

**HEI ID : HEI-U-0325 Name of HEI: Shivaji University, Kolhapur Type of HEI: State**

# **Annual Report**

**OF**

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

**PROGRAMMES UNDER**

**ONLINE MODE**

**2023-24**

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## Part – I: General Information

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

01/04/2023

**Link :** <https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-1-Date%20of%20notification%20of%20the%20Centre.pdf>

### 1.2. Details of Director, CIQA

- Name : Prof. (Dr.) S. D. Delekar
- Qualification: M.Sc., Ph.D.
- Appointment Letter and Joining Report: **Link –**

<https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-2%20Appointment%20Order%20-%20Director%20CIQA.pdf>

### 1.3. Details of CIQA Committee:

#### a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice - Chancellor of the University	Chairperson	Prof. (Dr.) D. T. Shirke M.Sc., Ph.D.	Statistics	01/04/2023
b.	Three Senior teachers of HEI	Member 1	Prof. (Dr.) S. S. Mahajan M.Com., Ph.D.	Advanced Accountancy	01/04/2023
		Member 2	Prof. (Dr.) Smt. S. H. Thakar M.Sc., Ph.D.	Mathematics	01/04/2023
		Member 3	Prof. (Dr.) N. V. More M.A., Ph.D.	Marathi	01/04/2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	NA	---	---
		Member 5	NA	---	---
		Member 6	NA	---	---
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Vaibhav Jadhav M.A., Ph.D.	Education	01/04/2023
		Member 8	Dr. (Smt.) Sanjeevani Mahale M.A., Ph.D.	Education	01/04/2023

e.	Officials from departments of HEI				
	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Finance</li> </ul>	Member 9 Administration	Dr. S. M. Kubal M.A., Ph.D.	Political Science	01/04/2023
		Member 10 Finance	Smt. P. R. Deshmukh B.Sc., LL.M.	Constitution	01/04/2023
f.	Director, CIQA	Member Secretary	Prof. (Dr.) S. D. Delekar M.Sc., Ph.D.	Chemistry	01/04/2023

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

If No, reason thereof

Yes

**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	10/08/2023	01	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes-1.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes-1.pdf</a>	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes%20Approval-1.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes%20Approval-1.pdf</a>
Meeting 2	10/06/2024	01	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes%20%202.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes%20%202.pdf</a>	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes%20Approval%202.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/1-4%20Minutes%20Approval%202.pdf</a>

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (Months)	No. of Credits	Admission Eligibility	Fees (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	No. of Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1	NIL											

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

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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	NIL											
N.												

**1.7. Number of programmes started at Post Graduate Diploma level as per Commission Order:**

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	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	NIL										
N.											

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

From &lt;Month, Year&gt;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	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	<b>NIL</b>										
N.											

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Online M.B.A.	2 Yrs.	116	10+2+3	Rs. 1,20,000 /- (Excluding Examination and Other Fees for two Yrs)	UGC Email 13.02.2024	---	20	20	-	40

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

### 2.1 Action taken on the functions of CIQA:-

Sr.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	Admission and Examinations, E-Content Videos, E- Material, Synchronous session, Discussion forum, Business Games, Quizzes, Support through application for student query resolution	<u><a href="#">Dashboard (digiversity.com)</a></u>
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Orientation programmes were conducted for all newly enrolled students.  Learner Support Centres by the Director, Deputy Registrar, Coordinator and Mentor.	<u><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-2-Self-evaluative%20and%20reflective%20exercises%20undertaken%20for%20continual%20quality%20improvement%20in%20all%20the%20systems%20and%20processes%20of%20the%20Higher.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-2-Self-evaluative%20and%20reflective%20exercises%20undertaken%20for%20continual%20quality%20improvement%20in%20all%20the%20systems%20and%20processes%20of%20the%20Higher.pdf</a></u>
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Course Design and Development: Guidelines on approval and launch of new academic programmes and revision / addition / deletion of course(s) in existing programmes were revised in accordance with the UGC (ODL) Regulations 2020. Learner Support System: The IQAC played a major role in developing Manual for Study Centre Management under each Programme for maintaining standards and uniformity in operations of LMS. Continuous upgradation of LMS for students benefit: Adaptation of new methods in examination and evaluation: Examination and Evaluation division shifted from	<u><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-3-%20Contribution%20in%20the%20identificati on%20of%20the%20key%20areas%20in%20w hich%20Higher%20Ed ucational%20-Final.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-3-%20Contribution%20in%20the%20identificati on%20of%20the%20key%20areas%20in%20w hich%20Higher%20Ed ucational%20-Final.pdf</a></u>

Sr.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
		physical evaluation to online evaluation system	
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Quality of Online programmes matches with the quality of relevant programmes in conventional mode	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-Mechanism%20devised%20to%20ensure%20that%20the%20quality%20of%20Online%20programmes%20matches%20with%20the%20quality%20of%20relevant%20programmes%20in%20conventional%20mode.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-Mechanism%20devised%20to%20ensure%20that%20the%20quality%20of%20Online%20programmes%20matches%20with%20the%20quality%20of%20relevant%20programmes%20in%20conventional%20mode.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-%20MBA%20Online%20MC%20approval.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-%20MBA%20Online%20MC%20approval.pdf</a>
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Feedback Form Google Form	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-5-a-Mechanisms%20devised%20for%20interaction%20with%20and%20obtaining%20feedback%20from%20all%20stakeholders.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-5-a-Mechanisms%20devised%20for%20interaction%20with%20and%20obtaining%20feedback%20from%20all%20stakeholders.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-5-b-Mechanisms%20devised%20for%20interaction%20with%20and%20obtaining%20feedback.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-5-b-Mechanisms%20devised%20for%20interaction%20with%20and%20obtaining%20feedback.pdf</a>
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Feedback received from AAA Committee Measures Suggested for approval through Advisory Committee	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-6%20Measures%20suggested%20to%20the%20">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-6%20Measures%20suggested%20to%20the%20</a>



