

Annual Report

OF

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

PROGRAMMES UNDER

ONLINE MODE

2023 - 2024

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Part – I: General Information

1.1 Date of notification of the Centre(attach a copy of the notification): 24.02.2023

[Upload PDF](#)

1.2 Details of Director, CIQA

- Name : Prof. (Dr.) Raju Ganesh Sunder
- Qualification: Ph.D, MBA, B.E.
- Appointment Letter and Joining Report:

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. (Dr.) Sibaram Khara, Ph.D	Cellular-WLAN integrated network	05.12.2023
b.	Three Senior teachers of HEI	Member 1	Prof. (Dr.) Pradeep Kumar Aggarwal, SSBS Ph.D	Finance	05.12.2023
		Member 2	Prof. (Dr.) Tapan Prasad Biswal SSHSS, Ph.D	International Relations & Comparative Politics	05.12.2023
		Member 3	Prof. (Dr.) Sally Lukose, SSAHS, Ph.D	Forensic Science-Serology	05.12.2023
c.	Head of three or Departments	Member 4	Prof. (Dr.) Kapil Pandla, Associate Dean, SSBS, Ph.D	Organizational Behaviours	05.12.2023
		Member 5	Prof (Dr.) Anviti Gupta, Dean,	Psychology	05.12.2023

	School of Studies from which programme is being offered in ODL and Online mode		SSHSS, Ph.D		
		Member 6	Prof. (Dr.) Arun Prakash Agrawal, HOD, CSA, SSET, Ph.D	Software Testing, Machine Learning	05.12.2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. (Dr.) M. M. Salunkhe, Ex Vice Chancellor, YCMOU, Nashik, Ph.D	Chemistry	05.12.2023
		Member 8	Prof. (Dr.) S.C. Garg, Ex Pro-Vice Chancellor, IGNOU, New Delhi, Ph.D	Physics	05.12.2023
e.	Officials from departments of HEI • Administration • Finance	Member 9 Administration	Shri Vivek Kumar Gupta, Registrar, M.Tech	VLSI Design	05.12.2023
		Member 10 Finance	CA Ajay Kumar Agrawal, Finance Officer, Chartered Accountant	Accounts and Finance	05.12.2023
f.	Director, CIQA	Member Secretary	Prof. (Dr.) Raju Ganesh Sunder, Ph.D	Infrastructure & Power management, Human Resources	05.12.2023

b. Whether members mentioned at ‘b’ to ‘e’ changed every 2 years? (Y/N)

If No, reason thereof

This is the first CIQA committee to be established at Sharda University.

1.4 Number of meetings held and its approval:**a. No. of meetings held every year: 02****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	12.12.2023	Yes, 02	upload	upload
Meeting 2	15.02.2024	Yes, 02	upload	upload

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

From <Month, Year> 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 learners admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.								0	0	0	0
N.											

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020: NIL**

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 learners admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.								0	0	0	0

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

[illegible]

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of learners admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	135	Pass the (10+2) examination from State Board / CBSE / NIOS / IGCSE / IB / ICSE recognized by the State or Central Government.	Rs. 35000 Annually	F.No. 39-2/2023 (DEB- I), 17 st August 2023	0	0	0	0
2.	BACHELOR OF ARTS (HONS.) (POLITICAL SCIENCE)	3 Years	120	Pass the (10+2) examination from State Board / CBSE / NIOS / IGCSE / IB / ICSE recognized by the State or Central Government.	Rs. 35000 Annually	F.No. 39-2/2023 (DEB- I), 17 st August 2023	0	0	0	0
3.	BACHELOR OF ARTS (HONS.) (POLITICAL SCIENCE)	3 Years	140	Pass the (10+2) examination from State Board / CBSE / NIOS / IGCSE / IB / ICSE recognized by the State or Central Government.	Rs. 35000 Annually	F.No. 39-2/2023 (DEB- I), 17 st August 2023	0	0	0	0

HEI ID: Exempted-U-0541 Name of HEI: Sharda University Type of HEI: Entitled

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

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

From <Month, Year>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 learners admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	MASTER OF COMMERCE	2 Years	92	Passed Bachelor's Degree of minimum 3 years duration.	Rs. 35000 Annually	F.No. 39-2/2023 (DEB- I), 17 st August 2023	0	0	0	0
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	- To guarantee that the programs provided are of high standard, and on par with traditional programs, and are continually being enhanced, a thorough and dynamic internal quality assurance system has been created and is in operation. - A learner-centric approach is provided via a specialized support system that guides learners throughout the program and handles their inquiries about systems, procedures, and services. - The Centre for Internal Quality Assurance committee is an apex body for quality at CDOE, Sharda University established to ensure the quality	Minutes of Meetings 1 Minutes of Meetings 2

		of Programmes offered in Open and Distance Learning mode and / or Online mode through a mechanism which helps in delivering better learner experience and engagement.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	To find ways to improve the programs and make modifications to make them better, self-evaluation and reflective activities are essential. These exercises involve: • Standardizing the SLM patterns and the video content. • Periodically reviewing the SLMs and the video content. • Conducting Internal Academic Audits • Suggestions for introduction of new content in the present courses.	https://drive.google.com/file/d/1z6q7LZAz9WQNV3sqCtbX8IfYoaZnWspw/view?usp=drive_link
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The following are the key areas emphasized by the CIQA committee • Employing qualified Faculty members / Staff • Ensuring quality of e-Learning Material • Designing and ensuring the Curriculum relevant to Job market	https://drive.google.com/file/d/1jYEhHNkPI7lzbhkFPIEnML_5Ik9fJem/view?usp=drive_link

