

Annual Report

OF

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

PROGRAMMES UNDER

ONLINE MODE

<2024-25>

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Part – I: General Information

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

01/04/2023 and 02/04/2025

Link : [https://online.unishivaji.ac.in/uploads/data/1-1%20Submission%20for%20Date%20of%20Notification%20of%20the%20Centre%20\(1\).pdf](https://online.unishivaji.ac.in/uploads/data/1-1%20Submission%20for%20Date%20of%20Notification%20of%20the%20Centre%20(1).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/1-2-%20Appointment%20and%20Joining%20Order%20-%20Director%20CIQA.pdf>

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specializa-tiozn	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 02/04/2025
b.	Three Senior teachers of HEI	Member 1	Prof. (Dr.) S. S. Mahajan M.Com., Ph.D.	Advanced Accountancy	01/04/2023 02/04/2025
		Member 2	Prof. (Dr.) Smt. S. H. Thakar M.Sc., Ph.D.	Mathematics	01/04/2023
			Prof. (Dr.) M. S. Deshmukh M.A., Ph.D.	Economics	02/04/2025
		Member 3	Prof. (Dr.) N. V. More M.A., Ph.D.	Marathi	01/04/2023
			Prof. (Dr.) P. B. Mane M.A., Ph.D.	English	02/04/2025
c.	Head of three Departments or School of Studies from which programme is being	Member 4	Prof. (Dr.) Smt. S. H. Thakar M.Sc., Ph.D.	Mathematics	02/04/2025
		Member 5	Prof. (Dr.) A. M. Gurav	Finance & Marketing	02/04/2025

	offered in ODL and Online mode		M.Com., Ph.D.		
		Member 6	Dr. (Smt.) D. R. Ingavale M.B.A., Ph.D.	Marketing Management	02/04/2025
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Vaibhav Jadhav M.A., Ph.D.	Education	01/04/2023
					02/04/2025
		Member 8	Dr. (Smt.) Sanjeevani Mahale M.A., Ph.D.	Education	01/04/2023
			Dr. Shivaji Sargar M.A., Ph.D.	English	02/04/2025
e.	Officials from departments of HEI				
	<ul style="list-style-type: none"> Administration Finance 	Member 9 Administration	Dr. K. B. Patil M.A., Ph.D.	Education	02/05/2025
			Dr. S. M. Kubal M.A., Ph.D.	Political Science	01/04/2023
			Shri. V. B. Shinde B.E. (Civil), M.E. (Civil)	Environmental Engineering	02/05/2025
		Member 10 Finance	Smt. P. R. Deshmukh B.Sc., LL.M.	Constitution	01/04/2023
					02/05/2025
f.	Director, CIQA	Member Secretary	Prof. (Dr.) S. D. Delekar M.Sc., Ph.D.	Chemistry	01/04/2023
					02/05/2025

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	20/08/2024	02	https://online.unishivaji.ac.in/uploads/data/1-4-%20Minutes%20Approval%20dt-%2020-08-2024.pdf	https://online.unishivaji.ac.in/uploads/data/1-4-Minutes%20dt-%2020-08-2024.pdf

Meeting 2	23/06/2025	02	https://online.unishivaji.ac.in/uploads/data/1-4-%20Minutes%20Approval%20dt-%2023-06-2025.pdf	https://online.unishivaji.ac.in/uploads/data/1-4-%20Minutes%20dt-%2023-06-2025.pdf
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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:

Form - (Month, Year) academic session.											
Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	T G	Total
1.	NIL										
N.											

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

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	NIL										
N.											

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

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

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

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

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

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

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

FROM: PAPER, YEAR: academic session: TO BE ENTERED FROM WEB PORTAL										
Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	NIL									
N.										

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

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

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

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

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

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	<ul style="list-style-type: none"> • Online Admission procedure and guidelines • E- content development • e-SLM development • OER • Synchronous session • Discussion forum • Group discussion • Business Games • Quizzes • Support through application for student query resolution 	https://online.unishivaji.ac.in/uploads/data/2-1-1-%20Quality%20maintained%20in%20the%20services%20provided%20to%20the%20learners.pdf
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<ul style="list-style-type: none"> • Administrative Quality Improvement programme. • Automation in student admission process. • Orientation programmes were conducted for all newly enrolled students. • Training and Workshops were conducted for SLM Writers and Editors frequently in the Headquarter of the University 	https://online.unishivaji.ac.in/uploads/data/2-1-2-%20Self%20eval uative%20and%20reflective%20ex ercises%20undert aken%20for%20c ontinual%20qualit y%20improvement%20in%20all%20the%20systems %20and%20proce sses.pdf

