

HEI ID: **U-0877** Name of HEI: Sandip University Type of HEI: Private University

Annual Report

OF

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

PROGRAMMES UNDER

ONLINE MODE

2025-26

HEI ID:

Name of HEI:

Type of HEI:

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HEI ID:**Name of HEI:****Type of HEI:****Part – I: General Information****1.1 Date of notification of the Centre(attach a copy of the notification):**[VIEW](#)**1.2 Details of Director, CIQA**

- Name : Dr. Prakash Burade
- Qualification: Ph.D.
- Appointment Letter and Joining Report: Upload (PDF): [Link](#)

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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. Pawan Bhaladhare Ph.D.	Engineering & Technology	5/5/2026
b.	Three Senior teachers of HEI	Member 1	Dr.Shilpi Agrawal	Management	12/09/2025
		Member 2	Mr. Hiralal Solunke	Engineering & Technology	12/09/2025
		Member 3	Dr.Samadhan Bundhe	Management	12/09/2025
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Mr.Tushar Kaloge	Engineering & Technology	12/09/2025
		Member 5	Dr.Umesh Pawar	Engineering & Technology	12/09/2025
		Member 6	Dr.Amit Agrawal	Management	12/09/2025
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. Mahesh Chopade	Engineering Technology	12/09/2025
		Member 8	Dr. Ram Thakar	Engineering Technology	12/09/2025

HEI ID:

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e.	Officials from departments of HEI	Member 9 Administration	Mr Mihir Jha	Assistant Registrar	12/09/2025
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HEI ID:**Name of HEI:****Type of HEI:**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	- Administration - Finance				
		Member 10 Finance	Mr. Pramod Thasal	Accounts & Finance	12/09/2025
f.	Director, CIQA	Member 11 Secretary	Dr. Prakash Burade	Engineering & Technology	08/09/2025

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

If No, reason thereof

Yes**1.4 Number of meetings held and its approval:****a. No. of meetings held every year: 02****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	1 October 2025	3	VIEW	VIEW
Meeting 2	2 April 2026	3	VIEW	VIEW

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

From <Month, Year> academic session:

Form - Faculty, Year- academic session:											
Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	T G	Total
NA											

HEI ID:

Name of HEI:

Type of HEI:

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

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

From <Month, Year> academic session:

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

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:**

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

FROM: Month, Year Academic Session: TO: BE EXTRACTED FROM: WEB/ONLINE										
Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
NA										

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:**

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Bachelor of Business Administration Jan 2026	3	131	10+2 (HSC)	10000/-Rs Per Sem	26/02/2026	0	0	0	0

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

HEI ID:**Name of HEI:****Type of HEI:****1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Master of Business Administration Jan 2026	2 Years	102	Bachelor's degree of minimum three years duration in any discipline from a recognized university,	15000/-Rs Per Sem	26/02/2026	0	0	0	0

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

HEI ID:**Name of HEI:****Type of HEI:**

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 University maintained the academic, administrative, technology-enabled and learner-support systems required for Online programmes. As no learners were admitted to BBA or MBA during AY 2025-26, learner-level utilisation and outcome data were Nil.	LMS Link
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	CIQA reviewed institutional preparedness, regulatory compliance, academic processes, digital learning arrangements and quality assurance documentation for continual improvement..	LMS Link
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Key areas included academic delivery, LMS, e-LM/SLM, assessment, learner support, grievance redressal, regulatory compliance, documentation and monitoring.	LMS Link
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Academic standards, curriculum/assessment frameworks and quality processes were aligned with institutional academic standards. Learner-level comparative outcomes were not applicable because there was no enrolment.	PPR

HEI ID:**Name of HEI:****Type of HEI:**

5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Mechanisms for stakeholder interaction and feedback were maintained. Learner feedback for AY 2025-26 was Nil because no learners were admitted.	NA
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HEI ID:**Name of HEI:****Type of HEI:**

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	CIQA recommended continued strengthening of LMS, digital resources, learner support readiness, academic monitoring and compliance documentation.	CIQA MOM VIEW
7.	Implementation of its recommendations through periodic reviews	CIQA recommendations and quality measures were subject to periodic institutional review through appropriate academic/statutory mechanisms.	NA
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Quality-awareness and capacity-building activities were encouraged/undertaken as applicable. Learner-specific participation/outcome reporting is not applicable due to zero enrolment.	NA
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	Good practices in digital learning, academic monitoring, documentation and regulatory compliance were reviewed and institutionalised as appropriate.	NA
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Programme and enrolment data were maintained. BBA and MBA Online enrolment for AY 2025-26 was zero.	ACM MOM

