HEI ID: HEI-P-U-0528   Name of HEI: Mangalayatan University, Aligarh Type of HEI: Private

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2023-24

Contents

Part – I: General Information

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

30-06-2022, https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-notification.pdf

1.2 Details of Director, CIQA

- Name : Dr. Rajesh Kumar Upadhyay
- Qualification: M.Tech, Ph.D.
- Appointment Letter and Joining Report:
  https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-director.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	Prof. P.K. Dashora	Statistics	**30-06-2022**
b.	Three Senior teachers of HEI	Member 1	Prof. Dinesh Sharma	Chemistry	**30-06-2022**
		Member 2	Dr. Ashok Kumar Upadhyay	Library Science	**30-06-2022**
		Member 3	Dr. Deepshikha Saxena	Education & Humanities	**30-06-2022**
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof. Y. P. Singh	Physics	**30-06-2022**
		Member 5	Prof. Anurag Shakya	Management & Commerce	**30-06-2022**
		Member 6	Dr. Javed Wasim	Computer Science	**30-06-2022**
d.	Two External Experts of ODL and / or OnlineEducation	Member 7	Prof. S. C. Garg	Physics	**30-06-2022**
		Member 8	Prof. M. Masoom Raza	Library Science & Humanities	**30-06-2022**
e.	Officials from departments of HEI • Administration • Finance	Member 9 Administration	Brig. Sumar Vir Singh	Mathematics	**30-06-2022**
		Member 10 Finance	Mr. Manoj Gupta	Finance	**30-06-2022**

f.	Director, CIQA	Member Secretary	Dr. Rajesh Kumar Upadhyay	Electrical & Electronics Engineering	**30-06-2022**

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

Yes, we shall change accordingly

1.4   Number of meetings held and its approval:

a.   No. of meetings held every year: 2
b.   Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	14-07-2023	1	https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-mom-14-07-23.pdf	https://www.mangalyatan.in/ciqa/ar/2023-24/ac-mom-15-08-23.pdf
Meeting 2	15-08-2023	1	https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-mom-15-08-23.pdf	https://www.mangalyatan.in/ciqa/ar/2023-24/ac-mom-15-08-23.pdf
Meeting 3	01-12-2023	2	https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-mom-01-12-23.pdf	https://www.mangalyatan.in/ciqa/ar/2023-24/ac-mom-30-12-23.pdf

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

From July, 2023 academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority(s) (DD-MM- YYYY) of HEI/Regulatory authority (if required)	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.	NA											

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

From July, 2023 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.	NA											

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

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

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	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.	NA										

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

From July, 2023 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*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	Bachelor of Commerce	3	120	10+2	28000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	20	8	0	28
2	Bachelor of Arts	3	120	10+2	21400	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	25	13	0	38

3	Bachelor of Business Administration	3	120	10+2	43500	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	0	0	0	0
4	Bachelor of Arts (Journalism And Mass Communication)	4	160	10+2	55000	F.No.-30-30/2023 (DEB-II), 19-03-2024	Mangalayatan University Campus, Aligarh	0	0	0	0
5	Bachelor of Library & Information Sciences	1	40	UG	21000	F.No.-30-30/2023 (DEB-II), 19-03-2024	Mangalayatan University Campus, Aligarh	1	1	0	2
6	Bachelor of Science (Combination of 3 Subjects) (Physics, Chemistry, Mathematics, Zoology, Botany, Chemistry)	4	160	10+2	79000	F.No.-30-30/2023 (DEB-II), 19-03-2024	Mangalayatan University Campus, Aligarh	6	2	0	8

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

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	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.	Master of Arts (History)	2	80	UG	25000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	0	0	0	0
2.	Master of Arts (English)	2	80	UG	25000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	5	2	0	7
3.	Master of Arts (Sociology)	2	80	UG	25000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	1	0	0	1

4.	Master of Arts (Political Science)	2	80	UG	25000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	3	2	0	5
5.	Master of Commerce	2	80	UG	25000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	2	1	0	3
6.	Master of Business Administration	2	84	UG	59000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	10	7	0	17
7.	Master of Science (Mathematics)	2	80	UG (PCM)	55000	F.No.-8-2/2023 (DEB-1)(ODL), 21-11-23	Mangalayatan University Campus, Aligarh	10	8	0	18
8.	Master of Library & Information Sciences	1	40	UG (BLISC)	23000	F.No.-30-30/2023 (DEB-II), 19-03-2024	Mangalayatan University Campus, Aligarh	0	0	0	0