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<ul style="list-style-type: none"> Continuous upgradation of LMS for students benefit. Adaptation of new methods in examination and evaluation 	https://online.unishivaji.ac.in/uploads/data/2-1-3-%20Contribution%20in%20the%20identification%20of%20the%20key%20areas%20in%20which%20Higher%20Educational%20Institution%20should%20maintain%20quality-.pdf
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)	<ul style="list-style-type: none"> Resolution of Management Council and approval for the programme. 	https://online.unishivaji.ac.in/uploads/data/2-1-4-Mechanism%20devised%20to%20ensure%20that%20the%20quality%20of%20Online%20programmes%20matches%20with%20the%20quality%20of%20relevant%20programmes%20in%20conventional%20mode-.pdf
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	<ul style="list-style-type: none"> Feedback on admission process, LMS, course/subject, Project report and its implementation through contact session and mentoring. 	https://online.unishivaji.ac.in/uploads/data/2-1-5-Mechanisms%20devised%20for%20interaction%20with%20and%20obtaining%20feedback%20from%20all%20stakeholders%20namely%20Learners%20Teachers%20Staff%20Parents%20Society%20Employers%20Government%20for%20quality%20improvement-.pdf

			0parents%2C%20society%2C%20employers%2C%20and%20%20Government%20%20for%20quality%20improvement-.pdf
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	<ul style="list-style-type: none"> Feedback received from AAA Committee. Measures Suggested for approval through Advisory Committee. Two Academic Programmes Simultaneously (Dual Degree) Examination. 	https://online.unishivaji.ac.in/uploads/data/2-1-6-Measures%20suggested%20to%20the%20authorities%20of%20Higher%20Educational%20Institution%20for%20qualitative%20improvement%20(1).pdf
7.	Implementation of its recommendations through periodic reviews	<ul style="list-style-type: none"> Review of PPRs is taken by the Dean of this University. The recommendations of AAA committee meet at regular intervals throughout the year also ISO audit is placed before the committee and recommendations are implemented throughout the year. Review of the developed e-content 	https://online.unishivaji.ac.in/uploads/data/2-1-7-%20Implementation%20of%20its%20recommendations%20through%20periodic%20reviews.pdf
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all	<p>Workshops and occasional Lectures organized on quality themes</p> <ul style="list-style-type: none"> Hindi day celebration Bharatiy Bhasha Utsav Management Day Marathi Bhashik Pandhravda Abhijat Marathi Bhasha Mathematics Day 	https://online.unishivaji.ac.in/uploads/data/2-1-8-%20Workshops%20seminars%20symposium%20organize%20do%20quality%20related

	the stakeholders in Higher Educational Institution.	<ul style="list-style-type: none"> • Gandhi Jayanti • Teachers' Day • Cleanliness Drive • Women's day 	%20themes%20C%20ensure%20participation%20of%20all%20stakeholders.pdf
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	<ul style="list-style-type: none"> • The university has developed comprehensive E-Content and SLM 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. • Discussion forum, Quizzes, Celebration of days are implemented for learner engagement. Dual Specialization offered to learners to meet their specific career goals. 	https://online.unishivaji.ac.in/uploads/data/2-1-9-Developed%20and%20collated%20best%20practices%20in%20all%20areas%20leading%20to%20quality%20enhancement%20in%20services%20to%20the%20learners%20and%20disseminate%20the%20same%20all%20concerned%20in%20Higher%20Educational%20Institution%20(1).pdf
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	<ul style="list-style-type: none"> • Feedback on admission process, LMS, course/subject, Project report and its implementation through contact session and mentoring 	https://online.unishivaji.ac.in/uploads/data/2-1-10-Collected%20and%20disseminated%20accurate%20complete%20and%20reliable%20statistics%20about%20the%20quality%20of%20the%20programme-.pdf

