Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2021-2022

Contents

Part – I: General Information

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

https://drive.google.com/file/d/143fs42Iy55YN3HWyo-_H6HD7IAHVsibq/view?usp=sharing

1.2 Details of Director, CIQA

- Name : Dr. Mangesh H. Kadam
- Qualification: M.A., SET, Ph.D.
- Appointment Letter and Joining Report:

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. Ujjwala Chakradeo	Science and Technology	
b.	Three Senior teachers of HEI	Member 1	Dr. Sachin Deore	Geography	30/07/2021
		Member 2	Dr. Aruna Dubhashi	Marathi	30/07/2021
		Member 3	Dr. Subhash Patil	Economics	30/07/2021
c.	Head of three Departments or School of Studies From which programme is being offered in ODL and Online mode	Member 4	Dr. Pramod Khandare	Computer Science	30/07/2021
		Member 5	Dr. Ganesh Rathod	Social Science	30/07/2021
		Member 6	Dr. Prakash Mahanwar	Open and Distance Learning	30/07/2021
d.	Two External Experts of ODL and /or Online Education	Member 7	Dr. Mandar Bhanushe	MOODLE and LMS	30/07/2021
		Member 8	Dr. Pravin Ghodeswar	Student Support Services	30/07/2021
e.	Officials from departments of HEI	Member 9 Administration	Mr. Giridhar Gajabe	Administration	30/07/2021
		Member 10 Finance	Mrs. Janhavi Bhole	Accounting and Finance	30/07/2021
f.	Director, CIQA	Member Secretary	Dr. Mangesh Kadam	Social Science	30/07/2021

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

If No, reason thereof

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	11/11/2021	05	Minutes of the Meeting	upload
Meeting 2	10/05/2022	05	Minutes of the Meeting	upload

1.5 **Number of programmes started at Certificate level   as per Regulation 24 ofUGC(ODL Programmes and Online Programmes) Regulations, 2020:**
From <M*onth, 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) ofHEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalizedas per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	Centre for Distance Education	Certificate Course in Guidance and Counseling	06 Month	20	10+2 Pass	3300/-	15/10/2012	0	0	05	0	05
2.	Centre for Distance Education	Certificate Course in Basics of Diet Therapy	06 Month	20	10th Pass	1720/	15/10/2012	0	0	05	0	05

Not for Private University
Note: Mention details separately for <M*onth, 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:

From <M*onth, 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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.												
N.												

*Not for Private University

Note: Mention details separately for *<M*onth, Year>*academic session,   asapplicable, as above.

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

From <M*onth, 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	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.											
N.											

*Not for Private University

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

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

From <M*onth, 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	No. of Learner Support Centre Operationalized as per territorial jurisdiction	Number of students admitted (Male/Female/Trans-gender) total
1.	BACHELOR OF ARTS (ECONOMICS)	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	44
2.	BACHELOR OF ARTS (POLITICAL SCIENCE)	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	42
3.	BACHELOR OF ARTS (SOCIOLOGY)	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	226
4.	BACHELOR OF ARTS (MARATHI)	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	157
5.	BACHELOR OF ARTS (HINDI)	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	47
6.	BACHELOR OF ARTS (ENGLISH)	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	160
7.	BACHELOR OF ARTS (HISTORY)	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	89
8.	BACHELOR OF COMMERCE	03	144	10+2 and Equivalent	6030	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	238

*Not for Private University
Note: Mention details separately for <M*onth, Year*>academic applicable, as above.

1.9 Number of programmes started at Postraduate Degree Programmes as perCommission Order:

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognitio n Letter No. and date	No. of Learner Support Centre Operationali zed as per territorial jurisdiction	Number of students admitted (Male/Female/ Trans- gender) total **Female**
1.	MASTER OF ARTS (HINDI)	02	80	Bachelor's Degree from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	38
2.	MASTER OF ARTS (ECONOMICS)	02	80	Bachelor's Degree from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	53
3.	MASTER OF ARTS (SOCIOLOGY)	02	80	Bachelor's Degree from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	103
4.	MASTER OF ARTS (POLITICAL SCIENCE)	02	80	Bachelor's Degree from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	24
5.	MASTER OF ARTS (HITORY)	02	80	Bachelor's Degree from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	46
6.	MASTER OF ARTS (MARATHI)	02	80	Bachelor's Degree from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	79
7.	MASTER OF ARTS (ENGLISH)	02	80	Bachelor's Degree from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	57
8.	MASTER OF COMMERCE	02	80	Bachelor's Degree form commerce stream from UGC recognized University	8220/-	F. No. 40-6/2021 (ODL)(DEB-II) Dated: 12/11/2021	4	73

*Not for Private University

Note: Mention details separately for <M*onth, Year*>academic applicable, as above.

