

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER ONLINE

MODE

<2024-25>

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

Part – I: General Information

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

[Upload PDF](#)

[Notification: 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: [Upload PDF](#)

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.) Tapan Prasad Biswal SSHSS, Ph.D	International Relations & Comparative Politics	05.12.2023
		Member 2	Prof. (Dr.) Sally Lukose, SSAHS, Ph.D	Forensic Science-Serology	05.12.2023
		Member 3	Dr. Shanti Narayan, SSBS, Ph.D	Corporate law & Personal Management	23.12.2024
c.	Head of three Departments or	Member 4	Prof (Dr.) Anviti Gupta, Dean, SSHSS, Ph.D	Psychology	05.12.2023

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

	School of Studies from which programme is being offered in ODL and Online mode	Member 5	Prof.(Dr.) Ruchi Jain, HoD, SSBS	Marketing	14.05.2024
		Member 6	Dr. Sudeep Varshney, HoD CSE, SSET	Wireless Sensor Network	23.12.2024
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	Member 9 Administration	Dr. Vivek Kumar Gupta, Registrar, P.hD	VLSI Design	05.12.2023

S. No.	Designation	Nomination As	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	Finance	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)

Yes.

The first CIQA committee was established on 05.12.2023, so it will be changed around November 2025. The committee is already updated since few faculty members left the organization and others have included in the committee.

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: Minimum 02

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	2.07.2024	02	Upload	upload
Meeting 2	22.01.2025	02	upload	upload
Meeting 3	03.06.2025	02	upload	upload

HEI ID:Exempted-U-0541**Name of HEI: Sharda University****Type of HEI: Entitled****1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From <Month, Year> academic session:

January- 2025 (2024-25 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/Trans-gender)			
								M	F	T G	Total
1.	Post Graduate Program	Banking & Financial services	11 Months	40	Graduation	Rs. 30000	15/02/2025 Attached.	20	09	-	29
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 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: NIL

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.										
2.										

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
July 2024 (Academic session 2024-25)

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.	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	135	Pass the (10+2) examination from State Board / CBSE / NIOS / IGCSE / IB / ICSE recognized by the	Rs. 35000 Annually	F.No. 39-2/2023 (DEB- I), 17 th August 2023	28	8	0	36

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

				State or Central Government.						
2.	BACHELOR OF COMPUTER APPLICATIONS	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 th August 2023	42	10	0	52
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 th August 2023	0	0	0	0

January 2025 (Academic session 2024-25)

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.	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 th August 2023	0	0	0	0
2.	BACHELOR OF COMPUTER APPLICATIONS	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 th 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 th August 2023	0	0	0	0

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

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

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

July 2024 (Academic session 2024-25)

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 students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Master of Business Administration (MBA)	2 Years		Passed Bachelor's Degree of minimum 3 years duration.	50000 per year	F.No. 2-1/2024 (DEB- II), November 2024	434	226	0	660
2.	Master of Computer Application- MCA	2 Years		Passed Bachelor's Degree of minimum 3 years duration.	50000 per year	F.No. 2-1/2024 (DEB- II), November 2024	41	16	0	57
3.	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 th August 2023	0	0	0	0

January 2025 (Academic session 2024-25)

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 students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Master of Business Administration (MBA)	2 Years		Passed Bachelor's Degree of minimum 3 years duration.	50000 per year	F.No. 2-1/2024 (DEB- II), November 2024	146	80	0	226
2.	Master of Computer Application- MCA	2 Years		Passed Bachelor's Degree of minimum 3 years duration.	50000 per year	F.No. 2-1/2024 (DEB- II), November 2024	10	2	0	12

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

3.	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 th August 2023	0	0	0	0
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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	a) To guarantee that the programs offered are of high standard, comparable with traditional programs, and continually enhanced, a comprehensive and dynamic internal quality assurance system has been established and is actively functioning. The Internal Quality Assurance Cell (IQAC) committee plays a pivotal role by organizing academic councils and regular reviews to monitor, evaluate, and enhance academic practices. This mechanism not only upholds academic excellence but also fosters innovation, relevance, and continuous improvement in teaching, learning, and overall learner engagement. b) 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.	1a) https://drive.google.com/drive/folders/1J2tfDWbsf4nDX57LK0OzBUYD4LPV2zK?usp=drive_link 1b) https://souls.shardaoonline.info/

