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

# 2021-22

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Director-CDOE, MRIIRS

HEAD : HEI-P-U-0169

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

Type of HEI : DEEMED TO BE UNIVERSITY

# Contents

Director-CDOE, MRIIRS

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# Part – I: General Information

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

Notification is uploaded as Annexure I.1

## 1.2 Details of Director, CIQA

- Name Prof.(Dr.) Suresh Kumar
- 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:

a. Composition as per Regulations

| S. No. | Designation | Nomination as | Name and Qualification | Specialization | Date of Nomination in CIQA Committee |
|---|---|---|---|---|---|
| a. | Vice Chancellor of the University | Chairperson | Dr. Sanjay Srivastava, Ph.D(Management) | Cross Cultural Management, Psychometric Profiling, Leadership, Change Management and Qualitative Research | 17/03/21 |
| b. | Three Senior teachers of HEI | Member 1 | Dr. Naresh Grover, Pro-Vice Chancellor, MRIIRS, B.Sc. Engg, M.Tech, Ph.D | Research, Academic Planning, and Coordination, Educational Administration Teaching | 17/03/21 |
| | | Member 2 | Dr. Sarita Sachdeva, ED & Dean Research, MRIIRS, B.Sc. Engg, M.Tech, Ph.D | Bioremediation, Biofuels and Environmental Biotechnology Teaching, Research with Social Outreach | 17/03/21 |
| | | Member 3 | Dr. Pardeep Kumar, Director-Centre for Distance and Online Education, Ph.D in Physics | . OBE, Academic and applied research, Training & Placements | 17/03/21 |
| c. | Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode | Member 4 | Dr. Deepti Dabas Hazarika, Director & HoD PG Mgt Studies, Ph.D | Service design and delivery, Advertising and promotion | 17/03/21 |
| | | Member 5 | Dr. Amit Seth, Director-FCBS,MRIIRS, Ph.D Business Administration | Strategic Management, Marketing and Entreprenuership. | 17/03/21 |
| | | Member 6 | Dr. Anandjit Goswami, Director-FBSS, MRIIRS,Ph.D in Energy Economics | Economic, Policy Modelling, Energy Economics, Energy Policy, Economics of Sustainability, Art and Sustainability Communication & Micro, Macro Economics, | 17/03/21 |

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|---|---|---|---|---|---|---|
| d. | Two External Experts of ODL and/or Online Education | Member 7 | Dr. C.K. Nagpal, Prof, CSE YMCA, Faidabad | Computer Science | | 17/03/21 |
| | | Member 8 | Dr. Meeta Keswani Mehra, Prof, Centre for International Trade & Development, JNU, ND | Economics | | 17/03/21 |
| e. | Officials from departments of HEI | Member 9 Administration | Sh. R.K Arora, Registrar, MRIIRS; BA LLB, M.Phil (Political Science) | Administration | | 17/03/21 |
| | Administration Finance | Member 10 Finance | Sh. Santosh Jha, CFO, MRIIRS | Finance | | 17/03/21 |
| f. | Director, CIQA | Member Secretary | Dr. Suresh Kumar, Professor Ph.D(Computer Science) | Networking and Machine Learning | | 17/03/21 |

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

Not Applicable, 2 Years will complete on March 2023

### 1.4 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 | 10-09-2021 | 2 | UPLOAD | UPLOAD(Annexure I.3) |
| Meeting 2 | 17-05-2022 | 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/Regu latory authority (if required) | Number of students admitted (Male/ Female/ Trans-gender) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | M | F | TG | Total |
| 1. N. | | | | | Not Applicable | | | | | | |

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1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programm 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 |
| 1. N. | Not Applicable | | | | | | | | | | |

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 |
| 1. | Not Applicable | | | | | | | | | |

1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:
For (JAN,2022) 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 | | Rs. 50,000/- | | 3 | - | - | 3 |
| 2 | B.Com | 3 | 120 | Passed in 10+2 or its equivalent Examination | Rs. 50,000/- | Letter no. F.No. 2022-23/2020(DEB-I) Dated: 21 Feb,2022 | 2 | 1 | - | 3 |
| 3. | BBA | 3 | 120 | | Rs. 60,000/- | | 3 | - | - | 3 |
| 4. | BCA | 3 | 120 | | Rs. 65,000/- | | 15 | 1 | - | 16 |

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1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:
From JAN, 2022 academic session: TO BE EXTRACTED FROM WEBPORTAL

| Sr. No. | Post-graduate Degree Title | Duration (years) | No. of Credits | Admission Eligibility | Fee (Rs.) | UGC Recognition Letter No. and date | Number of students admitted (Male/Female/Trans-gender) | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | M | F | TG | Total |
| 1. | M.COM | 2 | 80 | Passed in Graduation Degree (B.Com , BBA (any stream) or BA-Economics) from a recognized University | Rs. 50,000/- | | - | 1 | - | 1 |
| 2. | MBA | 2 | 102 | Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. | Rs. 90,000/- | | 9 | 14 | - | 23 |
| 3. | MCA | 2 | 80 | Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. | Rs. 90,000/- | Letter no. F.No. 2022-23/2020(DEB-I) Dated: 21 Feb,2022 | 7 | - | - | 7 |

