PART – 2
Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

Annexure – 2.1.2 to 2.2.3

Item no. 1

Advisory Committee on Education (ACE)

The Advisory Committee on Education (ACE) is a non-statutory body which serves as a think tank to the Dayalbagh Educational Institute and its sponsoring body, the Radhasoami Satsang Sabha, Dayalbagh. The Advisory Committee on Education (ACE) is currently chaired by Most Revered Professor Prem Saran Satsangi Sahab, Ex Director, Dayalbagh Educational Institute and consists of academicians and experts from various national and international institutes of repute as its member.

The ACE guides various stakeholders of the DEI & its sponsoring body by way of consensus building. The ACE focusses on Trinity (Triumvirate) of Innovations at the upper mode level, Qualities at the middle mode level and Values at the lower mode level particularly in the context of "Science of Consciousness".

The ACE operates under the chairmanship of Most Revered Professor Prem Saran Satsangi Sahab, Ex Director Dayalbagh Educational Institute, and provides requisite help at every step towards achieving success in all our laudable objectives at all levels of Education from Pre-Nursery to DSc/D Litt and the Research projects being pursued earnestly in DEI at all levels (UG/PG/PhD/Post-Doctoral) including unskilled, semi-skilled and skilled, technical supporting staff and administrative supporting staff.

Details of members

Name	Designation	Affiliation
Prof. P S Satsangi Sahab *Ex Director, Dayalbagh Educational Institute.*	Revered Chairman	Advisory Committee on Education, Dayalbagh Educational Institutions
Prof. V B Gupta	Vice-Chairman	Advisory Committee on Education, Dayalbagh Educational Institutions
Prof. P K Kalra	Director	DEI
Prof. Pami Dua	Director	Delhi School of Economics
Prof. S S Bhojwani	President Technical and Financial Advisor	MCREI Department of Agriculture and Irrigation, Dayalbagh
Prof. P Sriramamurti	In-charge	Divinity Study Forum
Prof. P K Kalra (IIT Delhi)	Professor	IIT Delhi
Prof. Ravi Kanta Chopra	Retired Professor	NCERT, New Delhi
Shri V Prem Swarup	Adjunct Professor	DEI
Prof. Ira Das	Emeritus Professor	DEI
Prof. D.S. Mishra	Emeritus Professor	DEI
Prof. K C Vashistha	Retired Professor	DEI
Shri P P Dua	Retired Principal	DEI Technical College

Prof. S P Kaushik	Retired Principal	Radhasoami High School, Timarni
Prof. Poornima Jain	Emeritus Professor	DEI
Smt Sneh Bijlani	Treasurer	DEI
Prof. Anand Mohan	Registrar	DEI
Dr. RMM Singh	Retired as Registrar	DEI
Prof. Vishal Sahni	Retired Professor	DEI
Prof. C. Patvardhan	Professor	DEI
Prof. J K Verma	Professor	DEI
Prof. Sanjeev Swami	Professor	DEI
Prof. Gursaran	Professor	DEI
Prof. K. Santi Swarup (Secretary/Convener)	Professor	DEI
Prof. Sukhdev Roy (Secretary/Convener)	Professor	DEI

Item no. 2 of the report of Online & Distance Education Centre presented in the meeting of Advisory Committee on Education held on July 17, 2021.

Transition to Online Mode of Education:

i. Background

The University Grants Commission has circulated an updated list of 38 Higher Educational Institutions on 11th June, 2021 which are entitled to start full-fledged Online Programmes without prior approval of the UGC, as per provisions stipulated under regulation 3 (B) (a) of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Out of 38 Institutions, three Institutes are in Uttar Pradesh and Dayalbagh Educational Institute is one of these three Institutes. Institutes which either had NAAC Score of 3.26 or above, or were in the Top 100 Institutes of NIRF Ranking in two out of past three cycles were eligible to apply under this special category. DEI qualifies both these criteria. An Institute will be permitted to keep offering ONINE MODE Education till they continue to meet the above mentioned criteria of NAAC Score or NIRF Ranking.

Under this special category an Institute can offer 3 UG and 10 PG Programmes in Online Mode.

DEI has been permitted the following 3 Under Graduate and 2 Post Graduate Programmes to be offered from the session 2021-22 onwards:

1. B. Com (Hons.)
2. B B A
3. B A (Sociology)
4. M. Com
5. M A (Theology)

The permission is subject to DEI's point-wise compliance of the assessment criteria as laid down in Annexure IX of UGC (ODL Programmes and Online Programmes) Regulations, 2020 regarding details of E-Learning Platform including creation of content according to the Four Quadrant Approach.
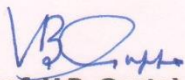
DAYALBAGH EDUCATIONAL INSTITUTE
(Deemed University)
D A Y A L B A G H
AGRA – 282 005 (INDIA)

Phone: 0562-2801545 Fax: 0562-2801226
E-mail: dbei@sancharnet.in Telegram: DAYALINST, AGRA

Dated: 29.05.2023

It is certified that the content of online courses of the Centre for Online & Distance Education is the same as that of equivalent conventional courses in the face-to-face mode.

(Prof. V.B. Gupta)
COORDINATOR
CO-ORDINATOR
Centre for Online and Distance Education
Dayalbagh Educational Institute
Dayalbagh, Agra-282005

Prof. Anand Mohán
(REGISTRAR)
REGISTRAR
Dayalbagh Educational Institute
(Deemed to be University)
Dayalbagh, Agra-282005

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Cooperative Education at DEI

As the world evolves, so do its requirements. However, the education system has not adapted quickly to industry demands. As the "skills gap" between business and academia develops, more employers complain about professional college graduates' lack of employability. The best way to solve this kind of problem is for businesses and academia to work together to help students learn. Dayalbagh Educational Institute (DEI) is one of the few universities in India that has started the "Cooperative Education" model in 2013. Under this model, students spend 5–7 months doing an internship with a commercial or non-commercial organisation. Mentors from business and academia work together to get them ready for the business world It can thus position itself to serve the experiential learning needs of students.
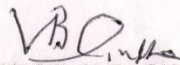
The co-op programme sensitises students to the social, political, economic, and ecological surroundings of society and teaches systems thinking to help them become effective corporate leaders and decision-makers and improve organisational effectiveness. To help pupils understand world issues and instil intellectual honesty, justice, and fairness. For Product-out Market-in model, DEI periodically reviews and updates its curriculum.

