

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2023-2024>

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Director

Approved by
 Director

Part – I: General Information

1.1 Date of notification of the Contract: attach a copy of the notification 23/09/2023 Annexure 1

1.2 Details of Director, CIQA

- Name: Dr. Devendra Kumar Dada
- Qualification: Ph.D. In Electrical Engineering
- Appointment Letter and Joining Report: Annexure 1 & 2

1.3 Details of CIQA Committee:

1. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialisation	Date of Nomination in CIQA Committee
a.	Pro Vice-Chancellor of the University	Chairperson	Prof. (Dr.) Suresh Kumar	Political Science	04-05-2024
b.	Three Senior teachers of HKT	Member 1	Prof. Bhatnagar Singh, Ph.D.	Computer Science	23-08-2023
		Member 2	Dr. Mona Bhargava, Ph.D.	Management Studies	25-08-2023
		Member 3	Dr. Ashok Kojil, Ph.D.	English	25-08-2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Mr. Akash Parrot, Ph.D.	Management Studies	22-06-2023
		Member 5	Dr. Suresh Kumar Yadav, Ph.D.	Computer Science Applications	16-10-2022
		Member 6	Dr. Prasad Kishor Arora, Ph.D.	Science	28-08-2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. Manoj Kumar Chhabra, Ph.D.	Research Fellow Director VSMU, JALGAON	28-06-2023

Checked by: _____
Approved by: _____
Date: _____



		Member 8	Prof. S. K. Gurus, Ph.D	Member, Former Regional Director - KJ Somaiya	29-06-2023
2	Offs. /As from departments of HEI • Administration • Finance	Member 9 Administration	Mr. Jagan Chandra, MBA	Deputy Registrar	15-10-2022
		Member 10 Finance	Mr. Anand Shrivastava, M.Com	Accounts Officer	19-10-2022
3	Director, CIQA	Member Secretary	Dr. Deveshtra Kumar Dada, Ph.D	Director CIQA	28-06-2023
	Additional Members from HEI CDOE office	Member 11	Dr. Arvind Kumar Bugh, PhD	Director CDOE	12-01-2024
		Member 12	Col. H.S. Salunkhe	COE	12-01-2024

Refer Annexure 1.2

Center for Distance and Open Education (CDOE)
Arvind Kumar Singh
Director

Yashwantrao Chavan
University
Jalgaon



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

If No, reason thereof

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	23-09-2023	2	MOM	Enclined (Annexure -d)
Meeting 2	09-01-2024	2	MOM	
Meeting 3	10-07-2024	2	MOM	

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

From <Month, Year> academic session:

Sl. No.	Name of the Program	Confirms To	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of University Authority by (10th, 11th, 12th, Y/N) of HEI/State/India authority (if required)	No. of Learner Support Centre (LSCs) initiated as per national / regional / local / Camp	Number of students admitted (Male/Female/Total)				
									M	F	T	Total	
Not Applicable													

*Not for Private University

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 DGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

(Signature)



Sl. No.	Name of the Programme	Duration (Yrs)	Courses Offered	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of relevant Authority (U/20A- MM/YYYY) of HEI Regulatory authority (if required)	No. of Learning Support Centres Operationalized as per territorial jurisdiction/ VCET Campus	Number of students admitted (Male/Female/Transgender)			
									M	F	TG	Total
Not Applicable												

*Not for Private University

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:


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

Sl. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized as per territorial jurisdiction/ VCET Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
Not Applicable											

*Not for Private University

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

Done by: 
 Director

1.8. Number of programmes started at Undergraduate Degree Programmes as per Commission Order:
 From: Jan, 2024 academic session onwards: Annexure - 2

Sl. 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	148	Passed 10+2 examination in any stream from a recognized Board / Council / University or three years (10+3) diploma from a recognized national or state board of technical education	17000 per year	FN/2023/006-11) and 17 th March, 2024	26	6	0	32
2	BCA	3	134	Passed 10+2 examination in any stream from a recognized Board / Council / University or three years (10+3) diploma from a recognized national or state board of technical education	17000 per year		112	30	0	142


*Not for Private University

Note: Mention details separately for Non-academic sessions, as applicable, as above.

Chief Executive Officer
 Vivekananda Global University

Director

[Signature]
 Director



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

From - Jan. 2024 academic session: Attachment 1.8

No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	EGC Recognition Letter No. and date	Number of students admitted (Male/Female/Transgender)			
							M	F	TG	Total
1	M.A. Studies	2	60	Candidates (2 years) with BA (Hons) degree with Mathematics as one of the Major Math subjects or Equivalent Degree holder's degree in (Mathematics) Science / Computer Science / Engineering / Technology / or other disciplines with a minimum of 60% score of passing Mathematics from a recognized university institution or an equivalent institution recognized by the Association of Indian Universities (AIU).	10000 per year	EGC No. 0031/2019-20 and 19 th March 2024	0	0	0	0
2	MBA	2	120	Final holder's degree of minimum 2 years duration or its equivalent institution as recognized by the Association of Indian Universities.	20000 per year		100	0	0	100

1	MCA	12	10	<p>Passed any graduation degree (B.A., B.Sc., B.Com., B.B.A., B.L., B.L.S., B.A. LL.B., B.A. LL.M., B.A. LL.H., B.A. LL.B. (Hons.)) or any diploma or certificate in the field of Computer Science or Information Technology as approved by the Association of Indian Universities (AIU) or other competent bodies for business studies or Management Studies or any other discipline approved by the Council of Indian Certificate Examinations (CIE) or other competent bodies.</p>	2000 per year	<p>Eligible for UGC NET/JRF/SET</p>	110	20	4	204
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*Not for Private University

Note: Mention details separately for Class, Year/academic session, as applicable, as above.