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 there of (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	➢ Counselling for admission and programme related queries ➢ Accessible and User-Friendly Learning Platform ➢ Comprehensive and Relevant Content (SLM) ➢ Orientation program ➢ Training to use LMS ➢ Academic calendar ➢ Well-Qualified Teachers ➢ Effective Communication and Support through Programme/Course Coordinators	1. Admission portal URL (CRM) https://mude.ac.in 2.Admission Counselling https://mude.ac.in/apply-now/ 3. Welcome Letter https://www.mangalyatan.in/ciqa/ar/2023-24/welcome-letter.pdf 4. Orientation and Training LMS video https://drive.google.com/file/d/1DFtjqQXhgMEAbEF508Z7wlfRwvdNQkoY/view?usp=drive_link 5. Academic calendar https://www.mangalayatan.in/uploaded_files/odl/Activity-Plan.pdf
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	**Conducted survey, obtained feedback from the stakeholders on the quality of the programmes** Based on the feedback the following measures have been taken: ➢ Conduction of Training programs for Teachers and staff ➢ Encourage faculty to engage in reflective teaching practices	Seminar and Workshop Reports. https://www.mangalyatan.in/ciqa/ar/2023-24/flyerwebiner.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/webinar.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/workshop1.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/workshop2.pdf

3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	➤ Development of SLM as per guidelines by UGC (ODL Programmes and Online Programmes) Regulations, 2020 ➤ Conduction of orientation program for newly enrolled students ➤ Contribution in the Research and innovation ➤ Faculty and Staff Development ➤ Student Support Services	1. Sample SLM format https://www.mangalyatan.in/ciqa/ar/2023-24/sample-slm.pdf 2. Orientation program video link https://drive.google.com/file/d/1DFtjqQXhgMEAbEF508Z7wlfRwvdNQkoY/view?usp=drive_link 3. Research papers/Book details link https://www.mangalyatan.in/ciqa/ar/2023-24/research-session.pdf
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 HEIs)	➤ CIQA ensure that the curriculum for ODL programs is identical to that of conventional programs. This includes using the similar course objectives, learning outcomes, and assessment criteria. ➤ Regular joint curriculum development and review committees have faculty from both ODL and conventional modes. ➤ Experienced faculty in designing, delivering, and evaluating both ODL and conventional programs. ➤ Applied the same rigorous assessment standards and evaluation methods in both ODL and conventional modes. This includes comparable exam formats, grading standards, and feedback mechanisms. ➤ Collected regular feedback from students and faculty in both ODL and conventional modes regarding course delivery, content quality, and support services.	Notification regarding same syllabus https://www.mangalyatan.in/ciqa/ar/2023-24/ecapproval.pdf
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely,	**Feedback Forms developed by CDOE.** ➤ Forms for feedback sent to various stakeholders, learners, teachers, experts by CDOE. ➤ CDOE seeks feedback via Google Forms and through personal interaction.	Link for sample feedback form 1. Students Feedback https://docs.google.com/forms/d/e/1FAIpQLScISc_XyieKKobIkAcJm6Abccs3TZVxTkkbdk31TcJbmQVsiQ/viewform?usp=sf_link 2. Parents Feedback https://docs.google.com/forms/d/e/1FAIpQLSeOMO53E2Jy2OsXruN8w3mSmhFR64rbCQHlsiikNpDKvmtshg/viewform?usp=sf_link 3. Teachers Feedback

	learners, teachers, staff, parents, society, employers, and Government for quality improvement.		https://docs.google.com/forms/d/e/1FAIpQLSf4ZtJeOFifmZturypNr4dzeu-8PePEs-JCm0BY91Tkyc9Log/viewform?usp=sf_link
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative Improvement	On the basis of the feedback received from the stakeholders, the CDOE has suggested for enhancing the number of weekends classes, conducted remedial classes, counselling sessions.	https://www.mangalyatan.in/ciqa/ar/2023-24/odl-class.pdf
7.	Implementation of its recommendations through periodic Reviews	In order to examine and ensure the quality of the programme, CIQA constituted an internal committee to review the programme implementation.	https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-notification.pdf
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.	The CDOE organized Workshops/ seminars/ webinar/ orientation on quality related themes. All the faculty members participated in the programs organized.	https://www.mangalyatan.in/ciqa/ar/2023-24/flyerwebiner.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/webinar.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/workshop1.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/workshop2.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/sample-certificate.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/workshop-participants.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	The systematic formulation of the syllabus and the creation of self-learning materials (SLM) for open and distance learning (ODL) have improved the quality of instruction in the traditional mode. The interaction during Personal Contact Programme with working professionals have provided a fresh perspective on the teaching and learning processes in higher education institutions (HEI).	Role and responsibilities for Faculty to ensure the implementation of the best practices https://www.mangalyatan.in/ciqa/ar/2023-24/best-practices.pdf
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Students' feedback on programmes and faculty feedback on the teaching and learning experience.	Faculty feedback & Students' feedback 1. Students Feedback https://docs.google.com/forms/d/e/1FAIpQLScISc_XyieKKobIkAcJm6Abccs3TZVxTkkbdk31TcJbmQVsiQ/viewform?usp=sf_link 2. Teachers Feedback https://docs.google.com/forms/d/e/1FAIpQLSf4ZtJeOFifmZturypNr4dzeu-8PePEs-JCm0BY91Tkyc9Log/viewform?usp=sf_link
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	The PPR (Program Project Report) was initially evaluated by the CIQA (Centre for Internal Quality Assurance) and subsequently authorized by the Statutory bodies for the implementation of new programmes. The PPR underwent examination by a committee, and revisions were introduced based on their report.	Implementation of the recommendations by CIQA and PPR AC Approval https://www.mangalyatan.in/ciqa/ar/2023-24/ac-mom-30-12-23.pdf

