

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2025-26>

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Part – I: General Information

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

[ClickHere](#)

1.2 Details of Director, CIQA

- Name: Dr. Gaurav Gupta
- Qualification: PhD CSE
- Appointment Letter and Joining Report: [Upload \(PDF\)](#)

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. Atul Khosla	Management	06-10-2021
b.	Director, Shoolini University Centre for Distance and Online	Member	Dr. Amar Raj Singh Suri	Engineering	05-03-2025
c.	Three Senior teachers of HEI	Member 1	Prof. Sunil Puri PhD Botany	Botany	06-10-2021
		Member 2	Prof. Dinesh Kumar, PhD	Biotechnology	06-10-2021
		Member 3	Prof. Pooja Verma, PhD	Management	06-07-2026
		Member 4	Prof. M.S. Thakur, PhD	Engineering	06-07-2026
d.	Head of three Departments or School of Studies From which programme is being offered in ODL and Online mode	Member 4	Dr. Kunwar Siddharth Dadhwal, PhD	Liberal Arts	06-07-2026
		Member 5	Mr. B. K. Kaul, Masters in HR (MSW)	Management	05-03-2025
		Member 6	Dr. Pankaj Vaidya, PhD	CSE	06-10-2021
e.	Two External Experts	Member 7	Prof. S. D. Bhardwaj, PhD	Forestry	05-12-2022

	of ODL and/or Online Education	Member 8	Prof. Rajinder Kaur Kalra, PhD	Education	21-04-2023
f.	Officials from departments of HEI	Member 9 Administration	Mr. Shikhar Sharma, MBA	HR	06-10-2021
		Member 10 Finance	Mr. Bijay Dhiman, CA	Finance	05-03-2025
		Member 11 Finance	Prof. Ashish Khosla, PhD	Management	06-07-2026
g.	Director, CIQA	Member Secretary	Dr. Gaurav Gupta, PhD	CSE	06-10-2021

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

If No, reason thereof

Y

1.4 Number of meetings held and its approval:**a. No. of meetings held every year: 01****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	09-05-2023	1.Prof. S.D. Bhardwaj (Former Dean, College of Forestry, UHF Nauni H.P) 2.Prof. Rajinder Kaur Kalra, (Rtd.) Head Department of Extension Education, PAU, Ludhiana, Punjab	Click Here	Click Here
Meeting 2	10-05-2024	1.Prof. S.D. Bhardwaj (Former Dean, College of Forestry, UHF Nauni H.P) 2.Prof. Rajinder Kaur Kalra, (Rtd.) Head Department of Extension Education, PAU, Ludhiana, Punjab	Click Here	Click Here
Meeting 3	01-07-2025	1.Prof. S.D. Bhardwaj (Former Dean, College of Forestry, UHF Nauni H.P) 2.Prof. Rajinder Kaur Kalra, (Rtd.) Head Department of Extension Education, PAU, Ludhiana, Punjab	Click Here	Click Here
Meeting 4	07-07-2026	1.Prof. S.D. Bhardwaj (Former	Click Here	Click Here

HEI ID: HEI-P-U-0190

Name of HEI: Shoolini University

Type of HEI: Private University

		Dean, College of Forestry, UHF Nauni H.P) 2.Prof. Rajinder Kaur Kalra, (Rtd.) Head Department of Extension Education, PAU, Ludhiana, Punjab		
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1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020: NA

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	T G	Total
1.												
N.												

[illegible]

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

[illegible]

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

[illegible]

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

From <July- Aug, 2025>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduae 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 Business Administration	3	120	10+2	75000	F.No. 1-6/2025(DEBNE R)	NA	0	0	0	0
2	Bachelor of Commerce Hons.	3	120	10+2	75000	F.No. 1-6/2025(DEBNE R)	NA	0	0	0	0

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

From <Jan- Feb, 2026>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduae 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 Business Administration	3	120	10+2	90000	F.No. 1-6/2025(DEBNE R)	NA	0	0	0	0
2.	Bachelor of Commerce Hons.	3	120	10+2	85002	F.No. 1-6/2025(DEBNE R)	NA	0	0	0	0
3.	Bachelor of Arts	3	120	10+2	66000	F.No. 1-10/2025(DEB-SR)	NA	2	4	0	6

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

From <July- Aug, 2025>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 (English Literature)	2	80	Graduation	42000	F.No.2-1/2024(DEB-II)	NA	0	0	0	0
2.	Master of Business Administration	2	90	Graduation in any discipline or equivalent	1,10000	F.No.2-1/2024(DEB-II)	NA	0	0	0	0

Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable,**

as above.