For admission only




Director, Office of the Registrar, VGU

Dr. Anil Kumar Singh

Director

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

2.1. Action taken on the functions of CIQAs:

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	<p>Cross-Functional Teams for Quality Assurance</p> <p>The Center for Internal Quality Assurance (CIQA) at Vivekananda Global University is committed to upholding service quality within the CDCE department and enhancing the overall learner experience. To achieve this, the following cross-functional teams operate proactively:</p> <p>24/7 Learner Support: Dedicated support team available via email and social media.</p> <p>Admissions and Counseling Committee: Streamlines the admission process and documentation.</p> <p>Gravance Redressal Committee: Addresses learner concerns and complaints promptly.</p> <p>Content Review Cell: Ensures the quality of learning materials.</p> <p>Exam Conduct Cell: Manages exam administration and result declaration.</p> <p>Academic Integrity Team: Protects the integrity of academic processes.</p>	<p>Click on the Link</p> <p>https://www.vivekanandaglobal.edu/quality-assurance</p>
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher:	<p>The department has established policies and guidelines to enhance the admission process, documentation, teaching-learning methodologies, content development, learner-teacher interaction, and learner support systems. To ensure continuous improvement in the teaching-learning</p>	<p>Annexure 2.1.2</p>

	Educational Institution	<p>process, we are implementing the following parameters:</p> <p>Curriculum Alignment: All online programs are structured to mirror the standards of our conventional programs.</p> <p>Adherence to Academic Calendar: All programs and academic activities are managed according to the approved academic calendar for the session.</p> <p>Process Standardization: A comprehensive process manual has been created and is strictly followed to streamline academic and administrative operations within the CDOE department at VGI.</p> <p>Content Development and Delivery: Self Learning materials are developed in compliance with LXC-DES Regulations 2020, and academic content is disseminated through the LMS as well as in hardcopies.</p>	
3.	<p>Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality</p>	<p>Key Areas for Quality Assurance in Higher Education</p> <p>To maintain high-quality education, higher educational institutions should prioritize the following areas:</p> <p>Learner-Centric Curriculum: Develop and implement outcome-based curricula that cater to the diverse needs of students.</p> <p>Technology-Enhanced Learning: Utilize technology to create engaging learning experiences and effectively measure student outcomes.</p> <p>Comprehensive Student Support: Provide a robust support system that guides students through their entire academic journey, from enrollment to graduation.</p>	

4	<p>Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Detail Make HEIs)</p>	<p>Ensuring Quality Parity Between ODL and Conventional Programs To maintain equivalent quality standards between online and conventional programs, our institution has implemented the following measures:</p> <p>Curriculum Alignment: Online program curricula are meticulously designed to mirror the structure and content of their corresponding conventional counterparts, ensuring consistency in learning outcomes.</p> <p>Rigorous Examination Processes: Examinations for online programs undergo stringent development and oversight to match the standards of traditional assessments.</p> <p>Quality Assurance in Question Papers: A dedicated committee rigorously sets and reviews question papers to uphold quality and fairness across both program modalities.</p> <p>Robust Evaluation System: Answer scripts are evaluated by qualified faculty within the university premises, leveraging AI tools for support.</p> <p>Comprehensive Evaluation Review: Senior faculty members conduct thorough scrutiny of all evaluations to maintain academic integrity and consistency.</p> <p>Meticulous Record Keeping: The Controller of Examination (CoE) office maintains detailed records of all examination processes for effective monitoring and accountability.</p>	
5	<p>Mechanism devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employees, and Government for quality improvement.</p>	<p>Mechanisms for Stakeholder Interaction and Feedback To ensure effective interaction with and feedback from all stakeholders, the following mechanisms have been implemented:</p> <p>Learner Feedback on Teaching Quality: Feedback forms are distributed to learners after each live session. Program coordinators analyze these responses and implement necessary corrective actions to enhance teaching effectiveness.</p>	Annexure 2.1.5

		<p>Regular Counseling and Contact Sessions: Counseling and contact sessions are conducted at regular intervals to address learner concerns and provide support.</p> <p>PCP Interaction: Learners are engaged using Personal Contact Point classes PCP. These classes work as skilful resolving classes.</p> <p>Direct Communication: Seminars, telephonic and electronic communication channels are available for learners to interact with faculty regarding academic inquiries.</p> <p>Mid-Semester and Feedback: Mid-semester and feedback opportunities is scheduled as per the academic calendar to address both academic and non-academic issues raised by learners. Additionally, a Parent Contact program is available.</p>	
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Dr. Mohamed Elmaghrabi
 Head of Quality Assurance
 Faculty of Education
 Mansoura University

Dr. Mohamed Elmaghrabi
 Head of Quality Assurance
 Faculty of Education
 Mansoura University



6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CDOE department and Tech team is suggested to upgrade to LMS through integration of from learning tools. The Assurance of Learning concept needs to be formulated and implemented on stage wise. SLM learning materials are regularly improved by designated faculty members as per the feedback.	
7.	Implementation of its recommendations through periodic reviews	CIQA ensures that all compliances are met and action taken reports are submitted for continuous improvement in the processes.	
8.	Workshops, seminars, symposiums organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institutions.	Yes, Regular Activities and events are conducted by the department for an instance - A six days Staff & Faculty orientation and training (TFP: Faculty Induction Program) to create content as per UGC dir regulation NEP 2020 etc.	Associated I.I.E
9.	Developed and utilized best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institutions	<ul style="list-style-type: none"> The University has established unit of the art Digital Studies to develop the A.V lectures for learner A feedback mechanism is also established to obtain qualitative feedback from Subject Matter experts and industry professionals to develop an effective, relevant, updated and engaging Self Learning Material. 	