	having control over the programme		
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Different processes were followed for the design and development of Programme Project Reports, and effective measures were implemented to ensure their proper execution. Programme coordinators were appointed, with their roles and responsibilities clearly defined. A report from the Programme coordinators is obtained to confirm the correctness of the PPR as per the UGC guidelines for the implementation of the PPR.	Duties and Responsibilities of Programme Coordinators https://www.mangalyatan.in/ciqa/ar/2023-24/duties-and-responsibilities.pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	This would be the first Annual Report and it will be maintained.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	We have started the ODL and OL Programmes from the session July 2023. On the basis of the feedback received from the stakeholders suggestions will be given to the University for improving the quality of the Programmes, if required, in the subsequent sessions.	
15.	Facilitated system based research on ways of creating learner centric environment	We have started the ODL and OL Programmes from the session July 2023. We have started systemic research on the Programme implementation. On the basis of the research findings, we shall improve the quality of the Programmes and Programme delivery.	

	and to bring about qualitative change in the entire system.		
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	We have started the session from July, 2023. Further necessary action towards obtaining accreditation from the NAAC would be initiated at appropriate time.	Upload documents Approval letters UGC https://www.mangalyatan.in/ciqa/ar/2023-24/ugc-commission-order-1.pdf
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	We have started the session from July, 2023. Further necessary action towards internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit would be initiated at appropriate time.	Approval letters UGC https://www.mangalyatan.in/ciqa/ar/2023-24/ugc-commission-order-1.pdf
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	We have started the session from July, 2023. Further necessary steps to coordinate between the University and the Commission shall be taken for various quality-related initiatives or guidelines.	https://www.mangalyatan.in/ciqa/ar/2023-24/ugc-commission-order-1.pdf

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	1. Information from other Higher Educational Institutions on quality benchmarks and best practices was gathered to enhance our internal processes. 2. This data helped in identifying successful strategies for academic excellence, student support, and institutional governance, contributing to our continuous improvement efforts.	Attach Annexure https://www.mangalyatan.in/ciqa/ar/2023-24/best-practices-2.pdf
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	This is the first annual report 2023-24 of the CDOE, Mangalayatan University. The annual reports will be maintained.	
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.	This is the first annual report of CIQA. The same shall be placed before the forthcoming meeting of Academic council for consideration and approval.	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory	The annual report of CIQA, compiled in the specified format by the Commission shall be placed before the forthcoming meeting of Academic council for consideration and approval.	

	authorities of the Higher Educational Institution annually to the Commission.		
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and Processes	The Centre for Internal Quality Assurance (CIQA) has carefully overseen the functioning of the CDOE, the quality assurance systems and processes. The measures and processes suggested by the CIQA committee in its meetings are mentioned in the report.	Attach CIQA committee report https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-mom-01-12-23.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-mom-15-08-23.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-mom-14-07-23.pdf
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	The CIQA organized workshops and training programmes to acquaint the teachers to design and develop SLM as per the guidelines of the UGC.	Workshop link https://www.mangalyatan.in/ciqa/ar/2023-24/flyerwebiner.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/webinar.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/workshop1.pdf https://www.mangalyatan.in/ciqa/ar/2023-24/workshop2.pdf
24.	Promoted automation of	CDOE has implemented automation in its learner support services. This	Admission portal link https://mude.ac.in

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	learner support services of the Higher Educational Institution	initiative streamlined processes, ensuring timely and consistent support for all students while reducing administrative burdens.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	The syllabi, the SLM are designed and developed with the help of internal and external experts in the respective disciplines.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	We have started the session from Sept., 2023. Further necessary steps towards conduct of quality audit of the programmes will be initiated in due course of time.	
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	We have started the session from Sept., 2023. Further necessary steps towards submitting self - appraisal report to the Assessment and Accreditation agencies will be initiated in due course of time.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance	The university has collaborated with various institutions of higher learning and research for enhancing the quality of academic programmes and research.	https://www.mangalayatan.in/mou/

	Learning mode of education and research therein		
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The university has collaborated with various industries for providing exposure to the learners and enhancing their employability.	https://www.mangalayatan.in/mou/