Student Benefits: It offers rigorous coaching and hands-on experience. The Co-op programme enhances employability and allows students to get to know prospective employers. The internship stipend is meant to follow the "earn-while-you-learn" principle. Co-op programme increases the possibility of securing a pre-placement offer. They take two online courses during Co-op training.
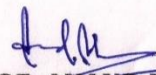
Industry Gains: The employer can assess and train, then recommend more training to the institute. The employer might hire the student without further training. Such a pupil would know the work needs and can deliver them from day one. The organisation also gains through engagement with the Institute in developing a product that would be 'industry ready'. Retention rates have been significantly higher.

Benefits for Institute: Industry, institute, and students collaborate to improve content, teaching, and research. DEI can focus on market-in with the Co-op initiative. 55-60% of Engineering, Management, and Technical Diploma students receive pre-placement offers during co-op. Some of the top corporate houses who have hired graduates from DEI include TCS, Nielsen, Airtel, American Express Bank, Bajaj Electricals, Birlasoft, Deutsche Bank, GE Capital, HCL Technologies, HDFC, Honda, Mahindra, Mindtree, Schlumberger, SRF, Tata Motors besides others.

DEI's three-step Co-op Model: 1. Pre-Internship: Co-op faculty coordinators mentor students before and during internships. Secondly, Internship: There is Goal Setting, Research Methodology, Individual Learning Agreements. Project Coordinator receives student's monthly activity report • Co-op Faculty Coordinator visits internship location Third step is Post-Internship The last stage gives the student the chance to teach others at the Institute and in subsequent classes. In addition to ensuring that the next cohort enters the workforce better prepared, this will also provide the institute with the information it needs to make structural modifications to better accommodate the needs of the business world. The Co-op Faculty Coordinator and the Project Coordinator will work together to complete the mid-semester review.

(PROF. V.B. GUPTA)
COORDINATOR
CO-ORDINATOR
Centre for Online and Distance Education
Dayalbagh Educational Institute
Dayalbagh, Agra-282005 ...

PROF. ANAND MOHAN
(REGISTRAR)
REGISTRAR
Dayalbagh Educational Institute
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Dayalbagh, Agra-282005

The CIQA meeting held on 06.07.2022 item no. 4.

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CENTRE FOR INTERNAL QUALITY ASSURANCE
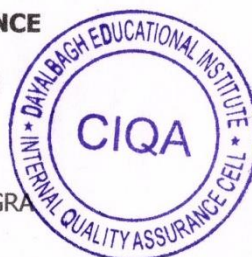**(ONLINE PROGRAMME)**
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DAYALBAGH, AGRA-282005, (INDIA)
Phone: 0562-2801545, Fax: 0562-2801226
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https://www.dei.ac.in

Dated: **06th July, 2022**

Minutes of the Meeting

The online meeting of CIQA was convened on 06th July, 2022 at 11:00 AM. The members present in the meeting were:

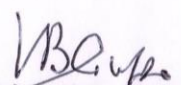|	
Prof. P K Kalra	Director, DEI
Prof. Anand Mohan	Registrar, DEI
Prof. S.P. Saxena	Secretary, CIQA
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigam	Coordinator, BBA
Dr. M Radha Krishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics
	(Member, Governing Body, DEI)

The following points were discussed during the meeting:

I.   To consider the following arising from this first meeting of the newly – formed committee:

1. This being the first meeting of the newly – formed CIQA Committee which took over with effect from 01-07-2022 onwards for a period of two years, the Chairman appreciated the contribution made by the outgoing members and welcomed the new members.

Continued....

2. It is confirmed that the new members qualify for the membership of the Online Committee

II. To consider the following arising from the prevailing COVID-19 situation:

3. The meeting of CIQA may continue to be conducted in Online mode in view of the COVID-19 Pandemic and the COVID protocol be followed as per Institute norms.

III. To consider the following arising from the starting of the first semester of the 2022-23 academic session:

4. **Value-based Education**
   The Value-based education system practised by DEI since its inception will be followed by the online programme also for overall development of the students and to inculcate human values in them. Under this scheme, the foundational Core courses will continue to be offered in different semesters of the UG programmes.

5. **Preparation of Study Material**
   The process of preparation of high quality study material for uploading in the Vidya Prasar portal was reviewed.

6. **Review of Infrastructure in Information Centres**
   The availability of human and physical infrastructure in Information Centres from where counseling sessions are transmitted, was reviewed.

7. The next meeting of CIQA was scheduled for 06th December, 2022.

Prof. V.B. Gupta
**Coordinator, Online Programme**

Secretary, CIQA

Chairperson
(Director, DEI)

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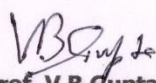https://www.dei.ac/in
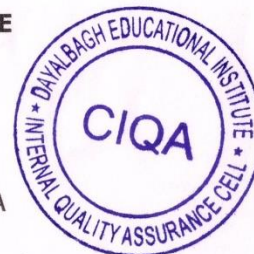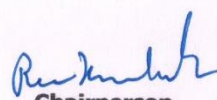
Dated: 12th July, 2022

Action Taken Report

The following has now been accomplished from the CIQA meeting minutes held on 06th July, 2022:

1. The newly appointed CIQA Committee (OL), which took over on 01-07-2022, shall be the CIQA Committee for Online Programmes (OL) till 30-06-2024.

2. The meeting of CIQA will continue to be conducted in Online mode in view of the prevailing COVID-19 Pandemic and COVID protocol followed.

3. The foundational core courses for UG online programmes have been identified and included in the syllabus.

4. The subject experts to expedite the preparation of study material for the programmes as per the four-quadrant approach have been identified and teams set-up.

5. Centres which need human and IT support have sent their infrastructure needs and steps will be taken to meet them.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
(Director, DEI)

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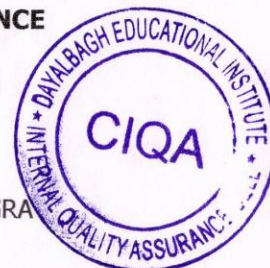**(ONLINE PROGRAMME)**
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Dated: 14th December, 2022

Action Taken Report

The following has now been accomplished from the CIQA meeting minutes held on 6th December, 2022:

1. Efforts to enhance the visibility of the Social Science undergraduate programme must be made by publicising the strengths of the programme

2. The students must be encouraged to do self-study and become independent. Counselling session should be once a week as far as possible.

