

HEI ID : HEI-P-U-0169

Name of HEI : Manav Rachna International Institute of Research and Studies

Type of HEI : DEEMED TO BE UNIVERSITY

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE

(CIQA)

PROGRAMMES UNDER

ONLINE MODE

2023-24

1

Shaveta
Director-CIQA



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Part – I: General Information

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

Notification is attached as Annexure I.1

1.2 Details of Director, CIQA

- Name : Prof.(Dr.) Shaveta Bhatia
- Qualification: Ph.D-Computer Science
- Appointment Letter and Joining Report: Appointment letter and Joining report is attached as Annexure I.2.

1.3 Details of CIQA Committee:

1. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof.(Dr.) Sanjay Srivastava, Ph.D(Management)	Cross Cultural Management, Psychometric Profiling, Leadership, Change Management and Qualitative	17/03/21
b.	Three Senior teachers of HEI	Member 1	Prof (Dr.)G.L. Khanna, Pro-Vice Chancellor, MRIIRS, B.Sc. (Hons.), M.Sc., Ph.D	Research and Consultancy in High Performance Sports, Nutrition & Physiology, Educational Administration	2/06/23
		Member 2	Dr. Brijesh Kumar, Professor, MRIIRS, Ph.D (CSE), M.Tech (CSE), M.Tech (Applied Geophysics)	Free and Open-Source Software, Web Technologies, Computer Networks and Simulations	2/06/23
		Member 3	Prof (Dr.) Shivani Vashist, Director SMEH, MRIIRS.	Literature and Poetry	26/07/24
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr.Durairaj Kumarrasamy ,HOD-Department of Economics-MRIIRS	Economics	26/07/24

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		Member 5	Dr. Anindita Chatterjee, Research Director, School of Leadership and Management Studies, MRIIRS, Ph.D, MBA (HR and Marketing)	Behavioral Training, Leadership and Diversity	2/06/23
		Member 6	Dr. Jayendra Verma, Professor & Head-School of Commerce, MRIIRS	Finance and Economics	2/6/24
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Komal Kumar Bhatia, Professor-Department of Computer Engineering, J.C. Bose University of Science and Technology, Faridabad	Computer Science	2/06/23
		Member 8	Dr. Pushpender Kumar Surya, Professor, Kirori Mal College, University of Delhi, New Delhi, Ph.D	Commerce	2/06/23
e.	Officials from departments of HEI	Member 9 Administration	Sh. Ramesh Nair, Registrar, MRIIRS	Administration	26/07/24
	Administration Finance	Member 10 Finance	Mr. Santosh Jha, CFO, MRIIRS	Finance	17/03/21
f.	Director, CDOE	Member Secretary	Prof. (Dr.) Shaveta Bhatia, PhD Computer Science, MCA, M.Phil	Mobile Computing, Web Application Development, Python, Computer System Architecture	26/07/24

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

If No, reason thereof

Yes, on completion of 2 Years, it has been reformed on 26th July,2024

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Number of meetings held and its approval:

- a. No. of meetings held every year: 2 (1 per semester)
b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	19-12-2023	2	UPLOAD	UPLOAD(Annexure I.3)
Meeting 2	11-07-2024	2	UPLOAD	UPLOAD(Annexure I.4)

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: Not Applicable

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	Number of students admitted (Male/ Female/ Trans-gender)			
								M	F	T G	Total
Not Applicable											

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: Not Applicable

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

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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

Not Applicable

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/ Female/Transgender)			
							M	F	TG	Total
Not Applicable										

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

For (JULY, 2023) academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.) Yearly	UGC Recognition Letter No. and date	Number of students admitted (Male/ Female/Transgender)			
							M	F	TG	Total
1.	BA (Hons.) Economics	3	140	Passed in 10+2 or its equivalent Examination	Rs. 30,000/-	Letter no. F.No. 22-23/2020(DEB-I) Dated: 21 Feb, 2022 Letter no. F.No. 39-2/2023 (DEB-I)	1	2	0	3
2.	B.Com	3	120		Rs. 30,000/-		7	0	0	7
3.	BBA	3	120		Rs. 50,000/-		8	4	0	12
4.	BCA	3	120		Rs. 50,000/-		19	5	0	24

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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.) Yearly	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-)			
							M	F	TG	Total
1.	MBA	2	102	Bachelor's degree in any discipline from a recognized university	Rs. 60,000/-	Letter no. F.No. 22-23/2020(DEB-I) Dated: 21 Feb,2022	25	23	0	48
2.	MA Economics	2	84	Bachelor's degree in any discipline from a recognized university	Rs. 50,000/-		0	1	0	1
3.	MCA	2	80	Bachelor's degree in Computer science engineering/BCA or equivalent degree	Rs. 50,000/-	Letter no. F.No. 39-2/2023 (DEB-I) Dated: 17 Aug 2023(Entitled)	7	8	0	15
4.	MA English	2	80	Bachelor's degree in any discipline from a recognized university	Rs. 50,000/-		1	2	0	3
5.	M.Com	2	80	Bachelor's degree in Commerce or equivalent from a recognized university	Rs. 50,000/-	Letter no. F.No. 40-2/2023 (DEB-I)	0	1	0	1

1.10 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:
For (JAN, 2024) academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.) Yearly	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Transgender)			
							M	F	TG	Total
1.	BA (Hons) Economics	3	140	Passed in 10+2 or its equivalent Examination	Rs. 30,000/-	Letter no. F.No. 22-23/2020(DEB-I)	3	3	0	6
2.	B.Com	3	120		Rs. 30,000/-		1	0	0	1

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3.	BBA	3	120		Rs. 50,000/-	1) Dated: 21 Feb,2022 Letter no. F.No. 39-2/2023 (DEB-I)	10	2	0	12
4.	BCA	3	120		Rs. 50,000/-		14	2	0	16
5.	BA (H) English	3	140		Rs. 30,000/-		3	5	0	8

**1.11 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:
From JAN, 2024 academic session:**

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.) Yearly	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans- gender)			
							M	F	TG	Total
1.	MBA	2	102	Bachelor's degree in any discipline from a recognized university	Rs. 60,000/-	Letter no. F.No. 22-23/2020(DEB-I) Dated: 21 Feb,2022 Letter no. F.No. 39-2/2023 (DEB-I) Dated: 17 Aug 2023 (Entitled) Letter no. F.No. 40-2/2023 (DEB-I) Dated: 18 Sep 2023	34	20	0	54
2.	MA Economics	2	84	Bachelor's degree in any discipline from a recognized university	Rs. 50,000/-		0	1	0	1
3.	M.Com	2	80	Bachelor's degree in Computer science engineering/BCA or equivalent degree	Rs. 50,000/-		1	0	0	1
4.	MA English	2	80	Bachelor's degree in any discipline from a recognized university	Rs. 50,000/-		1	2	0	3
5.	MCA	2	80	Bachelor's degree in Commerce or equivalent from a recognized university	Rs. 50,000/-		7	0	0	7

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

.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)
1.	Quality maintained in the services provided to the learners	The core mission of the CDOE is to establish a profound emotional connection with students which is a crucial component in online education. CDOE ensures that eLearning resources are readily accessible to students through the Swayam portal aiming to streamline access and enhance comprehension. In addition, e-Library is also provided to the students to provide access to e-books and other online e-learning material. Academic coordinators also serve as mentors offering guidance on the courses, academic structure and resolving academic queries. The IT team conducts regular training sessions to facilitate 24/7 access to learning materials via Swayam portal access. Additionally, students have round-the-clock access to program coordinators for academic and administrative assistance.
2.	Self-evaluative and reflective exercise undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution.	CDOE conducts regular audits of the presentations, PowerPoint slides, and self-learning materials to ensure that the content meets established quality standards. Faculty members undergo necessary training and receive instructions to ensure comprehensive coverage of all quality parameters. Additionally, there is consistent alignment of programme and course outcomes with respective program objectives. Faculty members are actively encouraged to participate in ongoing professional development programs, refresher courses, orientation sessions, and workshops to enhance their knowledge and skills.
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Centre for Distance and Online Education has placed significant emphasis on enhancing the teaching and learning experience. It has established a robust teaching framework that adheres to university policies and maintains high quality standards. Academic staff is incentivized to enhance their knowledge through regular publication in esteemed national and international journals and participation in conferences. Moreover, faculty members are actively encouraged to mentor postgraduate students in their research endeavors, fostering a culture of research enthusiasm and imparting industry-relevant knowledge.

