

HEI ID: Exempted-U-0541

Name of HEI: Sharda University

Type of HEI:Entitled

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER ONLINE

MODE

<2025-26>

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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

[CLICK HERE](#)

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: [CLICK HERE](#)

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.) Debasis Mallik, Dean SSBS, Ph.D	Economics, Management & Research	04.02.2026
		Member 2	Prof. (Dr.) Hariom Sharma, Associate Dean, SSHSS, Ph.D	Psychology	04.02.2026
		Member 3	Dr. Shanti Narayan, Associate Professor, SSBS, Ph.D	Corporate law & Personal Management	23.12.2024

c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof (Dr.) Anviti Gupta, Dean, SSHSS, Ph.D	Psychology	04.02.2026
		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.) Jagdish S. Joshi, Ex. Officiating Vice Chancellor, Gujrat University, Ph.D	English Language & Literature	04.02.2026
		Member 8	Prof. (Dr.) Shachi Shah, Ex Director-Centre for Distance & Online Education, IGNOU, New Delhi, Ph.D	Environmental Studies	04.02.2026
e.	Officials from departments of HEI	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

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	18.02.2026	2	upload	upload
Meeting 2	17.06.2026	2	upload	upload

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

July- 2025 (2025-26 Academic Session)

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.) for whole program	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	Banking &	11	40	Graduation	Rs.	15/02/2025	28	06	-	34

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	Graduate Program	Financial services	Months			30000	Attached.				
N.											

January- 2026 (2025-26 Academic Session)

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.) for whole program	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.	14	08	-	22
N.											

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.										
N.										

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

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

July 2025 (Academic session 2025-26)

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 st August 2023	22	19	0	41

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				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	33	11	0	44
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	17	17	0	34

January 2026 (Academic session 2025-26)

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	8	0	0	8
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	7	1	0	8
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	1	0	1

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

July 2025 (Academic session 2025-26)

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.	70000 per year	F.No. 2-1/2024 (DEB- II), November 2024	306	207	0	513
2.	Master of Computer Application- MCA	2 Years		Passed Bachelor's Degree of minimum 3 years duration.	60000 per year	F.No. 2-1/2024 (DEB- II), November 2024	45	12	0	57
3.	MASTER OF COMMERCE	2 Years	92	Passed Bachelor's Degree of minimum 3 years duration.	Rs. 25000 Annually	F.No. 39-2/2023 (DEB- I), 17 th August 2023	102	102	0	204

January 2026 (Academic session 2025-26)

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.	70000 per year	F.No. 2-1/2024 (DEB- II), November 2024	65	52	0	226
2.	Master of Computer Application- MCA	2 Years		Passed Bachelor's Degree of minimum 3 years duration.	60000 per year	F.No. 2-1/2024 (DEB- II), November 2024	15	3	0	18

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3.	MASTER OF COMMERCE	2 Years	92	Passed Bachelor's Degree of minimum 3 years duration.	Rs. 25000 Annually	F.No. 39-2/2023 (DEB- I), 17 th August 2023	74	42	0	116
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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	Upload Relevant Document
1	Quality maintained in the services provided to the learners	1 A) A robust and continuously evolving Internal Quality Assurance framework has been institutionalised to ensure that every programme offered remains benchmarked against, and on par with, its conventional-mode counterpart, with ongoing enhancement built into its design. The Internal Quality Assurance Cell (IQAC) anchors this framework by convening Academic Council sessions and periodic review meetings that monitor, evaluate, and refine academic practice — sustaining rigour while encouraging innovation, relevance, and continuous improvement across teaching, learning, and learner engagement. 1 B) A dedicated learner-centric support system complements this by guiding learners through their academic journey and resolving queries on systems, procedures, and services.	1A) Point 1 A 1B) http://souls.shardaonline.ac.in/
2	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Self-evaluation and reflective review remain integral to identifying opportunities for improvement across all systems and processes. These exercises comprise: (a) Standardisation of Self-Learning Material (SLM) formats and templates; (b) Periodic review of SLMs for accuracy, relevance, and pedagogical soundness; and (c) An Internal Academic Committee constituted to conduct Internal Academic Audits.	Point No 2