Sr.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
			<p><a href="#">0authorities%20of%20HEI%20for%20qualitative%20improvement.pdf</a></p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-6-b-Measures%20suggested%20to%20the%20authorities%20of%20Higher%20Educational%20Institution.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-6-b-Measures%20suggested%20to%20the%20authorities%20of%20Higher%20Educational%20Institution.pdf</a></p>
7.	Implementation of its recommendations through periodic reviews	<p>Advisory committee is constituted for the purpose of review of AAA committee.</p> <p>The recommendations of AAA committee meets at regular intervals throughout the year also</p> <p>ISO is placed before the committee and recommendations are implemented throughout the sessions after due approval of authorities</p>	<p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-7%20Implementation%20of%20its%20recommendations%20through%20periodic%20reviews%20(1).pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-7%20Implementation%20of%20its%20recommendations%20through%20periodic%20reviews%20(1).pdf</a></p>
8.	Workshops/ seminars/ symposium organize do quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Workshops organized on quality themes	<p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-8-a-Workshops%20seminars%20symposium%20organize%20do.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-8-a-Workshops%20seminars%20symposium%20organize%20do.pdf</a></p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-8-b-Workshops%20seminars.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-8-b-Workshops%20seminars.pdf</a></p>
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	E-Content Videos	<p><a href="https://lmsshivaji.digiversity.com/my/">https://lmsshivaji.digiversity.com/my/</a></p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-9-%20Best%20Practices-">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-9-%20Best%20Practices-</a></p>

Sr.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
			.pdf
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Feedback obtained through Google Forms	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-10-Collected%2Ccollated%20and%20disseminated%20accurate.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-10-Collected%2Ccollated%20and%20disseminated%20accurate.pdf</a>
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	Programme Project Reports were approved by the statutory body of the University and programme was introduced from session February 2024.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2111ME~1.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2111ME~1.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-12-Mechanism%20to%20ensure%20the%20proper%20implementation%20of%20Programme%20Project%20Reports.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-12-Mechanism%20to%20ensure%20the%20proper%20implementation%20of%20Programme%20Project%20Reports.pdf</a>
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Programme Project Reports are evaluated at the end of the semester / session	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-12-Mechanism%20to%20ensure%20the%20proper%20implementation%20of%20Programme%20Project%20Reports.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-12-Mechanism%20to%20ensure%20the%20proper%20implementation%20of%20Programme%20Project%20Reports.pdf</a>
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Annual Plan and Annual Reports were prepared and reviewed for Each Programme	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-13-Maintenance%20of%20Record%20of%20Annual%20Plans%20and%20Annual%20Reports%20of%20Higher%20Educational%20Institution%2C%20review%2">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-13-Maintenance%20of%20Record%20of%20Annual%20Plans%20and%20Annual%20Reports%20of%20Higher%20Educational%20Institution%2C%20review%2</a>

Sr.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
			<a href="#">Other%20periodically%20and%20generate%20actionable%20reports-.pdf</a>
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Feedback obtained through Google Forms about the programme in order to make them relevant to the job market will be incorporated in future.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-14-Inputs%20provided%20to%20the%20Higher%20Educational.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-14-Inputs%20provided%20to%20the%20Higher%20Educational.pdf</a>
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Adopted Learner Centric Approach in synchronous session. E-SLM developed in Learner Centric manner, for that need based analysis is carried out by E-SLM.	<a href="https://msshivaji.digiversity.com/course/view.php?id=8&amp;section=11">https://msshivaji.digiversity.com/course/view.php?id=8&amp;section=11</a>
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Academic and administrative Audit (AAA) was conducted Assessment and accreditation process was carried out by NAAC as dual Mode University	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-16%20Steps%20taken%20as%20a%20nodal%20coordinating%20unit%20for%20seeking%20assessment%20and%20accreditation%20from%20a%20designated%20body%20for%20accreditation%20such%20as%20NAAC.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-16%20Steps%20taken%20as%20a%20nodal%20coordinating%20unit%20for%20seeking%20assessment%20and%20accreditation%20from%20a%20designated%20body%20for%20accreditation%20such%20as%20NAAC.pdf</a>
17.	Measures adopted to ensure internalization and Institutionalization of quality enhancement practices through periodic accreditation and audit	Academic and administrative Audit (AAA) was conducted Assessment and accreditation process was carried out by NAAC as dual Mode University	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-17%20Measures%20adopted%20to%20ensure%20internalisation%20and%20institutionalisation%20of%20quality%20enhancement%20practices%20through%20periodic%20accreditation%20and%20audit.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-17%20Measures%20adopted%20to%20ensure%20internalisation%20and%20institutionalisation%20of%20quality%20enhancement%20practices%20through%20periodic%20accreditation%20and%20audit.pdf</a>