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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)	To ensure equality in quality between online and the conventional programs, the teaching materials is uniformly mapped. Online courses, curriculum, and credit structures are aligned with established conventional programs. Highly qualified instructors with extensive teaching experience are recruited for online classes, ensuring superior educational delivery. Course outcomes are structured according to Bloom's taxonomy levels within the curriculum. Additionally, International professors and industry experts contribute valuable insights through webinars, enriching students' understanding of global trends and technological advancements in their field.
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Feedback holds a crucial role at CDOE, with regular gathering of mid-semester and end-semester feedback from stakeholders including students and faculty. The Feedback Committee rigorously analyzes the inputs received from stakeholders. Prompt action is ensured on the issues and suggestions raised, facilitated by the dedicated Student Facilitation Centre (SFC) team and Program Coordinators, available round-the-clock to address and resolve student concerns within stipulated timelines. For further details, the Feedback Analysis report for the academic year 2023-24 is provided as Annexure II.1.
6.	Measures suggested to the Authorities of Higher Educational Institution for qualitative improvement	University is in the process of introducing new certification programs from AY 2024-25 for the students that will lead to more valuable skill-oriented courses being provided to the interested learners who are looking for skills and technical development through online degree programs.
7.	Implementation of its recommendations through periodic reviews	To introduce new certification programs for the AY 2024-2025, CDOE has embarked on an intensive initiative. The certifications are inclined with the industry requirements and latest curriculum. The curriculum and course details will be duly approved by the Academic Council as a regular process of University.
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	As part of its standard operations, CDOE regularly hosts expert talks, workshops, and training sessions covering a diverse range of topics. Few titles are: Innovation and Incubation, from Idea to Start-up, achieving Success through deliberate planning, Career opportunities and placements, Application of Input-Output framework in Economic policy, Internet of Things

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	Educational Institution.	applications in Mushroom farm management, Rethinking Energy-Poverty and Best Practices, Intellectual Property Rights, and Training on Learning Platforms & E-library Resources.
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same to all concerned in Higher Educational Institution	To cultivate an inclusive and engaging atmosphere for students, CDOE diligently implements best practices throughout the entire student journey, from initial inquiry to course completion. These practices include a multidisciplinary approach, academic flexibility, a choice-based credit system, learning opportunities from industry and international experts, mentorship programs, a grievance redressal cell, a committee for student feedback analysis, a dedicated Student Facilitation Centre, an IT team, and nurturing emotional connections with students. Encouraging creative thinking which help students to explore their identities, and with ongoing guidance and exposure, promotes holistic individual development.
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	To maintain program quality, CDOE on regular basis review a comprehensive statistics on academics, live lectures, faculty member recordings, internal and external examination including datasheets, attendance records, answer sheet evaluations, results, and grades.
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	In order to ensure that Programme Project Report for each programme is accordance to the norms and guidelines of the commission, proper process is followed to vet the reports by programme coordinators followed by members of CIQA and final approval by Academic Council.
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The academic timetable, curriculum, fee structure, examination and evaluation systems have been implemented in accordance with the programme project reports. The academic calendar, results and other important details are published on the website at regular intervals. All these parameters ensure the proper implementation of Programme Project Reports for a smooth functioning.
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The annual report for the academic year 2021-2022 along with the report for the academic year 2022-2023 is uploaded on website. The online programme is regularly reviewed for further improvement and growth.

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14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Enhancements to the curriculum, such as expanding multidisciplinary elective courses, introducing personality development courses at both undergraduate and postgraduate levels, and establishing dedicated placement preparation classes, have been placed based on feedback from stakeholders, industry experts, and academics.
15.	Facilitated system-based research on ways of creating learner centric environment and to bring about Qualitative change in the entire system.	CDOE strives to establish an educational system centered around students, enhancing teaching and learning through innovative pedagogy to support the growth of every student, irrespective of their background. CDOE has always followed a learner centric approach. It promotes research into innovative curriculum design and pedagogical methods that cultivate critical thinking, creativity, and problem-solving abilities. CDOE adapts successful strategies, including international talks, expert lectures, webinars, and more, tailored to align with both local and global educational contexts.
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Manav Rachna's International Institute of Research and Studies Deemed to be University, Faridabad has been accredited by the National Assessment and Accreditation Council, NAAC, with a CGPA of 3.53 with an A++ rating, valid for a period of five years with effect from 20 February 2023. As a result of NAAC A++ accreditation, UGC has accorded the status of Category I University to MRIIRS dated 1st April, 2024. Also MRIIRS is now ISO 21001:2018 (Educational Organization management system) certified institution w.e.f 25 th June, 2024.
17.	Measures adopted to ensure Internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.	Periodic academic audits are held every year. The recommendations made by experts are duly taken into account. The reports of academic audit for the Academic years 2021-22, 2022-23 and 2023-24 are uploaded on website.
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The CDOE Director consistently adhere to the commission's directives and circulars, often collaborating closely with the commission to seek additional clarification on guidelines.
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	To uphold best practices, CDOE prioritizes in establishing and maintaining quality benchmarks. Students and faculty members are urged to engage in educational conferences, workshops, and seminars to stay informed about current trends and standards in higher education. CDOE arranges collaborative webinars, expert talks, and training sessions with professionals from various institutions to exchange knowledge and benefit from diverse perspectives.

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20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Departmental academic meeting, Board of Studies. Board of Faculty, seminars, workshops, student orientation programme, Feedback analysis. Action on Grievances, review of EContent, Academic Audit, Conduction of two CIQA meetings in a semester are few of regular activities taken place by CDOE to ensure quality assurance. Grievance and CIQA reports are available on website.
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. 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.	The Annual Report for the AY 2023-24 is duly approved by the statutory body of MRIIRS.
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	All the reports prepared by Centre for Internal Quality Assurance are duly approved by the competent Authority.
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	The curriculum adheres to instructional design standards tailored for both asynchronous and synchronous online learning formats. This approach incorporates a comprehensive four-quadrant approach, delivering information to students through presentations (PPTs), assignments, video lectures, and self-learning materials (SLM). Learning Management System(SWAYAM) provided to students that is aligned with the online learning principles and regulatory requirements. Each academic program features well-defined learning outcomes, and online learning experiences are meticulously crafted to achieve specific educational objectives. Continuous monitoring and evaluation systems are established to uphold compliance with regulatory guidelines and enhance the online learning environment. These measures enable CDOE to effectively align instructional design with online learning philosophies mandated by regulatory bodies, fostering a supportive and high-quality environment across its academic programs.

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24.	Promoted automation of learner support services of the Higher Educational Institution	Students have access to a dedicated online system including no paper forms, Razor Pay and payment gateway as well as digital library from the time of admission to the completion of degree. Conduction of exams are done through AI proctored System.
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes	To enhance the CDOE operations, external experts are regularly consulted with their active participation in various committees. Their inputs are sought and recommendations are well taken for better facilitation to enhance overall performance.
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The annual audit takes place every year that includes members from different departments of the University and also external academic and industry experts.
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The AQAR for the academic year 2022-23 was successfully uploaded on the NAAC website dated: 14th May, 2024 after due approval in the 41st meeting of executive council held on 29th June, 2024. The uploaded AQAR for AY 2022-23 got successfully approved by NAAC dated 11th July, 2024.
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Apart from Academic Industry Collaborations, CDOE collaborates with diverse organizations like ACM, CSI, and other research entities to enhance overall quality.
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The CDOE is connected with organizations like Microsoft, the Association of Healthcare Providers (AHPI), the Association of Chartered Certified Accountants (ACCA) UK, Harvard Business Publishing, Unity, Cisco, IBM, Abode, IT Specialist, Autodesk and others to provide students an exposure on the business world.

