



**ANNUAL REPORT**  
**2018-19**

**CENTRE FOR OPEN AND DISTANCE LEARNING**

**TEZPUR UNIVERSITY, ASSAM- 784028**

*submitted by*

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

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## *From Vice Chancellor's Desk*



It is my pleasure to forward the Annual Report of Centre for Open and Distance learning for the year 2018-19. Since its inception in 2011, the Centre has made considerable progress in all its spheres, which is commendable. The Centre is also prompt in implementing the benchmarks indicated by the UGC, ODL Regulations 2017 for quality deliverance of distance learning system, especially, in production of quality learning materials and student support services. The satisfactory increase in student enrolment in 2018 -19 validates the Centre's endeavour by its stakeholders.

CODL is steadily progressing well with its commitment, academic expertise and dedication. In the tryst of achieving greater heights, we look forward to meeting our obligations to the region and the nation.

(Vinod Kumar Jain)  
Vice-Chancellor



# CENTRE FOR OPEN AND DISTANCE LEARNING TEZPUR UNIVERSITY

## An Overview

Open and Distance Learning in modern times assumes the status of the most rapidly growing segment of education because of its approaches on flexible learning opportunities to individual and group learners resulting in both education and training. Adding to that, a sea change is witnessed in the whole system when ICT and other technological tools have supported the teaching learning method and placed distance learning system as one of the biggest learning platform worldwide.

The Centre for Open and Distance Learning (CODL) at Tezpur University was established in 2011 with the vision to maximize the synergy between aspirational sections of our society and innovative teaching learning methodologies through futuristic teaching learning methodologies. We are in a process to elevate our system to a height where distance learning is no more viewed as one where the learners are separated by time, technology and distance. With a vision to extensively use advance and nuance information and technology with visual, auditory, audio visual and multimedia content as instructional method, CODL is uniquely positioned to bridging the gap between skills and aspirations and push the willing to improve and innovate.

The Centre offers various post-graduate, undergraduate, diploma and certificate programmes in emerging areas of science & technology, social sciences, management and humanities. Following programmes are on offer

- MA in Mass Communication
- MA in English
- MA in Sociology
- PG Diploma in Human Resource Management
- PG Diploma in Environmental & Disaster Management
- PG Diploma in Renewable Energy and Energy Management

PG Diploma programme in Child Rights and Governance is introduced in the current financial year.

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# OUR VISION & MISSION

## Vision

To grow to be a leading centre for human resource development through distance, open and universal learning system.

## Mission

To provide quality higher education at door step through barrierless, flexible and open learning mode in conformity with national priority and societal need.

## Objective

- To offer degree, diploma, certificate level programme of study through distance learning in various emerging subjects across the disciplines.
- To offer job oriented and vocational programmes in flexible terms in the line of the national and regional level demand of manpower.
- To offer various programmes under lifelong learning contributing to the local and regional level requirements and as per the need of the society at large.
- To undertake various research and academic activities for furtherance of distance education in the region.
- To contribute to conserve and promote cultural heritage, literature, traditional knowledge and environment conducting short programmes, workshops, seminars and research in interdisciplinary field.

# CENTRE FOR OPEN AND DISTANCE LEARNING, TEZPUR UNIVERSITY

## ANNUAL REPORT 2018-19

### A Gist

#### CENTRE PROFILE

Name of the Centre:	Centre for Open and Distance Learning
Name of the University:	Tezpur University
Type of University:	Central and Unitary
State:	Assam
Address:	Napaam, Tezpur – 784028, Sonitpur District, Assam
Year of Establishment:	2011