Sr.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Nodal officer is appointed for coordination between CDOE and the Commission The Coordinator also coordinates between CDOE and other bodies like AICTE, NAAC.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-18%20Steps%20taken%20to%20coordinate%20between%20HEI%20and%20the%20Commission%20for%20various%20quality%20related%20initiatives.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-18%20Steps%20taken%20to%20coordinate%20between%20HEI%20and%20the%20Commission%20for%20various%20quality%20related%20initiatives.pdf</a>
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Through involvement of subject experts from other HEI of E-Content material development	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-19-Information%20obtained%20from%20other%20Higher%20Educationa%20Institutions%20on%20various%20%20%20quality%20%20%20benchmarks%20%20%20or.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-19-Information%20obtained%20from%20other%20Higher%20Educationa%20Institutions%20on%20various%20%20%20quality%20%20%20benchmarks%20%20%20or.pdf</a>
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Quarterly Reports and Annual Report were submitted to the University Authority	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-20-a-Recorded%20activities%20undertaken%20on%20quality%20assurance%20in%20the%20form%20of%20an%20annual%20report%20of%20Centre%20for%20Internal.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-20-a-Recorded%20activities%20undertaken%20on%20quality%20assurance%20in%20the%20form%20of%20an%20annual%20report%20of%20Centre%20for%20Internal.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-20of%20CIQA.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-20of%20CIQA.pdf</a>

Sr.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Annual Reports were submitted to the University Authority	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-21-Quarterly%20Report%20June%202023_%20May%202024.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-21-Quarterly%20Report%20June%202023_%20May%202024.pdf</a>
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.		<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-21%20b-%20Submitted%20Annual%20Reports%20to%20the%20Statutory%20Authorities%20or%20Bodies%20of%20the%20HEI%20about%20its%20activities%20at%20the%20end%20of%20each%20academic%20session.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-21%20b-%20Submitted%20Annual%20Reports%20to%20the%20Statutory%20Authorities%20or%20Bodies%20of%20the%20HEI%20about%20its%20activities%20at%20the%20end%20of%20each%20academic%20session.pdf</a>
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	Reports are approved by Higher Authority of Higher Education Institution.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-22%20Overseen%20the%20functioning%20of%20CIQA%20and%20approve%20the%20reports%20generated%20by%20CIQA.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-22%20Overseen%20the%20functioning%20of%20CIQA%20and%20approve%20the%20reports%20generated%20by%20CIQA.pdf</a>
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	LMS is designed as per UGC and AICTE Norms. Template is provided for E-SLM Writing keeping views of UGC Regulations Annexure VI and VII	<a href="https://lmsshivaji.digiversity.com/course/view.php?id=8">https://lmsshivaji.digiversity.com/course/view.php?id=8</a>
24.	Promoted automation of learner support services of the Higher Educational Institution	Online Admission, Payment, Eligibility and Online Results through LMS	<a href="https://www.unishivaji.ac.in/distedu/">https://www.unishivaji.ac.in/distedu/</a> <a href="https://online.unishivaji.ac.in/">https://online.unishivaji.ac.in/</a>

Sr.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
			<a href="https://lmsshivaji.digiversity.com/my/">https://lmsshivaji.digiversity.com/my/</a>
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Involvement of other universities faculty members as expert for development of E-SLM and e-content material	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-25-Coordinated%20with%20external%20subject%20experts%20or%20agencies.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-25-Coordinated%20with%20external%20subject%20experts%20or%20agencies.pdf</a>
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Academic and administrative Audit (AAA) was conducted	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-26%20Coordinated%20with%20third%20party%20auditing%20bodies%20for%20quality%20audit%20of%20programmes.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-26%20Coordinated%20with%20third%20party%20auditing%20bodies%20for%20quality%20audit%20of%20programmes.pdf</a>
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Self- Appraisal Report was submitted to the Assessment and Accreditation agencies (NAAC)	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-27%20Overseen%20the%20preparation%20of%20Self%20Appraisal%20Report%20to%20be%20submitted%20to%20the%20Assessment%20and%20Accreditation%20agencies%20on%20behalf%20of%20HEI.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-27%20Overseen%20the%20preparation%20of%20Self%20Appraisal%20Report%20to%20be%20submitted%20to%20the%20Assessment%20and%20Accreditation%20agencies%20on%20behalf%20of%20HEI.pdf</a>
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Research Cell established by the Centre for Distance and Online Education. The Cell for Research Project Application.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-28%20-Promoted%20collaboration%20and%20association%20for%20quality%20enhancement%20of%20ODL%20mode%20of%20education%20a">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-28%20-Promoted%20collaboration%20and%20association%20for%20quality%20enhancement%20of%20ODL%20mode%20of%20education%20a</a>

HEI ID: HEI-U-0325

Name of HEI: Shivaji University, Kolhapur

Type of HEI: State

<b>Sr.No.</b>	<b>Provisions in Regulations</b>	<b>Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)</b>	<b>Upload Relevant Document</b>
			<a href="#">nd%20research%20ther ein.pdf</a>
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Through Final Year Projects of Online M.B.A.  University is having Industrial Interactions Cell	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-29-%20Programme%20Development%20and%20Approval%20processes-36-38.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-29-%20Programme%20Development%20and%20Approval%20processes-36-38.pdf</a>  <a href="https://www.unishivaji.ac.in/ssuic/">https://www.unishivaji.ac.in/ssuic/</a>

