

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

# **Annual Report**

**OF**

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

**PROGRAMMES UNDER  
ONLINE MODE**

**<2021-2022>**

**Contents**

Part – I: General Information .....	3
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA)	
Functioning .....	7
Part – III: Human Resources and Infrastructural Requirements .....	14
Part – IV: Examinations.....	18
Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM).....	27
Part – VI: Programme Delivery through Learning Platform .....	28
Part – VII: Self Regulation through disclosures, declarations and reports.....	30
Part – VIII: Admission and Fees .....	34
Part – IX: Grievance Redressal Mechanism .....	40
Part – X: Innovative and Best Practices.....	41
DECLARATION .....	42

**HEI ID:****Name of HEI:****Type of HEI:**

## Part – I: General Information

### 1.1 Date of notification of the Centre(attach a copy of the notification):

*Upload PDF*

### 1.2 Details of Director, CIQA

- Name :
- Qualification:
- Appointment Letter and Joining Report: Upload (PDF)

### 1.3 Details of CIQA Committee:

#### a. Composition as per Regulations

<b>S. No.</b>	<b>Designation</b>	<b>Nomination as</b>	<b>Name and Qualification</b>	<b>Specialization</b>	<b>Date of Nomination in CIQA Committee</b>
a.	Vice Chancellor of the University	Chairperson	Dr. Vandana Mishra	PHD	
b.	Three Senior teachers of HEI	Member 1	Mr. Milind Kilpadi		
		Member 2	Ms. Aarti Pandirkar		
		Member 3	Mr. Kishore Maske		
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Ms. Bhakti Naik		
		Member 5	Mr. Naeem Pathan		
		Member 6	Mr. Imran Pathan		
d.	Two External Experts of ODL and/or Online Education	Member 7	Mr. Abul Hasan Ranjani		
		Member 8	Mr. Fahim Nathoo		
e.	Officials from departments of HEI	Member 9 Administratio			

HEI ID:

Name of HEI:

Type of HEI:

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none"> <li>Administration</li> <li>Finance</li> </ul>	n	Mr. Auzwil Vaz Ms. Rita Mendha	B. Com	16 May 2019
		Member 10 Finance	Mr. Sagar Pachpute	B. Com	16 May 2019
f.	Director, CIQA	Member Secretary	Dr. Ashish Jadhav	PHD	16 May 2019

b.

**Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)**

If No, reason thereof

YES.

**1.4 Number of meetings held and its approval:****a. No. of meetings held every year:****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	14 January 2021	2	upload	upload
Meeting 2	14 June 2021	2	upload	upload

**1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From &lt;Month, Year&gt; academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Transgender)			
								M	F	T G	Total
1.											
N.											

**Note: Mention details separately for <Month, Year> academic session, as applicable, as above.**

**HEI ID:****Name of HEI:****Type of HEI:**

**1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From *<Month, Year>* academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/ Regulatory authority(if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.											
N.											

**Note:** Mention details separately for *<Month, Year>* academic session, as applicable, as above.

**1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:**

From *<Month, Year>* academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.										
N.										

**Note:** Mention details separately for *<Month, Year>* academic session, as applicable, as above.

**1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:**

From *<Month, Year>* academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.										
N.										

**Note:** Mention details separately for *<Month, Year>* academic session, as applicable, as above.

**HEI ID:****Name of HEI:****Type of HEI:****1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

From &lt;Month, Year&gt;academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.										
N.										

**Note:** Mention details separately for <Month, Year>academic session, as applicable, as above.

**Part - II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning**

**2.1 Action taken on the functions of CIQA:-**

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	<p>-Quality is maintained using 6 Quadrant Approach - PPT /Video/Audio/ Question Bank / Quiz/</p> <p>Assignment Student portal is developing ensuring to clear info.</p> <p>-Complete learning to provide experience process of the program deliverable From student registration degree to to convocation.</p> <p>Quality is ensured by having live lectures every week.</p> <p>-Mentor Mentee in place</p> <p>-Student Grievance Redressal in place</p> <p>-Student Help Desk</p> <p>- Examination system</p> <p>- Industry interaction by industry expert</p> <p>- Teaching staff all in place</p> <p>Exam Portal</p>	