3. The video preparation work for B.Com (Hons) programme must be expedited.

4. The Deans of the faculty were requested to ensure that their representatives report at the Control Room at the designated time.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
(Director, DEI)

CENTRE FOR DISTANCE AND ONLINE EDUCATION
DAYALBAGH EDUCATIONAL INSTITUTE
(SESSION 2022-23 ADMISSIONS)

1. STUDENTS FEEDBACK FORM

PLEASE GIVE YOUR FEEDBACK IN THE SCALE 1 TO 5 WITH 5 AS BEST AND 1 AS LOWEST

1. Admission process student friendly. **(1/2/3/4/5)**

2. Interaction with your Course Coordinator & Course Mentor. **(1/2/3/4/5)**

3. Ease to access the e-Lessons on the VIDYA PRASAR**.** **(1/2/3/4/5)**

4. E-Lessons are easy to understand and well written. **(1/2/3/4/5)**

5. E-Lessons cover the syllabus comprehensively, **(1/2/3/4/5)**

6. Quality of E-Lessons and Q&A mentioned at the end of lessons. **(1/2/3/4/5)**

7. Video Lectures available on the VIDYA PRASAR PORTAL. **(1/2/3/4/5)**

8. Video Lectures cover the syllabus comprehensively. **(1/2/3/4/5)**

9. Quality of Video Lectures & ease to understand. **(1/2/3/4/5)**

10. Experience on interaction with your Course Mentor **(1/2/3/4/5)**

11. Experience during face to face contact sessions. **(1/2/3/4/5)**

12. Response time to your queries. **(1/2/3/4/5)**

13. How useful are the counseling session? **(1/2/3/4/5)**

14. Is the frequency of counseling session is adequate? **(1/2/3/4/5)**

15. Do you find the continuous evaluation system followed useful? **(1/2/3/4/5)**

16. Is frequency of continuous evaluation adequate? **(1/2/3/4/5)**

17. Overall satisfaction with the Learning and the Institute. **(1/2/3/4/5)**

Student Roll No. (Not Mandatory)_____

CENTRE FOR DISTANCE AND ONLINE EDUCATION
DAYALBAGH EDUCATIONAL INSTITUTE
(SESSION 2022-23 ADMISSIONS)

2. COURSE MENTORS FEEDBACK FORM

PLEASE GIVE YOUR FEEDBACK IN THE SCALE 1 TO 5 WITH 5 AS BEST AND 1 AS LOWEST

1. Ease in accessing the VIIDYA PRASAR PORTAL. **(1/2/3/4/5)**

2. Interaction with Programme/Course Coordinator & students. **(1/2/3/4/5)**

3. Ease to access the e-Lessons on the VIDYA PRASAR PORTAL. **(1/2/3/4/5)**

4. E-Lessons are easy to understand and well written. **(1/2/3/4/5)**

5. E-Lessons cover the syllabus comprehensively, **(1/2/3/4/5)**

6. Quality of E-Lessons and Q&A mentioned at the end of lessons. **(1/2/3/4/5)**

7. Video Lectures available on the VIDYA PRASAR PORTAL. **(1/2/3/4/5)**

8. Video Lectures cover the syllabus comprehensively. **(1/2/3/4/5)**

9. Quality of Video Lectures & ease to understand. **(1/2/3/4/5)**

10. Students' response during face to face contact sessions. **(1/2/3/4/5)**

11. Resolution of issues raised to the Institute for solution. **(1/2/3/4/5)**

12. Overall satisfaction with the Online Programme & Institute. **(1/2/3/4/5)**

Mentor Name (Not mandatory)_____

3. ANALYSIS OF STUDENT DATA

Feedback From Students				Total No. of Students - 214		
Sr. No.		Rating			Average Rating	
1	Admission process student friendly.	1	13	859	4.01	6.07%
		2	7			3.27%
		3	32			14.95%
		4	74			34.58%
		5	88			41.12%
2	Interaction with your Course Coordinator & Course Mentor.	1	6	840	3.93	2.80%
		2	7			3.27%
		3	47			21.96%
		4	91			42.52%
		5	63			29.44%
3	Ease to access the e-Lessons on the VIDYA PRASAR	1	5	807	3.77	2.34%
		2	22			10.28%
		3	52			24.30%
		4	73			34.11%
		5	62			28.97%
4	E-Lessons are easy to understand and well written.	1	7	816	3.81	3.27%
		2	11			5.14%
		3	59			27.57%
		4	75			35.05%
		5	62			28.97%
5	E-Lessons cover the syllabus comprehensively,	1	6	807	3.77	2.80%
		2	27			12.62%
		3	36			16.82%
		4	86			40.19%
		5	59			27.57%
6	Quality of E-Lessons and Q&A mentioned at the end of lessons.	1	6	824	3.85	2.80%
		2	10			4.67%
		3	46			21.50%
		4	100			46.73%
		5	52			24.30%
7	Video Lectures available on the VIDYA PRASAR PORTAL.	1	10	792	3.70	4.67%
		2	21			9.81%
		3	53			24.77%
		4	69			32.24%
		5	61			28.50%
8	Video Lectures cover the syllabus comprehensively.	1	13	816	3.81	6.07%
		2	17			7.94%
		3	49			22.90%
		4	53			24.77%
		5	82			38.32%

Continued…

9	Quality of Video Lectures & ease to understand.	1	13	842	3.93	6.07%
		2	14			6.54%
		3	39			18.22%
		4	56			26.17%
		5	92			42.99%
10	Experience on interaction with your Course Mentor	1	4	899	4.20	1.87%
		2	5			2.34%
		3	33			15.42%
		4	74			34.58%
		5	98			45.79%
11	Experience during face to face contact sessions.	1	11	857	4.00	5.14%
		2	9			4.21%
		3	38			17.76%
		4	66			30.84%
		5	90			42.06%
12	Response time to your queries.	1	3	880	4.11	1.40%
		2	10			4.67%
		3	42			19.63%
		4	64			29.91%
		5	95			44.39%
13	How useful are the counselling session?	1	12	796	3.72	5.61%
		2	18			8.41%
		3	59			27.57%
		4	54			25.23%
		5	71			33.18%
14	Is the frequency of counselling session is adequate?	1	9	850	3.97	4.21%
		2	17			7.94%
		3	25			11.68%
		4	83			38.79%
		5	80			37.38%
15	Do you find the continuous evaluation system followed useful?	1	6	866	4.05	2.80%
		2	14			6.54%
		3	39			18.22%
		4	60			28.04%
		5	95			44.39%
16	Is frequency of continuous evaluation adequate?	1	6	852	3.98	2.80%
		2	8			3.74%
		3	45			21.03%
		4	80			37.38%
		5	75			35.05%
17	Overall satisfaction with the Learning and the Institute.	1	4	898	4.20	1.87%
		2	6			2.80%
		3	39			18.22%
		4	60			28.04%
		5	105			49.07%

