

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

OPEN AND DISTANCE

LEARNING MODE

2023-24

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Part – I: General Information

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

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
<i>a.</i>	<i>Vice Chancellor of the University</i>	<i>Chairperson</i>	<i>Prof. (Dr.) Narpinder Singh</i>	<i>PhD.</i>	<i>12 Feb 2024</i>
<i>b.</i>	<i>Three Senior teachers of HEI</i>	<i>Member 1</i>	<i>Dr. R.V Kulkarni</i>	<i>PhD.</i>	<i>12 Feb 2024</i>
		<i>Member 2</i>	<i>Mr. Amjad Ali</i>	<i>M.Com, M.F.C (Masters of Finance and Control)</i>	<i>12 Feb 2024</i>
		<i>Member 3</i>	<i>Mr. B.A Patil</i>	<i>M.E in Computer Scince and Engineering</i>	<i>12 Feb 2024</i>
<i>c.</i>	<i>Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode</i>	<i>Member 4</i>	<i>Dr. Sachin Ghai</i>	<i>PhD.</i>	<i>12 Feb 2024</i>
		<i>Member 5</i>	<i>Dr. Rupa Khanna</i>	<i>PhD.</i>	<i>12 Feb 2024</i>
		<i>Member 6</i>	<i>Dr. Ankur Choudhary</i>	<i>PhD.</i>	<i>12 Feb 2024</i>
<i>d.</i>	<i>Two External</i>	<i>Member 7</i>	<i>Mr. Ashok Herur</i>	<i>PGDBM</i>	<i>12 Feb 2024</i>

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	<i>Experts of ODL and/or Online Education</i>	<i>Member 8</i>	<i>Prof. (Dr.) Mahantesh Pattanshetti</i>	<i>PhD.</i>	12 Feb 2024
<i>e.</i>	<i>Officials from departments of HEI</i>	<i>Member 9 Administration</i>	<i>Mr. D.S Rawat</i>	<i>Diploma in EC</i>	12 Feb 2024

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S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none">AdministrationFinance	Member Finance	Mr. Rahul Gupta	C.A	12 Feb 2024
f.	Director, CIQA	Member Secretary	Dr. Santosh Shankarrao Saraf	PhD.	12 Feb 2024

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

If No, reason thereof

Yes

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	13-04-2023	2	Click here	Click here
Meeting 2	23-07-2024	1	Click here	Click here

1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
NIL											

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

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1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
NIL											

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

1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:

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

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
NIL										

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

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

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	B.Com (Hons)	3	154	A person with 10+2 or its equivalent examination in science	Rs 25000/Year	F.No. 21-75/2022(D EB -II)	0	0	0	0

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				<i>or commerce stream conducted by a recognized Board/ University/ Council is eligible for admission</i>						
2.	BBA	3	132	<i>A person with 10+2 or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission.</i>	<i>Rs 25000/ Year</i>	<i>F.No. 21- 75/2022(D EB -II)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
3.	BCA	3	132	<i>A person with 10+2 with mathematics or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission</i>	<i>Rs 25000/ Year</i>	<i>F.F.No. 21- 75/2022(D EB -II)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

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

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1.9 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	106	A person with 10+2+3 or its equivalent examination in any stream Conducted by a recognized / University / Council is eligible for admission	Rs 35,000 /Year	UGC : F.No. 21-75/2022(DE B -II) AICTE : Northern/1-3624495796 9/2023/EOA	0	0	0	0
2.	MCA	2	90	A person with 10+2+3 with mathematics or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission	Rs 35,000 /Year	UGC : F F.No. 21-75/2022(DE B -II) AICTE : Northern/1-3624495796 9/2023/EOA	0	0	0	0

