

HEI ID: HEI-Exempted-U-0505

Name of HEI: Chhatrapati Shahu Ji Maharaj University, Kanpur

Type of HEI: State University

Annual Report

OF

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

PROGRAMMES UNDER

ONLINE MODE

2024 – 25

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Part – I: General Information

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

File – 1 Attached

1.2 Details of Director, CIQA

- Name : **Prof. Sandeep Kumar Singh**
- Qualification: **Ph.D.**
- Appointment Letter and Joining Report: **File -2 Attached**

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. Vinay Kumar Pathak Ph.D.	Computer Science and Engineering	23.04.2024
b.	Three Senior teachers of HEI	Member 1	Prof. Vipatti Katiyar Ph.D.	Science	23.04.2024
		Member 2	Prof. Rajesh Kumar Dwivedi Ph.D.	Experimental Condensed Matter Physics	23.04.2024
		Member 3	Prof. D.C. Srivastava Ph.D.	Philosophy	23.04.2024
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof. Sudhanshu Pandiya Ph.D.	Business Management	23.04.2024
		Member 5	Dr. Alok Kumar Ph.D.	Artificial Intelligence	23.04.2024
		Member 6	Dr. Kiran Jha Ph.D.	Sociology	23.04.2024
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. Manjulika Srivastava	Education	23.04.2024
		Member 8	Prof. Jeetendra Pande Ph.D.	PhD (CSE)	23.04.2024
e.	Officials from departments of HEI	Member 9 Administration	Mr. Rakesh Kumar	MA Anthropology	23.04.2024

S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none"> Administration Finance 	Member 10 Finance	Mr. Rakesh Kumar	PG	23.04.2024
f.	Director, CIQA	Member Secretary	Prof. Sandeep Kumar Singh Ph.D.	Social Work	23.04.2024

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

NA, 2 years yet to be completed

If No, reason thereof

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 2

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	04.05.2024	02	File-4A	Annexure-3
Meeting 2	17.04.2025	02	File-4B	Annexure-4

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

Not Applicable

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of 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.

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

Not Applicable

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:

Not Applicable

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

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

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

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

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

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

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

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

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

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

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

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Learner-centric services ensured: timely admissions, responsive grievance redressal, LMS access, digital library, counselling. Outcome: High learner satisfaction & retention.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Periodic self-assessment, academic audits, learner surveys conducted. Outcome: Improved pedagogy & support systems.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	CIQA identified curriculum relevance, e-learning resources, timely evaluation, and employability skills as priority areas. These areas have been targeted for improvement through academic and administrative reforms.	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Benchmarks were set for curriculum design, contact hours, evaluation methods, and learner support services to align ODL/OL quality with face-to-face programmes.	

5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Structured feedback systems from learners, faculty, alumni, employers, and parents were developed through online surveys, focus groups, and periodic meetings. Action taken reports were shared with stakeholders.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Recommendations included ICT integration, increased field-based assignments, enhanced counselling support, and faculty development workshops. These were considered by institutional authorities.	
7.	Implementation of reviews	Regular CIQA review meetings were conducted to monitor implementation. The cycle of recommend-review-improve was institutionalised.	
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.	Regular CIQA review meetings were conducted to monitor implementation. The cycle of recommend-review-improve was institutionalised.	
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	Best practices such as blended tutorials, peer learning, online discussion forums, and e-content repositories were documented and shared with faculty and learners.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Comprehensive MIS was developed to track enrolment, completion rates, learner satisfaction, and employability data. Reports were regularly published.	

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's PPR was thoroughly reviewed to ensure compliance with UGC/Regulatory body guidelines before launch.	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	CIQA monitored implementation through academic audits, course delivery tracking, and feedback analysis to ensure adherence to PPR.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Annual academic plans and reports were systematically archived, periodically reviewed, and actionable insights were generated for improvement.	
14.	Inputs provided to the Higher Educational market.	CIQA recommended inclusion of skill-based courses, industry-aligned curriculum, and elective options to enhance employability.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Action research and surveys were carried out on learner needs, leading to more personalised academic counselling and improved learner support mechanisms.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	CIQA served as a nodal unit for preparing NAAC-related documents, collating data, and ensuring readiness for accreditation.	