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 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	a. The University has constituted a CIQA committee as per the guidelines by the UGC. b. University has established CIQA and appointed Director CIQA to monitor and access the quality of the ODL and ONLINE programmes as per the guidelines/parameters mentioned in the UGC regulation 2020. c. The Strategic Planning, operational plans and goals and policies of the CIQA are as follows. ➢ CIQA typically focuses on ensuring the continuous improvement of educational quality and institutional effectiveness. ➢ CIQA conducts regular reviews of the institution's organizational structure to ensure it aligns with its mission, vision, and strategic objectives. ➢ CIQA provides recommendations for enhancing governance structures, including the roles and responsibilities of leadership. ➢ The committee promotes transparency by engaging stakeholders in governance processes, ensuring their feedback is integrated into decision-making. ➢ CIQA monitors the performance of management processes, including administrative and academic management. ➢ Regular audits are conducted to evaluate the effectiveness of management practices and identify areas for improvement. ➢ CIQA implements systems for collecting and acting upon feedback from staff, faculty, and students regarding management effectiveness. ➢ CIQA ensures that the strategic planning process aligns with the institution's mission, vision, and core values.	**CIQA committee** https://www.mangalyatan.in/ciqa/ar/2023-24/ciqa-notification.pdf

		➢ CIQA oversees the development of operational plans that translate strategic goals into actionable steps. ➢ CIQA tracks the progress of operational plans and assesses whether goals are being met within set timelines. ➢ The committee promotes a culture of continuous improvement by recommending changes to operational plans and policies based on performance data.	
2.	**Articulation of Higher Educational Institution Objectives**	The Institute has a clear vision, mission, ethics and broad strategy consistent with the goals for offering programmes in Open and Distance Learning.	**Vision and mission link** https://www.mangalayatan.in/about-mangalayatan/vision-core-values/
3.	**Programme Development and Approval Processes** **a. Curriculum Planning, Design and Development** **b. Curriculum Implementation** **c. Academic Flexibility** **d. Learning Resource** **e. Feedback System**	The curriculum design process is an annual exercise in which the Boards of Studies (BoS) of the respective departments are convened. Additionally, regular faculty meetings are held to address the concerns of both learners and faculty. These discussions often lead to necessary adjustments and the introduction of new teaching and learning methods. To ensure the quality of delivery, Self-Learning Material (SLM) reviews are conducted based on the feedback received.	**BOS Minutes** https://www.mangalyatan.in/ciqa/ar/bos.pdf
4.	**Programme Monitoring and Review**	As we have started the session from Sept. 2023. Programme Monitoring will be done at some appropriate time.	
5.	**Infrastructure Resources**	The infrastructure in-charge of the HEI reviews the Infrastructure Requirements and generates any necessary requirements, ensuring they are taken care of.	**Infrastructure Document** https://www.mangalyatan.in/ciqa/ar/area.pdf
6.	**Learning Environment and Learner Support**	Students receive regular guidance through Email, WhatsApp, websites and the Help Desk to assist them with any challenges they encounter in the LMS.	Orientation and Training https://drive.google.com/file/d/1DFtjqQXhgMEAbEF508Z7wlfRwvdNQkoY/view?usp=drive_link

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7.	Assessment and Evaluation	The CDOE follows the assessment criteria as the norms of the UGC. The faculty responsible for handling the specific subject provides regular guidance to the students on the Assessments and Evaluations conducted.	https://www.mangalyatan.in/ciqa/ar/2023-24/ecapproval.pdf
8.	Teaching Quality and Staff Development	The CIQA is obtaining feedback/suggestions from various stakeholders to ensure the development and quality of teaching.	1. Students Feedback https://docs.google.com/forms/d/e/1FAIpQLScISc_XyieKKobIkAcJm6Abccs3TZVxTkkbdk31TcJbmQVsiQ/viewform?usp=sf_link 2. Parents Feedback https://docs.google.com/forms/d/e/1FAIpQLSeOMO53E2Jy2OsXruN8w3mSmhFR64rbCQHlsiikNpDKvmtshg/viewform?usp=sf_link 3. Teachers Feedback https://docs.google.com/forms/d/e/1FAIpQLSf4ZtJeOFifmZturypNr4dzeu-8PePEs-JCm0BY91Tkyc9Log/viewform?usp=sf_link

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 ODL	Upload relevant document
1.	Academic Planning	Effective academic planning for a university is crucial to ensure high-quality education, research, and overall development. Here are some key actions that has been taken 1) Curriculum Development 2) Online teaching skills development 3) Research and Innovation	Academic calendar https://www.mangalayatan.in/uploaded_files/odl/Activity-Plan.pdf
2.	Validation	Once the academic planning is completed, it is submitted to the academic committee of Mangalayatan University for final approval.	BOS minutes https://www.mangalyatan.in/ciqa/ar/bos.pdf AC minutes https://www.mangalyatan.in/ciqa/ar/2023-24/ac-mom-30-12-23.pdf
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from	We have started the session from Sept., 2023. Further necessary action towards Monitoring, evaluation and enhancement plans would be initiated at appropriate time. a. Not applicable as we don't	

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	have learner support centres b. Not applicable as we don't have any external examination centres. The examinations are conducted in house. c. We have started the session from Sept., 2023. The external academic audit of the programmes will be conducted in due course of time. d. We have started the session from Sept., 2023. Systematic consideration of performance data at programme, faculty and higher educational institution levels will be conducted in due course of time. e. We have started the session from July, 2023. Reporting and Analytics will be conducted in due course of time. f. As we have started the session from Sept., 2023, the periodic review would be performed in later annual reports.	

