

Padmashree Dr. D.Y. Patil Vidyapeeth

Centre for Internal Quality Assurance Assessment (2018-19)

A. Summary

Assessment	Total Marks	Marks Obtained
System Assessment	77	56
Expert Assessment	323	127.38
Total	400	183.38

B. Criteria-wise Marks

Sr No.	Domain	Marks	Percentage
1	LSC	28.75 out of 40	7.19 % out of 10%
2	Faculty	30 out of 80	7.5 % out of 20%
3	SLM + PPR	11.5 out of 60	2.88 % out of 15%
4	Website Info	21 out of 40	5.25 % out of 10%
5	CIQA functioning	19.88 out of 40	4.97 % out of 10%
6	Examination	36 out of 80	9 % out of 20%
7	Innovative Practices	9.75 out of 20	2.44 % out of 5%
8	Admission and Fees	19 out of 20	4.75 % out of 5%
9	Grievance	7.5 out of 20	1.88 % out of 5%
	Total	183.38 out of 400	45.84 % out of 100%

C. Marks – Grade Correlation

% Score	Grade
>= 90	Outstanding
>= 80	Excellent
>= 70	Very Good
>=60	Good
>=50	Average
>=40	Satisfactory
< 40	Unsatisfactory

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 06-11-2018	Copy of the notification: View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_notification_1162.pdf)
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1.2 Composition of Centre:

Sr No	Nominations	Name	Designation	Specialization	Start Date	End Date
1	Head	DR ASHISH JADHAV	DIRECTOR	MANAGEMENT & ENGINEERING	06-07-2018	11-11-2019
2	Member	DR VANDANA MISHRA	DIRECTOR,SCHOOL OF HOSPITALITY	HOSPITALITY	09-07-2018	11-11-2019
3	Member	DR SAYED GOUS	ASSOCIATE PROFESSOR	MANAGEMENT	20-07-2018	11-11-2019

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	internal CIQA meeting	Director,	16-05-2019	21-05-2019	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_meeting_1453.pdf)
2	internal CIQA meeting	Director,	15-11-2018	20-11-2018	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_meeting_1454.pdf)

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI	Marks
1	Maintenance of Quality in the services provided to the learners	ADVISORY BOARD FROM INDUSTRY AND ACADEMIA TO GIVE INPUTS ON ACADEMICS AND TO BRIDGE GAP BETWEEN THE INDUSTRY.	1 out of 2
2	Continuous improvement	CONTINUES EVALUATION BY REGULAR MEETINGS AND INDUSTRY ADVICES AND FEED BACK FORMS	1 out of 2
3	Identification of the key areas in which the HEI should maintain quality	SLM, SYLLABUS UPGRADATION, CONTINUES ASSESMENT	1.5 out of 2
4	Dissemination of information on quality assurance	THROUGH USERFRIENDLY WEBSITE, WEBINARS,VIRTUAL SESSIONS AND INTERACTIVE COURSE COORDINATOR.	1 out of 2
5	Mechanisms for interaction and obtaining feedback	ONLINE FEED BACK FORMS,WEBINARS,COUNSELLING	1.5 out of 2
6	Measures for qualitative improvement	REGULAR ASSESEEMENT,FEED BACK,INDUSTRY ADVISORY,FDP	1 out of 2
7	Ensuring Implementation of its recommendations through regular monitoring	REASSURANCE IN NEXT MEETING WITH POSITIVE FEEDBACK.	0.5 out of 2
8	Ensuring Participation of stakeholders	REGULAR MEETING, FEEDBACK FROM STAKEHOLDERS	1 out of 2
9	Preparation of Programme Project Report and Information regarding any new programmes launched	ALL PREPARATION PROJECT REPORT ARE PREPARED.	2 out of 2
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	THROUGH REGULAR ASSESSMENT AND MEETINGS	1 out of 2
		Total Marks	11.5 out of 20

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View	Marks
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1375.pdf)	1.5 out of 1.5
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1376.pdf)	0.75 out of 1.5
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?MvcHtmlString.Create(Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1432.pdf)	1.5 out of 1.5
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1446.pdf)	0.75 out of 1.5
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1421.pdf)	0.75 out of 1.5
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-	0 out of 1.5
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-	0 out of 1.5
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1377.pdf)	0.88 out of 1.5
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1447.pdf)	1.25 out of 1.5
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_assurance_1382.pdf)	1 out of 1.5
			Total Marks	8.38 out of 15