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)	The University's statutory bodies serve as a suitable outlet for the rigorous procedure that designs, develops, or revises both new and current programs. OL and ODL programs are of the same high quality as applicable programs run in traditional mode: i. The curriculum of ODL and OL programmes is kept on par with the programme offered in conventional mode. ii. Examination processes are devised with utmost care and surveillance. iii. Same BoS for both the Online and Regular courses	https://drive.google.com/file/d/1z6q7LZAz9WQNV3sqCtbX8IfYoaZnWspX/view?usp=drive_link
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	All parties involved are required to adhere to a strict feedback structure that gathers, analyzes, and ensures compliance in order to reevaluate and revamp curriculum in light of current events, making sure it meets the demands of society, the economy, and the environment. The various mechanisms for obtaining feedback from the various stakeholders is available on the website.	www.shardaonline.ac.in/feedback

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Implementation of Participative Learning enhancing learner engagement through case studies, Game based Learning, interactive quizzes, etc.	www.learn.shardaonline.ac.in
7.	Implementation of its recommendations through periodic reviews	An Internal Academic Committee has been constituted which will periodically vet the content delivery. The reviews/ suggestions from the committees and feedback analysis are shared with the concerned authorities.	https://drive.google.com/file/d/1vg0mW-DGQ6439FCUJM-Vi6uTIWbIVZSNi/view?usp=drive_link
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.	There are several events planned to help retrain and educate important people on how things work at universities. i. Faculty Orientation ii. Teaching Pedagogy iii. Mapping of Learning Outcomes iv. Preparation of effective Self Learning Material v. Preparation of the Programme Project Report	
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same to all concerned in Higher Educational Institution	The Internal Audit committee has also been assigned a task of finding out the best practices followed in Online teaching and MOOCs and recommend the same for adoption at CDOE, Sharda University.	https://drive.google.com/file/d/1vg0mW-DGQ6439FCUJM-Vi6uTIWbIVZSNi/view?usp=drive_link

		- Regular feedback is obtained to develop a professional and qualitative Self Learning Material - Open Educational Resources (OER) along with Self Learning Materials	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Annual reports further include data analysis and monitoring in several areas, analyze the findings, and provide actionable ideas. - Content Development & Quality Check - Grievance Redressal analysis - Self-Assessment of Programme Coordinator	We are in the first year of operation. Presently, data has been created but we have to analyse the data with statistical tools.
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.	The PPR is prepared following the 'Guidelines on Program Project Report'-as per UGC Regulations, which is to be placed before the CIQA committee for its approval. The entire academic process to ensure quality is done under the supervision of respective Board of Studies (BoS). The BoS comprises both internal faculty and external subject experts.	https://drive.google.com/file/d/1oTfjtaHxLp5j6ES52apJEPKMhVg71uDT/view?usp=drive_link

12.	Mechanism to ensure the proper implementation of Programme Project Reports	The process of developing new academic programs at the university involves a rigorous approval process that requires authorization from the School Board and the Academic Council, the highest academic authorities within the university. Follow up meetings, inspections, and audits by CIQA as well as the concerned departments are conducted from time to time to monitor the progress made in the implementation of PPRs.	https://drive.google.com/file/d/1oTfjtaHxLp5j6ES52apJEPKMhVg71uDT/view?usp=drive_link
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The record of activities undertaken on quality assurance is prepared by the Centre for Internal Quality Assurance which is further submitted to the Statutory Authorities or Bodies of the University and also to the Commission as and when required.	We are in the first year of operation. Presently, all the records are being kept and it would be circulated in the next CIQA meeting as well as the same would be submitted to the higher authorities..
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	CDOE, Sharda University emphasizes keeping a check on the programme's relevance. Through the feedback form, the inputs are taken from various stakeholders such as industry, alumni and academicians from time to time to review and redesign curricula based on recent developments in terms of its relevance and appropriateness in catering to the needs of the job market and enhancing student employability.	We are in the first year of operation. After we receive the feedback and careful considerations, relevant modifications will be implemented.

15.	Facilitated system based research on ways of creating learner-centric environment and to bring about qualitative change in the entire system.	A continuous monitoring will be put in place throughout the semester to identify the gaps in the system and rectify the same on time with appropriate action.	Work in progress.
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	We have IQAC at Sharda University and CDOE being a part of it, has the same designated body for accreditation.	All data required is submitted to IQAC of the university.
17.	Measures adopted to ensure internalisation and institutionalization of quality enhancement practices through periodic accreditation and audit.	Training sessions on accreditation and audit for faculty will be planned for the upcoming academic year	Work in Progress
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Weekly meetings are held with the Director, CDOE and staff, to implement the guidelines laid down by the UGC-DEB.	https://drive.google.com/file/d/1uyIb40wOcNA27UpwBkS8UpNN4zK_ltpv/vi?usp=drive_link
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The external experts from CIQA committee show various quality selected initiatives taken in other institutions. Based on the suggestions given by the external experts, CDOE evaluates Its various processes & educational services provided to the learners & tries to opt the best practices amongst them.	https://drive.google.com/file/d/1waEu7MQLasvs_1sKnznHez0gjJuTyK2T/view?usp=drive_link
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	CIQA records all the activities in the annual report	We are filing the first annual report to DEB-UGC.

