

The Annual Quality Assurance Report (AQAR) of the IQAC
Directorate of Distance Education

Part – A

1. Details of the Institution

1.1 Name of the Institution

Directorate of Distance

1.2 Address Line 1

II Floor, IMS Building,

Address Line 2

Khandwa Road, Indore

City/Town

Indore

State

Madhya Pradesh

Pin Code

452001

Institution e-mail address

dde.feedback@gmail.com

Contact Nos.

0731-2479288

Name of the Head of the Institution:

Dr. Jayant Sonwalkar

Tel. No. with STD Code:

0731-2363902

Mobile:

09425066985

Name of the IQAC Co-ordinator:

Dr. Manishkant Arya

Mobile:

922969354

IQAC e-mail address:

dde.iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) **EC/66/RAR/146 dated 21-02-2014**

1.4 Website address:

<http://www.dauniv.ac.in/new/dde/dde.html>

Web-link of the AQAR:

<http://www.iqac.dauniv.ac.in/>For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Four Star		20/09/2000	“Five Years”
2	2 nd Cycle	B grade	2.57 out of 4	16/09/2008	“Five Years”
3	3 rd Cycle	A	3.09	21 .2. 2014	“Five Years”
4	4 th Cycle	N.A	N.A	N.A	N.A

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

21/11/2008

1.7 AQAR for the year (for example 2010-11)

2015-2016

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ Feb 2013 June 2013 _____ (DD/MM/YYYY)4
- ii. AQAR _____ 2013-14 _____ (DD/MM/YYYY)
- iii. AQAR _____ 2014-15 _____ (DD/MM/YYYY)
- iv. AQAR _____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

DAVV

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="3"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="1"/>		
2.4 No. of Management representatives	<input type="text" value="1"/>		
2.5 No. of Alumni	<input type="text" value="1"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>		
2.8 No. of other External Experts	<input type="text" value="0"/>		
2.9 Total No. of members	<input type="text" value="9"/>		
2.10 No. of IQAC meetings held	<input type="text" value="6"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/>	Faculty	<input type="text"/>
Non-Teaching Staff	<input type="text"/>	Students	<input type="text"/>
	Alumni	<input type="text"/>	Others
		<input type="text"/>	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1	0	1	0
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/**Core/Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes. We have made significant changes in syllabi after termination of the supply of student learning material. We have tried to make syllabi easy to learn and included the possible industrial and business aspects required by the profession.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
1			1	

2.2 No. of permanent faculty with Ph.D.

1

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	4	0	2	0	1			0	7

2.4 No. of Guest and **Visiting faculty** and Temporary faculty

24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1		
Presented papers	1		
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

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2.7 Total No. of actual teaching days during this academic year

48

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Practicing
Traditional Method

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4

24

14

2.10 Average percentage of attendance of students

35 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	206					65

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

2.13 Initiatives undertaken towards faculty development NA

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	0	7	0	4
Technical Staff				

Criterion – III**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

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3.2 Details regarding major projects NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6		
Non-Peer Review Journals			
e-Journals	3		
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

NA

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published

NA

i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

NA

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges NA

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

NA

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

NA

3.12 No. of faculty served as experts, chairpersons or resource persons

1

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

NA

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

5 Lac

Total

5 Lac

3.16 No. of patents received this year **NA**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year **NA**

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1

6

3.19 No. of Ph.D. awarded by faculty from the Institution

12

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: **NA**

University level State level
National level International level

3.22 No. of students participated in NCC events: **NA**

University level State level
National level International level

3.23 No. of Awards won in NSS: **NA**

University level State level
National level International level

3.24 No. of Awards won in NCC: **NA**

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized **NA**

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

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-

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

- DDE is located in a block of IMS building (DDE block contain 1 conventional Director Room + 2100 Sq. Ft. office area. + Content (academic material) stock room + 7600 Sq. Ft. Faculty area).**
- Class rooms of IMS are being used for the DDE classes on Sundays.**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- DDE employees are using computer system to various documentation works and to communicating the notifications to students through bulk SMS facility.
- DDE uses electronic databases and e-journals through central library network.
- DDE uses electronic content in form of CD and DVD for teaching and knowledge sharing.