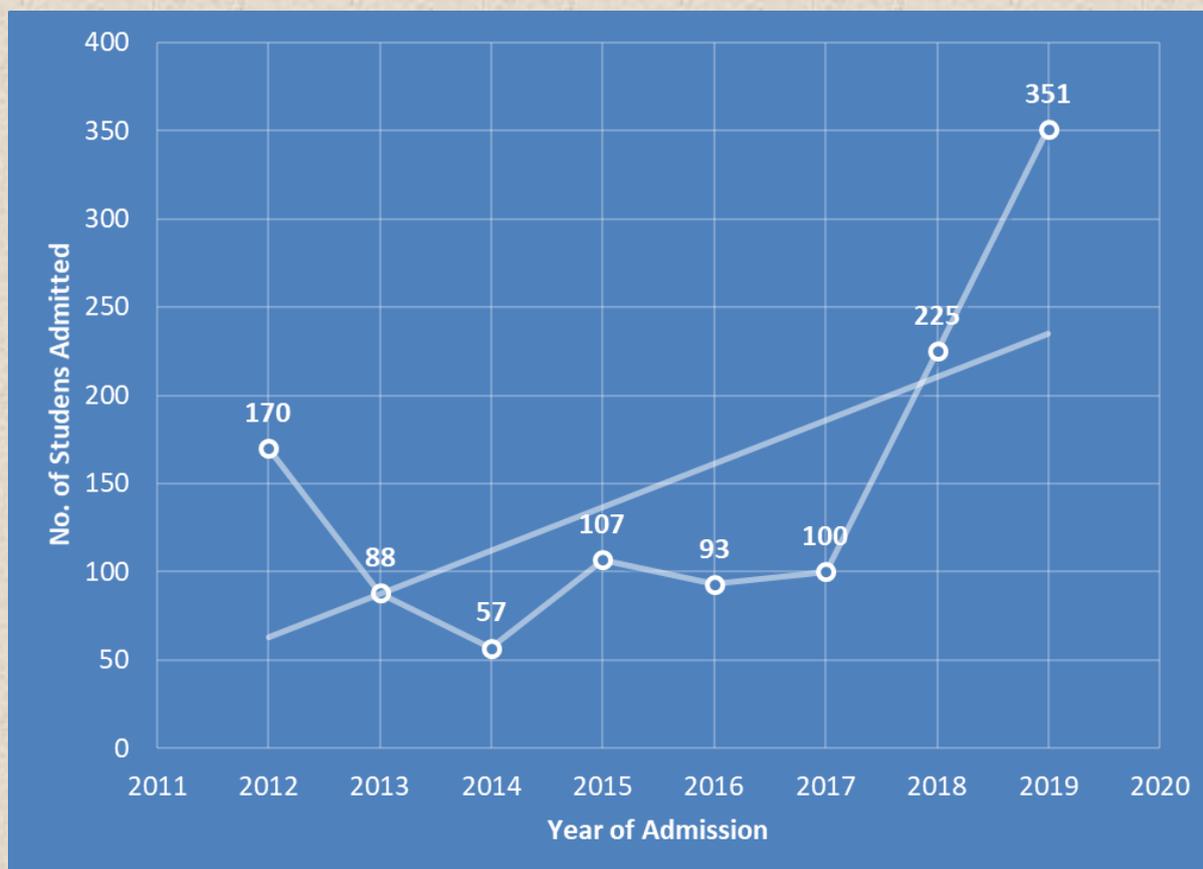
#### HIGHLIGHTS OF THE YEAR 2018-19

Vice-Chancellor:	Professor Vinod Kumar Jain
Director:	Professor Debabrata Das
Director, CIQA	Professor Manabendra Bhuyan
Programme offering Depts:	07
Academic Profile	Masters: 03 PG Diploma: 04
Programmes:	07
Total No of Students:	490 Female: 168 Male: 322
Enrolment in the Year 2018-19: (Autumn, 18-Spring ,19	306 Female: 109 Male: 197
Director	01
Academic staff	12
Non-academic staff	04

## **ENROLMENT AND FINANCIALS DETAILS**

SI No	Name of the programme	Total No. of Learners as on 31/03/2019
1	MA Mass communication	88
2	MA English	25
3	MA Sociology	31
4	M.Sc. Math	36
5	PGD REEM	91
6	PGD HRM	127
7	PGD EDM	41
8	PGD CRG	46
9	PGD DIM	2
10	PGD DRM	1
11	PGD FH	1
12	PGD GD	1
<b>Total</b>		<b>490</b>

### YEAR WISE ENROLMENT SINCE INCEPTION



## Enrolment in the Year 2018-19

### (Autumn 2018 and Spring 2019)

SI No	Name of the programme	Autumn 2018	Spring 2019	Total
1	MA Mass Communication	15	9	24
2	MA English	20	5	25
3	MA Sociology	18	13	31
4	PGD REEM	38	21	59
5	PGD HRM	59	34	93
6	PGD EDM	15	13	28
7	PGD CRG	16	30	46
<b>Total</b>		<b>181</b>	<b>125</b>	<b>306</b>

## Financial Figures

SI No	FY	Total Amount Earned (in Rs.)	Total Expenses (Revenue Exp) (in Rs.)
2	2018-19	31,25,751/-	25,16,498/-



## ACADEMIC/NON-ACADEMIC STAFF DETAILS

Academic and administrative staff strength at CODL is in the following way.

### A. DIRECTOR

Professor Debabrata Das hold office as Director on February 2017. A Professor in the department of Business Management, Prof. Das is a full time Director in CODL.