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.	The Annual Report has been prepared and the same will be submitted to the university in the next CIQA meeting.	We are filing the first annual report to DEB-UGC. The same will be submitted to HEI.
	(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.	The Reports in the format as specified by the Commission, duly approved by the statutory authorities of the University will be submitted for the AY 2023-24.	YES, the same is being filed.
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	The functioning of the CIQA committee is closely monitored by various internal statutory bodies at relevant time intervals.	https://drive.google.com/file/d/1bklTqcvL_d1cHPJVPpVJqdF3JFYZLTG3/view?usp=drive_link
23.	Facilitated adoption of instructional design requirements as per the philosophy of Online learning decided by the statutory bodies of the HEI for its different academic programmes.	All the provisions are in place to plan and implement a learner-centric Instructional Design for each of the academic programmes and mapping of the credit hours for each course or module which includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media–print, audio or video, online, computer aided, and student support service systems.	Work in progress.

24.	Promoted automation of learner support services of the Higher Educational Institution.	The University has a fully automated learner support services with open access to online study material, learning management system & also has dedicated Sharda Online website that keep students connected with 24x7 access of study	www.learn.shardaonline.ac.in www.souls.shardaonline.info
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes.	We are in the process of Coordination with external subject experts or agencies or organizations, and will be done with regards to the activities pertaining to validation and annual review of CDOE, Sharda University in-house processes.	Work in progress.
26.	Coordinated with third party auditing bodies for quality audit of programme(s).	Will coordinate with third party auditing bodies for quality audit of programmes. Academic Audit is one of the most important activities. Hence, CDOE, Sharda university will look into the academic activities and review at regular time intervals by the internal review committee.	Work in progress.
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The Self Appraisal Report will be prepared and submitted to the Assessment and Accreditation agencies. CDOE, Sharda University.	Work in progress.

28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Quality enhancement will be done by collaborating with the External experts in the form of Guest Sessions, Value added programs and signing MOUs with Professional Agencies.	Work in progress.
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Industry Institution linkage for providing exposure to the learners and enhancing their employability will be facilitated. CDOE, Sharda University will facilitate industry – institution linkage in the form of guest sessions. Besides, it includes feedback from industry and professional experts while designing the syllabus for the programs implemented.	Work in progress.

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
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	- Sharda University has a clearly stated vision and mission duly approved by the Board of Management, Nature of Governance is Participative and Decentralized in character, wherein equal representation of key stakeholders is ensured in all decision-making bodies. - Periodic feedback from relevant	https://www.sharda.ac.in/about/mission-and-vision https://www.sharda.ac.in/about/perspectiveplan

		stakeholders are taken regarding curriculum, academics, examinations, infrastructure, ambiance, and support mechanisms.	
2.	Articulation of Higher Educational Institution Objectives	We are focused on expanding our offerings to include a wide range of certifications and micro-credential courses in management, humanities, and science tailored to meet the demands of a dynamic job market, providing learners with the skills and credentials necessary to stay competitive and relevant in their chosen careers. Access: Expand the reach of online and distance programmes through technology-related platforms, ensuring that learners from remote and underserved areas can access quality education. Accountability: Develop and implement a comprehensive internal quality assurance system to monitor and improve the quality of academic and administrative processes. Equity: Implement targeted scholarships, financial aid, and support services for learners from economically weaker sections, differently-abled individuals, and other marginalized groups.	https://www.sharda.ac.in/about/perspectiveplan

		Quality: Regularly update and revise curricula to reflect the latest knowledge, skills, and competencies required in the job market, aligning with national and global standards.	
3.	Programme Development and Approval Processes - Curriculum Planning, Design and Development - Curriculum Implementation - Academic Flexibility - Learning Resource - Feedback System	- CDOE, Sharda University follows a highly scientific approach for program development and approval. - The curriculum is meticulously crafted by the Board of Studies and receives approval from the Faculty Board before being submitted to the Academic Council for final approval. To ensure that the quality of education in the online mode is on par with the conventional mode, the syllabus for all modes of education remains the same. Once the syllabus or curriculum is approved by the Academic Council, it is implemented at the institute level. The mentors, faculty coordinators, program coordinators, and teaching faculty execute the curriculum according to the guidelines set by the management. - CDOE, Sharda University ensures academic flexibility by aligning the curriculum with the	Internal Academic Committee Grievance Redressal Committee

