Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE(CIQA)

PROGRAMMES UNDER

ONLINE MODE

(2024-2025)

Contents

DECLARATION

Part – I: General Information

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

https://sdlju.org/assets/docs/Office-Order-CIQA-2024.pdf

1.2   Details of Director, CIQA

- Name : Prof. Shweta Bhatia
- Qualification: Ph.D, MBA
- Appointment Letter and Joining Report: (https://www.sdlju.org/assets/docs/UGC-DEB/Appointment-Letter-of-Director-Dr-Shweta-Bhatia.pdf)

1.3   Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Dr. Vaishali Sharma	Management	18.10.2024
b.	Three Senior teachers of HEI	Member 1	Dr. Jyotsana Khandelwal	Management	18.10.2024
		Member 2	Dr. Manju Gupta	Education	18.10.2024
		Member 3	Dr. Hukum	Computer Science	18.10.2024
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Shilpi Khandelwal	Management	18.10.2024
		Member 5	Dr. Urvashi Sharma	Mass Communication	18.10.2024
		Member 6	Dr. Ankush Sharma	Education	18.10.2024
d.	Two External Experts of ODL and/or Online Education Officials from departments of HEI • Administration Finance	Member 7	Ms. Nirmal Bhatnagar	Journalism & Mass Communication	18.10.2024
		Member 8	Dr. N.K Sharma	Commerce	18.10.2024
		Member 9 Administration	Mr. Tanmay Pattnayak	Management	18.10.2024
		Member 10	Mr. Dharmraj Sharma	Finance	18.10.2024
f.	Director, CIQA	Member Secretary	Prof. Shweta Bhatia	Management	18.10.2024

b.   **Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)**
                        If No, reason there of

Yes

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	10.08.2024	2	https://sdlju.org/assets/docs/ciqa/10th-meeting-of-ciqa.pdf	Yes
Meeting 2	11.03.2025	2	https://sdlju.org/assets/docs/ciqa/11th-meeting-of-ciqa.pdf	Yes

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

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)	No. of Learner Supp ort Centr e Oper ati onali zed as per territ ori al jurisdict ion*/ Off Camp Us	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
N.A.												

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:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority(s) (DD- MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learn er Supp ort Centre Oper ati onali zed as per territ ori al jurisdict ion*/Off Camp us	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
N.A.												

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

1.7   Number of programmes started at Post Graduate Diploma level as perCommissionOrder: 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	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
N.A.											

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 <October, 2024> Academic Session : 2024-25 TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under-Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	BBA	3 Years	134	10+2 with 40% marks in any discipline	20000/-	F.No.12-2/2023(DEB-III)(OL) dated 20th March, 2024	NA	121	92	0	213
2	BAJMC	3 Years	122	10+2 with 40% marks in any discipline	16000/-	F.No. 13-16/2024(DEB-II), September, 2024	NA	20	50	0	70
3	B.Com	3 Years	134	10+2 with 40% marks in any discipline	16000/-	F.No. 13-16/2024(DEB-II), September, 2024	NA	41	37	0	78

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

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

From <February, 2024> Academic Session : 2023-24 TO BE EXTRACTED FROM WEBPORTAL

Sr No.	Post-Graduate Degree Title	Duration (Years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognation Letter No and Date	No. of Learner Support Centre Operationalizedas per territorial jurisdiction /off campus	Number of Studentsadmitted (Male /Female/Trans-gender)			
								M	F	TG	Total
1	MBA	2 Years	100	Graduation in any Discipline with min 50% marks.	40000/-	F.No.41-8/2023(DEB-II) dated 16th May, 2024	NA	66	30	0	96
2	MAJMC	2 Years	100	Graduation in any Discipline with min 50% marks.	25000/-	F.No. 13-16/2024(DEB-II), September , 2024	NA	7	11	0	18

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

Part – II: Requirements as per Centre for Internal QualityAssurance (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	CIQA has used multiple strategies to enhance and preserve the caliber of services offered to learners. The eLMs are available For learner according to four quadrant approach.	https://www.sdlju.org/ciqa.php