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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 online programmes
1.	Governance, Leadership and Management: a. Organization Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	<p>The CDOE, under the umbrella of MRIIRS, meticulously coordinates responsibilities for both teaching and non-teaching staff involved in online programs. To effectively manage these courses, CDOE has prioritized its recruitment strategy, ensuring the hiring of qualified academic staff proficient in both teaching and research within their respective fields.</p> <p>The administrative framework governing the CDOE includes a Director, Deputy Director, and Assistant Director at the helm, supported by Programme Coordinators, academic staff, and technical personnel. Additionally, an IT team is dedicated to address technical issues promptly and ensuring a seamless support for students.</p> <p>Equipped with a dedicated recording studio and production team, CDOE enables academic staff and Professors of Practice to conduct real-time video lectures. CDOE meticulously works on quality self-learning materials and technical support, ensuring comprehensive coverage of the four-quadrant approach.</p> <p>CDOE operational strategy ensures availability during weekends and holidays to meet the educational objectives and staff needs effectively.</p>
2.	Articulation of Higher Educational Institution Objectives	<p>The Centre for Distance and Online Education outlines its vision, mission, program objectives, outcomes, study schemes, evaluation policy, and course matrix in its curriculum booklets and available on website too. Each program coordinator ensures the effective delivery of these components in alignment with university goals, fostering a seamless teaching-learning process under the guidance of the Director, Deputy Director, and Assistant Director.</p>

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3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	<p>The approval process for program curriculum booklets follows a consistent procedure. Curriculum drafts prepared by Program Coordinators undergoes a review by the Board of Studies and Board of faculty followed by an approval in Academic Council.</p> <p>The curriculum is structured around a credit-based system that allows students to choose from a variety of elective courses based on their preferences in each semester, students can select domain-specific and discipline-specific courses tailored to their interests. Additionally, students have the flexibility to earn credits through elective courses and Massive Open Online Courses (MOOCs).</p> <p>The learning materials comprises of a variety of tools including videos, PowerPoint presentations, self-teaching materials, links to eLearning resources, assignments, quizzes, and case studies. These resources combine textual content with graphics, charts, illustrations, and diagrams to comprehensively cover all topics within individual modules or units. This approach facilitates easier referencing and supports self-paced learning methods for students.</p> <p>To enhance curriculum analysis and learning platform effectiveness, CDOE actively gathers feedback from students, professors, and subject matter experts throughout the semesters. The feedback committee reviews and acts upon feedback analysis reports to ensure timely and effective departmental improvements.</p>
4.	<p>Programme Monitoring and Review</p>	<p>The effective management of online educational programs, including video content, recordings, live classes, curriculum updates, and follow-up activities, undergoes regular reviewed. The IT team ensures comprehensive updates to the website and conducts training sessions for students on accessing the SWAYAM portal and e-Library resources. They remain accessible to assist students with technical queries, ensuring a seamless experience in online self-paced learning.</p>
5.	<p>Infrastructure Resources</p>	<p>The infrastructure to support student learning at CDOE comprises an e-library with remote access, providing students with digital resources such as e-books, e-journals, and databases. The library also offers plagiarism checking facilities to faculty members for their academic purposes. Students can also physically access the university's library and also issue the books through offline, sports arena, research labs, and other offline resources available on campus. They can utilize these facilities and participate in offline events. Additionally, the university has established a studio where high-quality video lectures are recorded by faculty members under the guidance of a production team.</p>

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6.	Learning Environment and Learner Support	CDOE provides extensive support to its students, such as access to a comprehensive e-Library with over 300,000 e-books, journals and course-related articles available 24/7. Students can also utilize the SWAYAM Portal for round-the-clock access to e-content. AI AI-proctored examination software ensures secure online exams. Throughout the academic year, CDOE provides training on various online platforms and continuous 24/7 IT support. Students are also benefitted by engaging themselves with national and international experts through webinars, workshops, and debates. Additionally, CDOE ensures students have constant access to the Student Facilitation Centre (SFC), which includes a help desk and a dedicated chatbot for addressing queries related to admissions, academics, and administration.
7.	Assessment and Evaluation	Questions papers, assignments, quizzes and other assessments are designed to take care of mapping with course outcome & programme outcomes. CDOE has an approved evaluation mechanism for sessional & end semester examination which is also uploaded on website.
8.	Teaching and Development Quality Staff	<p>CDOE has assembled a dedicated team of faculty committed to delivering excellent content and instruction to students. The department fosters continuous professional development by offering opportunities for teachers to attend workshops, conferences, and seminars, ensuring they remain updated on the latest educational trends and teaching methodologies.</p> <p>At CDOE, there is a culture of peer observation and feedback overseen by the Director to enhance academic work. Faculty members are motivated to incorporate technology into their teaching methods to increase engagement and facilitate interactive learning experiences. The department promotes student-centered teaching approaches that foster critical thinking, problem-solving skills, and active participation in the learning process. The organizational structure clearly outlines responsibility matrices for each operational level and program.</p>

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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 online programmes
1.	Academic Planning	The academic calendar is always published at the beginning of every semester and shall be made available on the website as a standard practice. All classes, examinations, trainings and outreach activities shall be organized in accordance with the approved academic calendar during the entire semester.
2.	Validation	Prior to program implementation, curriculum booklets undergo an approval process by the Board of Studies, Board of Faculty, and subsequently the Academic Council. The e-content, designed on a four-quadrant approach, also receives an approval from the competent authority. Additionally, the fee structure and scholarship policy are duly sanctioned by the Executive Council. In essence, all academic documents undergo comprehensive approval by the appropriate statutory bodies prior to their implementation.
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centers b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	<p>The MRHRS campus serves as the exclusive examination center for online programs, subject to regular monitoring and oversight by the Director, Controller of Examinations, and appointed observers. Examinations are conducted using remote proctoring platform with all sessions recorded for review. Daily examination reports are submitted to the Controller of Examinations after scrutiny by observers and supervisors.</p> <p>Comprehensive evaluation reports from examiners are submitted to the Controller of Examinations for thorough review and final approval.</p> <p>The Academic Audit has been conducted for each academic year i.e 2021-22, 2022-23 and 2023-24 as per the scheduled calendar.</p>

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Part – III: Human Resources and Infrastructural Requirements

1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Prof.(Dr.) Shaveta Bhatia, Director-CDOE, Regular Employee, Ph.D(Computer Science), Salary= 139332/- per month
Appointment letter & Joining report is attached as Annexure III.1

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. Garima Sharma, Associate Professor, Regular Employee, Ph.D(Mathematics), Salary= 95000/- per month
Appointment letter & Joining report is attached as Annexure III.2

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

Dr. Mridula Batra, Associate Professor, Regular Employee, Ph.D- Computer Applications, Salary- Rs. 105527/- per month.
Appointment letter & Joining report is attached as Annexure III.3

4 Compliance status in respect of Human Resource – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

It 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:

CDOE at MRIIRS follows the recruitment process of teaching and non- teaching staff as per the guidelines issued by the UGC-DEB. The complete details of the Programme Coordinators, Course Coordinators, Mentors, Administrative staff, Technical Support Staff are mentioned below.