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Registrar

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Director-CDOE, MRIIRS

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

2.1 Action taken on the functions of CIQA:-

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome thereof (Not more than 500 words) |
|---|---|---|
| 1. | Quality maintained in the services provided to the learners | Considering the absence of physical contact with students in the online delivery of courses, CDOE gives much weightage to building an emotional connect with the students. To maintain the quality of the services provided to the students, CDOE ensures e-learning material should be easily accessible to them and also has a proper mechanism so that students can easily understand and access the resources from e-library, website and SWAYAM portal. A proper training for the same is provided by IT team. A dedicated SFC team is available 24/7 to address to the student's queries related to Academics, Admissions & Administration related work. For each programme, dedicated programme coordinators are allocated to make an emotional connect with the students. They also act as their Academic guides.<br>Apart from above, IT team of CDOE is active 24/7 and ensures that Academic Calendar, Date sheets, Orientation Programme schedule, Results, curriculum, time table for live lectures, fee details , details of extra-curricular activities and any other updates are uploaded on website at regular basis. |
| 2. | Self-evaluative and reflective exercise undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution. | It is a regular practice of CDOE to audit the Videos, Power Point Presentations, Self-learning material on regular basis. Proper guidance and training have been provided to faculty members to create quality based content. It is also ensured that Course outcome mapping and programme outcome mapping should be done as per the objectives of respective programmes. Faculty members are motivated to attend faculty development programmes and workshops to enhance their skills and knowledge. CDOE also organize workshops and webinars on regular basis for faculty members for their professional development. |

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|---|---|---|
| 3. | Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality | Teaching and learning process is the most important key area that has been taken care by Centre for Distance and Online Education. Training programmes are organized for the faculty members to maintain the standards of evaluation as per the policy of the University. The faculty members are motivated to publish papers in reputed International/ National Journals & conferences & also to prepare good research proposals. Further, they are advised to guide PG students for research work. |
| 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) | The course curriculum is 100% in synchronization with the conventional mode of learning. The courses, syllabus and credits of online education is mapped with the conventional mode of education. Highly qualified faculties with good teaching experience are recruited in online education in order to provide best teaching to the students. The syllabus of course outcome and programme outcome is done as per blooms taxanomy level. Webinars delivered by International Professors and Industry experts to online students not only provides value addition to the students rather helps them to know the Industry in a better manner. |
| 5. | Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement. | As a regular practice of CDOE, Mid semester Feedback and End Semester Feedback from various stake holders such as students and faculty members has been taken place. Then, Feedback analysis is done on the basis of Curriculum and Learning Platform on various parameters by the members of Feedback committee. The committee ensures to take rigorous action on the issues and the suggestions given by the stake holders on priority basis. A dedicated Student Facilitation Centre(SFC) team is available 24*7 to address the issues of students making sure of resolving them in a defined time. The feedback analysis report is regularly uploaded on website. |
| 6. | Measures suggested to the Authorities of Higher Educational Institution for qualitative improvement | The University is in the process of introducing new degree Programmes and certifications for the students that will lead to provide more meaningful skill oriented programmes to them which in turn will help them in getting the jobs in their desired area of interest/domain and also will help them in becoming an entrepreneur or Industry expert. |
| 7. | Implementation of its recommendations through periodic reviews | The New proposed programmes and Certifications are accessed by Department Academic Committee. After going through the syllabus with reference to current Industry requirements and taking feedback from externals experts, the proposal is forwarded to Board of Studies and Board of Faculty for further recommendations and Suggestions. Then the same is put up in Academic Council for further suggestions by the house and final approval. |

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| 8. | Workshops/seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. | As a regular practice, CDOE has organized Expert talks, workshops & trainings for the faculty members and students in the various wide areas such as Innovation and Incubation, Idea to Startup. Success by Design & not by chance, Career opportunities and Placements, Application of Input output framework in Economic policy, Rethinking Energy-Poverty and Best Practices, Intellectual property Rights and training on Learning Platform & 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 all concerned in Higher Educational Institution | From student admission queries to the completion of the course, CDOE ensures that the best practices are followed in the creation of a friendly and supportive environment for the students. Best Practices followed by the department are multi-disciplinary approach to shape the career of the students, academic flexibility ,choice based credit system, learning from Industry Experts and International professors, Mentor-Mentee Approach, Grievance Redressal Cell, Feedback Analysis Committee, dedicated student facilitation centre and IT Team & Emotional Connect with students. This helps the students to discover themselves through creative thinking which helps them to lead in a more diverse community. |
| 10. | Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s). | The complete statistics regarding Admissions, attendance in live lectures, maintaining records of live lectures & recordings of faculty members, maintaining records of Internal and external examination including datasheets, attendance, evaluation of answer sheets ,records of open house, results & the grades are available with Director , Deputy Director & Exam Superintendent with security arrangements. |
| 11. | Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme | The Programme Project reports are prepared as per the norms and guidelines prescribed by the commission and same has been pre-approved by the Programme Coordinators, followed by Deputy Director & Director & further by further approved by the members of Academic Council. |

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| 12. | Mechanism to ensure the proper implementation of Programme Project Reports | The Academic Calendar, curriculum, fee structure, examination & evaluation mechanism has been implemented as per programme project reports. Proper mechanism has put in place by constituting various committees to ensure the implementation of PPR. |
|-----|------|------|
| 13. | Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports. | As per CDOE, Ist session commenced from Jan 2022 & this is the first Annual report prepared by the department. The report is reviewed and approved by the statutory body and is uploaded on the website. |
| 14. | Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market. | On the basis of feedback taken from Various stakeholders, senior academicians and Industry experts , the step will be taken to enrich the curriculum with set of elective baskets and collaboration with various academic partners to provide Industry oriented curriculum to the students. |
| 15. | Facilitated system based research on ways of creating learner centric environment and to bring about Qualitative change in the entire system. | CDOE has a vision to establish a student centric system wherein teaching learning process is enhanced through innovative methods and pedagogy to facilitate development of the each and every student. The research oriented subjects have been incorporated in the curriculum to provide research based skills to the students. |
| 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 International Institute of Research & Studies(Deemed to be University),Faridabad has been accredited with a CGPA of 3.53 with "A++" grade  by the National Assessment and Accreditation Council (NAAC) valid for period of 5 years with effect from 20th Feb, 2023. |
| 17. | Measures adopted  to ensure Internalization and institutionalization of quality enhancement practices through periodic accreditation and audit. | Periodic Academic Audit take place every year and Ist Annual Academic Audit of CDOE has taken place on 7th Sep,2022 for Academic Year 2021-22. Proper action has been taken on the suggestions given by experts. The report is uploaded on website. |