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

From < Jan-Feb, 2026>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 (English Literature)	2	80	Graduation	42000	F.No. 1-612025(DEB-NER)	NA	0	0	0	0
2.	Master of Business Administration	2	90	Graduation in any discipline or equivalent	1,30000	F.No. 1-612025(DEB-NER)	NA	0	0	0	0

***Not for Private University**

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

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

2.1 Action taken on the functions of CIQA: -

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 CDOE lays a great deal of emphasis on building an emotional bond with students when teaching courses online since there is no in-person interaction. In order to guarantee top-notch services, the CDOE makes resources and course materials easily accessible by means of a suitable system that makes it simple for students to use the website. The IT department offers suitable training for this purpose, and a specialized staff is on call around-the-clock to assist students with any questions they may have about academics,	Admission Counselling and Academic Processes Click Here Induction Schedule and Report August 2025 Click Here Induction Schedule and Report April 2026 Click Here LMS Tutorial Click Here Click Here Induction Videos PG: Click Here UG: Click Here Click Here

		admissions, and administration. Additionally tasked with forming an emotional bond with pupils and guiding them through the academic curriculum are committed program coordinators. Additionally, the IT staff is on call around-the-clock to guarantee that pertinent updates on academic calendars, schedules, results, curriculum, live lecture schedules, fees, extracurricular activities, and other information are updated.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	The CDOE has established a standard practice of regularly auditing the quality of its videos, PowerPoint presentations, and Self-Learning Materials. Faculty members are provided with proper guidance and training to ensure that their content meets the highest standards of quality. Additionally, the CDOE	How to submit assignment on Moodle. Click Here

		places significant emphasis on ensuring that course and program outcomes are mapped in accordance with the objectives of the respective programs. To promote the professional development of faculty members, the CDOE encourages their participation in faculty development programs and workshops aimed at enhancing their skills and knowledge. Furthermore, the CDOE regularly organizes workshops and webinars that cater to the professional development of faculty members	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The Centre for Distance and Online Education, Shoolini University (CDOE) prioritizes the teaching and learning process as the most crucial aspect of its operations. As part of this commitment, training programs are regularly organized for	Identification of Pedagogical Interventions Click Here Report of Identification of Pedagogical Intervention s Click Here

		faculty members to maintain the standards of evaluation in accordance with university policies. The CDOE encourages faculty members to publish papers in reputed national and international journals and conferences and to develop high-quality research proposals. Additionally, faculty members are advised to provide guidance to postgraduate students engaged in research work	
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)	The course curriculum in online education is entirely synchronized with the conventional mode of learning. The courses, syllabi, and credits offered in online education are mapped with those of conventional education. Highly qualified faculties with extensive teaching experience are recruited for online education courses. The syllabus is designed with the	Report on Teaching Learning Processes used in Formal Mode for adaptation for OL Click Here

		intention of achieving course outcomes and program outcomes in line with the expectations of international professors and industry experts. Online education courses are delivered through webinars, which not only provide value addition to the students but also help them gain a better understanding of the industry. The online education program emphasizes the highest levels of Bloom's taxonomy to provide the best possible education to students.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	As part of its regular practice, the Centre for Distance and Online Education (CDOE), Shoolini University conducts mid-semester feedback and end-semester feedback from various stakeholders, including students and faculty members. Feedback analysis is	CDOE feedback Report . Click Here Feedback form Mechanism Click Here

		carried out by the members of the feedback committee based on the curriculum and learning platform across various parameters. The committee ensures that rigorous action is taken on the issues and suggestions provided by the stakeholders on a priority basis. A dedicated team is available 24/7 to address student issues, ensuring their resolution within a defined time frame. The feedback analysis report is regularly uploaded to the website.	
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6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	The University is currently in the process of introducing new degree programmes and certifications for students. These programmes aim to provide more meaningful, skill-oriented education to students, which will help them secure jobs in their desired areas of interest/domain and also enable them to become entrepreneurs or industry experts	Processes to improve Quality in Teaching Learning Process Click here Consolidated Report to Suggest Innovative and Quality Teaching Learning Processes for ODL by the HEI Click here
7.	Implementation of its recommendations through periodic reviews	In order to introduce new degree programmes and certifications, the Department Academic Committee assesses and evaluates the proposed programs. The committee reviews the syllabus and takes into consideration the current industry requirements, as well as external expert feedback. Once evaluated, the proposal is forwarded to the Board of Studies and Board of Faculty for	Implementation of CIQA recommendations and PPR implementation Click Here