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.	Quality maintained in the services provided to the learners	The activity related to study material (SLMs) was monitored by lesson and dispatch section. The study material is provided to Learner Support Centres or directly to the learners by Headquarters. Learner Support Centres distribute it to learners after admission process is completed. The Centre for Distance Education has two rooms to store printed study materials before they are dispatched to the Learner Support Centres or directly to the learners. All Learner Support Centers are providing guidance and counseling to the students. All the Counseling Sessions were conducted as per the pre decided schedule. Quality study material is in English and in Marathi language relevant to local requirement as well as with global standard. Efforts are being made to provide seamless access, learner-centric quality education, skill up-gradation and training to all by using modern and innovative technologies and methodologies. Admissions dates are prominently publicized in advance and before the commencement of	Quality maintained in Self Learning Material

		each academic session. Program specific details about the admission procedure, program learning outcomes,online registration, evaluation process, academic calendar, etc. are shared through the Website and Prospectus. Also appropriate links are used to share the relevant information. On-line and off-line coverage of various promotional activities were undertaken by the Centre for Distance Education. Use of Social Media like Facebook and YouTube for publicity and promotion of programs is also utilized effectively during admission process. Student Support Service through the Reception and Enquiry Counter is in place for attending the queries and clarifications of students regarding admission process, program specific requirements, examinations etc. All Students related grievances were addressed and monitored by Student Support Services Divisions.	
2.	Self-evaluative and eflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	• To maintain quality in the services provided to the learners, centre for Distance Education frequently collects feedback from the students • Admissions, dispatch of study material, conduct of examinations' are monitored by concerned sections. • Online admissions, declaration of results, implementation of new syllabus are monitored effectively • Efforts are taken to improve the quality of self-study material	Link for online admission https://sndt.ac.in/cde/circulars

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Under the guidance of an expert from various institutions the Centre for Distance Education has revised and developed the self-learning material according to UGC ODL Regulations. The Centre has prepared Self-learning Material both in print and in Online mode. The university has revised its syllabus for M.A. and M. Com. Programmes in 2020-21. The Centre for Distance Education has implemented this new syllabus in the year 2021-22 at M.A. and M.Com. level. Therefore, the centre has prepared the new Self-Learning Material with the help of external subject experts. Learner Support System: Study Centre Recognition Committee was formed by CIQA to establish more Lerner Support Centres that will accelerate the number of students as well as enhance the learning experience of the learners. Approval of all the programmes by the Statutory Body of the University: The Programme Project Reports and the Guidelines for SLM are approved by the Statutory body of the university.	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode	SNDT Women's University runs its U.G. and P.G. programmes in regular and dual mode. Centre for Distance Education follows the curriculum of the university and accordingly update its syllabus. Hence, the curriculum of the Centre for Distance	

	HEIs)	Education matches the quality of relevant programmes offered by th SNDT Women's University. E.g., The university has revised its syllabus for M.A. and M.Com. Programmes in 2020-21. The Centre for Distance Educationhas implemented this new syllabus in the year 2021-22 at M.A. and M.Com. level.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	A feedback mechanism is developed for obtaining feedback. Provision of continuous evaluation for assessment and feedback on progress. CIQA has introduced effective feedback system to get feedback form students. CIQA after getting feedbacks from various formal and informal mechanisms from students, regularly revised and updated study materials with up to date data, findings and perspective, introduced innovative teaching-learning process, integration of ICTs and new delivery mechanisms.	[Feedback form for students](#)

6.	Measures suggested to the authorities of Higher Educational Institution for improvement	Centre for Internal Quality Assurance has made it obligatory to all the coordinators of Learner Support Centres to maintain the quality in admission and examination and academic process. Regular meetings were conducted with the Director, Coordinators of the Learner Support Centres and teaching faculty to undertake some new developments related to higher	

		education. Also, informed all the stakeholders to give suggestions for the improvement in quality in all aspects.	
7.	Implementation reviews	Regular meetings were conducted to take the review of implementation of recommendation given by the authorities, coordinator of the Learner Support Centres and the teaching staff of the centres.	
8.	Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	A one-day orientation training programme was arranged for the students enrolled in November 2021. This training programme was conducted to inform the students about pattern of evaluation, contact Session, accessing online study material, uploading Internal Assignment etc. trained the participants to exercise many writing skills like how to paint a picture with words and enhance the various aspect of content writing.	https://sndt.ac.in/pdf/cde/circulars/2022/circular-for-orientation-programme-time-table-for-ma-i-and-mcom-i-fresh-student-enrolled-in-ay-21-22.pdf
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	For publicity of the programmes run by Centre for Distance Education we organize campaigns Proper guidance and counselling to the students Proper guidance is provided to the students for selection of courses and different career opportunities. For this we have collaboration with other universities and colleges. Establishment of Help-desk: In order to provide essential information to	

		the learners the centre has established Help-desk	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The quality of the programmes is reviewed in the meetings conducted by the Centre for Distance Education with concerned stakeholders. The necessary actions are taken to improve the quality of the programmes.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The Programme Project Report (PPR) is developed as per the norms prescribes by UGC ODL Regulations. Instructional design of the PPR includes curriculum design, detailed syllabi, duration of the programme, instructional delivery mechanism etc. Curriculum, transaction and mode of evaluation are mentioned in the PPR. The PPR is placed before the CIQA for approval and then it is approved by the concerned authority of the University. PPR is a self disclosure about launching the programme in the ODL mode.	https://drive.google.com/file/d/13YqjLnJGBO35SYYc-uY66446pDDEvxvp/view?usp=sharing
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Efforts are taken to design and deliver the curricula, involving subject experts from the university.	https://drive.google.com/file/d/13YqjLnJGBO35SYYc-uY66446pDDEvxvp/view?usp=sharing
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	All the records are maintained properly. Annual reports of all the activities are reviewed in the meetings. Annual account is audited by the auditors of the university.	