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:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	<i>Quality maintained in the services provided to the learners</i>	<p><i>The Quality is maintained in Services Provided to the learners is in</i></p> <ol style="list-style-type: none"><i>1. Admission Counselling</i><i>2. Study Material</i><i>3. Orientation and Training to use LMS</i><i>4. Complete Academic calendar with dates of Personal Contact Programs (PCP), Assignment Submission</i><i>5. Students are guided by the personnel at the help desk</i><i>6. Communication is initiated by email, whatsapp and website</i><i>7. Students are encouraged to interact with faculty during PCP and forums floated on LMS</i> <p><i>The Faculty of HEI participated in Participated in National Workshop on "Design and Development of Self-Learning Materials for Distance, Online and Blended Learning' from</i></p>	<p><i>Admission Counselling and Academic Processes</i></p> <p>Click here</p> <p><i>Welcome Letter</i></p> <p>Click here</p> <p><i>Orientation and Training LMS video</i></p> <p>Click here</p> <p><i>National Workshop participation certificate</i></p> <p>Click here</p> <p>Click here</p> <p><i>National Workshop Learning outcomes</i></p> <p>Click here</p>

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		<i>IGNOU from 20-25 November 2023 and obtained Grade "A"</i>	
2.	<i>Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution</i>	<p>1. The meeting regarding instruction delivery was carried out for the online Bachelor's and Master's programs in Computer Applications.</p> <p>2. Planning for video preparation techniques and best practices.</p> <p>3. Guidelines for creating engaging and effective video content.</p> <p>4. Review of existing video resources and identification of gaps.</p> <p>5. Recommendations for future development and updates.</p>	<p>Meeting regarding instruction delivery</p> <p>Click here</p> <p>Teams Demo</p> <p>Click here</p> <p>How to login into LMS.</p> <p>Click here</p>
3.	<i>Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality</i>	<p>1. Review of the self-learning material prepared for the online Bachelor's and Master's programs in Computer Applications.</p> <p>2. Discussion on alignment of material with program objectives and curriculum.</p> <p>3. Evaluation of material's quality, clarity, and relevance.</p> <p>4. Identification of areas for improvement and revision.</p> <p>5. Recommendations for future development and updates.</p>	<p>Minutes of Meeting of SLM Review</p> <p>Click here</p>
4.	<i>Mechanism devised to ensure that the quality of Open and Distance programmes matches with the quality of relevant programmes in conventional mode</i>	<p>The University offers Specialization subjects to Learners as per the current market and industry standard.</p>	<p>Specialization subjects document</p> <p>Click here</p>

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	<i>(For Dual Mode HEIs)</i>		
5.	<i>Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.</i>	<i>The CDOE has developed google feedback forms and circulated among learners, teachers, staff, parents, society, employers etc. for feedback.</i>	<i>GEU feedback form link</i> Click here <i>Feedback form document</i> Click here

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6.	<i>Measures suggested to the authorities of Higher Educational Institution for qualitative improvement</i>	<i>Based on the feedback from the students and the stake holders. New subjects and teaching learning processes are suggested to the HEI</i>	<i>Processes to improve Quality in Teaching Learning Process</i> Click here <i>Consolidated Report to Suggest Innovative and Quality Teaching Learning Processes for ODL by the HEI</i> Click here
7.	<i>Implementation of its recommendations through periodic reviews</i>	<i>An internal committee was organized by CIQA to monitor the quality headed by programme coordinators</i>	<i>Implementation of CIQA recommendations and PPR implementation</i> Click here
8.	<i>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.</i>	<i>A workshok on Chat GPT was done to make faculty members familiar with it.</i>	<i>Chat GPT Document</i> Click here
9.	<i>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</i>	<i>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 the HEI</i>	<i>Roles and Responsibilities for Faculty to ensure best practices.</i> Click here

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10.	<i>Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).</i>	<i>Feedback from students regarding programmes and feedback from faculty regarding the teaching-learning experience</i>	<i>Faculty feedback</i> Click here
11.	<i>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</i>	<i>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</i>	<i>Implementation of CIQA recommendations and PPR implementation</i> Click here <i>PPR Link</i> Click here