### B. ACADEMIC STAFF

SI	Programme Name	Faculty Associated	Offering Department
1	MA in English	Dr. Suchibrata Goswami Dr Sanjib Sahoo Dr. Pallavi Jha	Dept of English and Foreign Languages
2	MA in Sociology	Ms Ankita Bhattacharyya Dr. Amiya Kumar Das	Dept of Sociology
3	MA in Mass Communication	Ms Madhusmita Boruah Dr. Uttam Kumar Pegu	Dept of Mass communication & Journalism
4	PG Diploma in Human Resource Development	Dr. Runumi Das	Dept of Business Administration
5	PG Diploma in Environmental and Disaster Management	Dr. Nirmali Gogoi Dr. Dipak Nath	Dept of Environmental Sciences & Centre for Disaster Management
6	PG Diploma in Renewable Energy and Energy Management	Dr. Sadhan Mahapatra	Dept of Energy
7	PG Diploma in Child Rights and Governance	Dr. Subhrangshu Dhar	Centre for Inclusive Development

### C. NON-ACADEMIC STAFF

<b>Sl</b>	<b>Name</b>	<b>Designation</b>
1	Mr. Partha Pratim Kalita, MBA	Assistant Registrar
2	Mr. Kalpadroom Almany, BCA	Computer Operator
3	Mrs. Anita Ghosh, BA, Diploma in CSE	Office Assistant
4	Mr. Ranjit Bora	MTS

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## INFRASTRUCTURAL DETAILS

CODL has a well structured office set up with all essential amenities for successful operation of the distance learning system. In the current years the Centre has suitably modernized and upgraded its existing infrastructure. Some major highlights are:

- Restructuring of faculty cabins
- Establishment of furnished independent office for CIQA
- Upgradation of the Student Lounge with essential facilities for the students.
- Conversion of the Conference Room to the capacity of 20 seats with Encarta furnishing and projector facility
- Procurement of books for the Library as per the requirement of the programmes offered through CODL.
- Procurement of new Office Furniture (including faculty tables, chairs and air-conditioner), computer system, projectors, multifunction printers for CODL office use
- Restructuring of the Centre area marked with proper signages

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## CURRICULUM DESIGN AND SLM DEVELOPMENT

Centre for Open and Distance Learning (CODL) initiated the process of developing/revising curriculum of all the programmes under offer, keeping in line with the new UGC-ODL Regulations 2017.

CODL highlights the following aspects in curriculum design and SLM development

- Curricula development is in the line of UGC, ODL Regulations 2017
- Designing of need/skill based Curriculum. CODL offers more programmes in specialised areas.
- Traditional subjects are blended with skill based components
- Developing curriculum for upcoming and employable areas incorporating a lot of practical components.

Syllabus Revision and SLM development:

- Constitution of SLM Development Advisory Committee (SLMDAC) for each programme
- Revision of the existing syllabi of all masters and diploma programmes.
- Recommendation of external experts and approval of Academic Council.
- Both theoretical and practical components in syllabus.
- SLM preparation with the help of approved authors by SLMDAC
- Editing of SLM by approved Editors
- Addition of audio-visual and ICT components the Self learning materials.

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## LEARNER SUPPORT SERVICES

CODL has started fresh and revamped student support services under the following heads for ensuring quality and ease of accessibility in its help desk services: -

- Online Admission Process
- Online Examination form fill Up
- Online Admit Card generation and download facility
- Online result declaration
- Online payment of Examination Fees and SLM Fees
- Continuous updation of website with relevant information
- SMS alert service for important information and reminders
- Email and Telephonic Student Help Desk Services
- Quick disbursement of SLM, both print and online
- Building of Student Grievance Portal
- Student feedback facility, both online and off line.

To meet the above purposes, CODL has reconstructed its webpage with dynamic changes in content and design. Quick accessibility of information in one click makes it more learner friendly to all its stakeholders.

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## STUDY/LEARNER SUPPORT CENTRES

Centre for Open and Distance Learning, Tezpur University has established study centres to facilitate its learners scattered in the nook and corner of the state. Currently 3 study/learner support centres are operational which are located at central areas across Assam. These are: -

1. B. Borooah College  
Ulubari, Guwahati- 781007. Assam
2. DHSK College- Dibrugarh  
K.C. Gogoi Path, Dibrugarh-786001, Assam
3. Tezpur University (H.O.)  
Napaam, Tezpur-784028

In the current year many steps have been taken to improvise and upgrade the learner support centre which is in line with the UGC-ODL Regulations, 2017. CODL strictly adheres to the following matters in all its study centres

- Examination hall/room with good condition and suitable furniture
- Installation of CCTV in the examination hall/room.
- Provision for hygienic utility facilities

CODL has received several proposals from major colleges across Assam requesting allotment of Study Centres, which are under scrutiny. A set of guidelines for setting up of Learner Support centres has been prepared and put for approval of the competent authorities in this regard.

