HEI ID: HEI-P-U-0190   **Name of HEI:** Shoolini University   **Type of HEI:** Private University

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE

LEARNING MODE

<2023-2024>

HEI ID: HEI-P-U-0190   **Name of HEI:** Shoolini University.   **Type of HEI:** Private University

Contents

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Part – I: General Information

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

> **Click Here**

1.2   Details of Director, CIQA

- Name : Dr. Gaurav Gupta
- Qualification: PhD CSE
- Appointment Letter and Joining Report: **Click Here**

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. Atul Khosla	Management	6-10-2021
b.	Three Senior teachers of HEI	Member 1	Prof. Sunil Puri PhD Botany	Botany	6-10-2021
		Member 2	Prof. Saurabh Kulshreshtha, PhD	Biotechnology	6-10-2021
		Member 3	Prof. Dinesh Kumar, PhD	Biotechnology	6-10-2021
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Poornima Bali, PhD	Liberal Arts	21-04-2023
		Member 5	Dr. Pooja Verma, PhD	Management	11-08-2023
		Member 6	Dr. Pankaj Vaidya, PhD	CSE	6-10-2021
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. S. D. Bhardwaj, PhD	Forestry	5-12-2022
		Member 8	Prof. Rajinder Kaur Kalra, PhD	Education	21-04-2023
e.	Officials from departments of HEI Administration Finance	Member 9 Administration	Mr. Shikhar Sharma,	HR	6-10-2021
		Member 10 Finance	Mr. M.D. Sharma	Finance	6-10-2021
f.	Director, CIQA	Member Secretary	Dr. Gaurav Gupta. PhD	CSE	6-10-2021

b.   **Whether members mentioned at 'b' to 'e' changed every 2 years? Yes**
If No, reason thereof

1.4 **Number of meetings held and its approval:**

a. **No. of meetings held every year: 02**

b. **Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	09-05-2023	1. Prof. S.D. Bhardwaj (Former Dean, College of Forestry, UHF Nauni H.P) 2. Prof. Rajinder Kaur Kalra, (Rtd.) Head Department of Extension Education, PAU, Ludhiana, Punjab	**Click Here**	**Click Here**
Meeting 2	10-05-2024	1. Prof. S.D. Bhardwaj (Former Dean, College of Forestry, UHF Nauni H.P) 2. Prof. Rajinder Kaur Kalra, (Rtd.) Head Department of Extension Education, PAU, Ludhiana, Punjab	Click Here	Click Here

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

From <M*onth, Year*> academic session:

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

Note: Mention details separately for <M*onth, 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: NA

From <M*onth, Year*> academic session:

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

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

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

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

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

Note: Mention details separately for <M*onth, Year*>academic session, as applicable,

as above.

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

From <**August 2023**>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans - gender)			
							M	F	TG	Total
1.	BBA	3 Year	120	10+2	39,000/-	F. No. 3O-30/2023 (DEB-II)	07	03	00	10
2.	B. Com	3 Year	120	10+2	39,000/-	F. No. 3O-30/2023 (DEB-II)	01	00	00	01
3,	BAJMC	3 Year	120	10+2	39,000/-	F. No. 3O-30/2023 (DEB-II)	00	00	00	00

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

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

From <August 2023>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.) (per Semester)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	MA ENGLISH LITERATURE	2 Year	80	Graduation	12,500	F. No. 3O-sOl2o23 (DEB-III	00	00	00	00
2.	MBA	2 Year	118	Graduation	15,000	F. No. 3O-sOl2o23 (DEB-III	00	00	00	00

Note: Mention details separately for <M*onth, 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	The quality of services provided to learners is upheld across various aspects, including: A. Guidance during the Admission Counselling process. B. Provision of comprehensive Study Materials. C. Orientation and Training on effective utilization of the Learning Management System (LMS). D. Furnishing a detailed Academic Calendar containing key dates such as Personal Contact Programs (PCP) and Assignment Submission deadlines. E. Students receiving assistance from dedicated help	Best Practices **Click Here** Since we have no new admissions after November, 2022 batch, orientation program did not take place. LMS Tutorial **Click Here** **Click Here**

		desk personnel. F. Initiation of communication via email, WhatsApp, and the official website. Encouraging students to engage with faculty both during Personal Contact Programs and through discussion forums on the LMS platform.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	1) A continuous monitoring mechanism is in place to oversee all services provided to students, facilitated by ongoing interaction with the Higher Education Institution (HEI). 2) Innovative processes developed within the HEI are adapted to suit Open and Distance Learning (ODL) students. 3) The University employs Continuous Assessment (CA) methods.	*Best Practices of Synchronous Sessions* ***Click Here*** ***Click Here*** *How to submit assignment on Moodle.* **Click Here**

