UTTARANCHAL UNIVERSITY

(Established vide Uttaranchal University Act, 2012, Uttarakhand Act No. 11 of 2013)
Arcadia Grant, P.O. Chandanwari, Premnagar, Dehradun, Uttarakhand

Annual Report

of

Centre for Internal Quality Assurance (CIQA)

Programme Under

Online Mode

Academic Year: 2022-23

Part-I: General Information

1.1 Date of notification of the Centre for Internal Quality Assurance (CIQA)

- Uttaranchal University, Dehradun has been recognized by the UGC under sections 2(f) and 12 (B) of the UGC Act, 1956, and by other statutory bodies of the State and the Nation. The University has been accredited with the prestigious "**A+ Grade**" by the **National Assessment and Accreditation Council (NAAC)**. The Uttaranchal University is also entitled by **UGC-DEB to run Online programmes**.

- Uttaranchal College of Online & Distance Education (**UU-CODE**) offers the following online Postgraduate & Undergraduate Programmes. **All India Council for Technical Education** (AICTE) has also granted a "**No Objection Certificate** (NOC)" for **Open and Distance Learning (ODL)/Online Learning (OL) for the period of 2022-23 to 2026-27 vide letter no: Northern/2022-23/1-21474287241; dated September 19, 2022, to Uttaranchal University, Dehradun**.

- Uttaranchal University has established the Centre for Internal Quality Assurance (CIQA) for programs under Online mode under "**Uttaranchal College of Online & Distance Education (UCODE)**" vide letter no: **UU/RO/2022/288(I)**; dated **09 June 2022** to impart the quality education to the learners. As per the UGC (**ODL & Online Programs**) Regulations, 2020, the Centre for Internal Quality Assurance was established in 2022.

- The main aim of the CIQA is to maintain & check the quality of the courses offered through online mode by UCODE. The Centre has been established with the primary focus of shouldering the responsibilities of generating and promoting awareness for quality assurance and working out the procedural details.

PG & UG Programme Details:

PG Programme Details	
S.No.	Name of the Programme
01	MBA (Master of Business Administration)
02	MCA (Master of Computer Applications)

UG Programme Details	
S.No.	Name of the Programme
01	BBA (Bachelor of Business Administration)
02	BCA (Bachelor of Computer Applications)
03	BA (Bachelor of Arts)

1.2 Details of Director, CIQA

Name	Dr. Kartikey
Qualification	Ph.D.
Appointment Letter & Joining Report	**Click here & Click here**

1.3 Details of CIQA Committee:

Category	Name and Designation	Position
Vice Chancellor	Prof. (Dr.) Dharam Buddhi, Vice Chancellor	Chairperson
Three senior teachers of Higher Education Institution.	Prof. (Dr.) Satbir Singh Sehgal, Vice President, Uttaranchal University	Member
	Prof. (Dr.) Rajesh Bahuguna, Pro Vice Chancellor and Dean (LCD)	Member
	Prof. (Dr.) Ajay Singh, Dean (SALS) & Dean, Research & Studies	Member
Head of three Departments or School of Studies offering recognized programs in Open and Distance Learning and Online mode.	Prof. (Dr.) Pradeep Suri, Dean (UIM)	Member
	Prof. (Dr.) Sonal Sharma, Dean (USCS)	Member
	Prof. (Dr.) Shravan Kumar, Dean (SLA)	Member
Two external experts of Open and Distance Learning and/or Online education.	Dr. Gurpreet Singh, Director- CUIDOL, Chandigarh University	Member
	Prof. D. R. Purohit, Former HoD, Deptt. of English, HNBGU, Srinagar, UK	Member
Officials from the Administration and Finance Departments of the Higher Educational Institution.	Mr. Akram Ansari, Finance Officer Uttaranchal University	Member
Director- Centre for Internal Quality Assurance.	Dr. Kartikey, Director (UCODE)	Member Secretary

Vision of CIQA Committee:

- To realize an ecosystem where quality is strived for in all processes of Programs offered under online mode.

Mission of CIQA Committee:

- To conduct regular academic and administrative audits.
- To encourage self-evaluation, accountability, autonomy and transparency through quality circles in all processes.
- To promote the effective use of the latest technical know-how for automation of activities.
- To develop protocols for all activities and refine them based on stakeholders' feedback.
- To develop human resources (Academic & Non-academic) for overall quality delivery of online resources.

Functions of CIQA Committee:

- To maintain quality in the services provided to the learners.
- To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the UCODE.
- To contribute to the identification of the key areas in which UCODE should maintain quality.
- To devise mechanism to ensure that the quality of Online Learning programs matches with the quality of relevant programs in the conventional or regular mode.
- To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and external agencies for quality improvement.
- To suggest measures to UCODE for qualitative improvement.
- To facilitate the implementation of its recommendations through periodic reviews.
- To organize workshops/seminars/symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.

- To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same to all concerned in UCODE.
- To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the Programs.
- To ensure that the Program Project Report for each Program is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the Program.
- To put in place a mechanism to ensure the proper implementation of Program Project Reports.
- To maintain a record of Annual Plans and Annual Reports of UCODE, review them periodically and generate actionable reports.
- To provide inputs to the UCODE for restructuring of programs to make them relevant to the job market.
- To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for higher level ranking and accreditations.
- To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- To coordinate between UCODE and the Commission for various quality related initiatives or guidelines.
- To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- To record activities undertaken on quality assurance in the form of an annual report by the Centre for Internal Quality Assurance.
- It will be mandatory for "Centre for Internal Quality Assurance" to submit Annual Reports to the Statutory Authorities or Bodies of the University about its activities at the end of each academic session. A copy of the report in the format as specified by the Commission, duly approved by the statutory authorities of the University shall be submitted annually to the Commission.

1.3.4 Centre for Internal Quality Assurance Committee:

S.No.	Category	Position	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor	Chairperson	Prof. (Dr.) Dharam Buddhi Vice Chancellor	Energy Management	27.12.2022
b.	Three senior teachers of Higher Education Institution.	Member	Prof. (Dr.) Satbir Singh Sehgal Vice President, Uttaranchal University	Engineering & Automation	28.06.2023
		Member	Prof. (Dr.) Rajesh Bahuguna, Pro Vice Chancellor and Dean (LCD)	Law	27.12.2022
		Member	Prof. (Dr.) Ajay Singh, Dean (SALS) & Dean, Research & Studies	Applied Sciences	27.12.2022
c.	Head of three Departments or School of Studies offering recognized programs in Open and	Member	Prof. (Dr.) Pradeep Suri, Dean (UIM)	Management	27.12.2022
		Member	Prof. (Dr.) Sonal Sharma Dean (USCS)	Computing Sciences	28.06.2023
		Member	Prof. (Dr.) Shravan Kumar Dean (SLA)	Humanities	27.12.2022

