

HEI ID:HEI-U-0295 Name of HEI:DMIMS Type of HEI:Deemed to be University

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

ONLINE MODE

2020-21

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**The Report of the academic session of 2021-22 has been submitted for the period of July 21-June 22 .*

Part – I: General Information

1.1 Date of notification of the Centre (attach a copy of the notification):
[UGC regarding Offering ODL programs dt.24.12.2019.PDF.pdf](#)**1.2 Details of Director, CIQA**

- Name :Dr. Ajay Pethe
- Qualification:Ph.D.
- Appointment Letter and Joining Report: **Upload**
([Dr Ajay Pethe Director ODL Appointment Letter.pdf](#))

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. Rajiv Borle, MD	Vice Chancellor	15.10.2020
b.	Three Senior teachers of HEI	Member 1	Dr. Gaurav Mishra, Dean	<i>Dean: Interdisciplinary Health Sciences</i>	15.10.2020
		Member 2	Dr. Sonali Chaudhari, Professor	<i>Department of Community Medicine</i>	15.10.2020
		Member 3	Dr. Tripti Waghmare	Director, IQAC	15.10.2020
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Abhay Gaidhane, Director	Deptt. of Community Medicine	15.10.2020
		Member 5	Dr. Alka Rawekar	Director, Dept. of Health Sciences	15.10.2020
		Member 6	Dr. Abhyuday Meghe, Dean	Deptt. Allied Sciences	15.10.2020
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Vidya Naik	<i>Professor: Former Dean ODL, NMIMS</i>	15.10.2020
		Member 8	Dr. Bhaskar Ghaisas	A.P. Vidyabharti College	15.10.2020
e.	Officials from departments of HEI	Member 9			15.10.2020

	<ul style="list-style-type: none"> • Administration • Finance 		Dr. Babaji Ghewade	Registrar, DMIMS	15.10.2020
			Mr. Brajesh Lohiya	Finance Officer	15.10.2020
		Member 10 Finance			
f.	Director, CDOE	Member Secretary	Dr. Ajay Pethe	Director CDOE	15.10.2020

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

If No, reason thereof

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:Two(2)

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	14.10.2020(wednesday)	2	upload	upload View
Meeting 2	21.05.2021(Friday)	1	upload	View

1.5 Number of programs started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020: Not Applicable for this duration

From <Month, Year> academic session:Nil

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	T G	Total	
1.												
N.												

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

1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020: Not Applicable for this duration

From <Month, Year> academic session: Nil

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	
1.												
N.												

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: Nil

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	
1.											
N.											

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.	BBA	3	124	10+2	54000	F. NO.- 74-2/2018 (DEB-I) November,2019	3	0	0	3
2.	Bsc it	3	140	10+2	30000	F. NO.- 74-2/2018 (DEB-I) November,2019	4	1	0	5

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

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

From <July-2020>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	104	Any Graduate with 50% Marks	70000	F. NO.- 74-2/2018 (DEB-1) November,2019	26	40	0	66 (Status presentation)

From <Jan-2021>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	104	Any Graduate with 50% Marks	70000	F. NO.- 74-2/2018 (DEB-1) November,2019	3	4	0	7 (Status presentation)