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

QUALITY POLICY

Mechanism Implemented

**Total
Marks**

**0 out
of 5**

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	SCHOOL OF HOSPITALITY	05-06-2019	11
2	D Y PATIL UNIVERSITY	08-06-2019	17
3	SCHOOL OF HOSPITALITY	05-06-2019	11

Details of programmes

**Total
Marks**

**1.5
out of
3**

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No	Marks
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes	1 out of 1
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes	1 out of 1
3	Whether building and grounds of the examination centre are clean and in good condition	Yes	1 out of 1
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes	1 out of 1
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes	1 out of 1
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes	1 out of 1
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes	1 out of 1
8	Whether the provision of drinking water is made for learners	Yes	1 out of 1
9	Whether adequate parking is available near the examination centre	Yes	1 out of 1
10	Whether facilities for Persons with Disabilities are available	Yes	1 out of 1
		Total Marks	10 out of 10

1.10 Total Students enrolled & fees during Academic Session 2018-19 :

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	January	UG	BACHELOR OF SCIENCE - HOSPITALITY STUDIES	11	99000
2	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	17	99000
			Total	28	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:	
Number of programmes: 1	Copy of the UGC recognition letter: View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_projul_1500.pdf)
Number of programmes recognized from January, 20 19 academic session and a copy of the UGC recognition letter:	
Number of programmes: 3	Copy of the UGC recognition letter: View (/Uploads/ODL/HEI-U-0321/CIQA/2018-19_projan_1164.pdf)

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	08-11-2018	F.No.108-1/2017(DEB-IV) dated 6/11/2018	0	29	6	0	35
2	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	08-11-2018	F.No.108-1/2017(DEB-IV) dated 6/11/2018	0	29	6	0	35

2.3 LSC wise enrolment details

1 . Name of College/institute where LSC is established: D Y UNIVERSITY , SCHOOL OF OPEN AND DISTANCE LEARNING

Address of College/institute where LSC is established: SEC 7, VIDYA NAGARI,NERUL,NAVI MUMBAI

Name of HEI to which College/institute is affiliated (where LSC is established): SCHOOL OF OPEN AND DISTANCE LEARNING

Whether the College/institute is private or Govt (where LSC is established): Private

Coordinator Details: MRS BHAKTI NAIK (MBA) and Contact: 9820922541

Programmes offered: BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF SCIENCE - HOSPITALITY STUDIES, BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF SCIENCE - HOSPITALITY STUDIES

Total enrolled student: 65

No. of Counsellors: 2

Sr No	Counsellor Name	Qualification	Contact Details
1	MR MOHAN BHOSALE	B COM	8652781419
2	MRS NEHA SHARMA	M Sc in Literature	7506069656

LSC wise enrolment details	Total Marks
College or Institute affiliated to a recognized university(other than a Private University)	2.5 out of 5
Qualified Co-ordinators	5 out of 5
Qualified Counsellors	3.75 out of 5
LSCs within territorial jurisdiction	5 out of 5
Total Marks	16.25 out of 20

Total enrolled students per counsellor (100:1)	Total Marks	5 out of 5
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Part - 3:Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	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
1	January	UG	BACHELOR OF SCIENCE - HOSPITALITY STUDIES	0	0	0	0	0
2	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	35	0	0	0	0

Percentage of student passed	Total Marks	0 out of 10
Percentage of students passed in first class	Total Marks	0 out of 10
	Total Marks	0 out of 20

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address	Marks
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	No www.dypatildistancelearning.com (http://www.dypatildistancelearning.com)	0 out of 3
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	No	0 out of 3
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes	3 out of 3
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes	2.5 out of 3
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes	2.5 out of 3
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes	2.5 out of 3
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes	0.5 out of 3
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 Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	2.5 out of 3
9	Information regarding any new programmes launched and those proposed for the next two years	Yes	2 out of 2
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	No	1 out of 3
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes	2.5 out of 3
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes	2 out of 2
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	No	0 out of 3

Sr No	Provision	Yes/No with explicit link address	Marks
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	No	0 out of 3
		Total Marks	21 out of 40

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

i) No. of examination centres inspected during conduct of exam.
ii) No. of cases of unfair means reported.
iii) Disciplinary action taken.
iv) Detail of observer of the examination centres appointed by HEI and its reports.
1. NOT APPLICABLE, EXAM CONDUCTED AT HQ. 2. NO CASE OF UNFAIR MEANS OBSERVED OR REPORTED DURING EXAM 3. NOT APPLICABLE . 4. THE EXAM WAS CONDUCTED UNDER SUPERVISED AND MONITORED ENVIRONMENT. THE NAMES OF THE OBSERVER :1 . DR SYED GOUS, 2. MR AJAY SINGH.