3	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The CIQA committee continues to prioritise three areas central to sustained quality: (a) engagement of qualified and experienced faculty and staff; (b) assurance of high-quality e-learning material; and (c) design of curricula aligned with evolving job-market requirements.	A) http://shardaonline.ai/sharda/faculties/ Point 3
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 Board of Studies (BoS) serves as the common statutory academic body governing both Online and Regular programmes, ensuring that curricula are systematically designed, developed, reviewed, and revised in alignment with the corresponding conventional-mode programmes and maintaining academic parity across modes.	Point 4
5	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	A structured feedback mechanism captures, analyses, and acts upon inputs from every stakeholder group — learners, faculty, staff, parents, employers, and government bodies — enabling periodic recalibration of curricula in line with societal, economic, and environmental developments. Details of the stakeholder feedback channels remain published on the University website.	Point 5
6	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Enhancing digital pedagogy through innovative interactive tools, rich multimedia resources, and technology-enabled learning practices to improve learner engagement and experience; and strengthening data-driven monitoring of learner performance and engagement to identify learning gaps, enable timely interventions, and support continuous academic improvement.	Point 6

7	Implementation of its recommendations through periodic reviews	The Internal Academic Committee continues to periodically vet content delivery; review outcomes, together with stakeholder feedback analysis, are routinely communicated to the concerned authorities for action.	Point 7
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 and seminars on quality-related themes were conducted to engage stakeholders and encourage collaborative improvement; outcomes and reports from these sessions were disseminated among stakeholders to sustain transparency and continuous enhancement of quality standards.	Point 8
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 continues to identify best practices in online teaching and MOOCs adopted by peer institutions, recommending suitable ones for adoption at CDOE. Stakeholder feedback is routinely gathered to strengthen the professional quality of Self-Learning Material.	Point 9
10	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Annual reports consolidate detailed data analysis and monitoring across multiple parameters, with findings translated into actionable recommendations. Coverage spans SLM development and quality review, programme-wise syllabus review, and self-assessment inputs from programme coordinators, together sustaining a curriculum that stays rigorous, relevant, and learner-centric.	Point 10

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	Each Programme Project Report (PPR) is prepared in line with the UGC 'Guidelines on Programme Project Report' and placed before the CIQA committee for approval. Academic quality assurance is exercised under the supervision of the respective Board of Studies (BoS), comprising both internal faculty and external subject experts.	Point 11
12	Mechanism to ensure the proper implementation of Programme Project Reports	PPRs continue to be prepared for every programme in strict adherence to prescribed guidelines, supported by a systematic mechanism governing their implementation, review, and alignment with academic quality standards.	Point 12
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 continue to be prepared programme-wise, maintained as institutional records, and periodically reviewed — generating actionable insights that feed continuous academic-quality improvement.	Point 13
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 continue to be channelled through regular Board of Studies meetings, where curricula are reviewed and updated to benchmark against industry standards and job-market requirements.	Point 14
15	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Continuous, semester-long monitoring remains in place to identify systemic gaps and enable timely corrective action, sustaining a learner-centric environment.	Point 15

16	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	CDOE functions under the IQAC of Sharda University, which serves as the University's designated nodal body for accreditation (e.g., NAAC); all requisite data continues to be submitted to the IQAC as required.	Point 16
17	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	During 2025–26, focused training sessions on examination processes, question paper creation, financial literacy, and accreditation and audit requirements are being conducted to strengthen faculty capacity and improve academic and administrative practices.	Point 17
18	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Regular meetings with the Director, CDOE and staff ensure implementation of UGC-DEB guidelines. Timely compliance with UGC/NAAC requirements is maintained through consistent communication, report submissions, and faculty participation in quality-related training; guidelines are circulated internally, actions documented, and a compliance calendar followed to sustain audit readiness.	http://deb.ugc.ac.in/Regulations Point 18
19	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	External experts on the CIQA committee continue to share quality initiatives adopted by peer institutions; drawing on their inputs, CDOE benchmarks its own processes and learner services and adopts suitable best practices accordingly.	Point 19
20	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	CIQA continues to record all quality-assurance activities in its Annual Report. The Third Annual Report (covering the 2025-26 session) is being compiled for submission to DEB-UGC.	The Annual Report for 2025–26 is currently under preparation and will be submitted to the competent University authorities for review and approval before onward submission to the concerned regulatory authority.