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

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

2.1 Action taken on the functions of CIQA:-

Sr No	Function	Details of Action taken by CIQA and Outcome there of (Not more than 500 words)	Upload Relevant Document
1	Maintenance of Quality in the services provided to the learners	Learners are facilitated with the LMS access . Also, video lectures, question and answers are provided on LMS and also through e-mail and class-wise WhatsApp interactions are done to solve the learners' queries..	Meeting 10.05.2021 f.pdf
2	Continuous improvement	Orientation programmes, lectures are arranged on Sundays at the University which are beamed live to the students. Guest lectures, Student Guidance ,Project guidelines are all integral part of continuous improvement. Previous question papers are available on the demand by the students.	Meeting 17.05.2021.pdf
3	Identification of the key areas in which the HEI should maintain quality	Online interactive lectures are the key area in which the HEI maintains quality.	View
4	Dissemination of information on quality assurance	Interaction of the faculty with the coordinators who collect feedback disseminated back to the faculty for the improvement.	View
5	Mechanisms for interaction and obtaining feedback	We presently apply 'online feedback mechanism' for interaction and obtaining feedback. through G form Responses	View
6	Measures for qualitative improvement	The feedback mechanism has helped the learners in improving their understanding.	Improvement Qualitative.pdf
7	Ensuring Implementation of its recommendations through regular monitoring	Our center comprises faculty coordinators, administrative staff for day to day monitoring.	Feedback Implementation & Analysis- MBA-MBA-III 20-21.pdf
8	Ensuring Participation of stakeholders	We adopt eight step mechanism or developing our curriculum and syllabus in which all the stake holders are the part of the process .	View
9	Preparation of Programme Project Report and Information regarding any new programmes launched	PPR (Programme Project Report) are prepared and information is disseminated to all the faculty members during the meetings.	Sample PPR-MBA_Online_11_10_2020 .
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	Feedback reports,interaction with the students during the contact programs and result analysis are shared with IQAC of the University.	Result Analysis.pdf

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
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>a. Governance, Leadership & Management</p> <p>High lightened the fulfillment of organizational structuring, Management requirements, Strategic and Organizational Planning</p>	<p>Agenda Point 4(a) CIQA Report 21</p> <p>A detailed Audit report for Governance and strategic plans and its implementation is attached</p>
2.	<p>Articulation of Higher Educational Institution Objectives</p>	<p>To provide for need based, learner, community and quality centric education in all such branches of learning as may be deemed appropriate from time to time, so as to enable a student to reap the fruits of tertiary education. To institute Degrees, Diplomas, Fellowships, Certificates and other Academic distinctions on the basis of examinations and other permissible methods of evaluation.</p> <p>To create higher intellectual capacities and abilities towards generation of Globally relevant trained health manpower.</p> <p>To venture into innovations and evidence based modifications in various domains of educational process as a whole.</p> <p>To provide for generation of new knowledge through interdisciplinary research relevant to the societal needs.</p> <p>To create centers of excellence for research and development, and for dissemination of knowledge and its relevant application regionally, nationally and Globally.</p> <p>To offer continuing educational programs to update knowledge and skills and to generate and promote amongst the students, teachers and employees an awareness and understanding of the</p>	<p>https://dmiheronline.edu.in/about-us</p>

		<p>societal needs of the country and ready them for all such needs</p> <p>To undertake innovations, extramural studies, extension programs and outreach activities to cater and to contribute to the sustainable development of the society.</p> <p>To provide need based consultancy to the relevant industries and public health organizations.</p> <p>To ensure the faithful adherence to directions and/or guidelines issued by the University Grants Commission and other Regulatory Statutory Bodies from time to time.</p> <p>To undertake all such initiatives as may be necessary and desirable towards furtherance of the Objectives and Goals as are set from time to time.</p>	
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	<p>Curriculum development and implementation is a backbone of the organization's academic delivery and is instrumental in quality monitoring and control.</p> <p>We have a mechanism to create curriculum by subject experts and incorporate inputs of all the stakeholders and propose it to channelize through BOS for further approval</p>	<p>8 step doc of SHPER</p> <p>View</p>
4.	Programme Monitoring and Review	<p>Program Monitoring and review is a continuous process .</p> <p>Monitoring is done every week by weekly report by coordinators and review is done during the meetings of the department</p>	View
5.	Infrastructure Resources	<p>All the learning resources are a part of the infra structure. We have LMS and Licensed Zoom platforms for the regular.</p> <p>Students can access study material and lectures from LMS.</p> <p>We have our own studios wherein the faculty members can create their e content to be put on the LMS.</p> <p>The Physical space is as per the minimum requirements that has been mentioned for running the CDOE.</p> <p>The Human resource requirement has been completely provided by the university.</p>	<p>https://digicamp-dmimsuonline.adcc.lms.com/</p> <p>View</p> <p>Architecture</p>
6.	Learning Environment and Learner Support	We have developed a highly conducive environment for the learners by taking regular feedback from them	