**2.2 Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :**

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Governance, Leadership and Management: Organisation Structure and Governance Management Strategic Planning Operational Plan, Goals and Policies	Centre for Distance and Online Education (CDOE) uses participative methods for smooth functioning of its work. For smoothly functioning of CDOE work various committees are formed.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-1-Governance%2C%20Leadership%20and%20Management.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-1-Governance%2C%20Leadership%20and%20Management.pdf</a>
2.	Articulation of Higher Educational Institution Objectives	Institution have clear and well defined Vision, Mission & Goals	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-2-Articulation%20of%20Higher%20Educational.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-2-Articulation%20of%20Higher%20Educational.pdf</a>
3.	Programme Development and Approval Processes Curriculum Planning, Design and Development Curriculum Implementation Academic Flexibility Learning Resource Feedback System	This programme is approved in 2021-2022. Programme Project Reports were approved by the statutory body of the University and revised from February 2024.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-3-%20Programme%20Development%20and%20Approvals.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-3-%20Programme%20Development%20and%20Approvals.pdf</a>
4.	Programme Monitoring and Review	Through AAA, Advisory Committee, CIQA, etc.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-4%20Programme%20Monitoring%20and%20Review.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-4%20Programme%20Monitoring%20and%20Review.pdf</a>



Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
5.	Infrastructure Resources	Centre for Distance and Online Education has adequate learning and administrative resources and used optimally -ICT facilities -Teleprompter -Video conferencing -Recording Studios -Lecture studio -Editing unit -E-Content studio -Online examination unit -proctoring unit for examination with AI	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-5%20Infrastructure%20Resource.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-5%20Infrastructure%20Resource.pdf</a>
6.	Learning Environment and Learner Support	The Learner Support Services including LMS, Academic counseling, and Mentoring. -LMS Quitrent -Discussion forum -Synchronous session -Business games -Quizzes -Mentoring -Technical support -Solving doubts quickly -Installment if fee -Fee concession <b>-Updating time to time regarding curricula</b>	<a href="https://lmsshivajidigiversity.com/course/view.php?id=8">https://lmsshivajidigiversity.com/course/view.php?id=8</a>
7.	Assessment and Evaluation	Centre for Distance and Online Education executes the evaluation through varied assessment tools including Summative and Formative evaluation, Quizzes, Business games MCQs, Project Reports, Case Studies, Assignments, Viva-Voce to suit the different learning outcomes expected of the programme.	<a href="https://lmsshivajidigiversity.com/course/view.php?id=8">https://lmsshivajidigiversity.com/course/view.php?id=8</a>

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
8.	Teaching Quality and Staff Development	Faculty members get an opportunity to participate in different faculty development programmes.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-8-Teaching%20Quality%20and%20Staff--.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-2-8-Teaching%20Quality%20and%20Staff--.pdf</a>

**2.3 Compliance of Process of Internal Quality Audit – As per Annexure–I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :**

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	As per the guidelines of UGC Regulations. The Academic Planning is approved by University authorities.	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-1-Academic%20planning.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-1-Academic%20planning.pdf</a>
2.	Validation	The Institution has a mechanism for validation to ensure that its programmes are academically viable	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-2-Validation.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-2-Validation.pdf</a>
3.	Monitoring, Evaluation and Enhancement Plans Reports from Examination Centres External Auditor or other External Agencies report Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels Reporting and Analytics by the Higher Educational Institution Periodic Review	Feedback from Students during- i. Admissions Feedback from External Agencies- i. AAC ii. NAAC iii.ISO iv. Advisory Committee Meeting v. Syllabus Review Meeting vi. Conclaves of All Authors, editors of LMS / e-content material	<a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-3-Monitoring%20Evaluation.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-3-Monitoring%20Evaluation.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-3-b-Monitoring%20Evaluation%20and%20Enhancement%20Plans.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-3-b-Monitoring%20Evaluation%20and%20Enhancement%20Plans.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/">https://online.unishivaji.ac.in/uploads/data/2024/</a>

**HEI ID: HEI-U-0325**

**Name of HEI: Shivaji University, Kolhapur**

**Type of HEI: State**

			ciqa/2-3-3-c-Monitoring%2CEvaluationand%20Enhancement%20Plans.pdf  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-3-d-Monitoring%2CEvaluation%20and.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-3-3-d-Monitoring%2CEvaluation%20and.pdf</a>
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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

Dr.D.K.More, M.A.Ph.D., Director, *Full Time*, Center for Distance and Online Education

<https://online.unishivaji.ac.in/uploads/data/3-1%20Director%2C%20CDOE%20Appointment%20Order%20and%20Joining%20Report.pdf>

**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

Dr.V.B.Kakde,M.A.,Ph.D., Deputy Director, *Full Time*, Center for Distance and Online Education

[https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-2-Name%20and%20details%20of%20Deputy%20Director%20of%20Centre%20for%20Distance%20and%20Online%20Education%20\(3\).pdf](https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-2-Name%20and%20details%20of%20Deputy%20Director%20of%20Centre%20for%20Distance%20and%20Online%20Education%20(3).pdf)

**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

*Dr.Rajendra Padval, M.B.A.,Ph.D., Assistant Director, Full Time, Center for Distance and Online Education*