		further recommendations and suggestions. The proposal is then presented to the Academic Council for additional suggestions and final approval by the council.	
8.	Workshops/ seminars/ symposium organization on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	CDOE regularly organizes expert talks, workshops, and training sessions for students, faculty and staff in various areas including training on learning platform and e-library resources.	Convocation Click Here CEDSA Conclave Click Here Campus Immersion Click Here FDP : AI Educator Bootcamp Click Here
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	CDOE ensures that the best practices are followed from student admission queries to course completion, creating a friendly and supportive environment for students. The department follows a multi-disciplinary approach, academic flexibility, choice-based credit system, learning from industry experts	Roles and Responsibilities for Faculty to ensure best practices. Click Here

		and international professors, mentor-mentee approach, grievance redressal cell, feedback analysis committee, dedicated student facilitation centre, IT team and emotional connect with students. This helps students discover themselves through creative thinking, leading to success in a more diverse community	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	CDOE maintains complete statistics on admissions, attendance in live lectures, recordings of faculty members, internal and external examinations, open house records, results, and grades. These records are available with the Director and Exam Superintendent with appropriate security arrangements.	Faculty feedback Click Here Click here

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	Programme project reports are prepared according to the commission's norms and guidelines, pre-approved by the Programme Coordinators, followed by the Director, and further approved by the members and guidelines of the Academic Council.	Implementation of CIQA recommendations and PPR implementation Click Here PPR Links Click Here Click Here Click Here Click Here Click Here Click Here Click Here Click Here
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The Academic Calendar, curriculum, fee structure, examination, and evaluation mechanism are implemented as per the programme project reports. Various committees are in place to ensure the implementation of PPR	Duties and Responsibilities of Programme Coordinators Click Here

13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The CDOE's annual report, reviewed and approved by the statutory body.	Annual Report of HEI Click Here
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Based on feedback from various stakeholders, senior academicians, and industry experts, CDOE plans to enrich the curriculum with a set of elective baskets and collaborate with various academic partners to provide industry-oriented curriculum to students.	Stakeholder s inputs were implemented and the same was incorporated in the Syllabus. Syllabus Click Here
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	The CDOE aims to establish a student-centered system that enhances the teaching-learning process through innovative methods and pedagogy to facilitate the development of each and every student. The curriculum incorporates research-oriented subjects to provide students with research-based skills.	Learner analytics Click Here

16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The third party academic audit to be undertaken every five years and internal academic audit every year by the Centre for Internal Quality Assurance	Shoolini university has submitted for NAAC Accreditation for 2nd cycle and the desired documents from CDOE has also been submitted. In furtherance of it, Shoolini University has been awarded NAAC "A+" accredited.
17.	Measures adopted to ensure internalization and institutionalization of quality Enhancement practices through periodic accreditation and audit	The CDOE conducted a Periodic Academic Audit by CIQA and the Annual Academic Audit for the Academic Year 2025-26 took place on 1st July 2026. Proper action was taken on the suggestions provided by experts and the report is available on the department's website.	Academic Audit Click Here
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The Director CDOE are regularly coordinating with the commission regarding the discussion of various initiatives taken by the department based on the guidelines issued by the commission to maintain quality standards.	Academic Audit Click Here

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The CDOE places tremendous emphasis on setting quality benchmarks to ensure that best practices are followed. As a result, a team from the CDOE visits other institutions to understand the latest practices followed there. Additionally, student participation in inter-college competitions enables the department to learn from the best practices of other institutions	Study of other HEI offering OL programmes Click Here Consolidate d Report of Offerings and Functioning of other HEIs Click Here
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The CDOE conducts regular activities such as Departmental Academic Meetings, Board of Studies Meetings, Board of Faculty Meetings, Seminars, Workshops, Student Orientation Programs, Feedback Analysis, Action on Grievances, Review of E- Content, Academic Audit, and the Conduction of one CIQA meeting in a semester to ensure quality assurance.	Annual report of the CIQA as collated presentation of the all the activities listed