17.	Measures adopted to institutionalisation of enhancement practices	Internal academic and administrative audits were carried out periodically. Outcomes were integrated into institutional policies.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	CIQA facilitated smooth communication with UGC by timely submission of compliance reports, data, and responding to quality-related directives.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Information on best practices was collected through academic networking, NAAC reports, and inter-university workshops, then customised for institutional use.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	CIQA compiled a comprehensive annual report detailing initiatives, outcomes, and action plans for quality enhancement.	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Annual Reports were submitted to the University's statutory bodies and to UGC in the prescribed format, after due approval.	
	(a) 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.		

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	Regular monitoring was conducted on CIQA's performance. Reports on quality systems and processes were generated and reviewed by the competent authority.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	Instructional design models aligned with ODL philosophy were adopted, including modular course design, self-learning material preparation, and e-resources.	

24.	Promoted automation of learner support services of the Higher Educational Institution	Learner services such as admission, fee payment, assignment submission, grievance redressal, and result declaration were digitised through ERP/LMS.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Subject experts and agencies were engaged for course validation, curriculum review, and quality checks on e-learning materials.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Third-party academic audits were facilitated to ensure impartial review of programme delivery and learner services.	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	CIQA coordinated the preparation and submission of Self-Appraisal Reports to NAAC/other accreditation bodies on behalf of the institution.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	Collaborations were fostered with national institutions, industry partners, and EdTech platforms to enhance the quality of ODL and online programmes.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	MoUs were signed with industry partners for internships, skill workshops, and live projects to improve employability of learners.	

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 ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	CIQA ensured a robust governance structure with defined roles, transparent decision-making, and participative leadership. Strategic & operational plans were aligned with institutional vision. Outcome: Streamlined management processes and accountability.	
2.	Articulation of Higher Educational Institution Objectives	Institutional objectives were clearly defined in alignment with NEP 2020, focusing on learner-centric ODL/OL delivery, inclusivity, employability, and technology integration. Outcome: Clear direction and purpose communicated to stakeholders.	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Curriculum developed in consultation with experts, aligned with regulatory guidelines and industry needs. Flexible electives introduced. Implementation monitored through LMS. Feedback system institutionalised. Outcome: Learner satisfaction, relevance, and employability improved.	
4.	Programme Monitoring and Review	Periodic monitoring through academic audits, learner performance analysis, and faculty review meetings. Mid-course corrections implemented. Outcome: Continuous programme quality improvement.	
5.	Infrastructure Resources	ICT-enabled classrooms, LMS, digital libraries, online assessment systems, and learner support centres strengthened. Outcome: Enhanced learner accessibility and resource utilisation.	
6.	Learning Environment and Learner Support	Student orientation programmes, counselling, mentoring, and 24/7 e-support introduced. Dedicated helpdesks for grievance redressal established.	

		Outcome: Supportive environment and reduced dropout rates.	
7.	Assessment and Evaluation	Continuous assessment via assignments, quizzes, discussion forums, and proctored exams ensured. Transparent grading system adopted. Outcome: Fair, reliable, and holistic learner evaluation.	
8.	Teaching Quality and Staff Development	Regular Faculty Development Programmes (FDPs), training on digital pedagogy, and workshops on ODL methodology conducted. Outcome: Improved teaching competency and digital readiness of faculty.	

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 :

S r.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	Annual academic calendars prepared in advance with clear timelines for admissions, counselling, course delivery, assignment submission, and examinations. Outcome: Structured learning process and timely course completion.	
2.	Validation	Programme Project Reports (PPRs), curriculum, and instructional materials validated by internal committees and external subject experts. Outcome: Academic rigour and compliance with UGC standards maintained.	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External	a. Regular monitoring of Learner Support Centres (LSCs) through periodic reports on enrolment, counselling sessions, grievances, and learner participation. Outcome: Improved efficiency and accountability at LSCs. b. Examination centres submitted structured reports on logistics, exam conduct, and malpractice-free delivery. Outcome: Transparent and credible evaluation ensured. c. Third-party auditors conducted academic and administrative quality audits. Outcome: Independent feedback for quality enhancement incorporated.	

