

# Annual Report

OF

CENTRE FOR INTERNAL QUALITY  
ASSURANCE (CIQA)

PROGRAMMES UNDER

ODL MODE

2021-22

## Contents

Part – I: General Information

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

Part – III: Human Resources and Infrastructural Requirements

Part – IV: Examinations

Part – VI: Programme Delivery through Learner Support Centre (LSC)

Part – VII: Self-Regulation through disclosures, declarations and reports

Part – VIII: Admission and Fees

Part – IX: Grievance Redressal Mechanism

Part – X: Innovative and Best Practices

DECLARATION

**Part – I: General Information****1.1 Date of notification of the Centre (attach a copy of the notification):**

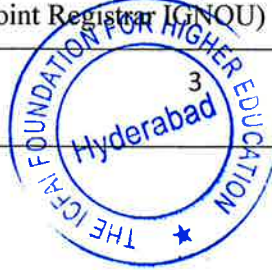
Annexure 1

**1.2 Details of Director, CIQA**

- Name: Dr. D. Saravanan
- Qualification: MCA, M.Phil, PhD.
- Appointment Letter and Joining Report: **Annexure 2**

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

S.N O	Designation	Nominati on as	Name and Qualifications	Specializations	Date of Nomination in CIQA Committee
1	Vice Chancellor	Chairperson	Dr. J. Mahender Reddy		12.11.2020
2	Associate Professor	Member	Prof. C. Padmavathi M.Com,CA	Accounting For Managers, Financial Statement Analysis, Mergers & Acquisitions, GST	12.11.2020
3	Associate Professor	Member	Dr. Vaibhav Shekhar MBA, PhD	Services Marketing Marketing Research Retail Management	12.11.2020
4	Associate Professor	Member	Dr. Perna Chhetri MA, PhD	Organizational Behavior, HRM, Psychology	12.11.2020
5	Professor	Member	Dr. D. Satish (HOD Finance) M.Com, PhD	Financial Derivatives and Risk Management, Treasury Management, Global Capital Markets	12.11.2020
6	Associate Professor	Member	Dr. Samyadip Chakraborty (HOD Operations) MBA, PhD	Operations Management, Supply Chain Management, Project Management. Quality & Innovation Management	12.11.2020
7	Professor	Member	Dr. Sitamma (HOD HR) MA, PhD	Organizational Behavior, Competency Mapping & Assessment. Managerial Psychology. Leadership, HRM	12.11.2020
8	External Member, Former Joint Registrar IGNOU	Member	Dr. S. Agaihachari (External Member, Former Joint Registrar IGNOU)		12.11.2020



*P. Venkatesh Kumar*  
 THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
 (Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

9	External Member, Former Secretary UGC	Member	Dr. R.K. Chouhan (External Member, Former Secretary UGC)		12.11.2020
10	Member from Administration	Member	Mr. Vittal (Member from Administration)		12.11.2020
11	Member from Finance	Member	Mrs. Y. Ratnabhanu (Member from Finance)		12.11.2020
12	Associate Professor	Director	Dr. D. Saravanan MCA, M.Phil, PhD.	Data Mining, DBMS, Business Intelligence and Analytics, Information System for Managers	12.11.2020
13	Registrar	Ex-officio member	Dr. S.Vijayalakshmi		12.11.2020

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

If No, reason thereof

No, CIQA Constituted in 12<sup>th</sup> November 2020

**1.4 Number of meetings held and its approval:**

**a. No. of meetings held every year:**

**b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	23-03-2021	1	Annexure 3	23-03-2021



*S. Vijayalakshmi*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act)

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

From &lt;Month, Year&gt; academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)					
									M	F	TG	Total		
1.	Not offering any Certificate Programs													

\* Not for Private University

Note: Mention details separately for &lt;Month, Year&gt;academic session, as applicable, as above.

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

From &lt;Month, Year&gt; academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)					
									M	F	TG	Total		
1.	Not offering any Diploma Programs													

\* Not for Private University

Note: Mention details separately for &lt;Month, Year&gt;academic session, as applicable, as above.