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 for 2025-26 is being prepared and will be placed before the University authorities at the next CIQA meeting, ahead of its submission as the Third Annual Report to DEB-UGC and to the HEI.	The Annual Report for 2025-26 is currently under preparation
21(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 report, prepared in the format specified by the Commission and duly approved by the University's statutory authorities, continues to be submitted ahead of the CIQA submission deadline each year.	The Annual Report for 2025-26 is currently under preparation
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 continues to be monitored by the University's internal statutory bodies at defined intervals.	Point 22
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	The learner-centric instructional-design framework — built on ADDIE, OBE, and Bloom's Taxonomy — continues to underpin course content across all programmes, with each course mapped to credit hours and to formative and summative assessment. Content development (video lectures and e-SLM) has advanced during 2025-26.	Point 23

24	Promoted automation of learner support services of the Higher Educational Institution	The University's fully automated learner-support ecosystem — comprising open access to study material, the Learning Management System, and the dedicated Sharda Online portal — continues to give learners round-the-clock access to academic resources.	http://souls.shardaonline.ac.in/ , http://shardaonline.ai/ Point 24
25	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	IQAC continues to coordinate with external subject experts and agencies to validate and conduct the annual review of the University's in-house processes.	Point 25
26	Coordinated with third party auditing bodies for quality audit of programme(s)	As stipulated by DEB-UGC, engagement of a third-party auditing body follows completion of three years of programme operation. With CDOE now approaching/reaching this milestone in the 2025-26 session, the process of identifying and engaging an external third-party auditor is being initiated accordingly.	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 continues to be prepared and submitted to the IQAC, Sharda University, on behalf of CDOE.	Point 27
28	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Quality enhancement continues through collaboration with external experts via guest sessions.	Point 28

29	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Facilitated industry-institution linkages by providing learners with internship opportunities and practical exposure to industry practices. These opportunities enabled students to apply their academic knowledge in real-world settings and develop relevant skills to enhance their employability	Point 29
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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) http://www.sharda.ac.in/about/organizational-structure b) http://www.sharda.ac.in/about/leadership/chancellor c) http://www.sharda.ac.in/about/perspectiveplan/ d) http://www.sharda.ac.in/about/mission-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. 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.	http://www.sharda.ac.in/about/perspectiveplan/
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3	Programme Development and Approval Processes: a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	CDOE, Sharda University follows a highly scientific approach for program development and approval. A. 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. B. 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. C. CDOE, Sharda University ensures academic flexibility and 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	Point 2.3
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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 multiple levels — Programme Coordinator, Faculty Coordinator, and Mentor — under the overall guidance of the Director, CDOE, with oversight from CIQA.	Point 2.4
5	Infrastructure Resources	CDOE continues to maintain adequate infrastructure, including a recording studio, library, classrooms, and dedicated administrative, enrolment, academic, and student-support sections, in line with prescribed norms. 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.	Point 2.5
6	Learning Environment and Learner Support	The learning environment remains suited to individual learner needs, with every learner holding an individual LMS login for self-paced study. Academic and administrative support continues through mentors and the dedicated Sharda Online Unified Learner Support (SOULS) team.	http://learn.shardaonline.ac.in/login/index.php ; http://souls.shardaonline.ac.in/

7	Assessment and Evaluation	Assessment and evaluation continue to follow UGC-DEB and University norms, combining formative methods (MCQs and assignments) with summative, computer-based proctored online examinations covering both objective and subjective question types.	Point 2.7
8	Teaching Quality and Staff Development	CDOE faculty remain well-qualified across disciplines, with a growing proportion holding or pursuing doctoral qualifications, supported by ongoing faculty-development initiatives.	http://shardaonline.ai/sharda/faculties/

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. 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.	Point 2.3.1