4. ANALYSIS OF COURSE MENTOR DATA

Feedback from Course Mentors			Total No. of Mentors - 37		
Sr. No.		Rating			Average Rating	
1	Ease in accessing the VIDYA PRASAR PORTAL.	1	2	141	3.81	5.41%
		2	2			5.41%
		3	10			27.03%
		4	10			27.03%
		5	13			35.14%
2	Interaction with Programme/Course Coordinator & students.	1	1	139	3.76	2.70%
		2	6			16.22%
		3	4			10.81%
		4	16			43.24%
		5	10			27.03%
3	Ease to access the e-Lessons on the VIDYA PRASAR PORTAL.	1	1	145	3.92	2.70%
		2	3			8.11%
		3	8			21.62%
		4	11			29.73%
		5	14			37.84%
4	E-Lessons are easy to understand and well written.	1	2	144	3.89	5.41%
		2	1			2.70%
		3	9			24.32%
		4	12			32.43%
		5	13			35.14%
5	E-Lessons cover the syllabus comprehensively.	1	2	140	3.78	5.41%
		2	2			5.41%
		3	8			21.62%
		4	15			40.54%
		5	10			27.03%
6	Quality of E-Lessons and Q&A mentioned at the end of lessons.	1	2	141	3.81	5.41%
		2	1			2.70%
		3	11			29.73%
		4	11			29.73%
		5	12			32.43%
7	Video Lectures available on the VIDYA PRASAR PORTAL.	1	2	136	3.68	5.41%
		2	2			5.41%
		3	12			32.43%
		4	11			29.73%
		5	10			27.03%
8	Video Lectures cover the syllabus comprehensively.	1	2	138	3.73	5.41%
		2	3			8.11%
		3	9			24.32%
		4	12			32.43%
		5	11			29.73%
9	Quality of Video Lectures & ease to understand.	1	2	138	3.73	5.41%
		2	5			13.51%
		3	7			18.92%
		4	10			27.03%
		5	13			35.14%
10	Students' response during face-to-face contact sessions.	1	2	141	3.81	5.41%
		2	2			5.41%
		3	11			29.73%
		4	8			21.62%
		5	14			37.84%
11	Resolution of issues raised to the Institute for solution.	1	1	141	3.81	2.70%
		2	3			8.11%
		3	9			24.32%
		4	13			35.14%
		5	11			29.73%
12	Overall satisfaction with the Online Programme & Institute.	1	1	152	4.11	2.70%
		2	2			5.41%
		3	4			10.81%
		4	15			40.54%
		5	15			40.54%

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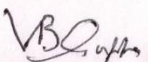
Programme Project Report

The Process followed by DEI in preparing PPR as per guidelines mentioned in Regulation:

The objective of Dayalbagh Educational Institute (DEI) is to develop a complete person with knowledge, skills, values, attributes, and social sensibilities. Since its establishment, the Institute has emphasised the development of these desired qualities and has planned activities to achieve an individual's comprehensive growth. The Institute upholds the principles of excellence with social relevance, imparting values-based education of the highest caliber with the aim of reaching the last, the least, the lowest, and the lost; giving back to the country and community by empowering women, children, and members of underprivileged groups. And to reach the lasts, the least the lowest and the lost,we believe that the programmes should be offered in Online mode so that students who can not afford to come and take education in large cities or can not shift from their home town or need to keep earning while they pursue their academic journey, also get benefit of value based education offered by our Institute and at a very low cost. The programmes chosen are such that help learners get meaningfully employed and widen their thought process and enhance their value system. The Institute was ranked **1ˢᵗ in AICTE Utkrisht Sansathan Vishwakarma Award, 2019** for its commendable work in uplifting tribals of Rajaborari. Based on the principle of 'Learning by Doing', a large proportion of courses in each programme have a high practical component to provide a hands-on learning experience to the students.
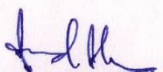
The curriculum is revised and approved by the Board of Studies and Academic Council annually to reflect the changes. The reading material has been revised and redesigned to reflect the developments in the economy.

Due to the interdisciplinarity of the online programmes, the e-content must be created and organised by professionals from a variety of fields (including, but not limited to, management, the arts, science, and the humanities). Alumni and community members from all over the world provided tremendous support in response to this achievement. They volunteered to assist the DEI in creating and organising unique e-content. The specialists had backgrounds in education, government, and commerce and industry.

Such professionals coming together resulted in the formulation, acquisition, and exchange of knowledge in the development of e-content. The DEI programme coordinators developed methods and processes. Volunteers/experts helped create self-learning resources by participating in a variety of activities. Small clusters were formed based on their competence. DEI professors delivered the reading material indicated in each course's syllabus. This has been plagiarism-checked, revised, and proofread. The literature on self-learning has been organised utilising the quadrant approach. For students with advanced understanding, the e-textbooks included self-assessment questions with answers, references, and supplementary readings. The self-study texts were transformed into brief lectures and recorded on a PowerPoint presentation. The total number of videos/hours was compared to the credit value of the course. This was carried out in conformity with UGC (Swayam) standards. Before being reviewed by a highly qualified panel, the electronic textbooks and videos were edited and proofread. In its pursuit of quality education, DEI has instituted an Internal Quality Assurance Cell based on the specific guidelines of the NAAC. This drive for quality is augmented by another body - the ACE (Advisory Committee on Education), a think tank of educationists across the country. The Institute has undergone a **Transparency Audit as per UGC and CIC guideline**s. the audit that has been appreciated by CIC in its report. Institute got ISO 21001:2018 certification effective from 13 May 2021 to 12 May 2024.