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	<ul style="list-style-type: none"> • Yes, As per the guidelines of commission majors are taken, • Programme Project Reports were approved by the statutory body of the University 	https://online.unishivaji.ac.in/uploads/data/2-1-11-Measures%20taken%20to%20ensure%20that%20Programme%20Project%20Report%20for%20each%20programme%20is%20according%20to%20the%20norms%20and%20guidelines%20prescribed%20by%20the%20Commission%20and%20wherever%20necessary%20by%20the%20appropriate%20RA.pdf
12.	Mechanism to ensure the proper implementation of Programme Project Reports	<ul style="list-style-type: none"> • Review of PPRs is taken by the Deans of this University. • Programme Project Reports are evaluated at the end of the semester / session 	https://online.unishivaji.ac.in/uploads/data/2-1-12-Mechanism%20to%20ensure%20the%20proper%20implementation%20of%20Programme%20Project%20Reports%20(1).pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	<ul style="list-style-type: none"> • Annual Plan and Annual Reports were prepared and reviewed for Programme. 	https://online.unishivaji.ac.in/uploads/data/2-1-13-%20Maintenance%20of%20record%20of%20Annual%20Plans%20and%20Annual%20Reports%20of%20Higher%20Educational%20Institution.pdf

14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	<ul style="list-style-type: none"> Feedback report with remark. Feedback obtained through Google Forms for restructuring of programmes in order to make them relevant to the job market 	https://online.unishivaji.ac.in/uploads/data/2-1-14-%20Inputs%20provided%20to%20the%20Higher%20Educational%20Institution%20for%20restructuring%20of%20programmes%20in%20order%20to%20make%20them%20relevant%20to%20the%20job%20market-.pdf
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	<ul style="list-style-type: none"> Orientation Sessions for the learners, i.e. Diksharambha Adopted Learner Centric Pedagogies in contact session 	https://online.unishivaji.ac.in/uploads/data/2-1-15-Facilitated%20system%20based%20research%20on%20ways%20of%20creating%20learner%20centric%20environment%20and%20to%20bring%20about%20qualitative%20change%20in%20the%20entire%20system-.pdf
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	<ul style="list-style-type: none"> Academic and administrative Audit (AAA) was conducted Assessment and accreditation process was carried out by NAAC as dual Mode University 	https://online.unishivaji.ac.in/uploads/data/2-1-16-%20Steps%20taken%20as%20a%20nodal%20coordinating%20unit%20for%20seeking%20assessment%20and%20accreditation%20from%20a

			%20designated%20body%20for%200accreditation%200such%20as%20NAAC-.pdf
17.	Measures adopted to ensure internalization and Institutionalization of quality Enhancement practices through periodic accreditation and audit	<ul style="list-style-type: none"> Academic and administrative Audit (AAA) was conducted Assessment and accreditation process was carried out by NAAC as dual Mode University 	https://online.unishivaji.ac.in/uploads/data/2-1-17-Measures%20adopted%20to%20ensure%20internalisation%20and%20institutionalisation%20of%20quality%20enhancement%20practices%20through%20periodic%20accreditation%20and%20audit-.pdf
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	<ul style="list-style-type: none"> Nodal officer is appointed for coordination between CDOE and the Commission The Coordinator also coordinates between CDOE and other bodies like AICTE, NAAC. 	https://online.unishivaji.ac.in/uploads/data/2-1-18-%20Steps%20taken%20to%20coordinate%20between%20Higher%20Educational%20Institution%20and%20the%200Commission%20for%20various%20quality%20related%20initiatives%20or%20guidelines-.pdf

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	<ul style="list-style-type: none"> Through involvement of subject experts from other HEI, e-Content material is development. 	https://online.unishivaji.ac.in/uploads/data/2-1-19--final.pdf
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	<ul style="list-style-type: none"> Quarterly Reports and Annual Report were submitted to the University Authority. 	https://online.unishivaji.ac.in/uploads/data/2-1-20-%20Recorded%20activities%20undertaken%20on%20quality%20assurance%20in%20the%20form%20of%20an%20annual%20report%20of%20Centre%20for%20Internal%20Quality%20Assurance-.pdf
21.	<p>(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.</p> <p>(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.</p>	<ul style="list-style-type: none"> Annual Reports were submitted to the University Authority 	https://online.unishivaji.ac.in/uploads/data/2-1-21-(a)%2C(b)-Submitted%20Annual%20Reports%20to%20the%20Statutory%20Authorities%20or%20Bodies%20of%20the%20HEI%20about%20its%20activities%20at%20the%20end%20of%20each%20academic%20session.pdf