HEI ID:**Name of HEI:****Type of HEI:**

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	PPR preparation/review was undertaken through the institutional academic and quality assurance process in accordance with applicable UGC/DEB requirements.	ACM MOM
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HEI ID:**Name of HEI:****Type of HEI:**

12.	Mechanism to ensure the proper implementation of Programme Project Reports	Mechanisms were maintained to ensure that approved PPR provisions are implemented. Learner-level implementation outcomes were not applicable due to zero enrolment.	ACM MOM
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Annual planning and reporting records were maintained/reviewed for quality assurance and institutional monitoring.	NA
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Programme relevance, curriculum adequacy and employability orientation were reviewed through academic processes as applicable.	PPR
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Learner-centric academic, digital and support mechanisms were maintained for Online delivery; learner utilisation data were Nil.	LMS Link
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	CIQA supported institutional quality assurance and accreditation/assessment related documentation and coordination as applicable.	CIQA MOM VIEW
17.	Measures adopted to ensure internalization and institutionalisation of quality enhancement practices through periodic accreditation and	Periodic review, documentation, compliance monitoring and quality assurance processes were used to institutionalise quality practices.	LMS Link

HEI ID:**Name of HEI:****Type of HEI:**

	audit		
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The University maintained coordination with UGC/DEB requirements, communications and prescribed reporting processes.	LMS Link

HEI ID:**Name of HEI:****Type of HEI:**

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Relevant quality benchmarks and good practices from the higher education sector were considered where appropriate.	ACM MOM
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The present CIQA Annual Report for AY 2025-26 was prepared in the prescribed format.	NA
21.	(a) 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 report is to be placed before/submitted to the competent statutory authority of the University for approval as applicable.	BOM LINK
	(b) 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.	At Sandip University Online, the report copy is annually approved by the Statutory Authorities of the institution and subsequently submitted to the Commission in the format specified. Additionally, the Heads of the institution, along with external experts, conduct bi-annual Centre for Internal Quality Assurance (CIQA) meetings to oversee and inspect academic activities, ensuring continued alignment with regulatory and quality standards. At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.	CIQA MOM VIEW

HEI ID:**Name of HEI:****Type of HEI:**

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	CIQA functioning and reports are overseen through the University's authorised statutory/administrative mechanisms.	NA
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	Online instructional design requirements were considered in the development and delivery framework for Online programmes.	LMS Link

HEI ID:**Name of HEI:****Type of HEI:**

24.	Promoted automation of learner support services of the Higher Educational Institution	Technology-enabled learner support mechanisms, including LMS-based communication/resources, were maintained for Online delivery.	LMS Link
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	External expertise is incorporated through the constitution/functioning of the CIQA Committee and other academic mechanisms as applicable.	CIQA MOM VIEW
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	No learner-level third-party audit outcome is reported for AY 2025-26. If an audit was conducted, the official report should be attached and the entry amended accordingly.	NA
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	CIQA supported preparation/review of institutional quality documentation and Self-Appraisal/quality assessment material as applicable.	NA
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Academic/professional collaboration and association for quality enhancement were encouraged through institutional mechanisms.	NA
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Industry relevance and employability-oriented linkages were promoted through academic planning. Learner-specific exposure/placement outcomes were Nil due to zero enrolment.	NA

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

HEI ID:

Name of HEI:

Type of HEI:

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

HEI ID:**Name of HEI:****Type of HEI:**

1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Online education is governed through the University's approved organisational structure, statutory bodies, policies, strategic planning and operational mechanisms.	ACM MOM
2.	Articulation of Higher Educational Institution Objectives	Online programmes are aligned with the University's academic objectives and quality assurance framework.	LMS Link
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Curriculum planning, implementation, academic flexibility, learning resources and feedback mechanisms are governed through academic/statutory processes and applicable regulatory requirements.	PPR
4.	Programme Monitoring and Review	Periodic academic and quality review mechanisms are maintained.	LMS Link
5.	Infrastructure Resources	Digital infrastructure, LMS and institutional academic/administrative resources are maintained for Online delivery.	LMS Link
6.	Learning Environment and Learner Support	Learner support mechanisms are established and technology-enabled; learner utilisation was Nil due to no admissions.	LMS Link
7.	Assessment and Evaluation	Assessment/evaluation mechanisms are prescribed and maintained; no learner assessments were conducted because no students were admitted.	