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	1) CIQA plays a crucial role in recommending modifications for enhancing Learning Materials and refining Teaching-Learning Processes, driven by feedback received from ODL students. 2) Implementation of novel teaching methods and examination approaches.	*Identification of Pedagogical Interventions for ODL* Click Here *Report of Identification of Pedagogical Interventions for ODL* **Click Here**
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)	A document outlining teaching-learning processes in the conventional mode is curated and shared with the ODL department for adoption of teaching C and C++ Programming.	*Report on Teaching Learning Processes used in Formal Mode for adaptation for ODL.* **Click Here**
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	The SCDOE has developed Google feedback forms disseminated among various stakeholders such as learners, teachers, staff, parents, society members, and employers to collect valuable input.	*SCDOE feedback form link.* **Click Here** **Click Here** *Feedback Report* **Click Here**

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Drawing upon feedback from students and stakeholders, recommendations are made to the HEI regarding new subjects and improved teaching-learning processes.	*Processes to improve Quality in Teaching Learning Process* **Click Here** *Consolidated Report to Suggest Innovative and Quality Teaching Learning Processes for ODL by the HEI* **Click Here**
7.	Implementation of its recommendations through periodic reviews	An internal committee, led by the program coordinator, was established by CIQA to oversee quality aspects, ensuring adherence to standards and enhancement of overall quality.	*Implementation of CIQA recommendations and PPR implementation* **Click Here**
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	SCDOE regularly organizes expert talks, workshops, and training sessions for students in various areas including training on learning platform and e-library resources.	*A report of the workshop highlighting the need and the awareness of Open Education Resources and Creative Commons Licensing was conducted for the faculty of ODL.* **Click Here** HR Conclave Report **Click Here**

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	SCDOE ensures that the best practices are followed from student admission queries to course completion, creating a friendly and supportive environment for students. The department follows a multi-disciplinary approach, academic flexibility, choice-based credit system, learning from industry experts and international professors, mentor-mentee approach, grievance redressal cell, feedback analysis committee, dedicated student facilitation centre, IT team and emotional connect with students. This helps students discover themselves through creative thinking, leading to success in a more diverse community.	*Roles and Responsibilities for Faculty to ensure best practices.* **Click Here**
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	SCDOE maintains complete statistics on admissions, attendance in live lectures, recordings of faculty members, internal and external examinations, open house records, results, and grades. These records are available with the Director and Exam Superintendent with appropriate security arrangements.	*Faculty feedback* **Click Here**

| 11. | Measures taken to ensure that Programme Project Report for each programme is according to thenorms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme | Programme project reports are prepared according to the commission's norms and guidelines, pre-approved by the Programme Coordinators, followed by the Director, and further approved by the members and guidelines of the Academic Council. | Implementation of CIQA recommendations and PPR implementation Click Here

PPR Link
Click Here
Click Here
Click Here
Click Here
Click Here
Click Here |

12.	Mechanism to ensure the proper implementation of Programme Project Reports	The Academic Calendar, curriculum, fee structure, examination, and evaluation mechanism are implemented as per the programme project reports. Various committees are in place to ensure the implementation of PPR.	*Duties and Responsibilities of Programme Coordinators* **Click Here**
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The SCDOE's 1st session commenced from November 2022, and this is the department's first annual report, reviewed and approved by the statutory body.	Annual Report of HEI Click Here
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Based on feedback from various stakeholders, senior academicians, and industry experts, SCDOE plans to enrich the curriculum with a set of elective baskets and collaborate with various academic partners to provide industry-oriented curriculum to students.	*Stake holders inputs were implemented and the same was incorporated in the Syllabus.* Syllabus **Click Here**
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	The SCDOE aims to establish a student-centered system that enhances the teaching-learning process through innovative methods and pedagogy to facilitate the development of each and every student. The curriculum incorporates research-oriented subjects to provide students with research-based skills.	*Learner analytics* **Click Here**
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The third party academic audit to be undertaken every five years and internal academic audit every year by the Centre for Internal Quality Assurance.	*Shoolini university has submitted documents for NAAC Accreditation for 2nd cycle and the desired documents from SCDOE has been submitted.*

