



# THE UNIVERSITY OF BURDWAN

Rajbati, Bardhaman – 713104

West Bengal, India

## UNDERTAKING CUM DECLARATION

We, Dr. Sujit Kumar Chowdhury, Registrar and Dr. Swapan Bhattacharyya, Director, Centre for Distance and Online Education, The University of Burdwan, Rajbati, Bardhaman, Dist. Purba Bardhaman, West Bengal, 713104, do hereby solemnly affirm and declare as under:

1. Our Higher Educational Institution namely The University of Burdwan applied for the recognition of Open and Distance Learning Programmes to be offered under University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 from academic year 2024-25, academic session beginning from July-August, 2024 and onwards.
2. We hereby undertake that the contents of the duly notarized affidavit submitted by us with the application, are same as per the prescribed format of affidavit notified by the DEB, UGC and nothing has been changed thereof.
3. In case any violation is noticed in the format of affidavit at any stage and/or any information, documentary evidence submitted/produced by the Higher Educational Institution is found to be false or fake at a later stage or in case of any violation, UGC shall be entitled to take punitive measures as mentioned in University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. It is the sole responsibility of the Higher Educational Institution for the consequences to the careers of students, if any, arising out of the same.

Signature with seal

1.



REGISTRAR  
THE UNIVERSITY OF BURDWAN  
BURDWAN - 713104

2.

 22/05/2024

Director  
Centre for Distance and Online Education  
The University of Burdwan  
Burdwan - 713104

Email ID: 1. registrar@buruniv.ac.in

Mobile No. 9434546443

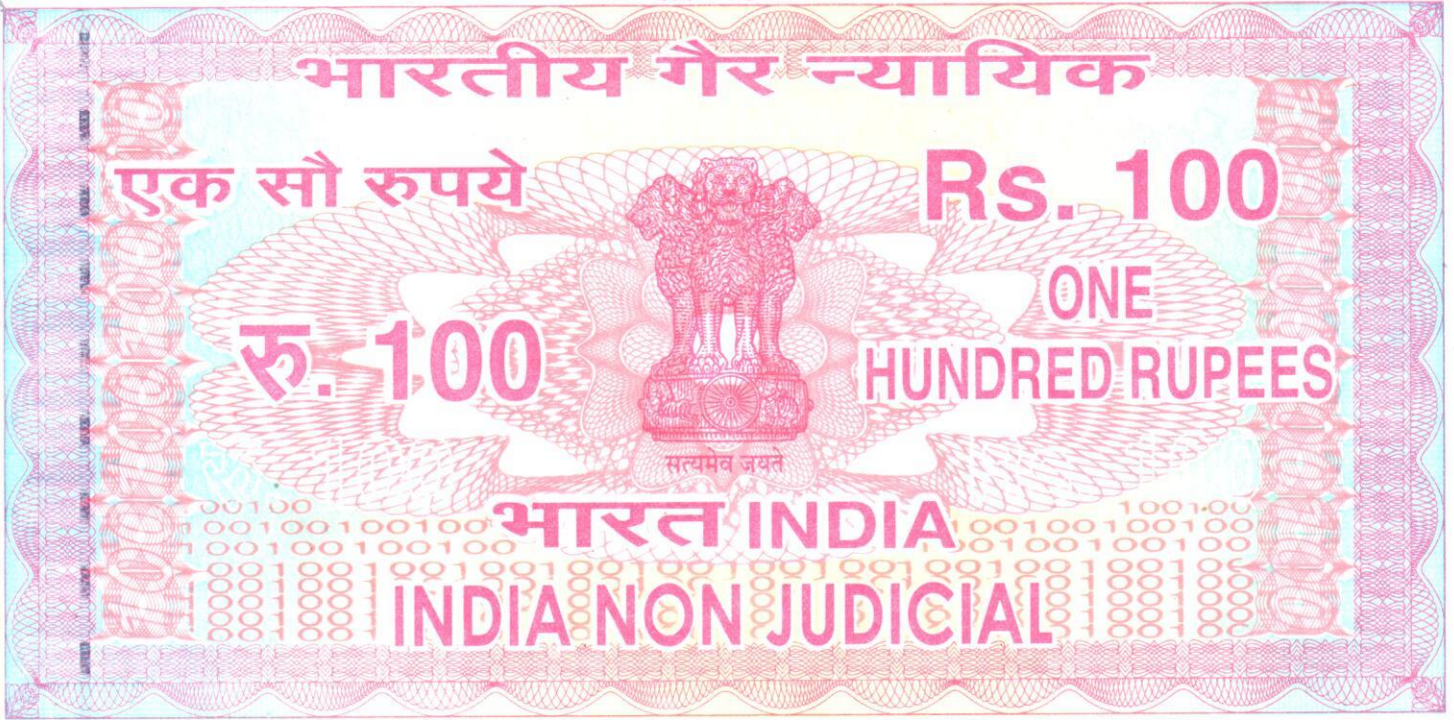
2. director@dde.buruniv.ac.in

Mobile No. 7384901307

Phone: 0342 2634975, TELEFAX: 042 2634200  
Website: www.buruniv.ac.in

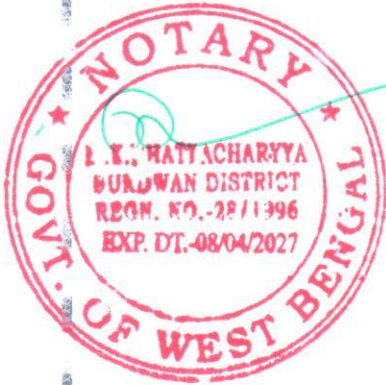
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22 MAY 2024



পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

AR 936010



BEFORE THE NOTARY  
PUBLIC BURDWAN

1. Sujit Kumar Chowdhury

2. Swapan Bhattacharyya

Signed in my Presence  
& Identified by me  
*[Signature]*  
Advocate

**AFFIDAVIT**

THE UNIVERSITY OF BURDWAN, Rajbati, Bardhaman, Dist. Purba Bardhaman, West Bengal, PIN-713104 undertakes to abide by the following terms and conditions duly approved by the statutory bodies of the university;

And accordingly

We, Dr. SUJIT KUMAR CHOWDHURY, Registrar and DR. SWAPAN BHATTACHARYYA Director, Centre for Distance and Online Education, of The University of Burdwan, Rajbati, Bardhaman, Dist. Purba Bardhaman, West Bengal, PIN-713104 do hereby solemnly

*[Signature]*  
I. KHALIBILL MATH  
BURDWAN DISTRICT  
REGD NO. 28/1996  
NOTARY

22 MAY 2024

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ঠিকানা Bardwan

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বর্তমান প্রাপ্তি তারিখ 25 APR 2024

উপস্থাপন কর্তৃক - বিনয় হাজরা

স্বাক্ষর পরিচালক অফিস

স্মারক নং-3/2024-22

Signature

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1. Sujit Kumar Choudhury

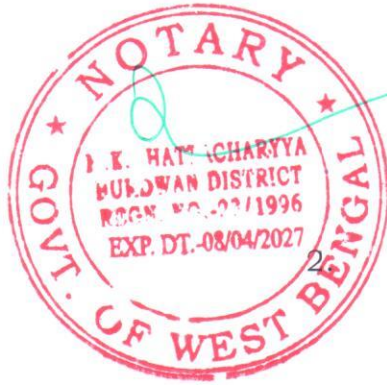
2. S. Bhattacharya

Signed in my presence  
& Identified by me  
Advocate

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affirm and declare as under :

1. That this Higher Educational Institution namely The University of Burdwan wishes to apply for the recognition of Open and Distance Learning Programmes and to be offered under University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments from the **academic year 2024-25, academic session beginning September, 2024 (revised from July-August, 2024) and onwards.**



That the deponents have fully understood all clauses, all terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 (including its amendments from time to time).

3. That the Higher Educational Institution is eligible in all respect to apply for offering programmes through; a) Open and Distance Learning (ODL) mode, OR b) Online Learning mode , OR c) Open and Distance Learning (ODL) and Online Learning mode (**as applicable**), as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.
4. That the Higher Educational Institution after getting programme wise recognition shall scrupulously abide by all the terms and conditions as stipulated under University Grants Commission (Open and Distance Learning Programmes and

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2  
Mamo, K. Bhattacharyya  
NOTARY  
1, KHALUIBILL MATH  
BURDWAN DISTRICT  
REGD. NO. 28/1996

22 MAY 2024

Sujit Kumar Chowdhury

S. Swapan Chakrabarty

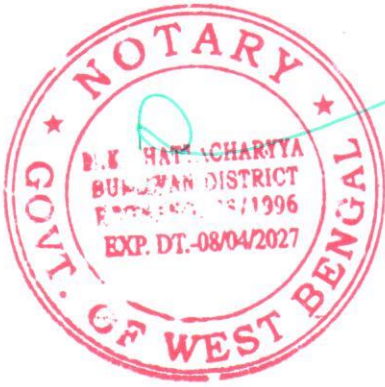
Signed in my Presence  
& Identified by me  
Advocate

Page No. : 3

Online Programmes) Regulations, 2020 and its amendments along with compliance to all the provisions regarding;

- a) Centre for Internal Quality Assurance (CIQA) : Annexure-I
- b) Conduct of Examination and Minimum Standards for Examination Centres : Annexure-II
- c) Territorial Jurisdiction and Regulating Provisions for different types Of Higher Educational Institutions : Annexure-III
- d) Human Resource and Infrastructural Requirements : Annexure-IV
- e) Guidelines on Programme Project Report (PPR) : Annexure-V
- f) Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy : Annexure-VI
- g) Guidelines on Self-Learning Material and E-Learning Material : Annexure-VII
- h) Learner Support Centres: Annexure-VIII
- i) Assessment Criteria for offering Online Programmes through Non-Swayam Learning Platform : Annexure IX
- j) Grievance Redress Mechanism : Annexure X

5. That the Higher Educational Institution shall adhere to various directives issued by the Commission from time to time.
6. That the Higher Educational Institution shall not offer any of



Mamo, K. Bhattacharyya  
NOTARY  
I, KHALIBILL MATH  
BURLWAN DISTRICT  
REGD NO. 28/1996

22 MAY 2024

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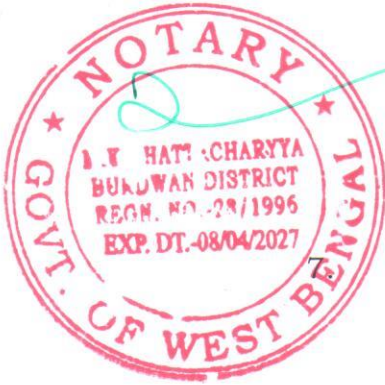
1. Sujit Kumar Chowdhury

2. Suspan Dasgupta

Signed in my presence  
& identified by me  
*[Signature]*  
Advocate

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the prohibited programmes i.e., programmes not permitted under clause (z) of Regulation 2 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, (including its amendments from time to time). In the event, the applicable statutory or regulatory authority or regulatory council permits such programme(s), the HEI shall submit the approval or recommendation of the said authority or council, for consideration of the Commission.