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| 18. | Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines | Yes, Director-CDOE and Deputy Director-CDOE are coordinating with the commission on regular basis regarding the discussion on various initiatives taken by department on the basis of guidelines issued by the commission to maintain quality standards. |
|---|---|---|
| 19. | Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices. | CDOE lays tremendous emphasis in setting up quality benchmarks so that best practices are being followed. Subsequently a team at CDOE visits other institutions to understand the latest practices followed at their institutes. Also participation from the students in the inter college competitions enables the department to imbibe other institutes best practices. |
| 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 |
| 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.<br><br>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. | This is Ist Annual Report for the session 2021-22 is prepared and approved by statutory body of MRIIRS. The copy of report will be submitted to the UGC office by 30th April, 2023. |
| 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 is approved by the statutory body. |
| 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 | Yes, the instructional design requirements in the form of curriculum structure have been followed as per the philosophy of the online learning that includes synchronous and asynchronous component. It also includes making the content available to students in the form of SLMs, PPTs, assignments and video lectures. |

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| 24. | Promoted automation of learner support services of the Higher Educational Institution | A dedicated online system is provided to the students from the admission to completion of degree that includes online admission process with the facility of No Paper Form( NPF), Razor Pay & Payment Gateway.<br><br>E-content is available on SWAYAM Portal and Live classes are conducted on Merit Hub and Examination on Mettl Platform. |
| --- | --- | --- |
| 25. | Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes | The department constantly seeks the advice of external experts in bringing required changes in the functioning of the department wherever necessary. The external experts are members of various committees and also visit the department on regular basis and suggest the changes/additions to be incorporated for the betterment of the department. |
| 26. | Coordinated with third party auditing bodies for quality audit of programme(s) | The annual audit takes place every year that incudes members from different departments of University and 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 | Manav Rachna International Institute of Research & Studies (Deemed to be University), Faridabad has been accredited with a CGPA of 3.53 with "A++" grade by the National Assessment and Accreditation Council (NAAC) valid for period of 5 years with effect from 20th Feb, 2023. The AQAR for Academic Year 2021-22 has been prepared and been uploaded on NAAC portal by May, 2023. |
| 28. | Promoted collaboration and association for quality enhancement of Online mode of education and research therein | For the enhancement of quality CDOE is in process to collaborate with various organizations such as ACM, CSI and other research bodies with addition to Academics-Industry Collaboration. |
| 29. | Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability. | For proving Industry oriented exposure to the students, CDOE is in process to collaborate with Microsoft, Association of Healthcare Providers(AHPI), Association of Chartered Certified Accountants(ACCA) UK, Bombay Stock Exchange etc. |

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

| Sr. No. | Provisions in Regulations | Action taken in respect of online programmes |
|---|---|---|
| 1. | Governance, Leadership and Management: <br> a. Organisation Structure and Governance <br> b. Management <br> c. Strategic Planning <br> d. Operational Plan, Goals and Policies | The CDOE under the ambit of MRIIRS has effectively planned the roles and responsibilities of the teaching and non-teaching staff for Online programmes. The department has worked on the recruitment plans and the requisite number of academic staff with necessary qualifications has been recruited exclusively for handling the online courses. The activities at the department level are governed as per the organizational structure that includes director, deputy director and assistant director at the apex level, followed by the programme coordinators, academic and non-academic staff. The department also has a dedicated IT team that reports to the apex body and handles the technical issues faced by the students. The department has an exclusive recording studio with a production team to enable academic staff and professors of practice to record video lectures in real time. Since the department is catering to the educational needs of the working professional, operational strategy has been carved at the department to remain available on weekends and public holidays to meet the stated goals and objectives. |
| 2. | Articulation of Higher Educational Institution Objectives | Centre for Distance and Online Education clearly states its vision, mission, programme objectives, outcomes, study schemes, evaluation policy and course matrix articulation in the curriculum booklets and is also available on the website. Each programme coordinator under the guidance of Director, Deputy Director & Assistant Director ensures the smooth delivery of every vertical to meet the objectives of University. |

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| 3. | Programme Development and Approval Processes<br>a. Curriculum Planning, Design and Development<br>b. Curriculum Implementation<br>c. Academic Flexibility<br>d. Learning Resource<br>e. Feedback System | A regular approval mechanism is followed for the approval of Programme Curriculum booklets.<br><br>The curriculum booklets designed by Programme Coordinators are firstly put up in Board of Studies & Board of Faculty and after implementation of recommended suggestion/revisions, booklets are further put in Academic Council for final approval.<br><br>The curriculum is based on choice based credit system and student has a flexibility to choose courses from the basket of electives. Students are also provided with an option to choose multidisplinary subjects in the ongoing semesters as per his/her area of interest. Apart from it, students are given flexibility in earning credits from the basket of generic electives and MOOC courses.<br><br>The learning resources in the form of Videos, PPTs,Self-Learning material, e books links, assignments, quizzes, case studies etc are designed by incorporating the text, images, graphs, and illustrations to create a comprehensive document. Care is being taken to cover all the topics of the particular module (unit) from different sources to make it convenient for the students to refer to and use it for self-paced learning.<br><br>As a regular practice, mid semester and end semester feedback is taken from the students, faculty members and subject experts for analyzing the curriculum and learning platform. Feedback analysis report is submitted to the feedback committee for further action and perusal. The committee assures that the action shall be rigorously taken by the department in stipulated time on the suggestions given by the students. Feedback Analysis report is also uploaded on website. |
| 4. | Programme Monitoring and Review | It is the responsibility of Academic Head along with the dedicated programme coordinators to review the smooth functioning of programme in terms of e-Content, recordings, live classes, curriculum update and follow up of activities as per academic calendar.<br>Apart from above, Manager IT looks after the overall updation on website time to time which is also monitor by Deputy Director & Director-CDOE. |