*P. Vijayalakshmi*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act)

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

From &lt;Month, Year&gt; academic session: To be Extracted from Webportal

Sr. No.	Post Graduation Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-Gender)			
								M	F	TG	Total
1.	Not offering any Post Graduate Diploma Programs										

\* Not for Private University

Note: Mention details separately for &lt;Month, Year&gt;academic session, as applicable, as above.

**1.8 Number of programmes started at Undergraduate Degree Programs as per the Commission Order:**

From &lt;Month, Year&gt; academic session: To be Extracted from Webportal

Sr. No.	Undergraduate Degree Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-Gender)			
								M	F	TG	Total
1.	Not offering any Undergraduate Programs										

\* Not for Private University

Note: Mention details separately for &lt;Month, Year&gt;academic session, as applicable, as above.



*S. Vijayalakshmi*  
REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

**1.9 Number of programmes started at Post-Graduate Degree Programs as per the Commission Order:**From **July 2021** academic session: **July 2021 (revised as November, 2021).**

Sr. No.	Post-Graduate Degree Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	T G	Total
1.	MBA	24	98	Any Graduate	75000	F. No 21-70/2020( DEB-III) 11-05-2022	1	1	2	0	3

**\* Not for Private University****Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**From **January 2022** academic session: **January 2022 (revised as February - March, 2022).**

Sr. No.	Post-Graduate Degree Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	T G	Total
1.	MBA	24	98	Any Graduate	75000	F. No 21-70/2020( DEB-III) 11-05-2022	1	9	5	0	14



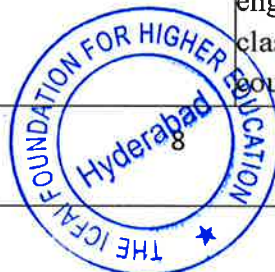
*P. Vijayabala Shri*  
REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act.)



**Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning****2.1 Action taken on the functions of CIQA:-**

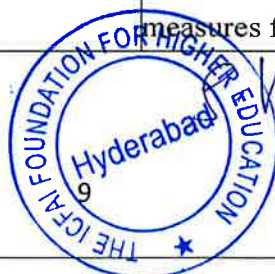
S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Online system of admission, fee, online Examination registration form, SMS Alert Facility to students The students are kept informed about all the academic and administrative processes and their time-lines so as to enable them to phase their learning effectively. Quality is maintained through intense planning and execution of every academic process.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	The students are monitored for their continuous progress through their assignments and attendance. The Academic Coordinator and counsellors are also in constant touch with them. Counselling in person or over telephonic conversations has been found to be extremely useful in monitoring the progress of the students.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The key areas where the HEI should maintain quality are Preparedness in academic delivery systems , Qualitative engagement of students during classes, Meaningful academic counselling , Timely	



P. V. Jayaraman  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
Deemed-to-be-University, Under Section 3 of the UGC Act, 1956

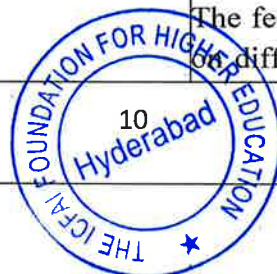


S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
		dissemination of information to the students, Wherever possible, value additions to the Student support services, implementation of ICT to reach the students without any difficulties.	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Common curriculum, syllabus. The SLMs have been prepared in house and the Faculty belonging to the regular departments are involved in most of the academic exercises. The students can have access to the department as well as general library facilities.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Students are encouraged to contact the Grievance Cell if their issues are not addressed within a time limit. The Academic Coordinator keeps in touch with them constantly to understand and redress their issues.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Periodic reviews will be conducted by HEI for suggestions for quality improvement	
7.	Implementation of its recommendations through periodic reviews	A monitoring committee with will be constituted by the CIQA to monitor and suggest measures for implementation.	