		Choice Based Credit System (CBCS). Additionally, learners are always promoted from the current Odd/Even semester to the last Odd/Even semester, irrespective of the results of the current semester, adding to the academic flexibility. • To support their learning journey, learners are provided with access to recorded sessions and e-content through the Learning Management System (LMS), enabling them to pursue their academic preparation at their convenience. This system also provides self-learning material, e-content, and recorded sessions, allowing learners to study at their own pace. Additionally, CDOE, Sharda University has established a system for gathering feedback from various stakeholders every semester. The feedback is thoroughly analyzed, and appropriate corrective actions are taken whenever necessary.	
4.	Programme Monitoring and Review	Academic activities are monitored at various levels. The Programme Coordinator, Faculty coordinator, Mentor keep close monitoring on the implementation of the	Internal Academic Committee

		Program under the overall guidance by the Director, CDOE which is approved by the CIQA.	
5.	Infrastructure Resources	Adequate infrastructural activities are available at CDOE, Sharda University. The center comprises infrastructural facilities such as Recording studio, Library, Classrooms, Administrative Section, Enrolment Section, Academic Section, Student support section, etc. as per required norms.	Block 45 Layout Block 7
6.	Learning Environment and Learner Support	- The learning environment is very suitable to the individual learners' requirements. - Every learner has his/her individual login on the Learning management system which enables them to study as per their convenience. - CDOE, Sharda University, provides academic support to the learners through mentors and administrative support through a dedicated Learner support team - SOULS.	Sharda Online Unified Learner Support (SOULS) https://souls.shardaoonline.info/
7.	Assessment and Evaluation	- The Assessment and Evaluation of learners is done as per the norms of the UGC-DEB and the University. - CDOE Sharda University, implements both Formative as well as Summative methods of Assessment.	https://learn.shardaoonline.ac.in/login/index.php

		The Internal assessment is done based on Multiple Choice Questions and other assignments given to the learners, while the external assessment is done based on Computer-based Technology Proctored Online Exam which includes both Objective type as well as Subjective type of questions.	
8.	Teaching Quality and Staff Development	All the faculty members of Centre for Distance and Online Education (CDOE), Sharda University are well-qualified, and majority are pursuing or have completed their Ph.D.	https://shardaonline.ac.in/

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 :

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	The CDOE, Sharda University has robust and appropriate academic planning procedures to ensure that the programs offered by it are relevant to the national economy, reflects the institution's strategic direction and offers a high-quality value-added learner experience.	https://ezone.sharda.ac.in/external-link/agenda_&_annexure_of_28th_meeting_of_academic_council_21-03-24

		• The CDOE, Sharda University has the necessary infrastructure and technological support, as well as sufficient and qualified teaching staff and other support personnel, to ensure that the curriculum is contemporary, and the institution's objectives are met.	
2.	Validation	• The CDOE, Sharda University has robust and appropriate academic planning procedures to ensure that the programs offered by it are relevant to the national economy, reflects the institution's strategic direction and offers a high-quality value-added learner experience. • The CDOE, Sharda University has the necessary infrastructure and technological support, as well as sufficient and qualified teaching staff and other support personnel, to ensure that the curriculum is contemporary, and the institution's objectives are met.	https://ezone.sharda.ac.in/external-link/agenda_-_annexure_of_28th_meeting_of_academic_council_21-03-24

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	a. NA b. The external academic audit is under consideration. c. NA d. Reporting and Analytics by the CDOE, Sharda University is under process. e. The CDOE, Sharda University has an effective system for collecting feedback from the stakeholders regularly to improve its programs. Periodic reviews are prepared with the help of feedback from the stakeholders for quality improvement.	Since this is the first year of operation, the relevant data is yet to be generated.
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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, at least 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

Prof. (Dr.) Raju Ganesh Sunder

Professor, Sharda School of Business Studies

Ph.D

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)

NIL

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)

NIL

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:

All the HR and Infrastructural requirements are met as per the statutory norms.

Programmes	No. of Faculty Members Required	No. of Faculty Appointed	Complied Yes/No	If No., Reason thereof
UG	9	9	Yes	NA
PG	3	3	Yes	NA

Sr. No.	Names with Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/ month	Date of joining programme	Web Link
1.	Prof.(Dr.) Raju Ganesh Sunder	PhD, MBA, BE	34 years	Regular	06/11/2023	https://drive.google.com/file/d/1JuHG_EbHt7Xqoigdw2INwWJnVIbKIvcO/view?usp=sharing
2.	Dr. Premendra Kumar Singh, Assistant Professor, Program Coordinator, BBA	PhD, M.Phil, MBA, B.TECH	8 years	Regular	2/06/2024	https://drive.google.com/file/d/1KeP8QY5zLmx-cDpfxfzGK_m-yVfZEA0