		<ul style="list-style-type: none"> • In our LMS content delivery and Continuous self-Assessment queries based upon Bloom's taxonomy are provided for learning assessment. • Learner oriented teaching learning pedagogy and 24 X 7 instant support and grievance handling services maintained by the department. 	
19.	<p>Cultural, cultural and disseminated activities, complete and reliable statistics about the quality of the programme(s)</p>	<ul style="list-style-type: none"> • Programs and curricula are designed for outcome-based education. • Syllabi adhere to NEP 2020 guidelines. • Feedback is collected from learners, parents, and teachers through interviews, surveys, and telecommunications. • Data is analyzed for admissions, examinations, and learner progression. • Actionable steps are taken based on data analysis findings. • Annual reports present the outcomes of data analysis and implemented actions. 	




<p>(11)</p>	<p>Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and whenever necessary by the appropriate regulatory authority having control over the programme</p>	<p>We adhere to the guidelines outlined in the UGC-DSE-2009 regulations when developing Program Project Reports (PPRs). The following steps are followed:</p> <ul style="list-style-type: none"> • The Centre for Distance and Open Education (CDOE) collaborates with the faculty of the respective department to prepare the PPR in traditional format. The PPR is then presented to the department's Board of Studies (BOS) for review, incorporating feedback from external experts. • Upon BOS approval, the PPR is forwarded to the Board of Faculty for consideration. Subsequently, it is submitted to the Centre for Internal Quality Assurance (CIQA) for verification and any necessary discussions. <p>CIQA presents the PPR for existing or newly proposed programs to the Academic Council for final deliberations and approval prior to program launch or renewal.</p>	<p>Annexure-2.3.11</p>
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Dr. Anand Kumar Singh

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12	Mechanism to ensure the proper implementation of Programme Project Reports.	The Programme Project Report is approved by the appropriate statutory authorities of the University to ensure that 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.	
13	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The University's Quality Assurance (QA) bodies, including the Internal Quality Assurance Cell (IQAC) and the Center for Internal Quality Assurance (CIQA), are responsible for documenting quality assurance activities. These records are subsequently submitted to the University's statutory authorities, as well as to external regulatory bodies and commissions as per their specific requirements.	
14	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Regular curriculum reviews and redesigns are conducted based on inputs from industry, alumni, and academia to ensure alignment with contemporary industry demands and enhancement of graduate employability. The University incorporates guidelines and parameters stipulated by regulatory authorities such as the UGC, AICTE.	

Center for Quality and Online Education (CQO)

Approved: *[Signature]*

Director



<p>13</p>	<p>Facilitated system based research on ways of creating a learner centric environment and to bring about qualitative change in the entire system.</p>	<p>To create a learner-centred environment and improve the overall system, we conduct audits at the start and end of each semester. This helps us identify and address system issues promptly.</p> <p>While research is a key part of our university's teaching and learning approach, we have also taken specific steps to integrate research into our programs. This includes adding a Research Methodology course to most programs and offering courses on research tools and techniques in several programs. Additionally, many of our current programs require students to complete research-based assignments, projects, practical training, or internships.</p>	
<p>14</p>	<p>Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.</p>	<p>Key Responsibilities of the CQA Department, VGU-CIQE</p> <p>Data Management: Maintains comprehensive records on learners including enrollment numbers, fee details, attendance, examination results, and placement outcomes. Collects and manages detailed faculty profiles encompassing qualifications, salaries, areas of specialization, awards, and honours. Tracks staff contributions to research and development through metrics such as research paper publications, grants</p>	

		<p>required. Faculty development programs (FDPs) attended or conducted, and workshops or seminars participated in.</p> <p>Performance Indicators: Complies also on department-wide events, programs, revenue, expenses, and placements outcomes.</p> <p>Aggregates information on national and international rankings and accreditations achieved by the University or department members.</p> <p>Information Dissemination: Disseminates collected data and information within the department and to relevant stakeholders.</p> <p>The CIQA department at VGU-CDDI collaborates closely with the University's conventional mode department to ensure comprehensive data collection and management.</p>
<p>17.</p>	<p>Measures adopted to ensure internationalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit.</p>	<ul style="list-style-type: none"> The University's programs are aligned with standards set by respected national and international higher education institutions. Curriculum development involves benchmarking against globally recognized rankings such as QS, Times, NIRE, and institutions accredited at the NAAC A+ level or higher. A dedicated learner support unit addresses the needs of international students, while the Department of

18.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	<p>The institution collaborates with other higher educational institutions to study their teaching-learning and administrative practices. These insights are used to identify and implement best and innovative practices within the institution's own system.</p> <p>When creating or updating curricula, developing new courses, degree, diploma, or certification programs, benchmarking exercises are conducted with reputable national and international academic institutions. These institutions are selected based on their rankings in QS, Times, NIRF, and NAAC, providing a valuable comparison.</p>	
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Center for Distance and Online Education (CDOE)
 Revind Kumar Singh

Director

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<p>20.</p>	<p>Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.</p>	<p>Since the Academic activities of our ODL programs at CDDE, VGU have started from JAN-FEB 2024 and its first academic year is still in progress so Centre for Internal Quality Assurance will prepared the annual report after the completion of one year of academic activities on the basis of SOP or initiatives taken by the CIQA cell for quality enhancement of the CDDE departments and same will be updated on University website after getting approval from CIQA committee members. Though the CIQA for Odl programs have been uploaded on HEI website.</p>	
<p>21.</p>	<p>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>After completion of the 1st year of Academic session of ODL programs, the CIQA cell will submit its annual report to the academic council of the University.</p>	
	<p>(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.</p>	<p>Once the 1st Year of academic session of ODL gets completed, the CIQA team will submit the copy of annual report to commission after getting it duly approved from Academic council of Vivekananda Global</p>	