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12.	<i>Mechanism to ensure the proper implementation of Programme Project Reports</i>	<i>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</i>	<i>Duties and Responsibilities of Programme Coordinators</i> Click here
13.	<i>Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.</i>	<i>The Annual reports were made and presented to the CIQA members for necessary action.</i>	<i>Annual Report</i> Click here
14.	<i>Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.</i>	<i>Based on the feedback review from the stake holders, the subjects were updated for MBA.</i>	<i>MBA Specialization document</i> Click here
15.	<i>Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.</i>	<i>Efforts to improve quality of teaching learning processes were undertaken by feedback based on the learner analytics</i>	<i>Learner analytics</i> Click here
16.	<i>Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.</i>	<i>Documents given to NAAC</i>	<i>The NAAC Document was shared with HEI in 2020-21 and no new courses have been approved this year</i>

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17.	<i>Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit</i>	<i>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</i>	Academic Audit Click here
18.	<i>Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines</i>	<i>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.</i>	Academic Audit Click here

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19.	<i>Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.</i>	<i>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. The Committee has continued using the same agenda.</i>	<i>Study of other HEI offering Online programmes</i> Click here <i>Consolidated Report of Offerings and Functioning of other HEIs</i> Click here
20.	<i>Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.</i>	<i>CIQA conducted various meetings related to NAAC, NIRF, NEP, Opportunities for ODL</i>	<i>Annual report of the CIQA as collated presentation of the all the activities listed above</i> Click here
21.	<i>Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.</i>		<i>Annual report of the CIQA as collated presentation of the all the activities listed above</i> Click here
	<i>(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.</i>	<i>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</i>	<i>Annual Report to be displayed on the website.</i> Click here

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22.	<i>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</i>	<i>The CIQA take periodic review on quality assurance systems process by way of conducting core committee meeting</i>	<i>A meeting was conducted and Annual Report was presented to the members of the HEI by the Director CIQA.</i>
23.	<i>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</i>	<i>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</i>	<i>SLM Guidelines</i> Click here

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24.	<i>Promoted automation of learner support services of the Higher Educational Institution</i>	Online PCP services were provided to learners Online PCP services were provided to learners Online PCP services were provided to learners, 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	<i>Admission Counselling and Academic Processes</i> Click here <i>Welcome Letter</i> Click here <i>Orientation and Training LMS video</i> Click here <i>Best Practices of Synchronous QA Sessions</i> Click here <i>How to login into LMS.</i> Click here
25.	<i>Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes</i>	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	<i>Academic Audit Report</i> Click here Click here
26.	<i>Coordinated with third party auditing bodies for quality audit of programme(s)</i>	A Committee is constituted consisting of Industry and other academic experts for audit of the processes and programs in ODL	<i>Academic Audit Report</i> Click here Click here

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27.	<i>Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution</i>	<i>Documents submitted NAAC by ODL department to be listed here</i>	<i>The NAAC Document was shared with HEI in 2020-21 and no new courses have been approved this year.</i>
28.	<i>Promoted collaboration and association for quality enhancement of Online mode of education and research therein</i>	<i>A Department Committee for Quality enhancement in all the quadrants of the ODL was constituted. A report of the same is presented for implementation</i>	<i>A report of Industry Requirement</i> Click here
29.	<i>Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.</i>	<i>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.</i>	<i>A report of Industry Requirement</i> Click here

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

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

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<p>1.</p>	<p><i>Governance, Leadership and Management:</i></p> <ul style="list-style-type: none">a. <i>Organisation Structure and Governance</i>b. <i>Management</i>c. <i>Strategic Planning</i>d. <i>Operational Plan, Goals and Policies</i>	<p><i>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.</i></p>	<p>Organogram of the HEI</p> <p>Click here</p>
<p>2.</p>	<p><i>Articulation of Higher Educational Institution Objectives</i></p>	<p><i>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</i></p>	
<p>3.</p>	<p><i>Programme Development and Approval Processes</i></p> <ul style="list-style-type: none">a. <i>Curriculum Planning, Design and Development</i>b. <i>Curriculum Implementation</i>c. <i>Academic Flexibility</i>d. <i>Learning Resource</i>	<p><i>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</i></p>	<p>SLM Guidelines</p> <p>Click here</p> <p>Orientation and Training LMS video</p> <p>Click here</p> <p>GEU feedback form</p>