						J/view?usp=drive_link
3.	Dr. Tanya Rastogi, Assistant Professor, Program Coordinator, M.Com	PhD, MCom, Bcom	6 years	Regular	22/05/2024	https://drive.google.com/file/d/1qUmQNoLLRbZD1wxUorevxi_eAHSWEZFiz/view?usp=drive_link
4.	Mr. Aditya Tandon, Assistant Professor, Program Coordinator BCA	PhD Pursuing, M.Tech	10 years	Regular	27/12/2023	https://drive.google.com/file/d/1SSb6N9_HJbcbOHoVrsGtnre0QV5aoaVe/view?usp=drive_link
5.	Dr. Kamala Kumari, Assistant Professor, Program Coordinator, BA (Pol Science)	PhD	9 years	Regular	03/01/2024	https://drive.google.com/file/d/1lbc80pZ3D9ZQZ1IFe9L0LwbElRhXQas/view?usp=drive_link
6.	Ms. Keerti Parashar, Assistant Professor, Course Coordinator BCA	PhD Pursuing, M.Com, UGC NET	5 years	Regular	18/12/2023	https://drive.google.com/file/d/1Id8LCXtylhG7AJY1bPm5JZ5qCtmf38GN/view?usp=drive_link
7.	Dr. Falguni Singh, Assistant Professor, Course Coordinator BCA	PhD, NET Commerce	5 years	Regular	27/05/2024	https://drive.google.com/file/d/1VhTXUxqDbGPPjzSX3wCo3QBMsCFff-sh/view?usp=drive_link

8.	Ms. Priyanka Joshi, Assistant Professor, Course Coordinator BCA	PhD Pursuing, MCA, B.SC (Com. Science)	10 years	Regular	18/01/2024	https://drive.google.com/file/d/1t4hj5-9jun50bxyBVteKVrwmZOW-txjV/view?usp=drive_link
9.	Ms. Shreyi Mittal, Assistant Professor, Course Coordinator BCA	M.Tech, B.Tech	4 years	Regular	03/06/2024	https://drive.google.com/file/d/1N6PRoDby9V8hBataXn55_ET5oLTsdN2Z/view?usp=drive_link
10.	Dr. Shama Akhtar, Assistant Professor, Course Coordinator BCA	PhD	1 year	Regular	20/12/2023	https://drive.google.com/file/d/1R12GlaLOhhOwqh1cZLsu8JFlwRtqvN8o/view?usp=drive_link
11.	Ms. Madhu Verma, Assistant Professor, Course Coordinator BCA	M.Com, UGC-NET	2 year	Regular	20/12/2023	https://drive.google.com/file/d/1yHj-njVKj5h93xmBxDRaxuV7xjas-MMx/view?usp=drive_link
12.	Ms. Vandana, Assistant Professor, Course Coordinator BCA	M.Com, MBA	6 months	Regular	15/05/2024	https://drive.google.com/file/d/115euT5rs6Q26eL5wftiEkaJ1uxQu4bvk/view?usp=drive_link

i. Programme name:

a. Programme Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining program me
1.	Dr. Premendra Kumar Singh, Assistant Professor, Program Coordinator, BBA	PhD, M.Phil, MBA, B.TECH	8 years	Regular	2 June 2024
2.	Dr. Tanya Rastogi, Assistant Professor, Program Coordinator, M.Com	PhD, MCom, Bcom	6 years	Regular	22 May 2024
3.	Mr. Aditya Tandon, Assistant Professor, Program Coordinator BCA	PhD Pursuing, M.Tech	10 years	Regular	27th December, 2023
4.	Dr. Kamala Kumari, Assistant Professor, Program Coordinator, BA (Pol Science)	PhD	9 years	Regular	3 January 2024

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining program me
1	BBA	Ms. Keerti Parashar, Assistant Professor, Course Coordinator BCA	PhD Pursuing, M.Com, UGC NET	5 years	Regular	18/12/2023

2	BBA	Dr. Falguni Singh, Assistant Professor, Course Coordinator BCA	PhD, NET Commerce	5 years	Regular	27/05/2024
3	BCA	Ms. Priyanka Joshi, Assistant Professor, Course Coordinator BCA	PhD Pursuing, MCA, B.SC (Com. Science)	10 years	Regular	18/01/2024
4	BCA	Ms. Shreyi Mittal, Assistant Professor, Course Coordinator BCA	M.Tech, B.Tech	4 years	Regular	03/06/2024
5	BA Pol. Science	Dr. Shama Akhtar, Assistant Professor, Course Coordinator BCA	PhD	1 year	Regular	20/12/2023
6	M.Com	Ms. Madhu Verma, Assistant Professor, Course Coordinator BCA	M.Com, UGC-NET	2 year	Regular	20/12/2023
7	M.Com	Ms. Vandana, Assistant Professor, Course Coordinator BCA	M.Com, MBA	6 months	Regular	15/05/2024

c. Course mentor NIL

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

Any other details

3.4 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

Admin Staff	Required	Available
Deputy Registrar	1	0
Assistant Registrar	1	1
Section Officer	1	0
Assistants	3 (2 for DM Universities)	1
Computer Operator	2	0
Multi Tasking Staff	2	0

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

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme	Web-Link
1.	Mr. Ankit Tayal, Assistant Registrar	PhD Pursuing, M.Tech, B.Tech	20 years	Regular	03/06/2024	https://drive.google.com/file/d/1G10E87W2JCJ1mK_9f1PsEiEwiIz9gUct/view?usp=drive_link
2.	Ms. Ruchi	BA	8 years	Contract	02/01/2024	https://drive.google.com/file/d/1F181-YUYrW8U7k3wzjbd7M6o4n4UGjeo/view?usp=drive_link

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:

Post	Required	Available
Technical Manager (Production)	1	1
Technical Associate (Audio- Video recording and editing)	1	1
Technical Assistant (Audio- Video recording)	1	2
Technical Assistant (Audio- Video editing)	1	3

ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online mode:

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	0
Technical Assistant (Admission, Examination and Result)	2	0

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

Sr. No.	Names with Designation	Type (Regular/ Contract) with gross salary/	Date of joining programme	Web Link

		month		
1	Mr. Mohit Tyagi, Manager (Video Production)	Regular	13/12/2023	https://drive.google.com/file/d/1fRb-dlvYqRC3y-vBR-1ipe5uX-PTYCN_/view?usp=drive_link
2	Mr. Gagandeep Singh, Senior Executive Assistant (Video editor)	Regular	21/08/2023	https://drive.google.com/file/d/1AkHyAR2X8dNmNBN8Duk6duwMSJr1dwJC/view?usp=drive_link
3	Mr. Sachin Sharma, Technical Manager (LMS & Data management)	Regular	21/08/2023	https://drive.google.com/file/d/1AkHyAR2X8NBN8Duk6duwMSJr1dwJC/view?usp=drive_link
4	Mr. Rahul Bhardwaj, Technical Assistance (LMS & Data management)	Regular	3/6/2024	https://drive.google.com/file/d/1AkHyAR2X8dNmNBN8Duk6duwMSJr1dwJC/view?usp=drive_link
5	Mr. Himanshu Kumar, Executive Assistant (Graphic Designer)	Regular	07/02/2024	https://drive.google.com/file/d/1syA4gVnFrOuqJKiEdGkpJYD--W6i5aJp/view?usp=drive_link
6	Mr. Arun Kumar, Executive Assistant (Graphic Designer)	Regular	27/05/2024	https://drive.google.com/file/d/1SuSYtEY3Bbih_2uUDW7rYGbOrq3IBujU/view?usp=drive_link
7	Ms. Aarushi Sharma, Executive	Regular	27/05/2024	https://drive.google.com/file/d/1sbOGgv11fk

HEI ID: Exempted-U-0541 Name of HEI: Sharda University Type of HEI: Entitled

	Assistant (Graphic Designer)			azPOR1S7Jnj5RhX0RIcT2/view?usp=drive_link
8	Ms. Shikhsha Pandey, Executive Assistant (Video Editor)	Regular	03/06/2024	https://drive.google.com/file/d/1Izte2SEt3vxJW4-1fEQx_GguAhkiVGWo/view?usp=drive_link
9	Ms. Mahima Singh, Executive Assistant (Instructional Design)	Regular	03/06/2024	https://drive.google.com/file/d/117uF8O1euyA83Ssf9Lmmk3ZkH HXAF21C/view?usp=drive_link

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 examinations through technology mediated proctoring.	Yes	
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 learners.	NA	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region.	NA	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
6.	Building and grounds of the examination centre must be clean and in good condition.	NA	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	NA	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	NA	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	NA	
10.	Safety and security of the examination centre must be ensured	Yes	For online students Computer based technology proctored exam will be conducted
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

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

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	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Yes	

3.	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: Provided that no semester or year-end examination shall be held unless: 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; 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.	Yes	
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 mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes	

6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes	
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 that no part of the syllabus is left out of study by a learner.	Yes	
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.	Yes	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	Yes	
	(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	Yes	
	(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	Yes	

	by particular incharge of examination 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	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	
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.	Yes	
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 examinations for such learners	Yes	
15.	(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 i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	

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	Yes	
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4.4 Result and Student Progression For UG, PG and PGD programmes - Not Applicable

		admitted	appeared in exams	progressed to next year	s passed	passed in first class
<Month, Year>	1.					
	N.					
<Month, Year>	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.

1. PPR Report

2. Authority Approval

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.

Sample: https://drive.google.com/file/d/1c_5ZFacwj09P7TKwGvNg5PLnCnxX7nZH/view

Authority Approval: https://drive.google.com/file/d/1gFmiyaNoh125DAd0rp24v7C-4PjcTbHG/view?usp=drive_link

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.

1. Sample of Self Learning Material

2. Authority Approval

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

NA

- 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

<https://learn.shardaonline.ac.in>

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)

S. No.	Credit value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study hours including Assessment etc.	Total Hours of Study (based on 30 hours per credit)
			Synchronous Online Counselling/ Webinars/ Interactive Live Lectures (1 hour per week)	Discussion Forum/ asynchronous Mentoring (2 hours per week)	e-Tutorial in hours	e-Content hours		
1.	2 credits	6 weeks	6 hours	12 hours	10	10	22	60
2.	4 credits	12 weeks	12 hours	24 hours	20	20	44	120
3.	6 credits	14 weeks	14 hours	28 hours	30	30	66	180
4.	8 Credits	16 weeks	16 hours	32 hours	40	40	88	240

We will comply with the delivery schedule of academic sessions as described by the DEB, UGC.