14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job Market.	Considering the UGC regulations and NEP 2020 Guidelines, focus was given on the Skill based education in order to get skill-based Jobs. The suggestions from students, faculty & all other stakeholders are being considered to make syllabus job oriented.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Online Counseling and Guidance is given for creating learner centric environment, Mobile App - E- Suvidha is made available for students to get detail information. The SLM itself is student centric.	https://play.google.com/store/apps/details?id=com.mkcl.sndt
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The HEI has submitted IIQA to the NAAC for reaccreditation.	
17.	Measures adopted institutionalization enhancement practices through periodic accreditation and audit	Internal and external audits are conducted annually. The Audit Report of the Centre for Distance Education is submitted to the finance and Account Section of the University. External audit is done by the Chartered Accountant appointed by the university.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	CIQA constituted as per the University Grants Commission (ODL) Regulations. Various quality related initiatives are discussed in CIQA and steps are taken accordingly.	

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Suggestions given by the expert members form other Higher Educational Institutions in CIQA committee are taken into consideration as quality benchmarks.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Centre for Distance Education discusses about the implementation of National Education Policy:2020 in ODL with the authorities of the university and planning to implement the opportunities of Dual Degree programme to b offered through ODL in the next academic year 2022-23.	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	CIQA Submits its Annual report at the end of each academic year for approval to the Statutory authorities.	
	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.	CIQA submit its annual report in the format as specified by the commission at the end of each academic year and after approval it is submitted annually to the commission and displayed on website of Centre for Distance Education under self-disclosure.	
22.	Overseen the functioning of Centre for Internal Quality Assuranceand approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	The Centre for Internal Quality Assurance take periodic revies on quality assurance systems process by conducting meeting when required.	

| 23. | Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes | Centre for Distance Education provides Self Learning Material (SLM) in print form as well as in soft copy form. The e-books are available at sndtonline.in. The self-learning materials are prepared on the basis of the detailed curriculum designed by the Board of Studies of the respective program. | |

| 24. | Promoted automation support services of the Higher Educational Institution | Admission procedure for all UGC- DEB approved programmes has been made online. Students who wish to enroll for open and distance learning programmes (ODL) programmes can register themselves on the sndtoa. digitaluniversity portal and can take admission by filling the details such as Personal Information, Educational Qualification, Social Reservation, Uploading necessary documents. Students can pay online fees through the admission portal. Learner support is provided through Bulk SMS, Bulk Email and Notification on the website. Centre for Distance Education has in process to launch mobile based application SNDT e- Suvidha for students enrolled in the Centre for Distance Education to resolve their doubts and queries. | |

25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Feedback form was developed for understanding the views of external subject experts and agencies. The suggestions of external experts has been considered.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)		
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution		
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein		
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Centre for Distance Education is working on to sign MOUs with the industry so that students can get opportunity of apprenticeship.	

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 inrespect of ODL	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	The SNDT Women's University functions through various statutory bodies namely Management Council, Academic Council, Board of Studies, Board of Examinations and Evaluation. The University has established Centre for Internal Quality Assurance (CIQA) for promoting quality assurance. The Centre conducts workshops and seminars, orientation programmes for teaching and non teaching staff of Centre for Distance Education.	**https://sndt.ac.in/statutory-officers** **https://sndt.ac.in/pdf/cde/cde-hierarchy.pdf**
2.	Articulation of Higher Educational Institution Objectives	SNDT Women's University is committed to the cause of women's empowerment through access to education, particularly higher education, through relevant courses in the formal and non-formal streams. Further the university is committed to provide a wide range of professional and vocational courses for women to meet the changing socio-economic needs, with human values and purposeful social responsibility and to achieve excellence with "Quality in every Activity".	**https://drive.google.com/file/d/1RKF4Q-4cFgbR8A2VbzJxw7EnARkJW7UN/view?usp=sharing**
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	The printed study material of the programme in the form of 'Self Learning Material' is supplied to the students during their enrolment in person or by post. The course material is also uploaded on sndtonline.in which is being accessed by students anytime. The link for access the online course material is always shared with the students through whatsapp, email and bulk sms. Students are provided SML in Marathi medium too. The Self Learning Material (SLM) for the programme has been developed keeping in mind the needs and special difficulties of the said categories of learners ensuring that it is self-explanatory,	