22.	<p>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.</p>	<p>University</p> <p>The CIQA department functions under the direction of the President and regular reviews are conducted to check the effectiveness of quality assurance systems and processes through reports and analysis. All the CIQA committee members take part in CIQA meetings organized by the CIQA department and they review the reports and quality assurance process of the department.</p>	
23.	<p>Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes</p>	<p>University had a dedicated and highly experienced team of Instructional designing and while developing our learning content. ADDIE pedagogy of content development used by the ID team.</p> <p>While developing A/V content use of animation, info-graphics are implemented in videos for learner engagement through LMS. Self-explanatory SLM are developed by the subject experts.</p>	
24.	<p>Provided admission of learner support services of the Higher Educational Institution</p>	<p>University is consistently working on making all the processes fully automated. The admission and documentation process is automated and user-</p>	

		Learner Management system is also user friendly and give an essence of virtual availability of learning resources from anywhere and anytime.	
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes.	<p>The university encourages and promotes experts from diverse fields to share their knowledge with students through industry expert sessions organized by departments.</p> <p>External subject experts and organizations are also part of the CIQA committee and academic committees to review the institution's in-house processes related to validation.</p>	
26.	Coordinated with third party auditing bodies for quality audit of programmes.	<p>Yes, the university will collaborate with third party auditing bodies for quality audit of Programmes have been introduced and recognized academic experts industry experts and Government and Non-government agencies are welcomed as third parties by the department for conducting audits of various required functions of the department.</p>	<p>The CIQA will execute the audit next One year is completed for ODI program only.</p>

27.	Oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.	Yes, for such a purpose, ERQA cell created in the other nodal agencies like IQAC, research & ranking wings, Innovation and Incubation cell in University to keep the records of documents prepared by these nodal agencies and oversee their functions and help them in compliances.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein.	The curriculum, learning pedagogy, and research in ODL align with contemporary international educational standards and industry needs. The institution collaborates and associates with internal and external communities to ensure relevance in synchronous discussions with learners. Faculty members encourage topics related to various industries, society, and the environment. Learners have ample opportunities to conduct in-depth research and provide thoughtful responses. Additionally, the department encourages facilities to assign research-based assignments to learners.	

29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The University has strong industry-academic linkages and networks to provide effective exposure and employability to the learners in all areas and CDOE department closely works with T & P department of University for Placement assistance for their learners and they also work with external agencies to incorporate and introduce employability oriented short term courses	
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2.2. Compliance of Quality Monitoring Mechanism - As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Priority</p>	<p>Organisational Structure and Governance:</p> <p>The Centre for Distance and Online Education at VGU operates within the University's well-defined organisational structure. All required positions, as specified by the commission, are duly staffed. The University employs an in-house developed e-Governance system for academic, administrative, budgeting and financing activities. Established committees efficiently manage various functions, including planning and monitoring mechanisms, human resources development, and management of finance pertaining to academic activities.</p>	Annexure 2.2.1

		<p>Management: The leadership and management actively engage in evaluating and overseeing the activities of the University's divisions. This proactive involvement ensures that actions align with the institution's vision, mission, and goals. Consistent interactions, reviews, and feedback from stakeholders contribute to this alignment.</p> <p>Strategic Planning: A crucial aspect of the University's e-Governance framework is the annual formulation of strategic plans. These plans encompass both academic and administrative dimensions. Importantly, these strategic plans are meticulously tailored to align with the University's vision, mission, goals, and established quality benchmarks.</p> <p>Operational Plans, Goals, and Policies: The Planning and e-Governance division of the University plays a pivotal role in verifying the realism and feasibility of the annual goals and strategic plans developed by the University's various divisions. At the close of each year, the division conducts assessments to gauge the divisions' progress towards realizing their respective visions, missions, and goals.</p>	
2:	Articulation of Higher Educational Institution Objectives	The University has developed clear and concise vision and mission statements that are fully aligned with its objectives of delivering programs via Online and Distance Learning.	Website link: http://www.ygu.ac.jp http://www.ygu.ac.jp

<p>Programme Development and Approval Processes</p>	<ul style="list-style-type: none"> a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System 	<p>CDDE, VGU has applied comprehensive procedures for Programme Development and approval where need assessment exercises were done through use of data collection instruments and interview programs were developed as per the requirement of all the stakeholders where all the required norms and guidelines were followed and necessary approvals has also been taken from concerned Authorities. Incorporated processes are outlined here. These encompass the entirety of processes associated with Open and Distance Learning (ODL) Programs, encompassing Curriculum Planning, Design, and Development of academic content, Implementation, Feedback, and Review. These individual processes are meticulously detailed within the Programme Project Report, which also features specifications of the Scheme, Syllabi (in accordance with the Choice Based Credit System) to provide the academic flexibility, and Learning Resources/Media that will be utilized.</p> <p>To ensure a standard of quality, the development of Self Learning Material adheres to prescribed guidelines. These measures are in place to ascertain excellence before the material is considered for finalisation and approved to upload on LMS.</p> <p>In order to facilitate engagement and gather insights from stakeholders pertaining to academic and administrative activities, as well as the availability of resources and facilities, an array of mechanisms have been established. Notably, these mechanisms include the utilization of an online feedback form accessible through the website, manual feedback using Surosky form facility is also available during the ICP classes. This</p>	<p>Please Refer Annexure 2.1.11</p>
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Centre for Distance and Open Education
 Arvind Kumar Singh
 Director