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| 5. | Infrastructure Resources | The infrastructure to support student learning at CDOE includes e- library having remote access to the students that facilitates the use of digital resources such as e-books, e-journals and databases.. The library also gives plagiarism checking facility to the faculty members for their academic purposes. The university has established a dedicated studio wherein high-quality video lectures recording take place by the faculty members under the guidance of dedicated production team. |
|---|---|---|
| 6. | Learning Environment and Learner Support | For students who are enrolled in online programmes, CDOE provides a full-fledged learner support services in the form of e-library, trainings on SWAYAM Portal, trainings on online platforms, online admission facilities, and online proctored examination. Students also get an opportunity to participate in webinars, workshops, International & National talks by Academic and Industry experts.<br>Apart from above, CDOE provides 24*7 student facilitation centre, help desk and chatbot for any query related to admissions, academic and administration. The strategy offers a seamless environment that is student centric. |
| 7. | Assessment and Evaluation | Questions papers, assignments, quizzes and other assessments are designed taking care of mapping with course outcome & programme outcomes. CDOE has an approved evaluation mechanism for continues & end semester examination which is also uploaded on website. |
| 8. | Teaching Quality and Staff Development | CDOE has deployed a team of dedicated and exclusive faculty for imparting excellent content and delivery to the students. There is a well-established framework for encouraging timely trainings, workshops, faculty development programmes, motivation to participate in research based to enhance the teaching and learning pedagogy. A proper organization structure exhibits the responsibility matrix for the various levels of operations and programs. |

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

| Sr. No. | Provisions in Regulations | Action taken in respect of online programmes |
|---|---|---|
| 1. | Academic Planning | An approved Academic Calendar is issued before the commencement of semester and same is also uploaded on the website. All the activities during the entire semester take place according to the approved Academic Calendar. |
| 2. | Validation | Before the implementation of Programmes, the curriculum booklets designed are duly approved by Board of Studies, Board of Faculty and further Academic Council. The e-content based on four quadrant approach is also approved by the competent authority. In addition to this, the fee structure and scholarship policy is duly approved by Board of Management. As a summary, every academic document before implementation is duly approved by the statutory body. |
| 3. | Monitoring, Evaluation and Enhancement Plans<br>a. Reports from Examination Centres<br>b. External Auditor or other External Agencies report<br>c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels<br>d. Reporting and Analytics by the Higher Educational Institution<br>e. Periodic Review | MRIIRS campus is only examination centre for online Programmes which is regularly monitored and reviewed on regular basis by Superintendent, Controller of Examination and the observer with his/her team. The exams are conducted on remote proctoring using Mettl Platform which is recorded.<br><br>The exam report on the daily basis is sent to the controller of examination after reviewed by the observer and Superintendent.<br><br>The detailed report of evaluation by the examiners is submitted to the Controller of Examination for review and approval.<br><br>The Academic Audit has been conducted by Audit team for Academic Year 2021-22 including Internal members from MRIIRS & External members outside the University.<br>The copy of Academic Audit Report for Academic Year 2021-22 is attached as Annexure Part II. |

Director-CDOE, MRIIRS

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# Part – III: Human Resources and Infrastructural Requirements

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

Prof.(Dr.) R.K Anand Director-CDOE, Regular Employee, Ph.D-Computer Science, salary-375000/- per month
*Appointment letter & Joining report is attached as Annexure III.1*

3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time contractual basis, atleast Associate Professor .
Or
Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not belo the rank of an Associate Professor

Prof.(Dr.) Shaveta Bhatia, Deputy Director-CDOE, Regular Employee, Ph.D(Computer Science), Salary-103331/- per month
*Appointment letter & Joining report is attached as Annexure III.2*

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

Dr. Mridula Batra, Assistant Director-CDOE, Regular Employee, Ph.D- Computer Applications, Salary-78528/- per month
*Appointment letter & Joining report is attached as Annexure III.3*

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Type of HEI : DEEMED TO BE UNIVERSITY

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

*HEI shall mention compliance details against the requirements in terms of Staffing norms, as mentioned in the Annexure-IV of t 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. The complete details of the Programme Coorinators, Course Coordinators, Mentors, Administrative staff, Technical Support Staff are mentioned below.

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. | Dr. Priya Vij, Programme Co-ordinator (BA(H) Economics) | Ph.D | 13 Years | Regular (Rs. 80,000/ June,2022) | 1st June, 2021 |
| 2. | Ms. Ratika Aggarwal, Programme Co-ordinator (B.Com) | MBE | 11 Years | Regular (Rs. 46,922/ June, 2022) | 1st June, 2021 |
| 3. | Dr. Priyanka Shrivastava, Programme Co-ordinator (BBA) | Ph.D | 12 Years | Regular (Rs. 71,309/ July, 2022) | 1st June, 2021 |
| 4. | Dr. Anupriya Jain, Programme Co-ordinator (BCA) | Ph.D(Computer Science) | 21 Years | Regular (Rs. 93,848/ July, 2022) | 1st June, 2021 |
| 5. | Dr. Preeti Chabbra, Programme Co-ordinator (M.Com) | Ph.D | 12 Years | Regular (Rs. 65,971/ July 2022) | 1st June, 2021 |
| 6. | Dr. Aninditta Chatterjee, Programme Co-ordinator (MBA) | Ph.D(Management) | 17 Years | Regular (1,24,815/ July, 2022) | 1st June, 2021 |
| 7. | Dr. Sachin Sharma, Programme Co-ordinator (MCA) | Ph.D(Computer Applications) | 23 Years | Regular (Rs. 85,000/ July 2022) | 1st June, 2021 |