		self-contained, comprehensive and simple. The norms and guidelines regarding the background of the learner, their learning needs and learning experiences suggested in the University Grants Commission (Open and Distance Learning) Regulations, 2020are strictly adhered to during the planning period of developing SLM. While developing SLMs, following points were taken into consideration: (a) Learning Objectives (b) Prior knowledge (c) Learning activities (d) Feedback of learning activities (e) Examples and illustrations (f) Self-assessment tests.	
4.	Programme Monitoring and Review	The SNDT Women's University has established Centre for Internal Quality Assurance (CIQA) in accordance with the UGC ODL regulations 2020 to develop and put in place a comprehensive and dynamic internal quality assurance system to provide high quality programmes of higher education. From the beginning, i.e. even from the Pre-admission phase the students will be taken care in terms of guidance by our academic and administrative members. At the most, care and support will be provided during the study period. Before and after examination proper guidance and counseling will be provided. The feedback from students on teaching will also be collected every semester using appropriate feedback formats. In order to monitor the effectiveness of the programme the experience with the curriculum will be collected based on the discussion along with students and teachers. The entire curriculum is approved and revised by the statutory authorities of the SNDT Women's University. The quality of the Programmes offered through Distance Mode is been assessed, reviewed and monitored by the statutory committees of the University like Board of Deans, Academic Council Management Council etc. as well as Centre for Internal Quality Assurance	**https://drive. google.com/fil e/d/1JddjwTp ahRCzFvjgXO RgtzOvBBSCS 1Af/view?usp =sharing**
5.	Infrastructure Resources	SNDT Women's University has three Campuses located at Churchgate, Pune and Santacruz. Center for Distance Education has its head quarter at SNDT Juhu campus. SNDT Women's University has Academic support such as Library, Reading Room, Computer Centre, Information and	**https://sndt.a c.in/facilities**

		Communication technology labs, Video and Audio Labs etc.	
6.	Learning Environment and Learner Support	In addition to the Self Learning Material (SLM) in printed form, CDE also provides an exclusive online portal for students to cater to all of their academic matters such as online admission procedure, online payment downloads, eligibility status, Identity card, Fee Receipt, Exam Hall Ticket and notification for contact sessions, assignment details, course material and examination schedule etc. Support is also provided through WhatsApp group, email, bulk SMS/Email. The students also get the facility of a wellestablished library by the University. The syllabus is same as the regular/ face to face mode programmes run by SNDT Women's University. A formative and summative assessment approach is followed.	**https://sndt.ac.in/cde/other-information**
7.	Assessment and Evaluation	Evaluation is done in both the method i.e. Continuous Assessment method and Tem End Examination method. Self-assessment of learners is encouraged through in-text questions in the SLMs. The Term End Examination for all semesters is conducted by the S.N.D.T. Women's University at the end of each semester. Internal evaluation is done by continuous assessment of the assignments submitted by students. Each paper is of 100 marks. The assessment of the papers is done in 25:75 pattern i.e. Internal Assessment 25 Marks (25%). External Theory Examination 75 Marks (75%). Minimum passing percentage score is 35% marks.Class improvement facility is available to the students. Results are made available in digital form as well.	
8.	Teaching Quality and Staff Development	Workshop conducted for teaching and non teaching staff of Centre for Distance Education on periodic basis for the development and enhancement of academic and administrative skills.	

2.3 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 ODL	Upload relevant document
1.	Academic Planning	The University prepares timetable for admission, teaching and examination and strictly follows the academic calendar.	
2.	Validation		
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review		

Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University)

Dr. Meenakshi Upadhyay,
Director,
Centre for Distance Education,
SNDT Women's University,
Sir Vitthaldas Vidyavihar, Juhu Tara Road,
Santacruz (west), Mumbai- 400 049

3.2 Compliance status of "Human Resource and Infrastructural Requirements"- 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 and physical infrastructure exclusively / independently, as mentioned in the Annexure IV of the Regulations. In addition, the faculty details shall be provided in the following format:

> *University fulfills all staffing norms and physical infrastructure exclusively / independently, as mentioned in the Annexure IV of the Regulations.*

Programme Name	No. of Faculty Required	No. of Faculty appointed	Compiled Yes/No	If no, reason thereof
Bachelor of Arts (Economics)	2	2	**Yes**	
Bachelor of Arts(Political Science)	2	2	**Yes**	
Bachelor of Arts (Sociology)	2	2	**Yes**	
Bachelor of Arts (Marathi)	2	2	**Yes**	
Bachelor of Arts (Hindi)	2	2	**Yes**	
Bachelor of Arts (English)	2	2	**Yes**	
Bachelor of Arts (History)	2	2	**Yes**	
Bachelor of Commerce	2	2	**Yes**	
Master of Arts (Economics)	1	1	**Yes**	
Master of Arts(Political Science)	1	1	**Yes**	
Master of Arts (Sociology)	1	1	**Yes**	
Master of Arts (Marathi)	1	1	**Yes**	
Master of Arts (Hindi)	1	1	**Yes**	
Master of Arts (English)	1	1	**Yes**	
Master of Arts (History)	1	1	**Yes**	
Master of Commerce	1	1	**Yes**	