**HEI ID:****Name of HEI:****Type of HEI:**

		<ul style="list-style-type: none"> <li>- Marksheets &amp; Degree - Safety &amp; Security student portal data protection.</li> <li>- Online Security features are very well activated both in ensuring student safety in all aspects of data protection.</li> <li>- Keeping UGC gender sensitization in mind - Well regulated announcement mechanism in place - Notices &amp; Announcements</li> </ul>	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<ul style="list-style-type: none"> <li>Committees are formed to evaluate the continuous improvement of</li> <li>- Academic committee - Curriculum</li> <li>- Exam</li> <li>- Student Grievance</li> <li>- Gender technical</li> <li>- Placement feedback committee</li> <li>Bridge gap b/w industry &amp; academia at par with industry requirement.</li> </ul>	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<ul style="list-style-type: none"> <li>Contribution in key areas</li> <li>- SLM</li> <li>- 6 Quadrant Approach</li> <li>- Proctor examination instead of error</li> <li>- Student support services</li> <li>- Info brochure guide</li> </ul>	
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode  (For Dual Mode HEIs)	<ul style="list-style-type: none"> <li>Quality</li> <li>- Since we are running program at conventional faculty feedback &amp; adaptation of as many systems &amp; procedures very well blended.</li> <li>- Committee industry connect / Remedial placement feedback / gender activity</li> <li>PTM / mentor - mentee tutorials</li> </ul>	

**HEI ID:****Name of HEI:****Type of HEI:**

5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Measures suggestion - More interactive user friendly technology driven platform. - International universities emersion program to be brought in for online students. - Facilitating outline providers with international platform showing Indian Education System. - Development of Content multilingual format to eradicate the barriers of communication. Sticking to Indian values of education system.	
----	--	--	--

**HEI ID:****Name of HEI:****Type of HEI:**

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	<p>Implementation of review</p> <ul style="list-style-type: none"> <li>- Meetings</li> <li>- Workshops</li> <li>- We have conducted 154 workshop 7 seminars</li> <li>- Best practices (International Teachers taking session links )</li> <li>- Placement drive</li> </ul>	<p><a href="https://dypatiluniversityonline.com/placement#notice">https://dypatiluniversityonline.com/placement#notice</a></p> <p>International teacher sessions-</p> <p>14-7-2021 Learn from Expert By Dr. John-Hans Coetzer, Academic Dean</p> <p><a href="https://drive.google.com/file/d/1ZaY0_S1JLYmwoVzgc_3MJva2gD8Y4rh_view?usp=share_link">https://drive.google.com/file/d/1ZaY0_S1JLYmwoVzgc_3MJva2gD8Y4rh_view?usp=share_link</a></p>
7.	Implementation of its recommendations through periodic reviews	<p>1) A monitoring committee with the following members has been constituted by the CIQA to monitor and suggest measures for implementation: a) Dr. Vandana Mishra Chaturvedi(Pro Vice Chancellor) b) Bhakti Naik (Course coordinator) 3) Naeem Pathan (Program Coordinator) 2) The committee meets periodically to assess all the quality parameters with regard to ODL programmes and makes its recommendations to the CIQA for adoption. 3) The committee may call for such information or 2 out of 2 UGC Portal file:///C/Users/Admin/Downloads/UGC%20Portal.html[21-03-2022 04:38:09 PM] documents which it may deem fit to arrive at its recommendations from the Directorate of Distance Education or</p>	<p><a href="https://dypatiluniversityonline.com/ciqa#members-faculty">https://dypatiluniversityonline.com/ciqa#members-faculty</a></p>

**HEI ID:****Name of HEI:****Type of HEI:**

		from the HEI in general. 4) The committee may interact with the students and monitor the PCP. 5) The committee may also suggest improvement in preparing the SLM.	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	PPR Attached	1. PPR Attached – BBA <a href="https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing">https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing</a>  BSc – PPR Attached
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	Innovation Teachers taking session wide platform Placement drive	<a href="https://dypatiluniversityonline.com/ciqa#best-practices">https://dypatiluniversityonline.com/ciqa#best-practices</a>
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Feedback Mechanism Info is collected online then - Analyses then – committee formed prof of Internal & external action taken then members feedback on action taken.	<a href="https://dypatiluniversityonline.com/grievance-committee">https://dypatiluniversityonline.com/grievance-committee</a>