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	<ul style="list-style-type: none"> • Reports are approved by the Higher Authorities of the HEI 	https://online.unishivaji.ac.in/uploads/data/2-1-22-%20Overseen%20the%20functioning%20of%20Centre%20for%20Internal%20Quality%20Assurance%20and%20approve%20the%20reports%20generated%20by%20Centre%20for%20Internal%20Quality%20Assurance%20on%20the%20effectiveness%20of%20quality%20%20assurance-%20(2).pdf
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	<ul style="list-style-type: none"> • LMS is designed as per UGC and AICTE Norms. • Templates are provided for developing e-tutorials to specialized experts keeping views of UGC Regulations Annexure VI and VII. 	https://online.unishivaji.ac.in/uploads/data/2-1-23-Facilitated%20adoption%20of%20instructional%20design%20requirements%20as%20per%20the%20philosophy%20of%20the%20Online%20learning%20decided%20by%20the%20statutory%20bodies%20of%20the%20HEI%20for%20its%20different%20academic%20programmes.pdf
24.	Promoted automation of learner support services of the Higher Educational Institution	<ul style="list-style-type: none"> • Online Admission, Payment, Eligibility and Online Results through online portal 	https://online.unishivaji.ac.in/uploads/data/2-1-24-Promoted%20automation%20of%20learner%20support%20services-.pdf

			https://online.unishivaji.ac.in/ https://lms.unishivaji.ac.in/course/view.php?id=108 https://unishivaji.org/exam
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	<ul style="list-style-type: none"> Involvement of other universities faculty members as expert for development of e-SLM and e-content material 	https://online.unishivaji.ac.in/uploads/data/2-1-25-----Coordinated%20with%20external%20subject%20experts%20or%20agencies%20or%20organisations%2C%20the%20activities%20pertaining%20to%20validation%20and%20annual%20review%20of%20its%20in-house%20processes.pdf
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	<ul style="list-style-type: none"> Academic and administrative Audit (AAA) was conducted 	https://online.unishivaji.ac.in/uploads/data/2-1-26-%20Coordinated%20with%20third%20party%20auditing%20bodies%20for%20quality%20audit%20of%20programme(s)-.pdf
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	<ul style="list-style-type: none"> Preparation of Self-Appraisal Report was overseen by IQAC and AAA Committee. 	https://online.unishivaji.ac.in/uploads/data/2-1-27--%20Overseen%20the%20preparation%20of%20Self-%20Appraisal%20Report%20to%20be%20submitted%20to%20the%20Assessment%20and%20Accreditation%20agencies%20on%20behalf%20o

			f%20HEI.pdf https://www.unishivaji.ac.in/uploads/naac/2022/SHIVAJI_UNIVERSITY_IQA.pdf https://www.unishivaji.ac.in/uploads/naac/2021/ssr/SSR%204th%20Cycle.pdf
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	<ul style="list-style-type: none"> Promoted collaborative project reports with the supervisors from the Industries/Organizations even out of jurisdiction of University. Research Cell established by the Centre for Distance and Online Education. The Cell call for Research Project Application 	https://online.unishivaji.ac.in/uploads/data/2-1-%2028-.pdf
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	<ul style="list-style-type: none"> Facility made available to learners to complete their project with industry/organization of his/her choice. HEI is having University – Industry Interaction Cell which supports learner for placement/startup. 	https://online.unishivaji.ac.in/uploads/data/2-1-29-%20Facilitated%20industry-institution%20linkage%20for%20providing%20exposure%20to%20the%20learners%20and%20enhancing%20their%20employability-.pdf https://www.unishivaji.ac.in/ssuic/

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

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	<ul style="list-style-type: none"> 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. 	https://online.unishivaji.ac.in/uploads/data/2-2-1-%20Governance%20and%20Leadership%20Management.pdf
2.	Articulation of Higher Educational Institution Objectives	<ul style="list-style-type: none"> Institution is having well defined Vision, Mission & Goals 	https://online.unishivaji.ac.in/uploads/data/2-2-2-.pdf
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	<ul style="list-style-type: none"> Shivaji University is a dual mode University hence the curriculum development process is carried out by the BOS of the University. Academic plan is well informed to the learners. Adequate academic flexibility is maintained. e-content, E-SLM, OER are provided with validation on LMS. Feedback is taken on different aspects. 	https://online.unishivaji.ac.in/uploads/data/2-2-3-%20Programme%20Development%20and%20Approval%20Processes.pdf