S. No.	Programme Name	No. of Full time dedicated faculty for ODL	Names	Designation	Qualification	Experience (in years)	Type (Regular/ Contract) with gross salary	Date of joining programme and joining report
1.	Bachelor of Arts (Economics) and Master of Arts Economics	03	Dr. Shivanand Suryawanshi	Assistant Professor	M.A., M.Phil., Ph.D.	09	Contract	30.07.2021
			Dr. Kaluram Dhore	Assistant Professor	M.A, NET, Ph.D.	07	Contract	30.07.2021
			Dr. Madhvi Khot	Assistant Professor	M.A., Ph.D.	06	Contract	30.07.2021
2.	Bachelor of Arts (Political Science) and Master of Arts (Political Science)	03	Dr. Mangesh Kadam	Assistant Professor	M.A., SET, Ph.D.	16	Regular	01.12.2007
			Ms. Niyati Wadkar	Assistant Professor	M.A.	03	Contract	30.07.2021
			Mr. Gurunath Sawant	Assistant Professor	M.A.	04	Contract	30.07.2021
3.	Bachelor of Arts (Sociology) and Master of Arts (Sociology)	03	Dr. Falguni Vahanvala	Assistant Professor	M.A., Ph.D.	14	Contract	01.01.2021
			Mr. Avinash Daithankar	Assistant Professor	M.A., M.Phil., NET	06	Contract	30.07.2021
			Ms. Nakesha Bhosle	Assistant Professor	M.A.	05	Contract	30.07.2021
4.	Bachelor of Arts (Marathi) and Master of Arts (Marathi)	03	Ms. Roshani Shinde	Assistant Professor	M.A.	04	Contract	30.07.2021
			Ms. Nayana Jadhav	Assistant Professor	M.A.	03	Contract	30.07.2021
			Ms. Jaswandi More	Assistant Professor	M.A.	04	Contract	30.07.2021
5.	Bachelor of Arts (Hindi) and Master of Arts (Hindi)	03	Dr. Sandesha Bhavasar	Assistant Professor	M.A., Ph.D.	08	Contract	30.07.2021
			Dr. Champa Masiwal	Assistant Professor	M.A., Ph.D.	10	Contract	30.07.2021
			Ms. Nitu Sharma	Assistant Professor	M.A., B.Ed., NET	05	Contract	30.07.2021
6.	Bachelor of Arts (English) and Master of Arts (English)	03	Mrs. Neeta Kadam	Assistant Professor	M.A., B.Ed., M.Phil., NET	12	Contract	27.04.2021
			Ms. Shifa Shikalgar	Assistant Professor	M.A., B.Ed.	07	Contract	30.07.2021
			Ms. Vaishali Patil	Assistant Professor	M.A., B.Ed., SET	05	Contract	30.07.2021

S. No.	Programme Name	No. of Full time dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract)with gross salary	Date of joining programme and joining report
7.	Bachelor of Arts (History) and Master of Arts (History)	03	Ms. Bhavani Dedhiya	Assistant Professor	M.A., NET	07	Contract	30.07.2021
			Ms. Supriya Gamare	Assistant Professor	M.A.	04	Contract	30.07.2021
			Mr. Raju Sonawane	Assistant Professor	M.A., B.Ed.	05	Contract	30.07.2021
8.	Bachelor of Commerce and Master of Commerce	03	Ms. Sangeeta Kanojia	Assistant Professor	M. Com., NET	04	Contract	30.07.2021
			Mr. Avinash Chaurasia	Assistant Professor	M.Com., ST, NET	03	Contract	30.07.2021
			Ms. Divya Tripathi	Assistant Professor	M.Com.	02	Contract	30.07.2021

3.3 Details of Administrative Staff

Number of Administrative Staff available exclusively for ODL programmes at HQ & LSC's

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2 for DM Universities)	12
Computer Operator	2	2
Multi- Tasking Staff	2	3

Duly attested photocopies of appointment letter with salary:

https://drive.google.com/file/d/1BERJqqva5-BwFFdiXpNk4KUGJ1KTSTht/view?usp=sharing

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 23ounseling Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangementsensuringtransparency 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 fromrailway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or 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 anexamination 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	
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 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	WhethercompliedYes/No If Yes, Upload relevant document	If No, Reason there of
1	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	**YES** **https://drive.google.com/file/d/1jfFJWDZc2B5a8AfAObjgOlfMCuBSRwR_/view?usp=sharing**	
2	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	**YES**	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. Of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. In the programme specific Personal Contact Programme (excluding 24ounseling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution	**YES** **https://drive.google.com/file/d/1Ju5FYBdQmKmBWai1Mu5EJHllyX28ZMIp/view?usp=sharing**	

4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes	
5.	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 endexamination): Minimum 70 per cent.	**Upload samplequestion paper** **https://drive.google.com/file/d/**10_nNjlg8**QZWvBaAMZBl**4**VYe**1**vqv**837**db/view?usp=sharing**	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments		
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	**https://drive.google.com/file/d/1Ju5FYBdQmKmBWai1Mu5EJHllyX28ZMIp/view?usp=sharing**	
8.	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, 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.	**https://sndt.digitaluniversity.ac/Content.aspx?ID=**1159	
9.	The examination of the programmes inOpen 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.	**https://drive.google.com/file/d/1lLCGaBrXsLNUfstb_KKS2VPk_8IRpkyj/view?usp=sharing**	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV)recording of the entire examination procedure.		
	(b) Availability of biometric system		