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	<i>e. Feedback System</i>	<i>corrections and possibly new teaching learning methods. SLM review is conducted to maintain the quality of delivery based on the feedback.</i>	<i>link</i> Click here <i>Feedback form document</i> Click here
4.	<i>Programme Monitoring and Review</i>	<i>Programme Monitoring is done by period reviews by the Programme Coordinators</i>	<i>Program Monitoring Report</i> Click here
5.	<i>Infrastructure Resources</i>	<i>Infrastructure Requirements is reviewed and any requirements are generated and taken care by the Infrastructure Incharge of the HEI</i>	<i>Infrastructure Resources</i> Click here
6.	<i>Learning Environment and Learner Support</i>	<i>Students are regularly guided by the Help Desk at the Centre to help students with issues faced in the LMS. Notices are sent by all modes of communication.</i>	<i>Orientation and Training LMS video</i> Click here <i>Modes of Communication</i> <i>Email WhatsApp</i> <i>Website</i>
7.	<i>Assessment and Evaluation</i>	<i>The faculty handling the subject regularly guides students regarding Assessments and Evaluations to be conducted.</i>	<i>Assessment and Evaluation</i> Click here
8.	<i>Teaching Quality and Staff Development</i>	<i>Faculty subject themselves to regular review in case of any issues. Aopen environment is provided for development of the teacher.</i>	<i>Peer Feedback</i> Click here

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

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Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
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1.	<i>Academic Planning</i>	<i>The University prepares time table for admission, teaching & examination and strictly follows the academic calendar.</i>	<i>Academic Calendar and Personal Contact Programme</i> Click here
2.	<i>Validation</i>	<i>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.</i>	<i>Program Monitoring Report</i> Click here <i>Academic Audit Report</i> Click here Click here
3.	<i>Monitoring, Evaluation and Enhancement Plans</i> <i>a. Reports from Learner Support Center (for Open and Distance Learning Programmes)</i> <i>b. Reports from Examination Centers</i> <i>c. External Auditor or other External Agencies report</i> <i>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</i> <i>e. Reporting and Analytics by the Higher Educational Institution</i> <i>f. Periodic Review</i>	<i>The CDOE conducts Academic Audit for Quality assessments. The Programme Coordinators Monitor the progress and the Committees formed by the CIQA suggest enhancements in the courses.</i>	<i>Academic Audit Report</i> Click here Click here <i>Observer Report</i> Click here

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

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, Centre for Distance and Online Education, Regular, Full Time, Qualification – PhD.

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

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

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

i. Programme name: B.Com (Hons)

a. Programme Coordinator

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

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

b. Course Coordinator

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

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

c. Course mentor

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

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

ii. Programme name: BBA

a. Programme Coordinator

<i>S. No.</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining programme</i>
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

<i>S. No.</i>	<i>Course name</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining programme</i>
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

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

c. Course mentor

<i>S. No.</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining program me</i>
1.	Mrs. Navya Bhat <i>Assistant Professor</i>	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

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

b. Course Coordinator

<i>S. No.</i>	<i>Course name</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining programme</i>
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

<i>S. No.</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining programme</i>
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

<i>S. No.</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining programme</i>
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

<i>S. No.</i>	<i>Course name</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining programme</i>
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

<i>S. No.</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining program me</i>
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