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		seamless integration of feedback channels fosters a dynamic and responsive academic environment.	
4.	Programme Monitoring and Review	<p>To ensure the equivalence of its degree programs, CDOE at VGU adheres to the same curriculum as the University's traditional mode programs. The CQA, IQOS, and internal and external academic review committees are involved in the ongoing program monitoring and review process of the CDOE department.</p> <p>These committees gather relevant input and feedback from enrolled learners, faculty, industry experts, students of the traditional mode, and also map program outcomes (PO), course outcomes (CO), and actual outcomes while incorporating any necessary syllabus changes.</p>	
5.	Infrastructure Resources	The CDOE department of University has adequate and scalable physical facilities and ICT infrastructure (includes well-equipped recording studios, A/V Labs, Work stations for conducting Virtual Sessiosn E- Libraries, computer aids to ensure the quality delivery of ODL programmes and provide the required support services to all stakeholders.	Refer Annexure 2.2.5
6.	Learning Environment and Learner Support	The Learning Environment and Learner Support are tailored to meet the needs of Open and Distance Learning (ODL) students. We offer a robust Learning Management System (LMS) with 24/7 access to ensure seamless, interactive sessions, digital libraries, and Personalized Content Programs (PCP) for hands-on support. Our dedicated services, including academic advising, technical assistance, and career counseling, are available through multiple channels to ensure a	

		<p>seamless learning experience. Our learner-centric approach, enhanced by personal mentoring, PCT, and peer interaction, ensures comprehensive support for student success.</p>	
7.	Assessment and Evaluation	<p>The evaluation of a Learner is done keeping the view learning outcomes of the Programme in mind. For analysis of continuous assessment, provision of practice exercises and quizzes incorporated in LMS and SLM at the end of every Chapter. As per UGC-DDE guidelines, CDOE department uses 70/30 assessment model for doing performance evaluation of learners where various tools e.g. MCQs, PCT participations, industry expert sessions and guided assignments are used for Internal Assessment and mid term examinations comprises of MCQ's and Long questions to fulfil the learning outcomes expected from the course. The university has a proper assessment and moderation system for assessing the learning outcomes of Learners.</p>	<p><u>Annexure 2.1.7</u> <u>Assessment and Evaluation</u></p>
8.	Teaching Quality and Staff Development	<p>Teachers are the most valuable assets of educational institutions. At VGU, CQA is dedicated to enhance the skill set of the faculty members through various relevant faculty development programs (FDPs), training, and development initiatives. Recently, CQA organized an FDP focused on improving content development skills.</p>	<p><u>Annexure 2.1.8</u> <u>and</u> <u>Annexure 2.1.9</u></p>

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Centre for Distance and Online Education (CDOE)

Approved: *[Handwritten signature]*

Director

[Handwritten signature]



2.3. Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V: OI of UGC (OIE, Programmes and Online Programmes) Regulations, 2020):

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1	Academic Planning	The Academic Calendar is prepared and approved before the initiation of the session and is uploaded on the website for information and compliance. Appropriate academic planning procedures are implemented to ensure high-quality, value-added learner experience in teaching, infrastructure, and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved.	Annexure 2.1.1
2	Validation	A rigorous validation process is in place to ensure that programs adhere to academic standards and offer learners optimal learning opportunities. External subject matter experts and industry professionals are actively involved in all validation activities.	

<p>3.</p>	<p>Monitoring, Evaluation and Enhancement Plans</p> <ol style="list-style-type: none"> Reports from Learner Support Centres (for Open and Distance Learning programmes) Reports from Examination Centres External Auditor or other External Agencies report Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels Reporting and Analytics by the Higher Educational Institution Periodic Review 	<p>The University's CIQA ensures the quality of ODL programs through the following measures:</p> <ul style="list-style-type: none"> • Adherence to UGC-DGE regulations for ethical and academic examination practices • Utilization of the secure and user-friendly VGU-Eklavya virtual AI exam portal. • Systematic maintenance of detailed examination observer/proctor reports. • FCP participation. • Consulting external audits by academic agencies after the completion of each batch. • Periodic review of academic deliverables by the CIQA department. • Generation of system reports related to LMS usage, website activity, and examination results. • Collection and analysis of feedback from learners, parents, and teachers. <p>Based on this data, the CIQA implements necessary reviews and revisions to continuously improve the quality of ODL programs.</p>	
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For approval/initials

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Part – III: Human Resources and Infrastructural Requirements

3.1. Name and details of Director of Centre for Distance and Online Education (Dual Mode

University) – Regular, full time, at least 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

1. Dr Arvind Kumar Singh, Full time dedicated, Director – CDDE, Ph.D (Management), Salary: 67000-79100+ DA, HRA and other allowances as per norms (Effective from 22.09.2023)

Refer Annexure 3.1 for appointment letter and joining report.