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i. Programme name:

a. Programme Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining Programme
1.	Ms. Ruchika Sahu, Programme Coordinator- BA (H) Economics	M.Com, B.Com, UGC-NET	1.5 Years	Regular (Rs. 55,000)	24th June, 2024
2.	Mr. Tafheem Bashir, Programme Coordinator- BBA	Pursuing Ph.D, MBA, BBA	10.5 Years	Regular (Rs. 80,000)	3 rd Aug, 2022
3.	Dr. Anita, Programme Coordinator- MA Economics	Ph.D, MA (Economics)	1.5 Years	Regular (Rs. 41,560)	17th Nov, 2023
4.	Dr. Garima Sharma, Programme Coordinator- BCA	Ph.D, MSc.	12 Years	Regular (Rs. 95,000)	11 th Dec, 2023
5.	Ms. Amrisha, Programme Coordinator- B.Com	Pursuing Ph. D, MBA	7 Years	Regular (Rs. 57,000)	18th Mar 2024
6.	Dr. Mridula Batra, Programme Coordinator- MCA	Ph.D (Computer Science), MPhil, MCA	20 years	Regular (Rs. 1,05,527)	1 st June, 2021
7.	Dr. Soma Arora, Programme Coordinator- MBA	Ph.D, MBA	17 Years	Regular (Rs. 1,35,000)	1 st April, 2022
8.	Ms. Nidhi Kataria, Programme Coordinator- M.Com	Pursuing Ph.D, M.COM, B.COM	6.5 Years	Regular (Rs. 60,000)	5 th June 2023
9.	Ms. Deepali Seth, Programme Coordinator- BA (H) English	Pursuing Ph.D, MA English	7.5 Years	Regular (Rs. 65,000)	23 rd Nov 2023
10.	Ms. Sneha, Programme Coordinator- MA English	Pursuing Ph.D, MCA, BSc. (H)	6 Years	Regular (Rs. 90,000)	01st Mar, 2024

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b. Course Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining Programme
1.	Dr. Shaveta Bhatia, Professor	Ph.D(Computer Science)	21 Years	Regular (Rs. 1,23,331)	10 th Oct, 2020
2.	Dr. Soma Arora, Professor	Ph.D, MBA	17 Years	Regular (Rs. 1,35,000)	1 st April, 2022
3.	Dr. Mridula Batra, Associate Professor	Ph.D (Computer Science), MPhil, MCA	21 years	Regular (Rs. 1,05,527)	1 st June, 2021
4.	Dr. Sahil Malik, Programme Assistant Professor	Ph.D, M.Com	4 Years	Regular (Rs. 65,000)	1 st Sep. 2022
5.	Mr. Talheem Bashir, Assistant Professor	Pursuing Ph.D, MBA, BBA	10.5 Years	Regular (Rs. 80,000)	3 rd Aug. 2022
6.	Mr. Amit Chatterjee, Assistant Professor	Pursuing Ph.D, M.Phil, JRF, MA (Economics)	6 Years	Regular (Rs. 75,000)	26 th Sep, 2022
7.	Ms. Sneha, Assistant Professor	Pursuing Ph.D, MCA, BSc.(H)	6 Years	Regular (Rs. 90,000)	01 Mar, 2024
8.	Ms. Neha Thakur, Assistant Professor	M.Com, B.Com	7 Years	Regular (Rs. 64,000)	19 th Sep, 2022
9.	Mr. Amit Kumar, Assistant Professor	CS, MBA, M.COM	13 Years	Regular (Rs. 87,000)	1 st June, 2021
10.	Dr. Preeti Chhabra, Associate Professor	Ph.D	13 Years	Regular (Rs. 65,971)	1 st June, 2021
11.	Dr. Aarti Saxena, Associate Professor	Ph.D	16 Years	Regular (Rs. 75,000)	10 th Jul, 2023
12.	Ms. Riya, Assistant Professor	Pursuing PhD	4 Years	Regular (Rs. 50,000)	9 th Jan, 2024
13.	Dr. Amna, Assistant Professor	Ph.D	15 Years	Regular (Rs. 75,000)	8 th Jul, 2023

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	Dr. Shilpa Arora, Associate Professor	Ph.D	14.5 Years	Regular (Rs.1,05,000)	2 nd Feb, 2023
15.	Ms. Usha, Assistant Professor	Pursuing PhD, MSc. Mathematics	3 Years	Regular (Rs. 54,000)	10 th Jul, 2023
16.	Ms. Ruchika Sahu, Assistant Professor	M.Com, B.Com, UGC-NET	1.5 Years	Regular (Rs. 55,000)	24 th June, 2024
17.	Mr. Akshay, Assistant Professor	MCA, BCA	4 Years	Regular (Rs. 84,000)	14 Dec, 2023
18.	Dr. Garima Sharma, Assistant Professor	PhD, MSc.	12 Years	Regular (Rs. 95,000)	11 th Dec, 2023
19.	Ms. Amrisha, Assistant Professor	Pursuing PhD, MBA	7 Years	Regular (Rs. 57,000)	18 th Mar, 2024
20.	Dr. Anil Kumar, Professor	Ph.D, M.Phil, MSc.	23 Years	Rs. 1500 per hour	20 th Sep, 2023
21.	Dr. Jaykesh Giri	Ph.D, M.Phil, MSc.	23 Years	Rs. 1500 per hour- PG Rs. 1200 per hour- UG	20 th Sep, 2023
22.	Dr. Sudhir Kumar Sharma	Ph.D, M.Tech, MSc.	24 Years	Rs. 1500 per hour	20 th Sep, 2023
23.	Ms. Chinar Khatri, Assistant Professor	Pursuing PhD, MA English	1 Year	Rs. 800 per hour	16 th Aug, 2023
24.	Dr. Kajal Chaudhary, Assistant Professor	Ph.D, MA English	2 Years	Rs. 800 per hour	16 th Aug, 2023
25.	Ms. Priyanka Sharma, Assistant Professor	Pursuing PhD, MCA	11 Years	Rs. 800 per hour	16 th Aug, 2023
26.	Ms. Neha Sewal, Assistant Professor	Pursuing PhD, M.Tech	11 Years	Rs. 800 per hour	16 th Aug, 2023
27.	Ms. Divya Jain, Assistant Professor	Pursuing PhD, MA	3 Years	Rs. 800 per hour	28 th Aug, 2023
28.	Dr. Suruchi Satsangi	Ph.D, M.Phil, M.Com	5 Years	Rs. 1500 per hour	4 th Oct, 2023

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	Ms. Bharti Bisht, Assistant Professor	Pursuing PhD,M.C.A.	8 Years	Rs. 800 per hour	4 th Jan ,2024
30.	Dr. Anu Chopra	Ph.D,M.Com,M.A.(Eco)	15 Years	Rs. 1100 per hour	28 th Aug, 2023
31.	Ms. Shivangi Chawla, Assistant Professor	M.A Eco,	1 Year	Rs. 800 per hour	6 th Mar ,2024
32.	Ms. Muskan Arora, Assistant Professor	Pursuing PhD,M.Com	1 Year	Rs. 800 per hour	18 th Mar, 2024
33.	Ms. Asma Anjum, Assistant Professor	Pursuing PhD,M.Com,UGC-NET	8 Years	Rs. 800 per hour	18 th Mar, 2024
34.	Ms. Aditi Mohan, Assistant Professor	Pursuing PhD,M.B.A	6 Years	Rs. 800 per hour	18 th Mar, 2024
35.	Ms. Nitya Krishna, Assistant Professor	M.B.A.,B.A	7 Years	Rs. 800 per hour	18 th Mar, 2024
36.	Dr. Anita, Assistant Professor	Ph.D, MA (Economics)	1.5 Years	Regular (Rs. 41,560)	17 th Nov,2023
37.	Ms. Nidhi Kataria, Assistant Professor	Pursuing Ph.D, M.COM, B.COM	6.5 Years	Regular (Rs. 60,000)	5 th June 2023
38.	Ms. Gurpriya Sadana, Assistant Professor	Pursuing Ph.D, M.A.(Eco)	2 Years	Regular (Rs. 65,000)	4 th Dec, 2023
39.	Mr. Anil Chopra, Professor of Practice	MBA	40 Years	Rs. 3500 per hour	1 st Nov, 2022
40.	Mr. Abhishek Bhattacharya, Professor of Practice	MBA	8 Years	Rs. 3000 per hour	1 st Jan, 2024
41.	Ms. Alpana Srivastava, Professor of Practice	Masters in Psychology	27 Years	Rs. 2500 per hour	10 th Dec, 2022
42.	Mr. Rohit Checker, Professor of Practice	Masters in Hospital Administration	15 Years	Rs. 1100 per hour	10 th Dec, 2022
43.	Mr. Aman Raj Gupta, Professor of Practice	Masters in Hospital Administration, M.Sc.	10 Years	Rs. 1100 per hour	1 st Dec, 2022

