

**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

# **Annual Report**

**OF**

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

**PROGRAMMES UNDER**

**ONLINE MODE**

**2022-23**

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**Part – I: General Information**

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

Notification: [Click here](#)

**1.2 Details of Director, CIQA**

- Name: Dr. Santosh Shankarrao Saraf
- Qualification: PhD.
- Appointment Letter and Joining Report: [Click here](#)

**1.3 Details of CIQA Committee:**

**a. Composition as per Regulations**

<b>S. No.</b>	<b>Designation</b>	<b>Nominations</b>	<b>Name and Qualification</b>	<b>Specialization</b>	<b>Date of Nomination in CIQA Committee</b>
a.	Vice Chancellor of the University	Chairperson	Prof. (Dr.) Narpinder Singh	PhD.	17-Feb-2023
b.	Three Senior teachers of HEI	Member 1	Dr. R.V Kulkarni	PhD.	17-Feb-2023
		Member 2	Mr. Amjad Ali	M.Com, M.F.C ( Masters of Finance and Control )	17-Feb-2023
		Member 3	Dr. Amar Kumar Mishra	PhD.	17-Feb-2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Navneet Rawat	PhD.	17-Feb-2023
		Member 5	CA Priti Sharma	C.A	17-Feb-2023
		Member 6	Dr. Kamlesh Chandra Purohit	PhD.	17-Feb-2023
d.	Two External	Member 7	Mr. Ashok Herur	PGDBM	17-Feb-2023

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	Experts of ODL and/or Online Education	Member 8	Prof. (Dr.) Mahantesh Pattanshetti	PhD.	17-Feb-2023
e.	Officials from departments of HEI <ul style="list-style-type: none"><li>• Administration</li></ul>	Member 9 Administration	Mr. D.S Rawat	Diploma in EC	17-Feb-2023

	<ul style="list-style-type: none"><li>• Finance</li></ul>	Member 10 Finance	Mr. Subham Poddar	M.B.A	17-Feb-2023
f.	Director, CIQA	Member Secretary	Dr. Santosh Shankarrao Saraf	PhD.	17-Feb-2023

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

Yes

**1.4 Number of meetings held and its approval:**

**a. No. of meetings held every year: 2**

**b. Meeting details:**

<b>Meetings</b>	<b>Date-Month-Year</b>	<b>No. of External Expert Present</b>	<b>Minutes</b>	<b>Approval of Minutes</b>
Meeting 1	03-October-2022	2	<a href="#">Click here</a>	<a href="#">Click here</a>
Meeting 2	13-April-2023	2	<a href="#">Click here</a>	<a href="#">Click here</a>

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

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	B.Com (Hons)	3	115	A person with 10+2 or its equivalent examination in science or commerce stream conducted by a recognized Board/ University/ Council is eligible for admission	Rs 25000/Year	F.No. 27-2/2022(DEB-II)	4	6	0	10
2.	BBA	3	96	A person with 10+2 or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission.	Rs 25000/Year	F.No. 27-2/2022(DEB-II)	50	21	0	71
3.	BCA	3	97	A person with 10+2 with mathematic	Rs 25000/Year	F.No. 27-2/2022(DEB-II)	22	4	0	26

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				s or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission.						
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**Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**

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

From <Month, Year>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.	MBA	2	72	A person with 10+2+3 or its equivalent examination in any stream Conducted by a recognized / University / Council is eligible for admission	Rs 40,000 /Year	UGC : F.No. 27-2/2022(DEB-II)  AICTE: F.No. Northern/1-10968797111/2022/EOA	206	151	0	357
2.	MCA	2	77	A person with 10+2+3 with mathematics or its	Rs 35,000 /Year	UGC : F.No. 27-2/2022(DEB-II)	90	34	0	124

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				equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission		AICTE:  F.No. Northern/1- 1096879711 1/2022/EOA				
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**Note: Mention details separately for <Month, Year>academic session, as applicable, as above**

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

**2.1 Action taken on the functions of CIQA:-**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)</b>	<b>Upload Relevant Document</b>
1.	Quality maintained in the services provided to the learners	<p>The Quality is maintained in Services Provided to the learners is in</p> <ol style="list-style-type: none"><li>1. Admission Counselling</li><li>2. Study Material</li><li>3. Orientation and Training to use LMS</li><li>4. Complete Academic calendar with dates of Personal Contact Programs (PCP), Assignment Submission</li><li>5. Students are guided by the personnel at the help desk</li><li>6. Communication is initiated by email, whatsapp and website</li><li>7. Students are encouraged to interact with faculty during PCP and forums floated on LMS</li></ol>	<p>Admission Counselling and Academic Processes <a href="#">Click here</a></p> <p>Welcome Letter <a href="#">Click here</a></p> <p>Orientation and Training LMS video <a href="#">Click here</a></p>