17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	The SCDOE conducted a Periodic Academic Audit by CIQA and the 1st Annual Academic Audit for the Academic Year 2022-23 took place on February 8, 2023. Proper action was taken on the suggestions provided by experts and the report is available on the department's website.	Academic Audit Click Here
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The Director SCDOE are regularly coordinating with the commission regarding the discussion of various initiatives taken by the department based on the guidelines issued by the commission to maintain quality standards.	Academic Audit Click Here
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The SCDOE places tremendous emphasis on setting quality benchmarks to ensure that best practices are followed. As a result, a team from the SCDOE visits other institutions to understand the latest practices followed there. Additionally, student participation in inter-college competitions enables the department to learn from the best practices of other institutions.	*Study of other HEI offering ODL programmes* **Click Here** *Consolidated Report of Offerings and Functioning of other HEIs* **Click Here**
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	CIQA regularly records all the activities of SCDOE such as Departmental Academic Meetings, Board of Studies Meetings, Board of Faculty Meetings, Seminars, Workshops, Student Orientation Programs, Feedback Analysis, Action on Grievances, Review of E-Content, Academic Audit, and the Conduction of one CIQA meeting in a semester to ensure quality assurance.	*Annual report of the CIQA as collated presentation of the all the activities listed.*

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.	The first academic session will close on August 12th August, 2024 and the report will be compiled after the completion of the Academic session.	**Click Here**
	(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.	The first academic session will close on August 12th 2024 and the report will be compiled after the completion of the Academic session.	**Click Here**
22.	Overseen the functioning of Centrefor Internal Quality Assurance and approve the reports generated by Centre for Internal QualityAssurance on the effectiveness of quality assurance systems and processes	Yes	The approved CIQA minutes are attached *Click Here*
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	The online learning philosophy, which includes synchronous and asynchronous components, has been followed in creating the curriculum structure. Additionally, students can access the content in the form of SLMS, PPTs, assignments, and video lectures.	*SLM Guidelines* **Click Here**

24.	Promoted automation of learner support services of the Higher Educational Institution	Students have access to a dedicated online system from admission to degree completion, which includes the option of No Paper Form (NPF), Razor Pay, and Payment Gateway. E-content is available on eUniv live classes are conducted on eUniv and examinations take place on eUniv	Since we have no new admissions after November, 2022 batch, orientation program did not take place. *Best Practices of Synchronous QA Sessions* **Click Here** *How to submit assignment on Moodle.* **Click Here**
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	External experts regularly advise the department on necessary changes to improve its functioning. These experts are members of various committees and visit the department frequently to suggest changes or additions that will enhance the department's operations.	Academic Audit Report **Click Here**
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The department undergoes an annual audit with members from different university departments, as well as external academic and industry experts.	Academic Audit Report **Click Here**
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Shoolini University Solan has received an "B+" grade with a CGPA of 2.9 National Assessment and Accreditation Council (NAAC) in cycle 1.	*Shoolini university has applied for NAAC Accreditation for 2nd cycle and the desired documents from SCDOE has been submitted.*

28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education mode of education and research therein	The SCDOE is collaborating with various organizations and research bodies, in addition to academic-industry partnerships, to improve quality.	A report of Industry Requirement **Click Here**
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The SCDOE is working to provide industry-oriented exposure to its students by partnering with various reputed organizations.	A report of Industry Requirement **Click Here**