3.2. Compliance status of “Human Resource and Infrastructural Requirements” – 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 and physical infrastructure, exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If not, reasons thereof
UG	6	6	Yes	
PG	9	9	Yes	
PGD	NA	NA	NA	NA

Dr Arvind Kumar Singh

Director

CDDE



S.No	Programme Name	No. of Full-time Professors of faculty for OBE.	Name	Designation	Qualification	Experience	Type/Regular/Contract with gross salary/monthly			Date of joining programme and joining report
							Type	Gross Salary/Monthly	Contract Period	
1	BBA	3	Dr. Sarita Agrawal	Assistant Professor	Ph.D.	23	Regular	27400-6700+DA, HRA	27-Sep-21	
			Mr. Subhanshu	Assistant Professor	MBA	9	Regular	27000-38200+DA, HRA	01-Mar-21	
			Dr. Priya Pathak	Assistant Professor	Ph.D.	1	Regular	27400-28200+DA, HRA	26-Sep-21	
2	BBA	1	Dr. Sanjay Kumar Saha	Assistant Professor	Ph.D.	20	Regular	23400-19200+DA, HRA	17-Jul-21	
			Mr. Gaur Choudhary	Assistant Professor	MED, MCI	1	Regular	23600-29200+DA, HRA	26-Jul-21	
			Mr. Anil Dabhaswar	Assistant Professor	M.Tech	01	Regular	23000-18200+DA, HRA	03-Mar-21	
3	MBA	3	Dr. Shyamshri Mishra	Assistant Professor	Ph.D.	26.2	Regular	25200-33200+DA, HRA	01-Mar-21	
			Mr. Shreyas Mishra	Assistant Professor	MBA & D.Phil	1	Regular	23000-29200+DA, HRA	07-Oct-21	
			Mr. Richa Ganesan	Assistant Professor	MBA	7	Regular	22000-18200+DA, HRA	04-Apr-21	
4	BBA	1	Dr. Pooja Shrivastava	Assistant Professor	Ph.D.	14	Regular	27400-6700+DA, HRA	01-Mar-21	

			Dr. Mohit Dhand	Assistant Professor	M.Tech	7	Regular	15000-39 100+ DA, HRA	29-Jun-23
			Dr. Mohit Dhand	Assistant Professor	MCA	4	Regular	15000-39 100+ DA, HRA	01-Jul-23
1	M.Sc.	1	Dr. Sandhya Agrawal	Professor	Ph.D	11.1	Regular	17400-47 80+ DA, HRA	04-Jul-23
			Dr. Deepak Kumar	Assistant Professor	Ph.D M.Sc. M.Phil	10	Regular	17400-47 80+ DA, HRA	04-Jul-23
			Dr. Ramesh	Assistant Professor	Ph.D M.Phil	10	Regular	15000-39 100+ DA, HRA	05-Jul-23

Annexure 2.2

3.3 Details of Administrative staff

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

Admin Staff	Required (up to 5000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistant	3 (2 for DM Universities)	3
Computer Operator	2	2
Multi-Tasking Staff	2	2

(Attach duly attested photocopy of appointment letter with salary details) Annexure 3.3

Note:

1. In case of the enrollment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres, not through any Learner Support Centre.

Centre for Distance and Online Education-VGU

Praveen Maheshwari Singh

Director




Part – IV: Examinations**4.3 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned institution and no part of the assessment shall be outsourced.	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode institution. No Examination Centres shall be allotted in any private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be correctly located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	No	HEI Head Quarter only

5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	No	HEE Head Quarter only
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 examinees	Yes	

13.	Adaptate 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 (OOL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason (hereof)
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes, Please Refer Annexure-4.2.1	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes Weblink https://www.vivekanandagroup.edu.in/evaluation.pdf Annexure-4.2.2	
3.	The evaluation shall include two types of assessments: continuous or formative assessment and summative assessment in the form of end semester examination or term end examination. Provided that no semester or year-end examinations 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 actually conducted; (ii) For Open and Distance Learning mode, the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (including counselling) and lab component of each of the	Yes, a minimum participation of 75% is followed by engaging the students through PCP classes (Personal contact program) Please refer Annexure-4.2.2	

[Come to Distance and Online Education VQA](#)

Arvind Kumar Singh

Director

Quality Assurance Cell

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	programmes, and detailed attendance records have been maintained by Learner Support Centre/Registered Centre/ Higher Educational Institutions.		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Non Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and its Open Distance Learning mode by the Open Universities.	Yes, Refer Annexure 4.2.4 Academic Regulation	
5.	The weightage for different components of assessments for Open and Distance Learning 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): Maximum 70 per cent.	Yes Refer Annexure 4.1.5	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments.	Yes, Refer Annexure 4.2.4	
7.	Marks or grades obtained in continuous assessments and end semester examinations or term end examinations shall be shown separately in the grade card.	Yes	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning 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.	Please refer to 4.2.2. Refer Refer Annexure 4.2.3	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
9.	The examination of the programmes in Open and Distance learning 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 Refer Annexure 1, 2, 3	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of Biometric system	Yes	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhar details or other Government Identifiers of Indian learners.	Yes the university have the facilities of Aadhar based verification system. Will be used in the upcoming examination.	
	(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 recharge of examination centre to the Higher Educational Institution.	No	University have CCTV facility.

Office for Distance and Online Education VGU

Praveen Kumar Singh

Officer

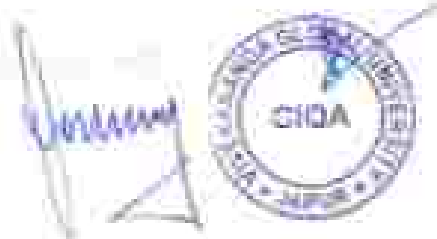
The block contains a handwritten signature in blue ink and an official circular stamp. The stamp is purple and white, with the text 'CICA' in the center and 'COMMISSION FOR IMPROVING QUALITY ASSURANCE' around the perimeter.

