

**HEI ID: HEI-U-0543 Name of HEI: Swami Vivekanand Subharti University, Meerut
Type of HEI: Private**

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2023-24

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Part – I: General Information**1.1 Date of notification of the Centre (attach a copy of the notification):**

Upload PDF

1.2 Details of Director, CIQA

- Name: Mr. Manoj Sinha
- Qualification: Ph.D.
- Appointment Letter and Joining Report: Uploaded

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	Maj Gen (Dr) G.K. Thapliyal, SM (Retd.) (MDS)	Dental	01.02.2021
b.	Three Senior teachers of HEI	Member 1	Dr. Pintu Mishra	Dean	01.03.2023
		Member 2	Prof.(Dr) A.K. Tyagi	Management	15.12.2023
		Member 3	Dr. Javed Khan	Library Science	15.12.2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Champalal Mandrele	Buddhist	29.05.2023
		Member 5	Dr. Anoj Raj	Education	01.03.2023
		Member 6	Dr. S. C Thaledi	Journalism and Mass Communication	01.02.2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Manish Deweidi	Director CDOE, SGV University	01.03.2023
		Member 8	Mr. Devender Singh	Director, CDOE, Shobhit University	01.03.2023

HEI ID: HEI-U-0543

Name of HEI: Swami Vivekanand Subharti University Meerut

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e.	Officials from departments of HEI	Member 9 Administration	Dr. Chetan Vishal Garg	Management	01.03.2023
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S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	- Administration - Finance				
		Member 10 Finance	Mr. Vineet Agrawal	Commerce	01.12.2022
f.	Director, CIQA	Member Secretary	Dr. Manoj Sinha	Management	21.09.2023

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

If No, reason thereof

YES

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 2

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1			upload	upload
Meeting 2			upload	upload

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/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.

1.6 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 Campus	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 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
1.	Not applicable										
N.											

***Not for Private University**

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

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

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

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 Operation	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total

							alized as per territorial jurisdiction*/Off Campus				al
1.	BACHELOR OF ARTS	3 Years	108	10+2 or eq.	6500	F.N.40-10/2021 (ODL)(DEB-II)	No				
2.	BACHELOR OF ARTS - JOURNALISM MASS COMMUNICATIONS	3 Years	108	10+2 or eq.	12000	F.N.40-10/2021 (ODL)(DEB-II)	No				
3.	BACHELOR OF COMMERCE	3 Years	92	10+2 or eq.	8000	F.N.40-10/2021 (ODL)(DEB-II)	No				
4.	BACHELOR OF COMMERCE (H)	3 Years	108	10+2	10000	F.N.40-10/2021 (ODL)(DEB-II)	No				
5.	BACHELORS OF LIBRARY & INFORMATION SCIENCE	1 Year	32	Graduation or eq.	14000	F.N.40-10/2021 (ODL)(DEB-II)	No				
6.	BACHELORS OF BUSINESS ADMINISTRATION	3 Years	126	10+2 or eq.	12000	F.N.40-10/2021 (ODL)(DEB-II)	No				

***Not for Private University**

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

session, as

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

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	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.	MASTER OF ARTS - EDUCATION	2 Year	72	Graduation or eq.	14400	F.N.40-10/2021(ODL)(DEB-II)	No				
2.	MASTER OF LIBRARY & INFORMATION SCIENCE	1 Year	48	B.Lis or eq	18000	F.N.40-10/2021(ODL)(DEB-II)	No				
3.	MASTER OF	2 Year	80	Graduation or	13000	F.N.40-	No				