(PROF. V.B. GUPTA)
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Dayalbagh, Agra-282005

PROF. ANAND MOHAN
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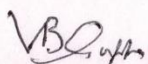
Programme Project Report

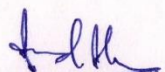The Process followed by DEI in preparing PPR as per guidelines mentioned in Regulation:

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Result for the five UGC-Entitled Programme for the Session 2022-23:

Semester beginning	Programme Name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
1ˢᵗ Semester						
UG Programme						
July 2022	1. B.Com(Hons)	102	102	87	85%	79%
	2. B.B.A	138	138	111	80.43%	70.28%
	3. B.A (Hons)- Social Science	8	8	8	100%	100%
PG Programme						
	1. M.Com – International Business	39	39	36	92.3%	92.3%
	2. M.A (Theology)	6	6	4	66.66%	66.66%
3ʳᵈ Semester						
UG Programme						
July 2022	1. B.Com (Hons)	98	98	94	95.92%	81.63%
	2. B.B.A	80	80	79	98.75%	87.50%
	3. B.A (Hons)- Social Science	5	5	3	60.00%	60.00%
PG Programme						
	1. M.Com – International Business	46	46	46	100%	95.65%
	2. M.A (Theology)	22	22	19	86.36%	86.36%

Semester beginning	Programme Name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
2ⁿᵈ Semester						
UG Programme						
Jan 2023	1. B.Com(Hons)	87	87	84	96.55%	94.29%
	2. B.B.A	113	113	104	92.03%	84.07%
	3. B.A (Hons)- Social Science	8	8	8	100%	100%
PG Programme						
	1. M.Com – International Business	34	34	34	100%	91.17%
	2. M.A (Theology)	4	4	4	100%	100%
4ᵗʰ Semester						
UG Programme						
Jan 2023	1. B.Com (Hons)	94	94	93	98.93%	86.17%
	2. B.B.A	79	79	78	98.73%	96.20%
	3. B.A (Hons)- Social Science	3	3	3	100%	100%
PG Programme						
	1. M.Com – International Business	46	46	46	100%	100%
	2. M.A (Theology)	18	18	18	100%	100%

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CENTRE FOR INTERNAL QUALITY ASSURANCE
(ONLINE PROGRAMME)
DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED UNIVERSITY)
DAYALBAGH, AGRA-282005, (INDIA)
Phone: 0562-2801545, Fax: 0562-2801226
Email: ciqa@dei.ac.in, Telegram DAYALINST,AGRA
https://www.dei.ac.in

Dated: 6ᵗʰ December 2022

Minutes of the Meeting

The meeting of CIQA was convened on 6ᵗʰ December, 2022. The members present in the meeting were (meeting was conducted in ONLINE MODE):

Prof. P K Kalra	Director, DEI
Prof. Anand Mohan	Registrar, DEI
Dr. Swami Prasad Saxena	Secretary, CIQA
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigarm	Coordinator, BBA
Dr. M Radha Krishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics
	(Member, Governing Body, DEI)

The following points were discussed during the meeting:

1. **Admissions**

   The admission data was presented and the members were particularly satisfied to note that a significant number had come through the CUET route. However, it was felt that the admission in BA (Hons) Social Science was rather low.

2. **Counseling Session**

   Like the previous year, the mentors supported the view of students that in the initial stage, the frequency of counseling sessions should be increased to more than one and after discussion, it was proposed that more than one counseling sessions per week may be organized in the beginning of the semester.
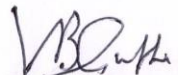
Continued....

3. **Study Material**

   The status of the availability of study material was reviewed. While the overall availability was satisfactory, there was need to expedite the development of videos for B.Com programme.

4. **Supervised Examinations**

   The supervision of exams through the Control Room established at the Main Campus and the assignment of an Observer for local centres in Agra were considered to result in total transparency of the exam system. The In-charge exams requested that each faculty should ensure that their representative is present in every shift of the exam on time.

5. The next meeting shall be held on 9th February, 2023.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
(Director, DEI)

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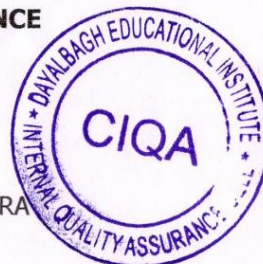**CENTRE FOR INTERNAL QUALITY ASSURANCE**
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https://www.dei.ac/in

Dated: 14th December, 2022

<u>Action Taken Report</u>

The following has now been accomplished from the CIQA meeting minutes held on 6th December, 2022:

1. Efforts to enhance the visibility of the Social Science undergraduate programme must be made by publicising the strengths of the programme

2. The students must be encouraged to do self-study and become independent. Counselling session should be once a week as far as possible.

3. The video preparation work for B.Com (Hons) programme must be expedited.

4. The Deans of the faculty were requested to ensure that their representatives report at the Control Room at the designated time.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
(Director, DEI)

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Dated: 29.08.2023

A copy of the CIQA Annual Report is made available by the Distance & Online Centre of DEI to the Deemed-to-be-University for information and record.

(Prof. V.B. Gupta)
COORDINATOR
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Centre for Online and Distance Education
Dayalbagh Educational Institute
Dayalbagh, Agra-282005

Prof. Anand Mohan
(REGISTRAR)
REGISTRAR
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Dayalbagh, Agra-282005

STRATEGY PLAN RELATED TO ONLINE COURSE DELIVERY

The online programs were developed with a view to assist students. These students are either working in some organizations, housewives, self-employed etc., who wish to further their qualifications for professional development and cannot visit University on a regular basis.

1. Learning material offered through online

The learning material has been formatted in the self-learning format and uploaded on our e-learning platform, Vidya Prasar. The students are provided a password which allows them access to the study material.

As per four quadrant module, as discribed in the UGC Regulations 2020 for online programmes in which we offer power point presentations, video lectures and lecture notes etc., as the learning material. Wherever required, links to the articles and short case studies and practical illustrations are used for enhanced learning. Students are also provided with sites which enhance their subject understanding. Current topics are also shared with students so that they can share their viewpoints using course blogs.

2. Learner assessment system

Learners are assessed at the end of each lesson using short answer questions or multiple-choice questions. Learners are also evaluated through continuous assessment system that involves additional assignments.