	Distance Learning and Online mode.				
d.	Two external experts of Open and Distance Learning and/or Online education.	Member	Dr. Gurpreet Singh, Director- CUIDOL Chandigarh University	Computing Sciences	27.12.2022
		Member	Prof. D. R. Purohit, Former HoD, Deptt. of English, HNBGU, Srinagar, UK	Humanities	27.12.2022
e.	Officials from the Administration and Finance Departments of the Higher Educational Institution	Member	Mr. Akram Ansari, Finance Officer Uttaranchal University	Finance	27.12.2022
f.	Director- Centre for Internal Quality Assurance.	Member Secretary	Dr. Kartikey, Director (UCODE)	Humanities	28.06.2023

Number of meetings held and its approval:

No. of meetings held every year & Meeting details

S.No.	Meetings	Date-Month-Year	No. of External Expert(s) Present	Minutes	Approval of Minutes
1	Meeting 1	23-Jan-2023	02	**Click here**	Minutes were approved by the CIQA
2	Meeting 2	19-July-2023	02	**Click here**	Minutes were approved by the CIQA

Number of Programmes started at Undergraduate Degree Programme:
From January 2023 Intake; Academic Year: 2022-23

S.No.	Under-Graduate Degree Title	Duration (Years)	No. of Credits	Admission Eligibility	Total Fee (Rs.)	UGC Recognition Letter No. and Date	Number of Students Admitted (Male/Female/Trans-gender)			
							M	F	TG	T
1	Bachelor of Business Administration (BBA)	03	120	10+2 Pass candidates from a recognized board are eligible to enroll in the BBA Program.	72000	39-8/2022(DEB-II), Oct 14, 2022	48	17	0	65
2	Bachelor of Computer Applications (BCA)	03	120	10+2 Pass candidates from a recognized board are	72000	39-8/2022(DEB-II), Oct 14, 2022	176	17	0	193

				eligible to enroll in the BCA Program.						
3	Bachelor of Arts (BA)	03	120	10+2 Pass candidates from a recognized board are eligible to enroll in the BA Program.	48000	39-8/2022(DEB-II), Oct 14, 2022	56	32	0	88

**Number of Programmes started at Postgraduate Degree Programme:
From January 2023 Intake; Academic Year: 2022-23**

S.No.	Post-Graduate Degree Title	Duration (Years)	No. of Credits	Admission Eligibility	Total Fee (Rs.)	UGC Recognition Letter No. and Date	Number of Students Admitted (Male/Female/Trans-gender)			
							M	F	TG	T
1	Master of Business Administration (MBA)	02	80	A bachelor's degree of minimum three years' duration with minimum 50% marks for the General and 45% marks in case of Reserved Category in the qualifying examination. Working professionals with 2 years of experience can contact the admission department at admissions@onlineuu.in	68000	39-8/2022(DEB-II), Oct 14, 2022	285	94	0	379
2	Master of Computer Applications (MCA)	02	80	Passed B.C.A/ B.Sc. (Computer Science)/ B.Sc. (IT) / B.E. (CSE)/ B.Tech. (CSE)/ B.E. (IT)/B.Tech. (IT) or equivalent Degree. **OR** Passed any graduation degree (e.g.: B.E./ B.Tech./ B. Sc/ B.Com./ B.A./B. Voc./ etc.,) preferably with Mathematics at 10+2 level or at Graduation level. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. (For students having no Mathematics background compulsory	68000	39-8/2022(DEB-II), Oct 14, 2022	232	44	0	276

				bridge course will be framed by the respective University/ Institution and additional bridge courses related to computer subjects as per the norms of the concerned University). Working professionals with 2 years of experience can contact the admission department at admissions@onlineuu.in						

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:	Upload Relevant Document
1.	**Quality maintained in the services provided to the learners.**	The services offered to learners ensure a consistent level of quality in various aspects, including: • Guidance during the admission counselling process • Provision of study materials • Comprehensive orientation and training for utilizing the Learning Management System (LMS) • Clear and complete academic calendar outlining important dates, **interactive sessions and discussion forums**, and assignment submission deadlines etc. • Support from help desk personnel (Counsellors), who offer guidance to students • Communication channels established through email, WhatsApp, and the official website • Promotion of student-faculty interaction through participation in PCP sessions and engagement in forums available on the LMS.	**Admission Counselling and Academic Processes** **Click here** **Provisional Offer Letter for Admission** **Click here** **Login Credentials for ULMS** **Click here** **Orientation and Training LMS Video** **Click here**
2.	**Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution.**	There is a consistent evaluation of the services extended to learners, maintained through ongoing communication with the Higher Education Institution (HEI) as below: • Novel procedures originating within the HEI are made compatible to cater to online learners. • The university employs various **technologically enabled tools such as Microsoft Teams, Zoom**, and similar platforms to facilitate class delivery. These tools are complemented by the university's integration of continuous assessment methods.	**Best Practices of Open Sessions & Discussion Forum** **Click here** **Flow Process of Assignment Submission** **Click here**
3.	**Contribution in the identification of the key areas in which Higher Educational Institution**	• CIQA has played a **pivotal role** in proposing adjustments to refine the development of **learning materials** and enhancing the **teaching-learning procedures**, incorporating insights from learners	**Teaching Pedagogy** **Click here**

	should maintain quality.	engaged in online learning.	**Identification of Pedagogical Interventions in Online Programs** **Click here**
4.	**Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)**	• A manual outlining, **teaching-learning** pedagogy used in the traditional mode is created and provided to the OL department for customization. • For instance, in the **conventional mode**, MCA students engage with Digital Circuits in a lab setting, while in the OL mode, an Electronic Design Automation (EDA) tool is recommended for their use. • Another example involves the introduction of MATLAB for Machine Learning to students.	**Report of Adaptation of Teaching Learning process from conventional to Online Programs** **Click here**
5.	**Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.**	• **UCODE** has created and integrated feedback **forms** to gather input from various stakeholders, including learners, educators and staff.	**Feedback Forms Mechanism** **Click here** **Sample Feedback Forms (Reference)** **Click here** **Feedback Form(s) through ULMS** **Click here**
6.	**Measures suggested to the authorities of Higher Educational Institution for qualitative Improvement.**	• Incorporating input from **learners and stakeholders**, the HEI receives recommendations for the introduction of new subjects and adjustments to **teaching-learning methodologies**.	**Suggested Innovative and Quality Teaching Learning Processes for OL by the HEI** **Click here**
7.	**Implementation of its recommendations through periodic Reviews.**	• CIQA established an **internal committee** led by program coordinators to oversee quality monitoring.	**Implementation of UGC-DEB CIQA recommendations and PPR implementation** **Click here**
8.	**Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.**	• A training session focusing on **OBE** and **Machine translations** was held for OL faculty members.	**A report of the workshop highlighting the need and the awareness of OBE and Machine translations** **Click here**
9.	**Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in**	• The creation of syllabi and self-learning materials (SLM) for online learning has elevated the teaching quality in the traditional mode. • Engaging with working professionals during PCP sessions has provided fresh perspectives on the teaching-learning methodologies along with **best**	**Roles and Responsibilities of faculty members to ensure best practices as per the UGC- DEB**