*M. Jayalalitha*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act)

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
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.	The CIQA is the nodal body of ODL/Online programmes in any HEI and would ensure the participation of all the stakeholders in the quality enhancement process. The stakeholders are Learners, parents, academicians, the HEI, administrators. HEI keeps interacting with each stakeholder at different points and creates an atmosphere of free flow of communication. The system in HEI is transparent and we ensure that every stakeholder has a role to play in building up a fool-proof system.	
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	<a href="https://www.ifheindia.org/dlp/Best-Practices-of-ODL.pdf">https://www.ifheindia.org/dlp/Best-Practices-of-ODL.pdf</a>	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes Since the number of students admitted were less there was no elaborate statistical analysis indulged in. The feedback from the students on different aspects of delivery	



S. V. Jayaram Registrar  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
		system was obtained. There was a great degree of satisfaction expressed by them. Since the sample size is small, we have not drawn any specific conclusions.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Programme Project Report prepared in line with UGC (ODL and Online programs) regulations 2020	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	The PPRs were prepared by the academic team and placed before the CIQA for approval. Later the same will be placed in the Academic Council for approval	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	HEI maintains record of Annual Plans and Annual Reports and reviews them periodically and generate actionable reports	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	While preparing PPRs inputs will be provided to the HEI Institution for restructuring of programmes in order to make them relevant to the job for restructuring of programmes in order to make them relevant to the job market.	



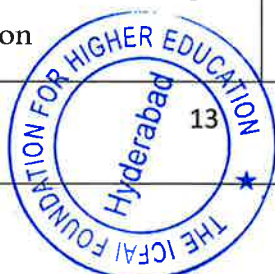
S. V. P. Registrar  
 THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
 (Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.		
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	All the activity reports, admission details will be submitted whenever require to central accreditation team for seeking accreditation.	
17.	Measures adopted to ensure internalization and institutionalisation of quality enhancement practices through periodic accreditation and audit	HEI will adopts measures whenever required to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	A nodal officer will be nominated for coordination between HEI and the Commission for various quality related initiatives or guidelines	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.		
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	All the activities will be recorded in the annual report of Centre for Internal Quality Assurance.	



*S. Vijayalakshmi*  
REGISTRAR

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Annual Reports will be submitted to the Statutory Authorities for their approval	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.		
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	Admission Office, Administrative Office, Faculty room, SLMs, Library, Examination hall, Classrooms, access to class rooms	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes		
24.	Promoted automation of learner support services of the Higher Educational Institution	Entire student Cycle from enrolment to certification.	



REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes		
26.	Coordinated with third party auditing bodies for quality audit of programme(s)		
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution		
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein		
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.		

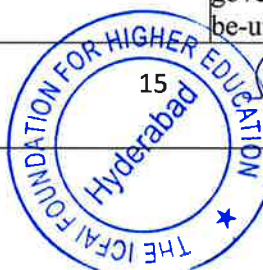
*P. Vijayalakshmi*



REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

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

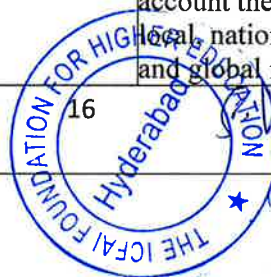
S.No.	Provisions in Regulations	Action taken in respect of ODL	Upload Relevant Document
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>Vision: To emerge as an Institution of excellence known for research, teaching, and practice.</p> <p>Mission: Learning for Leadership – The University aims at developing a cadre of professionals possessing specialized skills, having a sense of social and moral responsibility, and the ability to address problems from a broader perspective.</p> <p>Every constituent of the University has prepared an Institutional Development plan in line with the Vision and Mission of the University to scale up and diversify its activities.</p> <p>The University has embraced the highest standards of governance. It has established an exclusive software development cell to bring in e-governance in all domains of its activities.</p> <p>The organization structure and the various decision-making bodies are as per the rules governing deemed -to-be-universities.</p>	



*P. V. Jayaraman*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



S.No.	Provisions in Regulations	Action taken in respect of ODL	Upload Relevant Document
		<p>The University is run under the oversight and guidance of the Board of Management and has a culture of decentralized and participative management that allows for faster decision-making. The CIQA is the primary body for implementing various quality sustenance and enhancement measures.</p> <p>Faculty members have been provided with financial support to attend conferences/workshops and take up membership in professional bodies.</p>	
2.	Articulation of Higher Educational Institution Objectives	The Mission of IFHE is 'Learning for Leadership'. It aims at developing a cadre of professionals possessing specialized skills having a sense of social and moral responsibility and the ability to address problems from a broader perspective.	
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	The curriculum of all courses is developed in accordance with the Programme Outcomes, Programme Educational Objectives, and course outcomes. It is subjected to periodic review and evaluation taking into account the evolving local, national, regional, and global needs. To this	