	ARTS- BUDDHIST STUDIES			eq.		10/2021(ODL (DEB-II)					
4.	MASTER OF ARTS MATHEMATICS	2 Years	64	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
5.	MASTER OF BUSINESS ADMINISTRAT ION	2 Years	110	Graduation or eq.	26500	F.N.40- 10/2021(ODL (DEB-II)	No				
6.	MASTER OF ARTS POLITICAL SCIENCE	2 Years	66	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
7.	MASTER OF ARTS - JOURNALISM MASS COMMUNICA TIONS	2 Years	100	Graduation or eq.	14000	F.N.40- 10/2021(ODL (DEB-II)	No				
8.	MASTER OF COMMERCE	2 Years	68	Graduation with Commerce or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
9.	MASTER OF ARTS SOCIOLOGY	2 Years	66	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
10.	MASTER OF ARTS HISTORY	2 Years	66	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
11.	MASTER OF ARTS HINDI	2 Years	66	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
12.	MASTER OF ARTS PUBLIC ADMINISTRAT ION	2 Years	66	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
13.	MASTER OF ARTS ECONOMICS	2 Years	68	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
14.	MASTER OF ENGLISH	2 Years	66	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				
15.	MASTER OF ARTS ECONOMICS	2 Years	66	Graduation or eq.	12000	F.N.40- 10/2021(ODL (DEB-II)	No				

***Not for Private University**

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

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

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	To Provide the online facilities to the learners 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-Contents for ODL students can get their assignment, E-Lectures, and other material of studies on one go.	www.lms.subhartide.in
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 from 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 its recommendations through periodic reviews	Yes, a review system is exists in SLM (Self Learning Material) 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 the reports of such activities among all the stakeholders in Higher Educational Institution.	Yes we have conduct 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 services to the learners and disseminate the same all concerned in Higher Educational Institution	Pass outs, Resource Person, Obtaining Feedback from key stakeholders (students), and Alumina Meet. Outcome based education, collaboration research. Professional development Programme such as a Faculty Development Programme.	https://subhartidde.com/feedback
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.	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 PPR approved by the component authority	http://subhartidde.com/compliance
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12.	Mechanism to ensure the proper implementation of Programme Project Reports	PPR is prepared on choice base credits system and credits are implemented for preparing grades 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 end of the academic & calendar year and the gap are reviewed and strategies are prepared accordingly.	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 completing courses / programme.	PCP classes
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 accreditation such as NAAC etc.	Presently Not applicable	
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	Presently Not applicable	
18.	Steps 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 on our HEI website.	https://subharti.org/career-advancement-centre-subharti-university-india.php
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Recorded activities related to examination of the students and conduct proctored examinations under CCTV surveillance etc. Upload date sheet on time and declare examination schedule on official website.	https://subhartidde.com/examination-schedule
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Yes, we are updating the activities report time to time on our official website.	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
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 instruction design according to philosophy of ODL	https://news.subharti.org/
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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 and Identify and update the relevant changes and provide necessary information to the Learners.	https://subahrtidde.com
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Not applicable	
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 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	No	

29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	NO	
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2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr. No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
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1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Policies and Academic plans are framed keeping student centric approach at the University level for the requirement and performance appraisal by the Higher Authorities and management.	https://subhartidde.com/compliance
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.	www.subhartidde.com
3.	Programme 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)	www.subhartidde.com

		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. Feedback	
4.	Programme Monitoring and Review	Programmes is review and monitored by the experts	www.subhartidde.com
5.	Infrastructure Resources	The infrastructure is available as per DEB-UGC	www.subhartidde.com
6.	Learning Environment and Learner Support	SLM prepared and reviewed by the external experts and we have the provision of PCP Classes too.	www.Subhartidde.com
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.	https://subhartidde.com/evaluation-procedure
8.	Teaching Quality and Staff Development	FDP/s and seminars, webinar, workshops and conferences conducted time to time on various topics, in the academic or calendar year.	https://subhartidde.com/assets/documents/Activity.pdf

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

Sr. No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

1.	Academic Planning	We prepared the academic plane for whole year and display it on our website.	https://subhartidd.com/academic-calender
2.	Validation	We have run the programmes according to the norms and regulation laid down by the DEB-UGC	https://subhartidd.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 prepared annually for Headquarter performance	https://subhartidd.com/compliance

Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education

(Dual Mode University) - Regular, full time, at least Associate Professor

Or

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

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

Name	Designation	Qualification	Salary
Prof. (Dr.) Mahavir Singh	Director, CDOE	Ph.D.	73500/-

3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

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
B.A	7	21	Yes	
B.A JMC	3	3	Yes	