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Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining Programme
1.	Dr. Shaveta Bhatia, Professor	Ph.D(Computer Science)	21 Years	Regular (Rs.1, 39332)	10 th Oct,2020
2.	Dr. Soma Arora, Professor	Ph.D, MBA	17 Years	Regular (Rs. 1,35,000)	1 st April, 2022
3.	Dr. Mridula Batra, Associate Professor	Ph.D (Computer Science), MPhil, MCA	21 years	Regular (Rs. 105527)	1 st June, 2021
4.	Dr. Sahil Malik, Programme Assistant Professor	Ph.D, M.Com	4 Years	Regular (Rs. 65,000)	1 st Sep. 2022
5.	Ms. Neha Thakur, Assistant Professor	M.Com, B.Com	7 Years	Regular (Rs. 64,000)	19 th Sep.2022
6.	Dr. Aarti Saxena, Associate Professor	Ph.D	16 Years	Regular (Rs. 75,000)	10 th Jul, 2023
7.	Ms. Riya, Assistant Professor	Pursuing PhD	4 Years	Regular (Rs. 50,000)	9 th Jan, 2024
8.	Dr. Amna, Associate Professor	Ph.D	15 Years	Regular (Rs. 75,000)	8 th Jul, 2023
9.	Dr. Shilpa Arora, Associate Professor	Ph.D	14.5 Years	Regular (Rs. 1,05,000)	2 nd Feb. 2023
10.	Mr. Amit Kumar, Assistant Professor	CS, MBA, M.COM	13 Years	Regular (Rs. 87,000)	1 st June, 2021
11.	Dr. Preeti Chhabra, Associate Professor	Ph.D	13 Years	Regular (Rs. 65,971)	1 st June, 2021
12.	Mr. Akshay, Assistant Professor	MCA, BCA	4 Years	Regular (Rs. 84,000)	14 Dec,2023
13.	Dr. Garima Sharma, Assistant Professor	PhD, MSc.	12 Years	Regular (Rs. 95,000)	11 th Dec. 2023

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14.	Mr. Tafheem Bashir, Assistant Professor	Pursuing Ph.D, MBA, BBA	10.5 Years	Regular 80,000)	(Rs.	3 rd Aug. 2022
15.	Mr. Amit Chatterjee, Assistant Professor	Pursuing Ph.D, M.Phil, JRF, MA (Economics)	6 Years	Regular 75,000)	(Rs.	26 th Sep, 2022
16.	Ms. Sneha, Assistant Professor	Pursuing Ph.D, MCA, BSc.(H)	6 Years	Regular 90,000)	(Rs.	01 March, 2024
17.	Ms. Amrisha, Assistant Professor	Pursuing PhD, MBA	7 Years	Regular 57,000)	(Rs.	18 th Mar ,2024
18.	Ms. Usha, Assistant Professor	Pursuing Ph.D, MSc. Mathematics	3 Years	Regular 54,000)	(Rs.	10 th Jul, 2023
19.	Ms. Ruchika Sahu, Assistant Professor	M.Com, B.Com, UGC-NET	1.5 Years	Regular 55,000)	(Rs.	24 June, 2024
20.	Dr. Sudhir Kumar Sharma	Ph.D, M.Tech, MSc.	24 Years	Rs. 1500 per hour		20 th Sep, 2023
21.	Ms. Nidhi Kataria, Assistant Professor	Pursuing Ph.D, M.COM, B.COM	6.5 Years	Regular 60,000)	(Rs.	5 th June, 2023
22.	Ms. Gurpriya Sadana, Assistant Professor	Pursuing Ph.D, M.A.(Eco)	2 Years	Regular 65,000)	(Rs.	4 th Dec. 2023
23.	Dr. Anita, Assistant Professor	Ph.D, MA (Economics)	1.5 Years	Regular 41,560)	(Rs.	17th Nov,2023

3.5 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

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

(Attach duly attested photocopy of appointment letter with salary details) attached as Annexure III.4

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Number and details of Technical Support for Online Programmes as per Annexure -IV:
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 (per centre)	1
Technical Assistant (LMS and Data Management)	2	2

iii. For Admission and Examination for Online mode:

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

(Attach duly attested photocopy of appointment letter with salary details) Attached as annexure III.5

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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 Yes/No	Complicd	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.	No		CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform through campus only.
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	No		CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform through Campus only.

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6.	Building and grounds of the examination centre must be clean and in good condition.	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform through Campus only.
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform
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	For proctors in the Campus
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform
10.	Safety and security of the examination centre must be ensured	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform.
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	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform.
12.	Provision of drinking water must be made for learners	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform.
13.	Adequate parking must be available near the examination centre	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform.
14.	Facilities for Persons with Disabilities should be available	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform.

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

S. No.	Provisions in Regulations	Whether being 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)	No	CDOE at MRIIRS is conducting exams through Remote Proctoring Online Examination on Mettl Platform.
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iv) of Annexure II)	Yes	

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, proper guidelines have been followed and also been shared with the students along with the datesheet. Guidelines are annexed as annexure IV.1	
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, proper evaluation policy is defined for both Continuous and end semester examination. Domain wise examiners are identified and evaluation is done with a defined methodology and within given timelines. Evaluation policy is annexed as Annexure IV.2	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:	Yes, both formative and summative assessments are conducted. Also, 75% of participation is followed for online students includes live lectures, attending	

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	<p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent, in all the activities of Online programme prior to end semester examination or term end examination.</p>	<p>webinars and workshops, attendance in internal examinations, submission of assignments and quizzes and participation in extracurricular activities.</p>	
4.	<p>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</p>	<p>Yes, the curriculum including courses and their credits are totally mapped with the curriculum of conventional mode. Setting of question papers is also mapped with the format of Conventional mode to achieve desired Course outcome and Blooms taxonomy level.</p>	
5.	<p>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.</p>	<p>Yes, the CDOE at MRIIRS is following the assessment of students as 70% of end semester examination and 30% of Continuous assessment. Sample of question paper is attached as annexure IV.3</p>	
6.	<p>The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments</p>	<p>Yes, Submission of Assessments (subjective or objective) is notified through Notifications option available at SWAYAM Platform. For end sem examination, Mettl platform is used as assessment tool which is notified on website.</p>	
7.	<p>Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card</p>	<p>Yes, Marks obtained in continuous and End Semester examination is separately shown in the grade card. Sample Grade card is attached as Annexure IV.4</p>	
8.	<p>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</p>	<p>Yes, the proper process of examination is issued by the Controller of examination and followed as per the guidelines. The copy of process of examination is attached as Annexure IV.5</p>	

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	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.		
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 examination where Superintendent is the full time faculty of Centre for Distance and Online Education with other team members. The list is uploaded as Annexure IV.6	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes, Examinations are conducted through Remote Proctoring System which is recorded and recordings are available with IT team of CDOE.	
	(b) Availability of biometric system	Not Applicable for Students in Remote Proctoring mode.	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	Yes, the attendances of examinees are checked through Aadhar card or other government identifier along with student Id card issued by CDOE at MRIIRS.	
	(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, the Examination is fully recorded and recordings are available with Examination Superintendent.	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes, MRIIRS is conducting exams through Remote Proctoring Examination on Mettl. Proctoring records will be retained for the period of five years.	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes, Dedicated Observer is assigned. The details are attached herewith as Annexure IV.7	

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	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes, Observer Report is attached as Annexure IV.8	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes, CDOE at MRIIRS conducted examination through AI based Remote Proctoring System with all security arrangements and ensured the transparency and credibility of the examinations.	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	All admitted learners have appeared for Examination through AI proctored examination.	
15.	a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have I. Photograph II. Aadhaar number or other government recognised identifier or Passport number, as applicable, III. Other relevant details of the learner along with the Programme name. (b) Each award shall also be uploaded on the National Academic Depository	Yes, all guidelines of UGC are followed while designing of degree. The Sample of Degree is attached is annexed as annexure IV.9. Yes, MRIIRS has created ABC accounts of all students and awards are uploaded on National Academic Depository.	
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, Samples of backside of grade card and degree is attached as Annexure IV.10.	