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## EXAMINATION AND EVALUATION

Revision and reformation in the existing Academic and Examination System to ensure adherence to the UGC-ODL Regulations 2017 are another highlight of this financial year-

- Constitution of CODL Examination and Moderation Committee in the following manner
- Proper moderation of Question Paper and appropriate scrutiny of answer script for quality output.
- Adoption of new marking system in CODL Examination system (70 Theory and 30 Assignment) in conformation with Tezpur University to bring uniformity in the final grades awarded to the new and old admitted learners
- Preparation of CODL Academic Calendar for all activities
- Improvisation of existing assignment submission rules and making it compulsory for appearing theory examinations in order to ensure academic inputs by the learner to his admitted programmes before appearing theory examination
- Appointment of External Observers at the Study Centres to ensure smooth commencement of the Term End Examination
- Mandatory Installation of CCTV in all the examination centres, including headquarter.

### **Examination Committee:**

**An examination committee is constituted with following members w.e.f. 10 3.2017 for three years for scrutiny and finalization of the results:**

1. Pro- Vice-chancellor- Chairman
2. Dean, Academic Affairs- Member
3. Dean, School of Engineering- Member
4. Dean, School of Management Sciences- Member
5. Dean, School of Humanities and Social Sciences- Member
6. Dean, School of Sciences- Member
7. Prof M. K Sarma, Dept of Business Administration- Member
8. Controller of Examinations- Member
9. Director, CODL- Member Convener

### **Moderation Committee:**

Moderation Committee is constituted of faculty from CODL and the offering department separately for each programme with minimum of three senior faculty members.

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## CENTRE FOR INTERNAL QAULTY ASSURANCE (CIQA)

Establishment of Centre for Internal Quality Assurance (CIQA) is the significant step taken by CODL during this financial year. The establishment of the centre is to monitor and enhance the quality and standard of distant education system at Tezpur University through constant academic assistance.

CIQA is headed by a Director and an approved committee.

### DIRECTOR

Director Prof. Manabendra Bhuyan is a Professor in the Department of Electronics and Communication Engineering, Tezpur University. Professor Bhuyan remained to be Dean, School of Engineering and Pro-Vice Chancellor at Tezpur University.

### CIQA Committee:

1. Director, CIQA	Chairperson
2. Director, CID	Member- Convenor
3. Dean, Academic Affairs	Member
4. Director, IQAC	Member
5. Director, CODL	Member
6. Registrar	Member
7. Controller of Examinations	Member
8. Heads of offering Departments	Members

Responsibilities undertaken by CIQA till now are following

- Preparation and approval of Project Proposal Reports (PPR) of all the programmes offered under CODL
- Preparation and revision of self learning materials (SLM).
- Quality monitoring and approval of SLM
- Preparation and recommendation of the CODL Academic Regulations, 2019 for approval of Tezpur University Academic Council.

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## CODL ACADEMIC REGULATIONS, 2019

One of the most important steps taken by CODL during 2018-19 is the revision of the existing Academic Regulations for CODL in the line of UGC, ODL Regulations 2017 and Tezpur University Academic Regulations.

Some of the highlights of the Regulations are

- The Regulations focuses on all the major aspects applicable to the students of regular mode and thus creates an equal platform for the ODL students at Tezpur University
- Necessary changes/incorporations are made to ensure quality output in teaching-learning activity, examination system and result declaration
- Adaptation of strict rules in relation to examples of using unfair means at any stage of examination and evaluation of answer scripts
- Adaptation of strict rules for the learner support centres, specially in conducting examination where installation of CCTV and facilitation of learner friendly examination room are made compulsory.
- Defined responsibilities for CIQA at CODL, including utmost care to be taken in developing SLM

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## ACTIVITIES AND WORKSHOPS

CODL, time to time organises workshops and training programmes for the benefit of its stake holders. During the year 2018-19 three such programmes are successfully completed. A brief of them are given below.

### **TWO DAY WORKSHOP ON DEVELOPMENT OF SELF LEARNING MATERIALS FOR OPEN AND DISTANCE MODE OF LEARNING, MARCH, 2018**

At CODL the importance is always given in disseminating well structure Self-Learning Materials which are carefully designed and implemented time to time as per requirement. Continual skill upgrading, implementing and retraining the technological advances and safe use of print and web-based materials, are few thrust areas that are paid utmost attention. The two day workshop held on March was organized to train the content writers under the supervision of experts coming from STRIDE, IGNOU. One of the important aspects of the workshop was the hands-on- training on writing SLM.