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2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<p>1. Continuous Monitoring of all the services provided to the student is done with constant interaction with the HEI.</p> <p>2. Any innovative processes developed in the HEI are adapted to Online student</p> <p>3. Online PCP services were provided to learners during the period of COVID-19.</p> <p>4. Majority of the classes were conducted on Microsoft Teams platform. The University performs Continuous Assessment (CA).</p>	<p>Best Practices of Synchronous QA Sessions</p> <p><a href="#">Click here</a></p> <p>Teams Demo</p> <p><a href="#">Click here</a></p> <p>How to login into LMS.</p> <p><a href="#">Click here</a></p>
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<p>1. CIQA has been instrumental in suggesting modification in developing Learning Material and suggesting modifications in the Teaching Learning Processes based inputs of the students in ODL.</p> <p>2. Adaption of new methods in classes and Examination. During the period of Covid 19, students were given demo of how to attend online classes.</p>	<p>Identification of Pedagogical Interventions for ODL</p> <p><a href="#">Click here</a></p> <p>Report of Identification of Pedagogical Interventions for ODL</p> <p><a href="#">Click here</a></p>
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	A document of teaching-learning processes in conventional mode is prepared and shared with the DDOE department for adaption of the same.	<p>Report of Teaching Learning Processes used in Formal Mode for adaptation for ODL</p> <p><a href="#">Click here</a></p>

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		Example : Conventional Mode Digital Circuits for MCA is in Lab whereas in ODL mode an EDA tool is suggested for the students Example: Students were Introduced to MATLAB for Machine Learning.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	The DDOE has developed google feedback forms and circulated among learners, teachers, staff, parents, society, employers etc. for feedback.	GEU feedback form link <a href="#">Click here</a> Feedback form document <a href="#">Click here</a>

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6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Based on the feedback from the students and the stake holders. New subjects and teaching learning processes are suggested to the HEI	Processes to improve Quality in Teaching Learning Process <a href="#">Click here</a>  Consolidated Report to Suggest Innovative and Quality Teaching Learning Processes for ODL by the HEI <a href="#">Click here</a>
7.	Implementation of its recommendations through periodic reviews	An internal committee was organized by CIQA to monitor the quality headed by programme coordinators	Implementation of CIQA recommendations and PPR implementation <a href="#">Click here</a>
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	A workshop on Open Education Resources and the Creative Commons was conducted to faculty of DDOE	A report of the workshop highlighting the need and the awareness of Open Education Resources and Creative Commons Licensing was conducted for the faculty of DDOE. <a href="#">Click here</a>
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	The unit wise development of syllabus and the SLM for ODL have enhanced the quality of teaching in the conventional mode. The interaction during PCP with working professionals have given a new insight to teaching learning processes in	Roles and Responsibilities for Faculty to ensure best practices. <a href="#">Click here</a>

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		the HEI	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Feedback from students regarding programmes and feedback from faculty regarding the teaching-learning experience	Faculty feedback <a href="#">Click here</a>
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 PPR prepared by the departments for launch of new programs was first reviewed by CIQA and then approved by Statutory bodies . The PPR were examined by a committee and report on the modifications for the same where incorporated	Implementation of CIQA recommendations and PPR implementation <a href="#">Click here</a> PPR Link <a href="#">Click here</a>

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12.	Mechanism to ensure the proper implementation of Programme Project Reports	Various process was followed for the design, development and effective measures were taken for proper implementation of Programme Project Reports. Programme coordinators were designated, their roles and responsibilities were defined. A report of the Programme coordinators must ensure PPR implementation.	Duties and Responsibilities of Programme Coordinators <a href="#">Click here</a>
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The Annual reports were made and presented to the CIQA members for necessary action.	Annual Report <a href="#">Click here</a>
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Framing of Syllabus and modification of curriculum based on the feedback from various stake holders  1. Placement Officer  2. Enquires from prospective students  3. Industry Interaction  4. Suggestions from Heads of Department	Stake holders inputs were implemented and the same was incorporated in the Syllabus.  Syllabus <a href="#">Click here</a>
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Efforts to improve quality of teaching learning processes were undertaken by feedback based on the learner analytics	Learner analytics <a href="#">Click here</a>

