

Centre for Internal Quality Assurance (2018-19)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 09-08-2018	Copy of the notification: View
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1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr. Raju Ganesh Sunder	Professor	HR/ OB, Power Management, Oil and Gas Management	01-07-2019	30-06-2020
2	Member	Dr. Deepankar Chakraborty	Professor	Decision Sciences	01-07-2019	30-06-2020
3	Member	Dr. T. Bangar Raju	Professor	Transpotation	01-07-2019	30-06-2020
4	Member	Dr. Anil Kumar	Professor	Energy Management	01-07-2019	30-07-2020
5	Member	Dr. Rajesh Gupta	Senior Associate Professor	Operations Management	01-07-2019	30-06-2020

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	1	Centre for Internal Quality Assurance	20-06-2019	20-06-2019	View
2	2	Centre for Internal Quality Assurance	10-09-2019	10-09-2019	View
3	3	Centre for Internal Quality Assurance	19-09-2019	19-09-2019	-
4	4	Centre for Internal Quality Assurance	24-09-2019	24-09-2019	View
5	5	Centre for Internal Quality Assurance	01-10-2019	01-10-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	Periodic internal audits are carried out to identify the areas of improvement. The feedback of the student also highlights quality issues if any. Immediate action is taken on the inputs to maintain the quality of services.
2	Continuous improvement	The andragogy of learning mechanism is always under review and

		improvement. One of the examples of improvement is incorporation of the discussion forum to enhance student engagement and experience.
3	Identification of the key areas in which the HEI should maintain quality	Quality needs to be maintained in course content provided, contact classes, resolving the grievances and timely information.
4	Dissemination of information on quality assurance	The quality measures established by the HEI are conveyed to the student through orientation program.
5	Mechanisms for interaction and obtaining feedback	At the time of Contact Classes when students interact with the faculty. Help desk and Live chat.
6	Measures for qualitative improvement	Periodic internal audits are carried out to identify the areas of improvement. The feedback of the student also highlights quality issues if any. Immediate action is taken on the inputs to maintain the quality of services.
7	Ensuring Implementation of its recommendations through regular monitoring	Periodic meetings are conducted with the faculty to convey and assess the status of implementation of the recommendations.
8	Ensuring Participation of stakeholders	Periodic meetings are conducted with Students, faculty and Industry.
9	Preparation of Programme Project Report and Information regarding any new programmes launched	PPR is prepared for each program and is duly approved and communicated.
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	The necessary statistics is collected, collated and analyzed.

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	No	-
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

The quality of ODL program has been aligned with the quality of relevant programs in conventional mode - The course content is subjected to vetting by the faculty teaching in conventional mode. - The course is delivered by faculty who are also involved in teaching in conventional mode. - The question paper is created to assess the understanding, analytical ability and application ability of students. - The program structure is approved by the academic council before launch

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Centre for Continuing Education (For all classes from Jan to June 2019)	30-06-2019	290
2	Centre for Continuing Education (For all classes from July to Oct 2019)	19-10-2019	1179

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	January	PG	MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
2	January	PG	MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
3	January	PG	MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS	2 Years	72	Graduate in any discipline with minimum 50% marks
4	January	PG	MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
5	January	PG	MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
6	January	UG	BACHELOR OF BUSINESS ADMINISTRATION - AVIATION OPERATIONS	3 Years	96	10+2 with minimum 50% marks
7	July	PG	MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
8	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	72	Graduate in any discipline with minimum 50%

			- AVIATION MANAGEMENT			marks
9	July	PG	MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTUR E MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
10	July	PG	MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS	2 Years	72	Graduate in any discipline with minimum 50% marks
11	July	PG	MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
12	July	PG	MASTER OF BUSINESS ADMINISTRATION - POWER MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks
13	July	UG	BACHELOR OF BUSINESS ADMINISTRATION - AVIATION OPERATIONS	3 Years	96	10+2 with minimum 50% marks
14	January	PG	MASTER OF BUSINESS ADMINISTRATION - POWER MANAGEMENT	2 Years	72	Graduate in any discipline with minimum 50% marks

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the	Yes

	examination centre, and restrooms are clean, supplied with necessary items, and in working order	
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled & fees during Academic Session 2018-19:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	14	150000
2	July	PG	MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT	74	140000
3	July	PG	MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT	30	140000
4	July	PG	MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT	58	90000
5	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3	150000
6	January	PG	MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT	197	140000
7	January	PG	MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT	9	140000
8	January	PG	MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS	11	90000
9	January	PG	MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT	95	90000
10	January	PG	MASTER OF BUSINESS ADMINISTRATION -	105	140000

			POWER MANAGEMENT		
11	January	PG	MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT	39	140000
			Total	635	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:	
Number of programmes: 6	Copy of the UGC recognition letter: View
Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:	
Number of programmes: 7	Copy of the UGC recognition letter: View