		Providing personal support to the learners through the coordinators on WhatsApp , E mail and Telecalling.	
7.	Assessment and Evaluation	We have adopted a formative assessment and evaluation mechanism through regular quizzes, Tests for 30% weightage. The summative assessment is the end semester examinations and carries 70% weightage.	The summative assessment is same as it is in the regular F2F program. View
8.	Teaching Quality and Staff Development	At the University the Faculty is required to publish in Scopus Journals, attend conference, attend Faculty Development Programs	All this leads to faculty development and their knowledge enhancement and skill development

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 :

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	Academic Calender,Syllabus and faculty Identification	Calenders are available
2.	Validation	All the syllabus are not only validated by the subject experts but inputs for all the stakeholders are taken time to time	SHPER Doc View
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	We adopted continuous evaluation and assessment mechanism through quizzes, mid sem tests and end sem	Examination Procedure.pdf

HEI ID:HEI-U-0295

Name of HEI:DMIMS

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. Ajay Pethe

Director CDOE ,Ph.D,

Regular Appointment and Joining Letter already uploaded in point no.1.2 above.

- 3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, atleast 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

Dr. Amit Sahu

Dy. Director CDOE.

Appointment Letter & Joining

[Office order regarding Dr. Amit Sahu & Dr. Pankaj Chaudhary.pdf](#)

- 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

Dr. Pankaj Choudhari

Assistant Director CDOE.

Appointment Letter & Joining

[Office order regarding Dr. Amit Sahu & Dr. Pankaj Chaudhary.pdf](#)

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

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

Insert box

i. Programme name:

a. Programme Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ Month	Date of joining programme
1	MBA	Divya Dutta	MBA	1 Yrs	Regular	04.05.2021
2	MCA	Supriya Narad	M.Tech	9 yrs	Regular(Supriya Narad.jpg) / 30,000/- PM	02.11.2020
3	B. Com.	Mangesh Jadhav	MBA	2.04 yrs	Regular(mangesh jadhav.jpg) 30,000/- PM	01.01.2021
4	BBA	Amit Sahu	PhD	22 yrs	Regular (Amit Sahu.jpg / 32,000/- PM	01.06.2021
5	BCA	Abhay Jaronde	MBA	2.04 yrs	Regular(Abhay jarunde.jpg) / 62,000/-PM	04.01.2021

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. Pankaj Choudhary	PhD	15 yrs	Pankaj Choudhari.jpg / 40,000/-PM	01.06.2021
2.	MCA	Mr. Milind Somnathe	MCA	2.02 yrs	Milind Somnathe.jpg / 50,000/- PM	01.02.2021
3.	B. Com	Ms. Manisha Kude	MBA	2.02 yrs	manisha Kude B.COM.jpg / 37,000/- PM	01.02.2021
4.	BBA	Mr. Anand Gujar	MBA	2.02 yrs	Anand Gujar.jpg / 55,000/- PM	01.02.2021
5.	BCA	Mr. Ashwin Selokar	MTech	10 yrs	Ashwini Selokar.jpg / 40,000/- PM	02.05.2021

c. Course mentor

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	MBA	Ms. Manisha Kude	MBA	2.02 yrs	manisha Kude MBA.jpg / 37,000/- PM	01.02.2021
2.	MCA	Mr. Rahul Raipure	BE(IT)	2.02 yrs	Rahul Raipure.jpg / 30,000/-	01.02.2021
3.	B. Com	Ms. Neha Deshmukh	MBA	2.02 yrs	Neha Deshmukh.jpg / 43,000/-	01.02.2021
4.	BBA	Ms. Asmita Shende	MBA	2.02 yrs	Asmita Shende.jpg / 20,000/-	01.02.2021
5.	BCA	Mr. Pawan Adekar	BE(IT)	2.02 yrs	Pawan Adekar.jpg / 30,000/- PM	01.02.2021