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 inrespect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Shoolini University Centre for Distance and Online Education (SCDOE), which falls under the purview of Shoolini University, has taken concrete measures to ensure the smooth running of its online programmes. The department has meticulously outlined the roles and responsibilities of its teaching and non-teaching staff in relation to online courses. To this end, the department has recruited a suitable number of academic staff possessing the requisite qualifications to effectively deliver online courses. The department's organizational structure comprises of a director, at the top level, followed by programme coordinators, academic and non-academic staff. The department has a dedicated IT team that reports to the apex body and promptly addresses any technical issues encountered by students. Moreover, the department has established a state-of-the-art recording studio manned by a professional production team. This facilitates academic staff and professors to record video lectures in real time. As the department caters to the educational requirements of working professionals, it has devised	*Organogram of the HEI* **Click Here** **Detailed Strategy** **Detailed Strategy Plan**

		operational strategies to remain available on weekends and public holidays to ensure that the department meets its stated goals and objectives.	
2.	Articulation of Higher Educational Institution Objectives	Shoolini University Centre for Distance and Online Education (SCDOE) has taken steps to provide clarity on its vision, mission, programme objectives, outcomes, study schemes, evaluation policy, and course matrix articulation in its curriculum booklets. These details are also accessible on the SCDOE 's official website. To ensure that the objectives of the university are met, each programme coordinator operates under the guidance of the Director. He works to facilitate the smooth delivery of every vertical. This approach ensures that the SCDOE consistently provides high-quality educational experiences to its students.	
3.	Programme Development andApproval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	A systematic approval mechanism is in place for the approval of Programme Curriculum booklets. The curriculum booklets are first submitted to the Board of Studies and the Board of Faculty for review. After implementing the recommended suggestions and revisions, the booklets are forwarded to the Academic Council for final approval. The curriculum is designed based on a choice-based credit system, providing students with the flexibility to select courses from a multidisciplinary basket of electives. Students are given the option to choose courses based on their interests, even in the ongoing semesters. Additionally, students can earn credits from the basket of generic electives. To facilitate self-paced learning, the learning resources provided to students include videos, PPTs, self-learning materials, e-books, assignments, quizzes etc. These materials are designed by incorporating text, images, graphs, and illustrations to create comprehensive documents. All the topics covered in	*SLM Guidelines* **Click Here** Since we have no new admissions after November, 2022 batch, orientation program did not take place. *SCDOE feedback form link* **Click Here** **Click Here** *Feedback Report* ***Click Here***

		the particular module (unit) are taken from different sources to make it convenient for students to refer to. The department regularly collects mid-semester and end-semester feedback from students, faculty members, and subject experts to analyze the curriculum and the learning platform. The department ensures that the suggestions given by students are rigorously implemented within a stipulated time. The feedback analysis report is also uploaded on the department's official website.	
4.	Programme Monitoring and Review	The smooth functioning of the programme in terms of e-content, recordings, live classes, curriculum updates, and follow-up of activities as per the academic calendar is the responsibility of the Academic Head, along with the dedicated programme coordinators. They are responsible for reviewing and ensuring the smooth functioning of the programme. Additionally, the Manager of IT is responsible for the overall updating of the website, which is monitored by the Director of the Shoolini University Centre for Distance and Online Education.	*Program Monitoring Report* **Click Here**
5.	Infrastructure Resources	Shoolini University Centre for Distance and Online Education (SCDOE) has an infrastructure in place to support student learning. This infrastructure includes an e-library with remote access for students, facilitating the use of digital resources such as e-books, e-journals, and databases. Additionally, the library provides plagiarism-checking facilities to faculty members for their academic purposes. To ensure high quality video lectures, the university has established a dedicated studio where faculty members can record lectures under the guidance of a dedicated production team.	*Infrastructure Resources* **Click Here**
6.	Learning Environment and Learner Support	SCDOE offers comprehensive support services to students enrolled in online programmes, including access to an e-library, online platforms, online admission facilities, and online proctored examinations. Students also have the opportunity to participate in webinars, workshops, and talks by	Since we have no new admissions after November, 2022 batch, orientation program did not take place.