	<p>Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>d. Data analytics on enrolment, learner progression, completion rates, and faculty performance were reviewed periodically. Outcome: Data-driven decision making and targeted interventions.</p> <p>e. Institutional MIS and dashboards prepared regular analytics for authorities and stakeholders. Outcome: Transparency and evidence-based governance.</p> <p>f. Biannual internal reviews and end-of-year CIQA review conducted, focusing on learner outcomes, teaching quality, and administrative efficiency. Outcome: Continuous improvement cycle institutionalised.</p>	
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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, 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

Mention details such as Regular Employee, Designation, Qualification, Salary (Attach appointment letters and joining report)

Prof. Sandeep Kumar Singh, Director, CIQA, Ph.D.
File 5

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

Or

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

Mention details such as Regular Employee, Designation, Qualification, Salary (Attach appointment letter and joining report)

Prof. Ashish Kumar Srivastava, Deputy Director, Technical, Ph.D.
File 5

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

Or

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

Mention details such as Regular Employee, Designation, Qualification, Salary (Attach appointment letter and joining report)

Dr. Anshu Singh, Assistant Director, Ph.D.
Dr. Sanjeev Kumar Singh, Assistant Director, Ph.D.
File 5

3.4 Compliance status in respect of Human Resource – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

Insert box

Enclosed FILE 6- Annexure-IV

i. Programme name: BCA, MCA, BBA, MBA, B.Com, M.Com

a. Programme Coordinator/Faculty/Course Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining program me
1.	Mr. Arpit Dubey-BCA	PG	03	Contract, 57700/-	16.08.2024
2.	Dr. Namita Tiwari-MCA	Ph.D.	10	Contract, 70000/-	16.08.2024
3.	Mrs. Sonam Gupta-MBA	PG	04	Contract, 57700/-	16.08.2024
4.	Mr. Manoj Kumar-BBA	PG	03	Contract, 57700/-	16.08.2024
5.	Mrs. Pallavi Mishra-M.Com	PG	04	Contract, 57700/-	16.08.2024
6.	Mrs. Mansi Bajpai	PG	04	Contract, 57700/-	16.08.2024

* As per undertaking cum declaration submitted to DEB-UGC. **File 7**

b. Course Coordinator

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

c. Course mentor

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

Any other details

3.5 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

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

(Attach duly attested photocopy of appointment letter with salary details **FILE 8**)

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:

i. Technical Team for Development of e-Content as Self-Learning e- Modules:

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

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

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	Yes
Technical Assistant (LMS and Data Management)	2	NO

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

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	Yes
Technical Assistant (Admission, Examination and Result)	2	NO

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

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	YES	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning 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.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	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	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	YES	
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

Not Applicable due to No Admission in Both the Batches

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

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Upload guidelines YES File 9	

2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Upload mechanism Yes File 9	
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>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;</p> <p>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.</p>	Yes File 9	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes File 9	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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.	Upload sample question paper Yes File 10	
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	Upload sample NO	No Admission till date
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Upload Process Yes File 11	
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.	Upload list Yes (Exam and evaluation both will be conducted in University Campus Only) File 12	

10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	Proposed to be implemented in next examination.
	(b) Availability of biometric system	No	Proposed to be implemented in next examination.
	(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 The admit card was generated through Samarth portal	
	(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 centre to the Higher Educational Institution	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Upload Sample and list No	CCTV recordings will be maintained from Next Session
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Upload details of Observer assigned NO	No Exam conducted and hence, no Observer Appointed.

	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Upload Observer Report NO	No Exam conducted and hence, no Observer Appointed.
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	Yes Only CSJM University is selected for conducting examinations	
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.	Upload samples No	No admission till date
	(b) Each award shall also be uploaded on the National Academic Depository	No	No admission till date

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	Upload samples No	No Admission till date
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4.4 Result and Student Progression For UG, PG and PGD programmes:

Not Applicable due to No Admission in Both the Batches

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
<Month, Year>	1.					
	N.					
<Month, Year>	1.					
	N.					

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

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

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

Yes

Upload samples and authority approval

<https://csjmu.ac.in/decode/program-project-report-of-ol/>

File 13

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.

Yes

Upload samples and authority approval: As per Annual Report File 14

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.

