

**HEIID: HEI-U-054 Name of HEI: Swami Vivekanand Subharti University, Meerut Type
of HEI: Private**

AnnualReport

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE

(CIQA)

PROGRAMMES UNDER

**OPEN AND DISTANCE LEARNING
MODE**

2020-21

HEIID:

NameofHEI:

TypeofHEI:

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HEIID:**Name of HEI:****Type of HEI:****Part-I: General Information****1.1 Date of notification of the Centre (attach a copy of the notification):****1.2 Details of Director, CIQA**

- Name: Dr. V.K Bhatnagar
- Qualification: Ph.D
- Appointment-Letter and Joining Report: Uploaded

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S.No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of The University	Chairperson	(Retd. Brigadier Dr. Vijendra Pal Singh (Post graduate in Medicine))	Medical	01.02.2021
b.	Three Senior teachers of HEI	Member 1	Dr. Pintu Mishra (Ph.D)	Fine Arts	01.02.2021
		Member 2	Dr. Viabhav Goel Bhartiya (Ph.D)	Law	03-10-2017
		Member 3	Dr. Anoj Raj (Ph.D)	Education	27-09-2019
c.	Head of three Departments or School of Studies from which Programme is being Offered in ODL and Online mode	Member 4	Dr. R.N Sharma (Ph.D)	Buddhist	01.02.2021
		Member 5	Dr. Dhananjay (Ph.D)	Hotel Management	01.02.2021
		Member 6	Dr. Yasir Arafat (Ph.D)	Journalism and Mass Communication	01.02.2021
d.	Two External Experts of ODL and/or Online Education.	Member 7	Dr. A.K. Khare	Education	01.02.2021
		Member 8	Dr. Mohit Verma	Education	01.02.2021

HEIID:**Name of HEI:****Type of HEI:**

e.	Officials from Departments of HEI	Member 9 Administration	Mr. Sayed Zafar Hussain	Management	01.02.2021
		Member 10 Finance	Mr. Rashmi Kant	Commerce	01.02.2021
f.	Director, CIQA	Member Secretary	Dr. V.K. Bhatnagar	Chemistry	01.02.2021

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

If No, reason thereof:

Yes

1.4 Number of meetings held and its approval: 2

a. No. of meetings held every year: 2

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	05.02.2021	2	uploaded	Uploaded
Meeting 2	27.12.2021	2	uploaded	Uploaded

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction* / Off Campus	Number of students admitted (Male/Female/Transgender)			
									M	F	TG	Total
1.	Not applicable											
N.												

HEIID:**Name of HEI:****Type of HEI:*****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 UGC (ODL Programmes and Online Programmes) Regulations, 2020:**

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campuses	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	Not Applicable											
N.												

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 WEB PORTAL

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 Campuses	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Not Applicable										
N.											

Not for Private University*Note:** Mention details separately for <Month, Year> academic session, as applicable, as above.

HEIID:**Name of HEI:****Type of HEI:****1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:**

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.	BACHELOR OF ARTS	3 Years	108	10+2 or eq.	15000	F.N.1-15/2020 (DEB-I)	No	1252	394	0	1646
2.	BACHELOR OF ARTS - JOURNALISM MASS COMMUNICATIONS	3 Years	108	10+2 or eq.	25800	F.N.1-15/2020 (DEB-I)	No	56	2	0	58
3.	BACHELOR OF COMMERCE	3 Years	92	10+2 or eq.	20700	F.N.1-15/2020 (DEB-I)	No	253	73	0	326
4.	BACHELOR OF SCIENCE - PHYSICS CHEMISTRY MATHEMATICS	3 Years	102	10+2 with PCM	29700	F.N.1-15/2020 (DEB-I)	No	180	26	0	206
5.	BACHELOR OF SCIENCE - ZOOLOGY BOTANY CHEMISTRY	3 Years	108	10+2 with ZBC	29700	F.N.1-15/2020 (DEB-I)	No	118	71	0	189
6.	BACHELOR S OF LIBRARY SCIENCE	1 Year	32	Graduation or eq.	10400	F.N.1-15/2020 (DEB-I)	No	97	14	0	111
7.	BACHELOR OF COMPUTER APPLICATIONS	3 Years	112	10+2 or eq.	34200	F.N.1-15/2020 (DEB-I)	No	153	16	0	169
8.	BACHELOR S OF BUSINESS ADMINISTRATION	3 Years	126	10+2 or eq.	37200	F.N.1-15/2020 (DEB-I)	No	103	13	0.	116

HEIID:**NameofHEI:****TypeofHEI:*****NotforPrivateUniversity****Note: Mention details separately for <Month, Year>academicapplicable,asabove.****session, as****1.9 Numberofprogrammesstartedat Post****graduateDegreeProgrammesasperCommissionOrder:****From<Month,Year>academicession:TOBEEEXTRACTEDFROMWEBPORTAL**