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

Prof. (Dr.) Masood Parveez, Director of Centre for Distance and Online Education

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:

YES
https://www.mangalayatan.in/uploaded_files/ODL-2023-24/10Undertaking.pdf

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG-BA	2	2	YES	
UG-BBA	2	2	YES	
UG-B.Com.	2	2	YES	
UG-B.Sc.	4	2	YES	
UG-BA (JMC)	2	2	YES	
UG-BLIS	2	2	YES	
PG-MA (HISTORY)	2	2	YES	
PG-MA (ENGLISH)	2	2	YES	
PG-MA (SOCIOLOGY)	2	2	YES	
PG-MA (POLITICAL SCIENCE)	2	2	YES	
PG-M.Com.	2	2	YES	
PG-MBA	2	2	YES	
PG-M.Sc. (MATHS)	2	2	YES	

PG-MLIS		2	2	YES			

S. N o.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience in Years	Type (Regular/ Contract) with gross salary/ month			Date of joining programme and Joining report
							Type	Gross salary/ month	Contract period	
1.	BBA and MBA	5	Dr. Ankur Kumar Agarwal	Professor-Management	Ph. D.	16	Regular	As per 6th CPC		17-July-2022
2.			Dr. Shailendra Singh	Professor-Management	Ph. D.	15	Regular			17-July-2022
3.			Dr. Mohammad Arsalan Ahmad	Assistant Professor-Management	Ph. D.	3	Regular			17-July-2022
4.			Dr. Shalu Agarwal	Assistant Professor-Management	Ph. D.	3	Regular			17-July-2022
5.			Dr. Niyati Sharma	Assistant Professor-Management	Ph. D.	5	Regular			17-July-2022
6.	B.Com and M. Com	5	Dr. Anurag Shakya	Professor-Commerce	Ph. D.	16	Regular			18-July-2022
7.			Dr. Saurabh Kumar	Professor-Commerce	Ph. D.	16	Regular			18-July-2022
8.			Dr. Sidharth Jain	Professor-Commerce	Ph. D.	16	Regular			18-July-2022
9.			Dr. Shital Rajput	Associate Professor-Commerce	Ph. D.	12	Regular			18-July-2022
10.			Dr. Akhilesh Upadhyay	Assistant Professor-Commerce	Ph. D.	3	Regular			18-July-2022
11.	BA	14	Dr. Anshu Sharma	Professor-English	Ph. D.	17	Regular			22-July-2022
12.			Dr. Preeti Pankaj Gupta	Associate Professor-English	Ph. D.	10	Regular			14-August-2023
13.			Ms. Deeksha	Assistant Professor-Hindi	MA NET (Hindi)	1	Regular			14-August-2023

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			Varshne y						
14.			Dr. Soniya Yadav	Assistant Professor-Hindi	Ph. D.	2	Regular		14-August-2023
15.			Dr. Nanak Chand	Assistant Professor-History	Ph. D.	3	Regular		22-July-2022
16.			Dr. Harish Kumar	Assistant Professor-History	Ph. D.	3	Regular		20-July-2022
17.			Dr. Satyaveer Singh	Assistant Professor-Political Science	Ph. D.	3	Regular		22-July-2022
18.			Dr. Seema	Assistant Professor-Political Science	Ph. D.	2.5	Regular		22-July-2022
19.			Dr. Neelam Rani	Assistant Professor-Sociology	Ph. D.	3	Regular		22-July-2022
20.			Ms. Shadhan a Saraswat	Assistant Professor-Sociology	MA NET (Sociology)	1	Regular		14-August-2023
21.			Prof. R. C. Sharma	Professor-Economics	Ph. D.	15	Regular		14-August-2023
22.			Ms. Kajal Sharma	Assistant Professor-Economics	MA NET (Economic s)	1	Regular		14-August-2023
23.			Dr. Garima Goyal	Assistant Professor-Public Administra tion	Ph. D.	1	Regular		14-August-2023
24.			Dr. Harit Priyadar shi	Associate Professor-Environme ntal Science	Ph. D.	12	Regular		14-August-2023
25.	MA English	2	Dr. Farhana Farooqi	Assistant Professor-English	Ph. D.	3	Regular		22-July-2022
26.			Dr. Rasmi Saxena	Assistant Professor-English	Ph. D.	7	Regular		22-July-2022
27.	B. LIS. and M. LIS.	5	Dr. Ashok Kumar Upadhya y	Associate Professor-Library & Informatio n Science	Ph. D.	15	Regular		22-July-2022
28.			Dr. Roshan Khyal	Assistant Professor-Library & Informatio n Science	Ph. D.	5	Regular		21-July-2022
29.			Dr. Deepmal a	Assistant Professor-Library &	Ph. D.	6	Regular		21-July-2022

