



SHIVAJI UNIVERSITY, KOLHAPUR

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Internal Quality Assurance Cell ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023-24

Name of the Department – Centre for Distance Education & Online Education (CDOE)

Date: - 25-07-2024

Commendations by the AAA Committee	• Well developed infrastructure. • SIM materials are well developed. • Good number of supportive staff.
Recommendations of the AAA Committee	• Number of online course as NEP need to be started. • Well defined future plan needed. • MoU should be strengthened with other Open Universities.

Grade Obtained by the Department:

B

(A = Excellent, B = Very Good, C = Good, D= Fair, E = Poor)

Signatures of the AAA Committee

Name		Sign
Prof. S. H. Bhosale	Chairman	
Prof. Devaraju Kuramkote Shivanna	Member	
Prof. Dr. J. P. Jadhav	Co-ordinator	



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Shivaji University, Kolhapur

Centre for Distance and Online Education

Minutes of Meeting 20th August 2024

Meeting minutes of the committee constituted for the Centre for Internal Quality Assurance (CIQA) was held under the chairmanship of Hon'ble Vice Chancellor, Prof. (Dr.) D. T. Shirke on Tuesday 20th August, 2024 at 4.00 p.m. at the Management Council Hall, Main Building, Shivaji University, Kolhapur.

The following members were present for the meeting:

- | | | |
|---|---|--------------------|
| 1 | Prof. (Dr.) D. T. Shirke,
Hon'ble Vice Chancellor | Chairman |
| 2 | Prof. (Dr.) S. S. Mahajan,
Dean, Faculty of Commerce and Management | Member |
| 3 | Prof. (Dr.) N. V. More,
Head, Department of Marathi | Member |
| 4 | Dr. Vaibhav Jadhav,
Savitribai Phule Pune University, Pune | Member |
| 5 | *Dr. (Smt.) Sanjeevani Mahale, (Online)
Yashwantrao Chavan Maharashtra Open University, Nashik | Member |
| 6 | Shri. V. B. Shinde,
Deputy Registrar, Centre for Distance and Online Education | Member |
| 7 | Prof. (Dr.) S. D. Delekar,
Director, Centre for Internal Quality Assurance | Member – Secretary |

Prof. (Dr.) P. S. Patil, Hon'ble Pro-Vice Chancellor & Dr. V. N. Shinde, Registrar were present for the meeting as a guest member. Prof. (Dr.) Smt. S. H. Thakar, I/c Dean, Faculty of Science and Technology and Smt. P. R. Deshmukh, Deputy Registrar, Finance and Accounts Section were unable to attend the meeting.

Dr. S. D. Delekar, Director, Centre for Internal Quality Assurance welcomed the members of the committee, and also presented an action taken report.

The agenda for the meeting was taken item-wise and discussions for each were followed by the recommendations as follows:

- Item No. 1 Confirmation of the meeting minutes held on 10th June, 2024.
(Note : A meeting of the committee constituted under the Centre for Internal Quality Assurance (CIQA) was held on 10th June, 2024. A copy of the meeting minutes is enclosed herewith for confirmation.)
- Resolution : Minutes of meeting held on 10th June, 2024 are confirmed and approved by the Committee.