HEI ID:**Name of HEI:****Type of HEI:**

8.	Teaching Quality and Staff Development	Faculty eligibility, academic delivery and staff development are addressed through institutional academic processes and applicable norms.	LMS Link
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2.3 Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
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HEI ID:**Name of HEI:****Type of HEI:**

1.	Academic Planning	Academic planning and preparedness for Online programmes were reviewed.	NA
2.	Validation	Academic, regulatory and quality processes were reviewed through institutional mechanisms.	PPR
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	Quality monitoring mechanisms were maintained for continuous improvement. Reports from Examination Centres: not applicable for AY 2025-26 because no learners appeared for examinations. External Auditor/Agencies: no learner-level outcome is reported; the official audit report will be attached if an audit was conducted. Performance Data: enrolment and programme data were monitored; learner performance/progression data were Nil. Reporting and Analytics: institutional records and quality documentation were maintained. Periodic Review: CIQA/statutory mechanisms provided periodic review and follow-up.	LMS Link

HEI ID:

Name of HEI:

Type of HEI:

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

[VIEW](#)

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

Or

Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Associate Professor

[VIEW](#)

3.3 Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University) - Full time or contractual basis, not below the rank of an Assistant Professor

Or

Name and details of Assistant Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Assistant Professor

[VIEW](#)

HEI ID:**Name of HEI:****Type of HEI:**

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

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

NA

i. Programme name:

a. Programme Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr. Amit Aggrawal (Programme Coordinator - MBA)	Ph.D.	21 Year	Regular /108355/-	03-10-2025
2	Dr. Ankamreddi Rama Mohan (Programme Coordinator - BBA)	Ph.D.	24 Year	Regular/80791/-	03-10-2025

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	MBA	Dr. Sharayu Omprakash Sonawane (Course Coordinator)	Ph.D.	18 Year	Regular/ 45544/-	03-10-2025
2	MBA	Dr. Mohammad Ali Daud (Course Coordinator)	Ph.D.	21 Year	Regular/89258/-	03-10-2025
3	MBA	Dr. Pradyumna Shastri (Course Coordinator)	Ph.D.	18 Year	Regular/92050/-	03-10-2025
4	MBA	Dr. Shailendra Baraniya	Ph.D.	18 Year	Regular/94035/-	03-10-2025

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5	MBA	Dr. Vishal Narayan Sulakhe	Ph.D.	14 Year	Regular/111000/-	03-10-2025
6	MBA	Dr. Kapil Manore	Ph.D.	26 Year	Regular/65050/-	03-10-2025
7	MBA	Dr. Rani Sarode	Ph.D.	16 Year	Regular/41305/-	03-10-2025
8	BBA	Dr. Avinash Khambayat	Ph.D.	21 Year	Regular/ 72179/-	03-10-2025
9	BBA	Mr. Rajiv Shambharkar	MBA	3 Year	Regular/ 35050/-	03-10-2025
10	BBA	Dr. Amardeep Bajpai	Ph.D.	28 Year	Regular/ 57050/-	03-10-2025
11	BBA	Dr. Shailendra Thakur	Ph.D.	22 Year	Regular/62050/-	03-10-2025
12	BBA	Dr. Zahir Shaikh	Ph.D.	11 Year	Regular/ 44050/-	03-10-2025
13	BBA	Mr. Aniket Alvekar	MBA	4 Year	Regular/43050/-	03-10-2025
14	BBA	Mr. Manoj Kamber	MBA	3 Year	Regular/43050/-	03-10-2025
15	BBA	Dr. Samadhan Bundhe	Ph.D.	15 Year	Regular/65664/-	03-10-2025

c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Mr. Prakash Laxman Sonawane (Course Mentor-MBA)	MBA	17 Year	Regular/43050/-	03-10-2025
2	Ms. Shailee Pandya (Course Mentor-MBA)	M.A.	10 Year	Regular/50858/-	03-10-2025
3	Ms. Dhanya John (Course Mentor-MBA)	LLM	5 Year	Regular/40050/-	03-10-2025
4	Mrs. Madhuri Tambe (Course Mentor-BBA)	MBA	8 Year	Regular/33050/-	03-10-2025
5	Mrs. Nivedita Pawar	MBA	6 Year	Regular/38050/-	03-10-2025