	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners		
	(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		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years		
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	YES	
	(b) It shall be mandatory to have observer report submitted to the HigherEducational Institution	YES	
13.	(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.	YES	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	YES	
14.	The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(s),NavodayaVidyalaya(s), Sainik School(s), State GovernmentSchools, etc. can also be identified asexamination centre(s) under direct overall supervision of a Higher EducationalInstitution offering education under theOpen and Distance Learning mode including approved affiliated colleges underthe University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	YES	

15.	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	YES	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	https://drive.google.com/file/d/12wSQh_1Bn9EF3Nn57F5HZI1rnGD4ce3Y/view?usp=sharing	

17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning 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.
		YES	

	(b) Each award shall also be uploaded on the National Academic Depository		
18.	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 Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	YES	

4.3   Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

> **Not Applicable**

4.4   Result and Student ProgressionFor UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
July 2021	Bachelor of Arts (Sociology)	226	222	132	59.45	
	Bachelor of Arts (Marathi)	157	149	107	71.81	
	Bachelor of Arts (Hindi)	47	43	23	53.48	
	Bachelor of Arts (English)	160	154	93	60.38	
	Bachelor of Arts (Economics)	44	40	12	30.00	
	Bachelor of Arts (Political Science)	42	38	13	34.21	
	Bachelor of Arts (History)	89	81	50	61.27	
	Bachelor of Commerce	238	220	76	34.54	
	Master of Arts (Economics)	53	48	26	54.16	
	Master of Arts (Political Science)	24	23	12	52.17	
	Master of Arts (Sociology)	103	100	70	70.00	
	Master of Arts (Marathi)	79	73	47	64.38	
	Master of Arts (Hindi)	38	37	19	51.35	
	Master of Arts (English)	57	56	29	51.78	
	Master of Arts (History)	46	43	36	83.72	
	Master of Commerce	73	71	25	35.21	

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

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.

Following is the process for the preparation of a Programme Project Report in the Centre for Distance Education: The Programme Project Report(PPR) is developed by the Centre as per the norms prescribed under UGC ODL Regulations 2020. The PPRs were prepared by the Programme Coordinators in accordance with the UGC (ODL) Regulations circulated by the CIQA. The diverse group of target learners is identified with their learning needs on the basis of which curriculum is designed and prepared. Learning outcomes are prepared to include the development of knowledge and understanding suitable to the area of study. It also reflects academic, professional and occupational standards of that field.

Instructional Design of the PPR includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer-aided, and student support service systems.

Details of the admissions, curriculum transaction and mode of evaluation are mentioned in the PPR. Detailed guidelines are mentioned in the PPR for programme. Details of the cost or chargeable fee for the programme is mentioned in the PPR. The main contents of the Programme Project Report are as follows: Mission and objectives of the Programmes, relevance of the programme with HEI's Mission and Goal, nature of prospective target group of learners, appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence, instructional Design, procedure for admissions, curriculum transaction and evaluation, requirement of the library resources, cost estimate of the programme and the provisions, quality assurance mechanism and expected programme outcomes. The PPR is placed before the Centre for Internal Quality Assurance (CIQA) for approval and that is then further approved by the Board of Management of the University.

Programme Project Report (PPR) is a self-disclosure about launching the programme in the ODL mode. Before introducing Programmes under ODL, PPR for all the programmes are kept ready, which were reviewed and approved by academic authorities like Board of Studies, Academic Council. In this academic year, we have launched credit system in two programmes, i.e., B.A. and B.com. For the same we have prepared PPR.
https://drive.google.com/file/d/13YqjLnJGBO35SYYc-uY66446pDDEvxvp/view?usp=sharing

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.

The Centre for Distance Education adheres to the Quality Assurance Guidelines prescribed under UGC *ODL regulations 2020. After thorough planning and designing under the guidance of an expert committee consisting of experts from various institutions, the Centre for Distance Education has revised and developed guidelines for development of Self Learning Material as per the UGC Regulations. The Centre for Distance Education has prepared its learning materials both in print media as well as in online media. The University has planned and modified its previous learning materials as per the new UGC guidelines. Initially course material was developed in consultation with in-house and external subject experts in each of the subjects. The learners were encouraged to take reference from the related websites, journals to expand the horizon of knowledge and develop practical skills. The content of learning material is simple, clear and free from any pedagogic jargon.*

The SLMs of all the programs follow a standard format and layout having a unit structure at the beginning of each unit, examples, case studies, glossary and suggested reading. The SLMs of all the programs are available in both English and Marathi. The students can access the e-material at any time anywhere using their personal computers or smart-phones. All the courses are planned into units and sub-units. The learners are engaged in assignments and activities, to provide them a thorough knowledge of the content. Both summative and formative assessments are done for each programme. The evaluation is based on the Term End Examination, Internal assignments. The syllabus of all the programs is formed by an Expert Committee consisting of experienced subject experts.

https://drive.google.com/file/d/13YqjLnJGBO35SYYc-uY66446pDDEvxvp/view?usp=sharing

5.3 Compliance status in respect of Self-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.

Following criteria are followed while preparation of a Self Learning Material:
The learner profile like the literacy level, age group, ICT skills, the aim of the study, location, prior knowledge, and skills is taken into consideration while preparing the learning material. All the learning materials at the Centre for Distance Education are made available to the learners both in hard copy and soft copy form, so that they can access it anytime anywhere. The university has formed Expert Committee to develop guidelines for preparation of SLM, and developed it as per UGC Regulations.