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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. Priya Vij, Associate Professor | Ph.D | 13 Years | Regular (Rs. 80,000/ June,2022) | 1st June, 2021 |
| 2. | Dr. Shaveta Bhatia, Professor | Ph.D(Computer Science) | 20 Years | Regular (Rs. 1,03,331/ July,2022) | 10th Oct,2020 |
| 3. | Dr. Mridula Batra, Associate Professor | Ph.D (Computer Applications) | 17 Years | Regular (Rs. 78,528/ July,2022) | 1st June, 2021 |
| 4. | Ms. Ratika Agrawal, Assistant Professor | MBE | 11 Years | Regular (Rs. 46,922/ June, 2022) | 1st June, 2021 |
| 5. | Ms. Preeti Chhabra, Associate Professor | Ph.D | 12 Years | Regular (Rs. 65,971/ July 2022) | 1st June, 2021 |
| 6. | Ms. Vibhooti Mishra, Assistant Professor | Master of Commerce (M.Com) | 6 Years | Regular (Rs. 30,000/ November, 2021) | 1st June, 2021 |
| 7. | Dr. Bhavesh Prakash Joshi, Professor | Ph.D(Management) | 22 Years | Regular (Rs. 1,29,408/ July, 2022) | 1st June, 2021 |
| 8. | Ms. Jolly Khurana, Assistant Professor | Pursuing Ph.D (CS), M.Tech(CS) | 6 Years | Regular (Rs.45,000/ July,2022) | 15th April,2022 |
| 9. | Dr. Kavita Arora, Associate Professor | Ph.D(Computer Science) | 22 Years | Regular (Rs. 68,000/July, 2022) | 1st June, 2021 |
| 10. | Dr. Priyanka Srivastava, Associate Professor | Ph.D | 12 Years | Regular (Rs. 71,309/ July, 2022) | 1st June, 2021 |
| 11. | Amit Kumar, Assistant Professor | CS, MBA, M.COM | 12 Years | Regular (Rs. 87,000/ July, 2022) | 1st June, 2021 |
| 12. | Dr. DuraiRaj, Professor | Ph.D | 13 Years | Regular (Rs. 1,10,000/ July, 2022) | 1st June, 2021 |

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

Type of HEI : DEEMED TO BE UNIVERSITY

c. Course mentor

| S. No. | Names with Designation | Qualification | Experiences | Type (Regular/ Contract) with gross salary/ month | Date of joining Programme |
|---|---|---|---|---|---|
| 1. | Ms. Jolly Khurana, Assistant Professor | Pursuing Ph.D (CS), M.Tech(CS) | 6 Years | Regular (Rs.45,000/ July,2022) | 15th April,2022 |
| 2. | Dr. Mridula Batra, Associate Professor | Ph.D (Computer Applications) | 17 Years | Regular (Rs. 78,528/ July,2022) | 1st June, 2021 |
| 3. | Amit Kumar, Assistant Professor | CS, MBA, M.COM | 12 Years | Regular (Rs. 87,000/ July, 2022) | 1st June, 2021 |
| 4. | Dr. Bhavesh Prakash Joshi, Professor | Ph.D(Management) | 22 Years | Regular (Rs. 1,29,408/ July, 2022) | 1st June, 2021 |
| 5. | Dr. Nidhi Tandon, Associate Professor | Ph.D | 21Years | Regular (Rs. 89,780/ July, 2022) | 1st June, 2021 |
| 6 | Mr. Arun Kumar, Assistant Professor | Pursuing Ph.D (CS), M.Tech(CS) | 10 Years | Regular (Rs.49,830/ March,2022) | 1st June, 2021 |
| 7. | Dr. DuraiRaj, Professor | Ph.D | 13 Years | Regular (Rs. 1,10,000/ July, 2022) | 1st June, 2021 |

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HEI ID : **HEI-P-U-0169**

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

Type of HEI : **DEEMED TO BE UNIVERSITY**

**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

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

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

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

ii. For Delivery of Online Programmes:

| Post | Required | Available |
|---|---|---|
| Technical Manager (LMS and Data Management) | 1 (per centre) | 1 |
| Technical Assistant (LMS and Data Management | 2 | 1 |

iii. For Admission and Examination for Online mode:

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

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

Director-CDOE, MRIIRS

HEI ID : HEI-P-U-0169

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

Type of HEI : DEEMED TO BE UNIVERSITY

# Part – IV: Examinations

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

| S. No. | Provisions in Regulations | Whether Complied Yes/No | If No, Reason thereof |
|---|---|---|---|
| 1. | All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced | Yes | |
| 2. | For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc | Yes | |
| 3. | A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring. | Yes | |
| 4. | The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students. | No | CDOE at MRIIRS is conductii exams through Remote Proctorii Online Examination on Me 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 conductii exams through Remote Proctorii Online Examination on Me Platform through Campus only. |
| 6. | Building and grounds of the examination centre must be clean and in good condition. | No | CDOE at MRIIRS is conductii exams through Remote Proctorii Online Examination on Me Platform through Campus only. |

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| 7. | The examination centre must have an examination hall with adequate seating capacity and basic amenities | No | CDOE at MRIIRS is conductii exams through Remote Proctorii Online Examination on Me 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 conductii exams through Remote Proctorii Online Examination on Me Platform |
| 10. | Safety and security of the examination centre must be ensured | No | CDOE at MRIIRS is conductii exams through Remote Proctorii Online Examination on Me 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 conductii exams through Remote Proctorii Online Examination on Me Platform. |
| 12. | Provision of drinking water must be made for learners | No | CDOE at MRIIRS is conductii exams through Remote Proctorii Online Examination on Me Platform. |
| 13. | Adequate parking must be available near the examination centre | No | CDOE at MRIIRS is conductii exams through Remote Proctorii Online Examination on Me Platform. |
| 14. | Facilities for Persons with Disabilities should be available | No | CDOE at MRIIRS is conductii exams through Remote Proctorii Online Examination on Me Platform. |

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4.2 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 Onlin Programmes) Regulations, 2020