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Sr.No.			
		academic and industry experts at the national and international levels. Furthermore, SCDOE provides a round-the-clock student facilitation centre, help desk, and chatbot for addressing any queries related to admissions, academics, and administration. This student-centric approach offers a seamless and supportive learning environment	*Best Practices of Synchronous Sessions* *Click Here*
7.	Assessment and Evaluation	The assessment tools such as question papers, assignments, quizzes, and other forms of evaluation at SCDOE are meticulously designed to align with the course outcomes and program outcomes. The centre has a well-established evaluation mechanism for both continuous and end-semester examinations, which is also made available on the website.	*Assessment and Evaluation* **Click Here** *Sample Question Paper format* **Click Here**
8.	Teaching Quality and Staff Development	Faculty members willingly undergo regular reviews in the event of any concerns, while an open environment is cultivated to foster the professional growth of the educators.	*Peer Feedback* **Click Here**

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 inrespect of ODL	Upload relevant document
1.	Academic Planning	The University creates timetables for admissions, teaching, and examinations, adhering rigorously to the academic calendar.	*Academic Calendar and Personal Contact Programme* *Academic Calendar* 2023-24 **Click Here** **2024-25 Click Here**

2.	Validation	Program proposals are formulated through the utilization of assessment and need analysis reports, drawing insights from academic audits and recommendations provided by committees responsible for suggesting relevant courses. Shoolini University has consistently prioritized upholding academic standards and delivering vital student services, showcasing its leading position in these aspects.	*Program Monitoring Report* **Click Here** *Academic Audit* **Click Here**
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	The SCDOE carries out academic audits to ensure quality assessments. The progress is overseen by Programme Coordinators, while Committees established by the CIQA make recommendations for improvements in the courses.	*Academic Audit* **Click Here** *Observer Report* **Click Here**

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. Amar Raj Singh, Director Shoolini University Centre for Distance and Online,
>
> Regular, Full Time, Qualification PhD, Salary
>
> (Attach appointment letter and joining report)   **Click Here**

3.2 **Compliance status in respect of Human Resource – As per Annexure – IV ofUGC (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:

> *DETAILS GIVEN BELOW*

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
BBA	3	4	Yes	
BAJMC	3	4	Yes	
B. Com	3	3	Yes	
MBA	3	6	Yes	
M.A English Literature	3	4	Yes	

HEI ID: HEI-P-U-0190   **Name of HEI:** Shoolini University.   **Type of HEI:** Private University

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/	Date of joining programme and Joining report
1	B.COM (H)		Dr. Sunil Kumar	Associate Professor	MBA, PhD	10	Regular, 85,500	
2	B.COM (H)	3	Dr. Chander Mohan Gupta	Associate Professor	MBA/SET/PhD	19	Regular, 61,600/-	
3	B.COM (H)		Dr. Nitin Gupta	Associate Professor	MBA, PhD	14	Regular, 70,000/-	
4	BBA		Dr. Pooja Verma	Associate Professor	MBA, NET, PhD	13	Regular, 55,080/-	
5	BBA		Ms. Gopali Dayal	Assistant Professor	MBA	3	Regular, 25,500/-	
6	BBA	4	Dr. Vinay Negi	Assistant Professor	MBA, PhD	18	Regular, 56,560/-	
7	BBA		Mr. Vijay Kumar	Assistant Professor	M.COM, MBA	22	Regular, 31,774/-	
8	MBA		Dr. Narinder Verma	Professor	NET, PhD	29	Regular, 2,25,000/-	
9	MBA		Dr. Pankaj Vaidya	Professor	M.TECH, PhD	24	Regular, 1,45,000/-	
10	MBA	6	Dr. Rozy Dhanta	Deputy Director	PhD	14	Regular,	**Click Here**
11	MBA		Prof Ashish Khosla	Professor	B. TECH, PGDM	31	Regular, 1,50,000/-	
12	MBA		Dr. Ashoo Khosla	Associate Professor	MBBS, PGDM	12	Regular, 1,50,000/-	
13	MBA		Mr. Rishabh Shyam	Assistant Professor	MBA	5	Regular, 26,250/-	
14	MA. ENGLISH LITERATURE		Dr. Navreet Sahi	Associate Professor	M.PHIL, PhD	13	Regular, 41,406/-	
15	MA. ENGLISH LITERATURE		Dr. Purnima Bali	Associate Professor	NET, PhD	13	Regular, 65,000/-	
16	MA. ENGLISH LITERATURE	4	Ms. Tanaya Thakur	Assistant Professor	MA, UGC NET	1	Regular, 32,000/-	
17	MA. ENGLISH LITERATURE		Mr. Hemant Kumar Shamra	Assistant Professor	M.PHIL	14	Regular, 60,000/-	
18	BAJMC		Dr. Nisha Kapoor	Associate professor	NET, PhD	12	Regular, 49,350/-	
19	BAJMC		Dr. Ranjna Thakur	Associate professor	NET, SET, PhD	11	Regular, 51,300/-	
20	BAJMC	4	Mr. Paarth Sharma	Assistant Professor	MA	16	Regular, 33,000/-	
21	BAJMC		Ms Indu Negi	Assistant Professor	SET/MJMC	7	Regular, 77,000/-	