Yes

Upload samples and authority approval: As per Annual Report File 15A and File 15B

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*

CIQA, CSJMU is using Samarth Learning Management System

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)

No as no admission took place till date

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 wise – programmes wise)

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
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. (File 16) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20016%20ACADEMIC%20COUNCIL%20MINUTE.pdf	Yes	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities. (File 17) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20017%20OL%20PERMISSION%20LETTER%20Recognition%20Details_20250218145426.pdf	Yes	

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. (File 18) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20018%20Pospectus-CDOE.pdf	Yes	
5.	Programme-wise information on syllabus, suggested readings, contact points for	Yes	

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. (File 19) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20019%20PPR.pdf		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc. (File 20) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20020%20Academic%20Calander.pdf	Yes	
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. (File 21) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20021%20Online_Programme_Delivery_Policy.pdf	Yes	

8.	<p>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. (File 22)</p> <p>https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20022%20Feedback%20Mechanism%20Policy.pdf</p>	Yes	
9.	<p>Information regarding all the programmes recognised by the Commission (File 23)</p> <p>https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20023%20OL%20PERMISSION%20LETTER%20RecognitionDetails_20250218145426.pdf</p>	No	No Admissions

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 (File 24) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%2024%20Data%20of%20year-wise%20and%20programme-wise.pdf	Yes	
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; (File 25) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%2025%20Information%20available%20regarding%20Self-Learning%20Materials%20(SLM).pdf	Yes	
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 (File 26) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%2026%20Online%20Learning%20FAQs.pdf	No	
13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Online programmes (File 27) https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%2027%20Examination%20Centres.pdf	No	No Admission on LSC

	02425/olannualreports/File%20027%20Examination%20Centre.pdf		
14.	<p>Details of proctored examination in case of end semester examination or term end examination of Online programmes (File 28)</p> <p>https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20028%20Proctored%20examination.pdf</p>	Yes	
15.	<p>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. (File 29)</p> <p>https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20029%20Academic%20Calander.pdf</p>	Yes	
16.	<p>Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance (File 30)</p> <p>https://csjmu.ac.in/dcode/letter/annualreports/202425/olannualreports/File%20030%20Third%20party%20Audit.pdf</p>	No	Will be conducted soon

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.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
3.	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- (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.	Yes

4.	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
5.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	Yes
6.	<p>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 Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <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
7.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an</p>	Yes

	<p>International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning 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 Open and Distance Learning 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 Open and Distance Learning mode, which shall be in consonance with the resources	Yes

8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	No
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning 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	Yes

	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	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	Yes

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

No

If No, reason thereof:

Not Applicable due to No Admission in Both the Batches

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.

INSERT TEXT BOX

Yes, Its published online on website

File 31 enclosed

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
00	00

9.3 Complaint Handling Mechanism

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

INSERT TEXT BOX

Yes

Er. Somesh Kumar Mehrotra, Technical Manager (Admission, Examination and Results)

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)
00	00	Yes

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

INSERT TEXT BOX

Yes, CIQA is collaborated with University Innovation Team

10.2 Best Practices of the HEI

INSERT TEXT BOX

Yes, CIQA is working on best practices

10.3 Details of Job Fairs conducted by the HEI

INSERT TEXT BOX

No Not Yet but certainly arranged in the upcoming sessions

10.4 Success Stories of students of ODL mode of the HEI

INSERT TEXT BOX

No, Not Yet because no batch has been completed

10.5 Initiatives taken towards conversion of SLM into Regional Languages

INSERT TEXT BOX

No, However CIQA will take steps in the coming session

10.6 Number of students placed through Campus Placements

INSERT TEXT BOX

No Not Yet because no batch has been completed

10.7 Details of Alumni Cell and its activity

INSERT TEXT BOX

Yes Yet to be Established

10.8 Any other Information

INSERT TEXT BOX

No

DECLARATION


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


Signature of the Director:

Name: Prof. Sandeep Kumar Singh

Seal:

Date: 30/08/2025


Signature of the Registrar:

Name: Shri Rakesh Kumar

Seal:

Date: 30/08/2025

REGISTRAR
C.S.J.M. UNIVERSITY
KANPUR

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