	Higher Educational Institution.	**practices** within the HEI.	
10.	**Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).**	• Learners **provided input** regarding the programs, while **faculty members** shared **feedback** about the teaching-learning experience.	**Sample Feedback Forms** **Feedback Analysis**
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.**	• The **PPRs prepared by the department** for launch of new programs were first **reviewed by CIQA** and then approved by **Statutory bodies**. The PPRs were examined by a committee and report on the modifications for the same where incorporated.	**Implementation of CIQA recommendations and PPR implementation** **PPRs Link**
12.	**Mechanism to ensure the proper implementation of Programme Project Reports.**	• Diverse procedures were adhered to during the design and development phases, with meticulous steps taken to ensure the **successful execution of Programme Project Reports**. Program **coordinators** were appointed, and their **roles and duties were clearly outlined**. The role of **program coordinators** is crucial to guarantee the effective implementation of PPRs.	**Duties and Responsibilities of Programme Coordinators as per UGC-DEB**
13.	**Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.**	• The Annual report was prepared.	**Annual Report**
14.	**Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.**	**The formulation of syllabi and curriculum was shaped by the inputs received from a range of stakeholders, which included:** • Corporate Resource Center • Inquiries from potential students • Industry engagement • Recommendations from Department Heads	**Feedback Analysis on Curriculum**
15.	**Facilitated system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.**	• Initiatives to enhance the quality of **teaching-learning** processes were pursued through the utilization of learner analytics-**derived feedback**.	**Learner Analytics**
16.	**Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as**	• IIQA & SSR submission to the NAAC, Bengaluru	**NAAC Certification**

	NAAC etc.		
17.	**Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.**	• Numerous measures have been implemented to facilitate coordination between the University and the Commission for Quality Enhancement endeavors, including the execution of **academic audits and more**.	**Academic Audit** **Click here**
18.	**Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.**	• An appointed committee conducted an **academic audit** of the processes within Online Learning. A corresponding report was submitted, highlighting areas in which enhancements could be implemented.	**Quality related initiatives** **Click here**
19.	**Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.**	A committee was established to examine the procedures employed by **IGNOU, Sikkim Manipal University and other HEIs**. Subsequently, a report was presented, outlining suggestions for enhancing the curriculum and other practices.	**Report on offering and functioning of other HEIs on quality benchmarks in Online Programs** **Click here**
20.	**Recorded activities undertaken on quality assurance in the form of an annual report by the Centre for Internal Quality Assurance.**	• CIQA organized several meetings focused on NAAC, NIRF, NEP, and OL-related opportunities.	**FDP Report** **Click here** **Annual Report** **Click here**
21.	**(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.**	The University meticulously **prepares and submits a comprehensive Annual Report** to the relevant statutory bodies.	**Annual Report** **Click here**
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	• At the closure of each academic year, CIQA submits its Annual Report to the Board of Management for approval. After receiving the Board's approval, the report is annually submitted to the Commission and made available on the university's website.	**Annual Report** **Click here**
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 CIQA periodically reviews the quality assurance systems through core committee meetings.	**Internal AAA report** **Click here**

23.	**Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic Programmes.**	• Online learning embodies the philosophy of enabling education for anyone desiring to learn, without limitations of location, timing, or learning pace. The instructional prerequisites for OL diverge from those of traditional classroom teaching.	**SLM Guidelines** Click here
24.	**Promoted automation of learner support services of the Higher Educational Institution.**	• The University employs both **Continuous Assessment** and **Term End Examination** methodologies to evaluate learners' progress, with CA being accomplished through tutor-marked assignments.	**Admission Counselling and Academic Processes** Click here **Provisional Offer Letter for Admission** Click here **Login Credentials for ULMS** Click here **Orientation and Training LMS Video** Click here **Best Practices of Online Programs** Click here **Assignment Submission** Click here
25.	**Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes.**	• Experts perform an **audit** to evaluate and appraise the processes. The ensuing report is presented to CIQA for recommendations and decisions.	**Academic Audit Report** Click here
26.	**Coordinated with third party auditing bodies for quality audit of programme(s).**	• A committee is formed, **comprising industry professionals and academic experts**, to conduct an audit of processes and programs in the realm of online learning. The **committee consisted of 2 external experts**, with one coming from the Department of Computing Sciences at **Chandigarh University**, and the other from **Jaypee University in Noida, Uttar Pradesh**.	**Invitation letters to the external experts** Click here
27.	**Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher**	• Uttaranchal University is **NAAC A+ Accredited**.	**NAAC Certification** Click here

	Educational Institution Preparation of SSR under CIQA.		
28.	**Promoted collaboration and association for quality enhancement of Online mode of education and research therein.**	• **FDPs** were organized for the enhancement of quality.	**FDP Report** [Click here](#)
29.	**Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.**	• **FDPs & Workshops** got organized in collaboration academia-industry experts.	A report of the workshop highlighting the need and the awareness of OBE and Machine translations [Click here](#)

2.2 Compliance of Quality Monitoring Mechanism- As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

S. No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	**Governance, Leadership and Management:** **a. Organisation Structure and Governance** **b. Management** **c. Strategic Planning** **d. Operational Plan, Goals and Policies**	• The institution maintains a structured organizational hierarchy in accordance with statutory guidelines. • Multiple bodies for academic and administrative decision-making operates actively to promote participatory processes within a decentralized framework. • Supporting the Vice Chancellor are individuals such as the Pro VC, Deans, Directors, Principals and other university officials. • Additionally, platforms for consistent interaction between the university administration and various stakeholder groups are operational, with their feedback being pivotal for both academic and administrative planning. • To ensure judicious allocation of financial resources, the institution employs a budgetary control system, overseeing the efficient utilization of funds.	**Organogram of the HEI** [Click here](#)
2.	**Articulation of Higher Educational Institution Objectives**	• The organization has **integrated** its **Vision, Mission, Quality Policy, Functions of CIQA, Quality Audit Process, and a Mechanism for Quality Monitoring** in the articulation of higher educational objectives.	The Vision, Mission, Ethos and Core objectives of the University are also well defined along with a Strategic Plan of Action. [Click here](#)
3.	**Programme Development and**	• Curriculum design is an **annual process**, involving the convening of the **Board of Studies** (BoS) for relevant	**SLM Guidelines** [Click here](#)

	Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	departments. • Regular **faculty meetings** are organized to **address learners' and faculty members'** concerns, leading to adjustments, potential new teaching methods, and corrections. • Additionally, the **review of Self-Learning Materials** (SLMs) is conducted to uphold delivery quality in accordance with feedback received.	**Orientation and Training LMS video** Click here **Sample Feedback Forms** Click here
4.	**Programme Monitoring and Review**	• Programme monitoring is carried out through regular reviews conducted by the Programme Coordinators.	**Programs Monitoring Report** Click here
5.	**Infrastructure Resources**	• The **infrastructure resources** meet the requirements outlined in the **UGC-DEB Regulations** for the context of the Online Learning Program.	**Link Infra Doc** Click here
6.	**Learning Environment and Learner Support**	• The Help Desk at the **OL Centre** provides consistent guidance to students, assisting them with any challenges encountered in the **Learning Management System (LMS)**. Notifications are disseminated through various communication channels.	**Orientation and Training LMS video** Click here **The various communication channels are:** Email WhatsApp Website ULMS & Telegram
7.	**Assessment and Evaluation**	• The faculty **members responsible for the subject provides ongoing guidance to students concerning the assessments and evaluations** that will take place.	**Assessment and Evaluation** Click here
8.	**Teaching Quality and Staff Development**	• Faculty members **subject themselves** to periodic reviews in the event of any concerns. A **conducive environment** is fostered to facilitate the continuous growth of teachers.	**Academic Peer Feedback** Click here

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

S. No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	**Academic Planning**	• The University formulates schedules for admissions, teaching, and examinations, adhering meticulously to the academic calendar. **The University admitted the first intake of students in January 2023 for the Academic Session 2022-2023 in Online Programs (OL).**	**Academic Calendar** Click here
2.	**Validation**	• Program proposals are formulated through the evaluation of need analysis reports derived from academic audits, along with inputs from committees dedicated to suggesting courses and their pertinence. Uttaranchal University has consistently upheld	**Regular Conduct of CIQA Meetings** **Meeting 1:**

		academic standards and delivered crucial student services, positioning itself as a leading institution in this regard.	**Click here** **Meeting 2:** **Click here**
3.	**Monitoring, Evaluation and Enhancement Plans** a) **Reports from Examination Centres** b) **External Auditor or other External Agencies report** c) **Systematic Consideration of Performance Data at** d) **Programme, Faculty and Higher Educational Institution levels** e) **Reporting and Analytics by the Higher Educational Institution** f) **Periodic Review**	• Academic audits for quality assessment are conducted by the UCODE. The progress is overseen by programme coordinators, and committees established by CIQA recommend improvements in the courses.	**Academic Audit Report** **Click here** **Examination Rules and Regulations in context to UGC-DEB Guidelines** **Click here** **Guidelines for online proctored examination for Stakeholders** **Click here**

Part-III: Human Resources and Infrastructural Requirements:

3.1 Name and details of **Director of Centre for** Distance and **Online Education** (Dual Mode University) - Regular, full time, at least Associate Professor.

Dr. Kartikey, Director, Uttaranchal College of Online & Distance Education (UCODE), Uttaranchal University, Dehradun. Click here

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

Dr. Babita Rawat, Deputy Director (e-Learning and Technical), Uttaranchal College of Online & Distance Education (UCODE), Uttaranchal University, Dehradun.

Click here (Appointment Letter)
Click here (Office Order)

Or

Name and details of **Deputy Director** of Centre of **Online Education**- Full time or contractual basis, not below the rank of an **Associate Professor.**

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

Mr. Abhishek Kumar Pathak, Assistant Director, Uttaranchal College of Online & Distance Education (UCODE), Uttaranchal University, Dehradun.

Click here (Appointment Letter)
Click here (Office Order)

Or

Name and details of **Assistant Director** of Centre of **Online Education**- Full time or contractual basis, not below the rank of an **Assistant Professor.**

3.4 **Compliance status in respect of Human Resource- 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, as mentioned in the Annexure- IV of the Regulations. In addition, the faculty details shall be provided in the following format:**

i. **Programme Name: MBA, MCA, BBA, BCA & BA**

 a. **Programme Coordinator: As per Annexure A**

 b. **Course Coordinator: As per Annexure B**

 c. **Course Mentor: As per Annexure C**

3.5 **Details of Administrative staff:**

   a. **Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	2	2
Computer Operator	2	2
Multi-Tasking Staff	2	2

   b. **Number and details of Technical Support for Online Programmes as per Annexure-IV:**

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

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

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

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

   iii. **For Admission and Examination for Online mode:**

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

Part- IV: Examinations

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

S. No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason Thereof
1	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced.	Yes	--
2	For ensuring transparency and credibility, the full-time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.	Yes	--
3	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	--
4	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	--
5	The number of examination centres in a city or State must be proportionate to the student enrolment from the region.	Yes	--
6	Building and grounds of the examination centre must be clean and in good condition.	Yes	--
7	The examination centre must have an examination hall with adequate seating capacity and basic amenities.	Yes	--
8	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.	Yes	--
9	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities.	Yes	--
10	Safety and security of the examination centre must be ensured.	Yes	--
11	Restrooms must be 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	--

HEI ID:
HEI-U-0750

Name of HEI:
Uttaranchal University

Type of HEI:
Private University

4.2 Compliance of facilities required for the conduct of Online examination for online programmes

S. No.	Provisions in Regulations	Whether complied Yes/No, if yes, please provide details and upload relevant documents	If No, Reason Thereof
1	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II).	**Yes** **Examination Rules and Regulations in context to UGC-DEB Guidelines** **Click here**	--
2	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II).	**Yes** **Guidelines for online proctored examination for Stakeholders** **Click here**	--
3	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II).	**Yes** **Guidelines for online proctored examination for Stakeholders** **Click here**	--
4	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II).	**Yes**, in conformance to the section 15 (2) of UGC (ODL Programmes and Online Programmes) Regulations, 2020; the following security measures have been ensured for conducting online examination through remote proctoring: (a) **Secure browser**: Some custom applications have been pre-installed on the machine for the examination preventing opening of any other windows or application. This application prevents Screen Capturing, Recording and Remote Login or taking output to a remote screen through Video Graphic Array (VGA), Universal Serial Bus (USB) or High-Definition Multimedia Interface (HDMI) ports features. (b) **Remote Proctoring:** remote proctoring involves image capturing in intervals or video streaming of the candidate through webcam or screen capturing of the current access	--

HEI ID:
HEI-U-0750

Name of HEI:
Uttaranchal University

Type of HEI:
Private University

		screen of the candidate	
		(c) **Data Encryption:** Online examination system 's data needs have been encrypted to prevent any kind of misuse. Question Bank and exam data must be stored in a highly secure and encrypted manner. The entire communication between server and client/ student machine during the examination needs to be encrypted with a secure mode of communication. **Proctor Guidelines** **Click here**	