- Item No. 2 Consideration of the ODL Programmes Annual Report of the Centre for Internal Quality Assurance (CIQA) for the year 2023-24.
(Note : University Grants Commission, New Delhi has communicated to University vide e-mail dated 01th July, 2024 to submit the Annual Report of ODL Programmes for the academic year 2023-24 on or before 31st August, 2024. Accordingly, the Centre for Distance and Online Education has prepared the Annual Report of the academic year 2023-24. A copy of the Annual Report is enclosed for consideration.)
- Resolution : The ODL Programmes Annual Report of CIQA prepared by Centre for Distance and Online Education for the Academic Year 2023-24 is approved and recommended to the Management Council for final approval.
- Item No. 3 Consideration of the OL Programmes Annual Report of the Centre for Internal Quality Assurance (CIQA) for the year 2023-24.
(Note : University Grants Commission, New Delhi has communicated to University vide e-mail dated 01th July, 2024 to submit the Annual Report of OL Programmes for the academic year 2023-24 on or before 31st August, 2024. Accordingly, the Centre for Distance and Online Education has prepared the Annual Report of the academic year 2023-24. A copy of the Annual Report is enclosed for consideration.)
- Resolution : The OL Programmes Annual Report of CIQA prepared by Centre for Distance and Online Education for the Academic Year 2023-24 is approved and recommended to the Management Council for final approval.
- Item No. 4 Consideration of the possibility of providing concessions or waivers in processing fees for students enrolled in Dual Degree Programs.
(Note : The feasibility of implementing concessions in processing fees for students pursuing dual degrees. This aims to make education more accessible and encourage students to take advantage of dual degree opportunities.)
- Resolution : The subject has been withdrawn and will be presented separately to the Academic Council.
- Item No. 5 The admission process without Transfer Certificates (TC) or Migration Certificates (MC) for Centre for Distance and Online Education students is for consideration.
(Note : The implications of allowing admissions without TC/MC, particularly in addressing barriers to enrolment, issues related to pending eligibility in the first year, and the impact on admissions for the second year. This proposal seeks to streamline the process and support continuous enrolment for CDOE students.)
- Resolution : The admission process for Centre for Distance and Online Education students without Transfer Certificates (TC) or Migration Certificates (MC) is approved. Guidelines should be prepared for the same.

- Item No. 6 Review of the proposal to publish merit lists / issue Rank Certificates for distance education students, similar to the process for regular students.
(Note : Previously, rank certificates included both regular and distance education students together, it is for discussion whether to continue this general practice or to issue separate rank certificates for distance learners, considering the distinct methods of learning and assessment in these two modes. This approach would better reflect the unique achievements and challenges of distance learners.)
- Resolution : Guidelines should be prepared for publishing merit lists and issuing Rank Certificates to distance education students.
- Item No. 7 Consideration of the mechanism to ensure the proper implementation of the Programme Project Report (PPR).
(Note : To finalize the mechanism to ensure that the PPR is executed effectively and that it meets the required academic standards, contributing to continuous improvement in program quality.
- Resolution : To ensure a proper mechanism of Programme Project Report (PPR), committee should be constituted under the Deans of the respective programmes.
- Item No. 8 Any other items with prior permission of the Chairman.
a. To increase student enrollment in various courses at the Centre, an internal committee has been constituted under the chairmanship of the Deputy Registrar, CDOE, to suggest appropriate measures. The recommended measures should be implemented effectively, with continuous follow-up to ensure success.

The meeting was concluded with vote of thanks.


Prof. (Dr.) S. D. Delekar
Director
Centre for Internal Quality Assurance
Member-Secretary


Prof. (Dr.) D. T. Shirke
Vice Chancellor
Chairman



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Shivaji University, Kolhapur **Centre for Distance and Online Education**

Minutes of Meeting 23rd June 2025

Meeting minutes of the committee constituted for the Centre for Internal Quality Assurance (CIQA) was held under the chairmanship of Hon'ble Vice Chancellor, Prof. (Dr.) D. T. Shirke on Monday 23rd June, 2025 at 4.00 p.m. at the Management Council Hall, Main Building, Shivaji University, Kolhapur.

The following members were present for the meeting:

- | | | |
|----|---|--------------------|
| 1 | Prof. (Dr.) D. T. Shirke,
Hon'ble Vice Chancellor | Chairman |
| 2 | Prof. (Dr.) S. S. Mahajan,
Dean, Faculty Commerce and Management | Member |
| 3 | Prof. (Dr.) M. S. Deshmukh,
Dean, Faculty of Humanities | Member |
| 4 | Prof. (Dr.) P. B. Mane,
Head, Department of English | Member |
| 5 | Dr. M. T. Gophane,
Head, Department of Mathematics | Member |
| 6 | Prof. (Dr.) Smt. D. R. Ingavale,
I/c Director, MBA Unit | Member |
| 7 | Dr. Vaibhav Jadhav, (Online)
Director, School of Open and Distance Learning,
Savitribai Phule Pune University, Pune | Member |
| 8 | Dr. Shivaji Sargar,
Director, Centre for Distance and Online Education,
Mumbai University, Mumbai | Member |
| 9 | Dr. K. B. Patil,
I/c Director, Centre for Distance and Online Education | Member |
| 10 | Shri. V. B. Shinde,
Deputy Registrar, Centre for Distance and Online Education | Member |
| 11 | Smt. P. R. Deshmukh,
Deputy Registrar, Finance and Accounts | Member |
| 12 | Prof. (Dr.) S. D. Delekar,
Director, Centre for Internal Quality Assurance | Member – Secretary |

Prof. (Dr.) P. S. Patil, Hon'ble Pro-Vice Chancellor & Dr. V. N. Shinde, Registrar were present for the meeting as a guest member. Prof. (Dr.) A. M. Gurav, Head, Department of Commerce and Management were unable to attend the meeting.

Dr. S. D. Delekar, Director, Centre for Internal Quality Assurance welcomed the members of the committee, and also presented an action taken report.

The agenda for the meeting was taken item-wise and discussions for each were followed by the recommendations as follows:

Item No. 1 Confirmation of the meeting minutes held on 20th August, 2024.

(Note : A meeting of the committee constituted under the Centre for Internal Quality Assurance (CIQA) was held on 20th August, 2024. A copy of the meeting minutes is enclosed herewith for confirmation.)

Resolution : Minutes of meeting held on 20th August, 2024 are confirmed and approved by the Committee.

Item No. 2 Consideration of e-content Policy for ODL and OL Programmes.

(Note : Centre for Distance and Online Education is offering ODL and OL programmes. These programmes are UGC-DEB recognized and AICTE approved. As per UGC guidelines e-content is one of the four important quadrants.

The e-content Policy is made to ensure smooth functioning and standard procedures. It will help in maintaining quality, consistency, and proper workflow in the creation and management of e-content. Draft of the Standard Operating Procedure (SOP) for e-Tutorial has been prepared. Hence, a copy of e-content Policy for ODL and OL Programmes is for consideration.)

Resolution : The e-content Policy made for ODL and OL Programmes is approved with modifications and recommended to the Management Council for final approval.

Item No. 3 Preparation of the Academic Plan for ODL and OL programmes for the Academic Year 2025-26.

(Note : In accordance with quality assurance norms, the academic plan is prepared which outlines the course delivery schedule, academic calendar, mode of instruction, assessment strategies, and learner support mechanisms. The plan aims to ensure structured implementation of academic activities and enhance learner engagement. It will ensure effective delivery and compliance with regulatory standards. Hence, a copy of Academic Plan is for approval.)

Resolution : Academic Plan for the Academic Year 2025-26 is approved.

Item No. 4 Preparation of Programme Project Reports (PPRs) for Online M.Com. and Online M.Sc. (Mathematics) Programmes.

(Note : UGC, New Delhi has Entitled to offer Online M.Com. and Online M.Sc. (Mathematics) Programme through Online Mode from the academic session February, 2025 under Centre for Distance and Online Education. The PPRs of the said programmes are developed in accordance with the UGC regulations and cover details such as programme objectives, eligibility, course structure, credits, learning outcomes and student support.

Hence, the copies of Programme Project Reports (PPRs) for Online M.Com and Online M.Sc. Mathematics are for approval.)

Resolution: Programme Project Reports (PPRs) of Online M.Com. and Online M.Sc. (Mathematics) Programmes is approved with modifications. Two years syllabus should be ~~mentioned~~ ^{included} in the PPR.

(Second year syllabus of Mathematics Programme)

Item No. 5 Reconsideration of the earlier agenda Item No. 5 & 6 of CIQA as recommended by the designated committee.