3.3   Details of Administrative staff

Number of Administrative staff available exclusively for for ODL programmes at HQ &at LSCs

Admin Staff	Required(upto 5000 students)	Available	
Deputy Registrar	1	1	
Assistant Registrar	1	1	**Click Here**
Section Officer	1	1	
Assistants	3 (2 for DM Universities)	3	
Computer Operator	2	4	
Multi Tasking Staff	2	5	

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

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the 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 State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

4.2 Compliance 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 *Exam Guidelines* **Click Here**	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Yes *Evaluation Mechanism* **Click Here**	
	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination orterm end examination: Provided that no semester or year-endexamination shall be held unless: 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 actuallyconducted; ii)For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ HigherEducational Institution	Yes **Click Here** *Live lectures, webinars, seminars, internal exams, the submission of papers and quizzes, and involvement in extracurricular activities make up the 75% of engagement required of online students.*	

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, the curriculum, including the courses and their credits, is completely mapped to the conventional mode curriculum. The format of the conventional mode is also used while setting the question papers in order to attain the required course outcomes.* **Common Provisions for conventional mode** **Click Here**	
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. summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes, Assesment Criteria. ***Click Here*** *Paper and assignment* *Sample Question Paper* **Click Here** *Sample Assignment* **Click Here**	

6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes *The eLMS Platform's Notifications option is used to notify users when assessments have been submitted, whether they are subjective or objective. The eLMS platform is utilised for the end-of-semester exams.* **Click Here**	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes *Sample Marksheet* **Click Here**	
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 *Process is followed* **Click Here**	
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.	Yes *Date sheet* **Click Here**	

10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes *Exam were held in Online Mode in Campus* **Click Here**	
	(b) Availability of biometric system	*Online Mode in Campus using Face ID recognition.* **Click Here**	
	(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	The examinees were identified using face ID and Aadhar Card details.	
	(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 center to the Higher Educational Institution	*Exam were held in Online Mode in campus* **Click Here**	

11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	*We started the program through ODL/OL Mode in November 2022. And we will Store the videos for 5 years.*	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes *Invigilator Sheet* **Click Here**	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes *Observer Report* **Click Here**	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer basedtesting) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes **Click Here**	
	(b) The Exams shall be under the direct control and responsibility of the Openand Distance Learning mode Institution	Yes	

14.	The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(s),NavodayaVidyalaya(s), Sainik School(s), State GovernmentSchools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges underthe University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	N.A	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill thecriteria of an examination centre as defined in these regulations	N.A	
16.	The 'Examination Centre' shall beestablished within the territorial jurisdiction of the Higher EducationalInstitution	Yes **Click Here**	

17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and DistanceLearning shall be assigned a uniqueidentification number and shall have.
	
	  i. Photograph
	  ii. Aadhaar number or other government recognized identifier or Passport number, as applicable,
	  iii. Other relevant details of the learner along with the Programme name.
		Yes
		
		Sample Degree
		
		Click Here	

	(b) Each award shall also be uploaded on the National Academic Depository	Yes All students now have ABC accounts, and prizes have been submitted to the National Academic Depository.	
18.	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 Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes *Sample Degree* **Click Here**	

4.3   Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

Shoolini University has a robust and in-house developed AI-based proctoring software for conducting exams online/physically invigilated within the territory of the campus. We use facial verification, Upload ID, Share screen and camera through live stream for credibility.

4.4   Result and Student

Progression For UG, PG and

PGD Programmes

(ODL)Result and Student Progression For UG, PG and PGD programs (5.2.3 AQAR)

Semester beginning **(3rd Semester)**	Program name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year (5.2.4)*	% of students passed	% of students passed in first class
August, 2023	BBA	10	10	10	100%	100%
August, 2023	BCOM	1	1	1	100%	100%
August, 2023	BAJMC	0	0	Nil	Nil	Nil
August, 2023	MA (ENGLISH Literature)	0	0	Nil	Nil	Nil

***(The data reflected is number of students progressed to 4th semester)**

The batch Admitted in November 2022 has given its <u>third semester</u> exams in **March,2024** and the result announced in **June, 2024**

No student in ODL was Admitted since April 2023

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.