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

S. No.	Provisions in Regulations	Whether complied Yes/No, If Yes, Upload relevant document	If No, Reason Thereof
1	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	**Yes**, in conformance to the section 15 (2) of UGC (ODL Programmes and Online Programmes) Regulations, 2020; the following security measures have been ensured for conducting online examination through remote proctoring. **Exam Guidelines** **Click here**	--
2	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	**Yes**, in conformance to the section 15 (2) of UGC (ODL Programmes and Online Programmes) Regulations, 2020; the proper evaluation is defined for both continuous and end semester examination. The specialization wise examiners are identified, and evaluation is done with defined methodology and within specified	--

HEI ID:
HEI-U-0750

Name of HEI:
Uttaranchal University

Type of HEI:
Private University

		time. **Evaluation Mechanism** **Click here**	
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 programmes of study stipulated for the semester or year has been actually conducted. ii) For Online mode: the learner has minimum participation of 75 per cent in all the activities of Online programme prior to end semester examination or term end examination.	**Yes**, in conformance to the section 15 (3) (iii) of UGC (ODL Programmes and Online Programmes) Regulations, 2020, 75% of participation is followed for online students which include live lectures, webinars & workshops, attendance in examinations, assignments & quizzes and participation in other activities. The University admitted the first intake of students in January 2023 for the Academic Session 2022-2023 in Online Programs (OL). **Academic Calendar and Live Lecture Schedule** **Click here** **Online Examination Guidelines** **Click here**	--
4	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities.	**Yes**, the curriculum including courses and their credits are totally mapped with the curriculum of conventional mode. The setting of question paper(s) is also mapped with the guidelines of conventional mode & in conformance to the section 15 (3) of UGC (ODL Programmes and Online Programmes) Regulations, 2020. **Program Project Report** **Click here**	--
5	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	**Yes**, in conformance to the section 15 (3) of UGC (ODL Programmes and Online Programmes) Regulations, 2020. Uttaranchal College of Online & Distance Education (**UCODE**) is following the assessment of students as 30% of continuous or formative assessment (in semester) & 70% of summative assessment (end semester examination or term end examination). **Sample Question Paper (Reference)**	--

HEI ID:
HEI-U-0750

Name of HEI:
Uttaranchal University

Type of HEI:
Private University

		Click here **Flow Process of Assignment Submission** **Click here**	
6	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments.	**Yes**, complied **Sample Marksheet and Assessment Guidelines** **Click here**	--
7	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card.	**Yes**, in conformance to the section 15 (4) of UGC (ODL Programmes and Online Programmes) Regulations, 2020; the marks or grades obtained in continuous assessment and end semester examinations or term end examinations is separately shown in the grade card. **Sample Marksheet** **Click here**	--
8	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	**Yes**, complied **Process** **Click here**	--
9	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	**Yes**, the dedicated committee is constituted to conduct the examinations where superintendent is the full-time faculty of Uttaranchal College of Online & Distance Educations (U-CODE) with other team members. **Examination Date Sheet** **Click here**	--
10	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure. (b) Availability of biometric system. (c) The attendance of examinees	**Yes**, the examinations have been conducted through remote proctoring system and recording is available with IT team of Uttaranchal College of Online & Distance Education (U-CODE). The Biometric system is not applicable for remote proctoring examinations. **Yes**, the attendance of examinees has been checked/verified through	--

	shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners. (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 in charge of examination centre to the Higher Educational Institution.	Aadhaar Card or other government identifier along with the details issued by Uttaranchal College of Online & Distance Education (U-CODE). **Yes**, the examination is fully recorded, and recordings are available with IT team of Uttaranchal College of Online & Distance Education (U-CODE). **Online Examination Guidelines** **Click here**	
11	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years.	**Yes**, complied **Online Examination Guidelines** **Click here**	--
12	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and (b) It shall be mandatory to have observer report submitted to the Higher Educational Institution.	**Yes**, complied **Proctor Guidelines** **Click here**	--
13	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission.	Uttaranchal College of Online & Distance Education (U-CODE) has also conducted the examination for these learners through remote proctoring. Following security measures have been ensured for conducting online examination through remote proctoring: (a) **Secure browser: Yes, complied**, some custom applications have been pre-installed on the machine for the examination preventing opening of any other windows or application. This application prevents Screen Capturing, Recording and Remote Login or taking output to a remote screen through Video Graphic Array (VGA), Universal Serial Bus (USB) or High-Definition Multimedia Interface (HDMI) ports features. (b) **Remote Proctoring: Yes, complied**, remote proctoring involves image capturing in intervals or video streaming of the candidate through webcam or	--

		screen capturing of the current access screen of the candidate. (c) **Data Encryption: Yes complied**, the entire communication between the server and the client during the examination is encrypted with a secure mode of communication. **Online Examination Guidelines** **Click here** **Sample Question Paper (Reference)** **Click here** **Flow Process of Assignment Submission** **Click here** **Date Sheet** **(Exam Paper Schedule)** **Click here**	
14	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enrol international learners shall endeavour to conduct proctored examinations for such learners.	We have **four international learners in online learning** (OL) programmes during the Jan 2023 intake. Uttaranchal College of Online & Distance Education (U-CODE) have also conducted the examination for these learners through remote proctoring. **Online Examination Guidelines** **Click here**	--
15	(a) Each award of Degree at undergraduate and postgraduate level and postgraduate diploma for Online mode shall be assigned a unique identification number and shall have: i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name. (b) Each award shall also be uploaded on the National Academic Depository.	(a) All the mandatory features as prescribed in section 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 i.e., unique identification number, photograph, Aadhaar number or other government recognised identifier or passport number, mode of delivery, date of admission, date of completion, name and address of examination centre etc. have been incorporated in the degree. (b) Each degree & mark-sheet will also be uploaded on the National Academic Depository/Digi-locker, as if required and found applicable. **Sample Degree** **Click here**	--

		Marksheet **Click here**		
16	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 Examination Centres	**Yes, complied**, the degree & mark-sheet will be provided to the students after successful completion of the Online Learning (OL) programme at undergraduate and postgraduate level. All the mandatory features as prescribed in section 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 i.e., unique identification number, photograph, Aadhaar number or other government recognised identifier or passport number, mode of delivery, date of admission, date of completion, name and address of examination centre etc. have been incorporated in the degree & mark-sheet. Each degree & mark-sheet will also be uploaded on the National Academic Depository/Digi-locker. At present, the University has taken the admission of the students during the January 2023 Intake of AY 2022-23 only. No degree/mark-sheet has been issued to any student till now. **Sample Degree** **Click here** **Marksheet** **Click here**	--