B.COM	3	3	Yes	
B.COM (Hon)	3	3	Yes	
B.LIS	3	3	Yes	
BBA	3	3	Yes	
M.COM	2	2	Yes	
M.LIS	2	2	Yes	
MA - JMC	3	3	Yes	
MA-Buddhist	3	3	Yes	
MA-ECO	2	2	Yes	
MA-Education	3	3	Yes	
MA-English	2	2	Yes	
MA-Hindi	2	2	Yes	
MA-History	2	2	Yes	
MA-Home Science	2	2	Yes	
MA-Mathematics	2	2	Yes	
MA-PA	2	2	Yes	
MA-PS	2	2	Yes	
MA-Sociology	2	2	Yes	
MBA (General)	5	19	YES	

S. No.	Program 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		Dr. Surender	Assistant Professor	Ph.D.	3Yr.	R	30000	Full Time	
2			Dr. Sushila	Assistant Professor	Ph.D.	7yr.	R	30000	Full Time	
3			Dr. Mohit Kumar	Assistant Professor	Ph.D.	5yr.	R	36000	Full	

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									Time	
4			Dr. Renu Singh	Assistant Professor	Ph.D.	8yr.	R	30000	Full Time	
5			Dr. Shriram Gupta	Associate Professor	Ph.D.	10yr.	R	52000	Full Time	
6			Dr. Arun Kumar	Assistant Professor	Ph.D.	4yr.	R	40000	Full Time	
7		30	Dr. Gauri Narain Mathur	Assistant Professor	Ph.D.	5y.	R	36000	Full Time	
8			Dr. Pankaj Kumar	Assistant Professor	Ph.D.	5y.	R	35000	Full Time	
9			Dr. Anila Palai	Assistant Professor	Ph.D.	5y.	R	36000	Full Time	
10			Mr. Jagat Narayan	Assistant Professor	Ph.D.	5y.	R	34000	Full Time	
11			Dr. Manroop Singh Br.	Assistant Professor	Ph.D.	5y.	R	45000	Full Time	
12			Dr. Ashulekha Gupta	Assistant Professor	Ph.D.	5y.	R	36000	Full Time	
13			Dr. Pooja Rawat Thapiyal	Assistant Professor	Ph.D.	5y.	R	36000	Full Time	
14			Dr. Viplub	Assistant Professor	Ph.D.	7yr.	R	30000	Full Time	
15			Dr. Jitendra Kumar	Associate Professor	Ph.D.	6yr.	R	42000	Full Time	
16			Dr. Som Prakash	Assistant Professor	Ph.D.	7yr.	R	36000	Full Time	
17			Ms. Balbir Singh	Assistant Professor	ugc net	5yr.	R	30000	Full Time	
18			Dr. Priyanka Mishra	Assistant Professor	Ph.D.	7yr.	R	32000	Full Time	
19			Dr. Abha Bhatnagar	Assistant Professor	Ph.D.	7yr.	R	30000	Full Time	
20			Dr. Laxmi Negi	Associate Professor	Ph.D.	7yr.	R	30000	Full Time	
21			Dr. Poonam Rathore	Assistant Professor	Ph.D.	3Yr.	R	25000	Full Time	

22			Dr. Kusum	Assistant Professor	Ph.D.	1yr.	R	25000	Full Time	
23			Dr. Arun Kumar	Assistant Professor	Ph.D.	3yr.	R	30000	Full Time	
24			Dr. Raj Rani	Assistant Professor	Ph.D.	11yr.	R	42000	Full Time	
25			Dr. Manoj Gupta	Associate Professor	Ph.D.	12yr.	R	44000	Full Time	
26			Dr. Amit Kumar	Assistant Professor	Ph.D.	5yr.	R	38000	Full Time	
27			Dr. Sanjay Gautam	Assistant Professor	Ph.D.	6yr.	R	36000	Full Time	
28			Dr. Ramandeep Kaur	Associate Professor	Ph.D.	10yr.	R	45000	Full Time	
29			Dr. Hemlata Negi	Assistant Professor	Ph.D.	1.5yr.	R	30000	Full Time	
30			Dr. Tara Arya	Assistant Professor	Ph.D.	4yr.	R	30000	Full Time	
31	BA JMC & MA (JMC)	3	Mr. Premlal	Assistant Professor	UGC NET	5Yr.	R	30000	Full Time	
32			Dr. Vijay Kumar	Assistant Professor	Ph.D.	8Yr	R	35000	Full Time	
33			Ms. Lavi Sharma	Assistant Professor	UGC NET	2Yr.	R	30000	Full time	
34	M.COM/B.C OM/B.COM-HON	8	Dr. Munish Kumar Sharma	Associate Professor	Ph.D.	13yr.	R	52500	Full Time	
35			Dr. Manjit Kishore Singh	Professor	Ph.D.	15yr.	R	36500	Full Time	
36			Dr. Saloni Singhal	Associate Professor	Ph.D.	6yr.	R	40000	Full Time	
37			Ms. Mansi Agrawal	Assistant Professor	UGC Net	2yr.	R	30000	Full Time	
38			Dr. Ameet Kaur	Professor	Ph.D.	16yr.	R	52000	Full Time	
39			Dr. Naveen Kathait	Assistant Professor	Ph.D.	6Yr.	R	32000	Full Time	