**HEI ID:****Name of HEI:****Type of HEI:**

11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	- Program Project - Survey of starting program - Demand of program - Placement of program - Admission strategy - Target audience factor - Admission process - Counseling process - Registration - Academic process - Student portal - Overall experience - Examination experience - Evaluation procedure - Result Generation - Mark sheet Distribution - Placement drive - Convocation	2. PPR Link - PPR Attached - BBA <a href="https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing">https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing</a>  Convocation photos attached <a href="https://dypatiluniversityonline.com/bachelor-in-business-administration">https://dypatiluniversityonline.com/bachelor-in-business-administration</a>  Online Visual tour - <a href="https://drive.google.com/file/d/14wnIS2W0sESf3eRAsrVH6FGV_HylUe6/view?usp=share_link">https://drive.google.com/file/d/14wnIS2W0sESf3eRAsrVH6FGV_HylUe6/view?usp=share_link</a>
-----	--	---	--

**HEI ID:****Name of HEI:****Type of HEI:**

12.	Mechanism to ensure the proper implementation of Programme Project Reports	<ul style="list-style-type: none"><li>- Committees , CIQA</li><li>- Regular audit</li><li>- Director</li><li>- Course – Coordinator</li><li>- AAA technical Audit</li><li>- Gender Audit</li><li>- Feedback</li><li>- Grievance Redressal</li></ul> <p>The CIQA will collect the Programme Project Report (PPR) for each programme and vet it for quality .It will get the PPRs approved by all the all the statutory bodies of DYPATIL UNIVERSITY SODL The CIQA will ensure the implementation of all the policies pertaining to distance education of DYPATIL UNIVERSITY SODL . It will generate reports on various activities of ODL and make them available to the authorities of the University</p>	1. PPR Attached-BBA <a href="https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing">https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing</a>
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	<b>Annual Reports</b> <b>Annual Plan</b> <b>Annual Audit</b>	1. AAA PDF link
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	<ul style="list-style-type: none"><li>- 6 Quadrant approach</li><li>- Industry Connect</li><li>- Guest Interaction</li><li>- Seminars</li><li>- Webinars</li><li>- Placement Drives</li><li>- Capability</li></ul>	1. Link - <a href="https://dypatiluniversityonline.com/">https://dypatiluniversityonline.com/</a>

**HEI ID:****Name of HEI:****Type of HEI:**

		Enhancement Program - Webinars	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	- 6 Quadrant approach - Student Portal - Academic Administrative Audit	1. Student Portal - <a href="https://dypatiluniversityonline.com/mba-student-portal-demo">https://dypatiluniversityonline.com/mba-student-portal-demo</a>
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	- Academic Administrative Audit - Technical Audit - Student Portal	1. Link - <a href="https://dypatiluniversityonline.com/">https://dypatiluniversityonline.com/</a>
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	International MOU at Conventional Mode	1. PDF List of International MOU Attached
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Committee form Administrative Committee which works on UGC Guidelines.	<a href="https://dypatiluniversityonline.com/ciqa#members-faculty">https://dypatiluniversityonline.com/ciqa#members-faculty</a>

**HEI ID:****Name of HEI:****Type of HEI:**

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.		
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	<b>PTM Meeting Recorded webinars</b>  <b>Placement Admission Video Steps for Admission</b>	2.video attached for admission steps
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.		
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	AAA CIQA Report Enrollment Report PPR	1.AAA - PDF link  2.CIQA Report - Link - <a href="https://dypatiluniversityonline.com/ciqa#ciqa-report">https://dypatiluniversityonline.com/ciqa#ciqa-report</a>  3.Enrollment Report - link - <a href="https://dypatiluniversityonline.com/ciqa#student-enrollment">https://dypatiluniversityonline.com/ciqa#student-enrollment</a>  1. 4.PPR - PDF link PPR Attached - BBA <a href="https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing">https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZSO7KS9CrptQjTXXwnPftZcE/edit?usp=sharing</a>  MBA - <a href="https://docs.google.c">https://docs.google.c</a>