				Informatio n Science					
30.			Dr. Dhiraj Sharma	Assistant Professor-Library & Informatio n Science	Ph. D.	5	Regul ar		21-July-2022
31.			Dr. Sarvesh Kumar	Assistant Professor-Library & Informatio n Science	Ph. D.	5	Regul ar		21-July-2022
32.	B. Sc. (PCM) & B. Sc. (ZBC)	10	Dr. Yatendra Pal Singh	Professor-Physics	Ph. D.	17	Regul ar		24-July-2022
33.			Dr. Suraj Sahu	Assistant Professor-Physics	Ph. D.	1.5	Regul ar		14-August-2023
34.			Dr. Harish Saraswat	Assistant Professor-Chemistry	Ph. D.	5	Regul ar		24-July-2022
35.			Dr. Sakshi Saxena	Assistant Professor-Chemistry	Ph. D.	2	Regul ar		22-July-2022
36.			Dr. Swati Agarwal	Assistant Professor-Maths	Ph. D.	5	Regul ar		24-July-2022
37.			Dr. Hira Fatima	Assistant Professor-Maths	Ph. D.	4	Regul ar		24-July-2022
38.			Dr. Deepshik ha Saxena	Associate Professor-Zoology	Ph. D.	12	Regul ar		22-July-2022
39.			Dr. Md. Fahim Ahmad	Assistant Professor-Zoology	Ph. D.	3	Regul ar		14-August-2023
40.			Dr. Khan Bilal	Assistant Professor-Botany	Ph. D.	2	Regul ar		14-August-2023
41.			Dr. Pinky Saini	Assistant Professor-Botany	Ph. D.	2	Regul ar		22-July-2022
42.	M. Sc. Mathemat ics	2	Dr. Hibha Islahi	Assistant Professor-Mathematic s	Ph. D.	4	Regul ar		14-August-2023
43.			Dr. Prabhat Bansal	Assistant Professor-Mathematic s	Ph. D.	5	Regul ar		24-July-2022
44.	MA (Sociolog y)	2	Dr. Yogesh Kumar	Associate Professor-Sociology	Ph. D.	10	Regul ar		22-July-2022
45.			Dr. Umesh Kumar Dixit	Associate Professor-Sociology	Ph. D.	11	Regul ar		22-July-2022
46.	MA Political Science	2	Dr. Md. Tarique Anwer	Associate Professor-	Ph. D.	10	Regul ar		22-July-2022

				Political Science						
47.			Dr. Dhanendra Kumar Dixit	Assistant Professor- Political Science	Ph. D.	3	Regular			22-July-2022
48.	MA History	2	Dr. Shagufta Parveen	Assistant Professor-History	Ph. D.	9	Regular			20-July-2022
49.			Dr. Roop Narayan Aswal	Associate Professor-History	Ph. D.	10	Regular			20-July-2022

Letter of Appointment & Joining Reports: https://www.mangalyatan.in/ciqa/ar/joining-letter.pdf

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3.3   Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	Dr. Jitendra Yadav
Assistant Registrar	1	Dr. Soni Singh
Section Officer	1	Dr. Nand Kishor Verma
Assistants	3 (2 for DM Universities)	1- Mr. Manoj Kumar 2- Mr. Ashok Kumar Gupta 3- Mr. Nitin Kumar Sharma
Computer Operator	2	1- Mr. Deepak Babu Sharma 2- Mr. Jitendra Mittal
Multi-Tasking Staff	2	1- Mr. Ajab Singh 2- Mr. Ramesh Sharma

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

https://www.mangalyatan.in/ciqa/ar/staff-letters.pdf

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

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 Open and Distance Learning 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.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	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 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	
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, Reas on ther e of
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	**Yes, guidelines** https://www.mangalyatan.in/ciqa/ar/exam-system.pdf	
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** https://www.mangalyatan.in/ciqa/ar/exam.pdf	

| 3. | The evaluation shall include two types of assessments continuous or formative assessment and summative assessment inthe 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 counselling) 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://www.mangalyatan.in/ciqa/ar/2023-24/ecapproval.pdf | |
| 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 byadopting 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 end examination): Minimum 70 per cent.	**Yes,** https://www.mangalyatan.in/ciqa/ar/2023-24/ecapproval.pdf	
6.	The Higher Educational Institution shallnotify all assessment tools to be used for formative and summative assessments	Yes https://www.mangalyatan.in/ciqa/ar/2023-24/ecapproval.pdf	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Cumulative grade as per University policy.	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers,	Yes	