4.4 Result and Student Progression for UG, PG and PGD programmes:

Semester beginning	Programme	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
March 2023	MBA	379	The examination is currently under progress.	Students would be progressed to next year; as it is subjected to result declaration.	Under progress	Under progress
March 2023	MCA	276				
March 2023	BBA	65				
March 2023	BCA	193				
March 2023	BA	88				

Part- V: Programme Project Report (PPR) and e-Learning Material (e-LM):

5.1 Compliance status of '**Guidelines on Programme Project Report**'- As per Annexure- V of UGC **(ODL Programmes and Online Programmes) Regulations, 2020 HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned:**

All programme project reports (PPR)s have been designed/prepared in-conformance to the **Annexure-V** of UGC (ODL Programmes and Online Programmes) Regulations, 2020 & having the following contents, as below:

- Programme's mission and objectives
- Relevance of the programme with HEI's mission and goals
- Nature of prospective target group of learners
- Appropriateness of programme to be conducted in Open and Distance Learning and/or Online mode to acquire specific skills and competence
- Instructional Design
- Procedure for admissions, curriculum transaction and evaluation
- Requirement of the laboratory support and library resources
- Cost estimate of the programme and the provisions
- Quality assurance mechanism and expected programme outcomes

All programme project reports (PPR)s have also been approved by the Academic Council of the University.

Annexure:

PPR Link: Click here

5.2 **Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy'- As per Annexure- VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**

- As per Annexure- VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020, **Uttaranchal College of Online & Distance Educations (U-CODE)** follows a **four-quadrant approach** regarding **e-tutorial delivery, e-content uploading, discussion forum handling and assessments**.

- The course material and delivery are designed & exhibited by respective course coordinator in-conformance to the Annexure- VI (B) of UGC (ODL Programmes and Online Programmes) Regulations, 2020. The teaching learning process is enabled by "**Blended Learning**" methodology. **A IV-Quadrant Approach is followed**. The **self-learning material** is available in digital form, as well hard copies can be made available to the learner on demand. The Continuous Internal Assessment (CIA) will be held online.

The IV-quadrant approach is as below:

Quadrant No.	Quadrant (Brief Description)
I	**e-Tutorial** containing pre-recorded Video and Audio Content in an organized form.
II	**e-Content with self-instructional material** (digital Self-Learning Material)/Printed material, e-Books, illustrations, case studies, presentations Web Resources, Open-source Content on Internet, and Videos etc.)
III	**Discussion forum** for raising doubts and clarifying the same on real time basis with online sessions.
IV	**Assessment**, which shall contain; Problems and Solutions, which could be in the form of **Multiple-Choice Questions, fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, & Clarifications on general misconception etc.**

All the courses with a four-quadrant approach have also been approved by the Academic Council of the University.

Annexure: <u>Click here</u>

5.3 **Compliance status in respect of e-Learning Material- As per Annexure-VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**

- As per Annexure-VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020, Uttaranchal College of Online & Distance Educations (**U-CODE**) ensures the practice of preparing high quality self-learning material for online learning. Self-learning material is specially inclined towards clear objectives, intended learning outcomes and suggestions for learners on how to use the material most effectively. The self-learning material are self-explanatory, self-contained & illustrated, simple to understand and organized in the form of units as per curricula. The self-learning material is well structured comprising of course description, objectives, activities, assignments and further resources and book references. All the self-learning materials are evaluated and approved by respective programme coordinator & competent authority. The revision & suggestions are suitably incorporated on a periodic basis to maintain the benchmarks. Each School's/Departments Board of Studies recommends the preparation of e-learning materials based on Curriculum as adopted from conventional programs of the University.

- The BOS delegates the task of preparing the e-learning materials as per requirements of the faculty of the Department, who're required to **get an approval of the BOS at the major stages, i.e., as below:**

a) Defining **learning outcomes and objectives**.
b) Creation of content, suitably divided into units and subunits, mapped according to the weightages in the credit pattern.
c) Populating the above structure with chunks of content, i.e., chunking, defining what topics would be covered within.
d) Creating a delivery pattern using modern instructional design such as **blooms taxonomy**.
e) Deciding on **pedagogical tools to be used**, and at what stage.
f) Mapping sufficient self-assessment at strategic points in the e-learning material.

The outlined procedure is deliberated with the Board of Studies (BOS) at every stage and is advanced only upon reaching a unanimous agreement. After its completion, the e-learning materials are distributed to others for peer evaluation and quality assessment before being accessible to the students.

Annexure: [Click here](#) (Curriculum Guidelines & Teaching Pedagogy)

Part-VI: Programme Delivery through Learning Platform:

6.1 Details of Learning Platform:

The designated web address for accessing the **Student Information System** (SIS) and **Learning Management System** (LMS) as part of the **University Lifecycle Management** (ULM) can be accessed at https://ulm.onlineuu.in. This **URL** is a **subsection of our main website**, namely https://www.onlineuu.in.

6.2 Compliance status in respect of the Programme delivery:

The responsibility for providing Online Learning (OL) programs, encompassing essential elements such as the creation of Program Project Reports (PPRs), curriculum design, content distribution, and examination administration, rests solely with the University. The University has also established a dedicated committee responsible for overseeing the development and implementation of the Online Learning (OL) Programmes. **This committee also ensures that all development and implementation strictly adhere to the guidelines specified by the UGC-DEB**. The University follows a **four-quadrant approach** with regards to **e-tutorial delivery, e-content uploading, discussion forum handling and assessments**. The course material and delivery are designed & exhibited by the respective course coordinator. Self-learning digital materials can be provided to the learners through the Learning Management System (LMS).

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

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)
				Not applicable at present			

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

[Click here](#) (Extract of Meeting Minutes: Board of Governors)

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.	Provisions	Complied, Yes/No with explicit link address	If No, Reason 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**, the copy of joint declaration is displayed on the website. **Click here**	--
**Uploading of the following on HEI website (Mention link)**
2	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode.	**Yes**, the Uttaranchal University, Dehradun has been recognized by the UGC under **sections 2(f) and 12 (B) of the UGC Act**, 1956, and by other statutory bodies of the State and the Nation. The University has been accredited with the prestigious **"A+ Grade (CGPA=3.30)"** by the **National Assessment and Accreditation Council (NAAC)**. So, as per section Part-II/3 (B) of UGC (ODL Programmes and Online Programmes) Regulations, 2020, the **University is empowered** to commence the online programmes under the **entitled category**. The Board of Management, the **empowered statutory body of the University has also accorded necessary approval for the same**. The said programmes are being imparted in the online mode and more than one batch of the said programmes have already been passed out. **Approval Letter** **Click here**	--
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities.	Uttaranchal University, Dehradun (**Permanent ID: 1-21474287241**) is offering Online Learning (OL) programmes under **the entitled category**. All India Council for Technical Education (**AICTE**) has	--