Sr. No.	Post-graduateDegreeTitle	Duration(y ears)	No.ofC redits	AdmissionEl igibility	Fee (Rs.)	UGC Recognition LetterNo.and date	No.ofLearnerSup portCentreOperat ionalizedasperter ritorialjurisdictio n*/OffCampus	Numberofstudentsad mitted(Male/Female/ Trans-gender)			
								M	F	TG	Total
1.	MASTER OF ARTS - EDUCATION	2 Year	68	Graduation or eq.	24800	F.N.1-15/2020 (DEB-I)	No	31	2	0	33
2.	MASTER OF LIBRARY SCIENCE	1 Year	64	B.Lib or eq	10400	F.N.1-15/2020 (DEB-I)	No	37	19	0	56
3.	MASTER OF SCIENCE - COMPUTER APPLICATIONS	2 Year	88	Graduation or eq.	29800	F.N.1-15/2020 (DEB-I)	No	31	5	0	36
4.	MASTER OF SCIENCE - DIETETICS FOOD SERVICE MANAGEMENT	2 Years	60	B.Sc Food and Nutrition or eq.	27800	F.N.1-15/2020 (DEB-I)	No	7	2	0	9
5.	MASTER OF BUSINESS ADMINISTRATION	2 Years	132	Graduation or eq.	36800	F.N.1-15/2020 (DEB-I)	No	170	56	0	226
6.	MASTER OF COMPUTER APPLICATIONS	2 Years	148	Graduation with Mathematics or eq.(The students who have not pursued Mathematics as a distinct subject, are required to pass the qualifying exam)	44700	F.N.1-15/2020 (DEB-I)	No	93	13	0	106
7.	MASTER OF ARTS - JOURNALISM MASS COMMUNICATIONS	2 Years	74	Graduation or eq.	21800	F.N.1-15/2020 (DEB-I)	No	29	5	0	34
8.	MASTER OF COMMERCE	2 Years	56	Graduation with Commerce or eq.	15200	F.N.1-15/2020 (DEB-I)	No	47	25	0	72

NotforPrivateUniversity*Note: Mention details separately for <Month, Year>academic session, asapplicable,asabove.**

HEIID:**Name of HEI:****Type of HEI:****Part****II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning****2.1 Action taken on the functions of CIQA:-**

S. No	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services Provided to the learners	Provide the online facilities to the learner for apply the certificate.	www.subhartidde.com
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Through Training Of Staff by Attending of Seminars, Up to date with UGC and DEB rules, Updating of Website.	https://subhartidde.com/assets/documents/Activity.pdf
3.	Contribution in the identification of the key areas in which Higher Educational Institution should Maintain quality	Through Assignments, Better quality Study Material, keeping at par the curriculum with regular mode.	https://subhartidde.com/assignments
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Yes, we are using Learning Management system for both. For HEI student will get their video lectures and e content and for ODL mode student can get their assignment, E-Lectures, and other material of studies on one go.	Regular LMS link

HEIID:	Name of HEI:	Type of HEI:
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 feedback is taken on the various stakeholders https://subhartidde.com/feedback
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Develop a strong curriculum, Hire quality faculty Foster a culture & research, encourage Student Participation, Emphasize on skills development. https://subharti.org/iqac-minutes.php
7.	Implementation of reviews	Yes, a review system exists in SLM and E-LM for the students of ODL. http://subhartidde.com/compliance
8.	Workshops/seminars/symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate here reports of such activities among all the stakeholders in Higher Educational Institution.	Yes we have conducted different types of workshop, webinars, Seminar, guest lecture on quality related themes. www.subhartidde.com
9.	Developed and collated best practices in all areas leading to quality enhancement in service to the learners and disseminated the same all concerned in Higher Educational Institution	Pass outs, Resource Person, Obtaining Feedback from key stakeholders (students), and Alumni Meet. Outcome based education, collaboration research. Professional development Programme such as a FDP https://subhartidde.com/feedback

HEIID:	Name of HEI:	Type of HEI:
10	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Through Auditing of ERP Data of Stakeholders, Analysis of Feed Back Mechanism, Regular Monitoring of Student Grievance Portal. https://subhartidde.com/grievance
11	Measure 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 PPR approved by the component authority http://subhartidde.com/compliance
12.	Mechanism to ensure the proper implementation of Programme Project Reports	PPR is prepared on credit base system and credits are implemented for preparing grads and credit points earned, so that SGPA can be calculated properly. http://subhartidde.com/compliance
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Yearly academic plan is prepared and evaluated at the annually and the gap are reviewed and strategies are prepared accordingly. http://subhartidde.com/compliance https://subhartidde.com/academic-calender
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job Market.	Provide career guidance and support services to help students navigate the job market and find suitable employment opportunities after graduation. PCP classes

HEIID:**Name of HEI:****Type of HEI:**

15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	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; Coordinate between DDE, SVSU and the Commission for various quality related issues or guidelines; Record activities undertaken on quality assurance in the form of an annual report and to coordinate recognition and accreditation of DDE, SVSU. Submit Annual Audit Reports to the Statutory Authorities about the activities undertaken by the Centre for Quality Assurance during the financial year.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body For accreditations such as NAAC etc.	Presently Not applicable	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Presently Not applicable	