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.	Point 2.3.2
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. Reports from Examination Centres: Regular examination centre reports are reviewed to identify issues and ensure smooth, fair and transparent conduct of examinations. b. External Auditor or Other External Agencies Report: As stipulated by DEB-UGC, engagement of a third-party auditing body follows completion of three years of programme operation. With CDOE now approaching/reaching this milestone in the 2025-26 session, the process of identifying and engaging an external third-party auditor is being initiated accordingly. c. Systematic Consideration of Performance Data: Academic and performance data are periodically analysed at programme, faculty and institutional levels to support evidence-based improvement. d. Reporting and Analytics by the HEI: Regular reports and analytics are generated to monitor academic performance, learner progress, assessments and overall programme effectiveness. e. Periodic Review: Programmes, academic processes and quality initiatives are periodically reviewed to assess effectiveness and introduce continuous improvements.	Point 2.3.3

Part – III: Human Resources and Infrastructural Requirements**3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor**

Or

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

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

[Appointment Letter and Joining Report: Attached](#)**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*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*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.				
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Programmes	No. of Faculty Members Required	No. of Faculty Appointed	Complied Yes/No	If No., Reason thereof
UG	8	8	Yes	
PG	8	8	Yes	

S. No.	Names with Designation	Qualification	Experiences	Type (Regular / Contract) with gross salary/ month	Date of joining programme	Web-Link
1.	Dr. Shubh Arora, Associate Professor, Program Coordinator, MBA	PhD, MBA, B.Com	17 years	Regular	18/12/2023	http://drive.google.com/file/d/1tVkWY6WZmZe4slHi8WCwp74EvwHkltB3/view?usp=drive_link

2.	Dr. Aashima Bangia, Assistant Professor, Program Coordinator, MCA & BCA	Ph.D Applied Mathematics, MSc Applied Math, BSc (Math-H)	9 years	Regular	1/07/2024	http://drive.google.com/file/d/1tSdW4J8vAgxv-e114eHM4lWB5T3Vn8Ml/view?usp=drive_link
3.	Dr. Tanya Rastogi, Assistant Professor, Program Coordinator, M.Com	PhD, MCom, Bcom	8 years	Regular	22/05/24	http://drive.google.com/file/d/10-Qd4eVqQYksh-9ksRjud7WKxPEZCcgE/view?usp=drive_link
4.	Dr. Kamala Kumari, Associate Professor, Program Coordinator, BA (Pol Science)	PhD	12 years	Regular	3/01/2024	http://drive.google.com/file/d/1LpYauH1IW5aWD9NX4GQo4-kOeIOW-nT0/view?usp=drive_link
5.	Dr. Premendra Kumar Singh, Assistant Professor, Program Coordinator, BBA	PhD, M.Phil, MBA, B.TECH	10 years	Regular	2/06/2024	http://drive.google.com/file/d/1HLS4ednKz53H9iOAt3xCDCqNzHHsuS0n/view?usp=drive_link

6	Dr. Sandeep Kumar, Assistant Professor, Course Coordinator BBA	PhD, M.Phil, M.Sc Psychology, MBA, PGDMLM	11 years	Regular	29/05/2024	http://drive.google.com/file/d/1BYokz2kP4dI4l8hkcNTB1KhG8RoQu8C/view?usp=drive_link
7	Dr. Avinash Govindrao, Assistant Professor, Course Coordinator MBA	PhD (Marketing), MBA, B.Sc.	14 years	Regular	01/07/2024	http://drive.google.com/file/d/1f9cuXZyMxTf8ztLf1bAPQE4gvEn1Utuv/view?usp=drive_link
8.	Dr. Himanshu Kataria, Assistant Professor, Course Coordinator MBA	PhD , MBA, BBA	8 years	Regular	25/02/2026	http://drive.google.com/file/d/1wyLlxTg1At3llfkXt2xKJD40C5EpMsCB/view?usp=drive_link
9	Ms. Eesha Gupta, Assistant Professor, Course Coordinator MCA	M.Tech, B.Tech	7 years	Regular	24/06/2024	http://drive.google.com/file/d/17xEcO5idMkN16jgo8bAZBN0