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

Admin Staff	Required	Available	Name
Deputy Registrar	1	Joint Registrar Available	Dr. Sudhakar Shinde Sudhakar shinde.pdf /125000/-PM
Assistant Registrar	1	YES	Mr. Manish Deshmukh Manish Deshmukh.pdf
Section Officer	1	YES	Ms. Pranita Pohankar Praniti Pohankar.jpg / 40,000/- PM
Assistants	3 (2 for DM Universities)	YES	Mr. Amit Humane Amit Humane.jpg / 25,000/- PM Mr. Om Pande Omshankar pandey.jpg / 28,000/- PM
Computer Operator	2	YES	Ms. Nurja Qureshi Noorjahan Qureshi.jpg / 28,000/- PM Ms. Trupti Shende Trupti Shende.jpg / 27,000/-PM
Multi Tasking Staff	2	YES	Mr. Ajay Rudrakar Ajay Rudrakar.jpg /22,000/- Mr. Sanjay Ingole Sanjay Ingole.jpg / 22,000/-

(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	Name
Technical Manager (Production)	1	YES	Mr. Sopan Narule Sopan Narul.jpg /33,000/- PM
Technical Associate (Audio-Video recording and editing)	1	YES	Ms. Snehal Choudhari Snehal Choudhari.jpg / 35,000/- PM
Technical Assistant (Audio-Video recording)	1	YES	Mr. Rahul Supare Rahul Supare.jpg / 30,000/- PM
Technical Assistant (Audio-Video editing)	1	YES	Mr. Mangesh Shirsagar Mangesh Shirsagar.jpg / 30,000/- PM

ii. For Delivery of Online Programmes:

Post	Required	Available	Name
Technical Manager (LMS and Data Management)	1 (per Centre)	YES	Mr. Rahul Choudhari Rahul Choudhari.jpg / 50,000/- PM
Technical Assistant (LMS and Data Management)	1	YES	Mr. Amit Nandurkar Amit Nandurkar.jpg / 30,000/- PM
Technical Assistant (LMS and Data Management)	1	YES	Mr. Kiran Selukar Kiran selukar.jpg / 30,000/- PM

iii. For Admission and Examination for Online mode:

Post	Required	Available	Name
Technical Manager (Admission, Examination and Result)	1 (per Centre)	YES	Mr. Sanjay Lokhande Sanjay Lokhande.jpg / 45,000/- PM
Technical Assistant (Admission, Examination and Result)	1	YES	Mr. Alok Ujawane Alok Ujawane.jpg / 30,000/- PM
Technical Assistant (Admission, Examination and Result)	1	YES	Mr. Pawan Deshmukh Pawan Deshmukh.jpg / 30,000/- PM

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

Part – IV: Examinations

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

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes FIRE EXT.jpeg	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

S.No.	Provisions in Regulations	Whether being complied Yes/No If yes, please provide details and upload relevant documents	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Yes SEETING WITH CCTV.jpeg	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes PROCTORING	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes SECURITY.jpeg	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes REMOTE PROCTERING	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes Upload guidelines	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Yes Upload mechanism VALIDATION.jpeg	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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</p> <p>View</p>	
4.	<p>The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities</p>	<p>Yes</p> <p>View</p>	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
5.	<p>The weightage for different components of assessments for Online mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<p>Yes</p> <p>Format view</p> <p>sample question paper View</p>	
6.	<p>The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments</p>	<p>Yes</p> <p>View</p>	
7.	<p>Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card</p>	<p>Yes</p> <p>View</p>	
8.	<p>A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.</p>	<p>NO</p>	<p>Entire process of development of QP ,Moderation ,Evaluation etc are mentioned in byelaws. For ODL</p>

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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.	Upload list No	Online Programs Not Started
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	View	
	(b) Availability of biometric system	No	Online Biometric verification is not possible at students end
	(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		Attendance of the Examinees are maintained through the exam portal automatically. Where as the identity of the examinees are done as per 10 (C)
	(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	CCTV's Available	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Upload Sample View and list	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Upload details of Observer assigned View	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Upload Observer Report View	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	YES	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
15.	<p>(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</p> <ol style="list-style-type: none"> 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. 	<p>Upload samples</p> <p>view</p>	
	<p>(b) Each award shall also be uploaded on the National Academic Depository</p>	YES	
16.	<p>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</p>	<p>view</p> <p>YES</p>	

4.4 Result and Student Progression For

UG, PG and PGD programmes

		admitted	appeared in exams	progressed to next year	s passed	passed in first class
<July/ November 2020>	1.MBA	65	58	53	53	46
<Jan /April 2021>	1.MBA	66	57	48	48	40

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.