2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	In addition to other statutory committees, the university has duly established CIQA Cell, which over see as variety of tasks to preserve the integrity and transparency of the system.	https://www.sdlju.org/ciqa.php
3.	Contribution in the identification of the key areas in which Higher Educational Institutions should maintain quality	The HEI is maintaining quality standards through high standard e-LMS uploaded on SWAYAM Portal based on Audio-Video Lectures, Web Resources, Discussion Forums, Self-Assessment and eSLM as per the curriculum with regular mode.	https://www.sdlju.org/program-delivery.php
4.	Mechanism devised to ensure that the qualityof Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	**Yes,** we ensure to provide quality delivery both in OL and Conventional mode. Including the Syllabi, Teaching Methodology, Evaluation Process etc.	https://www.sdlju.org/assets/docs/curricular%20aspects.pdf
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Yes, regular feedback is taken from the various stakeholders. Tools like anonymous feedback forms, Technology-enabled methods such as online surveys are used. Feedback received from the stack holders are analyzed and HEI improves upon the grey areas.	https://www.sdlju.org/assets/docs/feedback-mechanism.pdf
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Implementing regular faculty development programs and workshops can enhance teaching skills. Developing robust support systems for research and innovation. Investing in technology and infrastructure, integrating industry-relevant curriculum updates	https://www.sdlju.org/ciqa.php
7.	Implementation of its recommendations through periodic reviews	Yes, a review system is exists in SLM and ELM (Electronic Learning Material) periodically by a committee constituting experts from industry and academia.	https://www.sdlju.org/assets/docs/compliance.pdf
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate their ports of such activities among all the stakeholders in Higher Educational Institution.	Yes, we organize such events with key themes such as innovative teaching methods, assessment strategies, and institutional accreditation processes. This all Facilitate interactive sessions and	https://sdlju.org/assets/docs/CDOE-Academic Calendar-2025.pdf

		discussions to gather diverse insights.	
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	Yes, we develop quality enhancement in services to learners, such as teaching methods, administrative processes, and student support. Gather insights from internal assessments, faculty feedback, and industry standards. We further, Develop detailed outcome based case studies showcasing these practices. Moreover, we have implemented almost all feature of NEP-2020 both in ODL, OL and Conventional mode.	https://www.sdlju.org/why-jagannath-university.php
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Through Auditing of various data of Stakeholders, ATR of Feed Back Mechanism, Regular Monitoring and resolving of Student Grievances mentioned at grievance Portal	https://www.sdlju.org/grievance.php
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Our all PPRs approved by the competent authority have been framed strictly in compliance to the norms and guidelines prescribed by the commission and subsequently approved by CIQA and Academic Council of the University.	https://www.sdlju.org/assets/docs/AC%20Resolution%20PPR.pdf
12.	Mechanism to ensure the proper implementation of Programme Project Reports	We ensure to implement PPR in every step approved by AC strongly from time to time.	https://www.sdlju.org/assets/docs/AC%20Resolution%20PPR.pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Regularly review of the mentioned documents to assess progress and identify areas for improvement. Establish a Gantt chart, to ensure timely evaluations. Generate actionable reports based on SWOC of the Annual plans. This helps to track progress, ensures alignment with HEI's vision, and supports continuous improvement in educational quality and effectiveness.	https://www.sdlju.org/assets/docs/CDOE-Academic_Calendar-2025.pdf

14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	We identify industry trends and skill gaps through feedback mechanism and fulfil through our capacity building programmes. Also Introduce practical components like industry projects, workshops, and case studies to bridge theoretical knowledge with real-world applications. CIQA analyses the gap considering the industry requirements if need be from time to time.	
15.	Facilitated system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	We believe to create a more responsive learning environment that brings better student outcomes and drives systemic improvements by Implementing active learning strategies, such as project-based learning, group discussions, and hands-on activities, apply knowledge in real-world contexts, provide academic support tutoring and counseling to address diverse learner needs, implementing all the features of NEP 2020 in a phase wise manner.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Presently the University is accredited grade 'A' by NAAC up to 2027. However, IQAC is on place for taking various quality initiative for next cycle.	https://www.sdlju.org/assets/images/recognitions/NAAC-Certificate-Grade-A.pdf
17.	Measures adopted to ensure internalization and institutionalization of quality Enhancement practices through periodic accreditation and audit	The University is in process to do so on a gradual manner. However, proper mechanism is there for periodic internal / External audit for quality enhancement in the entire system. Also, the Office of Internal Affairs is on place to felicitate international students.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	We believe to reply promptly the Compliance of commission regarding quality initiatives. Also, we participate in FDP, Workshop or any other quality initiative activities conducted by Commission or other eminent institutions from time to time.	