<https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-3->

[Name%20and%20details%20of%20Assistant%20Director%20of%20Centre%20for%20Distance%20and%20Online%20Education%20\(Dual%20Mode%20University\).pdf](#)

### 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:*

*HEI fulfills the requirement in term of Staffing norms, as mentioned in the Annexure-IV of the Regulations,2020.*

#### i. Programme name:

##### a. Programme Coordinator

S. No.	Names with Designation	Qualification	Experiences (In Years)	Type (Regular/Contract) with gross salary/month	Date of joining program me
1	Smt. S. U. Mogale Programme Coordinator	M.B.A.(HR and System)	06	Contract	01.09.2023

<https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-4-i-a-Programme%20Coordinator.pdf>

##### b. Course Coordinator

Sr. No.	Course Name	Names with Designation	Qualification	Experiences (In Years)	Type (Regular/Contract) with gross salary/month	Date of joining program me
1	Online MBA	Dr.K.D.Kamble Course Co-Ordinator	M.B.A.,Ph.D.	09	Contract	01.09.2023
2	Online MBA	Smt.P.G.Surve	M.B.A. (HR and	04	Contract	01.09.2023

**HEI ID: HEI-U-0325****Name of HEI: Shivaji University, Kolhapur****Type of HEI: State**

		Course Co-Ordinator	Finance			
3	Online MBA	Smt.N.N.Mullani Course Co-Ordinator	BE (IT), M.B.A.(HR and Finance)	15	Contract	01.09.2023
4	Online MBA	Dr.N.S.Mali Course Co-Ordinator	M.B.A.(HR and Marketing), Ph.D.	06	Contract	26.07.2024

[https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-4-b-Course%20Coordinator%20\(3\).pdf](https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-4-b-Course%20Coordinator%20(3).pdf)

**c. Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type(Regular/Contract) with gross salary/month	Date of joining programme
1	Shri.R.A.Mane Course Mentor	M.B.A.(Finance and Operations Management)	02	Contract	01.09.2023

<https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-4-i-course%20mentor.pdf>

**3.5 Details of Administrative staff**

**a. Number of Administrative staff available exclusively for Online Programmes**

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

<https://online.unishivaji.ac.in/uploads/data/2024/ciqa/Administrative%20staff%206.pdf>

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

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

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

<https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-5-b-Number%20and%20details%20of%20Technical%20Support%20for%20Online%20Programmes.pdf>

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

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	1
Technical Assistant (LMS and Data Management)	2	2

<https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-5-b-ii-For%20Delivery%20of%20Online%20Programmes.pdf>

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

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	1
Technical Assistant (Admission, Examination and Result)	2	2

[https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-5-b-iii-For%20Admission%20and%20Examination%20for%20Online%20mode%20\(2\).pdf](https://online.unishivaji.ac.in/uploads/data/2024/ciqa/3-5-b-iii-For%20Admission%20and%20Examination%20for%20Online%20mode%20(2).pdf)

### Part – IV: Examinations

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

Sr.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	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.	Yes	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all thesecurity arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
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.	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations



Sr.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
6.	Building and grounds of the examination centre must be clean and in good condition.	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
10.	Safety and security of the examination centre must be ensured	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
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	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
12.	Provision of drinking water must be made for learners	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency

Sr.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
			and credibility of the examinations
13.	Adequate parking must be available near the examination centre	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
14.	Facilities for Persons with Disabilities should be available	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations

#### 4.2 Compliance of facilities required for the conduct of Online examination for online programmes

S. No.	Provisions in Regulations	Whether complied Yes/No	Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and

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

Sr.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-1-.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-1-.pdf</a>	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-2-%20A%20Higher%20Educational%20Institution%20offering%20Online.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-2-%20A%20Higher%20Educational%20Institution%20offering%20Online.pdf</a> <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-1-.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-1-.pdf</a>	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:  Provided that no semester or year-end examination shall be held unless: 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; For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-3-The%20evaluation%20shall%20include%20two%20types%20of%20assessments%20continuous%20or%20formative%20assessment%20and%20summative%20assessment.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-3-The%20evaluation%20shall%20include%20two%20types%20of%20assessments%20continuous%20or%20formative%20assessment%20and%20summative%20assessment.pdf</a>	

Sr.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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	<p style="text-align: center;">Yes</p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-Mechanism%20devised%20to%20ensure%20that%20the%20quality%20of%20Online%20programmes%20matches%20with%20the%20quality%20of%20relevant%20programmes%20in%20conventional%20mode.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-Mechanism%20devised%20to%20ensure%20that%20the%20quality%20of%20Online%20programmes%20matches%20with%20the%20quality%20of%20relevant%20programmes%20in%20conventional%20mode.pdf</a></p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-%20MBA%20Online%20MC%20approval.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/2-1-4-%20MBA%20Online%20MC%20approval.pdf</a></p>	
5.	The weightage for different components of assessments for Online mode shall be as under: continuous or formative assessment (in semester): Maximum 20 per cent. summative assessment (end semester examination or term end examination): Minimum 80 per cent.	<p style="text-align: center;">Yes</p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-5--The%20weightage%20for%20different%20components%20of%20assessments%20for%20Online%20mode%20shall%20be%20as%20under.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-5--The%20weightage%20for%20different%20components%20of%20assessments%20for%20Online%20mode%20shall%20be%20as%20under.pdf</a></p>	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	<p style="text-align: center;">Yes</p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-6---The%20Higher%20Educational%20Institution%20shall%20notify%20all%20assessment%20tools%20to%20be%20used%20for%20formative%20and%20summative%20assessments.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-6---The%20Higher%20Educational%20Institution%20shall%20notify%20all%20assessment%20tools%20to%20be%20used%20for%20formative%20and%20summative%20assessments.pdf</a></p>	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	<p style="text-align: center;">Yes</p> <p><a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-7-Marks%20or%20grades%20obtained%20in%20continuous%20assessment%20and%20end%20semester.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-7-Marks%20or%20grades%20obtained%20in%20continuous%20assessment%20and%20end%20semester.pdf</a></p>	