HEI ID: Exempted-U-0541

Name of HEI: Sharda University

Type of HEI:Entitled

						w3ZKSK Ut /view ?usp=drive link
10	Mr. Dipendr Awasthi, Assistant Professor, Course Coordinator BCA	MCA (Pursuing), B.Tech	11 years	Regular	28/07/2025	http://drive.google.com/file/d/1YmjE2ls1cg7rK39Q4P717rj09LMgMbl/view?usp=drive link
11	Ms. Arnima Pathak, Assistant Professor, Course Coordinator MCA	PhD Pursuing, MCA, BCA	7 years	Regular	18/06/2025	http://drive.google.com/file/d/1DWdD-KndKfKtGKCKq60vdgmU4H0oIAs/view?usp=drive link
12	Ms. Ruby Sharma, Assistant Professor, Course Coordinator M.Com	MBA, UGC-NET	2 year	Regular	25/05/2026	http://drive.google.com/file/d/1SKpBXh2ATHw_xaMKmILYZ7KO=22QbB/view?usp=drive link

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

13	Ms. Parul Singh, Assistant Professor, Course Coordinator M.Com	UGC-NET (Q), M.Com, B.Com	1 years	Regular	21/07/2025	http://drive.google.com/file/d/1bQqUkE42Bg3fwNf3b6Msbbma0kju4I/view?usp=drive_link
14	Dr. Kirti Prashar, Assistant Professor, Course Coordinator BBA	PhD, M.Com, UGC NET (Q)	6 years	Regular	18/12/2023	http://drive.google.com/file/d/1oLM9YcO8P6T5HsIih0kmKxnRXeSxZEnB/view?usp=drive_link
15	Ms. Priyanka Joshi, Assistant Professor, Course Coordinator BCA	PhD Pursuing, MCA, B.SC (Com. Science)	11 years	Regular	18/01/2024	http://drive.google.com/file/d/1zwIVlwKh dStBThek2p2EZKfrpW1qQPbo/view?usp=drive_link
16	Dr. Shama Akhtar, Assistant Professor, Course Coordinator BA (Pol. Science)	PhD	2 year	Regular	20/12/2023	http://drive.google.com/file/d/1EuSuo2S4b6lmsbMyXIY-zZU5Y2uWHf fO/view?usp=drive_link

- **Programme name:**
 - **Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
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1.	Dr. Shubh Arora, Associate Professor, Program Coordinator, MBA	PhD, MBA, B.Com	17 years	Regular	18/12/2023
2.	Dr. Aashima Bangia, Assistant Professor, Program Coordinator, MCA & BCA	Ph.D Applied Mathematics, MSc Applied Math, BSc (Math-H)	9 years	Regular	1/07/2024
3.	Dr. Tanya Rastogi, Assistant Professor, Program Coordinator, M.Com	PhD, MCom, Bcom	8 years	Regular	22/05/24
4.	Dr. Kamala Kumari, Associate Professor, Program Coordinator, BA (Pol Science)	PhD	12 years	Regular	3/01/2024
5.	Dr. Premendra Kumar Singh, Assistant Professor, Program Coordinator, BBA	PhD, M.Phil, MBA, B.TECH	10 years	Regular	2/06/2024

- **Course Coordinator**

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

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	MBA	Dr. Sandeep Kumar, Assistant Professor, Course Coordinator MBA	PhD, M.Phil, M.Sc Psychology, MBA, PGDMLM	11 years	Regular	29/05/2024
2	MBA	Dr. Avinash Govindrao, Assistant Professor, Course Coordinator MBA	PhD (Marketing), MBA, B.Sc.	14 years	Regular	01/07/2024
3.	MBA	<i>Dr. Himanshu Kataria, Assistant Professor, Course Coordinator MBA</i>	<i>PhD , MBA, BBA</i>	8 years	Regular	<i>25/02/2026</i>
4	MCA	Ms. Eesha Gupta, Assistant Professor, Course Coordinator MCA	M.Tech, B.Tech	7 years	Regular	24/06/2024
5	MCA	Ms. Arnima Pathak, Assistant Professor, Course Coordinator MCA	PhD Pursuing, MCA, BCA	6 years	Regular	18/06/2025
6	M.Com	<i>Ms. Ruby Sharma, Assistant Professor, Course</i>	MBA, UGC-NET	2 year	Regular	25/05/2026