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.	The academic session was close on 14th December 2025 and the report will be compiled after the completion of the Academic session.	Click Here
	(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.	The academic session was close on 30th June 2026 and the report will be compiled after the completion of the Academic session.	Click Here
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 statutory body approves all reports prepared by the Centre for Internal Quality Assurance.	The approved CIQA minutes are attached. Click Here
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 online learning philosophy, which includes synchronous and asynchronous components, has been followed in creating the curriculum structure. Additionally, students can access the content in the form of SLMS, PPTs,	SLM Guidelines Click Here

		assignments, and video lectures.	
24.	Promoted automation learner support services of the Higher Educational Institution	Students have access to a dedicated online system from Learners have single sign-on to LMs which further has ERP and exam portal integrated Significant automation has been achieved in data flow and workflow processes between these platforms. Learners are urged to use these platforms for quick resolution of support needs. Additional training sessions were held to help learners adapt to the automated processes on the LMS and other platforms.	Admission Counselling and Academic Processes Click Here Induction Schedule and Report August 2025 Click Here Induction Schedule and Report April 2026 Click Here LMS Tutorial Click Here Induction Videos PG: Click Here UG: Click Here Best Practices of Synchronous QA Sessions Click Here How to submit assignment on Moodle. Click Here

25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	External experts regularly advise the department on necessary changes to improve its functioning. These experts are members of various committees and visit the department frequently to suggest changes or additions that will enhance the department's operations	Academic Audit Report Click Here
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	The department undergoes an annual audit with members from different university departments, as well as external academic and industry experts	Academic Audit Report Click Here
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Shoolini University, Solan has received an "A+" grade with a CGPA of 3.30 National Assessment and Accreditation Council (NAAC).	The NAAC related required Documents were shared with HEI in 2024-25 and Shoolini University was awarded NAAC "A" Accreditation
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	The CDOE is collaborating with various organizations and research bodies, in addition to academic-industry partnerships, to improve quality	A report of Industry Requirement Click Here

29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The CDOE is working to provide industry oriented exposure to its students by partnering with organizations such as Microsoft, Association of Healthcare Providers (AHPI), Association of Chartered Certified Accountants (ACCA) UK, Bombay Stock Exchange, and others	A report of Industry Requirement Click Here
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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: Organisation Structure and Governance Management Strategic Planning Operational Plan, Goals and Policies	Centre for Distance and Online Education (CDOE), Shoolini University which falls under the purview of Shoolini University, has taken concrete measures to ensure the smooth running of its online programmes. The department has meticulously outlined the roles and responsibilities of its teaching and nonteaching staff in relation to online courses. To this end, the department has recruited a suitable number of academic staff possessing the requisite qualifications to effectively deliver online courses. The department's organizational structure comprises of a director, at	Organogram of the HEI Click Here Detailed Strategy Click Here

		the top level, followed by programme coordinators, academic and non-academic staff. The department has a dedicated IT team that reports to the apex body and promptly addresses any technical issues encountered by students. Moreover, the department has established a state-of-the-art recording studio manned by a professional production team. This facilitates academic staff and professors to record video lectures in real time. As the department caters to the educational requirements of working professionals, it has devised operational strategies to remain available on weekends and public holidays to ensure that the department meets its stated goals and objectives.	
2.	Articulation of Higher Educational Institution Objectives	Centre for Distance and Online Education (CDOE) Shoolini	ClickHere

		University has taken steps to provide clarity on its vision, mission, programme objectives, outcomes, study schemes, evaluation policy, and course matrix articulation in its curriculum booklets. These details are also accessible on the CDOE's official website. To ensure that the objectives of the university are met, each programme coordinator operates under the guidance of the Director. He works to facilitate the smooth delivery of every vertical. This approach ensures that the CDOE consistently provides high-quality educational experiences to its students	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource Feedback System	A systematic approval mechanism is in place for the approval of Programme Curriculum booklets. The curriculum booklets are first submitted to the Board of Studies and the Board of Faculty for review. After implementing the	SLM Guidelines Click Here Admission Counselling and Academic Processes Click Here Induction Schedule and Report August