4.	Programme Monitoring and Review	<ul style="list-style-type: none"> Monitoring through AAA, CIQA, officers of the university and e-CRAC committee. 	https://online.unishivaji.ac.in/uploads/data/2-2-4-Programme%20Monitoring%20and%20Review%20(1).pdf
5.	Infrastructure Resources	<ul style="list-style-type: none"> Centre for Distance and Online Education has adequate learning and administrative resources and used optimally. ICT facilities, Teleprompter, Video conferencing instruments, Recording Studios, Lecture studio, Editing unit, E-Content studio, Online examination unit, proctoring unit for examination with AI is designed for enhancing quality of the programme. 	https://online.unishivaji.ac.in/uploads/data/2-2-5-%20Infrastructure%20Resources.pdf
6.	Learning Environment and Learner Support	<ul style="list-style-type: none"> The Learner Support Services made available including LMS, Academic counseling, and Mentoring, Discussion forum, Synchronous session, Business games, Quizzes, Mentoring, Technical support, Solving doubts quickly, Installment in tuition fee, Fee concession, Updating time to time regarding curricula. 	https://online.unishivaji.ac.in/uploads/data/2-2-6-Learning%20Environment%20and%20Learner%20Support%20(1).pdf https://lms.unishivaji.ac.in/course/view.php?id=108

7.	Assessment and Evaluation	<ul style="list-style-type: none"> 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. 	https://online.unishivaji.ac.in/uploads/data/2-2-7-Assessment%20and%20Evaluation.pdf https://lms.unishivaji.ac.in/course/view.php?id=108
8.	Teaching Quality and Staff Development	<ul style="list-style-type: none"> Faculty members get an opportunity to participate in different faculty development programmes. 	https://online.unishivaji.ac.in/uploads/data/2-2-8-Teaching%20Quality%20and%20Staff%20(1).pdf

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	<ul style="list-style-type: none"> As per the guidelines of UGC Regulations and as approved by the HEI Authorities 	https://online.unishivaji.ac.in/uploads/data/2-3-1-Academic%20Planning%20(1).pdf
2.	Validation	<ul style="list-style-type: none"> The Institution has a mechanism for validation to ensure that its programmes are academically viable 	https://online.unishivaji.ac.in/uploads/data/2-3-2-Validation%20(1).pdf

		<ul style="list-style-type: none"> • Validation is done through the Deans / Higher Authorities of the University. 	
3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Examination Centres</p> <p>b. External Auditor or other External Agencies report</p> <p>c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>d. Reporting and Analytics by the Higher Educational Institution</p> <p>e. Periodic Review</p>	<ul style="list-style-type: none"> • Reports from examination. • Report of Proctor examination. • Feedback from External Agencies- • AAA • NAAC • Advisory Committee Meeting • For Syllabus Review, • Training of All Authors, editors of LMS / e-content material and validation • Reports for result analysis and students feedback are generated and submitted for improvement. • Meetings of authorities and officers. 	https://online.unishivaji.ac.in/uploads/data/2-3-3%20---Monitoring%2CEvaluation.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 programme
1.	Smt. S. U. Mogale	B.C.S., MBA, DLL, Ph.D. (Pursuing)	06	Contractual	25.07.2024

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

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences (In Years)	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Online MBA	Dr. K. D. Kamble	MBA, Ph.D.	10	Contractual	23.07.2024
2.	Online MBA	Smt. P. G. Surve	MBA	04	Contractual	25.07.2024
3.	Online MBA	Dr. N. S. Mali	MA, M.Ed., MBA, Ph.D.	07	Contractual	26.07.2024
4.	Online MBA	Smt. N. N. Mullani	BE (IT), M.B.A.(HR and Finance)	16	Contractual	20.08.2024

<https://online.unishivaji.ac.in/uploads/data/3-4-%20b-%20Course%20Coordinator.pdf>

c. Course mentor

S. No.	Names with Designation	Qualification	Experiences (In Years)	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Shri. R. A. Mane	M.B.A.(Finance and Operations Management)	03	Contractual	21.08.2024

<https://online.unishivaji.ac.in/uploads/data/3-4-%20c-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)	3
Computer Operator	2	2
Multi Tasking Staff	2	2

<https://online.unishivaji.ac.in/uploads/data/3-5-a-%20Details%20of%20Administrative%20Staff.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/3-5-b-%20\(i\)-%20Technical%20Team.pdf](https://online.unishivaji.ac.in/uploads/data/3-5-b-%20(i)-%20Technical%20Team.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/3-5-%20b-%20\(ii\)-%20For%20delivery%20of%20Online%20Programmes.pdf](https://online.unishivaji.ac.in/uploads/data/3-5-%20b-%20(ii)-%20For%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/3-5-%20b-%20\(iii\)-%20For%20Admission%20and%20Examination.pdf](https://online.unishivaji.ac.in/uploads/data/3-5-%20b-%20(iii)-%20For%20Admission%20and%20Examination.pdf)