**HEI ID:****Name of HEI:****Type of HEI:**

			<a href="https://docs.google.com/document/d/1SaubdvoBAIaZuSQ7K80X6PRHy4vfzqfrNkf4b0VNIGo/edit?usp=sharing">om/document/d/1SaubdvoBAIaZuSQ7K80X6PRHy4vfzqfrNkf4b0VNIGo/edit?usp=sharing</a>
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	School Of Online - Counseling office - Admission Office - Admistrative Office - Faculty room - Library - Record Room - Makeup Room - Examination room - Classroom (Provision to come ) - Cafeteria	Online visual tour- Link - <a href="https://drive.google.com/file/d/14wnIS2W0sESf3eRAsrVH6FGV_HylUe6/view?usp=share_link">https://drive.google.com/file/d/14wnIS2W0sESf3eRAsrVH6FGV_HylUe6/view?usp=share_link</a>
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	Through ODL we have <b>BSc Hospitality</b>  <b>Started in 2019</b> <b>Last Batch July 2022</b>  <b>Enrolments</b> <b>Program structure</b> <b>Course Details</b> <b>PPR Attached</b> <b>Infrastructure – BSc Hospitality Labs.</b>	

HEI ID:

Name of HEI:

Type of HEI:

24.	Promoted automation of learner support services of the Higher Educational Institution	Entire Cycle Automated From Inquiry to Convocation Degree.		
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Advisory Board - 2 meeting every year  Industry Connect Placement Committee  AAA	1. Minutes meeting PDF  2. AAA PDF link	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	AAA  Gender Audit Annual Report  CIQA Committee	1. AAA PDF	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution		1. SSR PDF Link	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Industry visit for student Quality enhancement		
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.			

**2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :**

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document

**HEI ID:****Name of HEI:****Type of HEI:**

1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Decentralize Governance	1. SSR PDF Link
2.	Articulation of Higher Educational Institution Objectives		
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System		1. SSR PDF Link
4.	Programme Monitoring and Review	Advisory Board Course Committee Exam Committee Faculty	1. Exam Board PDF Attached 2. BBA Mentor Mente 3. BSc Mentor
5.	Infrastructure Resources	Counseling Office Record Room Makeup room Library Editing Room	1. Online visual tour-Link - <a href="https://drive.google.com/file/d/14wnIS2W0sESf3eRAsrVH6FGV_HyhlUe6/view?usp=share_link">https://drive.google.com/file/d/14wnIS2W0sESf3eRAsrVH6FGV_HyhlUe6/view?usp=share_link</a>
6.	Learning Environment and Learner Support	SSR Teaching Methology 24/7 student support 6 quadrant Approves	1. SSR PDF Link 2. Student Support - <a href="https://dypatiluniversityo">https://dypatiluniversityo</a>

**HEI ID:****Name of HEI:****Type of HEI:**

			<a href="http://online.com/st&lt;br/&gt;udent-&lt;br/&gt;progress">nline.com/st udent- progress</a>
7.	Assessment and Evaluation	<b>The level of student academic performance as the aggregate of continuous evaluation and end semester examination is reflected by letter grades on a ten - point scale</b>	3.
8.	Teaching Quality and Staff Development	Webinar Course Coordinator Program Coordinator Mentor - Mentee	1. Exam Board PDF Attached 2. BBA Mentor Mentee BSc Mentor

**2.3 Compliance of Process of Internal Quality Audit - As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :**

<b>Sr.No.</b>	<b>Provisions in Regulations</b>	<b>Action taken in respect of online programmes</b>	<b>Upload relevant document</b>

**HEI ID:****Name of HEI:****Type of HEI:**

1.	Academic Planning	Academic calendar	1. Academic Calendar	
2.	Validation	Notices	1. Notice PDF link	
3.	Monitoring, Evaluation and Enhancement Plans  a. Reports from Examination Centres  b. External Auditor or other External Agencies report  c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels  d. Reporting and Analytics by the Higher Educational Institution  e. Periodic Review		1. AAA 2. Annual Report	