> Program Project Report: **Click Here**
>
> Statutory Bodies: **Click Here**

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.

> Compliance status of 'Quality Assurance Guidelines: **Click Here**

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.

> Compliance status in respect of Self-Learning Material: **Click Here**

Part – VI: Programme Delivery through Learner Support Centre(LSC)

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1	BBA, BCOM (H), BAJMC	SCDOE	1	2	11	11
2	MA English Literature	SCDOE		0	0	0
3	PGD	N.A	N.A	N.A	N.A	N.A

6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

There is no Learner Support Center . we provide learner support services through main campus.

6.3   LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, Allthe HEIsin same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Program-mes offered	Total Enrolled student.
1.	N.A	N.A		N.A	N.A	N.A	N.A	N.A	N.A	N.A

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
N.A	N.A	N.A	N.A

6.4   Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published inthe Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Program-mes offered	Total Enrolled student.
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A

6.5   Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight fromthe date of admission
Printing Material	15th November 2022	26th September, 2023	Yes
Audio-Video Material	15th November 2022	3rd October, 2023	Yes
Online Material	15th November 2022	3rd October, 2023	Yes
Compute based Material	15th November 2022	3rd October, 2023	Yes

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise – programmes wise)
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A

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

   N.A

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 it is Complied	
	Uploading of the following on HEI website **((Mention link)**		
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	*Establishing Act* **Click Here**	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	*Approval Letter of Programs* **Click Here** *Statutory Approval* **Click Here**	
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	*Program Information:* **Click Here**	

5.	Programme-wise information on syllabus, Suggested readings, contact points for counselling/mentoring, programmestructure with credit points, programme- wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	*Syllabus* **Click Here**	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	*Academic Calendar* 2023-24 **Click Here** **2024-25** **Click Here**	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	*Feedback mechanism* **Click Here** **Click Here** **Click Here**	
8.	Information regarding all the programmes recognised by the Commission	*Approval Letter* **Click Here**	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded		

10.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	*List of Faculty Members who have written SLM* **Click Here**	
11.	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	*Frequently Asked Questions* **Click Here**	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	*Not Applicable, we are allowed to operate from HQ*	
13.	List of the 'Examination Centres' along with the number of learners in each Centre, for Open and Distance Learning programmes	*We are allowed to operate from HQ*	
14.	Details of proctored examination in case of end semester examination or term endexamination of Open and Distance Learning programmes	*Exam were held Online mode via PC at HQ* **Click Here**	
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	*Academic Calendar* 2023-24 **Click Here** **2024-25 Click Here**	

16.	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. Academic audit every year by Centre forInternal Quality Assurance	*Academic Audit* **Click Here**	

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and DistanceLearning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of theLearner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted. learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes

3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	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 shallnot engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	Yes

6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (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	Yes

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

8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	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

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 feeor demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such HigherEducational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any feeor 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 Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (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; (b) any information, through advertisement or otherwise in respect of its infrastructure or itsacademic facilities or of its faculty or standard ofinstruction 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

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.

The purpose of the Student Grievance Policy is to provide equitable and orderly processes to resolve grievances by students against any employee of the Shoolini University Centre for Distance and Online Education (SCDOE). However, this policy does not include issues related to student's discipline, Academics like examination, absence from classes, etc. A student may file a grievance in the cases of an unresolved difference or dispute between themselves and the University (office or individual) related to services rendered or non-academic decisions. The policy covers matters outside the scope of other policies given from time to time by regulators/SCDOE. The student is strongly encouraged to seek informal resolution of a grievance by bringing it to the attention of the relevant individual, administrator, or office. An attempt at informal resolution should begin no more than 10 working days after the service or decision is rendered. If the student is unsatisfied with the response, the student may make a formal, written grievance to the relevant administrator. Any formal grievance must be submitted by the student within 20 working days after the service or decision is rendered. The student must state the nature of the grievance and the remedy s/he is seeking and describe any previous attempts to resolve the issue grievance. The administrator reviews the situation and should provide a written response, including appeal information within 15 days of receiving the complaint, copying the primary mentor/academic advisor. Students will be informed if extenuating circumstances require additional time.