That the Higher Education Institution shall ensure compliance to other relevant UGC Regulations and norms issued by the relevant statutory/regulatory bodies from time to time.

8. That for the programmes falling under the ambit of a statutory or regulatory authority or regulatory council, the Higher Educational Institution has the approval or recommendations of the respective statutory or regulatory authority or regulatory council for offering the programmes in Open and Distance Learning mode or Online mode, as applicable; and has also submitted the same to UGC along with the application.
9. That the Higher Educational Institution shall ensure to provide all such information asked by UGC and display the same information as per mandatory disclosure of information as stipulated under regulation 9 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

*[Signature]*  
Mamun, K. Bhattacharyya  
NOTARY  
1, KHAGUJIBILL MATH  
BURDWAN DISTRICT  
REGD NO. 28/1996

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22 MAY 2024

1. Sujit Kumar Choudhury

2. Srisyam Banerjee

Signed in my Presence  
& Identified by me  
*[Signature]*  
Advocate

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10. That the Higher Educational Institution shall not offer any Open and Distance Learning (ODL) Programmes and Online Programmes and admit students thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition.
11. That the Higher Educational Institution undertakes to upload admission details on the portal within the stipulated time as decided by the Commission from time to time.
12. That the Higher Educational Institution is an Open University and shall obtain NAAC accreditation within one year of becoming eligible, failing which the Commission shall not accord further recognition to Open and Distance Learning (ODL) Programmes and/or Online Programmes (**Applicable only for New Open Universities**).
13. That the Higher Educational Institution shall ensure the readiness/availability of Self Learning Material/E- Learning Material for all years/semesters of proposed ODL/Online programmes, as applicable. HEI shall ensure delivery of Self Learning Material to learner within a fortnight from the date of admission (for ODL programmes) and HEI shall ensure its uploading on the learning platform before the start of academic session (for Online Programmes) as per Annexure-VII of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. Information about the same shall be intimated to UGC in a timely manner



*[Signature]*  
I. KHATTACHARYA  
NOTARY  
I. KHALIBILL MATH  
BURDWAN DISTRICT  
REGD NO. 28/1998

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22 MAY 2024

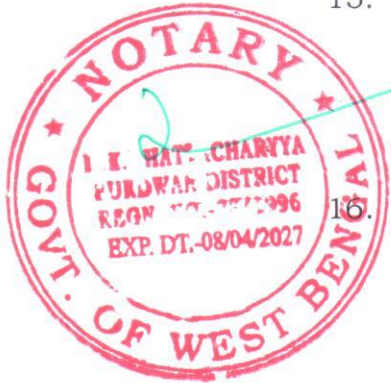
1. Sujit Kumar Choudhury

2. Shyam Das Choudhury

Signed in my Presence  
& Identified by me  
*[Signature]*  
Advocate

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14. That the Higher Educational Institution shall conduct proctored examinations with all the security arrangements ensuring transparency and credibility of the examinations.
15. That the Higher Educational Institution shall not offer its programmes or other related activities through franchising arrangement for the purpose of offering programmes through Open and Distance Learning mode/Online mode.
16. That all the information given by the Higher Education Institution in the proposal submitted to UGC is complete, true and correct and the deponents are fully aware of the consequences mentioned in relevant clauses, if the Higher Education Institution fails to abide by University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
17. That the deponents are fully aware that in case any information, documentary evidence submitted/produced by the Higher Educational Institution is found to be false or fake at a later stage or in case of any violation, UGC shall take punitive measures as mentioned in Regulation 7 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 including withdrawal of the recognition of Open and Distance Learning (ODL) Programmes and Online Programmes and may also refer the matter to the Central or State Government as applicable for withdrawal of Higher Educational Institution status. It shall



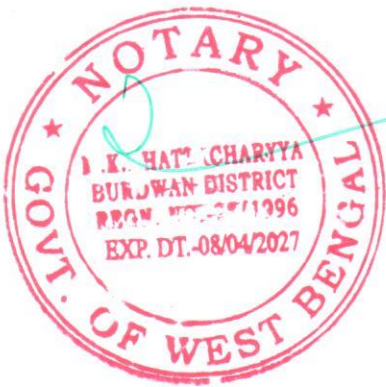
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Mantu, K. Bhattacharya  
NOTARY  
I. KHALIBILL MATH  
BURLWAN DISTRICT  
REGD NO. 28/1996

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22 MAY 2024



be the sole responsibility of the Higher Educational Institution for the career consequences of students, if any, arising out of the same.



**Deponent(s)**

1. *Sujit Kumar Chowdhury* 22/05/24  
REGISTRAR  
THE UNIVERSITY OF BURDWAN  
BURDWAN - 713104
2. *Swapan Dasgupta* 22/05/24  
Director  
Centre for Distance and Online Education  
The University of Burdwan  
Burdwan - 713104  
Signed in my Presence  
& Identified by me  
*Ramkrishna Palit*  
Advocate

**VERIFICATION**

We, the above-named deponents, do hereby verify on 22.05.2024 at The University of Burdwan, Rajbati, Bardhaman, Dist. Purba Bardhaman, West Bengal, PIN-713104 that the contents mentioned above are correct and true statements.