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Not Applicable

- Provide details as under:

HEI ID: Exempted-U-0541 Name of HEI: Sharda University Type of HEI: Entitled

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 wise programmes wise)

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

Upload

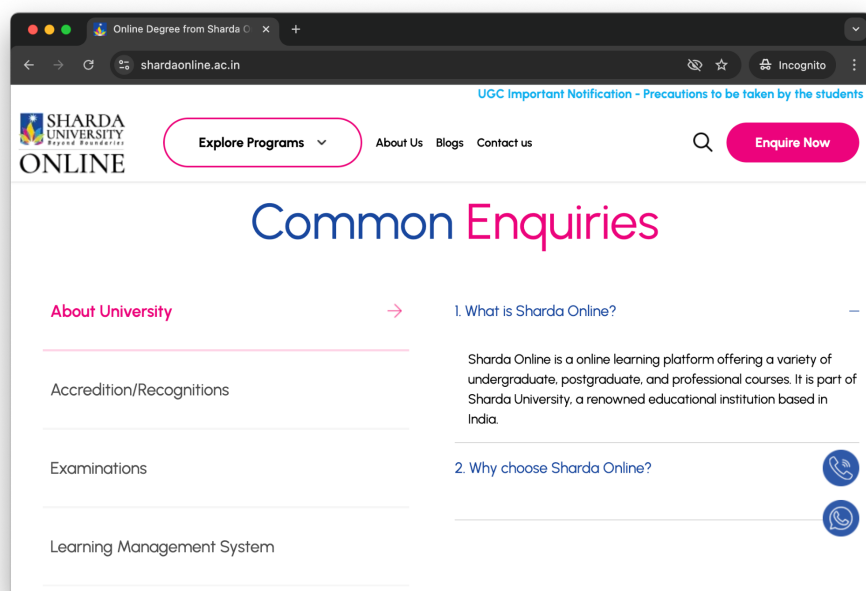
Part – VII: Self Regulation through disclosures, declarations and reports**7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 – Self-regulation through disclosures, declarations and reports**

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 (https://drive.google.com/file/d/1u7vnxzwqMFMYWxJcNd4Ms0vrv1qtTJWt/view?usp=drive_link)	
Uploading of the following on HEI website (Mention link)			
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 (https://shardaonline.ac.in/mandatory-disclosure)	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES (https://shardaonline.ac.in/mandatory-disclosure)	
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 (https://shardaonline.ac.in/mandatory-disclosure)	
5.	Programme-wise information on syllabus, suggested readings, contact points for	YES (https://shardaonline.ac.in/)	

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 (https://shardaonline.ac.in/academic-resources)	
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.	YES	
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	
9.	Information regarding all the programmes recognised by the Commission	YES	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded.	NO	We have started enrolments from July 2024.
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;	YES (https://shardaonline.ac.in/academic-resources)	

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	YES (https://shardaonline.ac.in)*	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Headquarters	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	YES, but the first examination will be conducted around February-March, 2025	
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	YES	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	YES, we will get an external audit as it is when required.	

*Point no. 12 of Table 7.1



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.	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- (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; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	(a) YES (b) YES (c) 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 learners from deprived section of society shall be in accordance with	NO

	the instructions or orders issued by Central Government or State Government: 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	
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	YES
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (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.	(a) YES (b) YES (c) YES (d) YES
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	

	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	YES
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	YES
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	YES
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	YES
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	YES
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 admission to each programme of study and the amount of fee to be paid for the admission test	YES

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 sr. no. '8' 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 in the Commission Order.	YES

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 Educational Institution.	YES

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 University has a streamlined process to provide prompt resolutions to learner queries and complaints regarding admission at the primary point. A Grievance Redressal Committee (GRC) has been established to look into the matters of students' complaints with due approval of the Competent Authority. Redressal Committee is responsible to monitor, assess and review the effectiveness of procedures and closure of grievances in a time bound manner. The Grievance Redressal Mechanism has been defined, notified and uploaded on the university website.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
NA	NA

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations.

Also, mention details of Nodal Officers.

The learners can raise their complaint on grievance redressal portal on Sharda online website which will be directed to the complaint handling coordinators (academic and non-academic) to be resolved within 72 working hours.