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	January	UG	BACHELOR OF BUSINESS ADMINISTRATION - AVIATION OPERATIONS	3 Years	14-08-2018	11-1/2016 (DEB-I)/392	1	2	1	0	3
2	January	PG	MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT	2 Years	18-10-2019	11-1/2016 (DEB-I)/392	1	192	5	0	197
3	January	PG	MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	1	33	6	0	39
4	January	PG	MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	1	9	0	0	9

5	January	PG	MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	1	9	2	0	11
6	January	PG	MASTER OF BUSINESS ADMINISTRATION - POWER MANAGEMENT	2 Years	24-01-2019	11-1/2016 (DEB-I)/392	1	100	5	0	105
7	January	PG	MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	1	88	8	0	96
8	July	PG	MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	1	0	0	0	0
9	July	PG	MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	0	0	0	0	0
10	July	UG	BACHELOR OF BUSINESS ADMINISTRATION- AVIATION OPERATIONS	3 Years	14-08-2018	11-1/2016 (DEB-I)/392	1	9	5	0	14
11	July	PG	MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT	2 Years	18-10-2019	11-1/2016 (DEB-I)/392	1	70	3	0	73
12	July	PG	MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	1	23	6	0	29
13	July	PG	MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY	2 Years	18-10-2018	11-1/2016 (DEB-I)/392	1	50	7	0	57

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2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: University Of Petroleum &Energy Studies			
Address of College/institute where LSC is established: P.O BIDHOLI VIA-PREM NAGAR, DEHRADUN-248007			
Name of HEI to which College/institute is affiliated (where LSC is established): University Of Petroleum &Energy Studies			
Whether the College/institute is private or Govt (where LSC is established): Private			
Coordinator Details: DR. RAJESH GUPTA (PHD) and Contact: 9958568269			
Programmes offered: MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS, MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT, BACHELOR OF BUSINESS ADMINISTRATION , MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS, MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS, MASTER OF BUSINESS ADMINISTRATION - POWER MANAGEMENT, MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT, BACHELOR OF BUSINESS ADMINISTRATION , BACHELOR OF BUSINESS ADMINISTRATION			
Total enrolled student: 635			
No. of Counsellors: 7			
Sr No	Counsellor Name	Qualification	Contact Details
1	Nimmi Banga	MBA	7290091164
2	Suman Grover	MCA	7290091165
3	Sushil Kumar Singh	MBA IM	7290091163
4	Rupali Chawla	MBA	7303840032
5	Samriti Mahajan	MBA	7303840036
6	Anju Sharma	MA	7303840038
7	Neha Sahni	MSC	9910293000

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF BUSINESS ADMINISTRATION-AVIATION OPERATIONS	14	7	3	21	21
2	July	PG	MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT	73	8	7	10	10

3	July	PG	MASTER OF BUSINESS ADMINISTR ATION - AVIATION MANAGEME NT	29	3	3	10	10
4	July	PG	MASTER OF BUSINESS ADMINISTR ATION - LOGISTICS AND SUPPLY CHAIN MANAGEME NT	57	6	4	7	7
5	January	UG	BACHELOR OF BUSINESS ADMINISTR ATION- AVIATION OPERATION S	3	2	2	67	67
6	January	PG	MASTER OF BUSINESS ADMINISTR ATION - POWER MANAGEME NT	105	29	25	24	24
7	January	PG	MASTER OF BUSINESS ADMINISTR ATION - OIL AND GAS MANAGEME NT	197	10	9	8	8
8	January	PG	MASTER OF BUSINESS ADMINISTR ATION - AVIATION MANAGEME NT	39	6	5	13	13
9	January	PG	MASTER OF BUSINESS ADMINISTR ATION - INFRASTRU CTURE MANAGEME NT	9	3	2	22	22
10	January	PG	MASTER OF BUSINESS ADMINISTR ATION - INTERNATI ONAL BUSINESS	11	5	3	27	27
11	January	PG	MASTER OF BUSINESS ADMINISTR ATION - LOGISTICS AND SUPPLY	96	20	18	19	19

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Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes https://www.cce.upes.ac.in/Uploads/image/111imguf_AutorizedSignatoryDocument.jpg
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning 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 with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
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 Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre 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	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

i) No. of examination centres inspected during conduct of exam.

ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

iv) Detail of observer of the examination centres appointed by HEI and its reports.

i) We have only one center and the same is inspected. ii) In the year 2019, we have had three examinations conducted the total Unfair means reported are iii) All the cases disciplinary action was initiated by canceling the exam and awarding zero marks to the student. iv) We have an Examination committee which goes through all the cases of grievances and disciplinary matters and requisite action is taken on all issues.