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16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Documents given to NAAC	The NAAC Document was shared with HEI in 2020-21 and no new courses have been approved this year.
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Various steps were taken by nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc for maintaining quality in Open and Distance Learning.	Academic Audit <a href="#">Click here</a>
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Academic audit of Online processes was conducted by an appointed committee. A report on the same was submitted for indicating the areas wherein improvement can be done.	Academic Audit <a href="#">Click here</a>

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19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	A committee was constituted to study the processes of IGNOU and other Institutes. A report of the same was presented and suggestions were given for improvement were in the curriculum and other practices.	Study of other HEI offering Online programmes <a href="#">Click here</a> Consolidated Report of Offerings and Functioning of other HEIs <a href="#">Click here</a>
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	CIQA conducted various meetings related to NAAC, NIRF, NEP, Opportunities for ODL	Annual report of the CIQA as collated presentation of the all the activities listed above <a href="#">Click here</a>
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.		Annual report of the CIQA as collated presentation of the all the activities listed above <a href="#">Click here</a>
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	CIQA submit its Annual Report in the format as specified by the Commission at the end of each Academic year for Approval to Board of Management and after receiving its Approval it is submitted annually to the Commission and displayed on university website	Annual Report to be displayed on the website. <a href="#">Click here</a>

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22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	The CIQA take periodic review on quality assurance systems process by way of conducting core committee meeting	A meeting was conducted and Annual Report was presented to the members of the HEI by the Director CIQA.
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	Open and Distance Learning (ODL) is a philosophy of providing access to education to all those who wish to learn irrespective of place, time and pace of learning. The instructional design requirements for ODL are different from traditional classroom teaching	SLM Guidelines <a href="#">Click here</a>



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24.	Promoted automation of learner support services of the Higher Educational Institution	Online PCP services were provided to learners Online PCP services were provided to learners Online PCP services were provided to learners period of COVID-19, majority of the classes were conducted on Microsoft Teams platform. The University performs Continuous Assessment (CA) and Term End Examination (TEE) for assessing the progress of learners. The CA was done through tutor marked assignments	Admission Counselling and Academic Processes <a href="#">Click here</a> Welcome Letter <a href="#">Click here</a> Orientation and Training LMS video <a href="#">Click here</a> Best Practices of Synchronous QA Sessions <a href="#">Click here</a> How to login into LMS <a href="#">Click here</a>
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Annual Academic audit is conducted by external experts to review and assess the processes. The report is presented to the CIQA for suggestions and decisions	Academic Audit Report <a href="#">Click here</a> <a href="#">Click here</a>
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	A Committee is constituted consisting of Industry and other academic experts for audit of the processes and programs in ODL	Academic Audit Report <a href="#">Click here</a> <a href="#">Click here</a>

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27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Documents submitted NAAC by ODL department to be listed here	The NAAC Document was shared with HEI in 2020-21 and no new courses have been approved this year.
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	A Department Committee for Quality enhancement in all the quadrants of the ODL was constituted. A report of the same is presented for implementation.	A report of Industry Requirement <a href="#">Click here</a>
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The CIQA suggested that the profiles of the ODL students working in various industries would be a area to be explored. Accordingly the students a discussion with the students yielded indicators for enhancing the Curriculum and making it Industry Relevant.	A report of Industry Requirement <a href="#">Click here</a>

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

<b>Sr.No.</b>	<b>Provisions in Regulations</b>	<b>Action taken in respect of online programmes</b>	<b>Upload relevant document</b>
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1.	<p>Governance, Leadership and Management:</p> <ul style="list-style-type: none"><li>a. Organisation Structure and Governance</li><li>b. Management</li><li>c. Strategic Planning</li><li>d. Operational Plan, Goals and Policies</li></ul>	<p>The Institution has a welldefined organizational hierarchy as per statutory requirements. Various academic and administrative decision making bodies are active to ensure participative decision making in a decentralized regime. The Vice Chancellor is supported by Pro-VC, Deans, Proctors etc. besides the officers of the University. Platforms for regular interaction of university administration with various stakeholders groups are active. Their feedback is valued for academic and administrative planning. The Institution has budgetary control system to monitor effective and efficient usage of financial resources.</p>	<p>Organogram of the HEI</p> <p><a href="#">Click here</a></p>
2.	<p>Articulation of Higher Educational Institution Objectives</p>	<p>The Higher Educational Institution shall articulate a clear vision, mission, ethos and broad strategy consistent with the goals for offering programmes in Open and Distance Learning</p>	