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: a) Standardizing the SLM patterns b) Periodically reviewing the SLMs. c) Internal academic committee is formed for conducting Internal Academic Audits	https://drive.google.com/drive/folders/1QaOVT2W0t4r6dT EEzhUcaDFzmN6mEjJ?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 a) Employing qualified Faculty members / Staff b) Ensuring quality of e-Learning Material c) Designing and ensuring the Curriculum relevant to Job market	https://drive.google.com/drive/folders/1bsINITkzVL1qHh-FJwBCMw1XnNR5Gbp?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: a) The curriculum of OL programmes is kept on par with the programme offered in conventional mode. b) Examination processes are devised with utmost care and surveillance. c) Same BoS for both the Online and Regular courses	https://drive.google.com/drive/folders/1gOMN4xtQ2sjv3VBqDxIsOzg_xRIIf1J?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 https://drive.google.com/drive/folders/1OBMVKxEi3OYiNLRJGGBn5nuatYcTTGI?usp=drive_link

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.	https://drive.google.com/drive/folders/DLrArTehVg_l6whJOebSAOxA7N9nipo?usp=drive_link
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/drive/folders/1NYnC6vWOhaJlr3b7Cv-tYCpCXkmt8qb?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.	Workshops, seminars on quality-related themes were organized to actively involve all stakeholders and promote collaborative improvement. The outcomes and reports of these activities were shared with stakeholders to ensure transparency and continuous enhancement of quality standards.	https://drive.google.com/drive/folders/1PV9aFqzj6o2F830c43zxEm6x7eIRpxG?usp=drive_link
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	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. Regular feedback is obtained to develop a professional and qualitative Self Learning Material	https://drive.google.com/drive/folders/1D0EyVBXVUm8m6WDivz8CeVQzNe7O9QE?usp=drive_link
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The annual reports include detailed data analysis and monitoring across several areas, with findings translated into actionable recommendations for improvement. This primarily covers content development and quality review of Self-Learning Materials (SLM), program-wise syllabus review, and SLM review reports, ensuring that the curriculum remains relevant, rigorous, and learner-centric. Additionally, self-assessment by programme coordinators is	https://drive.google.com/drive/folders/1Y4v26kNvFioD0xOuF0MHWnJYd0AQnsT?usp=drive_link

		incorporated to strengthen continuous quality enhancement.	
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/drive/folders/1ooBrR5rzJPX4WsuOihuh_scHAANBHVZ?usp=drive_link

12.	Mechanism to ensure the proper implementation of Programme Project Reports	Programme Project Reports (PPRs) are prepared for each programme in strict adherence to prescribed guidelines. A systematic mechanism is in place to ensure their proper implementation, review, and alignment with academic quality standards.	https://drive.google.com/drive/folders/1Y6FeQLCQWpxZuiiLnpFy8NDhrdMgA8C?usp=drive_link
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Annual Plans and Annual Reports have been systematically prepared programme-wise, maintained as institutional records, and reviewed periodically. The review process ensures actionable insights are generated for continuous improvement and academic quality enhancement.	https://drive.google.com/drive/folders/1aNMK6oUwYSwQj0cJ2qm5rGhA5_sADHl?usp=drive_link
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Inputs for restructuring programmes are provided through regular Board of Studies (BOS) meetings, where the curriculum is reviewed and upgraded. This process ensures benchmarking with industry standards and alignment with job market requirements.	https://drive.google.com/drive/folders/1EyN_H8IEbnEMJrrm_qF6Uzhu83jZTLZ?usp=drive_link
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.	https://drive.google.com/drive/folders/1jFCgAErZHQgFm5Xm4OtJZEiz_0ogKuw?usp=drive_link
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 institutionalisation 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	https://drive.google.com/drive/folders/1TgMaqdO5lyaIWVD9Jl8p0d_57dDDKOG?usp=drive_link
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Meetings are held with the Director, CDOE and staff, to implement the guidelines laid down by the UGC-DEB. We ensure timely compliance with UGC/NAAC guidelines through regular communication, report submissions, and faculty participation in quality-related training. Guidelines are circulated internally, actions are documented, and a compliance calendar is followed for audit readiness.	https://drive.google.com/drive/folders/1XkBkz3s8EU6MpSRhmNOGF9HaanVqa6g?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/drive/folders/1UPXw8DYmFymnX2Nj8L8OUcLMq4787FF?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 Second 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 authorities in the next CIQA meeting.	We are filing the second 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 before the last date of CIQA Submission	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/drive/folders/1qoAkkCRSxSbzzwC6E_UuZrK2oeler12?usp=drive_link