		granted a **"No Objection Certificate (NOC)"** for Open and Distance Learning (ODL)/Online Learning (OL) for the period of **2022-23 to 2026-27** vide **Letter No: Northern/ 2022-23/1-1474287241**; dated **September 19, 2022,** to Uttaranchal University, Dehradun. The University received the communication from **UGC vide e-mail dated 14th October 2022** informing that the **UGC Expert Committee had accepted the proposal of Uttaranchal University, Dehradun** to run the Online Learning programmes. **Approval Letter** **Click here**	
4	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure.	**Yes**, the **copy of brochures** (including name of the programme, duration, eligibility for enrolment, programme fee, & programme structure etc.) are displayed on the website. **Website** **Click here** **Prospectus** **Click here**	--
5	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule.	**Yes**, all the information related to the programmes is available on the website. **Syllabus** **Click here**	--
6	Important schedules or date-sheets for admissions, registration, re-registration, counselling/ mentoring, assignments and feedback thereon, examinations, result declarations etc.	**Yes**, all the information related to the programmes is available on the website. The University admitted the first intake of students in January 2023 for the Academic Session 2022-2023 in Online Programs (OL). **Academic Calendar** **Click here** **Date Sheet** **Click here**	--
7	Detailed strategy plan related to Online programme delivery, if any including	**Yes**, the curricula pursued in the online programmes have been	--

| | learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes | developed and designed considering the current and future trends in the global markets. | |
| | | | |

A blend of multi-disciplinary, learner centric and outcome-based learning objectives have ben embedded in the curricula.

Each programme has been designed with specific programme objectives which are aligned with course outcomes.

The ownership of offering Online Learning (OL) programmes including all the required components like preparation of programme project reports (PPR)s, curriculum development, content delivery, conduct of examination etc. is solely with the University.

The University has also established a dedicated committee responsible for overseeing the development and implementation of the Online Learning (OL) Programmes.

This committee also ensures that all development and implementation strictly adhere to the guidelines specified by the UGC DEB.

The University follows a **four-quadrant approach** with regards to e-tutorial delivery, e-content uploading, discussion forum handling and assessments.

The course material and delivery are designed & exhibited by the respective course coordinator.

The self-learning material is available in digital form and can be made available to the learner on our internally designed web platform.

These **self-learning materials** are simple to understand and organized in the form of units as per curricula & specially inclined towards clear objectives,

		intended learning outcomes and suggestions for learners on how to use the material most effectively. The self-learning material is further supplemented with more pedagogical features such as quizzes and assessments which are part of internal evaluation of the learners during the semester/ year. **The learners are also encouraged to take-up the advanced knowledge for specific topics by referring to the course content available on online platforms such as MOOCs (Massive Open Online Courses) in the near future.** **Suggested Innovative and Quality Teaching Learning Processes for OL by the HEI.** **Click here**	
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any.	**Yes,** **Sample Feed Back Forms** **Click here**	--
9	Information regarding all the programmes recognised by the Commission.	**Yes**, the information regarding all the programmes recognised by the Commission is available on the website. **Approval Letter** **Click here**	--
10	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas Awarded.	Yes, all the mandatory features as prescribed in section 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 i.e., unique identification number, photograph, Aadhaar number or other government recognised identifier or passport number, mode of delivery, date of admission, date of completion, name and address of examination centre etc. have been incorporated in the degree & mark-sheet. Each degree & mark-sheet will also be uploaded on the National	--

		Academic Depository/Digi-locker. At present, the University has taken the admission of the students during **the January 2023 Intake of AY 2022-23 only**. **No degree/mark-sheet has been issued to any student till now.** **Program wise Enrollment Details** **Click here**	
11	Complete information about e-Learning Material including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes.	The University has also established a dedicated committee responsible for overseeing the development and implementation of the Online Learning (OL) Programmes. This committee also ensures that all development and implementation strictly adhere to the **guidelines specified by the UGC-DEB**. The University follows a **four-quadrant approach** with regards to e-tutorial delivery, e-content uploading, discussion forum handling and assessments. The course material and delivery are designed & exhibited by the respective course coordinator. **The self-learning material in digital form is made available to the learner through LMS.** The designated web address for accessing the **Student Information System** (SIS) and **Learning Management System** (LMS) as part of the **University Lifecycle Management** (ULM) can be accessed at https://ulm.onlineuu.in. This **URL** is a **subsection of our main website**, namely https://www.onlineuu.in. **List of faculty members who have written SLM** **Click here**	--
12	A compilation of questions and answers under the head '**Frequently Asked Questions**' with the facility of online	**Yes**, Frequently Asked Questions under **Admissions, Academics & Other**s are being uploaded on the	--

	interaction with learners providing hyperlink support for Online Programmes.	institutional website for Online Programs. **Click here**	
13	List of the '**Examination Centres**' along with the number of learners in each centre, for Online programmes.	**Uttaranchal University {**The University admitted the first intake of students in January 2023 for the Academic Session 2022-2023 in Online Programs (OL)**}.**	Examinations are conducted through remote proctoring (**Online Mode at Uttaranchal University Campus**).
14	Details of proctored examination in case of end semester examination or term end examination of Online programmes.	Yes, Examinations were held in Online Mode **Click here**	--
15	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations etc.	Yes, Academic Calendar (Available) **The University admitted the first intake of students in January 2023 for the Academic Session 2022-2023 in Online Programs (OL).** **Click here**	--
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**.	Not Applicable	--

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.	Provisions	Whether being complied: Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid.	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges: (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kinds of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes

4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners.	Yes
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners.	Yes
6.	Every Higher Educational Institution shall: (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner (b) maintain the records of the entire process of selection of candidates, and preserve such records 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
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (**print 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 S. No. '8(a)' to '8(k)' below:	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment.	Yes
8. (b)	The percentage of tuition fee and other 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 online mode, which shall be in consonance with the resources.	Yes
8. (d)	The conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution.	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority.	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test.	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other.	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees.	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution.	Yes

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution 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 **S.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 mentioned in the Commission Order.	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it.	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution.	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution.	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution.	Yes
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised. (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading.	Yes

8.2 Whether Higher Educational Institution provided the details of all international learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No, If No, reason thereof:

- Yes, we have informed the **Ministry of External Affairs, Govt. of India regarding enrolment of international learners vide letter no: UU/RO/2023/7724; dated April 27th, 2023.**

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:

The University has already established/constituted **Students' Grievance Redressal Committee (SGRC)** vide office order no: **UU/RO/2023/330 (a); ** dated **May 04th 2023** for Online Learning (OL) programmes in-conformance to the section-5 of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 & section-4 of Students' **Grievance Redressal Mechanism**, Uttaranchal University, Dehradun for immediate redressal of the grievances of the student. Further, we have also appointed **Ombudsperson** for Students' Grievance Redressal Committee (**SGRC**) in-conformance to the section-6 of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 & section-3 of Procedure for **Redressal of Grievances by Ombudsperson, Uttaranchal University, Dehradun**.