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	We observe and gather any such quality benchmark and performance of other HEIs and adopt them if at all their logical.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	All the activities related to quality practices undertaken by the Centre for Distance and Online Education (CDOE) towards strengthening and assuring quality in all aspects of academic and administrative functioning. It includes: **Academic Quality Initiatives:** Curriculum design, review and alignment with NEP–2020, **Administrative Quality Measures:** Implementation of transparent admission processes, **Assessment & Evaluation:** Continuous assessment practices, timely conduct of examinations, **Capacity Building & Training:** FDPs, workshops, orientation sessions, knowledge series session, **Quality Assurance Mechanisms:** Internal audits, feedback analysis from stakeholders, compliance with UGC/AICTE/DEB guidelines, We remain committed to continuous improvement, stakeholder satisfaction, and adherence to the highest standards of quality in distance and online education.	
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. (b) Submitted a copy of report in the format asspecified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes, at the end of each academic session the annual report prepared and presented by CIQA and apprised all the activities to the member of AC and BOM. Subsequently approved by both the Statutory Authorities.	https://www.sdlju.org/ciqa-annual-report.php
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and Processes	Yes, Both AC and BOM approve all the reports of CIQA.	

23.	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	The entire instructional design including syllabi, teaching methodology, PPR, eLMs are approved by CIQA, AC and BOM of the University for further implementation in various program.	
24.	Promoted automation of learner support services of the Higher Educational Institution	We believe in Promoting automation not only improves efficiency but also significantly enriches the educational experience for students like : round-the-clock support to students, addressing their queries and concerns without the limitations of traditional office hours, automated systems can suggest targeted resources, such as supplementary materials or tutoring services, tailored to individual learning needs etc. We adopted LMS, Whatsapp group etc. to strengthen the learner support service.	
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes	Yes, we invite expert both from industry and academia to review over complete OL mechanism and subsequently analyses the gap in implement suggested changes for further improvement in the system	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	N.A.	
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	After determine the Scope of the appraisal report, a team of experts from CIQA is constituted, that review relevant documents and collect feedback from concern person	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	We are in process to collaborate and association for quality enhancement.	

| 29. | Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability. | We are continuously working on all-round development of students so as to improve the employability skills. In this regard apart from hardcore academic we do conduct lot of activities in hybrid mode by the Industry experts. | |

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.	Governance, Leadership and Management: • Organisation Structure and Governance • Management • Strategic Planning • Operational Plan, Goals and Policies	Policies and Academic plans are framed keeping in view the student centric approach at the University level for the requirement and performance appraisal by the Higher Authorities and Management.	https://www.sdlju.org/about-ju-jaipur.php
2.	Articulation of Higher Educational Institution Objectives	• To provide high quality, value based career-oriented education to students and working professionals. • To facilitate students in understanding, developing integration and applying both core and specialized concepts and practices. • To provide students with a stimulating and learning-friendly atmosphere so that they can utilize their intellectual capacities to specialize in various areas of study. • To produce energetic, effective efficient and ethically driven graduate and postgraduates to serve society	https://www.sdlju.org/assets/docs/CDOE-Information-Brochure-2025.pdf
3.	Programme Development and Approval Processes a) Curriculum Planning, Design and Development b) Curriculum Implementation c) Academic Flexibility d) Learning Resource e) Feedback System	Prepared a Program Project Report for each Program according to the norms and guidelines as prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the program. Arrange for feedback responses from students, employers and other stakeholders for quality related institutional processes; Develop quality benchmarks or parameters for the various academic and administrative	https://www.sdlju.org/assets/docs/AC%20Resolution%20PPR.pdf

		activities of CDOE. Obtain information from other Higher Educational Institutions (HEI's) on various quality benchmarks or parameters and best practices; Ensuring similarity and equality between Distance and Regular curriculum and examination.	
4.	Programme Monitoring and Review	Programmes is review and monitored by the experts	https://www.sdlju.org/ciqa.php
5.	Infrastructure Resources	The infrastructure is available as per DEB-UGC	https://www.sdlju.org/assets/docs/UGC-DEB/Built-up-Area.pdf
6.	Learning Environment and Learner Support	eLMs prepared and reviewed by the external experts and we have the provision of Live Classes too.	https://www.sdlju.org/assets/docs/UGC-DEB/Learner-Support-Services.pdf
7.	Assessment and Evaluation	We prepare the Assessment and Evaluation policies to be shown in the mark sheet as per the guidelines given by the UGC/DEB. Assessment scheme for Continuous Evaluation (30%) and Term End Exams (70%) is created in system. The evaluation scheme for the Internal Assessment shall be based on the evaluation for Continuous or Formative Assessment shall be based on Assignments, which is 30 % for all theory papers. However, for all practical and Project course the internal shall be 50%.	https://www.sdlju.org/assessment.php
8.	Teaching Quality and Staff Development	FDPs and Seminars conducted time to time on various contemporary topics, in calendar year for the development of the staff members.	