		<i>Coordinator</i> M.Com				
7	M.Com	Ms. Parul Singh	UGC-NET (Q), M.Com, B.Com	1 years	Regular	21/07/2025
8	BBA	Dr. Kirti Prashar, Assistant Professor, Course Coordinator BBA	PhD, M.Com, UGC NET (Q)	6 years	Regular	18/12/2023
9	BCA	Ms. Priyanka Joshi, Assistant Professor, Course Coordinator BCA	PhD Pursuing, MCA, B.SC (Com. Science)	11 years	Regular	18/01/2024
10	BCA	Mr. Dipendr Awasthi, Assistant Professor, Course Coordinator BCA	B.Tech in Computing, Diploma from NASSCOM	11 years	Regular	28/07/2025
11	BA Pol. Science	Dr. Shama Akhtar, Assistant Professor, Course Coordinator BA (Pol. Science)	PhD	2 year	Regular	20/12/2023

• **Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining program me
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Any other details

NIL

• **Details of Administrative staff**

8 Number of Administrative staff available exclusively for Online programmes

Admin Staff	Required	Available
Deputy Registrar	1	0
Assistant Registrar	1	1

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

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	M.Tech, B.Tech	22 years	Regular	03/06/2024	http://drive.google.com/file/d/1F4hO4nFKC3TYl4y7oT5UzQEUFnWLDtR/view?usp=drive_link
2.	Mr. Saurav Kumar Singh	MCA	2 years	Regular	29/06/2026	http://drive.google.com/file/d/1FTjaxRYGbYhe5ltuGHT6jveuUq_2H1zG/view?usp=drive_link

a. **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	1

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

Sr. No.	Names with Designation	Type (Regular/ Contract) with gross salary/ month	Date of joining programme	Web Link
1	Ms. Neha Sahni, Manager (Learning Management System)	Regular	12/11/2025	http://drive.google.com/file/d/17R4nlc1D25i8aVNAp8rqNy3wGc9JOdV8/view?usp=drive_link
2	Mr. Gagandeep Singh, Assistant Manager (Video production)	Regular	21/08/2023	http://drive.google.com/file/d/1q34jjiMMIQYdElx_bO1jxpv51aw2JyYuD/view?usp=drive_link
3	Mr. Rahul Bhardwaj, Technical Assistance (LMS & Data management)	Regular	3/6/2024	http://drive.google.com/file/d/1DupF_ZDYMWqWePY0uTLfCXOqpsimMtaO/view?usp=drive_link
4	Ms. Mahima Singh, Executive Assistant (Instructional Design)	Regular	03/06/2024	http://drive.google.com/file/d/1-lG4LHd65nYqOMZYV_eZ7lwYStE7

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

				I0V_4/view?usp=drive_link
5	Mr. Amaan Siddqui, Executive Assistant (Graphic Designer)	Regular	07/02/2024	http://drive.google.com/file/d/1MB_lotRGKSnfdiN-o3X8I4Ef4R0cvOry/view?usp=drive_link
6	Ms. Sejal Jaiswal, Executive Assistant (Instructional Design)	Regular	08/10/2025	http://drive.google.com/file/d/19jwEU0yCfBhvydQimUn4CSuYj11ZYb6N/view?usp=drive_link
7	Ms. Alisha Sharma,Executive Assistant (Instructional Design)	Regular	30/03/2026	http://drive.google.com/file/d/1t5YjV0MrkiP4FBu1Q8JT2ZoVG7NhBUdn/view?usp=drive_link
8	Mr. Jatin Chawla, Executive Assistant (Graphic Designer)	Regular	29/9/2025	http://drive.google.com/file/d/1By8nX-m50Yxfe7rGMJmkgFCp70_KpjeP/view?usp=dri