Processes	Marks
No. of examination centres inspected during conduct of exam	1 out of 2
No. of cases of unfair means reported	1.5 out of 2
Disciplinary action taken	1.5 out of 2
Total Marks	4 out of 6

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1 . BACHELOR OF SCIENCE - HOSPITALITY STUDIES

Academic Session:January

Level: UG

No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	SWAPNIL SALVI (ASST PROFESSOR)	Regular	6/09/2018	Teaching: 7 Months Industrial: 10 Months	50000
2	KISHOR MHASKE (ASST PROFESSOR)	Regular	14/09/2018	Teaching: 6 Months Industrial: 20 Months	55000

2 . BACHELOR OF BUSINESS ADMINISTRATION

Academic Session:January

Level: UG

No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	SWAPNIL SALVI (ASST PROFESSOR)	Regular	6/09/2018	Teaching: 7 Months Industrial: 10 Months	50000
2	KISHOR MHASKE (ASST PROFESSOR)	Regular	14/09/2018	Teaching: 6 Months Industrial: 20 Months	55000

3 . BACHELOR OF SCIENCE - HOSPITALITY STUDIES

Academic Session:July

Level: UG

No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	SWAPNIL SALVI (ASST PROFESSOR)	Regular	6/09/2018	Teaching: 7 Months Industrial: 10 Months	50000
2	KISHOR MHASKE (ASST PROFESSOR)	Regular	14/09/2018	Teaching: 6 Months Industrial: 20 Months	55000

4 . BACHELOR OF BUSINESS ADMINISTRATION

Academic Session:July

Level: UG

No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	SWAPNIL SALVI (ASST PROFESSOR)	Regular	6/09/2018	Teaching: 7 Months Industrial: 10 Months	50000
2	KISHOR MHASKE (ASST PROFESSOR)	Regular	14/09/2018	Teaching: 6 Months Industrial: 20 Months	55000

Compliance status	Marks
Adequacy	1.5 out of 2
Qualified	0 out of 2
Experienced	1.5 out of 4
Total Marks 8 marks/programme	30 out of 80

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

not applicable to us since our are teaching delivery is through print mode.

Compliance status	Marks
Learning Material (Print)	0.5 out of 4
Audio-Video Material	0 out of 4
Online Material	0 out of 4
Computer based Material	0 out of 4
Curriculum & Pedagogy	0 out of 4
Total Marks	0.5 out of 20

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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.

it is designed keeping in mind the learner ability to understand the subject. clear instruction and step by step guidelines are given in the self learning material to give a better understanding of the subject. assignments, case studies and question banks are there in the learning material to stimulate the thinking and creative ability of the learner.

Compliance status	Total Marks
Process formulated	2 out of 10
Process implementation including approval of its statutory authorities	2 out of 10
Total Marks	4 out of 20

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

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.

.Program objective and outcome of various subject are prepared as per guidelines of PPR. .School of open and distance learning has targeted the potential students and learner are per guidelines of PPR. .Admission procedure and enrollment of the students is at par with PPR . .The study material and learner support material is at par with PPR led down for school of open and distance learning.

Compliance status	Total Marks
Process formulated	3.5 out of 10
Process implementation including approval of its statutory authorities	3.5 out of 10
Total Marks	7 out of 20

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

note applicable as head quater act as a learner support center.

Compliance status	Marks
Process followed for Identification of LSCs	2 out of 4
Approval of the LSCs by CIQA	2 out of 4
Approval of the LSCs by its Statutory Authorities	2 out of 4
Total Marks	6 out of 12

Part - 10: Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - XI of UGC (ODL) Regulations, 2017:

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.