HEIID:	Name of HEI:	Type of HEI:	
18.	Step taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	We reply the Compliance of commission body time to time raised by them regarding quality relative initiative.	https://subhartidde.com/compliance
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or Parameters and best practices.	Yes, we have mentioned all information to our HEI website.	https://subharti.org/career-advancement-centre-subharti-university-india.php
20.	Recorded activities undertaken on quality assurance in the form of a annual report of Centre for Internal Quality Assurance.	Recorded activities related to examination of the students	https://subhartidde.com/examination-schedule
21.	Submitted Annual Report to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each Academic session.	Yes we are submitting the activities	https://subhartidde.com/compliance
	(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.	YES	https://subhartidde.com/compliance

HEIID:	Name of HEI:	Type of HEI:
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	The Higher authority approved the report of CIQA https://subhartidde.com/compliance
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 higher authority approval is for adopting instructional design according to philosophy of ODL https://news.subharti.org/
24.	Promoted automation of learner support services of the Higher Educational Institution	Promoting automation of learner support Services of Higher Education Institutions Can improve 24x7 accesses to information learner Support Response time Cost effectiveness. Personalization and stability, However it is important to ensure that automation making a human touch. https://news.subharti.org/
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Yes, we coordinate with external subject expert Identify the relevant expert & agencies Explain your need and provide necessary information. https://subahrtidde.com
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Not applicable

HEIID:	NameofHEI:	TypeofHEI:	
27.	OverseenthepreparationofSelf-AppraisalReporttobesubmitted totheAssessmentandAccreditati onagenciesonbehalfofHigherEdu cationalInstitution.	After determine the Scope the Report assemble a team of experts. Review relevant documents and collect feedback from concern person.	Uploaded
28.	Promoted collaboration	No	
29.	Facilitated industry- institutionlinkage for providing exposure to thelearnersandenhancingtheir employability.	NO	

2.2 ComplianceofQualityMonitoringMechanism–AsperAnnexure–I(PartV(2))ofUGC(ODLProgrammesandOnlineProgrammes)Regulations,2020:

Sr.No.	ProvisionsinRegulations	Action taken inrespect ofODL	Uploadrelevantdocument
1.	Governance,Leadershipand Management: a. OrganisationStructureand Governance b. Management c. StrategicPlanning d. OperationalPlan,GoalsandPolicies	Policies are formed Academic plan at the University level for the requirement and performance appraisal by the Higher Authority (VC and management) and a planning for academic work is prepared.	https://subhartidde.com/compliance

HEIID:	Name of HEI:	Type of HEI:
2.	Articulation of Higher Educational Institution Objectives	To be an acclaimed University that provides contemporary Technical and Professional knowledge, skills as well as research opportunities befitting global scenarios while maintaining Service, Sacrament, and Nationality. To develop programs of the highest standards, and to produce confident, self-reliant, responsible youth having skills, social values, leadership, and entrepreneurship bent of mind in highly competitive technologically advanced, ever-changing needs of society.
3.	Program Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Prepare 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. Student Login for better services to Student. Overseeing the development of Study Learning Material (SLM) and Integration of Information and Communication Technology (ICT) 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

HEIID:**Name of HEI:****Type of HEI:**

		administrative activities of DDE, SVSU. 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. Feedback	
4.	Programme Monitoring and Review	Programmes are reviewed and monitored by the experts	www.subhartidde.org
5.	Infrastructure Resources	The infrastructure is available as per DEB-UGC	www.subhartidde.org
6.	Learning Environment and Learner Support	SLM preparation by the external and PCP Classes	www.Subhartidde.com
7.	Assessment and Evaluation	We Prepaid the Assessment and Evaluation policies to be shown in the mark sheet as per the guidelines by the UGC	https://subhartidde.com/evaluation-procedure
8.	Teaching Quality and Staff Development	FDP and seminars and conferences on various topics	Seminar Link

HEIID:**Name of HEI:****Type of HEI:**

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 plan for whole year and display it on our website.	https://subhartidde.com/academic-calender
2.	Validation	We have run the programmes according to the norms and regulation laid down by the DEB-UGC	https://subhartidde.com/recognition
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	Report is prepaid annually for Headquarter performance	https://subhartidde.com/compliance

HEIID:

Name of HEI:

Type of HEI:

Part-III: Human Resources and Infrastructural Requirements

3.1 Name and detail of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, fulltime, at least Associate Professor

Or

Name and detail of Head for each school (for Open University) - Fulltime dedicated, not below the rank of an Associate Professor

Mention details such as Regular Employee, Designation, Qualification, Salary
(Attach appointment letter and joining report)

Name	Designation	Qualification	Salary
DR. P.K. SHARMA	Associate Professor	Ph.D	78000/-

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 Regulation. In addition, the faculty details shall be provided in the following format:

Full time dedicated faculties as per UGC Norms

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
BA & MA	5	5	Yes	
BA & MA (JMC)	5	5	Yes	

HEIID:**Name of HEI:****Type of HEI:**

B.Com& M.Com	5	5	Yes	
BBA& MBA	5	5	Yes	
B. Lib& M. Lib	5	5	Yes	
BCA& MCA	5	5	Yes	
BSC (PMC)	3	3	Yes	
BSC (ZBC)	3	3	Yes	
MSC (CA)	3	3	Yes	
MA (Education)	3	3	Yes	
MSC (DFSM)	3	3	Yes	