40			Dr. Niraj Dhaka	Professor	Ph.D.	12yr.	R	50000	Full Time	
41			Dr. Geetika Shukla	Assistant Professor	Ph.D.	5yr.	R	35000	Full Time	
42			Dr. Devesh Gupta	Associate Professor	Ph.D.	10yr.	R	45000	Full Time	
43			Dr. Preeti Thakur	Assistant Professor	Ph.D.	5yr.	R	35000	Full Time	
44			Dr. Ashif Perwej	Assistant Professor	Ph.D.	4yr.	R	30000	Full Time	
45			Dr. Sanjay Kumar	Assistant Professor	Ph.D.	5yr.	R	35000	Full Time	
46			Dr. Somesh Kumar	Assistant Professor	Ph.D.	5yr.	R	35000	Full Time	
47			Dr. Sachendra Kumar	Associate Professor	Ph.D.	10YR.	R	45000	Full Time	
48			Dr. Anjali Anand	Assistant Professor	Ph.D.	5yr.	R	30000	Full Time	
49			Ms. Meenaxi Verma	Assistant Professor	Master	2yr.	R	25000	Full Time	
50	MASTER OF BUSINESS ADMINISTRATION, BACHELOR OF BUSINESS ADMINISTRATION	17	Ms. Prathiba Teotia	Assistant Professor	Master	5yr.	R	30000	Full Time	
51			Mr. Aakash Bhatnagar	Assistant Professor	Master	5yr.	R	41200	Full Time	
52			Mr. Ayush Bhatnagar	Assistant Professor	Master	2yr.	R	30000	Full Time	
53			Ms. Anupama Rai	Assistant Professor	Master	2yr.	R	25000	Full Time	
54			Ms. Manisha Gujral	Assistant Professor	Master	2yr.	R	25000	Full Time	
55			Mr. Bhram Pal Singh	Assistant Professor	Master	4yr.	R	30000	Full Time	
56			Mr. Rahul Sharma	Assistant Professor	Master	6y4.	R	30000	Full Time	
57			Ms. Saniya Khan	Assistant Professor	Master	2yr.	R	25000	Full Time	

58			Ms. Afsha Khan	Assistant Professor	Master	2yr.	R	25000	Full Time	
59	B.LIS & M.LIS	5	Dr. Surendra Singh	Assistant Professor	Ph.D.	3yr.	R	30000	Full Time	
60			Dr. Shankar Singh	Assistant Professor	Ph.D.	3yr.	R	30000	Full Time	
61			Ms. Kavita Anand	Assistant Professor	UGC-NET	3yr.	R	30000	Full time	
62			Dr. Javed Khan	Associate Professor	Ph.D..	10yr.	R	30000	Full time	
63			Dr. Tanvi Bhardwaj	Assistant Professor	Ph.D.	2yr,	R	30000	Full time	
64	M.A (EDUCATION)	3	Dr. Hemant Singhal	Assistant Professor	Ph.D.	3Yr	R	35000	Full time	
65			Dr. Rohini Sharma	Assistant Professor	Ph.D.	6Yr.	R	25300	Full Time	
66			Dr. Jai Singh	Assistant Professor	Ph.D.	5Yr	R	27000	Full Time	
67	MA (BUDDHIST STUDIES)	3	Dr. Saw Htut Sandar	Assistant Professor	Ph.D.	5Yr.	R	40000	Full Time	
68			Dr. Nilima Chawan	Assistant Professor	Ph.D.	6Yr.	R	41000	Full time	
69			Ms. Roza Meshram	Assistant Professor	UGC Net	5Yr.	R	38000	Full Time	
70	MA (HOME SCIENCE)	3	Dr. Rashmi Upreti	Assistant Professor	Ph.D.	6Yr.	R	30000	Full time	
71			Dr. Payal Johry	Associate Professor	Ph.D.	9Yr.	R	35000	Full time	
72			Ms. Palak Mittal	Assistant Professor	UGC NET	3YR.	R	27000	Full time	
73	MA-PUBLIC ADMINISTRATION	3	Dr. Charvi	Assistant Professor	Ph.D.	6yr.	R	35000	Full Time	
74			Dr. Sudhir Malik	Assistant Professor	Ph.D.	6yr.	R	35000	Full Time	
75			Dr. Hemlata	Assistant Professor	Ph.D.	5yr.	R	30000	Full Time	