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.	NA	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	NA	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	NA	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	NA	
10.	Safety and security of the examination centre must be ensured	NA	
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	NA	
12.	Provision of drinking water must be made for learners	NA	
13.	Adequate parking must be available near the examination centre	NA	
14.	Facilities for Persons with Disabilities should be available	NA	

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

Sr. No.	Provisions in Regulations	Whether being complied Yes/No If yes, please provide details and upload relevant documents	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	No	<ul style="list-style-type: none"> Exams are conducted Online Mode from vicinity of students in a proctored environment.
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes https://online.unishivaji.ac.in/uploads/data/4-2-2---.pdf	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	No	<ul style="list-style-type: none"> Exams are conducted Online Mode from vicinity of students in a proctored environment.
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes https://online.unishivaji.ac.in/uploads/data/4-2-4--R-P-.pdf	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes https://online.unishivaji.ac.in/uploads/data/4-3-1-The%20Higher%20Educational%20Institution%20shall%20adopt%20the%20guidelines%20issued%20by%20the%20Commission%20for%20the%20conduct%20of%20proctored%20examinations-%20(1).pdf	
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 https://online.unishivaji.ac.in/uploads/data/4-3-2--%20A%20Higher%20Educational%20Institution%20offering%20Online%20programmes%20shall%20have%20a%20mechanism%20well%20in%20place%20for%20evaluation%20of%20learners%20enrolled%20through%20Online%20mode.pdf	

Sr.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.</p>	Yes	

4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes https://online.unishivaji.ac.in/uploads/data/4-3-5---%C2%A04-3-5-The%20weightage%20for%20different%20components%20of%20assessments%20for%20Online%20mode.pdf	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	<p>Yes</p> <p>https://online.unishivaji.ac.in/uploads/data/4-3-7--Marks%20or%20grades%20obtained%20in%20continuous%20assessment%20and%20end%20semester%20examinations%20or%20term%20end%20examinations%20shall%20be%20shown%20separately%20in%20the%20grade%20card.pdf</p>	
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.	<p>Yes</p> <p>https://online.unishivaji.ac.in/uploads/data/4-3-8--%20A%20Higher%20Educational%20Institution%20offering%20a%20Programme%20in%20Online%20mode%20shall%20adopt%20a%20rigorous%20process%20in%20development%20of%20question%20papers%20C%20question%20banks%20C%20assignments.pdf</p>	
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	<p>Yes</p> <p>https://online.unishivaji.ac.in/uploads/data/4-3-9--%20The%20examination%20of%20the%20programmes%20in%20Online%20mode%20shall%20be%20managed%20by%20the%20examina</p>	

	centre as given under these regulations.	<u>tion%20or%20evaluation%20Unit%20of%20the%20Higher%20Educational%20Institution%20and%20shall%20be%20conducted%20in%20the%20examination%20centre.pdf</u>	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	Learners are appearing to the examination from their vicinity.
	(b) Availability of biometric system	No	Learners are appearing to the examination from their vicinity.
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	Yes	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination	Yes	Recordings of online proctored exam are maintained.

	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	No	However recordings of online proctored examination are maintained.
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes https://online.unishivaji.ac.in/uploads/data/4-3-12-(a)-There%20shall%20be%20an%20observer%20for%20each%20of%20the%20Examination%20Centre%20appointed%20by%20the%20Higher%20Educational%20Institution%20and.pdf	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes https://online.unishivaji.ac.in/uploads/data/4-3-12-(b)%20It%20shall%20be%20mandatory%20to%20have%20observer%20report%20submitted.pdf	

13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	Yes	

15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	No	<ul style="list-style-type: none"> Programme is running from Feb.2024 hence learners are not passed out from the HEI.
	(b) Each award shall also be uploaded on the National Academic Depository	No	<ul style="list-style-type: none"> Programme is running from Feb.2024 hence learners are not passed out from the HEI.
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 https://online.unishivaji.ac.in/uploads/data/4-3-16--It%20shall%20be%20mandatory%20for%20Higher%20Educational%20Institution%20to%20mention%20the%20following%20on%20the%20backside%20of%20each%20of%20the%20degree%20certificates%20and%20mark%20sheets%20issued%20by%20the%20HEI.pdf	<ul style="list-style-type: none"> Programme is running from Feb.2024 hence learners are not passed out from the HEI.