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

b. Course Coordinator

<i>S. No.</i>	<i>Course name</i>	<i>Names with Designation</i>	<i>Qualification</i>	<i>Experiences</i>	<i>Type (Regular/ Contract) with gross salary/ month</i>	<i>Date of joining programme</i>
1.	MCA	Raghavendra Venkatesh Kulkarni <i>Professor</i>	Ph.D.	35.3 Years	Regular	17-05-22
2.	MCA	Jayashree B Kulkarni, Associate Professor	M.Tech.	20.8 Years	<i>Regular</i>	01-12-22
3.	MCA	B.A Patil, Assistant Professor	M. E(CSE)	26 Years	Regular	27-08-21
4.	MCA	Keerti Naregal, Assistant Professor	M. Tech. (CSE)	14.1 Years	Regular	01-06-22

c. Course mentor

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

3.3 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

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

		Appointment letter : Click here
<i>Multi Tasking Staff</i>	<i>2</i>	<i>2</i> <i>Mr. H.D Patni</i> Appointment letter : Click here <i>Mr. Sunendra Chamoli</i> Appointment letter : Click here

(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:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	<i>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</i>	Yes	
2.	<i>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</i>	Yes	
3.	<i>All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.</i>	<i>Exam were held in Online Proctored mode.</i>	
4.	<i>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.</i>	<i>Exam were held in Online Proctored mode.</i>	

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

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

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

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

Type of HEI: Deemed-To-Be-University

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

Type of HEI: Deemed-To-Be-University

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

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

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	<i>learners enrolled through Open and Distance mode and their certification.</i>		
3.	<i>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:</i> <i>Provided that no semester or year-end examination shall be held unless:</i> <i>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;</i> <i>ii) For Open and Distance Learning 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.</i>	<i>Yes, it is followed.</i> <i>Academic Calendar and PCP</i> Click here <i>Learner Analytics</i> Click here	
4.	<i>The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved</i>	<i>Yes, it is followed.</i> <i>Program Project Report.</i> Click here	

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Type of HEI: Deemed-To-Be-University

	<i>by adopting same standards as being followed in conventional</i>		
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Name of HEI: Graphic Era (Deemed to be) University

Type of HEI: Deemed-To-Be-University

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	<i>mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities</i>		
5.	<i>The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.</i>	<i>Yes, it is followed.</i> <i>Sample Question paper</i> Click here <i>Sample Assignment</i> Click here	
6.	<i>The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments</i>	<i>Yes, it is followed.</i> <i>Assessment Criteria</i> Click here	
7.	<i>Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card</i>	<i>Yes, it is followed.</i> <i>Sample Mark sheet</i> Click here	
8.	<i>A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation,</i>	<i>Process</i> Click here	

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

Type of HEI: Deemed-To-Be-University

	<i>conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure</i>		
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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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	<i>that no part of the syllabus is left out of study by a learner.</i>		
9.	<i>The examination of the programmes in Open and Distance Learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.</i>	<i>Date sheet</i> Click here	
10.	<i>(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.</i>	<i>Exam were held in Online Proctored mode.</i> Click here	
	<i>(b) Availability of biometric system</i>	<i>Exam were held in Online Proctored mode.</i> Click here	
	<i>(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</i>	<i>Exam were held in Online Proctored mode.</i> Click here	

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

Type of HEI: Deemed-To-Be-University

	<p><i>(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</i></p>	<p><i>Exam were held in Online Proctored mode.</i></p> <p>Click here</p>	
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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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	<i>centre to the Higher Educational Institution</i>		
11.	<i>The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years</i>	Exam were held in Online Proctored mode. Click here	
12.	<i>(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and</i>	Observer Report : Click here	
	<i>(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution</i>	Observer Report : Click here	
13	<i>a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations. b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution</i>	Exam were held in Online Proctored mode. Click here	

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14	<i>The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions</i>	Exam were held in Online Proctored mode. Click here	
15	<i>The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations</i>	Exam were held in Online Proctored mode. Click here	
16.	<i>The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution</i>	Exam were held in Online Proctored mode. Click here	

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

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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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
18.	<i>(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.</i>	Sample Degree Click here	
	<i>(b) Each award shall also be uploaded on the National Academic Depository</i>	Yes, it is followed	
18	<i>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</i>	Sample Degree Click here	