The SLM developed by our Centre has the following structure:
 • Learning objectives
• Assessment of prior knowledge
 • Learning activities
• Examples and illustrations
 • Self-assessment tests • Summary and Key Words • Unit end questions. distance learners usually depend a lot on SLM because they have to learn on their own. A programme structure is prepared to mention the structure of SLM. The success and effectiveness of the ODL system largely depend on self-learning material. The Self Learning Material has been developed as per the defined credit structure of the programme. Each Unit of the SLM has a definite Structure. The assignments given to the students are based on the Learning objectives of the SLM.

The SLMs in soft copy form are easy to download and can be accessed through any device. The learning objectives and outcomes of the Programme, Courses and each Module/Units are clearly mentioned in the beginning. Course-wise and unit-wise detailed syllabus is also available in hard copy and soft copy format. There are assignments on each learning objective for self-assessment. The programme coordinators are engaged in the assessment study. Link of SLM is provided to the learners through 'MYSSMSMANTRA' and whatsapp groups. The members of expert committee, course writers and editors are chosen thoughtfully by the Centre for Distance Education. To maintain the quality of SLM, it has to go through the process of block preparation, editing, content improvisation and proof-reading. The Centre for Distance Education follows the prescribed norms for Standards of Self Learning Material (SLM) in print form and non-print form as per UGC (ODL) Regulations 2017 as amended till date.

https://drive.google.com/file/d/13YqjLnJGBO35SYYc-uY66446pDDEvxvp/view?usp=sharing

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	Bachelor of Arts (Economics)	Centre for Distance Education		12 lectures per course	44	Approx. 70%
2	Bachelor of Arts (Political Science)	Centre for Distance Education		12 lectures per course	42	Approx. 70%
3	Bachelor of Arts (Sociology)	Centre for Distance Education		12 lectures per course	226	Approx. 70%
4	Bachelor of Arts (Marathi)	Centre for Distance Education		12 lectures per course	157	Approx. 70%
5	Bachelor of Arts (Hindi)	Centre for Distance Education		12 lectures per course	47	Approx. 70%
6	Bachelor of Arts (English)	Centre for Distance Education		12 lectures per course	160	Approx. 70%
7	Bachelor of Arts (History)	Centre for Distance Education		12 lectures per course	89	Approx. 70%
8	Bachelor of Commerce	Centre for Distance Education		12 lectures per course	238	80 to 85%
9	Master of Arts (Economics)	Centre for Distance		12 lectures per course	53	70 to 80%

		Education				
10	Master of Arts (Political Science)	Centre for Distance Education		12 lectures per course	24	70 to 80%
11	Master of Arts (Sociology)	Centre for Distance Education		12 lectures per course	103	70 to 80%
12	Master of Arts (Marathi)	Centre for Distance Education		12 lectures per course	79	70 to 80%
13	Master of Arts (Hindi)	Centre for Distance Education		12 lectures per course	38	70 to 80%
14	Master of Arts (English)	Centre for Distance Education		12 lectures per course	57	70 to 80%
15	Master of Arts (History)	Centre for Distance Education		12 lectures per course	46	70 to 80%
16	Master of Commerce	Centre for Distance Education		12 lectures per course	73	80%

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.

Learner Support Centre are established as per the Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020. Application were invited by the eligible institutes for the recognition as learner support centre. Applications were scrutinized by the learner support centre scrutiny committee and then it is forwarded to the learner support centre recognition committee formed by the SNDT Women's

6.3   LSC wise enrollment details (Not for Private University)

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes,All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt(where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Program-mes offered	Total Enrolled student.
1.										
N.										

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
NA	NA	NA	NA

6.4   Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published inthe Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Program-mes offered	Total Enrolled student.
1.	NA	NA	NA	NA	NA	NA	NA

6.5   Delivery of Self-Learning Material

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM Delivered to Leaners within fortnight of admission
Printing Material	15th October to 15th December 2021	30th Dec	YES
Audio-Video Material			
Online Material			YES
Computer based Material			

6.6 Whether any course in a particular programme was allowed 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 (Semester wise – programmes wise)
NA	NA	NA	NA	NA	NA	NA	NA

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

Part – VII: Self-Regulation through disclosures, declarations andreports

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 linkaddress	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 https://sndt.ac.in/pdf/cde/declaration/2023/declaration-of-the-documents-from-sr-no-2-to-17.pdf	
	Uploading of the following on HEI website **https://sndt.ac.in/cde/ugc-deb-recognition-status**		
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 Open and Distance Learning mode	YES https://sndt.ac.in/pdf/cde/ugc-deb/22-23/maharashtra-public-universities-act-2016.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES https://sndt.ac.in/pdf/cde/ugc-deb/22-23/ugc-approval-letter-2021-22.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 https://sndt.ac.in/cde/courses	
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, list of Learner Support Centres with addresses and contact details (for	YES https://sndt.ac.in/cde/courses	