S. N o.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary/month			Date of Joining programme and Joining Report Upload Pdf and Joining report And Joining
							Type	Gross Salary/Month	Contract Period	
1.	BA/MA	5	Dr. Kavita Suryawanshi	Associate Professor	Ph.D		R	25000	Full Time	
2.			Dr. Ranjana	Associate Professor	Ph.D	15Yr.	R	29000	Full Time	
3			Dr. Sartaj Ahmad	Associate Professor	Ph.D	18Yr.	R	30899	Full Time	
4			Dr. Sushila	Assistant Professor	Ph.D	06 Yr.	R	28000	Full Time	
5			Dr. Tushti Sharma	Associate Professor	Ph.D	12 Yr.	R	35000	Full Time	
6	BA JMC & MA (JMC)	5	Mr. Surender	Assistant Professor	Ph.D	2.5 Yr.	C	20000	Full Time	
7			Dr. Shailendra Pandey	Associate Professor	Ph.D	10Yr.	R	13800	Contract Period	
8			Dr. Sushila	Assistant Professor	Ph.D	6 Yr	R	22000	Full time	

HEIID:			Name of HEI:			Type of HEI:				
9			Dr. Mudassir Ahamad	Assistant Professor	Ph.D	7 yr	R	24000	Full time	
10			Mr. Yasir Arafat	Assistant Professor	Master	5	R	25000	Full time	
11.	B.Com & M.Com	5	Dr. Palak Kapoor	Assistant Professor	Ph.D	3.5 Yr.	R	29480	Full Time	
12.			Dr Dinesh Kumar Maheshwari	Associate Professor	Ph.D	30Yr	R	37920	Full Time	
13			Mr. Vivek Agrawal	Assistant Professor	NET	4 Yr	R	37845	Full Time	
14			Dr. Preety	Assistant Professor	Ph.D	10 Yr	R	29389	Full Time	
15			Dr. Padma Mishra	Associate Professor	Ph.D	10 Yr	R	52500	Full Time	
16	BBA & MBA	5	Dr. Padma Mishra	Associate Professor	Ph.D	10 Yr.	R	52500	Full Time	
17			Dr. Preety	Assistant Professor	Ph.D	10 Yr.	R	29389	Full Time	
18			Mr. Vivek Agarwal	Assistant Professor	UGC-NET	4 Yr.	R	31845	Full Time	
19			Dr. Stuti Nizahawan	Assistant Professor	Ph.D	8Yr.	R	27778	Full Time	
20			Dr. Jitendra Singh	Associate Professor	Ph.D	6Yr	R	41000	Full Time	
21	B.Lib&M. Lib	5	Zeenat Ara Khan	Associate Professor	Ph.D	5.5 Yr.	R	22110	Full Time	
22			Dr. Javed	Associate Professor	Ph.D	11 Yr.	R	33000	Full Time	
23			Dr. Sudhir Tyagi	Associate Professor	Ph.D	11 yr	R	35000	Full time	
24			Dr. Sapa Tyagi	Assistant Professor	Ph.D	10 Yr	R	30000	Full Time	
25			Dr. Javed Khan	Assistant Professor	Ph.D.	8 Yr	R	24000	Full time	
26	BCA & MCA	5	Dr. Sashiraj Teotia	Associate Professor	Ph.D	15 Yr.	R	34100	Full Time	

HEIID:			Name of HEI:			Type of HEI:				
27			Mr. Himanshu	Assistant Professor	Post Graduate	4 Yr.	R	26400	Full Time	
28			Ms. Ishita Arora	Assistant Professor	Master	3 Yr	R	18000	Full Time	
29			Mr. Prashant Kuamr	Assistant Professor	Master	5 Yrs	R	18500	Full Time	
30			Mr. Amit Kumar	Assistant Professor	Master	6 Yrs	R	38000	Full Time	
31	BSC (ZBC)	3	Dr. Anamika Singh	Professor	Ph.D	18Yr	R	57680	Full Time	
32			Dr. Dheer Pal Singh	Assistant Professor	Ph.D	6 Yr.	R	34650	Full Time	
33			Dr .V K Bhatnagar	Associate Professor	Ph.D	42 Yr.	R	65100	Full Time	
34	B.SC (PMC)	3	Dr. Amit Kumar Rana	Assistant Professor	Ph.D	14Yr.	R	34125	Full Time	
35			Dr. Arvind Kumar	Associate Professor	Ph.D	12 Yr.	R	52500	Full Time	
36			Dr. V K Bhatnagar	Associate Professor	Ph.D	42 Yr.	R	65100	Full time	
37	MA (Education)	3	Dr. Santosh Sharma	Professor	Ph.D	21 Yr.	R	59430	Full Time	
38			Dr. Mumtaaz Sheikh	Assistant Professor	Ph.D	10 Yr.	R	25300	Full Time	
39.			Dr. Manoj Kr. Tripathi	Professor	Ph.D	15Yr	R	50500	Full Time	
40	MSC (DFSM)	3	Dr. Nishma	Associate Professor	Ph.D	5 Yr.	R	34650	Full Time	
41			Ms. VidushiYadav	Assistant Professor	UGC Net	18	R	37590	Full time	
42			Dr. Palak Mittal	Assistant Professor	Ph.D	2	R	10350	Full Time	

DetailsofAdministrativestaff

NumberofAdministrativestaffavailableexclusivelyforODLprogrammesatHQ&atLSCs

HEIID:**Name of HEI:****Type of HEI:**

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2 for DM Universities)	3
Computer Operator	2	2
Multi-Tasking Staff	2	2

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

Note:

1. In case of the enrolment 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 Headquarters only and duly recognized off-campus centres; not through any Learner Support Centre.