Upload samples and authority approval

[View](#)

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.

Upload samples - [View](#) and authority approval -[view](#)

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.

Upload samples - [View](#) and authority approval -[View](#)

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, 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*

The HEI uses Non SWAYAM LMS for learning and communication and it is accessible to all the learners.

- 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*

The HEI uses an LMS and is developed looking towards the requirements of delivering online courses. It is stated that it is not used in any franchise arrangement and through Notification of UGC the HEI has an ownership to offer the online courses - [VIEW](#)

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)

The HEI has well set mechanism to ensure the learner's participation for at least two hours every fortnight we collect an LMS report every month to check the above compliance.[View](#)

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

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 (Semesterwise – programmes wise)
1	We have not Started providing OER or MOOCS						

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

[View](#)

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.	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 JOINT DECLARATION.jpg	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	View	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	DMIMS Graded Autonomy letter Category-I.pdf Letter to UGC regarding Offering ODL programs dt.24.12.2019.PDF.pdf	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes View	https://dmimsuonline.org/bachelor-of-business-administration
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	Yes https://dmiheronline.edu.in/assets/pdf/syllabus/MBA-SYLLABUS.pdf	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Admission Notification for MBA Regular & ODL for August -2020 batch .PDF Exam Notification tr-ODL MBA-1Y R.pdf	
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	Yes View	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes View	
9.	Information regarding all the programmes recognised by the Commission	YES DMIMS Graded Autonomy letter Category-I.pdf	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Enrollment List	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
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;	No	We were not running online programs
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	No	We were not running online programs
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	No	We were not running online programs
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	No	We were not running online programs
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	No	We were not running online programs
16.	Reports of the third party academic audit to be undertaken every five years and internal	No	Till now not done but would be conducted in the very near future
	academic audit every year by Centre for Internal Quality Assurance	Internal Audit report is Academic Audit	

Part – VIII: Admission and Fees

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

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

5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	NO We were not running online programs
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	a) YES b) YES c) YES d) YES
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	YES

8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	YES
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	We were not running online programs
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	NO
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	YES
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	YES
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	YES View

8. (h)	Pay and other emoluments payable for each category of teachers and other employees	YES details are available in section III of the CIQA report
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 View
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	Complete Detail is Available on the website in individual Programs www.dmimsonline.edu.in
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	YES View
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	YES
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	YES
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	YES

12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	YES
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	YES
14.	<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>	<p>a) YES</p> <p>b) YES</p>

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

In the academic year 20-21 there were no international enrollment since we were not offering online programs

If No, reason thereof:

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 MECHANISM](#)

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
12	10

9.3 Complaint Handling Mechanism

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

[View](#)

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)
0	0	

Part - X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Online conduction of Examination because of COVID-19

10.2 Best Practices of the HEI

1. Structured course designed
2. 24/7 support through Whatsapp
3. Resolution of query within two working days

10.3 Details of Job Fairs conducted by the HEI

NA

10.4 Success Stories of students of Online mode of the HEI

NA

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

NO

10.6 Number of students placed through Campus Placements

Due to COVID batches got delayed in completing the program

10.7 Details of Alumni Cell and its activity

NO batches yet to pass out

10.8 Any other Information

INSERT TEXT BOX

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. Raju Ganesh Sunder

Signature of the Registrar:

Name: Dr Shweta Kale (Pisulkar)

Seal:

Date: 30/05/2023

Seal:

Date:30/05/2023

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.

HEI ID:HEI-U-0295

Name of HEI:DMIMS

Type of HEI:Deemed to be University