4.3 Library services:

- DDE uses electronic databases and e-journals through central library network.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	4	NA	All the 4 computers connect ed with Wired and Wi-Fi	NA	NA	4		
Added								
Total	4		4			4		

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Wi-Fi is available to all in the campus. Students can use this facility through their authentication ID issued by central computer center.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.36960
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	Rs.72025
Total :	

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC contributed in enhancing students' awareness about the services provided to them and its benefits.

5.2 Efforts made by the institution for tracking the progression

Timely feedback is taken from the students about the delivery of services and possible improvements expected by them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
00	187	00	00

(b) No. of students outside the state

7

(c) No. of international students

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Men	No	%	Women	No	%
	00			00	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NA

No. of students beneficiaries

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5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement **NA**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes **NA**

5.9 Students Activities **NA**

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events **NA**

Sports : State/ University level

National level

International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support **NA**

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives **NA**

Fairs : State/ University level

National level

International level

Exhibition: State/ University level

National level

International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Institution's Vision

- ❖ To create and disseminate knowledge to get the deprived and working professionals.

Institution's Mission

- ❖ To make available quality education to develop professionals.

Institutional Value

- ❖ Fully committed to help students succeed.

6.2 Does the Institution has a management Information System

NO

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum Development is done every year. DDE invites the suggestions from stakeholders and makes necessary changes according to the suggestion after reviewing them by a committee.

6.3.2 Teaching and Learning

Constant feedback is taken about the teaching and learning. Actions have been taken against the teachers who were not able to deliver the content in lucid manner. Two faculty members were changed in between the semester.

6.3.3 Examination and Evaluation

Students contribute in fixing exam schedule. Evaluation is done in strict confidence.

6.3.4

The only faculty member Dr. Sonwalkar is actively involved in the research and presentations in the conferences. He published 9 papers and presented papers in 2 international conferences

6.3.5 Library, ICT and physical infrastructure / instrumentation

University library is used by the students of the department and teaching material is provided to them.

6.3.6 Human Resource Management

Department is running short of human resources.

6.3.7 Faculty and Staff recruitment

Request has been forwarded to the university for the recruitment of the faculty and staff for the department.

6.3.8 Industry Interaction / Collaboration

Visiting faculty members are from industry and constant interaction is done with the industry experts.

6.3.9 Admission of Students

Students are admitted through centralized admission process followed form filling via MP Online (www.mponline.gov.in) and counseling on the basis of merit list.

6.4 Welfare schemes for

Teaching	As per university
Non teaching	As per university
Students	As per university

6.5 Total corpus fund generated

Over Rs.1,00,00,000 in 2015-16

6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No			
Administrative	NO			

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Exams are done at highest of the quality

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Autonomy is provided to the department by the university

6.11 Activities and support from the Alumni Association

Alumni feedback is taken on syllabus and course improvement.

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

NA

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation was done

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Best management faculties with extensive industrial and academic experience and interdisciplinary knowledge are associated with department as visiting faculties.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

All classes were held in time, counselling sessions conduction to the required number and examination conducted in time.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- 1. With very small academic and non-academic personnel, DEE economically performed well. Systems were defined and set in order for the performance of the department to expected level**
2. New papers and materials are generated keeping in mind the innovation taken place in the industry and research. Keeping in mind, the students' linguistic problems, two papers namely *English Language and Communication Skill* and *Business Communication* have been introduced.
- 3. Videos of the top faculty members from around the world are shown and shared with the students in the classes**

7.4 Contribution to environmental awareness / protection

Other than the paper of the environment manager, other semesters students are made aware about environmental issue through lectures and seminars

7.5 Whether environmental audit was conducted?

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Some of the healthy practices of the year are:

- Guidance and Counselling
- Maximum number of counselling sessions for distance Education students in the country
- Availability of online teaching material
- Availability of online videos
- Interaction with the industry
- Feedback from all the stakeholders
- Continuous improvement in teaching and in examination standard
- Use of SMS services for every information to the students

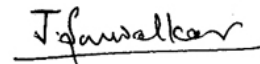
8. **Plans of institution for next year**

The future plan of the department is as follow:

- ❖ Hiring of faculty members and non academic staff members.
- ❖ Development of our own teaching and learning material by following possible pedagogical and andragogical aspects of teaching and learning processes.
- ❖ Establishment of E-learning center for distance education students with 24X7 supports.

Name _____

Name Dr. Jayant Sonwalkar



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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