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
11.	The Higher Educational Institution shall retain all such Cloud, Circuit Television recordings in archives for a minimum period of five years.	Yes Database will be maintained as per UGC Norms.	
12.	(a) There shall be an observer for each of the Examination Centres appointed by the Higher Educational Institution and	No	Norms will be followed as per UGC at the time of upcoming examination.
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	No	Norms will be followed as per UGC at the time of upcoming examination.
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 based, testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Will be complied as per the norms.	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes Will be complied as per the norms.	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), School, School(s), State Government Schools, 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 under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions.	Yes The examination will be conducted in the HET campus only.	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfil the criteria of an examination centre as defined in these regulations.	No	No LSC is designated by the university.
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution.	Yes The HET will be the Examination Centre.	

Approved:  Mahesh Singh

Director



S.No.	Provision in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate Diploma for Open and Distance Learning shall be assigned a unique identification number and shall have <ol style="list-style-type: none"> i. Photograph ii. Aadhar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name. 	Yes Refer Annexure <u>4.2.17</u>	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes Will be complied as per DGC norms	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of its degree/certificate 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	

4.3 Whether any examination is 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

No online examination conducted

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

Semester/Session	Programme Name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
Jan-Feb 2024	1. BBA	57	To be held	---	---	---
	2. BCA	142	To be held	---	---	---
Jan-Feb 2024	1. MBA	190	To be held	---	---	---
	2. MCA	207	To be held	---	---	---
	3. M.Sc.	11	To be held	---	---	---

Not Applicable as the examination yet to be Conducted

Approved:  Anand Kumar Singh







Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

- 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.

All the programme project report are prepared as per the guideline prescribed by the UGC, and approved by the Academic council.

Please refer the following links for detailed PPR's of all the programmes.

Programme Project Report for BBA (ODL)

<https://cds.org.in/assets/uploads/Annexure%202-3%20PPR%20BBA%20approved.pdf>

Programme Project Report for BCA (ODL)

<https://cds.org.in/assets/uploads/Annexure%202-3%20PPR%20BCA%20approved.pdf>

Programme Project Report for MBA (ODL)

<https://cds.org.in/assets/uploads/Annexure%202-4-10%20PPR%20mba%20approved.pdf>

Programme Project Report for MCA (ODL)

<https://cds.org.in/assets/uploads/Annexure%202-3-9%20PPR%20MCA%20approved.pdf>

Programme Project Report for M. Sc. (Mathematics) (ODL)

<https://cds.org.in/assets/uploads/Annexure%202-3-15%20PPR%20MSc%20approved.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.

Chief for Distance and Online Education (CDO)

Arvind Kumar Singh

Director



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	UG	CDDE VGU Jaipur	1	108	174	135
2	PG	CDDE VGU Jaipur	1	111	802	366
	PGD	NA	—	—	—	—

Note: a) All the PCP classes were held at Head Quarter only.

b) The above PCP classes calculation is for the first semester only.

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/GQA shall also be mentioned.

No Learner Support Centre designated all the activities run through HEI head quarter only.

6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ Institute where LSC is established (with Pin Code)	Is LSC of your own HEI?	If yes, At the HEI or some other place as part 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 of Centre	Qualification of Coordinator and Counselor	No. of Coordinators	Programmes offered	Total Enrolled students
1	Not Applicable									

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 the same programme under conventional mode at least 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
Not Applicable			

6.4 Off campus details (For Deemed to be University)

Sl. No.	Name & Address of Off campus/PC Centre	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Constituent and Councilor	Qualification of Coordinator and Councilor	No. of Candidates	Programmes offered	Total Enrolled student.
1.	Not Applicable						
N.							

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODE programme as defined in Annexure-IT and Annexure-ITII of Regulation

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	28-02-2024	21-03-2024	Yes
Audio-Video Material	28-02-2024	17-03-2024	Yes
Online Material	28-02-2024	20-04-2024	Yes
Computer based Material	28-02-2024	20-04-2024	Yes

Office for Distance and Online Education (DO)

Arunod Kumar Singh

Director

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

ii. 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 Courses applied to the Centre	Percentage of total courses in a particular programme of a student (Average with programme wise)
Not Applicable							

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

Upload

Centre for Distance and Online Education (CDOE)
Approved by Dr. Anurag Singh

Date

Dr. Anurag Singh



		MCA http://cdoe.vgu.com/links/2023-24/24-complaints-application.pdf	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/monitoring assignments and feedback surveys, examinations, result declarations etc.	Yes. Link for admission process. Link for exam schedule, and Link for Results all available on website:- http://cdoe.vgu.com/links/2023-24/24-complaints-application.pdf and admission date > http://cdoe.vgu.com/2023-24/24-admission Refer Appendix 2.1.1	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the instructional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes Link for Feedback:- https://cdoe.vgu.com/links/2023-24/24-complaints-application.pdf Under which following link is used https://cdoe.vgu.com/2023-24/24-admission	
8.	Information regarding all the programmes recognised by the Commission	Approval of UGC for all programmes are available on the website. Link > http://cdoe.vgu.com/links/2023-24/24-complaints-application.pdf Refer Serial no 50 Refer Appendix 2.1.2	
9.	Date of year-wise and programme-wise learner enrollment details in respect of degree and/or post graduate diploma	No	The first batch of CDDE-VGU, GDU, has started in Jan Feb 2024, and

	awarded.		all learners will become eligible upon completing the program
10.	Compile information about "Self Learning Material" including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes.	Yes Learning material was created by in-house faculty of University and continuous updating done by Course-coordinators on a regular basis. http://cdl.vivekanandaglobal.edu/SLM.pdf	
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 Open and Distance Learning Programmes.	Refer the link http://cdl.vivekanandaglobal.edu/FMQs.pdf	
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.	No	No LSC are designated
13.	List of the "Examination Centres" alongwith the number of learners in each centre, for Open and Distance Learning programmes.	No	Only one centre is applicable i.e. HEI itself.
14.	Details of proctored examination or term end examination of Open and Distance Learning programmes.	No	Examination yet to be conducted
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 http://cdl.vivekanandaglobal.edu/CDL%20Academic.pdf Refer:	