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - Vlof UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. BACHELOR OF BUSINESS ADMINISTRATION- AVIATION OPERATIONS					
Academic Session: January		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Rakhi Dawar (Asst. Professor)	Regular	1/10/2016	Teaching: 84 Months Industrial: 0 Months	00000
2	Dr. Meenakshi Sharma (Asst. Professor)	Regular	21/3/2016	Teaching: 132 Months Industrial: 84 Months	00000

2. BACHELOR OF BUSINESS ADMINISTRATION-AVIATION OPERATIONS					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Rakhi Dawar (Asst. Professor)	Regular	1/10/2016	Teaching: 84 Months Industrial: 0 Months	00000
2	Dr. Meenakshi Sharma (Asst. Professor(SS))	Regular	21/3/2016	Teaching: 132 Months Industrial: 84 Months	00000

3. MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT					
Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Raju Ganesh Sunder (Professor)	Regular	30-6-2014	Teaching: 150 Months Industrial: 222 Months	000
2	Shantanu Trivedi (Lecturer)	Regular	20-3-2016	Teaching: 42 Months Industrial: 54 Months	0000

4. MASTER OF BUSINESS ADMINISTRATION - POWER MANAGEMENT					
Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Rajesh Gupta (Senior Associate Professor)	Regular	1/8/2015	Teaching: 96 Months Industrial: 312 Months	00000
2	Dr. Mohd. Yaqoot (Senior Associate Professor)	Regular	11/8/2008	Teaching: 151 Months Industrial: 54 Months	00000

5. MASTER OF BUSINESS ADMINISTRATION - AVIATION MANAGEMENT

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Rakhi Dawar (Asst. Professor)	Regular	1/10/2016	Teaching: 84 Months Industrial: 0 Months	00000
2	Dr. Meenakshi Sharma (Asst. Professor(SS))	Regular	21/3/2016	Teaching: 132 Months Industrial: 84 Months	00000

6. MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Chandra Prakash Sharma (Industry Fellow)	Regular	21-9-2015	Teaching: 46 Months Industrial: 424 Months	0000
2	Avishek Ghoshal (Lecturer)	Regular	18-8-2014	Teaching: 61 Months Industrial: 29 Months	0000

7. MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT

Academic Session: January

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Atul Rawat (Assistant Professor-SG)	Regular	15-10-2015	Teaching: 140 Months Industrial: 0 Months	0000
2	Rahul Sharma (Lecturer)	Regular	7-5-2012	Teaching: 84 Months Industrial: 0 Months	0000

8. MASTER OF BUSINESS ADMINISTRATION - OIL AND GAS MANAGEMENT

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Atul Rawat (Assitant Professor-SG)	Regular	15-10-2015	Teaching: 140 Months Industrial: 0 Months	0000
2	Rahul Sharma (Lecturer)	Regular	7-5-2012	Teaching: 84 Months Industrial: 0 Months	0000

9. MASTER OF BUSINESS ADMINISTRATION - INFRASTRUCTURE MANAGEMENT

Academic Session: January

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Chandra Prakash Sharma (Industrial Fellow)	Regular	21-9-2015	Teaching: 46 Months Industrial: 424 Months	0000
2	Avishek Ghoshal (Lecturer)	Regular	18-08-2014	Teaching: 61 Months Industrial: 29 Months	0000

10. MASTER OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
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1	Dr. Raju Ganesh Sunder (Professor)	Regular	30-6-2014	Teaching: 150 Months Industrial: 222 Months	0000
2	Shantanu Trivedi (Lecturer)	Regular	20-3-2016	Teaching: 42 Months Industrial: 54 Months	0000

11. MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. R. Jayaraj (Senior Associate Professor)	Regular	1-7-2010	Teaching: 139 Months Industrial: 41 Months	0000
2	Dr. Atri Nautiyal (Assistant Professor-SG)	Regular	22-7-2016	Teaching: 61 Months Industrial: 127 Months	0000

12. MASTER OF BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS					
Academic Session: January		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. R Jayaraj (Senior Associate Professor)	Regular	1-7-2010	Teaching: 139 Months Industrial: 41 Months	0000
2	Dr. Atri Nautiyal (Assistant Professor-SG)	Regular	22-7-2016	Teaching: 61 Months Industrial: 127 Months	0000

Part - 6: Compliance status of ‘Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy’ – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

i)The Audio-video classes are recorded and uploaded on the LMS. ii) Additional learning material relevant for the course and which is the requirement of the industry is obtained from Newspaper, Magazines, journals and the same is uploaded on the Learning Management System(LMS).

Part - 7: Compliance status of ‘Guidelines on preparation of Self-learning Material’ – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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.