		recommended suggestions and revisions, the booklets are forwarded to the Academic Council for final approval. The curriculum is designed based on a choice-based credit system, providing students with the flexibility to select courses from a multidisciplinary basket of electives. Students are given the option to choose courses based on their interests, even in the ongoing semesters. Additionally, students can earn credits from the basket of generic electives. To facilitate self-paced learning, the learning resources provided to students include videos, PPTs, self-learning materials, e-books, assignments, quizzes etc. These materials are designed by incorporating text, images, graphs, and illustrations to create	2025 Click Here Induction Schedule and Report April 2026 Click Here LMS Tutorial Click Here Click Here Induction Videos PG: Click Here UG: Click Here Click Here Feedback Report Click Here Click Here
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		comprehensive documents. All the topics covered in the particular module (unit) are taken from different sources to make it convenient for students to refer to. The department regularly collects mid-semester and end-semester feedback from students, faculty members, and subject experts to analyze the curriculum and the learning platform. The department ensures that the suggestions given by students are rigorously implemented within a stipulated time. The feedback analysis report is also uploaded on the department's official website	
4.	Programme Monitoring and Review	The smooth functioning of the programme in terms of e-content, recordings, live classes, curriculum updates, and follow-up of activities as per the academic calendar is the responsibility of the Academic Head, along with the dedicated	Program Monitoring Report Click Here

		programme coordinators. They are responsible for reviewing and ensuring the smooth functioning of the programme. Additionally, the Manager of IT is responsible for the overall updating of the website, which is monitored by the Director of the Shoolini University Centre	
5.	Infrastructure Resources	Centre for Distance and Online Education (CDOE) Shoolini University has an infrastructure in place to support student learning. This infrastructure includes an e-library with remote access for students, facilitating the use of digital resources such as e-books, e-journals, and databases. Additionally, the library provides plagiarism-checking facilities to faculty members for their academic purposes. To ensure high quality video lectures, the university has established a	Infrastructure Resources Click Here

		dedicated studio where faculty members can record lectures under the guidance of a dedicated production team.	
6.	Learning Environment and Learner Support	CDOE offers comprehensive support services to students enrolled in online programmes, including access to an e-library, online platforms, online admission facilities, and online proctored examinations. Students also can participate in webinars, workshops, and talks by academic and industry experts at the national and international levels. Furthermore, CDOE provides a round-the-clock student facilitation centre, help desk, and chatbot for addressing any queries related to admissions, academics, and administration. This student-centric approach offers a seamless and supportive learning environment	Admission Counselling and Academic Processes Click Here Induction Schedule and Report August 2025 Click Here Induction Schedule and Report April 2026 Click Here LMS Tutorial Click Here Click Here Induction Videos PG: Click Here UG: Click Here Click Here Modes of Communication Email WhatsApp Website (Zoom Link is shared)

7.	Assessment and Evaluation	The assessment tools such as question papers, assignments, quizzes, and other forms of evaluation at CDOE are meticulously designed to align with the course outcomes and program outcomes. The centre has a well-established evaluation mechanism for both continuous and end-semester examinations, which is also made available on the website	Assessment and Evaluation Click Here Sample Question Paper format Click Here
8.	Teaching Quality and Staff Development	Faculty members willingly undergo regular reviews in the event of any concerns, while an open environment is cultivated to foster the professional growth of the educators	Feedback Click Here Click Here

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

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document
1.	Academic Planning	The University creates timetables for admissions, teaching, and examinations, adhering rigorously to the academic calendar	Academic Calendar August 2025 Click Here February 2026 Click Here August 2026 Click Here
2.	Validation	Program proposals are formulated through the utilization of assessment and need analysis reports, drawing insights from academic audits and recommendations provided by committees responsible for suggesting relevant courses. Shoolini University has consistently prioritized upholding academic standards and delivering vital student services, showcasing its leading position in these aspects.	Program Monitoring Report Click Here Academic Audit Click Here

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 Periodic Review	The CDOE carries out academic audits to ensure quality assessments. The progress is overseen by Programme Coordinators, while Committees established by the CIQA make recommendations for improvements in the courses.	Academic Audit Click Here Observer Report Click Here
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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Or

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

Dr. Amar Raj Singh, Director Shoolini University Centre for Distance and Online,

Regular, Full Time, Qualification PhD, Salary

(Attach appointment letters and joining report)- [Click Here](#)

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:

Shoolini University complies with requirements in terms of Staffing norms, as mentioned in the Annexure-IV of the Regulations.