3.3 Details of Administrative staff

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

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	5
Section Officer	1	4
Assistants	3 (2 for DM Universities)	4
Computer Operator	2	15
Multi-Tasking Staff	2	10

(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 Head Quarters only and duly recognized off-campus Centres; not through any Learner Support Centre.

Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full-time faculty of the 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	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	

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, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes	UGC guidelines for conducting Exams
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://subharti.dde.com/evaluation-procedure
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 Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each	Yes	https://subharti.dde.com/evaluation-procedure

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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.edu.com/evaluation-procedure
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Upload sample question paper	Sample External paper uploaded.
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

HEI ID:**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 examinations 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 mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes	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/May2024&July2024_ExamCenters.pdf
	(b) Availability of biometric system	No	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	
	(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	Yes	
11.	The Higher Educational Institution shall retain all such 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	Yes	
	(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		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	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 Centre 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/May2024&July2024_ExamCenters.pdf
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination Centres provided they fulfill the criteria of an examination centre as defined in these regulations	No	https://subharti.dde.com/assets/documents/Territorial_Jurisdiction_1.pdf

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	https://subhartidde.com/assets/documents/May2024&July2024_ExamCenters.pdf
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	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 Centres (only for Open and Distance Learning); (v) Name and address of	Uploaded	www.subhatidde.com/document/sample_docs

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centres	YES	https://subhartidde.com/assets/documents/May2024&July2024_ExamCenters.pdf

4.3 Whether any examination held through online mode.

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

NO

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

Semester beginning	Programme name	No. of students admitted	No. of students	No. of students	%of student s passed	% of student s
			appeared in exams	Progressed to next year		Passed in first class
<July>	BACHELOR OF ARTS	5575	5575	5332	95.64	91.88
	BACHELOR OF ARTS JOURNALISM AND MASS COMMUNICATION	38	38	38	100.00	65.79
	BACHELOR OF BUSINESS ADMINISTRATION	579	579	570	98.45	79.12
<2023-24>	BACHELOR OF COMMERCE	1015	1015	1011	99.61	86.55
	BACHELOR OF COMMERCE (HONORS)	37	37	37	100.00	67.57
	BACHELOR OF LIBRARY AND INFORMATION SCIENCES	712	712	712	100.00	85.81
	MASTER OF ARTS BUDDHIST STUDIES	35	35	35	100.00	85.71
	MASTER OF ARTS EDUCATION	97	97	96	98.97	97.92
	MASTER OF ARTS HOME SCIENCE	81	81	80	98.77	68.75
	MASTER OF ARTS JOURNALISM AND MASS COMMUNICATION	31	31	31	100.00	93.55

HEI ID:**Name of HEI:****Type of HEI:**

MASTER OF ARTS PUBLIC ADMINISTRATION	80	80	80	100.00	92.50
MASTER OF ARTS(ECONOMICS)	82	82	82	100.00	91.46
MASTER OF ARTS(ENGLISH)	338	338	336	99.41	68.15
MASTER OF ARTS(HINDI)	223	223	220	98.65	85.45
MASTER OF ARTS(HISTORY)	224	224	224	100.00	53.57
MASTER OF ARTS(MATHEMATICS)	145	145	140	96.55	63.57
MASTER OF ARTS(POLITICAL SCIENCES)	253	253	252	99.60	65.48
MASTER OF ARTS(SOCIOLOGY)	144	144	144	100.00	86.11
MASTER OF BUSINESS ADMINISTRATION	2115	2115	2113	99.91	94.60
MASTER OF COMMERCE	226	226	226	100.00	83.63
MASTER OF LIBRARY AND INFORMATION SCIENCES	171	171	171	100.00	94.15

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

5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

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.