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

### **Part – III: Human Resources and Infrastructural Requirements**

#### **3.1 Name and details of Director of Centre for Distance and Online Education**

**(Dual Mode University)** - Regular, full time, atleast Associate Professor

Or

**Name and details of Head for each school (for Open University)** - Full time dedicated, not below the rank of an Associate Professor

**Director – Dr. Ashish Jadhav**

**PHD**

**Document uploaded**

#### **3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University)** - Full time or contractual basis, atleast Associate Professor

Or

**Name and details of Deputy Director of Centre of Online Education** - Full time or contractual basis, not below the rank of an Associate Professor

*Mention details such as Regular Employee, Designation, Qualification, Salary*

*(Attach appointment letter and joining report)*

#### **3.3 Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University)** - Full time or contractual basis, not below the rank of an Assistant Professor

Or

**Name and details of Assistant Director of Centre of Online Education** - Full time or contractual basis, not below the rank of an Assistant Professor

*Mention details such as Regular Employee, Designation, Qualification, Salary*

*(Attach appointment letter and joining report)*

**HEI ID:****Name of HEI:****Type of HEI:****3.4 Compliance status in respect of Human Resource – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

*HEI shall mention compliance details against the requirements in terms of Staffing norms, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:*

*Insert box*

**i. Programme name:****a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme

**b. Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme

**c. Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme

**HEI ID:****Name of HEI:****Type of HEI:**

--	--	--	--	--	--

Any other details

**3.5 Details of Administrative staff****a. Number of Administrative staff available exclusively for Online programmes**

<b>Admin Staff</b>	<b>Required</b>	<b>Available</b>
Deputy Registrar	1	Mr. Umesh Patil
Assistant Registrar	1	Mr. Milind Kilpadi
Section Officer	1	Mr. Sailjha Menon
Assistants	3 (2 for DM Universities)	Mr. Abul Rajani Mr. Fahim Natoo
Computer Operator	2	Mr. Auzwil Vaz / Ms. Rita Mendha
Multi Tasking Staff	2	Mr. Mohan Boshle / Ms. Snehal Kad

(Attach duly attested photocopy of appointment letter with salary details)

**b. Number and details of Technical Support for Online Programmes as per Annexure -IV:****i. Technical Team for Development of e-Content as Self-Learning e- Modules:**

<b>Post</b>	<b>Required</b>	<b>Available</b>
Technical Manager (Production)	1	
Technical Associate (Audio-Video recording and editing)	1	
Technical Assistant (Audio-Video recording)	1	
Technical Assistant (Audio-	1	

**HEI ID:****Name of HEI:****Type of HEI:**

Video editing)		
----------------	--	--

**ii. For Delivery of Online Programmes:**

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	
Technical Assistant (LMS and Data Management)	2	

**iii. For Admission and Examination for Online mode:**

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	
Technical Assistant (Admission, Examination and Result)	2	

(Attach duly attested photocopy of appointment letter with salary details)

## Part – IV: Examinations

### 4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	YES	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	YES	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.		
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	YES	
5.	The number of examination centres in a city or	YES	

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No</b>	<b>If No, Reason thereof</b>
	State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.	YES	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	YES	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	YES	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	YES	
10.	Safety and security of the examination centre must be ensured	YES	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	YES	
12.	Provision of drinking water must be made for learners	YES	
13.	Adequate parking must be available near the examination centre	YES	
14.	Facilities for Persons with Disabilities should be available	YES	

#### **4.2 Compliance of facilities required for the conduct of Online examination for online programmes**

<b>S.</b>	<b>Provisions in Regulations</b>	<b>Whether</b>	<b>If No,</b>
-----------	----------------------------------	----------------	---------------

**HEI ID:****Name of HEI:****Type of HEI:**

No.		being complied Yes/No  If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres  (as mentioned in provision II (B)(13)(i) of Annexure II)		
2.	Requirement of proctors  (as mentioned in provision II (B)(13)(ii) of Annexure II)		
3.	Security arrangements in the testing centre  (as mentioned in provision II (B)(13)(iii) of Annexure II)		
4.	Remote Proctoring  (as mentioned in provision II (B)(13)(iii) of Annexure II)		