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	We have implemented a structured, learner-centric instructional design framework for all academic programmes. Course content is developed using models like ADDIE, OBE, and Bloom's Taxonomy, ensuring clear learning outcomes, modular structure, multimedia integration, and learner interaction. Each course is mapped with credit hours and includes formative and summative assessments. Instructional delivery spans print, audio/video, online, and computer-aided formats, supported by a well-defined student support system and trained faculty.	50% work completed(videos as well as e-slm) and other work in progress. https://drive.google.com/drive/folders/1gv--vhUyW2zhWEPvUYzYVDfvyZmgrAw?usp=drive_link
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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	https://shardaonline.ac.in/shore https://drive.google.com/drive/folders/1jLSQiwGuK4knSbgm7TDrqBtCs7ttkE?usp=drive_link
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	IQAC at Sharda University will coordinate with external subject experts and relevant agencies to validate and conduct the annual review of the university's in-house processes, ensuring compliance and continuous quality enhancement. Audit due in September	https://drive.google.com/drive/folders/1FF6qU8mVLtoFiiUC2VQkd3mz6p38RC4?usp=drive_link
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	As specified by DEB UGC we certainly will go ahead once 3 years are completed to get external third party audit	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 is prepared and submitted to the IQAC, Sharda University.	https://drive.google.com/drive/folders/1Z6fnY-lpZmqMpGrmagaw5eghPnICKn?usp=drive_link
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Quality enhancement done by collaborating with the External experts in the form of Guest Sessions and Planning for Value added programs	https://drive.google.com/drive/folders/1EqqpPwTFUff1KiiUKjun_QtAG86n-5g?usp=drive_link

29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	We are currently in tie-up with the university's Placement Cell and plan to initiate discussions with the Career Resource Center (CRC) for further collaboration once we begin the third semester.	Work in Progress
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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 stakeholders are taken regarding curriculum, academics, examinations, infrastructure, ambiance, and support mechanisms.	a) Organizational Structure - Sharda University b) Our Leadership - Sharda University c) https://www.sharda.ac.in/about/perspectiveplan/ d) https://www.sharda.ac.in/about/mision-and-vision
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.	https://www.sharda.ac.in/about/perspectiveplan/

		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. 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	https://drive.google.com/drive/folders/1aMzYN3V6tKhNxr_7xJKgXd2Ljp-TT2z?usp=drive_link

		by the management. c. CDOE, Sharda University ensures academic flexibility by aligning the curriculum with the 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. d. 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. e. 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 Program under the overall guidance by the Director, CDOE which is approved by the CIQA.	https://drive.google.com/drive/folders/1Bzrz6gMl-P0EWbWW7lTezOV5SM-PM3k?usp=drive_link
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.	https://drive.google.com/drive/folders/1jrDPe6zYEFwBydzIcaotUK-vssdyUIJ?usp=drive_link

		as per required norms.	
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.shardaonline.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. - 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.	https://learn.shardaonline.ac.in/login/index.php
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 :

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

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. 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 29th meeting of academic council 02-12-2024 https://ezone.sharda.ac.in/external-link/minute & annexure of 30th meeting of academic council 28-04-25
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 29th meeting of academic council 02-12-2024 https://ezone.sharda.ac.in/external-link/minutes & annexur of 30th meeting of academic council 28-04-25

3.	Monitoring, Evaluation and Enhancement Plans	a. The CDOE, Sharda University collects detailed reports from all examination centres after each examination cycle. b. The external academic audit is under consideration and will be conducted once we complete three years of operation. c. Performance data such as student pass percentages, grade distributions, and progression rates are systematically reviewed at programme, faculty, and institutional levels 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	https://drive.google.com/drive/folders/1cVLx_rDIBLiW58GwAse1v2wWtd3GWmA?usp=drive_link
	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		

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) -

Name : Prof. (Dr.) Raju Ganesh Sunder Full Time, Regular Employee Designation: Professor & Director Qualification: Ph.D, MBA, B.E. Appointment Letter and Joining Report: Attached
--

Name and details of Director

3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, at least 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

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

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

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	9	9	Yes	NA

For details of All faculty members: [Please click here](#)

i. Programme name:

a. Programme Coordinator

For details of Programme Coordinators: [Please click here](#)

b. Course Coordinator

For details of Course Coordinators: [Please click here](#)

c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of Joining Program Me

Any other details

NIL

3.5 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)

For details of Administrative Team: [Please click here](#)**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	2

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)	1
Technical Assistant (Admission, Examination and Result)	2	1

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

For details of Technical Team: [Please click here](#)

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.	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 students.	YES	
5.	The number of examination centres in a city or	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	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

S.	Provisions in Regulations	Whether	If No,
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)	Yes	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	

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, all the guidelines issued by the Commission	

		for the conduct of proctored examinations are adopted.	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	Yes, the programme offered has a well- defined mechanism in place for evaluation of enrolled learners and their certifications.	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
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	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities.		
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	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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.	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 by particular incharge of examination	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
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 - Photograph - Aadhaar number or other government recognised identifier or Passport number, as applicable, - 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	

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

4.4 Result and Student Progression For

UG, PG and PG programmes

For Result and Student Progression : [Click Here](#)

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.