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3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	The Curriculum design is an exercise carried out once in a year wherein the BoS of the respective departments are convened Regular meeting of the Faculty is convened to address the concerns of the learners and the faculty resulting corrections and possibly new teaching learning methods. SLM review is conducted to maintain the quality of delivery based on the feedback.	SLM Guidelines <a href="#">Click here</a> Orientation and Training LMS video <a href="#">Click here</a> GEU feedback form link <a href="#">Click here</a> Feedback form document <a href="#">Click here</a>
4.	Programme Monitoring and Review	Programme Monitoring is done by period reviews by the Programme Coordinators	Program Monitoring Report <a href="#">Click here</a>
5.	Infrastructure Resources	Infrastructure Requirements is reviewed and any requirements are generated and taken care by the Infrastructure Incharge of the HEI	Infrastructure Resources <a href="#">Click here</a>
6.	Learning Environment and Learner Support	Students are regularly guided by the Help Desk at the Directorate to help students with issues faced in the LMS. Notices are sent by all modes of communication.	Orientation and Training LMS video <a href="#">Click here</a> Modes of Communication Email WhatsApp Website
7.	Assessment and Evaluation	The faculty handling the subject regularly guides students regarding Assessments and Evaluations to be conducted.	Assessment and Evaluation <a href="#">Click here</a>

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8.	Teaching Quality and Staff Development	Faculty subject themselves to regular review in case of any issues. Aopen environment is provided for development of the teacher.	Peer Feedback <a href="#">Click here</a>
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**2.3 Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :**

<b>Sr.No.</b>	<b>Provisions in Regulations</b>	<b>Action taken in respect of online programmes</b>	<b>Upload relevant document</b>
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1.	Academic Planning	The University prepares time table for admission, teaching & examination and strictly follows the academic calendar.	Academic Calendar and Personal Contact Programme <a href="#">Click here</a>
2.	Validation	The Development of program proposals are based on the assessment and need analysis report based on the academic audit and the inputs from the committees formed to suggest courses and their relevance. GEU has been at the forefront of maintaining academic standard and providing essential services to the students.	Program Monitoring Report <a href="#">Click here</a> Academic Audit <a href="#">Click here</a> Academic Audit <a href="#">Click here</a>
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	The DDOE conducts Academic Audit for Quality assessments. The Programme Coordinators Monitor the progress and the Committees formed by the CIQA suggest enhancements in the courses.	Academic Audit <a href="#">Click here</a> <a href="#">Click here</a> Observer Report <a href="#">Click here</a>

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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, atleast Associate Professor

Or

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

Dr. Santosh Shankarrao Saraf, Director, Directorate of Distance and Online Education, Regular, Full Time, Qualification – PhD.

Appointment Letter and Joining Report : [Click here](#)

### **3.2 Name and details of Deputy Director of Centre for Distance and Online Education**

**(Dual Mode University)** - Full time or contractual basis, at least Associate Professor

Or

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

Prof. Anil Kumar Baliga, Deputy Director, Directorate of Distance and Online Education, Regular, Full Time, Qualification – M.Tech.

Appointment Letter and Joining Report : [Click here](#)

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

Or

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

Mr. Ramesh Obalappa, Assistant Director, Directorate of Distance and Online Education, Regular, Full Time, Qualification – MCA

Appointment Letter and Joining Report : [Click here](#)



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

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

**i. Programme name: B.Com (Hons)**

**a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Priyanka Nayak, Assistant Professor	Masters in Commerce	5.7 Years	Regular	11-01-22
2.	Arathi B.M, Assistant Professor	MPhil (Management)	11.3 Years	Regular	02-05-2022

**b. Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	B.Com (Hons)	Mrs. Navya Bhat Assistant Professor	M.Com	3.3 Years	Regular	09-05-22
2.	B.Com (Hons)	Arathi B.M Assistant Professor	MPhil (Management)	11.3 Years	Regular	02-05-22

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**c. Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Himanshi Sharma, Assistant Professor	M.A	2.5 Years	Regular	02-June-2022

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Type of HEI: Deemed-To-Be-University

**ii. Programme name: BBA**

**a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Srividya Karkala, Assistant Professor	M.Com	6.4 Years	Regular	18-04-22
2	Vishal Nayak, Assistant Professor	M.Com	7.9 Years	Regular	01-11-22