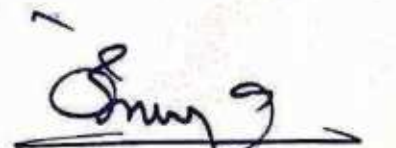| S. No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Reason thereof |
|---|---|---|---|
| 1. | The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations. | Yes, proper guidelines 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:  Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of | Yes, 75% of participation is followed for online students includes live lectures, attending webinars and workshops, attendance in internal examinations, submission of assignments and quizzes and participation in extra curricular activities. | |

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| | 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. | | |
| 4. | The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities | Yes, the curriculum including courses and their credits are totally mapped with the curriculum of conventional mode. Setting of question papers is also mapped with the format of Conventional mode to achieve desired Course outcome and Blooms taxonomy level. | |
| 5. | The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent. | Yes, 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 | |
| 6. | The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments | 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. | |
| 7. | Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card | Yes, Marks obtained in continuous and end sem examination is separately shown in the grade card. Sample Grade card is attached as Annexure IV.4 | |
| 8. | A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner. | Yes, 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 | |
| 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 | Yes, Examinations are conducted through | |

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|  | monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure. | 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 conductedand 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 |  |
|  | (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 | In 2021-22 Academic Session, MRIIRS was not permitted to enroll International learners in online mode. |  |
| 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<br>  I.    Photograph<br>  II.   Aadhaar number or other government recognised identifier or Passport number, as applicable, | Yes, all guidelines of UGC are followed while designing of degree. The Sample of Degree is attached is annexed as annexure IV.9. |  |

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|---|---|---|---|
| | III. | number, as applicable,<br>Other relevant details of the learner along with the Programme name. | |
| | | (b) Each award shall also be uploaded on the National Academic Depository | 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. |

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

| Semester beginning | Programme name | No. of Students admitted | No. of Students appeared in exams | No. of Students progressed to next year | % of Students passed | % of Students passed in first class |
|---|---|---|---|---|---|---|
| Jan, 22 (UG) | B.A (Hons) Economics | 03 | 03 | 03 | 03 | 100% |
| | BBA | 03 | 03 | 03 | 03 | 67% |
| | BCA | 16 | APPEARED: 15; ABSENT: 01 | 16 | 15 | 88% |
| | B.COM | 03 | APPEARED:02; ABSENT:01 | 03 | 02 | 33% |
| Jan, 22 (PG) | MBA | 23 | 23 | 23 | 23 | 96% |
| | MCA | 07 | 07 | 07 | 07 | 100% |
| | M.COM | 01 | 01 | 01 | 01 | 100% |

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# 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 Onli Programmes) Regulations, 2020**

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

All project Reports are prepared as per the guidelines prescribed by the UGC mandate and approved by the Academic Council. One sample of  Programme Project Report for MBA programme is annexed as Annexure V.1

**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, Onli Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for OL programmes.*

Centre for Distance and Online Education, under the gamut of MRIIRS, follows a four quadrant approach, with regards to e-tutorial delivery, e-Content uploading, Discussion forum handling and Assessments. The course material and delivery is meticulously designed and exhibited by the respective course coordinators, as per the quality standards of SWAYAM guidelines. 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. The audio-video content is also supplemented with digital self-learning material, E-books, PPTs, examples, case-studies, and presentations etc to promote a thorough and exhaustive learning for the students. To further enhance the prospects, references, related topic links including research papers and journals are also conferred. There is a dedicated team of course and programme coordinators to ensure every single student query is being taken care of  on a real time basis be it academic related or a general one. There is a formal 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 subject with four quadrant approach is annexed as Annexure V.2.

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HEI ID : HEI-P-U-0169

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

Type of HEI : DEEMED TO BE UNIVERSITY

**5.3 Compliance status in respect of e-Learning Material– As per Annexure - VII of UGC (ODL Programme 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.

Centre for Distance and Online Education duly ensures the practice of preparing high-quality Self-Learning Material (SLM) for Online learning .Self-Learning Material is specifically inclined 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 Institution warrants 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. The Presentation of content in the SLMs are in the right order, divided into sections and subsections that correspond to the learning objectives and outcome, with plenty of examples, including, appropriate case studies.

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 SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of tl Higher Educational Institution empowered to decide on academic matters, for – Learner Authentication, Learn Registration, Payment Gateway and Learning Management System

  Swayam Portal plays and hosts the role of content repository and delivery mechanism to MRIIRS learners acro: the country. The portal enables us to segment an entire syllabus of a course into module-based and week-wi: basis. Each module consists of Self-Learning Material for the students along with multimedia content in form recorded audio-video lectures. In addition. students can assess their understanding by attempting objective-bas( tests and quizzes, which indicates the detailed explanation to the questions. For encouraging higher order thinkir skill (HOTS) among the students, advanced level questions are included in the assignments, which are attempt( and the answers are uploaded on the platform in a given time-frame for further evaluation by the respectiv faculty.

  Links of the courses approved by statutory body uploaded on SWAYAM portal are attached as annexure VI

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

  Not Applicable

## 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 c per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery c 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 ai regulations of the UGC Mandate. The course is carried out in the 4 quadrants approach. Besides, this due weightage of each course is giv( according to the credit of the respective course in terms of asynchronous and synchronous comprising of interactive sessions/webinars/li 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 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 the respective course to ensure the overall smooth delivery of programme.

The course material and delivery is methodically planned and displayed by the respective course coordinators, as per the benchmarks stat( 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. The videos are kept lucid and are dispensed in the form of simulations and pictures to ensure a better

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comprehension and understanding of the topic.

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. The SLMs are readily comprehensible, clearly explained, well demonstrated, lucid, and structured in the form of units as per the curriculum.

