

DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

PROFORMA FOR GETTING INFORMATION ABOUT ADMINISTRATIVE AUDIT

Annexure- 'A'

2020-21 and 2021-22

1.	Designation wise total number of staff:			
Sr. No.	Posts	Regular	Contractual	Total No. of Staff
1.	Director	01	-----	01
2.	Dy. Registrar	01	-----	01
3.	Superintendent	02	-----	02
4.	Programmer	01	-----	01
5.	A.T.O.	01	-----	01
6.	Hindi Officer	01	-----	01
7.	Assistant	03	02	05
8.	Jr. Programmer	----	01	01
9.	Technician	-----	01	01
10.	Clerk	03	18	21
11.	Lab Attendant	---	01	01
12.	Peon	01	03	04
13.	Teacher	03	13	16
	Total	17	39	56

2.	Office Automation			
	2.1 Name of Branch:	<i>Directorate of Distance Education</i>		
	2.2 Objectives:	<i>The main objectives of Directorate of Distance Education is to part meaningful education through Distance Learning to specifically those people who donot have direct excess to the education either due to the lack of time or place/platform.</i>		
	2.3 Details of working of Branch/Office:	<ul style="list-style-type: none"> <i>i)To maintain the DCR of the students enrolled through Distance Education.</i> <i>ii)To checking the eligibility.</i> <i>iii)Despatch of enrollment card.</i> <i>iv)Despatch of study material.</i> <i>v)Preparation of questionnaire of assignments and evaluation.</i> <i>vi)Conduct of PCP.</i> <i>vii)Verification of Post Matric Scholarship</i> <i>viii)Preparing of confidential list for the examination.</i> <i>xi)Preparation of Cut List for declaration of results.</i> <i>x)Despatch of DMC and Degree to the concerned.</i> <i>xi)Student's counseling.</i> <i>xii)Handling of students's query.</i> <i>xiii)Approval of UGC DEB and UGC reports time to time.</i> <i>xiv)Development of Study Material.</i> <i>xv)Preparation of Prospectus.</i> <i>xvi)Maintaining the quality and standards of UGC(Open and Distance Learning Programmes and Online Programmes) Regulation, 2020 through CIQA.</i> <i>xvii)Records of study centres and related activities.</i> 		

	<p>2.3 1 Is there any regular mechanism of review meetings of various officers/employees of the Branch office? if yes, provide details. <i>Review about activities done once in fortnight on average as team and one to one on weekly basis.</i></p> <p>2.4 Administrative and Financial Powers: <i>Upto Rs. 10000/-.</i></p> <p>2.4 1 Distribution of Work Load: Director, Distance Education 2.4 2 Power to Assign Work: Director, Distance Education</p> <p>2.5 Maintenance of Record like Diary/Dispatch, Log Book, Issuance of Books, filing system etc; <i>Diary/ Despatch and filing: Manual</i></p> <p>2.6 Do you have the proper mechanism for maintenance of consumable and non-consumable items and proper mechanism of periodical checking/Audit. <i>YES</i></p> <p>2.7 Maintenance of Branch/Departmental Accounts (Manually/Computerized/Both): <i>Both</i></p> <p>2.8 Procedure for lodging and solution of complains/grievance. Whether it is manual/online or both and in how many days the solutions are made i.e. within 15 days or 30 days or 02 months or more? <i>Resolved at the earliest, depending upon the nature of the grievances.</i></p> <p>2.9 Mechanism for waste disposal including electrical wastes/e-waste like computers, tube lights and other like waste engine oil. <i>Disposed as per the University rules and regulation framed from time to time.</i></p>
3.	<p>Whether all major decisions and mandatory disclosures of the branch are uploaded or made available at University Website? Main disclosures of the Branch/Department: <i>YES</i></p>
4.	<p>Does Administrative Staff is ICT Skilled and what percentage of staff is competent with the working of operating M.S./Power Point/M.S. Excel/Email etc. <i>YES</i></p>
5.	<p>Adequate No. of Computers/ICT Equipments Availability/Internet Facility (Full/Partially Equipped): <i>YES</i></p>
6.	<p>For what assignment Branch/Department goes for outsource viz. manpower, vehicles, equipemts etc. and what procedure they followed for the same? To meet the official assignments. <i>Out source facilities provided by the concerned branch.</i></p>

7.	<p>i) Admission facility (Manual/Online/both): Online</p> <p>ii) Fee Collection facility (Manual/Online/both): Online</p> <p>iii) Result facility (Manual/Online/both): Online</p> <p>iv) Scholarship facility (Manual/Online/both): Online</p> <p>v) Library facility (Manual/Online/both): e-books are available on the University Website</p> <p>vi) Training Facilities (Inhouse/Outside): Outside</p>
8.	<p>Atleast Two Major Strengths and Weaknesses of Branch:</p> <p>Strengths:</p> <p><i>i) The Directorate at present is offering 10 programmes (08 Offline and 02 Online) through Distance Education mode.</i></p> <p><i>ii) Directorate of Distance Education is the foremost amongst the University of Haryana State to start the UGC Entitled full-flagged programme in MBA and B.Com</i></p> <p>Weakness:</p> <p><i>i) Shortage of space.</i></p>
9.	<p>Write up on the improvement/updation done during the last five years (Up to 500 words)</p> <p><i>In the last five years the following are the improvement/updation w.r.t. functioning and results of Directorate.</i></p> <ol style="list-style-type: none"> <i>1) First one week online academic orientation programme was organized by the Directorate from 20-25 January, 2021 for the students admitted at the Directorate of Distance Education for the session 2020-21.</i> <i>2) Online PCP was organized for the students of DDE during the COVID-19 pandemic.</i> <i>3) Online monitoring session of one hour per week has been organized for the students of all programmes.</i> <i>4) The students were also connected through Google Class Room, Whatsapp, facebook page and e-mail.</i> <i>5) Online examinations were conducted for theory/practical exams and viva-voce.</i> <i>6) Two full-flagged online programmes were started from the session January, 2021.</i> <i>7) Assignments accepted through online portal since the session 2018.</i> <i>8) Three tier students grievance cell activated in the Directorate.</i> <i>9) Apply for started of 02 new programmes namely MA (Hindi) and MA (English) through offline mode.</i> <i>10) Efforts have been made for creation of examination centres throughout the Haryana for conduct of exams of Distance Education.</i> <i>11) Directorate of Distance Education got the permission from Ministry of External Affairs for signing the MoU for doing the admission of foreign students of African countries in MBA and B.Com online programmes.</i>

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Dy. Registrar (DE)