**Deponent(s)**

1. *Sujit Kumar Chowdhury* 22/05/24  
REGISTRAR  
THE UNIVERSITY OF BURDWAN  
BURDWAN - 713104
2. *Swapan Dasgupta* 22/05/24  
Director  
Centre for Distance and Online Education  
The University of Burdwan  
Burdwan - 713104  
Signed in my Presence  
& Identified by me  
*Ramkrishna Palit*  
Advocate

SOLEMNLY AFFIRMED & DECLARED  
BEFORE ME & IDENTIFICATION

*[Signature]*  
Manoj K. Bhattacharyya  
NOTARY  
BURDWAN DISTRICT  
Reg. No. 28/1996

*[Signature]*  
RAMKRISHNA PALIT  
ADVOCATE  
JUDGE'S COURT  
PURBA BARDHAMAN  
Enrl. No.-WL-750/1982

22 MAY 2024

# University of Burdwan

## HEI Profile & Administrative Information :

### HEI Basic Information :

Registration ID: <b>HEI-P-U-0569</b>		Name of the HEI: <b>University of Burdwan</b>		Institution Type: State	
Year of Establishment: Jun 1960	Mode of Education: Dual Mode	City: BURDWAN		District: Purba Bardhaman	
Address_1: Rajbati, Bardhaman - 713 104, West Bengal, India		Address_2: Rajbati, Bardhaman - 713 104, West Bengal, India		Pin Code: 713104	
Email: director@dde.buruniv.ac.in		Telephone: 0342 2634975	Fax: 0342 2634975	State: WEST BENGAL	
Official Website of HEI: www.buruniv.ac.in	Official website for Open & Distance Learning: www.dde.buruniv.ac.in				

### HEI Authorities

#### Vice Chancellor

Name of the Vice Chancellor: Prof. Goutam Chandra		Vice Chancellor Email: vc@buruniv.ac.in	Vice Chancellor Mobile: 9434391456
Phone (Office): 03422634900	Phone (Residence): 03422634900	Highest Education Qualification: M.Sc.,Ph.D	Experience: 5 Months

#### Registrar

Name of the Registrar: Dr. Sujit Kumar Chowdhury		Registrar Email: registrar@buruniv.ac.in	Registrar Mobile: 9434546443
Phone (Office): 0342-2634015	Phone (Residence): 0342-2634015	Highest Education Qualification: M.A.,M.Phil.,Ph.D	Experience: 2 years 2 Months

#### Director of Centre for Distance and Online Education (CDOE)

Name of Director of Centre for Distance and Online Education (CDOE) : Dr. Swapan Bhattacharyya		Email Id: director@dde.buruniv.ac.in	Mobile No: 9474698485	
Highest Education Qualification: Ph.D.		Date of Joining: 06-05-2022	Appointment Letter: View	Joining Letter: View

#### CIQA

Whether Center for Internal Quality Assurance (CIQA) is established or not : Yes

### HEI Recognition

Recognition status of the HEI as per UGC Act, 1956: SECTION 2(f)	Is HEI also recognized under 12 B: Yes
Approval of Statutory Authority: Yes	Copy of relevant page of act allowing HEI to offer the programme in ODL : View

### UGC DEB Recognition

Whether HEI is recognized by UGC, DEB under UGC (ODL) Regulations, 2017/ UGC (Online Courses or Programmes) Regulations, 2018 or UGC (ODL Programmes and Online Programmes) Regulations, 2020? \*

Yes




Year	Regulations	Letter No	Date of UGC recognition letter	File
2018-19	DEB_ODL_2017	F.No.9-1/2018(DEB-III)	8/16/2018 12:00:00 AM	<a href="#">View (/Uploads/Proposal/recognitionletters/HEI-P-U-0569/HEI-P-U-0569_2018-19_DEB_ODL_2017_recogr</a>
2019-20	DEB_ODL_2017	F.No.9-1/2018(DEB-III)	8/16/2018 12:00:00 AM	<a href="#">View (/Uploads/Proposal/recognitionletters/HEI-P-U-0569/HEI-P-U-0569_2019-20_DEB_ODL_2017_recogr</a>
2022-23	DEB_ODL_OL_2020	F.No.22-17/2022(DEB-III)	11/11/2022 12:00:00 AM	<a href="#">View (/Uploads/Proposal/recognitionletters/HEI-P-U-0569/HEI-P-U-0569_2022-23_DEB_ODL_OL_2020_re</a>

When was SLM delivered to Learner/Student for last academic year?\*

Type of Material	Date of commencement of academic year/academic session	Date of delivery of SLM to Learner/Student
Printing Material	<input type="text" value="dd-MM-yyyy"/>	<input type="text" value="dd-MM-yyyy"/>
Audio-Video Material	<input type="text" value="dd-MM-yyyy"/>	<input type="text" value="dd-MM-yyyy"/>
Online Material	<input type="text" value="dd-MM-yyyy"/>	<input type="text" value="dd-MM-yyyy"/>
Computer based Material	<input type="text" value="dd-MM-yyyy"/>	<input type="text" value="dd-MM-yyyy"/>

Compliance of Commission decision regarding uploading of annual report of CIQA for recognized/entitled academic year(s):- Yes

Reason (If No): null

Year	File	HEI link	Action
2018-19	<a href="#">View (/Uploads/Proposal/CIQADoc/HEI-P-U-0569/HEI-P-U-0569_2018-19_20240521122347.pdf)</a>		
2019-20	<a href="#">View (/Uploads/Proposal/CIQADoc/HEI-P-U-0569/HEI-P-U-0569_2019-20_20240521122420.pdf)</a>		
2022-23	<a href="#">View (/Uploads/Proposal/CIQADoc/HEI-P-U-0569/HEI-P-U-0569_2022-23_20240521122736.pdf)</a>	<a href="http://dde.buruniv.ac.in/wp-content/uploads/2023/08/CIQA-Report-2022.pdf">http://dde.buruniv.ac.in/wp-content/uploads/2023/08/CIQA-Report-2022.pdf</a>	