**b. Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	BBA	Vinutha Shetty, Assistant Professor	MBA	6 Years	Regular	01-08-22
2.	BBA	Priyanka Nayak, Assistant Professor	Masters in Commerce	5.7 Years	Regular	11-01-22

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**Name of HEI: Graphic Era (Deemed to be) University**

**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.	Mrs. Navya Bhat Assistant Professor	M.Com	3.3 Years	Regular	09-05-22

HEI ID: HEI-U-0555

Name of HEI: Graphic Era (Deemed to be) University

Type of HEI: Deemed-To-Be-University

**iii. Programme name: BCA**

**a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	B.A Patil, Assistant Professor	M. E(CSE)	26 Years	Regular	27-08-21

**b. Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	BCA	Geeta U Navalyal, Assistant Professor	M. Tech.	23.8 Years	Regular	11-12-21
2.	BCA	Sreedevi R. Nagarmunoli, Assistant Professor	M. Tech.	24.6 Years	Regular	01-02-22

**c. Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Jayashree B Kulkarni, Associate Professor	M.Tech.	20.8 Years	Regular	01-12-22

HEI ID: HEI-U-0555

Name of HEI: Graphic Era (Deemed to be) University

Type of HEI: Deemed-To-Be-University

**iv. Programme name: MBA**

**a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Jayaprakasha.K, Assistant Professor	M.B.A	5.7 Years	Regular	11-01-22
2	Supritha K, Assistant Professor	M.B.A	1.4 Years	Regular	18-04-22

**b. Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	MBA	Dr.Rashmi Kodikal, Professor	PhD	20.8 Years	Regular	01-12-21
2.	MBA	Dr Surekha Invali Professor	PhD	22.7 Years	Regular	14-01-22
3.	MBA	Arathi B.M Assistant Professor	MPhil (Management)	11.3 Years	Regular	02-05-22
4.	MBA	Jayaprakasha.K Assistant Professor	MBA	5.7 Years	Regular	11-01-22

**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**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.	Vishal Nayak, Assistant Professor	M.Com	7.9 Years	Regular	01-11-22

HEI ID: HEI-U-0555

Name of HEI: Graphic Era (Deemed to be) University

Type of HEI: Deemed-To-Be-University

**v. Programme name: MCA**

**a. Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Vaishali Raghavendra Kulkarni, Professor	PhD.	31.6 Years	Regular	24-01-22

**b. Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	MCA	Raghavendra Venkatesh Kulkarni Professor	Ph.D.	35.3 Years	Regular	17-05-22
2.	MCA	Jayashree B Kulkarni, Associate Professor	M.Tech.	20.8 Years	Regular	01-12-22
3.	MCA	Sneha Karamadi Assistant Professor	M.Tech.	5.1 Years	Regular	19-07-22
4.	MCA	Keerti Naregal, Assistant Professor	M. Tech. (CSE)	14.1 Years	Regular	01-06-22



HEI ID: HEI-U-0555

Name of HEI: Graphic Era (Deemed to be) University

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.	B.A Patil, Assistant Professor	M. E(CSE)	26 Years	Regular	27-08-21

**3.5 Details of Administrative staff**

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

Admin Staff	Required	Available
Deputy Registrar	1	1 Mr. Anil Chuhan Appointment letter : <a href="#">Click here</a>
Assistant Registrar	1	1 Amit Dimri Appointment letter : <a href="#">Click here</a>
Section Officer	1	1 Mr. Sandeep Hatwal Appointment letter : <a href="#">Click here</a>
Assistants	3 (2 for DM Universities)	2 Ms. Deepa Verma Appointment letter : <a href="#">Click here</a> Mr. Vimal Kakkad Appointment letter : <a href="#">Click here</a>
Computer Operator	2	2 Mr. Ashish Lakhera Appointment letter : <a href="#">Click here</a>

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Name of HEI: Graphic Era (Deemed to be) University

Type of HEI: Deemed-To-Be-University

		Mr. Shrey Gupta Appointment letter : <a href="#">Click here</a>
Multi Tasking Staff	2	2  Mr. H.D Patni Appointment letter : <a href="#">Click here</a>  Mr. Sunendra Chamoli Appointment letter : <a href="#">Click here</a>

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

**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 Anupama Appointment letter : <a href="#">Click here</a>
Technical Associate (Audio-Video recording and editing)	1	1 Sangram Bhosale Appointment letter : <a href="#">Click here</a>
Technical Assistant (Audio-Video recording)	1	1 Rajendra V Totagi Appointment letter : <a href="#">Click here</a>
Technical Assistant (Audio Video editing)-	1	1 Rohit Sarna Appointment letter : <a href="#">Click here</a>