	Open and Distance Leaning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	YES https://sndt.ac.in/cde/circulars	
7.	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 Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	YES	
8.	Information regarding all the programmes recognised by the Commission	YES https://sndt.ac.in/pdf/cde/ugc -deb/22-23/ugc-approval-letter-2021-22.pdf	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	YES https://www.sndtonline.in/course/index.php?categoryid=44	
11.	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	YES https://sndt.ac.in/pdf/cde/ugc -deb/22-23/frequently-asked-questions.pdf	
12.	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		

13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Open and Distance Learning programmes	YES	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	YES	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	YES	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	YES	

Part – VIII: Admission and Fees

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

S. No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and DistanceLearning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of theLearner Support Centres (for Open and DistanceLearning only) to provide lab facilities to the admitted learners:	**YES**
2.	Enrolment of learners to the Higher EducationalInstitution, 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	**YES**
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission feeand other fees and charges- (a) as may be fixed by it and declared by it in theprospectus 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**
4.	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**

5.	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 withthe instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shallnot engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	**YES**
6.	Admission of learners to a Higher Educational Institution for a programme in Open and DistanceLearning 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: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	**YES**
7.	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 fora 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 calledupon to do so by any statutory authority of the Government under any law for the time being in force.	**YES**

8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning 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 Open and Distance Learning mode, and the other terms and conditions of such payment	**YES**
8. (b)	The percentage of tuition fee and other chargesrefundable 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 Open and Distance Learning mode, which shall be in consonance with the resources	**YES**
8. (d)	the conditions of eligibility including the minimum ageof a learner in a particular programme of study, whereso specified by the Higher Educational Institution	**YES**
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by theCommission 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**
8. (h)	Pay and other emoluments payable for each categoryof teachers and other employees	**YES**
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 accessibleby learners on being admitted to the HigherEducational Institution	**YES**

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	**YES**
8. (k)	Activity planner including all the academic activities tobe carried out by the higher educational institution during the academic sessions	**YES**
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	**YES**
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation feeor demand any donation, by way of consideration foradmission 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, forobtaining admission to any seat or seats in a programme in Open and Distance Learning 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 HigherEducational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any feeor 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 Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	**YES**
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for takingadmission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or itsacademic facilities or of its faculty or standard ofinstruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	**YES**

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.

The Centre for Distance Education (CDE) adheres to the norms prescribed under Annexure-XI of UGC ODL regulations 2021, with regard to the Grievance Redressal Mechanism. An effective grievance mechanism is in place and available to all students. This mechanism involves an appropriate level of management and addresses concerns promptly. E-mail ID studentsupport@cde.sndt.ac.in is available for the students to lodge their grievances on any matter related to the Centre for Distance Education. The Centre for Distance Education has an online feedback system for the redressal of student grievances. The students send their feedback e-mails to studentsupport@cde.sndt.ac.in.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
37	37

9.3 Complaint Handling Mechanism

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

Before any grievance action, the complainants are advised to obtain a satisfactory resolution through the Informal Complaint process. Most of the time the complaints are resolved informally by the coordinators. In case, if it is not feasible to resolve the complaint informally, the complainants/learners submit their grievances via email, or in person. The learner has a right to complain regarding program quality, learning resources, learner support and guidance, teaching, learning, assessment, etc. The complaint can be submitted individually or collectively by a group. As and when a grievance is received, the Higher Educational Institution investigates it thoroughly and makes the necessary improvements in its services. The status of the grievance is conveyed to the learner via email and SMS notification. All the grievances are acknowledged and handled very carefully. The major grievances of the students are given a fair chance to be heard in detail before the Director and other members of the concerned committee. The Director, considering the nature and magnitude of the issue, takes appropriate action for redressal of the grievance, and the same is communicated to the learner. All grievances are treated seriously and consistently dealt with impartially and transparently. All the proceeding of the Grievance redressal mechanism has been properly documented.

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

Part – X: Innovative and Best Practices

10.1   Innovations introduced during academic year

Centre for Distance Education has started the online admission procedure from application to admission, Online help desk (One window Centre) has been established to resolve the doubts or queries of students enrolled in open and distance learning mode.

10.2   Best Practices of the HEI

Provision of Student Support through WhatsApp group, email, bulk SMS/Email, Online Personal Contact Programmes, Availability of offline and online internal assignment submission.

10.3   Details of Job Fairs conducted by the HEI

Centre for Distance Education in its contact session aware students about the various job opportunities after the successful completion of the programme.

10.4   Success Stories of students of ODL mode of the HEI

Students completing graduation and Post Graduation from Open and Distance Learning mode of Centre for Distance Education are now working in the Non- Governmental Organization, has started self -help groups, working in the government and semi government offices.

10.5   Initiatives taken towards conversion of SLM into Regional Languages

Self-Learning Material of B.A. and M.A. Programme are developed in English and Marathi Language.

10.6   Number of students placed through Campus Placements

10.7   Details of Alumni Cell and its activity

10.8   Any other Information

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. S. Bhosle

Seal: 29/04/2023

Date:

Signature of the Registrar:

Name: Dr. Vilas Nandavadekar

Seal:

Date: 29/04/2023

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.