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	We prepared the academic planner for whole year and display it on our website.	https://www.sdlju.org/assets/docs/CDOE-Academic_Calendar-2025.pdf
2.	Validation	We are running five different programmes with the prior approvals of UGC-DEB and in compliance to norms and standards of the Commission.	
3.	Monitoring, Evaluation and Enhancement Plans a) Reports from Examination Centres b) External Auditor or other External Agencies report c) Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institutionlevels d) Reporting and Analytics by the Higher Educational Institution e) Periodic Review	Not Applicable	

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

Name	Designation	Qualification	Salary	
Prof. Shweta Bhatia	Director (Regular Fulltime)	Ph.D	As Per UGC Scale	https://www.sdlju.org/assets/docs/UGC-DEB/Appointment-Letter-of-Director-Dr-Shweta-Bhatia.pdf

3.2   Name and details of Deputy Director of Centre for Distance and Online Education(Dual Mode University) - full time or contractual basis,at least Associate Professor

Name	Designation	Qualification	Salary	
Dr. Renu Bagoria	Depty Director (Regular Fulltime)	Ph.D	As Per UGC Scale	**https://www.sdlju.org/assets/docs/UGC-DEB/Appointment-Letter-of-Deputy-Director.pdf**

3.3   Name and details of Assistant Director of Centre for Distance and Online Education(Dual Mode University) - full time or contractual basis, not below the an Assistant Professor

Name	Designation	Qualification	Salary	
Ms. Smita Kaushik	Assistant Director (Regular Fulltime)	M.Com	As Per UGC Scale	**https://www.sdlju.org/assets/docs/UGC-DEB/Appointment-Letter-of-Assistant-Director.pdf**

3.4 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:

Full time faculty as per UGC norms.

i.   Programme Name : MBA

a. Programme Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr. Jyotsana Khandelwal Professor	PhD	18 Years	Regular As per UGC Scale	09.10.2023

b. Course Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr. Pooja Kudesia Assistant Professor	PGDBA	15 Years	Regular As per UGC Scale	02.03.2023
2	Dr. Rustam Bohra Assistant Professor	PhD	8 Years	Regular As per UGC Scale	01.06.2023
3	Ms. Simple Sharma Assistant Professor	MBA	3 Years	Regular As per UGC Scale	01.06.2023
4	Mr. Sanjiv Kumar Assistant Professor	MBA	6 Years	Regular As per UGC Scale	03.06.2023

c. Course Mentor

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr. Pankhuri Saxena Associate Professor	PhD	10 Year	Regular As per UGC Scale	19.06.2023

ii.   **Programme Name : MA(JMC)**

   a. **Programme Coordinator**

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr Shipra Dua Piplani Associate Professor	PhD	10 Years	Regular As per UGC Scale	04.03.2023

   b. **Course Coordinator**

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr. Jaya Sinsinwar Assistant Professor	PhD	02 Years	Regular As per UGC Scale	04.03.2023
2	Dr. Parul Malhotra Associate Professor	PhD	17 Years	Regular As per UGC Scale	01.06.2023
3	Dr.Rajshree Chatterjee Assistant Professor	PhD	15 Years	Regular As per UGC Scale	01.06.2023
4	Ms.Richa Mahajan Assistant Professor	Masters (Media Studies & Production)	9 years	Regular As per UGC Scale	03.06.2023

   c. **Course Mentor**

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Ms. Divya Khera Assistant Professor	MA (Jounalism & Mass Comm.	07 Years	Regular As per UGC Scale	03.06.2023

iii)   **Programme Name : BBA**

d. Programme Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Prof. Shilpi Khandelwal Professor	PhD	19 Years	Regular As per UGC Scale	02.03.2023

e. Course Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Ms. Smita Kaushik Assistant Professor	MBA	14 Years	Regular As per UGC Scale	02.03.2023
2	Mr. Shivraj Sharma Assistant Professor	M.Tech	14 Years	Regular As per UGC Scale	01.06.2023
3	Mr. Ajit Singh Assistant Professor	MBA	05 Years	Regular As per UGC Scale	03.06.2023
4	Mr. Inderpreet Singh Assistant Professor	MBA, M.Phil	03 Years	Regular As per UGC Scale	06.06.2023

f. Course Mentor

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr. Sachin Sabharwal Associate Professor	PhD	17 Years	Regular As per UGC Scale	06.06.2023

iv)   Programme Name : B.Com.