	question banks, assignments and their moderation, conduct of examination, evaluation ofanswer 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.		
9.	The examination of the programmes inOpen and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institutionand shall be conducted in the examination centre as given under these regulations.	**Yes, By the Examination Cell of the University**	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	YES	
	(b) Availability of biometric system	No, such arrangement as of now.	Under Process
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No, such arrangement as of now.	Under Process
	(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conductedand video recordings are submitted	Yes	

	by particular incharge of examination centre to the Higher Educational Institution		
11.	The Higher Educational Institution shallretain all such Closed- Circuit Television recordings in archives for a minimum period of five years	**YES**	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	https://www.mangalyatan.in/ciqa/ar/2023-24/observer-list.pdf	
	(b) It shall be mandatory to have observer report submitted to the HigherEducational Institution	https://www.mangalyatan.in/ciqa/ar/2023-24/observer-list.pdf	
13.	(a) All end semester examinations or term end examinations for programmesoffered 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 Openand Distance Learning mode Institution	**Yes**	
14.	The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(s),NavodayaVidyalaya(s), Sainik School(s), State	The exams were conducted at the campus of Mangalayatan University, Beswan, Aligarh.	

	GovernmentSchools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under theOpen and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions		
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	The exams were conducted at the campus of Mangalayatan University, Beswan, Aligarh.	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher EducationalInstitution	The exams were conducted at the campus of Mangalayatan University, Beswan, Aligarh.	

17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a uniqueidentification 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
		Yes,
		The University has started the ODL programmes from session Sept- 2023 and University shall follow the guidelines issued by the UGC.	

	along with the Programme name.		
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	
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

No, The exams were conducted at the campus of Mangalayatan University, Beswan, Aligarh.

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

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed tonext semester	% of students passed	% of students passed in first class
Sept-2023	B.A	28	27	27	96	NA
	B.Com.	17	16	16	94	NA
	M.B.A	14	14	14	100	NA
	M.Com.	1	1	1	100	NA
	M.A English	5	5	5	100	NA

	M.A Sociology	1	1	1	100	NA
	M.Sc. Mathematics	12	12	12	100	NA

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.

Program Project Report: https://www.mangalayatan.in/mu-odl-application-annexures/

Approval: https://www.mangalayatan.in/uploaded_files/odl/PPR-Approval-EC.pdf

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.

https://www.mangalayatan.in/uploaded_files/odl/Undertaking-ODL-03%20Aug-2023.pdf

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.

https://www.mangalayatan.in/uploaded_files/odl/SLM-Approval-EC.pdf

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 inthe programme	No. of Students Attended on an average basis
Admitted in September-2023						
	B.A	1	1	720	28	25
	B.Com.	1	1	720	17	16
	M.B.A	1	1	720	14	12
	M.Com.	1	1	720	1	1
	M.A English	1	1	720	5	4
	M.A Sociology	1	1	720	1	1
	M.Sc. Mathematics	1	1	720	12	10
Admitted in February-2024						
	B.A	1	1	360	10	8
	B.Com.	1	1	360	11	10
	M.B.A	1	1	360	3	3
	M.Com.	1	1	360	2	2
	M.A English	1	1	360	2	2
	M.Sc. Mathematics	1	1	360	6	5
	BLIS	1	1	360	2	2
	B.Sc.	1	1	360	8	7
	M.A Political Science	1	1	360	5	4

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

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

There is only one learner support centre located at the campus of Mangalayatan University, Beswan, Aligarh.

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 LSCis 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 LSCis established)	Whether theCollege/ institute is private or Govt(where LSC is established)	Name and Contact Details of Coordinat or and Counselor	Qualificatio nof Coordinato r and Counselor	No. of Counsellor s	Program -mes offered	Total Enrolle d student .
						NA				

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
Yes	2012-13	12	Yes

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.
				N/A			

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

Type	Date of Admission (for	Date of Delivery SLM	Whether SLM delivered to

	July and January)		learners within a fortnight from the date of admission
Printing Material	October-2023 March-2024	November-2023 April-2024	Yes
Audio-Video Material	November-2023 April-2024	November-2023 April-2024	Yes
Online Material	November-2023 April-2024	November-2023 April-2024	Yes
Computer based Material	November-2023 April-2024	November-2023 April-2024	Yes

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	Course 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							

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

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	
	Uploading of the following on HEI website		
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	
3.	Copies of the letters of recognition from Commission and other relevant statutory orregulatory authorities	Yes	
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	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programmestructure with credit points, programme- wise faculty	Yes	

	details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for 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	
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	
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	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing	Yes https://mude.ac.in/faqs/	

	hyperlink support for Open and Distance Learning Programmes		
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	The exams were conducted at the campus of Mangalayatan University, Beswan, Aligarh.	
13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Open and Distance Learning programmes	The exams were conducted at the campus of Mangalayatan University, Beswan, Aligarh.	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Only one end semester examination of July 2023-24 session was held in February 2024.	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Academic Calendar	
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	We have started the session from July, 2023. The third party academic audit will be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance initiated at appropriate time.	