## NAAC Details

Whether accredited by NAAC? :- Yes

Grade :- A+

Score :- 3.11

Validity of NAAC :- 04-11-2021

Upload NAAC Document :- [View](#)

Year of assessment of NAAC :- 2016

Whether valid for academic session July-August 2024 and onwards (as on 31st May 2024 ) \* :- No

## NIRF Ranking

Year :- 2021

Ranking :- 85

Upload NIRF Certificate :-

[View \(/Uploads/ODL/UploadNIRFDocument1/HEI-P-U-0569/HEI-P-U-0569\\_UploadNIRFDocument1\\_20240521123139.pdf\)](#)

Year :- 2022

Ranking :- 87

Upload NIRF Certificate :-

View (/Uploads/ODLOL/UploadNIRFDocument2/HEI-P-U-0569/HEI-P-U-0569\_UploadNIRFDocument2\_20240521123139.pdf)

Year :- 2023

Ranking :- 86

Upload NIRF Certificate :-

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## Territorial Jurisdiction

### Information regarding Territorial Jurisdiction (For ODL only)

Territorial Jurisdiction of HEI as per its Act :- At Headquarter

Copy of Relevant Page to act: Upload :-View

Territorial Jurisdiction as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 :- Within State

## Infrastructure

Total Build-up area for Open and Distance Learning activity - Minimum 15000 sq.ft. (carpet area):

Build-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference	Compliance or Not
Academic	7500	20100	12600	Yes
Administrative	1500	4500	3000	Yes
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	6300	1800	Yes
Amenities or other support facilities(Excluding toilets)	1500	5036	3536	Yes
<b>Total built-up area for ODL activities</b>	<b>15000</b>	<b>35936</b>	<b>20936</b>	<b>Yes</b>

## Activity Calendar

Academic Year Planner [Programmes under yearly system]:

Srno	Name of the Activity	Tentative months schedule (specify months) during Year	
		From (Month)	To (Month)
1	Admission	Jul	Sep
2	Assignment Submission (if any)	Apr	May
3	Evaluation of Assignment	Sep	Oct
4	Examination	Jun	Jul
5	Declaration of Result	Sep	Oct
6	Re-registration	Aug	Sep
7	Distribution of SLM	Aug	Sep
8	Contact Programmes(counselling, Practicals,etc.)	Nov	Apr

Academic Year Planner [Programmes under Semester System]:

Srno	Name of the Activity	Tentative months schedule (specify months) during Year			
		From (Month)	To (Month)	From (Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment Submission (if any)	Oct	Nov	Feb	Mar
3	Evaluation of Assignment	Dec	Jan	Apr	May
4	Examination	Dec	Jan	Apr	May
5	Declaration of Result	Jan	Feb	Jun	Jul
6	Re-registration	Aug	Sep	Feb	Mar
7	Distribution of SLM	Aug	Sep	Feb	Mar
8	Contact Programmes(counselling, Practicals,etc.)	Sep	Nov	Feb	Apr

## Payment History

Sr No	Year	Session	Category	No of programme	Fee Amount	Payment Status	Bank Transaction Reference No	PaymentDate
1	2024-25	July	Programme	2	59000.00	Success	415108625355	30-05-2024

## Proposed Programmes

<b>Sr No :-1</b>	
<b>Name of Programme :-MASTER OF BUSINESS ADMINISTRATION ( MANAGEMENT STUDIES)</b>	
Programme to be offered in	ODL
Year	2024-25
Level	PG
Academic Session	July Onwards
Entry Qualification (as per the Specification of Degrees, 2014)	Bachelor's
Duration	2
Name of the Department	DEPARTMENT OF BUSINESS ADMINISTRATION
<b>Sr No :-2</b>	
<b>Name of Programme :-BACHELOR OF EDUCATION (NA)</b>	
Programme to be offered in	ODL
Year	2024-25
Level	UG
Academic Session	July Onwards
Entry Qualification (as per the Specification of Degrees, 2014)	Bachelor's
Duration	2
Name of the Department	DEPARTMENT OF EDUCATION

## Additional Information

<b>Sr No :- 1</b>
<b>Name of Programme :- Education/Teachers Training - BACHELOR OF EDUCATION (NA)</b>

Year	2024-25
Academic system followed for proposed programme	Yearly
Number of Credits	112
Whether Programme requires Practical or laboratory courses as a curricular requirement	Yes
Date of Approval of Statutory Authority (s) (DD-MM-YYYY) of HEI	31-07-2013
Statutory bodies approval upload	<a href="#">View</a>
Whether Regulatory Authority approval is required	Yes
Date of Approval of Regulatory Authority (s) (DD-MM-YYYY) if applicable	03-03-2014
Regulatory bodies approval upload	<a href="#">View</a>
Whether Proposed programme already being taught in Conventional/ODL mode with same nomenclature and duration*	Yes
If Yes, number of years since when being taught in conventional mode/ODL mode	46
No. of Batch passed	45

**Sr No :- 2**

**Name of Programme :- Business Administration/Commerce/ Management/Finance - MASTER OF BUSINESS ADMINISTRATION( MANAGEMENT STUDIES)**

Year	2024-25
Academic system followed for proposed programme	Semester
Number of Credits	102
Whether Programme requires Practical or laboratory courses as a curricular requirement	Yes
Date of Approval of Statutory Authority (s) (DD-MM-YYYY) of HEI	02-01-2020
Statutory bodies approval upload	<a href="#">View</a>
Whether Regulatory Authority approval is required	Yes
Date of Approval of Regulatory Authority (s) (DD-MM-YYYY) if applicable	10-06-2023
Regulatory bodies approval upload	<a href="#">View</a>
Whether Proposed programme already being taught in Conventional/ODL mode with same nomenclature and duration*	Yes
If Yes, number of years since when being taught in conventional mode/ODL mode	40
No. of Batch passed	39