HEIID:**Name of HEI:****Type of HEI:****Part-IV:Examinations**

Information of formative and summative assessments/examinations conducted with the action 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 Examinations shall be directly handled by the concerned Institution and no part of the assessments 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 to any private organisations or unapproved Higher Educational Institutions.	Yes	

HEIID:

NameofHEI:

TypeofHEI:

4.	Theexaminationcentremust be centrallylocatedinthecity,withgoodconnectivityfromrailwaystationorbusstand,forthe Convenienceofthestudents.	Yes	
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HEIID:**Name of HEI:****Type of HEI:**

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

HEIID:**Name of HEI:****Type of HEI:**

**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 hereof
1.	The Higher Education Institutions shall adopt the guidelines issued by the Commission for the conduct of proctored Examinations.	Yes	UGC guidelines for conducting Exams
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for revaluation of learners enrolled through Open and Distance Learning mode and Their certification.	Yes	https://subharti.dde.com/evaluation-procedure

HEIID:**Name of HEI:****Type of HEI:**

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 (excluding counseling) and lab component of each of the programmes; and detailed attendance records have been maintained by learner Support Centre/	Yes	https://subharti.dde.com/evaluation-procedure
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HEIID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
	Of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/Higher Educational Institution		
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 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 in Open Distance Learning mode by the Open Universities	Yes	https://subharti.dde.com/evaluation-procedure
5.	The weightage for different components of assessments for Open and Distance Learning modes shall be as under: (i) Continuous or formative assessment (in semester): Maximum 30 percent. (ii) Summative assessment (end semester examination or term end examination): Minimum 70 percent.	Upload sample question paper	Sample External paper uploaded.

HEIID:

NameofHEI:

TypeofHEI:

6.	TheHigherEducationalInstitutionshallnotify allassessment toolstobeusedforformativeandsummativeas sessments	Yes	
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HEIID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examination shall be shown separately in the grade card	Yes	https://subharti.dde.com/evaluation-procedure
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning modes shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answerscripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes	https://subharti.dde.com/semester-syllabus
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	https://subharti.dde.com/evaluation-procedure
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	https://subharti.dde.com/assets/documents/ExamCenter-2021-22.pdf
	(b) Availability of biometric system	Yes	

HEIID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Yes	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institutions shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the Higher Educational Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	Uploaded Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes Uploaded	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Upload	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted		

HEIID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
	Through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	https://subharti.dde.com/assets/documents/Territorial_Jurisdiction_1.pdf
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	https://subharti.dde.com/assets/documents/Territorial_Jurisdiction_1.pdf
14.	The Examination Centres shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik 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 organizations or unapproved Higher Educational Institutions	Yes	https://subharti.dde.com/assets/documents/ExamCenter-2021-22.pdf
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centre provided they fulfill the criteria of an examination centre as defined in these regulations	No	https://subharti.dde.com/assets/documents/Territorial_Jurisdiction_1.pdf

HEIID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	https://subhartidde.com/assets/documents/ExamCenter-2021-22.pdf
17.	(a) Each award of Degree at undergraduate and postgraduate level and postgraduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognized identifier or Passport number, as applicable, iii. Other relevant details of the learner Along with the Programme name.	Uploaded	
	(b) Each award shall also be uploaded on The National Academic Depository	Yes	https://digilocker.meripchann.gov.in/signin/oauth_partner
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centers (only for Open and Distance Learning); (v)	Uploads	www.subhatidde.com/document/sample_docs

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	)Nameandaddressof		
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HEIID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason hereof
	All Examination Centres	YES	https://subhartiddc.com/assets/documents/ExamCenter-2021-22.pdf

Whether any examination held through online mode.**No**

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

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
<Month, Year>	BA	1646	1625	1544	95%	78%
	BA (JMC)	58	58	56	97%	90%
	BBA	116	115	113	98	88%
<Month, Year>	BCA	169	168	168	100%	72%
	B.Com	326	326	321	98%	76%
	B. Lib	111	111	110	99%	79%
	BSC (PCM)	206	206	198	96%	87%
	BSC (ZBC)	189	189	176	93%	79%
	MA (Education)	33	33	33	100%	89%
	MA (English)	68	68	64	94%	76%
	MA (Hindi)	53	53	53	100%	73%
	MA History	43	43	41	97%	75%
	MA (JMC)	34	34	33	99%	89%
	MA (Pol. Science)	40	40	40	100%	72%
	MA (Public Admin.)	18	18	18	100%	77%
	MA (Sociology)	58	57	57	100%	71%
	MBA	226	226	213	94%	82%
	MCA	106	106	103	97%	72%
	MCOM	72	71	68	95%	79%
	MLIB	56	56	56	100%	89%
	MSC (CA)	36	2 36	35	99%	88%
	MSC (DFSM)	9	9	9	100%	83%

HEIID:

Name of HEI:

Type of HEI:

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

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 Open and Distance Learning (ODL) 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.