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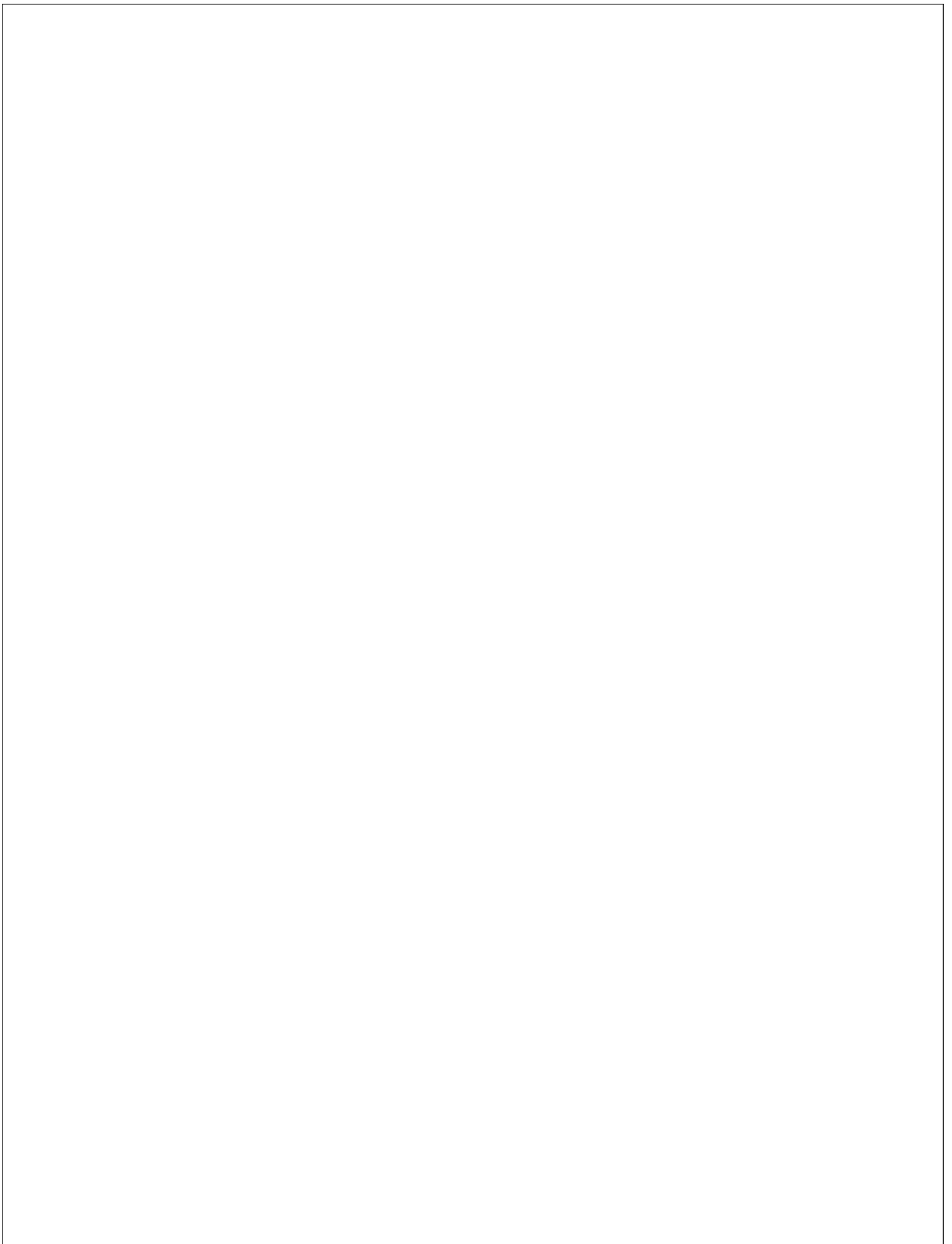
	<i>Examination Centres</i>		

		<i>admitted</i>	<i>appeared in exams</i>	<i>progressed to next year</i>	<i>s passed</i>	<i>passed in first class</i>
<i>October 2023</i>	<i>1. B.Com</i>	No Students have taken admission				
	<i>2. BBA</i>					
	<i>3. BCA</i>					
	<i>4. MBA</i>					
	<i>5. MCA</i>					

4.3 Result and Student Progression For

UG, PG and PGD programmes

<i>Semester beginning</i>	<i>Programmen ame</i>	<i>No. of students</i>	<i>No. of students</i>	<i>No. of students</i>	<i>% of student</i>	<i>% of students</i>
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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

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.