HEI ID:**Name of HEI:****Type of HEI:**

Any other details

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

Admin Staff	Required	Available
Deputy Registrar	1	Yes
Assistant Registrar	1	Yes
Section Officer	1	Yes
Assistants	3 (2 for DM Universities)	Yes
Computer Operator	2	Yes
Multi Tasking Staff	2	Yes

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

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:**i. Technical Team for Development of e-Content as Self-Learning e- Modules:**

Post	Required	Available
Technical Manager (Production)	1	Yes
Technical Associate (Audio-Video recording and editing)	1	Yes
Technical Assistant (Audio-Video recording)	1	Yes
Technical Assistant (Audio-	1	Yes

HEI ID:**Name of HEI:****Type of HEI:**

Video editing)		
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ii. For Delivery of Online Programmes:

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	Yes
Technical Assistant (LMS and Data Management)	2	Yes

iii. For Admission and Examination for Online mode:

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	Yes
Technical Assistant (Admission, Examination and Result)	2	Yes

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

HEI ID:**Name of HEI:****Type of HEI:****Part – IV: Examinations****4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	As Per provision UGC Regulations 2020, II[B][13][IV] Annexure II	
5.	The number of examination centres in a city or	As Per provision	

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Type of HEI:

		UGC Regulations 2020, II[B][13][IV] Annexure II	
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HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region		
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 of facilities required for the conduct of Online examination for online programmes

S.	Provisions in Regulations	Whether	If No,
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HEI ID:**Name of HEI:****Type of HEI:**

No.		being complied Yes/No If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Sandip University CDOE ensures that appropriate examination facilities and technological infrastructure are available to support the smooth and secure conduct of online examinations. Examination Centres are equipped with adequate and suitable examination spaces, computers with the required software and applications, reliable internet connectivity, headphones, and other necessary technical resources to facilitate a seamless examination experience for learners.	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Sandip University CDOE will take the support of faculty members from various departments for proctoring of online examinations. The University has an adequate number of faculty members who are assigned proctoring responsibilities to ensure the smooth and effective conduct of examinations. The proctors are responsible for monitoring the examination process and reporting any irregularities, malpractice, or other relevant activities to the concerned authorities, thereby ensuring the credibility, integrity, and transparency of the examination process.	

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3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	During online examinations at Sandip University, staff and examinees shall have secure access to the examination platform for the duration of the examination. The operating system, browser, examination application, and other required software shall be kept updated and appropriately patched to maintain security and reliability. The examination progress of each candidate shall be monitored by the designated proctors throughout every examination attempt, and any irregularities or incidents shall be recorded and reported in accordance with the University's examination procedures. Sandip University Online examinations shall utilize appropriate audio/video proctoring, candidate monitoring, and identity verification mechanisms to ensure the integrity and security of the examination process.	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	For Sandip University Online examinations, the examination application and required secure examination environment shall be configured on the candidate's device to restrict access to unauthorized windows, applications, websites, or other resources during the examination. The examination system shall incorporate appropriate security	

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		controls to prevent unauthorized recording, remote login, screen sharing, or transmission of examination content through external display or data-transfer interfaces, including VGA, USB, HDMI, or similar ports, wherever technically applicable. The online remote proctoring system shall facilitate continuous or periodic monitoring of the candidate through webcam streaming, periodic image capture, and capture/monitoring of the candidate's active examination screen. These measures shall be implemented to maintain examination integrity, identify potential malpractice, and ensure compliance with the University's online examination procedures.	
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4.3 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes Sun CDOE adopted.	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	Yes Sun CDOE adopted.	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes Sun CDOE conducts two types of evaluations. Yes Satisfied Yes Sandip University Online ensure that before the end of the semester or term examination, the learner participates in all online programme activities at a minimum of 75%.	