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

				ve_link
9	Mr. Ashish Kumar, Executive Assistant (Video Editor)	Regular	08/10/2025	http://drive.google.com/file/d/10spfAmX73PrLDfjwiDXQf1YUnDKil9fc/view?usp=drive_link
10	Mr. Prajjwal Srivastav, Executive Assistant (Graphic Designer)	Regular	14/10/2025	http://drive.google.com/file/d/1rcq4rlcwK7CCiW9hL-OYUYFIBxYxshKO/view?usp=drive_link
11	Ms. Himani, Executive Assistant (Graphic Designer)	Regular	10/12/2025	http://drive.google.com/file/d/1QGZ7ofcaExyl2kcWDE6tVUL8TpKGpFCl/view?usp=drive_link
12	Mr. Jai Gopal Mishra (Executive Assistant (Camera Person))	Regular	8/10/2025	http://drive.google.com/file/d/1eWWWmomtXlWkBSKUf2ESpOKHGhRhLWz/view?usp=drive_link

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

				p=drive_link
13	Mr. Anshu Jadon (Executive Assistant (Camera Person)	Regular	19/01/2026	http://drive.google.com/file/d/1HRjBj0RHj7WmyumOqYDliJLUmYsyndS-/view?usp=drive_link
14	Ms. Ruchi (Executive Assistant- LMS)	Regular	2/1/2024	http://drive.google.com/file/d/1YKO6j1ELgjSc8IhAvvHQbixwfeG5TVNQ/view?usp=drive_link
15	Mr. Sujith Balaji (Executive- Examination & Results)	Regular	15/06/2026	http://drive.google.com/file/d/1sWW_DonwnuNBWzYSwaT2ftvrjohhBoPg/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 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. http://drive.google.com/file/d/1eDswQAb_rW4AT7bllR_6hAdLHuT0z87Tl/view?usp=drive_link	
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 http://docs.google.com/document/d/1662V9xbckNaWG4oWQKSWHFzHaJSy9Nb/edit?usp=drive_link&oid=111324017475554358348&rtpof=true&sd=true	
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	No	The pattern is followed as per the university format.

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 http://drive.google.com/file/d/1Ja0HsJsrbAsOZEluaV3HNFN3UUIoV8Xj/view?usp=drive link	
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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 Observer Report	
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 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	Not yet issued as first batch is yet to pass out	

Semester beginning	Programmen ame	No. of students	No. of students	No. of students	% of student	% of students
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4.4 Result and Student Progression For**UG, PG and PGD programmes**

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

Semester Beginning	Programme Name	No. of Students Admitted	No. of Students Appeared in Exams	No. of Students Progressed to Next Semester	% of Students Passed	% of Students Passed in First Class*
August - September 2025						
Jan-25	MBA (Sem I)	225	189	225	92	70.22
Jan-25	MCA (Sem I)	13	9	13	89	61.54
Jul-24	BBA (Sem II)	36	26	26	96	63.89
Jul-24	BCA (Sem II)	52	40	40	98	71.15
Jul-24	MBA (Sem II)	653	565	559	98	80.3
Jul-24	MCA (Sem II)	57	47	47	100	77.19
Feb - March 2026						
Jul-25	MBA (Sem I)	512	439	512	86	86.79
Jul-25	MCA (Sem I)	56	51	56	92	90.2
Jul-25	M.Com (Sem I)	208	186	208	88.17	87.63
Jul-25	BBA (Sem I)	41	30	41	80	80
Jul-25	BCA (Sem I)	41	32	41	43.75	71.88
Jul-25	BA (Sem I)	31	29	31	75.86	82.76
Jan-25	MBA (Sem II)	225	164	164	76	70.53
Jan-25	MCA (Sem II)	13	9	9	100	90

HEI ID: Exempted-U-0541		Name of HEI: Sharda University			Type of HEI:Entitled	
Jul-24	BBA (Sem III)	36	24	24	79.17	52.78
Jul-24	BCA (Sem III)	52	41	41	12.2	36.54
Jul-24	MCA (Sem III)	57	42	42	76.19	61.4
Jul-24	MBA (Sem III)	620	526	526	90.49	98.76

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](#)

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*
- *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*

Sharda University has adopted its dedicated Learning Management System (LMS), **Sharda Online LMS**, for delivery and management of its Online Programmes.

Learning Platform: Sharda Online Learning Management System (LMS) based on Moodle 4.5

Platform Link: <http://learn.shardaonline.ac.in>

The LMS serves as the central platform for the delivery and administration of Online Programmes and provides the necessary facilities for learner authentication, learner enrolment, course access, delivery of e-learning content, live and recorded classes, continuous assessment, discussion forums, learner participation, academic progress tracking, examination-related information, communication and reporting.