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

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	1 Abhishek Bhatt Appointment letter : <a href="#">Click here</a>
Technical Assistant (LMS and Data Management)	2	2 Amita Naigaonkar

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Name of HEI: Graphic Era (Deemed to be) University

Type of HEI: Deemed-To-Be-University

		Appointment letter : <a href="#">Click here</a> Nishant Chhabra Appointment letter : <a href="#">Click here</a>
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**iii. For Admission and Examination for Online mode:**

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	1 Mr. Akhil Negi Appointment letter : <a href="#">Click here</a>
Technical Assistant (Admission, Examination and Result)	2	2 Garima Mailik Appointment letter : <a href="#">Click here</a>  Sonakshi Negi Appointment letter : <a href="#">Click here</a>

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

**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

### **Part – IV: Examinations**

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

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No</b>	<b>If No, Reason thereof</b>
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.	Exam were held in Online Proctored mode.	
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.	Exam were held in Online Proctored mode.	

**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Exam were held in Online Proctored mode.	

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No</b>	<b>If No, Reason thereof</b>
6.	Building and grounds of the examination centre must be clean and in good condition.	Exam were held in Online Proctored mode.	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Exam were held in Online Proctored mode.	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Exam were held in Online Proctored mode.	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Exam were held in Online Proctored mode.	
10.	Safety and security of the examination centre must be ensured	Exam were held in Online Proctored mode.	
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	Exam were held in Online Proctored mode.	

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

12.	Provision of drinking water must be made for learners	Exam were held in Online Proctored mode.	
13.	Adequate parking must be available near the examination centre	Exam were held in Online Proctored mode.	
14.	Facilities for Persons with Disabilities should be available	Exam were held in Online Proctored mode.	

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

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

<b>S. No.</b>	<b>Provisions in Regulations</b>	<b>Whether being complied Yes/No</b>  <b>If yes, please provide details and upload relevant documents</b>	<b>If No, Reason thereof</b>
1.	Requirements at Test Centres  (as mentioned in provision II (B)(13)(i) of Annexure II)	Exam were held in Online Proctored mode.  <a href="#">Click here</a>	
2.	Requirement of proctors  (as mentioned in provision II (B)(13)(ii) of Annexure II)	Exam were held in Online Proctored mode.  <a href="#">Click here</a>	
3.	Security arrangements in the testing centre  (as mentioned in provision II (B)(13)(iii) of Annexure II)	Exam were held in Online Proctored mode.  <a href="#">Click here</a>	
4.	Remote Proctoring  (as mentioned in provision II (B)(13)(iii) of Annexure II)	Exam were held in Online Proctored mode.  Remote Proctoring : <a href="#">Click here</a>	

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

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

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes, it is followed. Exam Guidelines <a href="#">Click here</a>	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	Yes, it is followed. Evaluation Mechanism <a href="#">Click here</a>	



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**Type of HEI: Deemed-To-Be-University**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	learners enrolled through Online mode and their certification.		
3.	<p>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:</p> <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;</p> <p>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>Yes, it is followed.</p> <p>Academic Calendar and PCP</p> <p><a href="#">Click here</a></p>	

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**Type of HEI: Deemed-To-Be-University**

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	Yes, it is followed. Program Project Report. <a href="#">Click here</a>	
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**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
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, it is followed.  Sample Question paper  <a href="#">Click here</a>  Sample Assignment  <a href="#">Click here</a>	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes, it is followed.  Assessment Criteria  <a href="#">Click here</a>	
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, it is followed.  Sample Mark sheet  <a href="#">Click here</a>	

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

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	Process <a href="#">Click here</a>	
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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	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.	Date sheet <a href="#">Click here</a>	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Exam were held in Online Proctored mode. <a href="#">Click here</a>	
	(b) Availability of biometric system	Exam were held in Online Proctored mode. <a href="#">Click here</a>	
	(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	Exam were held in Online Proctored mode. <a href="#">Click here</a>	

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**Type of HEI: Deemed-To-Be-University**

	(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	Exam were held in Online Proctored mode. <a href="#">Click here</a>	
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**Type of HEI: Deemed-To-Be-University**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Exam were held in Online Proctored mode. <a href="#">Click here</a>	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Observer Report : <a href="#">Click here</a>	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Observer Report : <a href="#">Click here</a>	
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	Exam were held in Online Proctored mode. <a href="#">Click here</a>	