1. SELF-LEARNING MATERIAL in non-print form is prepared for each course of the program. 2. SELF-LEARNING MATERIAL is developed by competent faculty for the course. 3. In line with the learners profile, background and learning objectives. 4. A table of content is prepared indicating the topics to be covered. 5. The developed SELF-LEARNING MATERIAL is weighted for its adequacy and quality by the internal faculty of the University and also by industry experts. 6. The SELF-LEARNING MATERIAL is divided into blocks, each block containing 4 units & 1 case study. 7. Objectives of each unit are defined. 8. Each unit of SELF-LEARNING MATERIAL is followed by self-learning activity. 9. The SELF-LEARNING MATERIAL is access to the students on LEARNING MANAGEMENT SYSTEM in soft downloadable form. 10. Each SELF-LEARNING MATERIAL is subjected to review for adequacy & currency once in every 3 years.

Part - 8: Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - IX of UGC(ODL) Regulations, 2017:

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.

1. PROGRAMME PROJECT REPORT is prepared for each program offered by HEI. 2. PROGRAMME PROJECT REPORT defines the program mission & objectives. 3. PROGRAMME PROJECT REPORT is reviewed & approved by competent authority for its appropriateness. 4. The curriculum, syllabus & resource requirement is identified & prepared accordingly. 5. The PROGRAMME PROJECT REPORT defines the procedure for admission criteria, delivery & evaluating methods. 6. The program & its curriculum is subjected to review for its adequacy & currency once in every 3 years. 7. The cost estimate of the program is also incorporated in the PROGRAMME PROJECT REPORT.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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.

We do not have a separate LSC. We have only one center at the Campus of the university.

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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 mechanism for grievance redressal has been established. The mechanism for grievance redressal is as under: 1. A help desk has been provided on the LMS with the help of an app and a website for the student. 2. LMS provides support for both academic and operational queries. 3. In case of a grievance, the student raises a ticket on the helpdesk. 4. The ticket is forwarded to concerned faculty/support staff. 5. A response is given within 24 working hours if the direct response is possible. 6. If the query requires interdepartmental interaction, it is placed as "Under Process" and is closed after it is resolved. 7. In addition to helpdesk chat support is also available on which the student can do an online chat with the university representative. The students are made aware of this mechanism by means of an orientation program conducted for academics and operations separately. Details of Grievances received and Actions taken is being represented with the help of two cases mentioned below: Case 1: One student by the name of Kamlaksha Nayak raised a grievance of not allocating correct assignment marks and wanted re-evaluation and explanation of the answers submitted by him. The answer submitted were re-evaluated by the subject matter expert/faculty and question wise explanation was given to student. The student issues were resolved and the grievance ticket was closed within the specified time. Case 2: One student who was registered in the MBA Program was not receiving any mail from CCE regarding online classes or assignments, raised a ticket stating the issues, his ticket was forwarded in form of an email to the operations team. His email id was changed, new email ID was updated and details were sent to students. he was now able to login into the LMS and view his assignments and classes. The ticket was closed within the stipulated time frame.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	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
3	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 approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no	Yes

	semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	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 - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	No
4	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 headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: 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
5	The 'Every Higher Educational Institution shall – record Aadhaar details or other Government identifiers of learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records on its website The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.	Yes
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus 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. '7' to '17' below	Yes

7	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, and the other terms and conditions of such payment	Yes
8	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 course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
12	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 course or programme of study and the amount of fee to be paid for the admission test	Yes
13	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 part time or visiting or contractual basis	Yes
14	Pay and other emoluments payable for each category of teachers and other employees	Yes
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes
18	Display of information as at sr. no. '7' to '17' above to be displayed on HEI website (Please provide explicit link address for each)	Yes
19	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 course or programme of study conducted by it	Yes
20	No Higher Educational Institution shall, issue or publish- 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; or 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 authorized 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
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes only from the academic session specified in the recognition order	Yes

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) Regulations, 2017 and its amendments.

Signature of the Director:



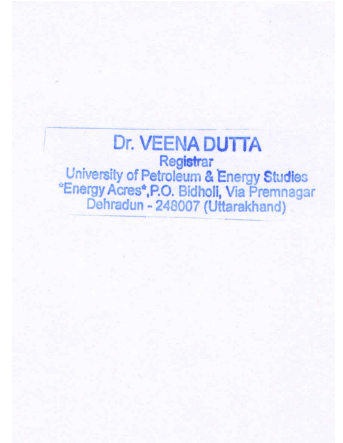
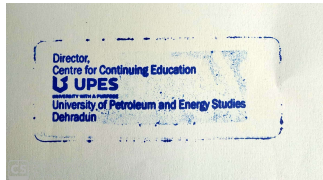
Signature of the Registrar:

Name of the Director: Prof (Dr) Raju Ganesh Sunder

Name of the Registrar: Dr Veena Dutta

Seal of the Director:

Seal of the Registrar:



Date of the Director: 21-10-2019

Date of the Registrar: 21-10-2019