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.

Self-Learning Material (SLMs) have been developed as per defined credit structure of the respective programmes. These have been prepared by the concerned subject experts 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. SLMs have objectives, intended outcomes, multiple examples, case studies, illustrations, assignments, Summary and key points and Self Assessment Tests. The contents have been divided into small units and sub-units for effective learning. All SLMs have met due approval of the Academic Council, the statutory body, of the University. Power point presentations, E-Lectures are also being prepared from our respective subject experts. The SLM review committee reviews the SLM content from time to time. The SLMs syllabus is matched with that of the conventional mode and is also made submitted through the CIQA to the academic council of the University.

Upload samples and authority approval

HEIID:

Name of HEI:

Type of HEI:

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.

Swami Vivekananda Subharti University is conscious about the quality of self-learning materials (SLM) in the teaching learning process. 1. The SLMs are designed by subject experts and reviewed and then sent for printing. 2. SLMs are available in the form of printed materials, CD-ROMs, audio, video, DVDs, Web based materials, etc. 3. The self-learning materials have been prepared as Self-explanatory, Self-contained, Self-directed, Self-motivating, Self-evaluating, Self-learning. 4. SLM provides much more than just information; they make the learner think, write and do. The self-learning materials contain a. Clearly stated objectives or statements of intended learning outcomes b. User-friendly 'You and I' style of writing c. Shortest manageable chunks of learning d. Plenty of helpful examples e. references for the learners' experiences f. Use of illustrations where they are better than words g. Headings to help learners to find their way around h. Links to other media as appropriate, i. Obvious awareness for different learners' needs j. Exercises that get the learners to use the material k. Space for learners to write down their own ideas l. Feedback to help learners to check their own progress m. Suggestions about getting help from other people n. Glossary explaining difficult words/ new terms etc. and clear useful summary which should also be included o. Two-way communication between the learner and content p. Clear information about the structure of the program q. Detail learning map where required r. Assignments as each learning objective for self-assessment s. Plenty of examples t. explanation on technical and difficult terms or words 5. Each learning objective has been designed in the form of sections and subsections, self-assessment questions and activities. 6. SLMs have been designed as per unit structure at the beginning of each unit and uncluttered visually attractive layout design. 7. SLMs are reviewed periodically by the SLM review committee. 8. The SLMs are revised and reprinted every semester to ensure that they are updated with the current times.

Upload samples

<https://subharti.de.com/course-slm>

HEIID:**Name of HEI:****Type of HEI:****Part–VI: Programme Delivery through Learner Support Centre (LSC)****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
	UG	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	PG	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	PGD	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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

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

Headquarter works as a LSC for a Private University as per ODL regulation 2020.

LSC wise enrollment details (Not for Private University)

HEIID:**Name of HEI:****Type of HEI:**

Sr. No.	Name & Address of College/institute where LSC is established (with Pin Code)	This LSC is how many HEIs? (No. and Names)	If yes, All the HEIs in same State that offer LSC?	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.		Not Applicable								
N.		Not Applicable								

Note: In case of Science Programmes, programmes shall be offered from the Headquarters and/or only from such Learner Support Centres which are offering 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

Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.		Not Applicable					
N.		Not Applicable					

Delivery of Self-Learning Material

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

Type	Date of Admission (for July and	Date of delivery SLM	Whether delivered to

HEIID:**Name of HEI:****Type of HEI:**

	January)		learners within a fortnight from the date of admission
Printing Material	01 Jan 2020 to 31 Dec 2020 31 June 2020- 30 July 2021	After and on and before 1 week taking admission.	YES
Audio-Video Material	Not Applicable	Not Applicable	Not Applicable
Online Material	Not Applicable	Not Applicable	Not Applicable
Computer based Material	01 Jan 2020 to 31 Dec 2020 31 June 2020- 30 July 2021	On demand	On LMS of HEI

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

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester wise – programmes wise)
1	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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

Upload

HEIID:**Name of HEI:****Type of HEI:****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://subhartidde.com/assets/documents/UNDERTAKING.pdf	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes, https://subhartidde.com/assets/documents/UmbrellaAct.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes, https://subhartidde.com/recognition	
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://subhartidde.com/for-session-2021-22	
5.	Programme-wise information on syllabus,	Yes https://subhartidde.com/semester-syllabus	

HEIID:**Name of HEI:****Type of HEI:**

	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declaration etc.	Yes https://subhartidde.com/examination-schedule	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the 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 Uploaded	
8.	Information regarding all the programmes recognised by the Commission	Yes https://subhartidde.com/for-session-2021-22 https://subhartidde.com/for-session-2022-23	

HEIID:**Name of HEI:****Type of HEI:**

9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or postgraduate diplomas awarded	No	The said list has already submitted to DEB.
10.	Complete information about 'Self Learning	Yes, https://subhartidde.com/assets/documents/SLM.pdf	