a. Programme Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr. Deepika Taparia Assistant Professor	PhD	09 Years	Regular As per UGC Scale	02.03.2023

b. Course Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Ms. Megha Nagelia Assistant Professor	PGDM, UGC NET	2 Years	Regular As per UGC Scale	22.08.2023
2	Dr. Nidhi Kalra Assistant Professor	PhD	05 Years	Regular As per UGC Scale	20.04.2023
3	Ms. Arunita Jain Assistant Professor	M.Com	05 Years	Regular As per UGC Scale	01.06.2023

c. Course Mentor

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Mr. Avinash Dixit Assistant Professor	MBA	09 Years	Regular As per UGC Scale	03.06.2023

v)   Programme Name : BA(JMC)

a. Programme Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Dr. Radhika Mehta Associate Professor	PhD	13 Years	Regular As per UGC Scale	21.04.2023

b. Course Coordinator

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Ms. Saumya S Grover Assistant Professor	MA(JMC)	08 Years	Regular As per UGC Scale	21.04.2023
2	Mr. Shailender Kumar Assistant Professor	MMC	09 Years	Regular As per UGC Scale	04.03.2023
3	Ms. Shivani Wadhwa Assistant Professor	M.A.(Psychology)	20 Years	Regular As per UGC Scale	01.06.2023
4	Ms. Neha Gandhi Assistant Professor	MA (Mass.Comm)	06 Years	Regular As per UGC Scale	03.06.2023

c. Course Mentor

S.No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross Salary/Month	Date of Joining Programme
1	Ms. Harpreet Rakhra Assistant Professor	MA	10 Years	Regular As per UGC Scale	03.06.2023

3.5 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

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

Administrative staff List : https://www.sdlju.org/assets/docs/UGC-DEB/List-of-Administrative-Staff.pdf

b. Number and details of Technical Support for Online programmes as per Annexure – IV :

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

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

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

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

iii. For Admission and Examination for Online mode :

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

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

1) **Technical Team for Development of e-Content as Self-Learning e-Modules : https://www.sdlju.org/assets/List-of-Technical-Staff.pdf**
2) **For Delivery of Online Programmes : https://www.sdlju.org/assets/Delivery-of-Online-Programmes.pdf**
3) **For Admission and Examination for Online mode : https://www.sdlju.org/assets/Admission-and-Examination.pdf**

Part – IV:
Examinations

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

Sl. 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 recognized Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.	Yes	
3.	A Higher Education Institution offering programme through Online mode shall conduct examination either using Computer based test or pen and paper test in a proctored environment in designed test centre with all the security arrangement ensuring transparency and credibility of the examination. 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, forthe convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from theregion	NA	
6.	Building and grounds of the examination centremust be clean and in good condition.	Yes	
7.	The examination centre must have an examinationhall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations wellmarked 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	Yes	

	centremust be ensured		
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, suppliedwith necessary items, and in working order	Yes	
12.	Provision of drinking water must be made forLearners	Yes	
13.	Adequate parking must be available near theexamination centre	Yes	
14.	Facilities for Persons with Disabilities should be Available	Yes	

4.2   Compliance of facilities required for the conduct of Online Examination for Online Porgrammes

S.No.	Provisions in Regulations	Whether being Complied Yes/No If yes, please Provide details and upload Relevant documents	If No, Reason thereof
	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Yes https://www.sdlju.org/assets/docs/4.2%20Declaration.pdf	
	2. Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes https://www.sdlju.org/assets/docs/4.2%20Declaration.pdf	
	3. Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes https://www.sdlju.org/assets/docs/4.2%20Declaration.pdf	
	4. Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes https://www.sdlju.org/assets/docs/4.2%20Declaration.pdf	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes	https://www.sdlju.org/assets/docs/Proctored-Examination-ODL.pdf
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	https://www.sdlju.org/assets/docs/examination-policy-distance.pdf
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: 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 Online mode: the learner has minimum participation of 75 per cent. in the activities of online programme prior to end semester examination or term end examination.	Yes	https://www.sdlju.org/assets/docs/UGC-DEB/details-of-preparedness-of-hei.pdf
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	https://www.sdlju.org/assets/docs/curricular%20aspects.pdf
5.	The weightage for different components of assessments for Online mode shall be as under: i) continuous or formative assessment (in semester): Maximum 30 per cent. ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes	https://www.sdlju.org/assessment.php