HEI ID:

Name of HEI:

Type of HEI:

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 online mode shall be evolved by adopting same standards as being followed in conventional	Yes It follows the conventional mode.	
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HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	The weightage for different components of assessments for Online 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 It follows the UGC Regulations 2020	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	
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	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure	Yes Sandip University Online Examination follow as per guidelines.	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	SUN online Examination follows the guidelines as given under UGC regulations.	
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	Yes	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	Yes	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination	Yes	

HEI ID:**Name of HEI:****Type of HEI:**

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

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes	
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes	

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

Semester beginning	Programme name	No. of students	No. of students	No. of students	% of student	% of students
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HEI ID:**Name of HEI:****Type of HEI:**

		admitted	appeared in exams	progressed to next year	s passed	passed in first class
January 2026	NA Not Applicable – Online programmes (BBA and MBA) were introduced at Sandip University with effect from the academic year 2025-26. No learner was admitted during the January /Feb 2026 session; consequently, no results, examination appearances or student progression data arise for the reporting year.					

Programmes and Online Programmes) Regulations, 2020 and its amendments.

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The PPR is developed following the guidelines outlined in the regulations.

- It includes key details such as an introduction, the program’s mission, educational objectives, and its alignment with the institution’s mission and goals.
- It outlines the target group of learners, the suitability of the program for online learning, and the specific skills and competencies it aims to develop.
- The document covers instructional design, student support services, program structure (including elective options if available), admission procedures, curriculum details, teaching methods, and evaluation processes.
- It also specifies the question paper format for end-semester exams, flexible entry and exit options, requirements for virtual lab support and library resources, cost estimation, funding provisions, and quality assurance measures. All these aspects are prepared individually for each program and kept up to date.

[VIEW](#)

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

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material

and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

HEI ID:

Name of HEI:

Type of HEI:

5.3 Compliance status in respect of e-Learning Material- As per Annexure - VII of UGC

Online Education follows quality standards for audio and video materials as per regulations.

- Audio and video materials serve as a supplement to online learning materials and are designed based on the curriculum structure.
- The content is clear, easy to understand, and avoids complex academic jargon.
- The purpose, objectives, and target audience for the audio and video materials are clearly outlined in content guidelines.
- The content aligns with the expected learning outcomes.
- Sandip University ensures that audio and video materials are developed in formats that are easy to access and compatible with the learning platform.
- Online learning materials are available on the learning platform in accessible formats. The platform provides high-quality digital content that is easy to access, with special consideration for learners with disabilities.
- The curriculum structure is well-defined, with a clear strategy for teaching and learning methods. Instructional approaches, media usage, and assessment methods are clearly outlined. The content is reliable and supports the intended learning outcomes, which are aligned with specific stages of learning. Manuals are created to guide Subject Matter Experts in designing learning content and for editing audio-visual learning materials. Sun Online ensures that its practices follow both AV guidelines and content design standards.

[VIEW](#)

(ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

HEI ID:

Name of HEI:

Type of HEI:

- Quadrant-I: e-Tutorial – Includes video and audio content, animations, simulations, and virtual labs.
- Quadrant-II: e-Content – Provides learning materials such as PDFs, e-books, illustrations, video demonstrations, interactive simulations, and documents. It also includes web resources like relevant links, open content, case studies, historical context, and articles.
- Quadrant-III: Discussion Forum – Allows students to ask questions and get real-time clarifications from the course coordinator or team.
- Quadrant-IV: Self-Assessment – Includes multiple-choice questions (MCQs), problems, quizzes, assignments with solutions, discussion topics, FAQs, and explanations to clear common misconceptions.

[VIEW](#)

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

- In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

SUN online offers an online program using the online learning platform. [VIEW](#)

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

NA

6.2 Compliance status in respect of the Programme delivery

HEI ID:**Name of HEI:****Type of HEI:**

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching-Learning scheme (as per table 3, Annexure – VII)

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

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester
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NA

The Learning materials (Four Quadrant Approach, UGC online Regulation 2020) are delivered through Learning Management System (LMS), called as SUN online learning platform.

The unit wise continuous assessment (designed using blooms taxonomy) are conducted online in the LMS on adaptive basis as per the requirement of the course.

The learning content are designed and developed under the four-quadrant guidelines as per UGC norms.