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason Thereof
B. Com	2	3	Yes	-
BBA	3	4	Yes	-
MBA		4	Yes	-
B.A		3	Yes	-
M.A English Literature		2	Yes	-

HEI ID: HEI-P-U-0190 Name of HEI: Shoolini University Type of HEI: Private University

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
1	B.Com (H)	3	Pankaj Bhardwaj	Assistant Professor	MBA	1	15,600-39,100 + 6,000 AGP	28-08-2024 Click Here
2	B.Com (H)		Gaurav Sharma	Assistant Professor	M.Tech. (Manufacturing Technology)	12	15,600-39,100 + 6,000 AGP	04-01-2023 Click Here
3	B.Com (H)		Anish Ramteke	Assistant Professor	PGDM (Post Graduate Diploma in Management)	10.3	15,600-39,100 + 6,000 AGP	27-05-2024 Click Here
4	BBA	4	Shilpa Sharma	Assistant Professor	Ph.D.	2	15,600-39,100 + 6,000 AGP	22-04-2024 Click Here
5	BBA		Karan Kapila	Assistant Professor	MBA and Master of International Business	15	15,600-39,100 + 6,000 AGP	05-02-2025 Click Here
6	BBA		Ruchi Rana	Assistant Professor	MBA	1	15,600-39,100 + 6,000 AGP	06-11-2024 Click Here
7	BBA		Navneet Jaswal	Assistant Professor	M.Tech.	2	15,600-39,100 + 6,000 AGP	05-01-2026 Click Here
8	MBA	4	Amar Raj Suri	Professor	Ph.D.	20	37,400-67,000 + 10,000 AGP	24-08-2011 Click Here
9	MBA		Pooja Verma	Professor	Ph.D.	17	37,400-67,000 + 10,000 AGP	21-01-2013 Click Here
10	MBA		Vivek Chauhan	Assistant Professor	MBA	2	15,600-39,100 + 6,000 AGP	08-09-2023 Click Here
11	MBA		Kamalkant Vashisth	Professor	Ph.D.	14	37,400-67,000 + 10,000 AGP	16-07-2012 Click Here
12	BA	3	Neha Sharma	Assistant Professor	MBA/LLM/M.Com./CS	1	15,600-39,100 + 6,000 AGP	23-09-2024 Click Here
13	B.A.		Runesh Bhardwaj	Assistant Professor	M.Tech.	4	15,600-39,100 + 6,000 AGP	17-03-2026 Click Here
14	B.A.		Bindakshi Bhuria	Assistant Professor	MBA	2	15,600-39,100 + 6,000 AGP	06-05-2024 Click Here
15	M.A. English Literature	2	Swati	Assistant Professor	Ph.D.	1	15,600-39,100 + 6,000 AGP	05-05-2025 Click Here
16	M.A. English Literature		Tanaya Thakur	Assistant Professor	MA (English)	2	15,600-39,100 + 6,000 AGP	01-02-2024 Click Here

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	1
Assistant Registrar	1	2
Section Officer	1	2
Assistants	3 (2 for DM Universities)	5
Computer Operator	2	5
Multi-Tasking Staff	2	3

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

[Click Here](#)

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, Computer based test is conducted	
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	

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
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	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes Exam Guidelines Click Here	
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 Evaluation Mechanism Click Here	
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: 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; 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 Click Here Live lectures, webinars, seminars, internal exams, the submission of papers and quizzes, and involvement in extracurricular activities make up the 75% of engagement required of online students.	
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, the curriculum, including the courses and their credits, is completely mapped to the conventional mode curriculum. The format of the conventional mode is also used while setting the question papers in order to	

		attain the required course outcomes. Common Provisions for conventional mode Click Here	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: continuous or formative assessment (in semester): Maximum 30 per cent. summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes, Assessment Criteria. Click Here Sample Question Paper Click Here Sample Assignment Click Here	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes The eLMS Platform's Notifications option is used to notify users when assessments have been submitted, whether they are subjective or objective. The eLMS platform is utilised for the end-of-semester exams. Click Here	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes Sample Marksheet Click Here	
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.	Yes Process is followed Click Here	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes Date sheet Click Here Click Here	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes Exam were held in Online Mode in Campus Click Here	

	(b) Availability of biometric system	Online Mode in Campus using Face ID recognition. Click Here		
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	The examinees were identified using face ID and Aadhar Card details.		
	(d) In case of non-availability of the Closed-Circuit Television facility, video recording of the examination hall shall be done by the Higher Educational Institution	Exam were held in Online Mode in campus Click Here		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	We started the program through ODL/OL Mode in November 2022. And we will Store the videos for 5 years.		
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes Invigilator Sheet Click Here		
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes Observer Report Click Here		
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes Click Here		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and supervision of the Higher Educational Institution	Yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Exams are held in the University Campus	
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	Exams are held in the University Campus	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes Click Here	
17.	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 Photograph Aadhaar number or other government recognised identifier or Passport number, as applicable, Other relevant details of the learner along with the Programme name.	Yes Sample Degree Click Here	
	(b) Each award shall also be uploaded on the National Academic Depository or Academic Bank of Credits	Yes All students now have ABC accounts, and awards have been submitted to 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 Center	Yes Sample Degree Click Here		
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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

Shoolini University has a robust and in-house developed AI-based proctoring software for conducting exams online/physically invigilated within the territory of the campus. We use facial verification, Upload ID, Share screen and camera through live stream for credibility.