HEI ID: HEI-U-0555

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

Type of HEI: Deemed-To-Be-University

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

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 Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:

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

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1.	UG	Graphic Era (Deemed to be) University	1	1980	56	50
2.	PG	Graphic Era (Deemed to be) University	1	NIL	NIL	NIL
3.	PGD	N.A	N.A	N.A	N.A	N.A

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

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

There is only one Learner Support Center i.e Graphic Era (Deemed to be) University

HEI ID: HEI-U-0555

Name of HEI: Graphic Era (Deemed to be)

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

6.5 Delivery of Self-Learning Material

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

Type	Date of Admission (for July and January)			Date of delivery SLM	Whether SLM Delivered To learners within a fortnight from the date of admission
Printing Material	July 2021 Batch	UG	Sem 5	13 th Sept. 2023	Yes
	July 2021 Batch	PG	Sem 5	13 th Sept. 2023	
Audio-Video Material	July 2021 Batch	UG	Sem 5	13 th Sept. 2023	Yes
	July 2021 Batch	PG	Sem 5	13 th Sept. 2023	
Online Material	July 2021 Batch	UG	Sem 5	13 th Sept. 2023	Yes
	July 2021 Batch	PG	Sem 5	13 th Sept. 2023	
Compute based Material	July 2021 Batch	UG	Sem 5	13 th Sept. 2023	Yes
	July 2021 Batch	PG	Sem 5	13 th Sept. 2023	
Printing Material	July 2021 Batch	UG	Sem 6	4 th April 2024	Yes
	July 2021 Batch	PG	Sem 6	4 th April 2024	
Audio-Video Material	July 2021 Batch	UG	Sem 6	4 th April 2024	Yes
	July 2021 Batch	PG	Sem 6	4 th April 2024	
Online Material	July 2021 Batch	UG	Sem 6	4 th April 2024	Yes

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	July 2021 Batch	PG	Sem 6	4 th April 2024	
Compute based Material	July 2021 Batch	UG	Sem 6	4 th April 2024	Yes
	July 2021 Batch	PG	Sem 6	4 th April 2024	

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

6.6.1 Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering 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.	N.A	N.A	N.A	N.A	N.A	N.A	N.A

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

N.A

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	<i>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?</i>	<i>Yes, it is complied</i>	
<i>Uploading of the following on HEI website (Mention link)</i>			
2.	<i>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</i>	<i>Approval Letter</i> Click here	
3.	<i>Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities</i>	<i>Approval Letter</i> Click here	
4.	<i>Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure</i>	<i>Website</i> Click here <i>Prospectus</i> Click here	
5.	<i>Programme-wise information on syllabus,</i>	<i>B.Com Syllabus</i>	

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	<i>suggested readings, contact points for</i>	Click here	
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Name of HEI: Graphic Era (Deemed to be) University

Type of HEI: Deemed-To-Be-University

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	<i>counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule</i>	BBA Syllabus Click here BCA Syllabus Click here MBA Syllabus Click here MCA Syllabus Click here	
6.	<i>Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.</i>	Academic Calender Click here Date sheet Click here	
7.	<i>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</i>	Feedback form Click here Feedback form link Click here	

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8.	<i>Information regarding all the programmes recognised by the Commission</i>	<i>Approval Letter</i> Click here	

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S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
9.	<i>Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded</i>	<i>Program wise Enrollment Details</i> Click here	
10.	<i>Complete information about 'Self-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;</i>	<i>List of Faculty Members who have written SLM</i> Click here	
11.	<i>A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes</i>	<i>Frequently Asked Questions</i> Click here	
12	<i>List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes</i>		
13.	<i>List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes</i>	<i>No. Of Examination Center Proposed</i> Click here	