1. Quadrant-I i.e. e-Tutorial that shall contain - Video and Audio Contents, animation, simulations, virtual labs.

2. Quadrant-II i.e. e-Content that shall contain - Portable Document Format or e-Books or Illustration, video demonstrations, documents and interactive simulations, Web Resources, that shall contain - Related Links, Open Content on Internet, Case Studies, Historical development of the subject, Articles, wherever required.

3. Quadrant-III is the Discussion Forum for raising of doubts and clarifying the same on real time basis by the course coordinator or team.

4. Quadrant-IV i.e. Self-Assessment, that shall contain – MCQ, Problems, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQ, Clarifications on general misconceptions.

[VIEW](#)

HEI ID:

Name of HEI:

Type of HEI:

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

Upload

[VIEW](#)

HEI ID:**Name of HEI:****Type of HEI:**

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 (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Yes	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory 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 VIEW	
5.	Programme-wise information on syllabus, suggested readings, contact points for		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.	
9.	Information regarding all the programmes recognised by the Commission	Yes	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes VIEW	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes VIEW	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Yes VIEW	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes VIEW	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes VIEW	

HEI ID:

Name of HEI:

Type of HEI:

16.	Reports of the third party academic audit to be undertaken every five years and internal		
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HEI ID:

Name of HEI:

Type of HEI:

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	academic audit every year by Centre for Internal Quality Assurance	Yes	

HEI ID:**Name of HEI:****Type of HEI:****Part – VIII: Admission and Fees****8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with	

HEI ID:**Name of HEI:****Type of HEI:**

	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
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	

HEI ID:**Name of HEI:****Type of HEI:**

	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
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	Yes

HEI ID:**Name of HEI:****Type of HEI:**

	admission to each programme of study and the 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 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	Yes

HEI ID:**Name of HEI:****Type of HEI:**

	in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	Yes

HEI ID:**Name of HEI:****Type of HEI:**

	Educational Institution	
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

8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No

If No, reason thereof:

Not Applicable – no learner was admitted to any Online programme during the academic year 2025-26; accordingly, no International learner details were required to be furnished to the Ministry of External Affairs, Ministry of Education and the University Grants Commission.

Status of BBA and MBA Programmes during AY 2025-26

The University's recognised Online-mode programmes are the Bachelor of Business Administration (BBA) and the Master of Business Administration (MBA), both offered for the January 2026 session as recorded at §§1.8 and 1.9 of this report.

No student admissions were recorded in the BBA programme during AY 2025-26. No student admissions were recorded in the MBA programme during AY 2025-26. The enrolment figures at

HEI ID:

Name of HEI:

Type of HEI:

§§1.8 and 1.9 are accordingly reported as Nil for male, female and transgender categories.

AY 2025-26 was the first year of the University's Online-mode operation; there were therefore no continuing learner cohorts from any earlier session, and no examination, result, progression, placement or grievance data arise for the reporting year. Nil entries at §§4.4, 9.2 and 9.4 and in Part X follow from this position and not from any interruption of institutional activity.

The Online-mode academic, examination, learning-platform, faculty, e-learning material and learner-support systems recorded in Parts II to VII were established and maintained in a state of readiness throughout AY 2025-26.

Status of admissions in subsequent sessions: [INSERT VERIFIED UNIVERSITY DATA]

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.

Sandip University Online provides an online platform for students to submit concerns and monitor their status through the student portal. The institution's Grievance Redressal System is continuously monitored, evaluated, and reviewed to ensure its effectiveness. Sandip University Online has established a comprehensive Grievance Redressal Policy based on the following guidelines and standards:

- 1. Clarity and Fairness:** The policies are designed to be unbiased and easy to understand.
- 2. Timely Resolution:** Clear timelines are defined for each stage of the grievance resolution process.
- 3. Accessibility:** The policy is published on the Sandip University portal for easy access and reference by all learners.
- 4. Inclusivity:** The policy is made available in appropriate formats for learners with disabilities, and necessary provisions are included in the policy document.
- 5. Impartiality:** Authorities involved in the grievance redressal process are committed to treating and investigating all cases fairly and without bias.
- 6. Efficiency:** Grievances are addressed promptly to minimize disruptions to the learning process.
- 7. Communication and Escalation:** A robust communication and escalation mechanism is maintained and operated through the student portal.
- 8. Confidentiality:** The institution ensures the confidentiality of the complainant to the greatest extent possible.
- 9. Guidance and Support:** Officers and Learner Support Centres are equipped to provide guidance on submitting grievances through the portal.
- 10. Flexibility:** Learners have the option to withdraw a complaint without prejudice at any stage of the process.
- 11. Transparency:** Learners are regularly updated on the status of their queries or grievances on a priority basis.