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

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	Exam were held in Online Proctored mode. <a href="#">Click here</a>	
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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

<b>S.No.</b>	<b>Provisions in Regulations</b>	<b>Whether complied Yes/No If Yes, Upload relevant document</b>	<b>If No, Reason thereof</b>
	examinations for such learners		
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.	Sample Degree  <a href="#">Click here</a>	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes, it is followed	
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	Sample Degree  <a href="#">Click here</a>	

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

**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
Nov 2022	1. B.Com(Hons)	10	10	10	90 %	70 %
	2. BBA	71	71	71	88.57 %	43%
	3. BCA	26	26	26	76.92 %	42.30 %
	4. MBA	357	357	357	82.91 %	67.50 %
	5. MCA	124	124	124	67.74 %	58.87 %

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

**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.*

Program Project Report : [Click here](#)

Statutory Bodies : [Click here](#)

**5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

*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.*

Compliance status of ‘Quality Assurance Guidelines : [Click here](#)

**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.*

Compliance status in respect of Self-Learning Material : [Click here](#)

**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

## **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 Link : [Click here](#)

- 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*

LMS Link : [Click here](#)

LMS Invoice : [Click here](#)

### **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)*

Yes, it is complied.

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

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

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise-programmes wise)
1.	B.Com (Hons)	No	N.A	N.A	N.A	N.A	N.A
2.	BBA	No	N.A	N.A	N.A	N.A	N.A
3.	BCA	No	N.A	N.A	N.A	N.A	N.A
4.	MBA	No	N.A	N.A	N.A	N.A	N.A
5.	MCA	No	N.A	N.A	N.A	N.A	N.A

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

[Click here](#)

**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**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) Regulations, 2020 – Self-regulation through disclosures, declarations and reports**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
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, it is complied	
Uploading of the following on HEI website <b>(Mention link)</b>			
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	Approval Letter <a href="#">Click here</a>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Approval Letter <a href="#">Click here</a>	
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	Website <a href="#">Click here</a> Prospectus <a href="#">Click here</a>	

**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

5.	Programme-wise information on syllabus, suggested readings, contact points for	Syllabus <a href="#">Click here</a>	
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**HEI ID: HEI-U-0555**

**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Academic Calender <a href="#">Click here</a> Date sheet <a href="#">Click here</a>	
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	Best Practices to ensure quality in QA Sessions <a href="#">Click here</a>	
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	Feedback form <a href="#">Click here</a> Feedback form link <a href="#">Click here</a>	
9.	Information regarding all the programmes recognised by the Commission	Approval Letter <a href="#">Click here</a>	



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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Program wise Enrollment Details <a href="#">Click here</a>	
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;	List of Faculty Members who have written SLM <a href="#">Click here</a>	
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	Frequently Asked Questions <a href="#">Click here</a>	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	No. Of Examination Center Proposed <a href="#">Click here</a>	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Exam were held Online <a href="#">Click here</a>	
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	Academic Calendar <a href="#">Click here</a>	
16.	Reports of the third party academic audit to be undertaken every five years and internal		

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<b>S.No.</b>	<b>Provision</b>	<b>Complied Yes/No with explicit link address</b>	<b>If no. Reasons, thereof</b>
	academic audit every year by Centre for Internal Quality Assurance	Academic Audit <a href="#">Click here</a> <a href="#">Click here</a>	

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**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 Online Programmes) Regulations, 2020**

<b>S.No.</b>	<b>Provision</b>	<b>Whether being complied Yes/No</b>
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, it is complied
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes, it is complied
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, it is complied

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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	Yes, it is complied
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	<p>the instructions or orders issued by Central Government or State Government:</p> <p>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</p>	Yes, it is complied
5.	<p>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</p>	Yes, it is complied
6.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(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.</p>	Yes, it is complied

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**Type of HEI: Deemed-To-Be-University**

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
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	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes, it is complied
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes, it is complied
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes, it is complied
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes, it is complied
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes, it is complied

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8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	Yes, it is complied
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	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes, it is complied
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes, it is complied
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes, it is complied
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes, it is complied
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes, it is complied
9.	Higher Educational Institution shall publish information at <b>sr. no. '8'</b> 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	Yes, it is complied

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	in the Commission Order	
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, it is complied
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, it is complied
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, it is complied

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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	Yes, it is complied
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**Type of HEI: Deemed-To-Be-University**

	Educational Institution	
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(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;</p> <p>(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</p>	Yes, it is complied