3. Quality assurance practices

Care is ensured while preparing SLM to ensure that quality standards are maintained. A regular feedback on student performance is shared with them. Also, feedback from students is taken and their doubts are cleared regularly using Q&A communications. The Institute ensures continuous quality improvement through regular feedbacks from the mentor and facilitators.

Q-I: e-Tutorial , Video and Audio Contents, animation, simulations, virtual labs	Q-II: e-Content, Portable Document Format or e-Books or Illustration, video demonstrations, documents and interactive simulations
UGC Online	
Q-III :Web Resources, Related Links, Open Content on Internet, Case Studies, Historical development of the subject, Articles	Q-IV : Self-Assessment-MCQ, Problems, Quizzes, Assignments and solutions, Discussion forum topics , FAQ, Clarifications on general misconceptions

Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI:

https://vidyaprasar.dei.ac.in/

- In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the

Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System.

Not Applicable

- **I**n case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations.

  The platform used to host learning resources is LearnDash Learning Management System (https://www.learndash.com/), which has been purchased by the Dayalbagh Educational Institute for its online courses. This learning Management System is hosted on Cloud Service Provider *Digital Ocean* (https://www.digitalocean.com/). The resources on the cloud can be dynamically upgraded based on resource utilization. LearnDash has all the required components for hosting online courses in compliance with the regulation requirements.
  The purchase invoice for LearnDash is given below.

6.2 Compliance status in respect of the Programme delivery

- HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching Learning scheme (as per table 3, Annexure – VII)

  The course is configured to progress in a linear way and each student can proceed to the next lecture only when the previous lecture is completed.
  The Content in the video format is organized in such a way that the next lecture content will be visible only open on completion of the current video content.
  Quizzes and assignments can be organized in such a way that the student should complete the designated task to proceed further.
  A report on the student progress can be generated and viewed by course coordinators. The reports give the complete picture of the video content covered by each student.
  Screenshots below illustrate the analytics available through the Learning Management System.

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N

No.

AAM (Automotive And Multi-skill) Karkhana

ADyNam (Agricultural and Diary Nano Processing of Multi-Products)

I. Agroecology cum Precision farming for Humans, Plants and Animals
- Biodiversity Parks and Greenhouse
- Environment, Social and Governance Initiatives
- Smart Agriculture
  - Natural Farming
  - Organic Farming
- Social Forestry

II. Dairy and Gaushala

Air, Water, Soil Quality, and Conservation
I.   Air and Water Quality
II.   Carbon and Water footprint
III. Ecological Ceiling
IV.   Misting and Spraying
V.   River Water Filtration
VI.   Soil Testing
VII. Water Resources
- Rainwater Harvesting
- Sewage Treatment Plants
- Well Water & Gangajal

Art, Beauty and Creativity
I.   Performing Art
II.   Visual Art
III. Commercial Art
IV.   Uniform and Prayer(nondenominational)
V.   Tagore Cultural Complex
VI.   Interdisciplinary Educational Tools and Applications

ATMA (Apparel and Toy Manufacturing Association)

Co-Op and Co.ed
I.   Inclusivity
II.   Reaching The Last, The Least, The Lowest, and The Lost
III. Skilling and Entrepreneurship
IV.   Woman Empowerment

Dayalbagh (Art) Science(Engineering) of (Evolutionary and Revolutionary) Consciousness (DSC)
I.   Quantum Nano Computing Centre
II.   Consciousness Centre

e-Cascade (Virtuous Virtual Communication) (Multimedia)
I.   E-Education
- Vidyaprasar
II.   e-Satsang
III. e-Skilling
- MOOSKENE BHARAT (Digitalization and Formalization of Skilling Education)
IV.   Healthcare
- Telemedicine
V.   i – connect (industry connect) Internships and Cooperative education programme
VI.   r-Connect (Rural and Tribal Connect)- REZ to SEZ

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Strategic Plan for Online Distance Education Programme of DEI

Starting from Melathriuvenkatanathapuram (MTV Puram), a small village in South Tamil Nadu in the year 2004 with a one year Certificate level programme with 16 students, the Distance Education programme expanded within a decade to 87 Information Centres spread over the length and breadth of the country with over 3000 students enrolled in 14 UCG – approved programmes.

Some of the Information Centres were upgraded to ICT (Information Communication Technology) Centres, two amongst them being in MTV Puram and Rajaborari, a small village in the tribal district of Harda in Madhya Pradesh.
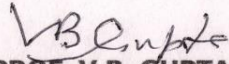
The strategic Plan of the Distance Education Set-up correlates with that of DEI which is as follows.

"The management to reach the vision and mission of deemed-to-be-university by achieving its aims and objects through an efficient academic and administrative structure has been worked out by visionary leadership – this has resulted in a unique system which is difficult to replicate.

DEIs Strategic Plan charts the distinctive course expected of an institution with a long and distinguished history. It builds on the traditions of excellence established by our founders, with a clear view of our strengths, opportunities and weaknesses. DEI plans to become a leading teaching-cum-research institute in Consciousness studies and Entrepreneurial Education, with emphasis on Agriculture and Dairy Farming. The Strategic Plan is anchored by an accountability framework through measurable inputs and deliverables that monitor progress towards our goals. Over the next five years, building on our foundational strengths and propelled by the promises outlined in this Strategic Plan, DEI will emerge as an institute with excellence in specific disciplines and strong societal outreach that delivers holistic education to every learner."

To achieve these goals, online education which is conducted in the supervised mode, will play a very important role. The MA (Theology) programme will spread the message of consciousness and better worldliness while B.Com (Hons), BBA, BA (Hons) in Social Science and M. Com programmes with all contribute to entrepreneurship: Our future plan includes extensive education in Agriculture. A beginning has already been made. Of course, the basic requirements of a completely online transparent system of admission, sufficient learner support services, a robust ICT-enabled support system, quality study material in the self-learning mode formatted using the four-quadrant approach as prescribed by UGC, a continuous evaluation system are all in place.

Some ICT Centres may be upgraded to regular HEIs over the next 20 years. At MTV Puram, an off- Campus is coming up and it may grow into a Vocational University. The way ICT Centre in Rajaborari is progressing, it may develop into an ecological university.