INSERT TEXT BOX

Upload samples and authority approval

1. [PPR Process Approval](#)
2. [PPR Authority approval](#)
3. [PPR Guidelines](#)
4. [PPR Sample 1](#)
5. [PPR Sample 2](#)

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.

INSERT TEXT BOX

Upload samples and authority approval

1. [SLM Sample 1](#)
2. [SLM Sample 2](#)
3. [Video Content Sample 1](#)
4. [Video Content Sample 2](#)

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

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.

INSERT TEXT BOX

Upload samples and authority approval

1. [E-Learning Material Process approval](#)
2. [E-Learning Material Authority approval](#)
3. [E-Learning Material Guidelines](#)

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>

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

6.2 Compliance status in respect of the Programme delivery

HEI shall mention mechanisms 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)

[Teaching- Learning scheme in Online mode](#)

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

We 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: Y/N - N

NO

- a. 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
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HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

							wise – programmes wise)

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

Not Applicable

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/1u1lXZaezd0UL0RGXu0pipz3pWDkEtU8/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 https://drive.google.com/file/d/1a--Pz4t2CvZksMExlwJBvi9swLQOn5M/view?usp=drive_link	
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 https://drive.google.com/file/d/1hZSimams7JNrZh0OmwnNK1vZtE4EYDF3/view?usp=drive_link Faculty feedback Parent feedback Student Feedback1 Student Feedback2	
9.	Information regarding all the programmes recognised by the Commission	YES	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
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	Headquarter	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	https://drive.google.com/file/d/16xKsJuURpfU1R_hWtBBDpc0A2i8b6Sx/view?usp=drive_link	
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 https://drive.google.com/file/d/1d6eXIWwiUYZYlv9ryiboNRDjIOawvvM/view?usp=drive_link	
16.	Reports of the third party academic audit to be undertaken every five years and internal	YES, we will get an external audit as it is when	

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

		required.	
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HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	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.	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 students from deprived section of society shall be in accordance with the instructions or orders issued by Central	NO

	Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialization 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	YES

	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 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	YES

	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

	Educational Institution	
14.	No Higher Educational Institution shall, issue or publish- (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; (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	(a) YES (b) 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:

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 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.

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9.2 Details of Grievance received

Session	Numbers of Grievance Received	Numbers of Grievance Resolved
2024-25 (July 24 Cycle)	2649	2649
2024-25 (January 25 Cycle)	517	517

9.3 Complaint Handling Mechanism

[Mechanism adopted for Complaint Handling Mechanism](#)

The learners can raise their complaint on the grievance redressal portal (SOUL Platform) that is provided to every registered student through email. The link of the SOUL platform is also available 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 weeks.

If further unresolved, the application will be sent to the university grievance redressal committee, to be resolved within 3 weeks depending upon the complexity of the complaint..

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 4 working weeks.

The time period is calculated from the date of complaint by the learner.

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

Details of Nodal Officer:

Dr. Kamala Kumari

Associate Professor

Centre for Distance & Online Education, Sharda University

Email: grievance.oledu@sharda.ac.in

9.5 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)
8	8	YES

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- Our focus is on standardizing our delivery and operational processes. 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.
- We have incorporated the idea of games-based, case-based learning amongst our learners in the synchronous sessions.

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
- The CDOE provides Technology driven Learning Ecosystem to the students and Robust Student Support System is available for the students to resolve their concerns.

10.3 Details of Job Fairs conducted by the HEI

Virtual Job Fairs at CDOE has not been organized yet, however once the learners are in their final semester, the same will be organized. We are in discussion with our placement team with our university to take the same forward.

10.4 Success Stories of students of Online mode of the HEI

The learners have come to third semester, and we'll be taking their scores and their interests and work around for success stories.

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

The E-LM is available for the students on the Learning Management System and the possibilities of conversion in regional language is being explored. The medium of instruction is English at our Centre for Distance and Online Education.

10.6 Number of students 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

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

10.8 Any other Information

HEI ID:Exempted-U-0541

Name of HEI: Sharda University

Type of HEI: Entitled

NA

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.

HEI ID: Exempted-U-0541

Name of HEI: Sharda University, Gr. Noida

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:

Date:

22-08-25
Director
Centre for Distance and Online Education
SHARDA UNIVERSITY
Plot No. 32, 34 Knowledge Park-III
Greater Noida - 201310 (U.P.)

Signature of the Registrar:

Name: Dr. Vivek Kumar Gupta

Seal:

Date: 26-08-25



Note:

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