Sr.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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.	Yes  <a href="https://lmsshivaji.digiversity.com/">https://lmsshivaji.digiversity.com/</a>	
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.	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
10.	<p>(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.</p> <p>(b) Availability of biometric system</p> <p>(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</p>	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations

Sr.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(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		As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations

Sr.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
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  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-13-An%20Higher%20Educational%20Institution%20offering%20programme%20through%20Online%20mode%20shall%20conduct%20examinations%20either%20using%20technology%20enabled%20online%20test%20with%20all.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/4-3-13-An%20Higher%20Educational%20Institution%20offering%20programme%20through%20Online%20mode%20shall%20conduct%20examinations%20either%20using%20technology%20enabled%20online%20test%20with%20all.pdf</a>	
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	No	No foreign student is enrolled.
15.	Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have Photograph Aadhaar number or other government recognised identifier or Passport number, as applicable,	Yes	Work in Progress

Sr.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	Other relevant details of the learner along with the Programme name.		
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	Work in Progress
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes	Work in Progress



**4.4 Result and Student Progression****For UG, PG and PGD programmes**

<b>Semester beginning</b>	<b>Programme Name</b>	<b>No. of students admitted</b>	<b>No. of students appeared in exams</b>	<b>No. of students progressed to next year</b>	<b>% of students passed</b>	<b>% of students passed in first class</b>
February,2024	Online MBA	40	-	-	--	

## **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.*

**As per the UGC guidelines, PPR was prepared which includes details of programme objectives, Course outcomes, Programme Specific Outcomes, nature of target group of learners, programme features, minimum eligibility and fee structure including international learner, detailed syllabi, duration of the programme, course content, faculty and support staff requirement, cost estimates for development of the programme, admission, delivery and evaluation norms.**

### **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.*

**As per the Four Quadrants, Video and Audio Content along with the transcription of the video, self-instructional material (digital Self Learning Material), e-book, Web Resources, synchronous session, Discussion forum for raising and clarifying of doubts, Assignments and solutions, Multiple Choice Questions, Quizzes and Business games have been provided to learners through LMS.**

### **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.*

**The E-Learning Material provided to the learners having four quadrant approach as per UGC norms which includes SLM, e-book, Web Resources, synchronous session, Discussion forum for raising and clarifying of doubts, Assignments and solutions, Multiple Choice Questions, Quizzes and Business games.**

## Part – VI: Programme Delivery through Learning Platform

### 6.1 Details of Learning Platform

*Please provide link and details of Learning Platform opted by HEI.*

- In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

NA

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

*Centre for Distance and Online Education, Shivaji University, Kolhapur is offering Online MBA programme which is Non-Swayam learning platform. Centre for Distance and Online Education is providing LMS. They are not using any franchise with other private service provider.*

*Link: [https://www.unishivaji.ac.in/uploads/distedu/2023-2024/UGC/Approval%20from%20UGC%20for%20MBA%20programme%20through%20Online%20Mode%20from%20the%20academic%20year%202023-24%20session%20beginning%20February%2C%202024%20and%20onwards%20\(1\).pdf](https://www.unishivaji.ac.in/uploads/distedu/2023-2024/UGC/Approval%20from%20UGC%20for%20MBA%20programme%20through%20Online%20Mode%20from%20the%20academic%20year%202023-24%20session%20beginning%20February%2C%202024%20and%20onwards%20(1).pdf)*

### 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)*

- *We inform learners time to time for participating in all the activities conducted through LMS.*
- *Most of the student participates in discussion forum and discussion with experts.*
- *Learner tracking*
- *Technical support*
- *Coordinator support*
- *Induction programme at the time of admission*

Link: <https://lmsshivaji.digiversity.com/my/>

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

**a.** Provide details as under: **No**

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 – programmes wise)
	No						

## 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

Sr. No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorized 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  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-1-Joint%20declaration%20by%20authorized%20signatories%2C%20Registrar%20and%20Director.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-1-Joint%20declaration%20by%20authorized%20signatories%2C%20Registrar%20and%20Director.pdf</a>	
Uploading of the following on HEI website ( <b>Mention link</b> )			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Yes  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-2-The%20establishing%20Act%20and%20Statutes%20there%20under.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-2-The%20establishing%20Act%20and%20Statutes%20there%20under.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-2-b-The%20establishing%20Act%20and%20Statutes%20there%20under.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-2-b-The%20establishing%20Act%20and%20Statutes%20there%20under.pdf</a>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-3-Copies%20of%20the%20letters%20of%20recognition%20from%20Commission%20and%20other%20relevant%20statutory.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-3-Copies%20of%20the%20letters%20of%20recognition%20from%20Commission%20and%20other%20relevant%20statutory.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-3-b-Copies%20of%20the%20letters%20of%20recognition%20from%20Commission%20and%20other%20relevant%20statutory.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-3-b-Copies%20of%20the%20letters%20of%20recognition%20from%20Commission%20and%20other%20relevant%20statutory.pdf</a>	