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

a. Provide details as under:

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

b. Upload approval of statutory authorities of the Higher Educational Institution: **Not Applicable**

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HEI ID : HEI-P-U-0169

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

Type of HEI : DEEMED TO BE UNIVERSITY

## Part – VII: Self Regulation through disclosures, declarations and reports

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

| S. No. | Provision | Complied Yes/No with explicit link address | If no. Reasons, thereof |
|---|---|---|---|
| 1. | Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website? | Yes, copy of joint declaration is attached as annexure VII | |
| | Uploading of the following on HEI website (Mention link) | | |
| 2. | The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode | Yes<br>Link:<br>http://manavrachnaonline.com/wp-content/uploads/2023/02/Establishment-Act-of-offering-online-program.pdf | |
| 3. | Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities | Yes<br>**Link for Commission order received from UGC**<br>https://manavrachnaonline.com/wp-content/uploads/2023/01/DocScanner-24-Jan-2023-02-16-PM.pdf | |
| 4. | Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure | Yes<br>**Link for Brochure 2021-22**<br>https://manavrachnaonline.com/wp-content/uploads/2021/12/Manav-Rachna-Online-Brochure.pdf | |
| 5. | 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 seven programmes of session 2021-22 is uploaded on website. Links are as below:**<br>**BBA**<br>https://manavrachnaonline.com/wp-content/uploads/2023/01/BBA-GENERAL-BOOKLET-1.pdf<br><br>**BCom**<br>https://manavrachnaonline.com/wp-content/uploads/2023/01/B.Com-Curriculum-Booklet-January.pdf<br><br>**BA (H) Economics**<br>https://manavrachnaonline.com/wp- | |

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| | | content/uploads/2023/01/BA-ECO.pdf | |
|---|---|---|---|
| | | **BCA**<br>https://manavrachnaonline.com/wp-content/uploads/2021/12/BCA-Curriculum-Booklet.pdf | |
| | | **MBA**<br>https://manavrachnaonline.com/wp-content/uploads/2023/01/MBA-1.pdf | |
| | | **MCom**<br>https://manavrachnaonline.com/wp-content/uploads/2023/01/M.COM-BOOKLET-2021-23.pdf | |
| | | **MCA**<br>https://manavrachnaonline.com/wp-content/uploads/2023/01/MCA-1.pdf | |
| 6. | 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:**<br><br>**Links are as follows:**<br><br>**End Term Date Sheet 2021-2022)-**<br>https://manavrachnaonline.com/wp-content/uploads/2022/06/CDOE-DATE-SHEET-END-SEM-EXAM-JUNE-2022.pdf<br><br>**Results 2021-22-**<br><br>**Ba (H) Economics**<br>https://manavrachnaonline.com/wp-content/uploads/2022/08/BAHONS-ECO-Result-sem-1.pdf<br><br>**BBA**<br>https://manavrachnaonline.com/wp-content/uploads/2022/08/BBA-Result-sem-1.pdf<br><br>**BCA**<br>https://manavrachnaonline.com/wp-content/uploads/2022/08/BCA-Result-Sem-1.pdf<br><br>**BCom**<br>https://manavrachnaonline.com/wp-content/uploads/2022/08/BCOM-Result-Sem-1.pdf | |

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| | | **MBA**<br>https://manavrachnaonline.com/wp-content/uploads/2022/08/MBA-Result-Sem-1.pdf<br><br>**Mcom**<br>https://manavrachnaonline.com/wp-content/uploads/2022/08/MCOM-Result-Sem-1.pdf<br><br>**MCA**<br>https://manavrachnaonline.com/wp-content/uploads/2022/08/MCA-Result-Sem-1.pdf<br><br>**Admission Process –**<br>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 curricula pursued in the online programmes have been developed and designed considering the current and future trends in the global markets. A blend of multi-disciplinary, learner centric and outcome-based learning objectives have been embedded in the curricula. Based on Bloom's Taxonomy, each programme has been crafted with specific objectives termed 'Programme Objectives', which are in alignment with the designated 'Course Outcomes'. The content for online programme has been curated while considering these objectives in mind and in consonance with PO-CO mapping.<br><br>There exists a two-way mechanism of online programme delivery, which includes non-synchronous and synchronous lecture series. The non-synchronous content is delivered via the Swayam Portal. It includes module-based self-learning material (SLM hereon) curated in lucid language by a team of respective subject experts for their domain specific courses. This | |

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is supplemented by multimedia content for in-depth understanding of that module. The faculty with the help of teaching-learning material demonstrates problem solving approach, explains the case in hand and at the end of the video, the faculty posits some questions related to real-life situation which inculcates the higher order thinking skills among the learners. These questions are later taken up by the faculty during the live lectures.

The SLM is further supplemented with more pedagogical features such as quizzes, assessments and assignments. These assignments and quizzes are a part of assessments in the internal evaluation of students' performances during the semester.

The learners are also encouraged to take-up the advanced level knowledge for specific topics by referring to course content available on online platforms such as MOOCs, Udemy, Linkedin & NPTEL. Additionally, the department organizes seminars and workshops on fortnight basis with the experts of repute and eminent guest speakers who are renowned in their own fields.

Simultaneously, synchronous lecture series are scheduled during weekends. These classes are primarily doubt-solving along with building up student-teacher connect. The learners and faculty meet on online platform and peer-discussion is encouraged. During these classes, faculty discusses about learners weak and improvement areas besides taking up the

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| | | detailed solutions of the internal exams. The learners are under consistent mentorship of the faculty and short-meet ups are organized in focus-group manner. For the purpose of further guidance, the department conducts Open-House sessions where the respective subject faculties shows the semester-end answer sheets to the students on one-to-one basis, which helps them to have a better understanding of their improvement areas.<br><br>In order to keep up and excel the academic quality, the University has an internal body Centre for Internal Quality Assurance, which looks after overall academic content, quality of assessment tools including quality of assignments, sessional examinations and term-end examination. The Centre also undertakes learner's feedback and take a close check on learner's performances. | |
| 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<br>http://manavrachnaonline.com/wp-content/uploads/2023/02/Feedback.pdf | |
| 9. | Information regarding all the programmes recognised by the Commission | Information of all seven programmes are available on website for session 2021-22<br>Link<br>https://manavrachnaonline.com/programmes-offered/ | |
| 10. | Data of year-wise and programme-wise learner enrolment details in respect of | Yes, Programme wise details of students are uploaded on website. | |