#### **4.3 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provisions in Regulations	Whether complied Yes/No  If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes  <a href="https://dypatiluniversityonline.com/examination">https://dypatiluniversityonline.com/examination</a>	

**HEI ID:****Name of HEI:****Type of HEI:**

2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	<b>Yes</b> <a href="https://dypa.tiluniversityonline.com/examination"><u>https://dypa.tiluniversityonline.com/examination</u></a>	
----	--	--	--

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	learners enrolled through Online mode and their certification.		
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <ul style="list-style-type: none"><li>i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</li><li>ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.</li></ul>	<b>Yes</b> <a href="https://dypatiluniversityonline.com/mba-in-sales-and-marketing">https://dypatiluniversityonline.com/mba-in-sales-and-marketing</a>  <a href="https://dypatiluniversityonline.com/bachelor-in-business-administration">https://dypatiluniversityonline.com/bachelor-in-business-administration</a>	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional	<b>Yes</b>	

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	<p>The weightage for different components of assessments for Online mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<b>Yes</b> <a href="https://dypatiluniversityonline.com/bachelor-in-business-administration">https://dypatiluniversityonline.com/bachelor-in-business-administration</a>	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	<b>Yes</b>	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	<b>Yes</b> <a href="https://dypatiluniversityonline.com/img/marksheetsample.jpg">https://dypatiluniversityonline.com/img/marksheetsample.jpg</a>	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure	<b>Yes</b>	

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	<b>Yes</b> <a href="https://dypatiluniversityonline.com/bachelor-in-business-administration">https://dypatiluniversityonline.com/bachelor-in-business-administration</a>	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	<b>Yes</b>	
	(b) Availability of biometric system		
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners		
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination		

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	<b>Yes</b>	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	<b>Yes</b>	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	<b>Yes</b> <a href="https://dypatiluniversityonline.com/ciqa#observer-report">https://dypatiluniversityonline.com/ciqa#observer-report</a>	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission		

**HEI ID:****Name of HEI:****Type of HEI:**

14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored		
-----	---	--	--

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	examinations for such learners		
15.	<p>(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have</p> <ul style="list-style-type: none"> <li>i. Photograph</li> <li>ii. Aadhaar number or other government recognised identifier or Passport number, as applicable,</li> <li>iii. Other relevant details of the learner along with the Programme name.</li> </ul>	Upload samples	
	(b) Each award shall also be uploaded on the National Academic Depository		
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	<p>Yes</p> <p>Degree certificate back side document send</p>	

#### **4.4 Result and Student Progression**

##### **For UG, PG and PGD programmes**

Semester beginning	Programme name	No. of students	No. of students	No. of students	% of student	% of students

**HEI ID:****Name of HEI:****Type of HEI:**

		admitted	appeared in exams	progressed to next year	s passed	passed in first class
<i>&lt;Month, Year&gt;</i>	1.					
	N.					
<i>&lt;Month, Year&gt;</i>	1.					
	N.					

## Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

### 5.1 Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.*

Academic team which includes faculty from the DDE, faculty from the regular department and external experts. The draft PPR the PPRS for the individual programmes proposed to be offered are prepared in advance before they are placed in the Board of Studies of the department concerned. The guidelines and the objectives of the programme are clearly explained to the is discussed in the BOS and any suggestions or improvement mooted are incorporated before the approval is given. The learners' difficulties are borne in mind in the finalization of PPR. The BOS passed PPR is discussed again in the Faculty Board meeting and gets accepted for further process The PPR then is placed in the Academic Council along with curriculum, syllabus and Regulation for approval. After the approval of the A.C.it is published and put into practice.

#### PPR Link -

<https://docs.google.com/document/d/10ZYi4PCo5hiNZWHgqJSZS07KS9CrtQjTXXwnPftZcE/edit?usp=sharing>

### 5.2 Compliance status of 'Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy' – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.*

- 1) The SLM writers were instructed to adhere to the guidelines provided in annexure VI of the UGC ODL Regulations, 2017.
- 2) The SLMs are self-explanatory, illustrative and lucid.
- 3) The difficulty of the learners has been kept in mind and there are self-check questions at the end of every unit.
- 4) There are directions in the SLMs for self-directed learning.
- 5) Wherever, audio-visual material is to be provided as a supplement, to the printed SLM, it has been done.
- 6) Students are provided with digital form of SLMs on a regular basis.
- 7) References to outside links for further information are also provided. 8) Full-fledged online delivery facilities are being created and will become operational soon.