## Programme Compliance

**Sr No :- 1**

**Name of Programme :- MASTER OF BUSINESS ADMINISTRATION( MANAGEMENT STUDIES)**

Year	2024-25
<b>Whether Compliance to following provision for the proposed programme under Both mode is ensured same as for conventional programme</b>	
Entry Level Qualifications	Yes
Curriculum	Yes
Teaching-Learning Scheme	Yes
Pattern of Question Papers For End Semester Examination or Term End Examination	Yes
Pass or Fail Criteria	Yes
Whether proposed programme are being offered by the constituent colleges or Departments or Centre for Distance and Online Education	Yes
Whether Choice Based Credit System (CBCS) is being followed for conventional mode	Yes
Whether Choice Based Credit System (CBCS) will be followed for Both(ODL & OL)	Yes
Whether total Programme fee includes all components as per UGC Norms	Yes
Proposed Annual Fee (in Rs)	25000
Whether any component of the Programme is offered as MOOCs	No

**Sr No :- 2**

**Name of Programme :- BACHELOR OF EDUCATION (NA)**

Year	2024-25
<b>Whether Compliance to following provision for the proposed programme under Both mode is ensured same as for conventional programme</b>	
Entry Level Qualifications	Yes
Curriculum	Yes
Teaching-Learning Scheme	Yes
Pattern of Question Papers For End Semester Examination or Term End Examination	Yes
Pass or Fail Criteria	Yes
Whether proposed programme are being offered by the constituent colleges or Departments or Centre for Distance and Online Education	Yes
Whether Choice Based Credit System (CBCS) is being followed for conventional mode	Yes
Whether Choice Based Credit System (CBCS) will be followed for Both(ODL & OL)	No
Whether total Programme fee includes all components as per UGC Norms	Yes
Proposed Annual Fee (in Rs)	25000
Whether any component of the Programme is offered as MOOCs	No

## Mode of Evaluation

**Sr No :- 1**

**Name of Programme :- MASTER OF BUSINESS ADMINISTRATION( MANAGEMENT STUDIES)**

Year	2024-25
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes
Examination Scheme	Continuous and End-Semester
Percentage of Continuous Assessment(%)	20
Percentage of End-Semester(%)	80
Pass or Fail Criteria	35
Pass/Fail Criteria (% Pass Marks)	35
<b>Mode of Examination</b>	
Whether examination through Online(For ODL Programs)	No

Sr No :- 2

Name of Programme :- BACHELOR OF EDUCATION (NA)

Year	2024-25
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes
Examination Scheme	Continuous and Term End
Percentage of Continuous Assessment(%)	30
Percentage of Term End Examination(%)	70
Pass or Fail Criteria	35
Pass/Fail Criteria (% Pass Marks)	35
<b>Mode of Examination</b>	
Whether examination through Online(For ODL Programs)	No

### PPR (Programme Project Report)

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Srno	Name of Progm	Other Details	
1	BACHELOR OF EDUCATION (NA)	Year	2024-25
		Date of Approval of PPR	20-05-2024
		Upload of PPR	View
		Upload Approval of PPR	View
		Expected outcome	Upon receipt of approval from UGC/DEB, the CDOE, B.U. Under the department of Education(B.Ed.) developed the outcomes of this department is underline as – The programme's intended objective is to improve the knowledge and skill of learners in the relevant filed. After completion the distance and online learning programme of B.Ed., the learner can be prepared for various job-oriented entrance examinations – such as school service commission (SSC), district inspector of school (DI), sub-inspector of school (SI) and also it can support the newly appointed college teachers in difarent colleges. They can then work in different government and non-government institution in different areas such as comparative translation studies Indian folklore and journalism.
		Whether Programme Project Report (PPR) prepared for the Programme and approved as per Regulation 13 and Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020	Yes
		<b>Whether HEI compliance to following provision for the Programme Project Report (PPR) as per Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020:</b>	
		Programme's mission & objectives	Yes
		Relevance of the program with HEI's Mission and Goals	Yes
		Nature of prospective target group of learners	Yes
		Instructional Design	Yes
		Procedure for admissions, curriculum transaction and evaluation	Yes
		Requirement of the laboratory support and Library Resources	Yes
		Cost estimate of the programme and the provisions	Yes
		Quality assurance mechanism and expected programme outcomes	Yes
		Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Yes

Srno	Name of Progm	Other Details		
2	<b>MASTER OF BUSINESS ADMINISTRATION( MANAGEMENT STUDIES)</b>	Year	2024-25	
		Date of Approval of PPR	20-05-2024	
		Upload of PPR	View	
		Upload Approval of PPR	View	
		Expected outcome	To build up the knowledge and skill of the learners in the management field. • Hopes to develop and enhance managerial acumen of the students and to hone up the problem solving and decision making abilities of this generation managers. • The programme is aimed at providing the learners with a cutting edge in managerial field that is so vital to succeed in the corporate field. • The academically inclined learners, at the end of the program, may also go for further research in their respective fields and pursue doctoral degrees. • They may also prepare themselves for various job oriented entrance exam like UGC NET,College Service Commission, etc. • The provisions for employment as academia in various government and non – government educational institutes will also remain open for such distinguished learners.	
		Whether Programme Project Report (PPR) prepared for the Programme and approved as per Regulation 13 and Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020	Yes	
		<b>Whether HEI compliance to following provision for the Programme Project Report (PPR) as per Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020:</b>		
		Programme's mission & objectives	Yes	
		Relevance of the program with HEI's Mission and Goals	Yes	
		Nature of prospective target group of learners	Yes	
		Instructional Design	Yes	
		Procedure for admissions, curriculum transaction and evaluation	Yes	
		Requirement of the laboratory support and Library Resources	Yes	
		Cost estimate of the programme and the provisions	Yes	
Quality assurance mechanism and expected programme outcomes	Yes			
Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Yes			