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.

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.

5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC

HEI ID:

Name of HEI:

Type of HEI:

(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 Vivekanand 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.

<https://subhartidde.com/course-slm>

HEI ID:**Name of HEI:****Type of HEI:**

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

6.1 Details of personal contact programmes implemented:

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

S. No.	Programmes name	Centre Name	No. of Centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	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

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

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

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

6.3 LSC wise enrollment details (Not for Private University)

HEI ID:**Name of HEI:****Type of HEI:**

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

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

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
Not Applicable	Not Applicable	Not Applicable	Not Applicable

6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published 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	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
N.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

HEI ID:**Name of HEI:****Type of HEI:****6.5 Delivery of Self-Learning Material**

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

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within a fortnight from the date of admission
Printing Material	01 Jan 2023 to 31 Dec 2023 31 June 2023- 30 July 2024	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
Compute based Material	01 Jan 2023 to 31 Dec 2023 31 June 2023- 30 July 2024	On demand	On LMS of HEI

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

a. Provide details as under:

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

HEI ID:**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?	https://subhartidde.com/assets/documents/ImportantDocuments/UNDERTAKING.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 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-2023-24	
5.	Programme-wise information on syllabus,	Yes https://subhartidde.com/semester-syllabus	

HEI ID:**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 declarations 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-2023-24	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES	The said list has already submitted to DEB.
10.	Complete information about 'Self Learning	Yes, https://subhartidde.com/assets/docum	

HEI ID:

Name of HEI:

Type of HEI:

		ents/SLM.pdf	
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HEI ID:**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 hyperlink support for Open and Distance Learning Programmes	https://subhartidde.com/assets/documents/ImportantDocuments/FAQ.pdf	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	No	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/May2024&July2024_ExamCentres.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	
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://subhartidde.com/academic-calender	

HEI ID:**Name of HEI:****Type of HEI:**

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

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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 commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes

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	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,	Yes

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	which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes

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

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	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 Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or 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

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	or not based on facts or to be misleading	
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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.

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.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
36	34

9.3 Complaint Handling Mechanism

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

The University has an independent Grievance Redressal Mechanism which consists of the following composition and works under the overall guidance of Welfare and Grievance Officer: **Dr. Sharvan Kumar Garg, Professor, Dr. Ruchi Tyagi, Associate Professor SMC, Member, Dr. Archita Bhatnagar, Associate Professor-SITE Member, Dr. Prem Chand, Associate Professor-Law Member, Mr. Archit Katyayan, Assistant Professor-SCMC Member, Dr. Niraj, Additional Registrar (G) Member, Mr. Anuj Pradhan – OSD Member Secretary, President student council as special invitee**

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 record 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 complaint directly reaches our email. It is thoroughly examined by our Assistant Director and action is taken as per the complaint.

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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)
36	34	Yes

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Implementation of better quality through Student Login launch. Better monitoring and launch of Grievance redressed Mechanism. 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.

10.2 Best Practices of the HEI

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

10.3 Details of Job Fairs conducted by the HEI

Training & Placement is on top of the agenda at the campus for all. The entire range 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.

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10.4 Success Stories of students of ODL mode of the HEI

<https://subharti.org/>

10.5 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. 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.

10.6 Number of students placed through Campus Placements

186

10.7 Details of Alumni Cell and its activity

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

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; 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

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DECLARATION

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

Signature of the Director:

Name: Prof. (Dr.) Mahavir Singh

Seal:

Date: 30th Aug. 2024



Signature of the Registrar

Name: Gp Capt M Yakoob (Retd.)

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 (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.