HEIID:**Name of HEI:****Type of HEI:**

	Material'including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlinks support for Open and Distance Learning Programmes	Yes www.subhartidde.com/docs/sample_paper	
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	As a private university we are only running Head Quarter as a LSC.
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes https://subhartidde.com/assets/documents/ExamCenter-2021-22.pdf	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes, https://subhartidde.com/evaluation-procedure	

HEIID:**NameofHEI:****TypeofHEI:**

15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and semester examinations or term end examinations, etc	Yes https://subhartidde.com/academic-calender	
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HEIID:**NameofHEI:****TypeofHEI:**

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://subhartidde.com/compliance	
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HEIID:**Name of HEI:****Type of HEI:****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 in case 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 learner to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the Enrolment invalid	Yes
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) As may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay Order directly in favour of the Higher Educational Institution.	Yes

HEIID:**Name of HEI:****Type of HEI:**

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
6.	Admission of learner to a Higher Educational Institution for a programme in Open and Distance Learning modes 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 admission or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
7.	Every Higher Educational Institution shall – (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	

HEIID:**NameofHEI:****TypeofHEI:**

	InternationalLearner; (b) maintaintherecordsoftheentireprocessofselectionof candidates, and preserve such records foraminimumperiodoffiveyears; (c) exhibit such records as permissible under law onitswebsite;and (d) beliabletoproducesuchrecord,whenevercalleduponto dosobyanystatutoryauthorityoftheGovernmentunderany lawforthetimebeinginforce.	Yes
8.	Every Higher Educational Institution shall publish, prior to the date ofcommencementofadmissiontoanyofitsprogrammeinOpenandDistance Learning mode, a prospectus (print and in e-form) containingthe following for the purposes of informing those persons intending toseek admission to such Higher Educational Institutions and the generalpublic,namely,asmentionedatsr.no.'8(a)'to'8(k)'below	
8.(a)	Eachcomponentofthefee,depositsandotherchargespay ablebythelernersadmittedtosuchHigherEducationall nstitutionsforpursuingaprogramme in Open and Distance Learning mode, andtheothertermsandconditionsofsuchpayment	Yes
8.(b)	Thepercentageoftuitionfeeandotherchargesrefundable toalearneradmittedinsuchHigherEducationallInstitutio nsincasesuchlearnerwithdraws from such Higher Educational Institutionsbefore or after completion of programme of study andthetimewithin,andthemanner in, which suchrefundshallbemadetothelerner	Yes
8.(c)	The number of seats approved in respect of each Programmen of Open and Distance Learning mode,	Yes

HEIID:**NameofHEI:****TypeofHEI:**

	Whichshallbeinconsonancewiththeresources	
8.(d)	the conditions of eligibility including the minimum ageof a learner in a particular programme of study, wheresospecifiedbytheHigherEducationalInstitution	Yes
8.(e)	The minimum educational qualifications required foradmissioninprogramme(s)specifiedbytheCommissi onorrelevantstatutoryauthorityorcouncils,orbytheHig herEducationalInstitution,wherenosuchqualifyingstan dardshavebeenspecifiedbyanystatutoryauthority	Yes
8.(f)	Theprocessofadmissionandselectionofeligiblecandidates applyingforsuchadmission,includingallrelevant information in regard to the details of test orexaminationfor selecting such candidates foradmissiontoeachprogrammeof study and theamountoffeetobepaidfortheadmissiontest	Yes
8.(g)	Details of the teaching faculty, including therein theeducational qualifications and teaching experience ofeverymemberofitsteachingfacultyandalsoindicating therein whether such member is employedonregularorcontractualbasisoranyother	Yes
8. (h)	Payandotheremoluments payable for each categoryofteachersandotheremployees	Yes
8.(i)	Informationinregardtophysicalandacademicinfrastruc tureandotherfacilities,includingthatofeachofthelearne rsupportcentres(forODLprogrammes) and in particular the facilities accessiblebylearnersonbeingadmittedtotheHigherEdu cationalInstitution	Yes

HEIID:**NameofHEI:****TypeofHEI:**

8.(j)	Broadoutlineofthesyllabusspecifiedby theappropriatestatutorybodyorbyhighereducationalinsti tution,asthe case may be, for every programmeofstudy	Yes
8.(k)	Activityplannerincludingalltheacademicactivitiestobec arriedoutbythehigher educationalinstitutionduringtheacademicsessions	Yes
9.	HigherEducationalInstitutionshallpublishinformation at sr. no. '8' above on its website, and theattention of the prospective learners and the generalpublicshallbedrawn tosuchpublicationonitsweb site and Higher Educational Institution admissionprospectusandtheadmissionprocessshallnec essarily be over within the time period mentioned intheCommissionOrder	Yes
10.	NoHigherEducationalInstitutionshall,directlyorindirectly ,demandorcharge or accept, capitation feeordemandanydonation,bywayofconsiderationforadmi ssiontoanyseat or seats in a programmeofstudyconductedbyit	Yes
11.	Nopersonshall,directlyorindirectly,offerorpaycapitationf eeorgiveanydonation,bywayofconsiderationeitherincash orkindorotherwise,forobtainingadmissiontoanyseat seats in aprogrammeinOpenandDistance Learning modeofferedbyaHigherEducationInstitution	Yes
12.	NoHigherEducationalInstitution,whohasinitssessionono rcustody,anydocumentintheformofcertificates of degree, diploma or any other award or otherdocumentdepositedwithitbyapersonforthe	Yes

HEIID:**Name of HEI:****Type of HEI:**

	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	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning modes 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 Institutions 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	Yes

HEIID:

NameofHEI:

TypeofHEI:

	ornotbasedonfactsortobemisleading	
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HEIID:**Name of HEI:****Type of HEI:**

Part-IX: Grievance Redressal Mechanism

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.