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 compliedYes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and DistanceLearning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	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-	Yes
	(a) as may be fixed by it and declared by it in theprospectus for admission, and on the website of the Higher Educational Institutions;	Yes
	(b) with a proper receipt in writing issued for such payment to the	Yes

	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.	
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 with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	Yes https://www.mangalyatan.in/ciqa/ar/2023-24/scholarship-2023-24.pdf
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:	Yes

	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	
7.	Every Higher Educational Institution shall–	
	(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;	Yes
	(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;	Yes
	(c) exhibit such records as permissible under law on its website; and	Yes
	(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.	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	Yes

	payment	
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 Open and Distance Learning mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of 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 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	Yes

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	amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
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	Yes

	website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation feeor 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, 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 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 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

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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 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;	Yes
	(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

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.

Students' Grievance Redressal Mechanism

https://www.mangalayatan.in/wp-content/uploads/2024/02/sgrc-001.jpg

Mention Emails and URL

https://erp.mangalayatan.in/GrievancePortal/StudentGrievance.aspx

9.2 **Details of Grievance received**

Numbers of Grievance Received	Numbers of Grievance Resolved
25	25

9.3 **Complaint Handling Mechanism**

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

Students submit their grievances through following link which is available on MU Website. Grievance is being received by Registrar office, Director's office and Programme coordinators. Issues and grievances are examined by the Student Grievance Redressal Committee and appropriate action is taken to resolve the issues:

https://erp.mangalayatan.in/GrievancePortal/StudentGrievance.aspx

https://www.mangalayatan.in/wp-content/uploads/2024/02/sgrc-001.jpg

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)
No Complaint Received.		

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Some innovations introduced during the academic year for enhancing the quality of education in higher education institutes:

•   Providing access to international online learning platforms such as Coursera.

•   Addition of skill enhancement, ability enhancement, interdisciplinary and value added/vocational courses that combine multiple disciplines to foster holistic education and innovation.

•   Flexible schedules of teaching-learning for the convenience of the students.

10.2 Best Practices of the HEI

•   Student-Centered Approach: Prioritize a learner-focused strategy where all services, from academic support to administrative processes, are designed with the needs and experiences of students in mind.

•   Continuous Improvement: Implement a culture of continuous quality improvement by regularly assessing and refining educational services, ensuring they meet evolving student expectations and industry standards.

•   Effective Communication: Ensure clear, consistent, and transparent communication channels between faculty, administration, and students, fostering an environment where information is readily available and easily understood.

•   Professional Development: Invest in ongoing training and development for faculty and staff to keep them updated on the latest pedagogical techniques, technologies, and best practices in student service and support.

•   Feedback Mechanisms: Establish robust systems for collecting and acting on feedback from students, staff, and stakeholders, enabling responsive and timely enhancements to educational services.

•   Technological Integration: Leverage modern technology to improve service delivery, such as utilizing learning management systems, digital libraries, and online student services to enhance accessibility and convenience.

• Inclusive Environment: Create an inclusive and diverse learning environment that accommodates the needs of all students, including those with disabilities, from different cultural backgrounds, or with varying learning preferences.

• Data-Driven Decision-Making: Use data analytics to monitor performance metrics related to student satisfaction, academic outcomes, and service efficiency, guiding informed decision-making processes.

• Collaborative Learning: Encourage collaborative initiatives between students, faculty, and industry experts, fostering practical learning experiences that prepare students for real-world challenges.

• Quality Assurance Framework: Develop and implement a comprehensive quality assurance framework that systematically evaluates and enhances all aspects of educational services, ensuring they align with institutional goals and standards.

10.3   Details of Job Fairs conducted by the HEI

NA, The University has started the ODL programmes from academic session 2023-24.

10.4   Success Stories of students of ODL mode of the HEI

The University has started the session from 2023-24. The success stories of students will be shared in the subsequent years.

10.5   Initiatives taken towards conversion of SLM into Regional Languages

The University has started the session from 2023-24. We will plan to translate the SLM into regional languages in near future.

10.6   Number of students placed through Campus Placements

The University has started the session from 2023-24. No batch has graduated yet.

10.7   Details of Alumni Cell and its activity

The University has started the session from 2023-24. No batch has graduated yet.

10.8   Any other Information

All the available information is already provided.

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. Rajesh Kumar Upadhyay

Date: 31-08-2024

Seal:
Director
Centre for Internal Quality Assurance
Mangalayatan University, Aligarh, U.P.

Signature of the Registrar:

Name: Brig. Sumar Vir Singh

Date:31-08-2024

Seal:
Registrar
Mangalayatan University
Beswan, Aligarh

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.