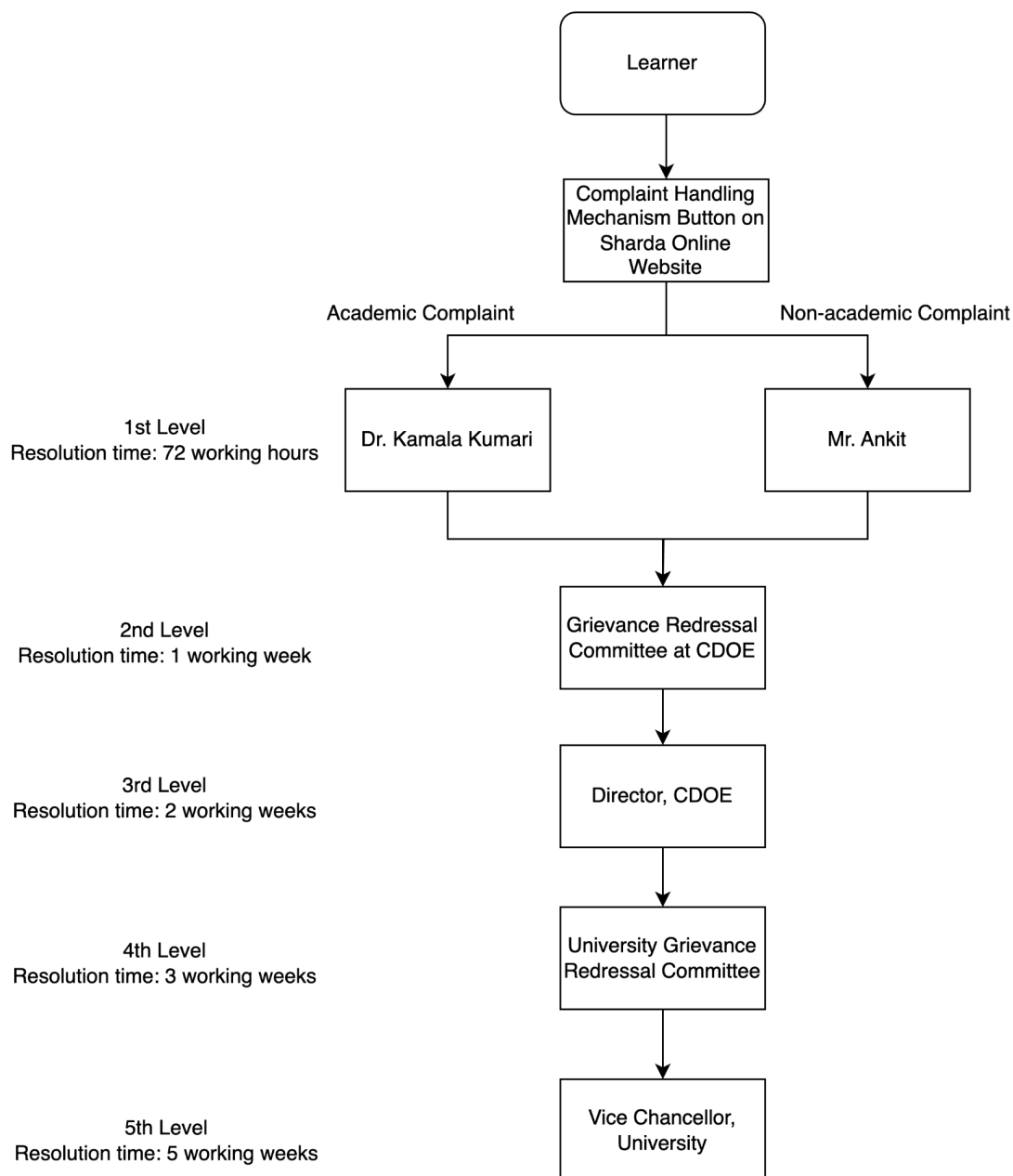
- If not resolved at the first level, the complaint will be sent to the Internal Grievance Redressal Committee at CDOE which would resolve the complaint within 1 working week.
- In case of non-resolution, the complaint would be further sent to the Director, CDOE to be resolved within 2 working weeks.
- If further unresolved, the application will be sent to the university grievance redressal committee, to be resolved within 3 working weeks.
- As a final measure, if the complaint cannot be resolved at any of the aforementioned levels, it will be submitted to the Vice Chancellor of the University, ensuring a resolution within 5 working weeks.
- The time period is calculated from the date of complaint by the learner.

Nodal Officer Academic Grievance: Dr. Kamala Kumari

Nodal Officer Non-academic Grievance: Mr. Ankit Tayal

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
NA	NA	NA



The time mentioned in resolution is to be calculated from the date of complaint by the learner.

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

As this is our first year delivering the program online, we have focused on standardizing our delivery and operational processes. However, we have fully transitioned our student life cycle to online. We also have highly engaging, multimedia rich e- content. We have created Efficient course content monitoring processes and mentoring process

10.2 Best Practices of the HEI

Developing learner-centric online instructional materials based on the Outcome-Based Education (OBE) model that align with industry needs and global standards. We've also designed a user-friendly Learning Management System (LMS) interface and established an effective mentorship program, ensuring students have easy access to academic staff for interaction

10.3 Details of Job Fairs conducted by the HEI

Organization of virtual Job Fairs at CDOE is under consideration. Till now, not conducted, but planning in 2025.

10.4 Success Stories of learners of Online mode of the HEI

The first batch of our online program has not yet graduated, but once they do, we are confident that it will be a success story.

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

We want to emphasize that we are launching our online programs in July/ September 2024, and we are looking to incorporate E-learning materials in regional languages in the future

10.6 Number of learners placed through Campus Placements

The Campus Placement mechanism will be devised for implementation in graduating batches.

10.7 Details of Alumni Cell and its activity

We will be setting up WhatsApp groups for our alumni, through which we will share all activities and update.

10.8 Any other Information

NA

HEI ID: Exempted-U-0541 Name of HEI: Sharda University Type of HEI: Entitled

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: Prof. (Dr.) Raju Ganesh Sunder
Seal: **Director**
Date: **Centre for Internal Quality Assn**
Sharda University


Signature of the Registrar:
Name: Mr. Vivek Kumar Gupta
Seal:
Date: **29-08-2024**

Registrar
Sharda University
Plot No. 32,34, Knowledge Park-III
Greater Noida - 201310

Note: Kindly take the print out of dully 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.