Sr. No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-4-Programme%20details%20including%20brochures%20or%20programme.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-4-Programme%20details%20including%20brochures%20or%20programme.pdf</a>	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-5-Programme-wise%20information%20on%20syllabus%2C.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-5-Programme-wise%20information%20on%20syllabus%2C.pdf</a>	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-6-a-Important%20schedules%20or%20date-sheets%20for%20admissions%2C%20registration.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-6-a-Important%20schedules%20or%20date-sheets%20for%20admissions%2C%20registration.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-6-Important%20schedules%20or%20date-sheets%20for%20admissions%2C%20registration.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-6-Important%20schedules%20or%20date-sheets%20for%20admissions%2C%20registration.pdf</a>  <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-7-Detailed%20strategy%20plan%20related%20to%20Online%20programme.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-7-Detailed%20strategy%20plan%20related%20to%20Online%20programme.pdf</a>	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-7-Detailed%20strategy%20plan%20related%20to%20Online%20programme.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-7-Detailed%20strategy%20plan%20related%20to%20Online%20programme.pdf</a>	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-	Yes <a href="https://online.unishivaji.ac.in/uploads/data">https://online.unishivaji.ac.in/uploads/data</a>	

Sr. No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	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	<a href="a/2024/ciqa/7-1-8-The%20feedback%20mechanism%20on%20design%2C%20development.pdf">a/2024/ciqa/7-1-8-The%20feedback%20mechanism%20on%20design%2C%20development.pdf</a>	
9.	Information regarding all the programmes recognised by the Commission	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-9-a-Information%20regarding%20all%20the%20programmes%20recognised%20by%20the%20Commission.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-9-a-Information%20regarding%20all%20the%20programmes%20recognised%20by%20the%20Commission.pdf</a> <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-9-b-Information%20regarding%20all%20the%20programmes%20recognised%20by%20the%20Commission.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-9-b-Information%20regarding%20all%20the%20programmes%20recognised%20by%20the%20Commission.pdf</a>	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-10-.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-10-.pdf</a>	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-11-Complete%20information%20about%20%E2%80%98e-Learning%20Material%E2%80%99%20including%20name%20of%20the%20faculty.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-11-Complete%20information%20about%20%E2%80%98e-Learning%20Material%E2%80%99%20including%20name%20of%20the%20faculty.pdf</a>	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes <a href="https://online.unishivaji.ac.in/faq.aspx">https://online.unishivaji.ac.in/faq.aspx</a>	



Sr. No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	No	As per the UGC guideline online examination will be conducted through technology mediated proctoring with all the security measures ensuring transparency and credibility of the examinations
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-14-Details%20of%20proctored%20examination%20in%20case%20of%20end%20semester%20examination%20.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-14-Details%20of%20proctored%20examination%20in%20case%20of%20end%20semester%20examination%20.pdf</a>	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc.	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-15-Academic%20Calendar%20mentioning%20period.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-15-Academic%20Calendar%20mentioning%20period.pdf</a>	
16.	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	Yes <a href="https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-16-Reports%20of%20the%20third%20party%20academic%20audit%20to.pdf">https://online.unishivaji.ac.in/uploads/data/2024/ciqa/7-1-16-Reports%20of%20the%20third%20party%20academic%20audit%20to.pdf</a>	

**Part – VIII: Admission and Fees****8.1 Compliance status of ‘Admissions and Fees’ – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	No
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6.	Every Higher Educational Institution shall– record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records as permissible under law on its website; and 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.	Yes

S.No.	Provision	Whether being complied Yes/No
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	No
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	Yes
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

S.No.	Provision	Whether being complied Yes/No
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 Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- 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; 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	Yes

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

**If No, reason thereof:**

Yes

## Part – IX: Grievance Redressal Mechanism

### 9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

*HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.*

Centre for Distance and Online Education established the ‘Grievance Redressal Cell’ as per Annexure - XI of UGC (ODL) on 02/11/2017 and Annexure X of UGC (ODL Programmes and Online Programmes) Regulations, 2020. This Committee comprises four Members - one chairperson and three members. For the awareness regarding the ‘Grievance Redressal Mechanism’ Online Portal is started and its link is <https://www.unishivaji.ac.in/distedu/Grievance-Redressal-Cell>. Through this link the students can download the form and fill it and they send their Grievances on [gre\\_cde@unishivaji.ac.in](mailto:gre_cde@unishivaji.ac.in).

Besides if student is not satisfied with solution. Then he may file his Grievance to HEI’s centralized STUDENTS’ GRIEVANCE REDRESSAL ONLINE PORTAL (<https://www.unishivaji.ac.in/grievance/login.aspx>).

Later Shivaji University, Kolhapur constituted Students’ Grievance Redressal Committee (SGRC) as per UGC Notification dated 11<sup>th</sup> April 2023 known as the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023. The Committee has Six members including one member as a representative from among the students. Shivaji University, Kolhapur has Online Portal for Students’ Grievance Redressal through which students may submit an application seeking redressal of grievance.