The platform is administered and controlled by **Sharda University** for the delivery of its Online Programmes. The LMS facilitates end-to-end programme delivery in accordance with the applicable UGC/DEB requirements and the University's approved academic and administrative processes.

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)

Sharda University follows the prescribed academic schedule and UGC/DEB guidelines for delivery of Online Programmes.

Learner participation and engagement are ensured through the Learning Management System (LMS) using the following mechanisms:

Live Classes: Live classes are conducted as per the approved academic schedule.

Pre-recorded Content: E-tutorials (Video Lectures) and other learning resources are made available on the LMS as per the course schedule.

Continuous Assessments: Learners participate in Continuous Assessments through the LMS, which are aligned with the course learning outcomes (COs).

Discussion Forums: Course-wise discussion forums and academic activities are provided for learner interaction. Each course includes five module-wise discussion forums to facilitate learner interaction. Faculty members initiate at least three discussion topics in each forum, covering different units of the respective module.

Progress Monitoring: Learner activity and course progress are tracked through the LMS.

Academic Schedule: Course content, live classes, assessments

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

NO

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise programmes wise)
	Not Applicable	NIL	Not Applicable	Not Applicable	Not Applicable	Not Applicable	0%

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 http://drive.google.com/file/d/1Jg-CMq6uYZNUFJ9a-uxmFwagMX5R1HlOS/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 Mandatory Disclosure Sharda University	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES Mandatory Disclosure Sharda University	
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 Sharda University Online – MBA, MCA, BBA, BCA & M.Com Degrees Sharda University	
5.	Programme-wise information on syllabus, suggested readings, contact points for	YES Sharda University Online – MBA, MCA, BBA, BCA & M.Com Degrees	

HEI ID: Exempted-U-0541

Name of HEI: Sharda University

Type of HEI:Entitled

		Sharda University	

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 SO - Academic Calender Feb'20	
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 http://drive.google.com/file/d/1NOC6g8pQXqQAL1eNL9UE1Spx0EY_w2Ai/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 Feedback Mechanism for Design, Development, Delivery, and Continuous Evaluation of Online Programmes Faculty Feedback Parent feedback Student Feedback1 Student Feedback2	

HEI ID: Exempted-U-0541

Name of HEI: Sharda University

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9.	Information regarding all the programmes recognised by the Commission	YES	
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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 human-resource-management-e-book.pdf	
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 FAQ Sharda University	
13.	List of the 'Examination Centres'alongwith 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	http://drive.google.com/file/d/1WzZqav2gGm5NriMGyUUnCSAmE7jxO3bE/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	SO - Academic Calender Feb'20	
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.	
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	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	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 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 Received	Numbers of Grievance Resolved
July 2025 to June 2026	3936	3936

9.3 Complaint Handling Mechanism

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

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

Mechanism adopted for Complaint Handling Mechanism

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

9.4 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)
6	6	Yes

Part – X: Innovative and Best Practices**10.1 Innovations introduced during academic year**

INSERT TEXT BOX

[Innovations introduced during academic year](#)**10.2 Best Practices of the HEI**

INSERT TEXT BOX

[Best Practices of the HEI](#)**10.3 Details of Job Fairs conducted by the HEI**

INSERT TEXT BOX

[Details of Job Fairs conducted by the HEI](#)**10.4 Success Stories of students of Online mode of the HEI**

INSERT TEXT BOX

[Success Stories of students of Online mode of the HEI](#)**10.5 Initiatives taken towards conversion of e-LM into Regional Languages**

INSERT TEXT BOX

[Initiatives taken towards conversion of e-LM into Regional Languages](#)**10.6 Number of students placed through Campus Placements**

INSERT TEXT BOX

[Number of students placed through Campus Placements](#)

10.7 Details of Alumni Cell and its activity

INSERT TEXT BOX

[Details of Alumni Cell and its activity](#)

10.8 Any other Information

INSERT TEXT BOX

[Any other Information](#)