6	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	https://www.sdlju.org/assets/docs/examination-policy-distance.pdf
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separatelyin the grade card	Yes	https://www.sdlju.org/assets/docs/Semester-Marksheet-for-Online.pdf
8	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in the development of question papers, question banks,assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, andshall so frame the question papers as to ensure that no part of the syllabus is left out of study bya learner.	Yes	https://www.sdlju.org/assets/docs/examination-policy-distance.pdf
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, the proctored on-line Examination is conducted by the University Examination Cell.	
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 Aadhaar details or other Government identifiers of Indian Learners and passport for international learners.	Yes	
	(d) In case of non-availability of the Closed Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain allsuch Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and report submitted to the Higher Educational Institution	Not Applicable	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Not Applicable	

13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavor to conduct proctored examinations for such learners	Not Applicable	
15.	a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government-recognised identifier or Passport number, as applicable, iii. Other relevant details of the learneralong with the Programme name.	Yes	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	Under process
16.	a) 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	

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

Semester beginning	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
July 2024	MBA	66	28	NA	78.57%	64.28%
	BBA	160	62	NA	79.03%	62.90%
	B.Com	28	8	NA	75%	37.50%
	MAJMC	8	6	NA	100%	83.33%
	BAJMC	35	15	NA	80%	60%
Jan 2025	MBA	30	**Exam are ongoing**			
	BBA	53				
	B.Com	50				
	MAJMC	10				
	BAJMC	35				

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.

We, as a part of Dual mode University has prepared Program Project Reports (PPR) for all programs and so far before the start of each program with due approval of the statutory authority of the University i.e. Academic Council and UGC/DEB as well. Each PPR contains the following features therein as per the guidelines of DEB/UGC: a) Program Mission and Objectives b) Relevance of the Program with University Mission and Goals c) Nature of Prospective Target Group of Learners d) Appropriateness of the Program to be conducted in Online mode to acquire specific skills and competence e) Instructional Design f) Procedure for Admission, Curriculum transaction and evaluation g) Requirement of the Laboratory support and Library Resources h) Cost estimate of the Program and Provisions i) Quality Assurance Mechanism and expected Program outcome.

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.

e-Learning Material (e-LMs) have been developed as per defined credit structure of the respective programmes by our inhouse faculty members strictly as per the four quadrant approach. These have been prepared by the concerned faculty members in such a way that student does not generally need further guidance on any topic covered therein. These are user friendly and easy to understand with interactivity approach. Special care has been taken in explaining the content in simple language. eLMs have objectives, intended outcomes, multiple examples, case studies, illustrations, assignments, Summary and key points and Self-Assessment Tests. All eLMs have met due approval of the Academic Council, the statutory body, of the University. The eLM review committee reviews the eLM content from time to time. The eLMs syllabus is matched with that of the conventional mode and is also made submitted through the CIQA to the academic council of the University.

5.3   **Compliance status in respect of Self-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.

Center for Distance and Online Education, Jagan Nath University, Jaipur is conscious about the quality of e-learning materials (eLM) in the teaching learning process. The eLMs are designed by subject experts and reviewed. The e-learning materials have been prepared as Self-explanatory, Self-contained, Self-directed. It provides much more than just information; they make the learner think, write and do. The e- learning materials contains clear stated objectives, User-friendly, Shortest manageable chunks of learning, Plenty of helpful examples, references for the learners experiences, Use of illustrations , Self Exercises that get the learners to use the material, Two-way communication between the learner and content, Assignments as each learning objectives for self-assessment. Each learning objective has been designed in the form of sections and subsections, self-assessment questions and activities. eLMs have been designed as per unit structure at the beginning of each unit and uncluttered visually attractive layout design. eLMs are reviewed periodically by the eLM review committee.

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

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI. https://online-degree.swayam2.ac.in/

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

Details of HEI having access to SWAYAM for the proposed programmes of study duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for – Learner Authentication, Learner Registration, Payment Gateway and Learning Management System has been attached below
BOM Resolution (SWAYAM Portal)
https://www.sdlju.org/assets/docs/BOM-Resolution-SWAYAM-Portal.pdf

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

NA

6.2 Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in TeachingLearning scheme (as per table 3, Annexure – VII)

We are strictly followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020.
https://www.sdlju.org/assets/docs/Delivery-of-courses-in-online-mode.pdf

