden and weaker sections of the society which is well reflected through numbers of initiatives taken by the university namely; Massive Plantation and Green Campus Green Campus drive under Swachh Bharat Mission, Ganga Bachao Abhiyan and Ganga Cleanliness, Aids Awareness, flood relief work, Voter Awareness Day, awareness about pollution related environmental issues. For transformational change of rural life university adopted few villages under Unnat Bharat Abhiyan. Awareing society from ill effects of Plastics University had started a campaign of clean campus green campus. Since 2017 university had banned use of plastics. Jute bags were distributed from main campus and 11 Regional campuses so that people stop using plastic bags. Blood donation camps were organized where faculty and staff donated blood. Many camps of Yoga were also organized to make people fit and join "Fit India Moment". "Art of Living" camps were also organized by university.

File Description	Document
Relevant links	[View Document](#)
Any other additional information	[View Document](#)

5. CONCLUSION

Additional Information :

The university adopted 16 Points Strategies to reach learners of diverse background in various locations of state to strengthen their socio-economic status of living by offering various programmes:-

- To ensure effective use of social media,
- To reactivate centers in Govt. Aided Degree Colleges,
- To introduce online options for admission,
- To establish single window concepts to solve learner grievances,
- To organize region-wise workshop's for coordinators/counselor to launch the new programmes,
- To organize region-wise workshop's for coordinators/counselor that are running programmes, which are having less enrolments,
- To established Toll free no. for effective two way communication,
- To adopt flexible transfer system of study and examination centers,
- To ensure effective examination system.(error free mark sheets, timely deceleration of result and clear mechanism of two way communication),
- To ensure effective and efficient role of regional centers,
- To establish effective feedback mechanism,
- To ensure proper, timely and transparent payment of study centers,
- To provide technology enable aesthetically designed adequate infrastructure to specialized study centers,
- To make provision for fee concession to university employees, , blind candidates and in case two students admitted in a programme are from the same family,
- To increase use of Mobile Vans equipped with audio-video facilities in village and remote areas, and
- To inculcate the feeling among all the stakeholders, who are engaged in Learner Support Services that **STUDENT IS THE KING in** ODL system.

Concluding Remarks :

The University conducts its academic activities through a diversity of means of distance and continuing education, and functions in cooperation with the existing Universities, Colleges and Institutions of higher learning, and makes optimum use of the infrastructure of these organizations. The University offers wide range of educational programmes related to general education, training, research and extension work through open and distance learning for the development of the State; to promote dissemination of learning and knowledge to a large segment of the population; and, to promote and advance the culture of the people of India and its human resources based on the rich heritage of the State. University making multi-phased efforts to own the philosophy "**To Reach the Un-Reached"** for wider public acceptability of the ODL system.