The rights and responsibilities of learners, as well as the responsibilities of Sandip University, are clearly outlined. Learners are informed about the grievance mechanism through live sessions, programme

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
NIL – No learner was admitted to the Online programmes during AY 2025-26; accordingly, no learner grievance was received during the reporting year.	NA

HEI ID:

Name of HEI:

Type of HEI:

9.3 Complaint Handling Mechanism

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

Sandip University Online Education has established a robust Complaint Handling Mechanism that enables learners to submit complaints online via the Student Dashboard and track the status of their resolution. SUN Online adheres to the following procedures:

1. Compliance with UGC Guidelines: Sandip University online is recognized for offering programs in online mode and strictly follows the guidelines related to the Complaint Handling Mechanism as notified by the UGC Commission.
2. Accessible Link: A dedicated link titled 'Complaint Handling Mechanism' is prominently displayed in the LMS of the Sandip University.

[View](#)

9.4 Details of Complaints received from UGC (DEB)

HEI ID:**Name of HEI:****Type of HEI:**

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
NIL – No complaint was received from UGC (DEB) in respect of the Online programmes during AY 2025-26.	NA	NA

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

A dedicated Virtual Lab Platform is available for learners, providing them with hands-on training and practical experience in subjects that require experimental learning. This platform helps students gain a deeper understanding of practical concepts through interactive lab exercises and program content. Additionally, online examinations can be conducted seamlessly through the same platform, making it more convenient for students to participate and demonstrate their knowledge effectively.

10.2 Best Practices of the HEI

- **Experiential Learning Approach:** Sandip University Online Education follows an experiential learning method, where students gain knowledge through hands-on experience and reflection. This approach helps them develop practical skills and a deeper understanding of concepts.
- **Student-Centered Learning:** The learning portal allows students to take control of their education by choosing what, how, and why they study certain topics. This approach keeps learning relevant and engaging for each individual.
- **Global Learning Perspective:** The program is designed to help students build essential skills like critical thinking, research, and teamwork. It encourages group work, seminars, and projects, giving learners opportunities to collaborate with peers worldwide and analyze global issues from multiple perspectives.
- **Personalized Learning:** The Sandip University Online Online Learning Portal offers a personalized learning environment that helps students strengthen their knowledge. Those who need extra support can learn at their own pace without any stigma. Features like discussion forums allow students to express their understanding in different ways, giving them greater control over their learning journey

10.3 Details of Job Fairs conducted by the HEI

NIL- At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.

10.4 Success Stories of students of Online mode of the HEI

HEI ID:

Name of HEI:

Type of HEI:

Nil- At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.

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

Online Education offers programs without geographical boundaries, enabling learners from across the globe to participate. English serves as the primary medium of communication, ensuring global accessibility.

10.6 Number of students placed through Campus Placements

Nil- At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.

10.7 Details of Alumni Cell and its activity

NIL- At Sandip University online learning programs has been introduced from AY 2025-26 as students are not admitted due to the shortage of time.

10.8 Any other Information

The principal feature of the reporting year was institutional quality assurance and preparedness for Online delivery in the absence of learner enrolment. CIQA maintained review, compliance, documentation and improvement mechanisms so that the University's Online programmes remain prepared for subsequent admission cycles.

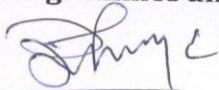
HEI ID:

Name of HEI:

Type of HEI:

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.

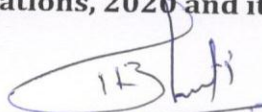
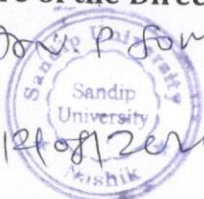


Signature of the Director:

Name: Dr. P. S. Jyoti

Seal:

Date: 12/08/2026



Signature of the Registrar:

Name: Mr. Pravin H. Bhuradi

Seal:

Date: 12/08/2026



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 O