**ONE DAY ORIENTATION WORKSHOP FOR PGD IN CHILD RIGHTS AND GOVERNANCE, OCTOBER , 2018:**

CODL conducted a One Day Orientation Workshop for Post Graduate Diploma in Child Rights and Governance Programme on October 26, 2018 to raise awareness and develop capacity of all the concerned stakeholders towards conceiving, designing and implementing policies/ programmes towards protection, development and participation of children. It also aimed at creating awareness for the rights protecting the children from risks and vulnerabilities and the implementation machinery that



would ensure their healthy and holistic development.

development.



## FACULTY ACHIEVEMENTS

### **SEMINARS/CONFERENCES/WORKSHOPS/SYMPOSIA ATTENDED**

Name of the faculty member	Title of the Event	Organized by	Date/Period, year	Place/institute/venue
Prof. Debabrata Das	One Day National Consultative Committee programme by NAAC, ODL to formulate guideline for Assessment and Accreditation	NAAC	4 May, 2018	New Delhi
Prof. Debabrata Das	One Day National Consultative Committee programme on NAAC, ODL manual preparation for criterion 5	KKHSOU	20 May, 2018	KKHSOU, Guwahati
Prof. Debabrata Das	Round Table Conference of Directors of Distance Education	University of Mumbai & Indian Distance Education Institution	29 May, 2018	University of Mumbai
Prof. Debabrata Das	One Day National Consultative Committee programme of NAAC, ODL	IGNOU	31, October ,2018	NAAC, Bengaluru
Prof. Debabrata Das	Round Table Conference of Vice Chancellors of Open Universities	Dr. B. R Ambedkar Open University	11-12 November, 2018	Hyderabad

## TALKS BY THE FACULTY ABROAD AND IN INDIA

Name of the faculty member	Event	Date/Period, year	Place/institute/venue
Prof. Debabrata Das	Career Opportunities in Development Sectors	13 October, 2018	Amguri College, Sivasagar
Dr. Suchibrata Goswami	Symposium on Intellectual Property Rights	5 January, 2019	Dibru College, Dibrugarh

## PUBLICATIONS:

Boruah M. "Media Literacy Education as a Pedagogy of Critical Thinking". *Communicator*. Volume 3. July-September, 2018

Boruah M. "A Critical Media Literacy Approach of Reading Nationalism in MNC's Advertising in India". *Communication Today*, Vol.23, No. January-March, 2019

## COLLABORATIONS WITH OTHER ORGANIZATIONS

CODL initiates following collaborations in the year 2018-19

- CODL has collaborated with UNICEF, Assam in association with Centre for Inclusive Development to offer Post Graduate Diploma in Child Rights and Governance programme
- In addition, collaboration with State Institute of Panchayat and Rural Development (under Govt. of Assam) for offering 6 months Diploma Programme in Panchayati Raj and Rural Development is in progress.
- Further, CODL is in talks with Quality Council of India for offering 2 new PG Diploma programmes in Hospitality and Quality Management.



## **DISTINGUISH VISITORS**

- Prof. C.R.K. Murthy: Professor and Former Director, STRIDE, IGNOU, New Delhi
- Prof. Santosh Panda, Professor and Former Director, STRIDE, IGNOU, New Delhi
- Dr Nikola Balvin, Knowledge Management Specialist, UNICEF, India
- Dr Tushar Rane, Chief of Field Office, Assam

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## BEST PRACTICES

The Centre for Open and Distance Learning strives to fulfil certain benchmark since its inception. Some of the best practices of the Centre are

- Preparing the learners for the ongoing semester activities through counselling in the beginning of the semester. In the counselling preparation of assignment papers and Project proposal and final reports are demonstrated by experts and project guides.
- Updatation of SLM in conformation with UGC, ODL Regulation, 2017 where experts from STRIDE, IGNOU gave hands on training to the content writers. This will be done in regular interval as and when required.
- Providing accommodation to the distant learners in the University hostels for the period of counselling
- Taking student feed back at the end of the semester, as done in regular mode. At CODL, online feedback is accepted.
- Physical verification of answer scripts by learners
- CODL learners are connected with the Placement Cell of Tezpur University where they can do registration online for placement related information. At our part CV of the interested students are collected and forwarded to Placement Cell and information related to campus drive is notified accordingly

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**Presented by:**

**Director, Centre for Internal Quality Assessment (CIQA)**

**Centre for Open and Distance Learning**

**Tezpur University (A Central University)**

**Napaam, Tezpur: 784028**

**Assam, India**