4.4 Result and Student

Progression for UG, PG and PGD

programme

Semester beginning (6 th Semester)	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
April, 2025	B.Com	1	1	-	100%	100%
	BBA	10	10	-	100%	100%

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: [Click Here](#)

Statutory Bodies: [Click Here](#)

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

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

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

5.3 Compliance status in respect of 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.

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

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	B.A.	CDOE	1	1	6	-

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 no Learner Support Center .We provide learner support services through main campus.

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	Programmes offered	Total Enrolled student.
1.	N.A	N.A		N.A	N.A	N.A	N.A	N.A	N.A	N.A

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
N.A	N.A	N.A	N.A

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 in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	N.A	N.A	N.A	N.A	N.A	N.A	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 July and	Date of delivery SLM	Whether SLM delivered to
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	January)		learners within a fortnight from the date of admission
Printing Material	2 nd April, 2026	17 th April, 2026 (by post)	Yes
Audio-Video Material	2 nd April, 2026	2 nd April, 2026(on LMS)	Yes
Online Material	2 nd April, 2026	2 nd April, 2026 (on LMS)	Yes
Computer based Material	2 nd April, 2026	2 nd April, 2026 (on LMS)	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	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 wise – programmes wise)
1.	N.A	N.A	N.A	N.A	N.A	N.A	N.A

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

Upload

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, it is Complied Joint Declaration Link	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Shoolini Act Click Here	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Approval Letter of Programs Click Here Click Here Statutory Approval Click Here	

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	Program Information: Click Here	
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 Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	Syllabus 2025 Click Here Syllabus 2026 Click Here	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Academic Calendar 2025-26 Feb Click Here 2025-26 July Click Here	
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	Feedback mechanism Click Here	
8.	Information regarding all the programmes recognised by the Commission	Approval Letter of Programs Click Here Click Here	
9.	Data of year-wise and programme-wise learner	First batch	

	enrolment details in respect of degrees and/or post graduate diplomas awarded	passed. Degrees to be awarded.	
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;	SLM Update Information Click Here	
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	<i>Frequently Asked Questions</i> Click Here	
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 classes are held in the university campus	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	The classes are held in the university campus	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Click Here	
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 2025-26 Feb Click Here 2025-26 July Click Here	
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	Academic Audit Click Here	

Part – VIII: Admission and Fees

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

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

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, and shall 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 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: 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	Yes

	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
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 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,	Yes

	which shall be in consonance with the resources	
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of 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 accessible by learners on being admitted to the Higher Educational 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 to be 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 fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in 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	Yes

	purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	
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; (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.

The purpose of the Student Grievance Policy is to provide equitable and orderly processes to resolve grievances by students against any employee of the Centre for Distance and Online Education (CDOE), Shoolini University. However, this policy does not include issues related to student's discipline, Academics like examination, absence from classes, etc. A student may file a grievance in the cases of an unresolved difference or dispute between themselves and the University (office or individual) related to services rendered or non-academic decisions. The policy covers matters outside the scope of other policies given from time to time by regulators/CDOE. The student is strongly encouraged to seek informal resolution of a grievance by bringing it to the attention of the relevant individual, administrator, or office. An attempt at informal resolution should begin no more than 10 working days after the service or decision is rendered. If the student is unsatisfied with the response, the student may make a formal, written grievance to the relevant administrator. Any formal grievance must be submitted by the student within 20 working days after the service or decision is rendered. The student must state the nature of the grievance and the remedy s/he is seeking and describe any previous attempts to resolve the issue grievance. The administrator reviews the situation and should provide a written response, including appeal information within 15 days of receiving the complaint, copying the primary mentor/academic advisor. Students will be informed if extenuating circumstances require additional time.