The Link of the Portal (<https://www.unishivaji.ac.in/grievance/login.aspx>) was given on the Official Website of Shivaji University, Kolhapur. Besides this the Name and Contact numbers of the Chairperson and the Members were displayed in all departments and centers (including Centre for Distance and Online Education)

### 9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Nil	Nil

### 9.3 Complaint Handling Mechanism

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

Centre for Distance and Online Education has been undertaking the efforts to consider the students needs and hence through telephone, email and through Learner Support Centers as well as through ticket raising in the LMS.

### 9.4 Details of Complaints received from UGC (DEB)

**HEI ID: HEI-U-0325**

**Name of HEI: Shivaji University, Kolhapur**

**Type of HEI: State**

<b>Numbers of Complaint Received</b>	<b>Numbers of Complaint Resolved</b>	<b>Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)</b>
Nil	Nil	Nil

## Part – X: Innovative and Best Practices

### 10.1 Innovations introduced during academic year

1. Online MBA programme is **100% online**, right from admission to Examination will be through online mode. The LMS system has ‘**Ticket Raising**’ facility in the discussion forum where learners may raise the queries and quick response is given by Support system.
2. The Learning Management System (**LMS**) was further enriched by incorporating a discussion forum, enabling students to collaborate, share ideas, and engage in group discussions. As many of the students are working professionals, these innovations have significantly contributed to their professional growth by providing them with a platform to enhance their knowledge and skills.
3. A **separate Web page** for Online Programmes is made available where all the relevant data, brochure, admission link, WhatsApp Group link, Instagram, Facebook, telegram, Enquiry form and FAQ etc. provided to the learners.
4. To ensure personalized attention and effective learning, the university appointed a programme coordinator and course coordinators who are responsible for managing students. These coordinators play a crucial role in addressing all student queries and monitoring their academic progress.
5. Synchronous sessions and discussion forums are conducted for raising and clarifying learners’ doubts. Most of the students fail to attend Synchronous sessions, recorded sessions made available for them in LMS so that they can watch as per their convenience.
6. As per learners’ requirements, the E-Learning Material has been provided in printable form.

### 2. Best Practices of the HEI

1. Shivaji University has set a remarkable precedent by becoming the **First State University in Maharashtra** to offer an online MBA programme.
2. Shivaji University has prioritized the delivery of high-quality educational content to its Online MBA students through various innovative methods. The university has developed comprehensive **E-Content**, ensuring that students have access to a rich array of learning materials. This includes recorded sessions that allow students to revisit complex concepts at their convenience, along with **Synchronous Sessions** that offer real-time interaction with faculty members.
3. The provision of **E-Content in printable format** for all subjects ensures that students can easily access and review course materials as needed.

4. The university has developed **100% of its E-Content by in-house faculties** for the first year, ensuring a high standard of quality and relevance.
5. Furthermore, Shivaji University demonstrates its commitment to inclusivity by offering a **10% concession on tuition fees** to women, graduates from Shivaji University, disabled individuals, transgender individuals, employees and ex-employees of the university, as well as their wards and those of affiliated colleges. These practices are designed to make higher education more accessible and supportive of diverse student needs.
6. One of the key offerings of this programme is the option for **Dual Specialization**, allowing students to tailor their education to meet their specific career goals.
7. FAQs are prepared having utmost care and covering all the possible questions that reduce doubts, cynics, problems or any doubts emerged before students. In other words, FAQ works as efficient self- guided material.
8. **Guest house** facility is provided for accommodation to all the students who visit to the centre.

### **3. Details of Job Fairs conducted by the HEI**

Centre for Distance and Online Education is actively working to connect with relevant companies and is planning to organize job fairs in the future. This initiative is aimed at enhancing career opportunities for students enrolled in the Online MBA programme.

### **4. Success stories of students of online mode of the HEI**

As this is the first batch of the online MBA programme, most of the students are already working professionals. The programme is expected to significantly aid in their career advancement, and their success stories will be published after completion of the programme. This will highlight the impact of the online MBA on their professional growth.

### **5. Initiatives taken towards conversion of e-LM into regional languages**

Shivaji University is in the process of converting its e-learning materials into regional languages. A key initiative in this regard is, "**Chh. Shivaji Maharaj – The Management Guru**," subject of fourth-semester curriculum and the conversion into the Marathi Language is under process. Other courses are being converted into a regional language as per the learners' demand.



**6.Number of students placed through Campus Placements**

Centre for Distance & Online Education is planning to conduct job fairs and also committed to providing campus placements for students in the online mode. This will further support their career development.

**7.Details of Alumni Cell and its activity**


As the online MBA programme is in its inaugural year, an Alumni Cell will be established. However, the university is planning to create a dedicated Alumni Cell. This initiative will help maintain a strong connection with graduates, facilitating networking opportunities and aiding current students in securing jobs with reputable companies.

**8. Any other information**

Shivaji University is the **first state university** to offer an online MBA programme with personalized learning, Quick response with technical support, evolution of learners' participation in all activities of LMS is monitored and Feedback from learners regarding all the activities is taken timely.


## 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:  
**Director**  
Centre for Distance And Online Education  
Shivaji University, Kolhapur.  
Name: Prof. (Dr.) D. K. More



Date: 29 AUG 2024

  
Signature of the Registrar:  
REGISTRAR  
SHIVAJI UNIVERSITY  
KOLHAPUR  
Name: Dr. V. N. Shinde



Date: 29 AUG 2024

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.