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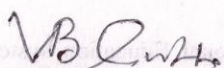Dayalbagh, Agra-282005

The courses are designed to be:

- Intra-disciplinary
- Inter-disciplinary
- Cross-disciplinary
- Multi-disciplinary
- Trans-disciplinary

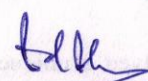The coursework is based on the following features:

- Modular system: Courses are offered in modular form, providing students with the freedom and flexibility to progressively complete credit requirements and earn certificates, diplomas and degrees based on the number of modules accumulated.
- Semester system: The Institute follows the semester system with the even semester (January 1-May 20) and odd semester (July 1-December 20).

The Curriculum has been designed to include essential elements to ensure employability. Compulsory Work-Based Training courses are an integral component of all undergraduate courses in the Institute. Applications of concepts in theory courses are supplemented with laboratory courses in the same semester to emphasize practical hands-on experience and develop necessary skills. Academic Flexibility The DEI Model of Education provides a seamless pathway from school to university. In addition, students can pursue vocational and technical education through various modular, Dayalbagh educational institute certificates, diplomas, and degree courses. Students with technical qualifications can pursue degree courses through lateral entry. Exposure to industry interactions, pieces of training, internships, and co-op. programmes provide students with the ability to be effective in industry and become successful entrepreneurs.

- Academic flexibility is offered through the following:
- Skilling, Kaushal Kendra
- Choice-Based Credits
- Certificate, Diploma and Degree Programmes

(PROF. V.B. GUPTA)
COORDINATOR
CO-ORDINATOR
Centre for Online and Distance Education
Dayalbagh Educational Institute
Dayalbagh, Agra-282005

PROF. ANAND MOHAN
(REGISTRAR)
REGISTRAR
Dayalbagh Educational Institute
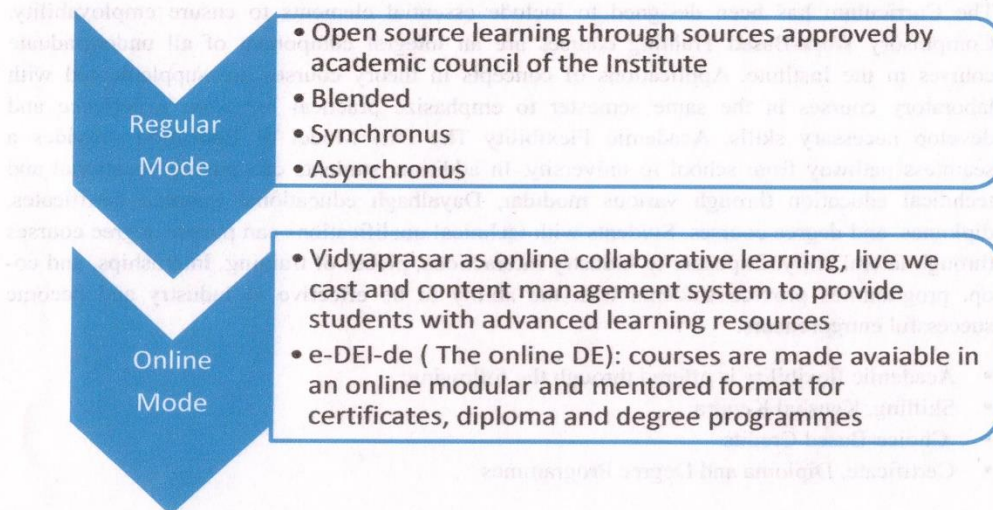(Deemed to be University)
Dayalbagh, Agra-282005

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Curriculum designing at the DEI

The Institute aims to contribute significantly to the country's socio-economic development by providing ICT-enabled vocational education, allowing DEI to reach remote, tribal, and underprivileged sections of society, with a particular focus on women's entrepreneurial development, using both traditional and online modes of education. All courses are designed by the departments, reviewed by external experts, and approved by the department's Board of Studies. The next phase involves the Faculty Board of Studies, followed by approval by the Institute's Academic

Council.

Regular Mode
- Open source learning through sources approved by academic council of the Institute
- Blended
- Synchronus
- Asynchronus

Online Mode
- Vidyaprasar as online collaborative learning, live we cast and content management system to provide students with advanced learning resources
- e-DEI-de (The online DE): courses are made avaiable in an online modular and mentored format for certificates, diploma and degree programmes

DEI has evolved a unique Innovative Integrated Value-Based Vocational Education system that provides opportunity to all sections of society by integrating all levels of Education: The academic curriculum is economical and flexible and includes a wide range of core and elective courses offered both within and across Departments and Faculties. Students are encouraged to develop a global view in association with partner universities, such as the University of Maryland and IIT Delhi.

1.0 FIELD OF APPLICATION

Applicable to all departments and functions at Dayalbagh Educational Institute, Agra (DEI), within the scope of its QMS (Quality Management System).

2.0 SCOPE

Course / Syllabus of all faculties in Dayalbagh Educational Institute.

3.0 OBJECTIVE

To prepare COURSE CURRICULUM / SYLLABUS for either new course or to revise the curriculum / syllabus for existing course
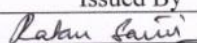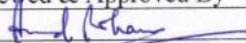
4.0 PROCESS OWNER

Dean of Faculty and the concerned head of department are responsible for the process.

5.0 PROCESS

(A) Process Steps

5.1 Review of course offered and their Curriculum / Syllabus

5.2 Decision on introduction of New Course / Revision of existing course.

5.3 Collect all the required details, prospectus and related curriculum / syllabus for new course and details of modification /reviewing existing course.

5.4 Prepare list of changes / additions required.

5.5 Prepare proposal for the new course / revision of existing course.

5.6 Review and approve for submitting the same to the Faculty Board.

5.7 Review and scrutinize the proposal and forward to Academic Council.

5.8 Review and scrutinized by Academic Council and approve.

5.9 Duly approved proposal for the same forwarded to BOG for their Approval.

5.10 Approved back to proposing department for incorporation into curriculum / syllabus and prospectus, as required.

(B) Development Flow Diagram: Annexure-PCC-1

	Issued By	Reviewed & Approved By
Signature	Ratan Saini	Khan
Name	Dr. Ratan Saini	Prof. Anand Mohan
Designation	MR & Coordinator, IQAC	Registrar

	DAYALBAGH EDUCATIONAL INSTITUTE DEEMED TO BEUNIVERSITY, DAYALBAGH, AGRA	Doc. No: DEI/CPR/PCC/009 Issue No: 1
	PROCEDURE FOR PREPRATION OF COURSE CURRICULUM / SYLLABUS - NEW / EXISTING	Rev. No: 00 Date: 01.04.2019 Page 2 of 2

6.0 PROCESS PERFORMANCE CONTROL

6.1 New Course or revised course incorporated in the on-coming academic session prospectus and conducted accordingly.
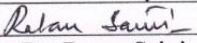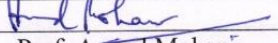
7.0 RISKS AND OPPORTUNITIES

7.1 RISKS - All relevant and important ingredients may not be considered while preparing the curriculum and syllabus. Risks is considered as Medium.