Grievance Redressal committee (SGRC) as per the UGC (Redressal of Grievances of Students) Regulations, 2023:

<https://shoolinionlinelms.s3.ap-south-1.amazonaws.com/CIQA/Part+9-26/9.1+SGRC+-2026.pdf>

UGC E-Samadhan Link-

<https://samadhaan.ugc.ac.in/Home/Index>

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Nil	Nil

9.3 Complaint Handling Mechanism

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

Complaints about sexual harassment and discrimination based upon protected class are addressed via the Discrimination Complaint Procedure (University Grant Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015); complaints about services related to disabilities are addressed through Rights of Students with Disabilities Policy (The Rights of Persons with Disabilities Act, 2016), complaints about student behavior are addressed through the Student Conduct Policy and Procedures and student academic appeals including grading are addressed through Academic Regulations (First Ordinance).

SCDOE has a well-defined mechanism for addressing examination-related grievances of students. Such grievances are classified into six categories, including result updating, verification or revaluation of answer books, copy case or misconduct, verification of degrees, transcript or marksheet, and migration. To cater to these grievances, the University offers four redressal mechanisms, including online redressal through the web portal, online redressal through email, redressal through letter via normal postal services, and personal visit to the University's headquarters.

Name of the Nodal Officer: Prof. Rohit Goyal

Grievance Redressal committee (SGRC) as per the UGC (Redressal of Grievances of Students) Regulations, 2023:

<https://shoolinionlinelms.s3.ap-south-1.amazonaws.com/CIQA/Part+9-26/9.1+SGRC+-2026.pdf>

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)
Nil	Nil	N.A.

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- **Enhancing Communication Skills and Job Readiness:** Weekly assignments were provided through the SIQANDAR AI platform to enhance students' communication skills and improve their job readiness.
- **Integration of Coursera Content and Value-Added Learning Resources:** The integration of Coursera content and other value-added learning resources has been initiated across relevant programmes to enrich the learning experience and support students' skill development.

10.2 Best Practices of the HEI

- **Gamified Learning :** Gamified learning blends familiar games, AI assistance, and interactive tools to make online learning more dynamic.
- **SIQANDAR AI-Powered Interview Coach:** Siqandar AI is an innovative tool by Shoolini University that helps students prepare for job interviews and viva voce. It provides personalized feedback, builds communication skills, and boosts confidence through intelligent AI-driven guidance.

10.3 Details of Job Fairs conducted by the HEI

The University doesn't conduct any Job Fairs.

10.4 Success Stories of students of ODL mode of the HEI

There were no admissions in the ODL mode for the MBA and BBA programmes; consequently, no students were placed under these programmes.

10.5 Initiatives taken towards conversion of SLM into Regional Languages

The institution is exploring various approaches for the phased conversion of e-Learning Material (e-LM) into regional languages. Different modalities, including AI-enabled translation and dubbing platforms, are being evaluated to facilitate multilingual content delivery while ensuring the accuracy and quality of academic resources.

10.6 Number of students placed through Campus Placements

There were no student admissions in the ODL mode for the MBA and BBA programmes during the period under consideration. Consequently, there were no eligible students for placement.

10.7 Details of Alumni Cell and its activity

The Alumni Cell has been established to strengthen and facilitate sustained engagement with the Centre's alumni community. Our alumni have actively participated in various academic and institutional activities organized by the Centre, including the Immersion Programme, Annual Convocation, and Induction Programmes. Their continued involvement and support have contributed significantly to fostering a strong and meaningful connection between the alumni and the Centre.

10.8 Any other Information

The Shoolini University Campus, located on 150 acres of hilly area in 2009, has transformed into a lush oasis of natural forests, evergreen trees, shrubs and exotic plant species, with the highest level of biodiversity in specially landscaped gardens, thanks to the dedicated efforts of the Horticulture Cell. Extensive green cover is present throughout the campus, with diverse creepers, climbers, shrubs, and trees providing beautiful vistas and salubrious surroundings. The campus also boasts a huge nursery which is maintained using organic manures, natural pesticides. The whole campus is solar-powered and rainwater harvesting system. For recycling sewage water, the University has Sewage Treatment Plants (STPs).

DECLARATION

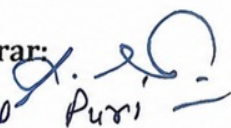
I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation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

Signature of the Director: 

Name: AMAR RAJ SINGH

Seal:

Date: Director 27-08-2026
Centre for Distance and Online Education (CDOE)
Shoolini University

Signature of the Registrar: 

Name: Prof. Sunil Puri

Seal:

Date: 27th Aug, 26 Registrar
Shoolini University of Biotechnology
& Management Sciences
Solan (H.P.)

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.