Link to grievance mechanism: **Click here**

9.2 **Details of Grievance received:**

Number(s) of Grievance Received	Number(s) of Grievance Resolved
01	01

9.3 **Complaint Handling Mechanism:**

Procedure for Redressal of Grievances by Student Grievance Redressal Committee:

- On receipt of complaint, the University shall refer the complaint to the Students' Grievance Redressal Committee, along with its comments within 15 days (about 2 weeks) of receipt of complaint, then Committee shall investigate the case.

- The Students' Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the aggrieved student.

- If required, a hearing with the complainant or clarification from all the concerned may be held. An aggrieved student may appear either in person or authorize a representative to present the case. In considering the grievances, the Students' Grievance Redressal Committee shall follow principles of natural justice.

- The Students' Grievance Redressal Committee shall submit its report and recommendation to the Registrar of the University.

- The Registrar would take the decision in consultation with the University Authorities based

Number(s)of Complaint Received	Number(s)of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e., 60 days? (Yes/No)
01	01	Yes

on the Students' Grievance Redressal Committee recommendations. The decision would be conveyed to the complainant and the respective Dean/Director/ or Principal relating to the grievance by the Registrar with a copy to Students' Grievance Redressal Committee. **If the complaint/grievance is found to be false or invalid, punitive action may be taken against the complainant**. The complaint in any case shall be resolved within 15 working days of its receipt. Any student aggrieved by the decision of the Students' Grievance Redressal Committee as communicated by the Registrar of the University may prefer an appeal {**within 15 days (about 2 weeks) from the date of decision**} to the Ombudsperson.

Link to grievance mechanism: **Click here**

Part-X: Innovative and Best Practices

10.1 Innovations introduced during academic year:

- During the academic year at Uttaranchal University, several innovative measures were introduced to enhance the online programs and provide a seamless learning experience for learners. **These innovations aimed to bridge the gap between traditional classroom learning and virtual education, ensuring high-quality education delivery.**

- Firstly, the university implemented **advanced learning management systems (LMS)** and online platforms that facilitated interactive virtual classrooms. These platforms allowed for real-time engagement between instructors and learners, enabling live lectures, discussions, and Q&A sessions.

- The LMS also **provided access** to course materials, assignments, and assessments, ensuring efficient and organized learning.

- To promote collaborative learning and learner interaction, the **university incorporated virtual group projects and discussion forums**. These platforms enabled learners to collaborate with their peers, share ideas, and work together on assignments regardless of physical location. This fostered a sense of community and encouraged active participation among learners.

- Another notable innovation was the **integration of multimedia elements into the online courses**. Professors utilized video lectures, interactive presentations, and virtual simulations to enhance the learning experience and make complex concepts more accessible. These multimedia resources provided visual and auditory aids, catering to diverse learning styles and promoting better comprehension.

- Furthermore, the university introduced **online proctoring systems** to ensure the integrity of examinations. These systems utilized advanced technologies such as **artificial intelligence and facial recognition to monitor learners during online exams, minimizing the risk of cheating and maintaining academic integrit**y.

10.2 **Best Practices of the HEI:**

The university follows several best practices that contribute to its overall growth and success as below:

- Firstly, Uttaranchal University emphasizes academic integrity and fosters a culture of research and innovation. It encourages learners and faculty members to engage in scholarly activities, publish research papers, and participate in conferences and seminars. This promotes a vibrant academic environment and keeps the institution at the forefront of knowledge dissemination.

- Secondly, the university focuses on holistic development by providing a range of co-curricular and extracurricular activities. It encourages learners to participate in sports, cultural events, and community service, fostering a well-rounded personality and instilling essential life skills.

- Thirdly, Uttaranchal University promotes industry-academia collaborations to bridge the gap between theoretical knowledge and practical skills. It regularly conducts guest lectures, workshops, and industrial visits, enabling learners to gain real-world exposure and enhance their employability.

- Lastly, the university prioritizes learner support services, ensuring that learners have access to adequate guidance and counselling throughout their academic journey. It provides a nurturing and inclusive environment that supports learners' overall well-being and enables them to achieve their full potential.

More about the best practices of Online Programs: Click here

10.3 Details of Job Fairs conducted by the HEI:

- Not applicable as our first batch of Online Programmes will be graduated in 2024.

10.4 Success Stories of students of Online mode of the HEI:

- Not applicable as our first batch of Online Programmes will be graduated in 2024.

10.5 Initiatives taken towards conversion of e-SLM into Regional Languages:

- Initiatives to convert the e-SLMs to regional languages have been planned.

10.6 Number of students placed through Campus Placements:

- Not applicable as our first batch will be graduated in 2024.

10.7 Details of Alumni Cell and its activity:

- The "**Alumni Association of Uttaranchal University**" was established and registered under the Society of Registration Act in 2018 with **Registration No. UK06003092018000494**. In the year 2021-22, the Alumni Association/Chapters of Uttaranchal University made significant contributions to the institution's development. These contributions included financial assistance and other forms of support, amounting to approximately 32.54 Lac. **These alumni groups, which are registered and active, play a crucial role in advancing the university's objectives**.

- In addition to providing **financial support**, the alumni also shared their expertise, offered mentorship, and provided network resources. They actively engaged with learners on campus, offering guidance and career counselling. Their **professional networks and industry connections facilitated internships, job placements, and collaborations, enriching the practical exposure and employability of the learners**.

- The **combined efforts** of the Alumni Association/Chapters at Uttaranchal University play a key role in **strengthening the bond between the institution and its alumni**. They have **fostered a culture of giving back and constantly contribute to the continuous growth and success of the university**.

10.8 Any other Information:

- Uttaranchal University offers a wide range of **online programs across disciplines** such as **management, computer applications, liberal arts and humanities**. These **online programs are designed to provide flexibility and convenience to learners, allowing them to pursue higher education while balancing their personal and professional commitments**.

HEI ID:	Name of HEI:	Type of HEI:
HEI-U-0750	Uttaranchal University	Private University

Declaration:

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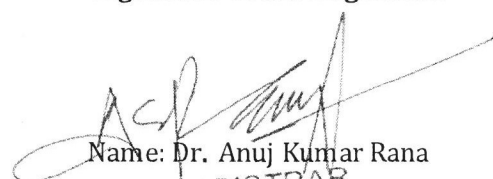
Signature of the Director:

Name: Dr. Kartikey

Seal:
Date: 28|08|2023

Signature of the Registrar:

Name: Dr. Anuj Kumar Rana
REGISTRAR
UTTARANCHAL UNIVERSITY
DEHRADUN

Seal:
Date: 28-08-2023

Note:

Kindly take the printout 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.