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| | degrees and/or post graduate diplomas awarded | http://manavrachnaonline.com/wp-content/uploads/2023/02/Cdoe-student.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: http://manavrachnaonline.com/wp-content/uploads/2023/04/E-learning-material-with-faculty-details.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'alongwith 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 Mettl 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, Academic Calender is uploaded on website. Link: http://manavrachnaonline.com/wp-content/uploads/2023/04/Academic-Calender-2021-2022.pdf | |
| 16. | Reports of the third party academic audit to be undertaken every five years and internal Academic audit every year by Centre for Internal Quality Assurance | Yes. Audit report for AY 2021-22 is uploaded on website. Link: http://manavrachnaonline.com/wp-content/uploads/2023/04/10.-audit-report.pdf | |

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HEI ID : HEI-P-U-0169

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

Type of HEI : DEEMED TO BE UNIVERSITY

## Part – VIII: Admission and Fees

8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Onlii 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-<br>(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;<br>(b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions;<br>(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 2021-22 is uploaded on website. Copy is attached as annexure VIII |
| 4. | The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners | yes |
| 5. | Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners | yes |
| 6. | Every Higher Educational Institution shall–<br>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;<br>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period | yes |

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| | of five years;<br>(c) exhibit such records as permissible under law on its website; and<br>(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. | | |
| 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 | |
| h. | Pay and other emoluments payable for each category of teachers and other employees | yes | |

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| i. | Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution | Yes |
| 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 | yes |

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| | by the Commission and mentioned in the prospectus of such Higher Educational Institution | | |
| 14. | No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading | yes | |

8.2 Whether Higher Educational Institution provided the details of all International learners enrolle immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry c Education and University Grants

Commission: Yes/No          Not Applicable

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# Part – IX: Grievance Redressal Mechanism

**9.1 Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - X of UGC (ODL Programmes an Online Programmes) Regulations, 2020**

*HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Als 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 as per the guidelines issued by the University. 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 guidelines and grievance report of academic year for 2021-22 is uploaded on website. Copy of Grievance report is attached as annexure IX

**9.2 Details of Grievance received**

| Numbers of Grievance Received | Numbers of Grievance Resolved |
|---|---|
| 15 | 15 |

**9.3 Complaint Handling Mechanism**

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

Compliant Handling mechanism specified by UGC is available on website. The link for the same is as follows:
https://manavrachnaonline.com/complaint-handling-mechanism/

**9.4 Details of Complaints received from UGC (DEB)**

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

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# Part – X: Innovative and Best Practices

## 10.1 Innovations introduced during academic year

CDOE has conducted various webinars, workshops, industry expert talks sessions and International Professor talks throughout the semester for the overall development of the students which helped them to give a feeler of how the industry works. The department has also organized various faculty development programmes to enhance the knowledge base of the faculties which helps them to increase their potential and enriches their skill.

## 10.2 Best Practices of the HEI

### Multidisciplinary Approach:

CDOE 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. The commitment of multidisciplinary education is to broaden the participation of student in higher education and leads to a more diverse community. 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

Manav Rachna Online provides quality programmes to those students who are not able to draw benefits from conventional system of education. It provides multidisciplinary approach for students to shape their career inside and outside of their domain of education and to meet the evolving needs of the society. Manav Rachna Online follows Choice Based Credit System (CBCS) with a basket of good number of Elective Courses including Discipline Electives, Generic Electives, Open Electives and Industrial Training have been embedded in the curricula for all the programmes. 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

### Emotional Connect with the students

CDOE has mentor-mentee approach where mentors connected 24/7 with the students. Apart from above, Student facilitation Centre facility is provided to students to send their queries (both academic and administrative) and turnaround time for resolving those queries is 24 hours. The ladder of CDOE is as follows:

Mentor->Assistant Director->Deputy Director->Director

CDOE has conducted various online debate sessions for the students which has not only helped them to increase their knowledge but has also helped them to see a particular situation from different angles, hence increasing their logical reasoning.

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

Type of HEI  : DEEMED TO BE UNIVERSITY

Fresher's party was also organized 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.

### 10.3 Details of Job Fairs conducted by the HEI

Not Applicable as the first batch of PG programmes will passout in Dec'2023 and UG Programmes will pass out in Dec,2024.

### 10.4 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 some of our CDOE studets are as follows:

- Ayush Verma -student of BBA carrying multiple certificates in Google Ads Certification, MSME Certificate ,PUMA Certifcation in Young Marketer.

- Kapil Sharma -Student of MCA has established MAANVI RENEWABLE (opc) private limited as a startup under startup India, and is Working in renewable energy sector specifically in compressed biogas sector ( biocng).He has currently secured Letter of intent for 3.0 ton per day production of biocng from Indian oil, plant installation in early stage.

### 10.5 Initiatives taken towards conversion of e-LM into Regional Languages

It is under process and will be completed by the end of 2023.

### 10.6 Number of students placed through Campus Placements

Not Applicable as the first batch of MBA/MCA/MCom will passout in Dec'2023.

### 10.7 Details of Alumni Cell and its activity

CDOE is in the process of forming the alumni cell and formally its first alumni batch will be in January'2024.

### 10.8 Any other Information

CDOE is in process of expanding the Centre for Distance and online Education by introducing new programmes & certificates in next session.

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HEI ID : HEI-P-U-0169

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

Type of HEI : DEEMED TO BE UNIVERSITY

# DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothin
material has been concealed therein. In case information provided is found to be contrary to the fact, it wi
result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provisio
of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:
Name: Dr. Suresh Kumar
Seal:
Date: 27/4/2023

Director-CIQA

Signature of the Registrar:
Name: R.K Arora
Seal:
Date: 27/4/2023

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