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

Semester beginning	Programme name	No. of students	No. of students	No. of students	% of student	% of students
		admitted	appeared in exams	progressed to next year	s passed	passed in first class
February Batch, 2024	MBA through Online Mode	40	33	32	97%	97%
July Batch, 2024	MBA through Online Mode	118	97	-	-	-

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 approved by HEI authorities and guidelines were made for implementing the programme. 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.

Link: <https://online.unishivaji.ac.in/uploads/data/5-1-%20Compliance%20status%20of%20%E2%80%98Guidelines%20on%20Programme%20Project%20Report%E2%80%99.pdf>

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, PPTs, 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. The develop e-content goes through e-content review and approval committee.

Link: <https://online.unishivaji.ac.in/uploads/data/5-2-%20Compliance%20status%20of%20%E2%80%98Quality%20Assurance%20Guidelines%20of%20Learning%20Material%20In%20Multiple%20Media%20And%20Curriculum%20And%20Pedagogy%E2%80%99.pdf>

Link: https://sukapps.unishivaji.ac.in/lms_stud_reg_app/#/login

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 e-tutorial, SLM, e-book, Web Resources, synchronous session, Discussion forum for clarifying the doubts and sharing the experiences. Assignments and solutions, Multiple Choice Questions, Quizzes and Business games.

Link: [https://online.unishivaji.ac.in/uploads/data/5-3-Compliance%20status%20in%20respect%20of%20e-Learning%20Material%E2%80%93As%20per%20Annexure%20-%20VII%20of%20UGC%20\(ODL%20Programmes%20and%20Online%20Programmes\)%20Regulations%2C%202020.pdf](https://online.unishivaji.ac.in/uploads/data/5-3-Compliance%20status%20in%20respect%20of%20e-Learning%20Material%E2%80%93As%20per%20Annexure%20-%20VII%20of%20UGC%20(ODL%20Programmes%20and%20Online%20Programmes)%20Regulations%2C%202020.pdf)

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://sukapps.unishivaji.ac.in/lms_stud_reg_app/#/login

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)

Learners are intimated time to time for participating in 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 are conducted for student support. Learners are intimated regarding synchronous session schedule with its recording. SLM are made available in printable form. Feedback were taken from students on e-content, SLM, LMS and expert content delivery style as well as student engagement. e-content is developed by subject expert from various HEI and developed e-content is uploaded on LMS.

Link: https://sukapps.unishivaji.ac.in/lms_stud_reg_app/#/login

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 (Semester wise – programmes wise)

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

Upload

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
https://online.unishivaji.ac.in/uploads/data/7-1-1-Joint%20declaration%20by%20authorized%20signatories%2C%20Registrar%20and%20Director%20of%20Centre%20for%20Internal%20Quality%20Assurance.pdf			
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 https://online.unishivaji.ac.in/uploads/data/7-1-2-The%20establishing%20Act%20and%20Statutes%20there%20under%20or%20the%20Memorandum%20of%20Association%2C%20as%20the%20case%20may%20be%20or%20both%2C%20of%20the%20Higher%20Educational%20Institution%2C%20empowering%20it%20to%20offer%20programmes%20in%20Online.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or	Yes https://online.unishivaji.ac.in/uploads/data/7-1-3-	

	regulatory authorities	%20Copies%20of%20the%20letters%20of%20recognition%20from%20Commission%20and%20other%20relevant%20statutory%20or%20regulatory%20authorities-.pdf	
4.	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	<p>Yes</p> <p>https://online.unishivaji.ac.in/uploads/data/7-1-4-%20Programme%20details%20including%20brochures%20or%20programme%20guides%20inter%20alia%20information%20such%20as%20name%20of%20the%20programme%20duration%20C%20eligibility%20for%20enrolment%20C%20programme%20fee%20C%20programme%20structure-.pdf</p>	
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	<p>Yes</p> <p>https://online.unishivaji.ac.in/uploads/data/7-1-5-%20Programme-wise%20information%20on%20%20syllabus-.pdf</p>	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations	<p>Yes</p> <p>https://online.unishivaji.ac.in/uploads/data/7-1-6---Important%20schedules%20or%20date-sheets%20for%20admissions%20C%20registration</p>	