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14.	<i>Details of proctored examination in case of end semester examination or term end examination of Online programmes</i>	Exam were held Online Click here	
15.	<i>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</i>	Academic Calendar Click here	
16.	<i>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</i>	Academic Audit Report Click here Click here	

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Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
<i>1</i>	<i>The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners</i>	<i>Yes</i>
<i>2.</i>	<i>Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid</i>	<i>Yes, it is complied</i>

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3.	<p><i>A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges-</i></p> <p><i>(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;</i></p> <p><i>(b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions;</i></p> <p><i>(c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.</i></p>	Yes, it is complied
4.	<p><i>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.</i></p>	Yes, it is complied
5.	<p><i>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</i></p>	Yes, it is complied

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	<p><i>the instructions or orders issued by Central Government or State Government:</i></p> <p><i>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</i></p>	<p><i>Yes, it is complied</i></p>
6.	<p><i>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners</i></p>	<p><i>Yes, it is complied</i></p>
7.	<p><i>Every Higher Educational Institution shall–</i></p> <p><i>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</i></p> <p><i>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</i></p> <p><i>(c) exhibit such records as permissible under law on its website; and</i></p> <p><i>(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.</i></p>	<p><i>Yes, it is complied</i></p>

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<i>8</i>	<i>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</i>
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	<i>such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below</i>	
8. (a)	<i>Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment</i>	<i>Yes, it is complied</i>
8. (b)	<i>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</i>	<i>Yes, it is complied</i>
8. (c)	<i>The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources</i>	<i>Yes, it is complied</i>
8. (d)	<i>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</i>	<i>Yes, it is complied</i>
8. (e)	<i>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</i>	<i>Yes, it is complied</i>

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8. (f)	<i>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</i>	<i>Yes, it is complied</i>
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	<i>admission to each programme of study and the amount of fee to be paid for the admission test</i>	
8. (g)	<i>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</i>	<i>Yes, it is complied</i>
8. (h)	<i>Pay and other emoluments payable for each category of teachers and other employees</i>	<i>Yes, it is complied</i>
8. (i)	<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</i>	<i>Yes, it is complied</i>
8. (j)	<i>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</i>	<i>Yes, it is complied</i>
8. (k)	<i>Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions</i>	<i>Yes, it is complied</i>
9.	<i>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</i>	<i>Yes, it is complied</i>

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	<i>in the Commission Order</i>	
10.	<i>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</i>	<i>Yes, it is complied</i>
11.	<i>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</i>	<i>Yes, it is complied</i>
12.	<i>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</i>	<i>Yes, it is complied</i>

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

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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

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

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)

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

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Type of HEI:

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Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

University focuses on the thrust areas like:

1. Introduction of ChatGPT and its use to faculty
2. Introduction of new electives in MBA with Sustainable growth in focus.
3. Introduction MOOC in curriculum.
4. Following NEP Components in the syllabus.

10.2 Best Practices of the HEI

The University follows complete Sustainable Culture with minimising waste and maximising effective use of infrastructure and resources.

Faculty and students are encouraged to develop a Research Culture with exposure to multiple sources of information and case studies.

10.3 Details of Job Fairs conducted by the HEI

Placements are done online.

10.4 Success Stories of students of Online mode of the HEI

Many of our Online students have progressed in their career after acquiring knowledge as part of the curriculum .

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

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

10.6 Number of students placed through Campus Placements

Since most of our students are working we have seen a good number of placements happening through peer networking.

10.7 Details of Alumni Cell and its activity

Graphic Era University has established 6 Alumni Chapters (Pune, Delhi, Bangalore, Hyderabad, New Jersey, and California) combating geographical barriers. 19,000 + Alumnus

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10.8 Any other Information

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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: 30/8/2024

Director

Centre of Distance and Online Education
Graphic Era (Deemed to be University)
Dehradun Uttarakhand INDIA

Signature of the Registrar:

Name: Prof. M. P. Singh

Seal:

Date: 30/8/24

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.