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

**If No, reason thereof: Yes**

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**Name of HEI: Graphic Era (Deemed to be) University**

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## **Part – IX: Grievance Redressal Mechanism**

### **9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

*HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.*

Grievance Redressal Form : [Click here](#)

### **9.2 Details of Grievance received**

<b>Numbers of Grievance Received</b>	<b>Numbers of Grievance Resolved</b>
No Grievance Received	

### **9.3 Complaint Handling Mechanism**

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

Students submit complaint through this link [Click here](#) which is available on GEU Website, Grievance is being received by Registrar office, a Committee is thereby formed and appropriate decision is taken by the Committee,

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

<b>Numbers of Complaint Received</b>	<b>Numbers of Complaint Resolved</b>	<b>Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)</b>
No Complaint Received		

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**Name of HEI: Graphic Era (Deemed to be) University**

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## **Part – X: Innovative and Best Practices**

### **10.1 Innovations introduced during academic year**

University focuses on the thrust areas like:

- i) Introduction of IT Tools in most of the courses.
- ii) Training students in AI and ML tools for application in relevant areas.
- iii) Introducing Case Based studies in most of the courses.
- iv) Faculty have been conducting research in their respective fields and contribute to the research quotient of the HEI

### **10.2 Best Practices of the HEI**

Integrity, objectivity, excellence, social responsibility and transparency are the core values of the Institution. Transparency is seen in our practices of participative decision making. The Institution, in pursuance of its defined vision, addresses issues related to local and global economic and social needs through its curriculum. Institution follows highest standards of professional behaviour and ethics in its functioning at every level and is known for valuing its commitments to diverse group of stakeholders. Graphic Era (deemed to be University) believes in culture characterized by unbiased and objective working that respects gender and social equality and transparency. It values education as a catalyst for social change for better. In order to promote carbon neutral green practices, Institution engages in activities of societal importance like environmental preservation, energy conservation, waste management, sustainable development, water harvesting, restricted entry of automobiles, provisioning of bicycle and battery operated carts in the campus. An all-inclusive environment, zero-tolerance towards cultural, religious or racial biasness, sensitization to constitutional obligations etc. are the corner stone of the University.

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

The Recruitment Drives were conducted online.

### **10.4 Success Stories of students of Online mode of the HEI**

The students of ODL have expressed that based on the skillsets they are acquiring as part of the course, they have been getting better assignments in their work place.

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

Initiatives to convert the SLM to regional languages has been planned.

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**Name of HEI: Graphic Era (Deemed to be) University**

**Type of HEI: Deemed-To-Be-University**

**10.6 Number of students placed through Campus Placements**

No batch has graduated from the Online system however, Most of the students are working or having their own enterprise.

**10.7 Details of Alumni Cell and its activity**

The Alumni immersion contributes unequivocally in the growth of an educational organization. The culture and legacy of any institution is carried forward by its Alumni. Through different chapters at GEU, Alumni create a connection with the Alma Mater and contribute to attain academic excellence and sustainable development in the University. The alumni achievements have secured world-wide credentials for the University. The Institute has a proactive Alumni Association Cell registered vide reference number UK 06003012020003065 which remains in regular contact with the Alumni through various programs, reunions, workshops, meetings, publications and on line networking. Graphic Era University has established 6 Alumni Chapters (Pune, Delhi, Bangalore, Hyderabad, New Jersey, and California) combating geographical barriers. 19,000 + Alumnus are registered with the University. They engage themselves in intellectually stimulating programs, rekindling their class spirit, featuring faculty, classmates, and university leaders.

**10.8 Any other Information**

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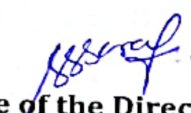
HEI ID: HEI-U-0555

Name of HEI: Graphic Era (Deemed to be) University

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

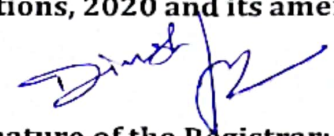
  
Signature of the Director:

Name: DR. SANTOSH S. SARAF.

Seal:

Date: 29/08/2023

Director  
Graphic Era Directorate of  
Distance and Online Education  
Dehradun, Uttarakhand

  
Signature of the Registrar:

Name: DR. DINESH JOSHI.

Seal:

Date: 29/08/23

Registrar  
Graphic Era (Deemed to be University)  
Dehradun

**Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.**

  
Vice Chancellor  
Graphic Era (Deemed to be University)  
Dehradun, Uttarakhand