		<i>Attachment 7.113.pdf</i>	
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	<i>No</i>	Only 6 months have completed. Will be completed once 5 years completed

Centre for Distance and Online Education-VQI
 Japur
 Director

[Handwritten Signature]



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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and intake of Open University. It shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners.	Yes
2.	Enrolment of learners in 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: <p>(a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institution;</p> <p>(b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institution;</p> <p>(c) solely by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.</p>	Yes

<p>4.</p>	<p>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.</p>	<p>Yes, all the fee details mentioned on the website. All information available on the given link. https://www.vivekanandaglobaluniversity.edu.in/academic/fees/2023-24</p>
<p>5.</p>	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government. 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>	<p>No.</p>
<p>6.</p>	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners. Provided that a Learner Support Centre shall not admit a learner in any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution.</p>	<p>Yes</p>

Centre for Distance and Open Education (CDOE)

Arvind Kumar Singh

Director

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7.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government Identifiers 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
8.	<p>Every Higher Educational Institution shall publish, prior to the date of commencement of admission in any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purpose of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '5(a)' to '5(k)' below</p>	
8. (a)	<p>Each component of the fee, deposits and other charges payable by the learner 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.</p>	Yes
8. (b)	<p>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.</p>	Yes

8. (a)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the regulatory	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 such 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 available by learners on being admitted to the Higher Educational Institution	Yes

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Director

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8. (i)	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. (ii)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic session.	Yes
9.	Higher Educational Institution shall publish information of its no. "H" above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus, and the admission process shall necessarily be over within the time period mentioned in the Commission Order.	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it.	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Educational 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.	Yes

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Director

Dr. Anil Kumar
 Director



	with a view to induce or compel such person to pay any fee or fee in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, the 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 its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

Harind Kumar Singh




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 in place along with brief details of grievances received and action taken thereon. Also mention that how the learners have been made aware about this mechanism.

Vivekananda Global University (VGU) has a grievance redressal mechanism in place to address the grievances of its students. The mechanism is well-defined, transparent and accessible to all students.

VGU has proactively established both the framework and a dedicated committee to meticulously document all grievances. This comprehensive record will encompass the specifics of each complaint, its corresponding receipt date, as well as the subsequent steps taken to effectively address the issue at hand. This repository of grievances will undergo consistent updates and remain accessible for thorough scrutiny by the designated committee. Despite this meticulous setup, it is noteworthy that no complaints have been lodged during the first semester of session 2023-24.

To ensure that learners are aware of the grievance redressal mechanism, VGU communicates this information through various channels like the student handbook, on the VGU website and through regular notices etc.

VGU conducts awareness campaigns to educate learners on the grievance redressal mechanism and encourage them to come forward with any grievances they may have. This can be done through orientation sessions, workshops and other interactive sessions. Following is the composition of Cell for the session 2023-24:

- I. Prof. (Dr.) Mridula Parikh, Associate Dean, T&AS- Convener.
- II. Dr. Prasad Kumar, Proctor- Member.
- III. Mr. Satish Kumar, ADSW- Member
- IV. Mr. Manish Dahiya, Hostel Warden- Member.
- V. Ms. Sanyas Bhambhani, Section Officer- Member
- VI. Mr. Pratik Verma, Asst. Registrar- Member.
- VII. Mr. Deepak Bhatnagar, Dy. Registrar- Member Secretary




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.

Composition of student grievance redressal cell (Refer to Annexure 3.1)

Complaint handling mechanism as specified by UGC is available on website (Refer to Annexure 3.2)

9.4 Details of Complaints received from UGC (DER)

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



Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- State of the art digital tools for development of video lectures and live sessions.
- Introduced the User-Friendly Learning Management System (LMS) Interface-Web-Based as well as convenient to operate through mobile also for accessing the learning material at anytime and anywhere to promote self-paced learning.

10.2 Best Practices of the HEI

- Feedback mechanism is placed for development of self learning material quality check of development centre.
- Curriculum design-Learner Centric Online Instructional material on outcome based learning model fulfilling industrial requirements and meeting Global Standards.
- Strong Guide Support System Through the student system & and use to use polling at social media communication with learner support team.

10.3 Annexure 10.2

10.3 Details of Job Fairs conducted by the HEI

Though it is just first semester of ODL in VGU but in view of Distance and Online education, we are committed for the skills enhancement and career development of our learners and to attain this target, department closely work with Training and Placement cell of the university to conduct soft skills sessions and guide and assist these ODL learners to get internships and placement assistance.

10.4 Success Stories of students of ODL mode of the HEI

Once the first batch will be passed out, the success stories will be shared on the website.

10.5 Initiatives taken towards conversion of SLM into Regional Languages

The university is taking necessary steps towards starting programs in regional languages as per the guideline of NEP 2020.

10.6 Number of students placed through Campus Placements Not Applicable

10.7 Details of Alumni Cell and its activity Not Applicable

10.8 Any other Information

Not Applicable

Center for Distance and Online Education VGU
Principal, Vignanshree Global University




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.

Arvind Kumar Singh

Signature of the Director:

Name: Dr. Arvind Kumar Singh

Seal:

Date:

Centre for Distance and Online Education, VGU

Director

Signature of the Registrar:

Name: Dr. Praveen Choudhary

Seal:

Date:

Note: Kindly take the print out of duly filled CIOA 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 CIOA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Arvind Kumar Singh

Praveen Choudhary