**Upload samples and authority approval -**

**<https://dypatiluniversityonline.com/ciqa#self-learning-material>**

### **5.3 Compliance status in respect of e-Learning Material- As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

*HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.*

**<https://dypatiluniversityonline.com/ciqa#self-learning-material>**

**HEI ID:****Name of HEI:****Type of HEI:**

## **Part – VI: Programme Delivery through Learning Platform**

### **6.1 Details of Learning Platform**

*Please provide link and details of Learning Platform opted by HEI.*

- In case of SWAYAM Learning Platform, 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*

*INSERT TEXT BOX*

- In 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*

*INSERT TEXT BOX*

### **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)*

*INSERT TEXT BOX*

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

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester)

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

							wise programmes wise)

b. Upload approval of statutory authorities of the Higher Educational Institution:

*Upload*

## Part – VII: Self Regulation through disclosures, declarations and reports

### 7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 – Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes <a href="https://dypatiluniversityonline.com/ciqa#declaration">https://dypatiluniversityonline.com/ciqa#declaration</a>	
Uploading of the following on HEI website <b>(Mention link)</b>			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Yes <a href="https://dypatiluniversityonline.com/about-us">https://dypatiluniversityonline.com/about-us</a>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes <a href="https://dypatiluniversityonline.com/pdf/ugc-approval.pdf">https://dypatiluniversityonline.com/pdf/ugc-approval.pdf</a>	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes <a href="https://dypatiluniversityonline.com/bachelor-in-business-administration">https://dypatiluniversityonline.com/bachelor-in-business-administration</a>  <a href="https://dypatiluniversityonline.com">https://dypatiluniversityonline.com</a>	

**HEI ID:****Name of HEI:****Type of HEI:**

		<a href="#"><u>/bachelor-in-business-administration</u></a>	
5.	Programme-wise information on syllabus, suggested readings, contact points for	<a href="https://dypatiluniversityonline.com/bachelor-in-business-administration">https://dypatiluniversityonline.com/bachelor-in-business-administration</a> <a href="https://dypatiluniversityonline.com/bsc-hospitality-studies">https://dypatiluniversityonline.com/bsc-hospitality-studies</a>	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes <a href="https://dypatiluniversityonline.com/notices">https://dypatiluniversityonline.com/notices</a>	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes		
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes <a href="https://dypatiluniversityonline.com/ciqa#student-feedback-form">https://dypatiluniversityonline.com/ciqa#student-feedback-form</a>	
9.	Information regarding all the programmes recognised by the Commission	Yes <a href="https://dypatiluniversityonline.com/pdf/ugc-approval.pdf">https://dypatiluniversityonline.com/pdf/ugc-approval.pdf</a>	

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

--	--	--	--

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	<b>Yes</b>  <b>Submitted to UGC as per Guidelines</b>  <a href="https://dypatiluniversityonline.com/ciqa#student-enrollment">https://dypatiluniversityonline.com/ciqa#student-enrollment</a>	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	<b>Yes</b>  <a href="https://dypatiluniversityonline.com/ciqa#self-learning-material">https://dypatiluniversityonline.com/ciqa#self-learning-material</a>	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes		
13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Online programmes	<b>Yes</b>	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	<b>Yes</b>	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	<b>Yes</b>  <a href="https://dypatiluniversityonline.com/academic-calendar">https://dypatiluniversityonline.com/academic-calendar</a>  Academic Calendar	

**HEI ID:****Name of HEI:****Type of HEI:**

16.	Reports of the third party academic audit to be undertaken every five years and internal	Yes <a href="https://dypatiluniversityonline.com/ciqa#ciqa-report">https://dypatiluniversityonline.com/ciqa#ciqa-report</a>	
-----	--	--	--