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Result and Student Progression
For UG, PG and PGD programmes

Semester beginning	Programme name	No. of Students admitted	No. of Students appeared in exams	No. of Students progressed to next year	% of Students passed	% of Students passed in first class
July, 23 (UG)	BCA (Ist Semester)	29	29	28	66%	55%
	BBA (Ist Semester)	12	12	12	100%	83%
	B.Com (Ist Semester)	07	07	07	71.4%	57%
	BA(H) Economics (Ist Semester)	08	08	03	38%	38%
	BCA (IInd Semester)	37	37	15	41%	38%
	BBA (IInd Semester)	05	05	06	100%	80%
	BA (H) Economics (IInd Semester)	02	02	01	50%	50%
	BCA (IIInd Semester)	60	60	56	82%	70%
	BBA (IIInd Semester)	21	21	21	90%	90%
	B.Com (IIInd Semester)	23	23	23	95%	87%
	BA(H) Economics (IIInd Semester)	15	15	11	67%	67%
	BCA (IVth Semester)	14	14	14	86%	78%
	BBA (IVth Semester)	04	04	04	100%	100%
	B.Com (IVth Semester)	02	02	02	100%	50%
	BA (H) Economics (IVth Semester)	03	03	03	100%	100%
July, 23 (PG)	MBA (Ist Semester)	47	47	48	91%	91%
	MCA (Ist Semester)	16	16	15	94%	94%
	M.COM (Ist Semester)	01	01	01	100%	100%

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MA (Economics) (1st Semester)	01	01	01	100%	100%
MA (English) (1st Semester)	03	03	03	100%	100%
M.COM (IInd Semester)	01	01	01	100%	100%
M.COM (IIIrd Semester)	03	03	03	100%	100%
M.COM (IVth Semester)	01	01	NA	100%	100%

Semester beginning	Programme name	No. of Students admitted	No. of Students appeared in exams	No. of Students progressed to next year	% of Students passed	% of Students passed in first class
Jan, 24 (UG)	BCA (1st Semester)	17	17	16	65%	69%
	BBA (1st Semester)	12	12	12	92%	83%
	B.Com (1st Semester)	01	01	01	0%	0%
	BA(H) Economics (1st Semester)	06	06	06	83%	67%
	BA (H) English (1st Semester)	08	08	08	63%	63%
	BCA (IInd semester)	25	25	24	88%	76%
	BBA (IInd semester)	12	12	12	92%	58%
	B.Com(IInd semester)	07	07	07	57%	43%
	BA (H) Economics (IInd Semester)	03	03	03	100%	100%
	BCA (IIIrd Semester)	20	20	20	90%	75%
	BBA (IIIrd Semester)	06	06	06	83%	67%
	BA(H) Economics (IIIrd Semester)	01	01	01	100%	100%
	BCA (IVth Semester)	56	56	56	93%	80%

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Jan, 24 (PG)	BBA (IVth Semester)	21	21	21	86%	86%
	B.Com (IVth Semester)	23	23	23	78%	61%
	BA (H) Economics (IVth Semester)	11	11	11	100%	91%
	BCA (Vth Semester)	14	14	14	93%	79%
	BBA (Vth Semester)	04	04	04	100%	100%
	B.Com (Vth Semester)	02	02	02	50%	50%
	BA (H) Economics (Vth Semester)	03	03	03	100%	100%
	MBA (Ist Semester)	54	54	54	88%	81%
	MCA (Ist Semester)	07	07	07	100%	71%
	M.COM (Ist Semester)	01	01	01	0%	0%
	MA (Economics) (Ist Semester)	01	01	01	100%	100%
	MA (English) (Ist Semester)	03	03	03	67%	67%
	MBA (IIInd Semester)	48	48	48	94%	77%
	MCA (IIInd Semester)	15	15	15	100%	93%
	M.COM (IIInd Semester)	01	01	01	100%	100%
	MA (Economics) (IIInd Semester)	01	01	01	100%	100%
	MA (English) (IIInd Semester)	03	03	03	100%	100%
		01	01	01	100%	100%
	M.COM (IIIrd Semester)					
		03	03	03	100%	100%
	M.COM (IVth Semester)					

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.

Programme project Reports are prepared as per the guidelines issued by the regulations of UGC and approved by the academic council of the university. One sample of Programme Project Report for Online MA –English programme introduced in AY 2023-24 is annexed as Annexure V.1

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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.

CDOE, under the aegis of MRIIRS deploys 4-Quadrant Approach quadrupled into e-tutorial delivery, e-Content uploading, Discussion forum handling and Assessments. In order to match the high quality requirements laid by the SWAYAM guidelines, the course material has been meticulously designed and developed by the subject experts and professionals. The course coordinators prepare the video and audio content in an organized and well-structured manner as per the Syllabi topics and units. The video demonstrations are kept lucid and are presented in the form of animations and diagrams along with the transcription of the video that enables a better grasp and understanding of the topic. There is a formally designated e-platform where the doubts are taken up and resorted to with maximum student satisfaction. The Assessment scheme is also programmed along the lines of 4-quadrant approach with the mapping of course outcomes and learning outcomes where the evaluation take place in the form of Multiple Choice Questions, Short Answer Questions, Long Answer Questions, Quizzes, Practical Questions, Presentations, Assignments and solutions etc.

Sample of one course: "Critical Theory: From Plato to Arnold" having four-quadrant approach is annexed as Annexure V.2.

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

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

It is a regular practice to ensure that self-learning material should incline towards clear objectives, intended learning outcomes, study help and suggestions for learners on how to use the material most effectively. The SLMs are self-explanatory, self-contained, illustrated, simple to understand, and organized in the form of units as per the curriculum structure. The Performa of the SLM is well structured comprising of course description, objectives, activities, assignments, and further resources and book references. The competent authority ensures that SLMs are delivered in an interactive, conversational style using dialogue and a unique writing system to foster more interactive culture amongst the learners. All SLMs are evaluated and approved by the respective Programme Coordinators and the competent authority. Also, the revisions and suggestions are suitably incorporated on a periodic basis to maintain the benchmarks

Sample of Self Learning Material is annexed as annexure V.3.

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Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

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

SWAYAM Portal provides a delivery mechanism to MRIIRS online learners at CDOE. The portal enables us to segment an entire syllabus of a course into module-based and week-wise basis. Each module consists of Self-Learning Material for the students along with multimedia content in form of recorded audio-video lectures. In addition, students can assess their understanding by attempting objective-based tests and quizzes, which indicates the detailed explanation to the questions. For encouraging higher order thinking skill (HOTS) among the students, advanced level questions are included in the assignments, which are attempted and the answers are uploaded on the platform in a given period for further evaluation by the respective faculty.

Copy of approval of Learning platform –Swayam approved by statutory body and links for AY 2023-24 are attached as annexure VI.1

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

Not Applicable

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6.2 Compliance status in respect of the Programme delivery

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

A well-defined and proper mechanism has been put in place to ensure that programme delivery takes place according to the provisions and regulations of the UGC Mandate. The course is carried out in the 4 quadrants approach. Besides this, due weightage of each course is given according to the credit of the respective course in terms of asynchronous and synchronous comprising of interactive sessions/webinars/live sessions and discussion forum as well.

Apart from this, study plan has also been followed for e-Tutorial hours and e-Content hours as prescribed by the regulations. A provision of self-study hours has also been kept for the students. The total hours for each course are then duly calculated as per the credit requirement of the respective course to ensure the overall smooth delivery of programme.