(Note: The subcommittee is designated for the preparation of guidelines regarding TC/MC, Merit List and Rank Certificates, it is proposed to collect information and guidelines followed by other universities in Maharashtra and frame the current ordinance accordingly.

Resolution: The earlier agenda Item No. 5 & 6 of CIQA as recommended by the designated committee is noted.

Item No. 6 Any other items with prior permission of the Chairman.

- a. Proposal for Launching a Stand-alone Online Certificate Course Based on a Selected Paper from existing Online Programmes [M.Com., M.B.A. and M.Sc. (Mathematics)]

Resolution: Centre for Distance and Online Education shall identify one high-demand and academically relevant paper from among its existing fully online programmes M.Com., M.B.A. or M.Sc. (Mathematics) and design a stand-alone online certificate course based on it.

This initiative is proposed as per the valuable suggestion of the Hon'ble Pro-Vice Chancellor to cater to the interests of a larger group of learners and external stakeholders. The course will be offered to the general public in compliance with UGC guidelines for online learning. A detailed proposal shall be developed and placed before Academic Council for review and further necessary action.

- b. Proposal for Formulating Guidelines for Online Certificate Courses and MOOCs under the Banner of "Shiva Swayam"

Resolution: Centre for Distance and Online Education shall initiate the formulation of comprehensive guidelines for the development and delivery of Online Certificate Courses and MOOCs, to be offered under the official banner of "Shiva Swayam", Shivaji University's dedicated platform for open and flexible learning.

These guidelines will cover aspects such as:

- Course structure and duration
- Academic approval process
- Content development and quality standards
- Pedagogical approach
- Learner support mechanisms
- Evaluation and certification framework
- Compliance with UGC and SWAYAM guidelines

The objective is to facilitate quality-driven, scalable, and inclusive online learning opportunities for diverse learner groups within and beyond the university ecosystem.

A draft guideline document will be prepared and submitted to Academic Council for detailed discussion, refinement, and final approval.

The meeting was concluded with vote of thanks.

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Prof. (Dr.) S. D. Delekar
Director
Centre for Internal Quality Assurance
Member-Secretary

Cashinice

Prof. (Dr.) D. T. Shirke
Vice Chancellor
Chairman



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Centre for Distance and Online Education

Online MBA

Mechanism to ensure the proper implementation of Programme Project Report (PPR)

In accordance with the UGC's regulations (ODL Programmes and Online Programmes) Regulations, 2020, the following Key mechanisms are used to ensure the proper implementation of Programme Project Report (PPR)-

1. Admission, tuition fee and concession to various groups are approved by university authority and implemented time to time.
2. The developed e-content undergoes a structured process of assessment and review to ensure its overall quality, accuracy, and relevance to the prescribed course material. Each e-content is carefully examined to confirm its correctness, consistency, and alignment with the intended course outcomes. Based on the feedback and recommendations provided by the e- Content Review and Approval Committee (e-CRAC), necessary revisions are incorporated before finalization. Once approved, the validated e-content is uploaded on the Learning Management System (LMS). To further support accessibility and smooth functioning, the University has appointed dedicated technical assistants for managing and facilitating the use of e-content.
3. e-SLM is developed by subject experts and its editing process is implemented successfully before uploading on LMS with printable form.
4. Question paper setting and assessment workshop is conducted for proper implementation of evaluation structure approved by University authority.
5. Conduct of exam and declaration of results are scheduled as per university norms.
6. University has industry-interaction cell which conducts programme to enhance the employment and earnability of learners.

Prof. (Dr.) Shrikrishna Mahajan

Dean

Faculty of Commerce and Management
Shivaji University, Kolhapur

Dean,
Faculty of Commerce & Management,
Shivaji University,
Kolhapur-416 004.