.School of open and distance learning a clear ,unbiased and easy to understand policy put in place to address grievances. .Grievance policy for school in open and distance learning are displayed on the portal.. .School of open and distance learning is maintaining confidentiality of the complainant best way possible. .We have given a mechanism in place if the complainant want to withdraw a complaint . .The right and responsibilities of the learners are clearly made aware to the students .

Mechanism for Grievance Redressal Type of grievances received Actions taken	Total Marks	7.5 out of 20
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Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No	Marks
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card)	Yes	2 out of 2
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes	2 out of 2
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes	2 out of 2
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, 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 in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes	2 out of 2
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	2 out of 2
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes	2 out of 2
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and 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 centre to the Higher Educational Institution.	Yes	2 out of 2
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes	2 out of 2
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes	2 out of 2
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes	2 out of 2
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes	2 out of 2

Sr No	Provision	Whether being complied Yes/No	Marks
		Total Marks	22 out of 22

Part - 11.2: Observer Report

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Observer Report	Total Marks	0 out of 22
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Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No	Marks
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - <ul style="list-style-type: none"> i. as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; ii. with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; iii. only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution. 	Yes	1 out of 1
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes	1 out of 1
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	No	0 out of 1
4	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	Yes	1 out of 1

Sr No	Provision	Whether being complied Yes/No	Marks
5	<p>The 'Every Higher Educational Institution shall –</p> <ul style="list-style-type: none"> i. record Aadhaar details or other Government identifiers of learner; ii. maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; iii. exhibit such records on its website iv. The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs. 	Yes	1 out of 1
6	<p>Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus 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. '7' to '17' below</p>	Yes	1 out of 1
7	<p>Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment</p>	Yes	1 out of 1
8	<p>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 course or programme of study and the time within, and the manner in, which such refund shall be made to the learner</p>	Yes	1 out of 1
9	<p>The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources</p>	Yes	1 out of 1
10	<p>The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution</p>	Yes	1 out of 1
11	<p>The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority</p>	Yes	1 out of 1
12	<p>The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test</p>	Yes	1 out of 1
13	<p>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 part time or visiting or contractual basis</p>	Yes	1 out of 1
14	<p>Pay and other emoluments payable for each category of teachers and other employees</p>	Yes	1 out of 1
15	<p>Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution</p>	Yes	1 out of 1
16	<p>Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study</p>	Yes	1 out of 1
17	<p>Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately</p>	Yes	1 out of 1

Sr No	Provision	Whether being complied Yes/No	Marks
19	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 course or programme of study conducted by it	Yes	1 out of 1
20	No Higher Educational Institution shall, issue or publish- i. 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; or ii. 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 authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes	1 out of 1
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes only from the academic session specified in the recognition order	Yes	1 out of 1
		Total Marks	19 out of 20

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

.webinars .case studies .faculties videos explaining the topic. .interactive quiz .case study. .student involvement by giving him assignment which are video based.

ii) Give Best Practices of Institution

• Webinars, Virtual Session conducted on a regular basis • Audio visual presentation for east learning • Power points presentations, Workshops & Seminars conducted through web portal. • Digital library to explore the relevant subjects. • Industry interaction, Case Studies to learn from experts and to learn current trends. • Interactive Sessions, Discussion Forum to stimulate students thinking and innovating capacities .

iii) Any other Information

Digital learning protal has been set up .

Processes	Marks
Innovation introduced during academic year	2.5 out of 5
Give Best Practices of Institution	2.25 out of 5
Total Marks	4.75 out of 10

Part - 14: Plan of Institution for next year

<p>To introduce more course through distance learning mode. • To identify potential students who are looking for to continue their education through distance learning mode. • To reach maximum potential students through effective marketing tools. • Identifying effective tools to make student understand the importance of LMS in distance education. • To simplify registration and enrolment process to make admission process hassle free for potential students. • To create system of financial assistance through easy EMI and hassle-free loans availability for economically weak students. • To create a round the clock system for assisting students via emails, chats and direct contact with concerned faculties. • To create a competitive yet manageable examination system to encourage innovative & creative thinking in students • Impart quality education through easy platform to masses at affordable cost. • To impart skills to improve the employability quotient in country.</p>
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Plan of Institution for next year	Total Marks	5 out of 10
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