The course material and delivery are methodically planned and displayed by the respective course coordinators, as per the benchmarks stated by SWAYAM guidelines. The course coordinators formulate the video and audio content in an ordered and well-structured manner as per the curriculum structure and units.

Centre for Distance and Online Education makes sure the preparation of high-quality self-Learning Material (SLM) and e-learning resources for online learning. SLM is explicitly directed towards clear goals, stated learning outcomes, guidance and propositions for the learners on the optimum utilization of the E-learning resources

5.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N: Yes

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)
Session (July- Dec, 23)							
1.	BA (H) Economics IVth Sem	The Complete Job Interviewing Skills Master class Course	UDEMY (OER)	MRIIRS	24 Hrs.	2 Credits	14%
2.	BCA, B.Com Ist Sem, BCA, BA (H) Economics IInd Sem, BCA, B.Com IVth Sem	The Complete Powerpoint and Presentation Skills Masterclass	UDEMY (OER)	MRIIRS	36 Hrs.	3 credits	10%

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3.	BCA, BBA, BA(H) Economics, MCA, MBA, MA (English) Ist Sem, BBA, M.Com IInd Sem, BBA, BA (H) Economics, M.Com IIIrd Sem, BBA, B.Com, M.Com 4th Sem	The Complete Personal Development Course-22 Courses in 1	UDEMY (OER)	MRIIRS	48 Hrs.	4 credits	11%
4.	BCA, BBA, B.Com Ist Sem, BBA, M.Com IInd Sem, BBA IIIrd Sem, BBA, M.Com IVth Sem	Meditation for Personal Resilience and Peak Performance	UDEMY (OER)	MRIIRS	48 Hrs.	4 credits	10%
5.	BA(H) Economics, M.Com IInd Sem	Business Analysis "A-Z" Master Class	UDEMY (OER)	MRIIRS	36 Hrs	3 credits	12%
6.	B.Com Ist Sem, BA (H) Economics IInd Sem, B.Com IVth Sem	Leadership Skills for Inspiration in Life & Work	UDEMY (OER)	MRIIRS	36 Hrs	3 credits	12%
Session (Jan- June, 24)							
7.	BCA, BA (H) English, MBA, MCA Ist Sem, MBA, MA (English) IInd Sem, BBA IIIrd Sem (Jan, 23 Batch)	Master Digital Transformation	LinkedIn Learning	MRIIRS	24 Hrs.	4 credits	11%
8.	BA (H) English Ist Sem, BCA, MA (English) IInd Sem , BA (H) Economics IVth Sem, BBA Vth Sem	Become a Data Analyst	LinkedIn Learning	MRIIRS	24 Hrs.	4 credits	12%
9.	BCA Ist Sem, BCA, BA (H) Economics) IIIrd Sem, BA (H) Economics Vth Sem	Prepare for the Excel Expert- Office Specialist	LinkedIn Learning	MRIIRS	24 Hrs.	2 credits	10%

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Upload approval of statutory authorities of the Higher Educational Institution:
The copy of approval of academic council for the above courses is attached annexure VI.2

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
	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, copy of joint declaration is attached as annexure VII	

Uploading of the following on HEI website (Mention link)

	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 Link: https://manavrachnaonline.com/filedocs/CIQA_REPO_RT_22-23/Establishment-Act-of-offering-online-program%20(1).pdf	
	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes Link for Commission order received from UGC https://manavrachnaonline.com/filedocs/CIQA%2023-2024/UGC%20Commission%20&%20Approval	
	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 Brochure of AY-2023-24 https://manavrachnaonline.com/wp-content/uploads/2024/02/Online-Brochure-2024-1.pdf	

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Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programmewise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule

Yes, Programme Details of 10 programmes of session 2023-24 is uploaded on website.

BBA

https://manavrachnaonline.com/filedocs/BBA/BBA-GENERAL-BOOKLET_July-2023_Booklet.pdf

BCom

<https://manavrachnaonline.com/filedocs/Bcom/B.Com-Curriculum-Booklet-July-23-Final-1.pdf>

BA (H) Economics

https://manavrachnaonline.com/filedocs/BA_ECO/BA-H-Economics-Curriculum_23-26_17th-August.pdf

BCA

<https://manavrachnaonline.com/filedocs/BCA/BCA-2023-Curriculum.pdf>

MCom

<https://manavrachnaonline.com/filedocs/MCOM/MCO-M%20Booklet>

BA (H) English

https://manavrachnaonline.com/filedocs/BA-English/B.A-Hons-English_2023-26.pdf

MA English

<https://manavrachnaonline.com/filedocs/Ma%20english/Online-M.A-English-curriculum-booklet-2022-24.pdf>

MA Economics

<https://manavrachnaonline.com/filedocs/MA%20ECO/MA%20Economics-Booklet%20pdf>

MBA

<https://manavrachnaonline.com/filedocs/MBA/MBA%20Course%20Booklet.pdf>

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		MCA https://manavrachnaonline.com/filedocs/MCA/Online%20MCA%202023%20Booklet.pdf	
	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes, complete admission and examination schedule is uploaded on website: Links https://manavrachnaonline.com/student-onboarding-process/	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	The online programmes are developed based on current and future market trends, with the objectives aligned to course outcomes and programme outcomes. The delivery includes non-synchronous mode via Swayam Portal and synchronous mode through live lectures. The Centre for Internal Quality Assurance ensures the quality of academic content, assessments, examination and gathers learner feedback to monitor performance.	
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 July 2023 Feedback Report https://manavrachnaonline.com/filedocs/CIQA%2023-2024/July%2023%20-%20feedback.pdf Jan 2024 Feedback Report https://manavrachnaonline.com/filedocs/CIQA%2023-2024/jan%2024%20-%20feedback.pdf	
9.	Information regarding all the programmes recognised by the Commission	YES Please find the below page link where you will find all 10 programme details offered by CDOE AY-2023-24 https://manavrachnaonline.com/programmes-offered-2/	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes, Programme wise details of students are uploaded on website. July 2023 Batch Student Detail-	

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		https://manavrachnaonline.com/filedocs/CIQA%2023-2024/Student%20enrollment%20July%2023.pdf Jan 2024 Batch Student Details- https://manavrachnaonline.com/filedocs/CIQA%2023-2024/Student%20enrollment%20jan%2024.pdf	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes	Yes Link: https://manavrachnaonline.com/filedocs/CIQA%2023-2024/Faculty%20Details%20with%20Swayam%20link.pdf	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes, FAQs are available on website. https://manavrachnaonline.com/faqs-3/	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Not Applicable	Exams are conducted through Remote Proctoring System
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes, examinations are conducted through Mett Platform. Link: https://manavrachnaonline.com/mettl-ai-proctoring/	
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, the Academic Calendar for AY 2023-24 is uploaded on website. Links: Batch July 2023- https://manavrachnaonline.com/filedocs/CIQA%2023-2024/academic%20calendar%20July%2023%20ug%20pg.pdf	

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	Batch Jan 2024 https://manavrachnaonline.com/filedocs/CIQA%2023-2024/academic%20calendar%20jan%2024%20ug,%20pg.pdf	
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. Audit report for AY 2023-24 is uploaded on website. Link: https://manavrachnaonline.com/filedocs/CIQA%2023-2024/Audit%20Report%202023-24.pdf	

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes, Complied with all enrollments did post approval.
2.	Higher Educational Institution shall, for admission in respect of any programme in online mode. accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution	Yes, fee details for AY 2023-24 is uploaded on website. Copy is attached as annexure VIII Link: https://manavrachnaonline.com/filedocs/CIQA%2023-2024/Student%20fee%20details.pdf
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes

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	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 sr. no. '8(a)' to '8(k)' below	
8.	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
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
c.	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
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
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
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
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

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	Pay and other emoluments payable for each category of teachers and other employees	Yes
	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	No, Not applicable for Online Programmes.
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
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, information specified in point no. 8 is published on website.
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	Yes

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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

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 Yes

Part – IX: Grievance Redressal Mechanism

0.1 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.