## SLM (Self Learning Material)

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Srno	Name of Progrm	Other Details	Annexure	Details of Developments of SLM																												
1	<b>BACHELOR OF EDUCATION (NA)</b>	<table border="1"> <tr> <td data-bbox="355 118 491 165">Year</td> <td data-bbox="491 118 1050 165">2024-25</td> </tr> <tr> <td data-bbox="355 165 491 562">Outline of the Syllabus</td> <td data-bbox="491 165 1050 562">Part- I (700 marks) A. General paper.(400 marks) (70-written + 30 assignment for each paper)Paper I. Philosophical Foundations of Education Paper II. Sociological Foundations of EducationPaper III. Contemporary Issues and Development in Education Paper IV. Psychology of learning B.Pedagogical knowledge and Methodology of Teaching School Subjects. (100 + 100 = 200 marks)Paper IX. School Subject 1 Paper X. School Subject 2 C. Practical Papers. (100 marks) Paper XIII(a) Micro Teaching (1st method – 25 marks + 2nd method –25 marks) = 50 marks (b) WorkshopAssessment – 50 marks Part- II (700 marks) A. General paper –( 400 marks) (70 written + 30assignment for each paper) Paper V. Psychology of Instruction Paper VI. 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## Examination Centre

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Srno	It is certified that all the activities .	Name of Centre	Address of Centre / City/ Pin Code/ State	Briefly write on the methods and steps to be adopted for conduct of examination to ensure security, transparency & credibility of examination	Whether Examination centre fulfills all the requirement mentioned in Annexure II	A) Proposed Examination Centre for term end examinatio for ODL programme for Upcoming Academic Years		
1	Yes	CENTRE FOR DISTANCE AND ONLINE EDUCATION,B.U	Golapbag, Bardhaman- Bardhaman- 713104-West Bengal	NA	Yes	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure III of UGC (ODL Programmes and online Programmes) Regulations,2020 */td>	Yes
						2	Whether the examination centre is located as per sub regulation 15 and Annexure II of Regulations *	Yes
						3	Provision of CCTV Cameras	Yes
						4	Provision of Bio-metric attendance	No
						5	Provision of Video recording	No

## Regional Centre

Srno	Name of Regional Centre	Address of Regional Centre	City	Pin Code	State	Name of the Coordinator/ Counselor	Contact Details of the Coordinator/ Counselor	Email Details of the Coordinator/ Counselor	Qualification of Coordinator/ Counselor	No. of LSCs covered under Regional Centre
1	CENTRE FOR DISTANCE AND ONLINE EDUCATION, B.U	Golapbag, Bardhaman Dist: Purba Bardhaman, West Bengal, 713104	Bardhaman	713104	West Bengal	Dr. Swapan Bhattacharyya	9474698485	director@dde.buruniv.ac.in	Ph.D., M.Tech	0

## Learner Support Centre (LSC) details

Srno	Name of College & Address	City	Pin Code	State	Whether the College / institute is Private or Govt	Name of Affiliating University / HEI	Name of Co-ordinator	Contact Details of Co-ordinator	Qualifications	No. of Counsellors
1	NA , NA	NA	713104	West Bengal	Government	NA	NA	0	Post-Graduate	2

## Programme Wise Information

Srno	Name of College/Institute	Proposed Programme	Whether LSC is offering same programme under conventional mode	If Yes, than years since when being taught in conventional mode	No. of years
1	NA	EDUCATION/TEACHERS TRAINING - BACHELOR OF EDUCATION (NA)	No	-	-
		BUSINESS ADMINISTRATION/COMMERCE/ MANAGEMENT/FINANCE - MASTER OF BUSINESS ADMINISTRATION ( MANAGEMENT STUDIES)	No	-	-

## Human Resources Information

**Academic Staff for ODL Programmes**

Type of Staff *	No. of Staff Exclusively of ODL*
Head / Professor	0
Associate Professor	0
Assistant Professor	20

**Administrative Staff for ODL Programmes**

Type of Staff *	Total No. of Staff Exclusively for ODL
Deputy Registrar	1
Assistant Registrar	1
Section Officer	2
Assistants	36
Computer Operators	2
Class-IV / Mult Tasking Staff	24
Technical / Professional	0
NA	0