We have provided the complaint form under grievance portal on our official website for the student in which student can lodge the complaint this complaint receive directly to our grievance officer and our officers are resolve that grievance on an immediate basis, after resolving the grievance its information reaches the student directly through the portal.

Detail of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
56	56

Complaint Handling Mechanism

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

The University has an independent Grievance Redressal Mechanism which consist of the following composition and works under the overall guidance of Welfare and Grievance Officer: Dr. Manoj Kapil, Principal Engineering College - Chairman Dr. D. K. Maheshwari, Associate Professor Management - Members: Dr. Bhawna Grover, Professor Fine Arts - Member Dr. Shiv Mohan, Principal Hotel Management - Member Dr. Sarika Tyagi, Associate Professor Law - Member The Committee considers each complaint impartially and without any biased approach. The aggrieved student may complain to any of the above members of the committee in hard copy or by e-mail or through online and may view its track record. The Committee keeps a records of all complaints and issues its registration No. to the student. The Committee takes prompt action on the complaint and tries to sort it out with the concerned Authority within a week and inform its decision to the student. The relevant notification has been circulated to the concerned and uploaded on the University website as well so as to reach to the maximum. If any student wishes to challenge the decision of the Committee, he/she may appeal to the Ombudsman of the University within a specified period as stipulated. The Directorate of Distance also has a separate mechanism through the Website where student can lodge any complain. The complain directly reaches our email. It is thoroughly examined by our Assistant Director and action is taken as per the complain

Detail of Complaints received from UGC (DEB)

HEIID:

NameofHEI:

TypeofHEI:

NumbersofComplaintReceived	NumbersofComplaintResolved	WhetherComplaintwasresolvedwithinstipulated time i.e. 60days? (yes/No)
44	44	YES

Part–X:InnovativeandBestPractices

Innovationsintroducedduringacademicyear

Implementation of better quality through Student Login launch. Better monitoring and launch of GrievanceredressedMechanism. Involvement of External Experts at all levels for quality management. Devise mechanisms for interaction and obtain feedback from various Departments of DDE, SVSU. Ensuring participation of all stakeholders viz. learners, teachers, staff, parents, society, employers and the Government in quality improvement processes.

BestPracticesoftheHEI

Prepare 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. Student Login for better services to Student. Overseeing the development of Study Learning Material (SLM) and Integration of Information and Communication Technology (ICT) 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 activities of DDE, SVSU. 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

DetailsofJobFairsconductedbytheHEI

Training & Placement is on top of the agenda at the campus for all. The entire gamut of academic activities is oriented to provide the best possible placement to the students in leading corporate houses/MNCs in Delhi-NCR as well as in other parts of India and overseas SWAMI VIVEKANAND SUBHARTI UNIVERSITY has established a dedicated Training & Placement Department for enhancing the exposure of the students to the corporate world and to act as an interface between the University and the Industry.

The mission of the Training and Placement Department is to achieve maximum placements for students through dedication, attitude and complete involvement. The Training & Placement department holds the objective of acquainting the students of the University with Industries.

SuccessStoriesofstudentsofODLmodeoftheHEI

<https://subharti.org/>

HEID:

Name of HEI:

Type of HEI:

Initiatives taken towards conversion of SLM into Regional Languages

Self Learning Material (SLMs) have been developed as per defined credit structure of the respective programmes. These have been prepared by the concerned subject experts 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. SLMs have objectives, intended outcomes, multiple examples, case studies, illustrations, assignments, Summary and key points and Self Assessment Tests. The contents have been divided into small units and sub-units for effective learning. All SLMs have met due approval of the Academic Council, the statutory body of the University.

Number of students placed through Campus Placements

130

Details of Alumni Cell and its activity

<https://alumni.subharti.org/>

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; Coordinate between DDE, SVSU and the Commission for various quality related issues or guidelines; Record activities undertaken on quality assurance in the form of an annual report and to coordinate recognition and accreditation of DDE, SVSU. Submit Annual Audit Reports to the Statutory Authorities about the activities undertaken by the Centre for Quality Assurance during the financial year

HEIID:

NameofHEI:

TypeofHEI:

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(ODLProgrammesandOnlineProgrammes)Regulations,2020anditsamendments.

Signature of the Director:

Name: Dr. Santosh Sharma

Seal:

Date:



Signature of the Registrar:

Name: Mr. D.K. Saxena

Seal:

Date:



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(ODLProgrammesandOnlineProgrammes)Regulations,2020anditsamendments.