**HEI ID:****Name of HEI:****Type of HEI:**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
	academic audit every year by Centre for Internal Quality Assurance		

## Part – VIII: Admission and Fees

### 8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	<p>A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges-</p> <p>(a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions;</p> <p>(b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions;</p> <p>(c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.</p>	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with	Yes

	<p>the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	<b>Yes</b>
6.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	<b>Yes</b>
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	

**HEI ID:****Name of HEI:****Type of HEI:**

	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	<b>Yes</b>
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	<b>Yes</b>
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	<b>Yes</b>
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	<b>Yes</b>
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	<b>Yes</b>
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	<b>Yes</b>

	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at <b>sr. no. '8'</b> above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	Yes

**HEI ID:****Name of HEI:****Type of HEI:**

	in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	Yes

**HEI ID:****Name of HEI:****Type of HEI:**

	Educational Institution	
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	Yes

**8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No**

**If No, reason thereof:**

## Part - IX: Grievance Redressal Mechanism

### 9.1 Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.*

The ODL students. Students of ODL are provided with all the information in the website of DY PATIL UNIVERSITY has a well-developed Grievance Redressing Mechanism for the on campus students. The same would be extended to prospectus. The admission and academic processes are made available to the students by means of e-mail, web sources and social media. There is an academic coordinator who communicates to the students every activity of the Directorate of Distance Education. The students are provided with the important telephone numbers and are encouraged to call and register their needs. We are receiving very good feedback from the students about quick responses from DY PATIL UNIVERSITY on their requests/demands. The syllabus of a particular course in BA (Journalism and Mass communication) was modified following a request for that.

### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
150	130

### 9.3 Complaint Handling Mechanism

*HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.*

<https://dypatiluniversityonline.com/grievance-and-complaints#procedure>

### 9.4 Details of Complaints received from UGC (DEB)

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

<b>Numbers of Complaint Received</b>	<b>Numbers of Complaint Resolved</b>	<b>Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)</b>
2	2	Yes

## **Part – X: Innovative and Best Practices**

### **10.1 Innovations introduced during academic year**

- (a) The content of Self Learning Material have been developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material.
- (b) The new Self Learning Material will encourage learner to apply new knowledge and skills.
- (c) Introduction of new clear definition of learning objectives and outcomes.
- (d) The content have been divided into small sections (blocks) and sub-sections (units and sub-units) for effective learning.
- (e) Assignment on each learning objective for self-assessment.
- (f) The learner shall be directed through problem solving activities as applicable to nature of the course.

### **10.2 Best Practices of the HEI**

- 1.Self-Assessment Kit comprising , problems, quizzes, assignments and solutions and setting up the FAQS and clarifications on general misconceptions.
- 2.Case-based learning (CBL)- Learning is of value only when one can apply it in real-world scenarios. CBL is a crucial part of our programs hence promoting higher levels of cognition, versatility, and efficient self-guided learning.
- 3.Digital Library - Learner get access to extensive online articles, case studies, journals so that you are able to gain in-depth knowledge of your subjects.

<https://dypatiluniversityonline.com/ciqa#best-practices>

### **10.3 Details of Job Fairs conducted by the HEI**

<https://dypatiluniversityonline.com/placement#notice>

### **10.4 Success Stories of students of Online mode of the HEI**

Videos Uploaded

### **10.5 Initiatives taken towards conversion of e-LM into Regional Languages**

<https://dypatiluniversityonline.com/ciqa#self-learning-material>

### **10.6 Number of students placed through Campus Placements**

30

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

**10.7 Details of Alumni Cell and its activity**

INSERT TEXT BOX

**10.8 Any other Information**

<https://dypatiluniversityonline.com/>

<https://dypatiluniversityonline.com/ciqa>

**HEI ID:**

**Name of HEI:**

**Type of HEI:**

## **DECLARATION**

**I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.**

**Signature of the Director:**

**Name: Dr. Ashish Jadhav**

**Seal:**

**Date: 14 April 2023**



**Signature of the Registrar:**

**Name: Mr. Umesh Patil**

**Seal:**

**Date: 14 April 2023**



**Note: Kindly take the print out of duly filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.**