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N - NO

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

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

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes https://www.sdlju.org/assets/docs/Declaration-CIQA.pdf	
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	Yes https://www.sdlju.org/assets/docs/establishing-act-and-statutes.pdf https://cdn.jagannathuniversity.org/docs/about/statutes.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes https://www.sdlju.org/assets/images/recognitions/Approval%20OL%202024-25.pdf	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes https://www.sdlju.org/assets/docs/CDOE-Information-Brochure-2025.pdf	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) schedule	Yes https://www.sdlju.org/assets/docs/syllabus/MBA-syllabus.pdf https://www.sdlju.org/assets/docs/syllabus/MAJMC-syllabus.pdf https://www.sdlju.org/assets/docs/syl	

		labus/BCOM-syllabus-2025.pdf https://www.sdlju.org/assets/docs/syllabus/BAJMC-syllabus.pdf https://www.sdlju.org/assets/docs/syllabus/BBA-syllabus.pdf	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/ mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes https://www.sdlju.org/assets/docs/CDOE-Academic_Calendar-2025.pdf	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	Yes, https://www.sdlju.org/assets/docs/Detailed-Strategy-Plan-Releated-to-Online-Programs.pdf	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall bean input for maintaining the quality of the programmes and bridging the gaps, if any	Yes https://www.sdlju.org/assets/docs/feedback-mechanism.pdf	
9.	Information regarding all the programmes recognised by the Commission	Yes https://www.sdlju.org/assets/images/recognitions/Approval%20OL%202024-25.pdf	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	
11	Complete information about 'e Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes.	Yes https://www.sdlju.org/assets/docs/slmlist/MBA.pdf https://www.sdlju.org/assets/docs/slmlist/MAJMC.pdf https://www.sdlju.org/assets/docs/slmlist/BBA.pdf https://www.sdlju.org/assets/docs/slmlist/BAJMC.pdf	

		https://www.sdlju.org/assets/docs/slmlist/BCOM.pdf	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes https://www.sdlju.org/faqs.php	
13	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	N.A.	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes https://www.sdlju.org/assets/docs/Proctored-Examination-ODL.pdf	
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 https://www.sdlju.org/assets/docs/CDOE-Academic_Calendar-2025.pdf	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes https://www.sdlju.org/assets/docs/third-party-academic-audit.pdf	

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in Online mode, accept payment towards admission fee and other fees and charges- a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with 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	Yes
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners.	Yes

6.	Every Higher Educational Institution shall– 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 fora minimum period offive years; c) exhibit such records as permissible under law on its website;and d) be liable to produce such record, whenever calledupon to do so by any statutory authority of the Government under any law for thetime being in force.	Yes
7	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print andin e-form) containing the following for the purposes of informing those persons intending to seekadmission to such Higher Educational Institutions and the general public, namely, as mentionedat sr. no. '8(a)' to '8(k)' below	
8 (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Online mode, and the other terms and conditions of such payment	Yes
8(b)	The percentage of tuition fee and other chargesrefundable 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©	The number of seats approved in respect of each programme of Online mode, whichshall 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 teachersand 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	Not Applicable

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 a publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes
12	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- a) any advertisement for inducing learners for takingadmission 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 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

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.

Online Grievance Redressal Mechanism :

For this purpose we have online and offline Grievance Redressal Mechanism :

Relevant grievances from the Learners being received from online mode through mail on helpdesk@sdlju.org or Students can register their grievance by filling redressal grievance form available on portal. After receiving the grievance the student support manager will resolve the general grievance within 24/48 hours on the top priority, or in case of academic grievance it will be transferred to the person concern. The person concern will resolve the grievance within 48 hours via e-mail/phone/massage.

Offline Grievance Redressal Mechanism :

When the learners visit the university in person, the student support manager will attend the learners and issue the grievance form in which the learners will notify their grievances. The student support manager will send the form to the respective person concern depending upon the nature of the grievance. The person concern will resolve the grievance within 48 hours via e-mail/phone/massage. Otherwise it will be resolved using the available information in case of general grievances within a day by student support manager.

Center for Distance and online Education, Jagan Nath University, has very keen interest in welfare of the student who has been enrolled in ODL/OL mode, as students are not regular in university campus. For better serving to the students CDOE has created students Grievance Redressal Mechanism. This mechanism will help students to redress their grievance related to academic and administrative matters. This cell shall comprise of a of Student Support Manager, Concerned department coordinators, and Director as per the nature of grievance. For the ease of students Grievance Redressal Form is also available on our website to register grievances.

9.2   Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
07	07

9.3   Complaint Handling Mechanism

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

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		

Part – X: Innovative and Best Practices

10.1   Innovations introduced during academic year

Several key innovations were introduced by The Center for Distance and Online Education at Jagan Nath University, Jaipur to enhance the learning experience across all online programs. Technology-enhanced learning platforms and adaptive learning technologies were at the forefront of this transformation.