At Centre for Distance and Online Education (CDOE), a grievance committee has been duly constituted with members to oversee and resolve student's grievances within a stipulated time. The committee's main function is to ensure that the student issues are identified with best resolution to ensure the smooth journey of students. The constitution of Grievance committee and grievance report of academic year for 2023-24 is uploaded on website. Copy of Grievance report of AY 2023-24 is attached as annexure IX

0.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
13	13

0.3 Complaint Handling Mechanism

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

The Complaint Handling mechanism for the as per the guidelines of UGC DEB has been uploaded on the website at the below link:
 • <https://manavrachnaonline.com/complaint-handling-mechanism/>
 The details of the Committee- Composition, Members Details and its Proceedings have also been available on the website

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Details of Complaints received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1 Innovations introduced during the academic year

- Aligned with CDOE's vision at MRIIRS to bridge the academia-industry gap, the Centre hosted numerous webinars featuring industrial experts and international professors throughout the academic year 2023-24.
- Additionally, various events such as freshers' party, open-house quizzes, debates and presentations were organized, encouraging students from diverse disciplines to showcase their academic and extracurricular talents.
- The Centre published its inaugural newsletter to foster student contributions, including articles highlighting their expertise, success stories, and achievements in professional careers and extracurricular activities.
- Mentors provided guidance to 3rd year students for writing research papers.
- Professional development courses have been introduced in the curriculum including discussions and personal interviews to prepare the students for placements.
- Special focus on Placements and Internships

0.2 Best Practices of the HEI

Multidisciplinary Approach: CDOE believes and provides multidisciplinary approach for the students to shape their career inside and outside their domain of education and to meet the evolving needs of the society. In multidisciplinary approach, students are inspired to select diverged courses from different disciplines to expand their knowledge, discover themselves through creative thinking and learn the skills of collaboration.

Quality: CDOE provides quality programmes to those students who are not able to draw benefits from conventional system of education. It follows Choice Based Credit System (CBCS) with an enriched and wide basket of Elective Courses including Discipline Electives, Generic Electives, Open Electives and Industrial Training. The course work is supplemented by invited lectures from eminent persons from academics and experts from industries. Soft skills' training is provided to make students recruitment ready for job opportunities in IT industries and other enterprises.

In pursuit of academic excellence, the Centre ensures the flow of e-content and multimedia content pass-through quality checks with raised parameters. This keeps a constant check on the sync of asynchronous and synchronous lectures while ensuring that appropriate pedagogical features have been embedded in the e-content. Besides this, the Centre takes utmost care to update the

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ment as per the dynamics of the real world with the approval of BOS, BOF and Academic Council.

Webinars and Talks by International Experts: With the motive of providing competitive edge to the learners. CDOE has been rigorous in conducting webinars and lecture sessions by the International and Industry experts throughout the academic year. This equips the students to know what is actually happening in the real world and prepare themselves as per the future trends and demands. The following is a gist of such webinars:

- "Impact of Emerging technologies and trends in AI_ML_Data Analytics Cloud: Security and Challenges Perspective" for the students of various domains, led by the distinguished expert Dr. K.K. Pandian on 30th September 2023.
- "Impact of Emerging Technologies and Trends in AI, ML, Data Analytics, Cloud: Security and Challenges Perspective" on September 30, 2023. Led by expert Dr. K.K. Pandian.
- Career, Communication and Interview Techniques on 28th October 2023, the resource person for the webinar was Mr. Alok Kumar a Speaker, Corporate Trainer, NLP Practitioner and IAS Coach.
- "Career Opportunities in Business Intelligence and Data Analytics" on November 4, 2023, by Prof. Gaurav Shekhar, Assistant Dean at the Naveen Jindal School of Management.
- "Applications of the Internet of Things in Mushroom Farm Management" on February 10, 2024, led by expert Mohamed Rawidean Mohd Kassim.
- ACADEMIC WRITING, Feb. 17, 2024, led by Dr. Vipin Sharma, head of the Planning and Development Unit at Jazan University.
- "Global Career and Educational Opportunities for Students". Dr. Paul Linus Andrews, Associate Dean (International) of Sunway Business School.
- Webinar on "Intersection of Digital Transformation, AI, and IoT" by Mr. Manan Chandna, CPO of Honeywell MMS, Bangalore, on April 6, 2024.
- "Conscious Living for Sustainability" by Mr. Deepak Jain, Chairman of the ESG Committee at Delhi Management Association, on April 13, 2024.

Emotional Connect with the students

Programme Coordinators are 24/7 connected with the students related to their academic and administrative queries. Faculty members as a dedicated mentors are assigned to the students who guide them towards their personal and professional growth.

Events and Co-Curriculum Activities

Fresher's & farewell parties were organized by CDOE where the students participated with full zeal and made it a big success online, students were also issued the digital participation certificates to keep them motivated. The Centre has also hosted numerous events such as debate, quizzes and open-house presentations wherein students across different disciplines participated together.

Few glimpses of best practices of AY 2023-24 is attached as Annexure X.1

10.3 Details of Job Fairs conducted by the HEI

Online Students registered on the Superset-Portal available to the students for their placement process.

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Success Stories of students of Online mode of the HEI

Everyone wishes to be successful in their lives but the meaning of success varies from one person to the other. One can be successful if one puts in the effort and works hard. It is impossible to achieve success and achieve your goals without continuous effort and hard work. The success stories of CDOE students are as follows:

- Parth Lakra, MA ENGLISH - July 2023 Batch, He won the silver medal with a sensational score of (17.85m) in the All India Inter University Athletics Men's Championship (Shot Put) held from 4th to 7th. January 2024 was organized by TNPESU Chennai. Medals Won –
 - ✓ Open National Senior 2023 silver medal
 - ✓ Inter university 2024 silver medal
 - ✓ Khelo India university 2024 games gold medal.
- Sahib Singh (Student of Online B.Com July 2022 Batch) represented MRIIRS in the North-East Inter-University in Athletics (Shot Put) event held from 20th to 23rd December 2022 at KIIT Bhubaneswar and secured a Gold medal secured for the university.
 - ✓ He also secured first place in the All India Inter-University Athletics held in Chennai from March 13-16. 2023.
 - ✓ He has won 4 gold, 6 silver and 3 bronze medals. Recently, he added a silver medal to his treasure at the 26th Federation Cup Senior Athletic Championship 2023, Ranchi.
- Mr. Dibendu Ghosh, (Student of Online MBA- Jan 2022 Batch) has now been promoted from Major Rank to Colonel Rank and is currently posted in South Sudan, Indian Army.
- Mr. Surjeet Singh (Student of Online MBA- Jan 2022 Batch) has been promoted from Personnel Officer to Senior Divisional Personnel Officer at Indian Railways.
- Mr. Mayank Mangraan (Student of Online MCA- Jan 2022 Batch) has been promoted from Technical Assistant to Database Engineer/Software Developer at Indian Biological Data Center, Regional Centre for Biotechnology, Faridabad-Gurugram Road.

0.5 Initiatives taken towards conversion of e-LM into Regional Languages

In process.

0.6 Number of students placed through Campus Placements

In Process

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HEI-P-U-0169
: Manav Rachna International Institute of Research and Studies
: DEEMED TO BE UNIVERSITY

Details of Alumni Cell and its Activity

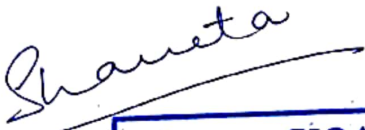
Alumni cell has been formed where 1st batch passed out students of CDOE have been registered.


10.8 Any other Information

CDOE is in process of implementing NEP 2020 policy for online programmes for which MRIIRS has applied for 4- year online degree programmes on UGC-Deb portal.

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-CIQA
Name: Dr. Shaveta Bhatia
Seal:
Date: 30/8/2024


Signature of the Registrar:
Name: Mr. Ramesh Nair
Seal:
Date: 30/8/2024