7.2 MIGRATION- Inputs from the related Faculty members and stakeholders would be called for and considered while preparing the curriculum and syllabus for new course or reviewing the same for existing course. Risk is almost eliminated.

7.3 OPPORTUNITIES: Introduction of Industry relevant skills and enhancing Job Opportunities for the participant learners.

8.0 REFERENCE

8.1 UGC Rules and Regulations / Guidelines

8.2 AICTE Rules and Regulations / Guidelines

8.3 State Govt. Rules and Regulations / Guidelines

9.0 RECORD

9.1 Course wise – Curriculum and syllabus – Finally Approved Proposal

9.2 Relevant entry / statemen in the on-coming session prospectus

	Issued By	Reviewed & Approved By
Signature	*Ratan Saini*	
Name	Dr. Ratan Saini	Prof. Anand Mohan
Designation	MR & Coordinator, IQAC	Registrar

(B) DEVELOPMENT

S.No.	PROCESS	Responsibilities	Ref. / course	Record
1	FACULTY BOARD (S) (FACULTY WISE)	FACULTY / BOARD	-	
2, 3	DEAN OF FACULTY — HEAD OF DEPARTMENT	DEAN OF FACULTY / HEAD OF DEPARTMENT		
4	BOARD OF STUDIES	BOARD OF STUDIES		
5	DEVELOPMENT AND PROPOSAL OF CURRICULUM /SYLLABUS NEW / EXISTING	BOARD OF STUDIES	Existing course / New Course	Proposal
6	APPROVAL OF COURSE - NEW / REVISED	BOARD OF STUDIES	Proposal	Proposal approval
7	ACADEMIC COUNCIL	ACADEMIC COUNCIL	Proposal	Proposal approval
8	APPROVAL OF COURSE - NEW / REVISED	ACADEMIC COUNCIL	Proposal	Proposal approval
9	BOARD OF MANAGEMENT (CHAIRMAN - DIRECTORY, MEMBERS - AS PER BYELAWS	BOARD OF MANAGEMENT	Proposal	Proposal approval
10	FINAL APPROVAL OF COURSE - NEW / REVISED	BOARD OF MANAGEMENT	Approved Proposal	Approved Course / New / Revised
11,12	COURSE INTRODUCTION AND CONTINUATION → INTRODUCTION IN PROSPECTUS	BOARD OF STUDIES	Approved Proposal	Prospectus

	Issued By	Reviewed & Approved By
Signature	*Ratan Saini*	
Name	Dr. Ratan Saini	Prof. Anand Mohan
Designation	MR & Coordinator, IQAC	Registrar

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Phone: 0562-2801545, Fax: 0562-2801226
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https://www.dei.ac/in

Dated: 6th December 2022

Minutes of the Meeting

The meeting of CIQA was convened on 6th December, 2022. The members present in the meeting were (meeting was conducted in ONLINE MODE):

Prof. P K Kalra	Director, DEI
Prof. Anand Mohan	Registrar, DEI
Dr. Swami Prasad Saxena	Secretary, CIQA
Prof. V B Gupta	Coordinator, OL
Mr. Rakesh Mehta	Assistant Registrar (Admin) OL
Prof. Gursaran	Dept. of Mathematics
Prof. Pramod Kumar	Coordinator, B. Com
Prof. Shalini Nigarm	Coordinator, BBA
Dr. M Radha Krishna	Incharge, CART
Mr. Gur Sewak Singh	Assistant Registrar (Examination)
Mr. Maharaj Saran	Accounts Department
Prof. Pami Dua	Delhi School of Economics
	(Member, Governing Body, DEI)

The following points were discussed during the meeting:

1. **Admissions**

   The admission data was presented and the members were particularly satisfied to note that a significant number had come through the CUET route. However, it was felt that the admission in BA (Hons) Social Science was rather low.

2. **Counseling Session**

   Like the previous year, the mentors supported the view of students that in the initial stage, the frequency of counseling sessions should be increased to more than one and after discussion, it was proposed that more than one counseling sessions per week may be organized in the beginning of the semester.

Continued....

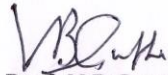3. **Study Material**

   The status of the availability of study material was reviewed. While the overall availability was satisfactory, there was need to expedite the development of videos for B.Com programme.
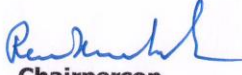
4. **Supervised Examinations**

   The supervision of exams through the Control Room established at the Main Campus and the assignment of an Observer for local centres in Agra were considered to result in total transparency of the exam system. The In-charge exams requested that each faculty should ensure that their representative is present in every shift of the exam on time.

5. The next meeting shall be held on 9th February, 2023.

Prof. V B Gupta
Coordinator, Online Programme

Secretary, CIQA

Chairperson
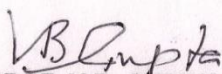**(Director, DEI)**

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Continuous Evaluation in DEI

- Comprehensive Continuous Evaluation System. The Institute follows a continuous evaluation system. The academic progress of students is evaluated continuously in each course, through both internal (75%) and external (25%) examinations, consisting of the following components: Theory Course Evaluation
- Class Tests
- Assignments (Class/Home)
- Seminar-cum-Group Discussion
- External End-Semester Exam
- Daily Home Assignments
- Attendance (min. 75% to appear for end-sem. Exams) Practical Course Evaluation
- Records
- Experiments
- Viva-voce.
- Attendance
- The Institute follows the credit system of evaluation. The academic performance of students is evaluated on an 11-point Cumulative Grade Point Average (CGPA) scale and graded on an 11-point scale (A-F).
- The grade moderation exercise is conducted at two levels, i.e., Departmental and Institute level with active participation of the course teachers.

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