- **E-LMS on SWAYAM:** An E-LMS (Learning Management System) was introduced on the SWAYAM Platform, making it more user-friendly for learners. This provided a more streamlined interface for accessing course materials and managing progress.
- **Multimedia Content and Interactive Elements:** The university incorporated diverse multimedia content, including pre-recorded video lectures and live streaming, to make content delivery more engaging. This moved beyond static text and created a richer learning environment.
- **Virtual Classrooms:** Tools such as Zoom, Microsoft Teams, and Google Meet were used to enable real-time interaction and collaboration between instructors and students. These virtual classrooms simulated a traditional classroom environment, facilitating live discussions and Q&A sessions.
- **Personalized Learning Paths:** The university adopted adaptive learning technologies to analyze student performance and tailor educational content to individual learning needs. This allowed students to progress at their own pace, focusing on areas where they needed improvement.
- **AI-Powered Personalization:** AI tools were used to recommend additional resources, quizzes, or case studies based on a student's performance and learning style. AI-driven feedback provided instantaneous responses on basic assignments, allowing instructors to focus on more complex, qualitative feedback.
- **Virtual Industry Interactions:** The program moved beyond standard guest lectures to include virtual tours of companies and live Q&A sessions with industry leaders, providing students with a deeper understanding of real-world challenges.
- **Collaborative Tools**: Online Discussion Forums and Social Media: Platforms for peer interaction and collaboration help build learning communities and facilitate group work.
- **Open Educational Resources** (OER): Free and Accessible Materials: OERs provide high-quality educational resources that are freely accessible, promoting greater equity in education. Open Courseware: Institutions like MIT offer free course materials online, enabling learners to access high-quality content without financial barriers.

10.2   Best Practices of the HEI

The Center for Distance and Online Education at Jagan Nath University, Jaipur, encapsulated several best practices, many of which are recommendations from the NEP-2020.

- **NEP-2020 Implementation:** Most of the National Education Policy (NEP) 2020 recommendations were implemented in both conventional and ODL/OL mode programs.
  - **Academic Bank of Credit (ABC):** The university adopted the Academic Bank of Credit system to provide flexibility in credit transfer.
  - **Curriculum Structure:** The curriculum was designed to be multidisciplinary and included skill development, value-added, and elective courses.
  - **Multiple Entry & Exit:** Multiple entry and exit provisions were implemented in undergraduate programs, allowing students greater flexibility in their academic journey.
  - **Outcome-Based Curriculum:** The curriculum was structured with a focus on specific learning outcomes, ensuring that students gained relevant and practical skills upon completion.
- **Efficient Online Process Flow:** A detailed online process flowchart was provided to guide students from admission to convocation, simplifying the administrative process for those enrolled in ODL and online programs. https://sdlju.org/Online-Process-Flow-Chart.php
- **Robust Grievance Redressal Mechanism:** A dedicated grievance redressal mechanism was established to ensure quick resolution of student issues within 24-48 hours. This system facilitated quick and effective support. https://sdlju.org/grievance.php
- **Active Discussion Forums:** Faculty and mentors actively moderated online discussion forums to encourage peer-to-peer learning and provide timely answers to student queries.
- **Mentorship Program:** Students were paired with mentors from the industry or senior students to provide guidance on career paths and professional development.

10.3   Details of Job Fairs conducted by the HEI

N.A.

10.4   Success Stories of students of Online mode of the HEI

N.A.

10.5   Initiatives taken towards conversion of eLM into Regional Languages

Since we have secured approval w.e.f. 2023-24, we are in process to develop the eLM in regional Languages in near future.

10.6   Number of students placed through Campus Placements

N.A.

10.7   **Details of Alumni Cell and its activity**

Alumni cell is available. However, no alumni is present now as the batches are undergoing.

10.8   **Any other information**

Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners.

Create learner centric environment rather than Institution centric environment.

Cultivate creativity and innovation in the faculty and staff.

Adopt measures to ensure quality enhancement practices through periodic accreditation and audit;

Conduct or encourage system-based research to bring about qualitative change in the entire system;

Record activities undertaken on quality assurance in the form of an annual report and to coordinate recognition and accreditation.

Submit Annual Audit Reports to the Statutory Authorities about the activities undertaken by the Centre for Quality Assurance during the financial year

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: Signature of the Registrar:

Name: Shweta Bhatia   Name: Tanmay Pattanayak

Seal: Seal: **Registrar**
          Director   **Jagan Nath University**
Date: Center for Distance and Online Education   Date: 20/8/2025   **Jaipur.**
          Jagan Nath University

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.