Ombudsman Appointment Info
SCDOE Grievance Link-

https://query.shooliniuniversity.com/

UGC E-Samadhan Link-
https://samadhaan.ugc.ac.in/Home/Index

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.

Complaints about sexual harassment and discrimination based upon protected class are addressed via the Discrimination Complaint Procedure (University Grant Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015); complaints about services related to disabilities are addressed through Rights of Students with Disabilities Policy (The Rights of Persons with Disabilities Act, 2016), complaints about student behavior are addressed through the Student Conduct Policy and Procedures and student academic appeals including grading are addressed through Academic Regulations (First Ordinance).

SCDOE has a well-defined mechanism for addressing examination-related grievances of students. Such grievances are classified into six categories, including result updating, verification or revaluation of answer books, copy case or misconduct, verification of degrees, transcript or marksheet, and migration. To cater to these grievances, the University offers four redressal mechanisms, including online redressal through the web portal, online redressal through email, redressal through letter via normal postal services, and personal visit to the University's headquarters.
NAME OF THE NODAL OFFICER :- PROF ROHIT GOYAL
Click Here

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

The SCDOE (University) prioritizes several key areas, including,

i)   Creating an innovative learning system.
ii)   Developing a support system for students that fosters innovation.
iii)   Documenting and disseminating relevant information.
iv)   Enhancing the capacity of the Open and Distance Learning (ODL) system.
v)   Building collaborative networks.

SCDOE has started uploading podcasts with industry experts related to different courses on its website.

10.2   Best Practices of the HEI

1) Providing high-quality learning materials in the local language that are relevant to local conditions but adhere to global standards.
2) Offering technology-enabled learner support services for tasks such as admissions, fee payment, hall ticket issuance, exam timetables, model question papers, and learning materials.
3) Maintaining a lush green, clean, and eco-friendly campus with horticulture plantations and food production following environmentally friendly practices.
4) Outfitting the headquarters, regional centres, and learner support centres with modern office infrastructure and ICT facilities.
5) Our award-winning clean and green campus is at par with international standards. Shoolini was awarded one of India's cleanest campuses under the Swachh Bharat Survey conducted by the Government of India.

10.3   Details of Job Fairs conducted by the HEI

Shoolini University's (HEI) placement cell continuously works for placement of students of all the courses. The success rate in MBA is 99%, while CSE, and Pharma is almost 90% in 2024. So far overall success rate is 60% appx. This number is certainly going to rise as process is still on.

10.4   Success Stories of students of Online mode of the HEI

The programmes under ODL mode commenced only from November 2022 onwards. But the working students have expressed that they are getting better assignments at their work due to the skills gained through the courses.

10.5   Initiatives taken towards conversion of e-LM into Regional Languages

Initiative to convert SLM to regional languages has been planned.

10.6   Number of students placed through Campus Placements

Not applicable. The programmes under ODL mode commenced only from November 2022 onwards.

10.7   Details of Alumni Cell and its activity

Not applicable. The programmes under ODL mode commenced only from November 2022 onwards.

10.8   Any other Information

The Shoolini University Campus, located on 150 acres of hilly area in 2009, has transformed into a lush oasis of natural forests, evergreen trees, shrubs and exotic plant species, with the highest level of biodiversity in specially landscaped gardens, thanks to the dedicated efforts of the Horticulture Cell. Extensive green cover is present throughout the campus, with diverse creepers, climbers, shrubs, and trees providing beautiful vistas and salubrious surroundings. The campus also boasts a huge nursery which is maintained using organic manures, natural pesticides. The whole campus is solar-powered and rainwater harvesting system. For recycling sewage water, the University has Sewage Treatment Plants (STPs).

DECLARATION

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

Signature of the Director:

Name: Amar Raj Singh

Seal: Director
Shoolini University Center for
Distance and Online Education (SCDOE)

Date: 30 – 08 – 2024

Signature of the Registrar:

Name: Sunil Puri

Seal: Registrar
Shoolini University of Biotechnology
& Management Sciences
Solan (H.P.)

Date: 30-08-2024

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.