	etc.	%2C%20re-registration%2C%20counselling%20mentoring.pdf https://www.unishivaji.ac.in/uploads/admin/2024/August/Meeting-Section/17-aug/Calender%20of%20Event-%202024-2025.pdf	
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	<p>Yes</p> https://online.unishivaji.ac.in/uploads/data/7-1-7-%20Detailed%20strategy%20plan%20related%20to%20Online%20programme%20delivery%2C%20if%20any%20including%20learning%20materials%20offered%20through%20Online%20and%20Learner%20assessment%20system%20and%20quality%20assurance%20practices-.pdf https://lms.unishivaji.ac.in/course/view.php?id=108	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps,	<p>Yes</p> https://online.unishivaji.ac.in/uploads/data/7-1-8-%20The%20feedback%20mechanism%20on%20design%2C%20development%2C%20delivery%20and%20continuous%20evaluation%20of%20learner-performance%20which%20shall%20form%20an%20integral%20part%20of	

	if any	%20the%20transactional%20design%20of%20the%20Online%20programme.pdf	
9.	Information regarding all the programmes recognised by the Commission	Yes https://online.unishivaji.ac.in/uploads/data/7-1-9-%20Information%20regarding%20all%20the%20programmes%20recognised%20by%20the%20Commission.pdf	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes https://online.unishivaji.ac.in/uploads/data/7-1-10-%20Data%20of%20year-wise%20and%20programme-wise%20learner%20enrolment%20details%20in%20respect%20of%20degrees%20and%20post%20graduate%20diplomas%20awarded-.pdf	
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 https://online.unishivaji.ac.in/uploads/data/7-1-11--Complete%20information%20about%20e-Learning%20Material.pdf	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes https://online.unishivaji.ac.in/uploads/data/7-1-12-%20A%20compilation%20of%20questions%20and%20answers%20under%20the%20head%20%E2%80%98Frequently	

		<u>%20Asked%20Questions%20with%20the%20facility%20of%20online%20interaction%20with%20learners%20providing%20hyperlink%20support%20for%20Online%20Programmes-.pdf</u>	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	No	Learners can appear from their vicinity
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes <u>https://online.unishivaji.ac.in/uploads/data/7-1-14-%20Details%20of%20proctored%20examination%20in%20case%20of%20end%20semester%20examination%20or%20term%20end%20examination%20of%20Online%20programmes-.pdf</u>	
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 <u>https://online.unishivaji.ac.in/uploads/data/7-1-15%20-%20Academic%20Calendar%20mentioning%20period%20of%20the%20admission%20process%20along%20with%20the%20academic%20session%20C%20dates%20of%20continuous%20and%20end%20semester%20examinations%20or%20term%20end%20examinations%20C%20etc-.pdf</u>	

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 https://online.unishivaji.ac.in/uploads/data/7-1-16-%20Reports%20of%20the%20third%20party%20academic%20audit%20to%20be%20understand%20every%20five%20years.pdf	
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Part – VIII: Admission and Fees

8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	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	Yes

	<p>the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	
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.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	

	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	Yes

	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	Yes

	in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	Yes

	Educational Institution	
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	Yes

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

If No, reason thereof:

No, international learner is not enrolled to programme.

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.

Earlier Centre for Distance 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 comprise 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 . 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 11th 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.

Upon receiving a grievance from a student, the institute shall forward the complaint, along with its observations, to the Students' Grievance Redressal Committee (SGRC) within 15 days of receipt. The SGRC is responsible for addressing and resolving the grievance within the timeframe stipulated under the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

In cases where the grievance remains unresolved by the Students' Grievance Redressal Committee (SGRC) within the prescribed period, the matter may be escalated to the Ombudsperson for further action.

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
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, WhatsApp Panel MSG, SMS, 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.

10.2 Best Practices of the HEI

1. 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.
2. The provision of e-SLM in printable format for all subjects ensures that students can easily access and review course materials as needed. Recorded live sessions of each courses are proving on LMS.
3. 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.
4. Furthermore, Shivaji University demonstrates its commitment to inclusivity by offering a 10% concession on tuition fees to women, disabled, transgender, graduates from Shivaji University, employees and ex-employees of the university, as well as their wards and those of affiliated colleges. The special provisions are made for sport personal and Kolhapur Districts Urban Co-operative bank employee. Also, special concession is given to the border area students. These practices are designed to make higher education more accessible and supportive of diverse student needs.
5. Various days are celebrated through online mode by inviting experts and Alumni of CDOE.
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. Shivaji University has set a remarkable precedent by becoming the First State University to offer an online MBA programme.

10.3 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.

10.4 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.

10.5 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.

10.6 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.

10.7 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.

10.8 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: Dr. K. B. Patil

Seal:



Date: 30 AUG 2025



Signature of the Registrar:

REGISTRAR
SHIVAJI UNIVERSITY
KOLHAPUR

Name: Dr. V. N. Shinde

Seal:



Date: 30 AUG 2025

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.