**Faculty Details for ODL**

Srno	Year	Academic Session	Name of Programmes	Faculty												
1	2024-25	July	<b>BUSINESS ADMINISTRATION/COMMERCE/ MANAGEMENT/FINANCE - MASTER OF BUSINESS ADMINISTRATION ( MANAGEMENT STUDIES)</b>	<table border="1"> <thead> <tr> <th>Name of faculty</th> <th>Designation</th> <th>Email</th> <th></th> </tr> </thead> <tbody> <tr> <td>Dr. ANANYA GHOSH</td> <td>Assistant Professor</td> <td>8944931341</td> <td>2014ghoshananya@gmail.com</td> </tr> <tr> <td>Dr. RUBINA PARVIN</td> <td>Assistant Professor</td> <td>9123304220</td> <td>englishliterature754@gmail.com</td> </tr> </tbody> </table>	Name of faculty	Designation	Email		Dr. ANANYA GHOSH	Assistant Professor	8944931341	2014ghoshananya@gmail.com	Dr. RUBINA PARVIN	Assistant Professor	9123304220	englishliterature754@gmail.com
				Name of faculty	Designation	Email										
				Dr. ANANYA GHOSH	Assistant Professor	8944931341	2014ghoshananya@gmail.com									
Dr. RUBINA PARVIN	Assistant Professor	9123304220	englishliterature754@gmail.com													
2	2024-25	July	<b>EDUCATION/TEACHERS TRAINING - BACHELOR OF EDUCATION (NA)</b>	<table border="1"> <thead> <tr> <th>Name of faculty</th> <th>Designation</th> <th>Email</th> <th></th> </tr> </thead> <tbody> <tr> <td>Dr. SOMNATH DAS</td> <td>Assistant Professor</td> <td>9433332469</td> <td>drsomnathdasbu@gmail.com</td> </tr> <tr> <td>Mr. UTPAL SANTRA</td> <td>Assistant Professor</td> <td>9563853022</td> <td>utpalsantra1992@gmail.com</td> </tr> </tbody> </table>	Name of faculty	Designation	Email		Dr. SOMNATH DAS	Assistant Professor	9433332469	drsomnathdasbu@gmail.com	Mr. UTPAL SANTRA	Assistant Professor	9563853022	utpalsantra1992@gmail.com
				Name of faculty	Designation	Email										
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Mr. UTPAL SANTRA	Assistant Professor	9563853022	utpalsantra1992@gmail.com													

**Computerization / Digitization Status**

Srno	Activities	Yes / No
1	Student registration / Admission	Yes
2	Administration	Yes
3	Finance	Yes
4	Academic activities	Yes
5	Student Support System	Yes
6	Continuous Evaluation	Yes

Srno	Activities	Yes / No
7	Online Support	Yes

## Status of a Court case(s)

Srno	W.P.No	Court / Jurisdiction	Status as on date
1	NA	NA	NA

## Help Desk

<p>Help Desk Address:</p> <p>CENTRE FOR DISTANCE AND ONLINE EDUCATION , THE UNIVERSITY OF BURDWAN , " VIDYASAGAR BHAVAN" GOLAPBAG, PURBA BARDHAMAN, WEST BENGAL, 713104</p>	<p>Name of Contact Person:</p> <p>MANABENDRA MUKHOPADHYAYA</p>	<p>Designation:</p> <p>Grade IV University University</p>
<p>Phone No: 7801922456</p>	<p>Email: studentsupport@dde.buruniv.ac.in</p>	<p>Contact hours for Help Desk:</p> <p>08</p>

## Compliance

<b>Compliance to specific provisions of UGC (ODL Programmes and Online Programmes) Regulations, 2020</b>
<p>The HEI undertakes to ensure all the provisions of the regulation and few specific provisions adherence to the following:</p>
<p>Learner Support Centre defined under these regulations will not be the Learner Support Centre for more than two Higher Educational Institutions at a time to offer programmes in Open and Distance Learning mode:- NA</p>
<p>Learner Support Centre will not be set up under a franchisee agreement in any case. :- No</p>
<p>Academic and instructional facilities at its Learner Support Centres for Open and Distance Learning mode, and information resources for online delivery of programmes meet all the conditions of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and guidelines issued from time to time. :- Yes</p>
<p>Intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by HEI shall not be more than three times of the approved intake in conventional mode (in case of Dual Mode). :- Yes</p>
<p>Learning enrolment under science discipline will commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners (for Open University). :- NA</p>
<p>Private University established under a State Act will be eligible to offer programmes under Open and Distance Learning mode through its Head Quarters. :- NA</p>
<p>Academic and administrative staff has appointed as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulation, 2018. :- Yes</p>
<p>Academic Staff mentioned in application are exclusively appointed for the proposed programmes. :- Yes</p>
<p>For Undergraduate, Postgraduate and Postgraduate diploma programmes under the discipline of Management, Computer Applications and Travel and Tourism, Higher Educational Institution will adhere to all the norms and standards stipulated by AICTE for offering these programmes in ODL/Online mode :- Yes</p>
<p>Higher Educational Institution shall not offer its programmes or other related activities through franchising arrangement for the purpose of offering programmes through Open and Distance Learning mode/Online mode: :- No</p>
<p>Examination Centres meet all the guidelines laid under Annexure II of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.</p>
<p>Upload Affidavit as per the prescribed format :- View</p>

## Submission

**It is hereby declared and affirmed that the Higher Educational Institution shall adheres to all the provisions mentioned under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 including following Annexures**

- Centre for Internal Quality Assurance (CIQA) in Annexure I
- Conduct of Examination and Minimum Standards for Examination Centres in Annexure II
- Territorial Jurisdiction and Regulating Provisions for Different Types of Higher Educational Institutions in Annexure III (For ODL Programmes)
- Human Resource and Infrastructural Requirements in Annexure-IV
- Guidelines on Programme Project Report (PPR) in Annexure-V
- Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy in Annexure-VI
- Guidelines on Self-Learning Material and E-Learning Material in Annexure-VII
- Learner Support Centres in Annexure-VIII
- Assessment Criteria for Offering Online Programmes through Non-SWAYAM Learning Platform as per Annexure-IX
- Grievance Redress Mechanism in Annexure-X

Further undertakes to ensure that the HEI shall display on its website a joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance, authenticating the documents uploaded on its website, in compliance of regulation 9 of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. The Higher Educational Institution shall be solely responsible for any legal issues arising out of non-compliance of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI understand that in case information provided is found to be contrary to the fact, it would entail not only withdrawal of permission/recognition for such ODL courses but also for other courses offered by the institutions, on regular and conventional mode

**Your application successfully submitted on 30-05-2024 under Eligible category**