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जा.क्र. शिवाजी वि/सीडीओई/ 187		दिनांक : 18 MAR 2025	

प्रति,

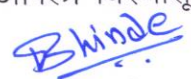
- १ प्रा. डॉ. एस. एस. महाजन, : — अध्यक्ष
मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा, शिवाजी
विद्यापीठ, कोल्हापूर
- २ डॉ. के. व्ही. मारूलकर, : — सदस्य
समन्वयक, एम. कॉम. ऑनलाईन अभ्यासक्रम
वाणिज्य व व्यवस्थापन अधिविभाग,
शिवाजी विद्यापीठ, कोल्हापूर
- ३ डॉ. (श्रीमती) डी. आर. इंगवले, : — सदस्य
समन्वयक, ऑनलाईन
एम.बी.ए. युनिट, शिवाजी विद्यापीठ, कोल्हापूर.
- ४ डॉ. एस.एस. भोला, : — सदस्य
कर्मवीर भाऊराव पाटील, इन्स्टिट्यूट ऑफ मॅनेजमेंट
एज्युकेशन सायन्स अँड रिसर्च, वारे, सातारा.
सदस्य व्यवस्थापन अभ्यासमंडळ.

विषय: दि.२१.०३.२०२५ रोजी होणा—या 'e-Content Review and Approval Committee (e-CRAC)' च्या बैठकीस उपस्थित राहणेबाबत.....

महोदय/महोदया,

दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत ऑनलाईन एम.बी.ए. या अभ्यासक्रमाच्या e-Content ना मान्यता देणेकामी मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा यांच्या अध्यक्षतेखाली गठीत करण्यात आलेल्या 'e-Content Review and Approval Committee (e-CRAC)' उपरोक्त समितीची बैठक दि. २१.०३.२०२५ रोजी दु. १२.०० वा. या केंद्रामध्ये आयोजित केली आहे. तरी सदर बैठकीस आपण उपस्थित रहावे ही विनंती.

कळावे,

आपला विश्वासू,

उपकुलसचिव



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Shivaji University, Kolhapur

Centre for Distance and Online Education

Online MBA

Validation of the e-Content

In accordance with UGC guidelines (ODL Programmes and Online Programmes) Regulations, 2020, the developed e-content undergoes a structured process of assessment and review to ensure its overall quality, accuracy, and relevance to the prescribed course material. The evaluation also focuses on content structure and organization, language and tone, factual accuracy, contextual relevance, and the inclusion of engaging learning activities. Each e-content is carefully examined to confirm its correctness, consistency, and alignment with the intended course outcomes. Based on the feedback and recommendations provided by the e- Content Review and Approval Committee (e-CRAC), necessary revisions are incorporated before finalization. Once approved, the validated e-content is uploaded on the Learning Management System (LMS). To further support accessibility and smooth functioning, the University has appointed dedicated technical assistants for managing and facilitating the use of e-content.

Prof. (Dr.) Shrikrishna Mahajan

Dean

Faculty of Commerce and Management
Shivaji University, Kolhapur

Dean,

**Faculty of Commerce & Management,
Shivaji University,
Kolhapur-416 004.**



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Centre for Distance and Online Education

Online MBA

Validation of Open Educational Resources (OER)

In accordance with UGC guidelines (ODL Programmes and Online Programmes) Regulations, 2020, the Open Educational Resources (OER) undergoes a structured process of assessment and review to ensure its overall quality, accuracy, and relevance to the prescribed course material. The evaluation also focuses on content structure and organization, language and tone, factual accuracy, contextual relevance, and the inclusion of engaging learning activities. Each Open Educational Resources (OER) is carefully examined to confirm its correctness, consistency, and alignment with the intended course outcomes. Based on the feedback and recommendations provided by the e- Content Review and Approval Committee (e-CRAC), necessary revisions are incorporated before finalization. Once approved, the validated Open Educational Resources (OER) is uploaded on the Learning Management System (LMS). To further support accessibility and smooth functioning, the University has appointed dedicated technical assistants for managing and facilitating the use of Open Educational Resources (OER).

Prof. (Dr.) Shrikrishna Mahajan

Dean

Faculty of Commerce and Management
Shivaji University, Kolhapur

Dean,
Faculty of Commerce & Management,
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