S.No.	Provisions in Regulations	Action taken in respect of ODL	Upload Relevant Document
		end, feedback from all stakeholders, viz, students, recruiters, alumni, and faculty members are obtained before developing or carrying out modifications to the existing curriculum	
4.	Programme Monitoring and Review	CIQA Exam Committee Faculty	
5.	Infrastructure Resources	Facilities - physical facilities, library (or e-library), Information and Communication Technology infrastructure, etc. - available to maintain the quality of academic programmes and ensure qualitative support to each of the stakeholders	
6.	Learning Environment and Learner Support	Learner Support Services will be provided through the Learning platform, counseling classes, emails, telephone	
7.	Assessment and Evaluation	The evaluation through varied assessment tools including multiple choice questions, short answer questions, case-studies etc. University placed proper assessment and moderation system for assessing the learning outcomes of learners	
8.	Teaching Quality and Staff Development	University provides staff development programmes and activities to encourage	



*S. Vijayalakshmi*  
REGISTRAR

S.No.	Provisions in Regulations	Action taken in respect of ODL	Upload Relevant Document
		academic staff to improve teaching and learning on continuous basis.	

**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: -**

S.No.	Provisions in Regulations	Action taken in respect of ODL	Upload Relevant Document
1.	Academic Planning	University have robust and appropriate academic planning procedures to ensure that the programmes offered by it are relevant to national economy, reflects the Institution's strategic direction and offers a high quality value-added learner experience. The Institution have adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved.	
2.	Validation	University has a mechanism in place for validation to ensure that its programmes are academically viable, that academic standards have been appropriately defined and that these offer learners the best opportunity to learn.	



*S. Vijayalakshmi*

REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

S.No.	Provisions in Regulations	Action taken in respect of ODL	Upload Relevant Document
3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>Reports of conduct of examinations in both Open and Distance Learning Mode and Online mode for all examinations will be collected periodically from Examination Centre.</p> <p>For effective evaluation and audit, the University ensure easy access to performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports, which should be available through web- based application and would be used for report making.</p> <p>University generates the required reports out of such web-based applications and analyze learner and academic analytics or deciding the improvements to be executed for better performance.</p> <p>University have an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The Centre for Distance and Online Education conduct self-assessments regularly and use the results to improve its systems, processes etc. and finally quality of programmes.</p>	



*S. V. Jayalalitha*

REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act. 1956)



**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**

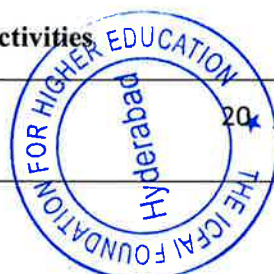
DR. Sanjay Fuloria, Director, CDOE, MMS, PhD  
Professor, Full Time Regular  
Appointment letters and Joining report- Annexure 4

**3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

Yes, HEI complied all the requirements in terms of Staffing and physical infrastructure exclusively/independently as mentioned in the Annexure-IV of the Regulations

Build-up Area Type	Minimum Built up area required as per Regulations (Sq. ft)	Built-Up Area available(Carpet Area Sq. ft) *
Academic	7500	9361
Administrative	1500	2242
Academic support such as Library, Reading Room, Computer Centre, Informational and Communication Technology Laboratories, Video and Audio Laboratories, etc.	4500	4516
Amenities or other support facilities(Excluding toilets)	1500	1545
<b>Total built-up area for ODL activities</b>	<b>15000</b>	<b>17664</b>



*[Signature]*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
MBA	2	2	Yes	

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary/			Date of joining programme and Joining report
							Type	Gross salary/month	Contract period	
1	MBA	2	Dr. K. Satyalakshmi	Assistant Professor	MBA, PhD	33 Years	Regular	Gross Salary: 80015/-	5	Annexure
2			Mr. V. Ravikanth Reddy	Assistant Professor	MBA, UGC NET, (P.h.D.)	14 Years	Regular	Gross Salary: 45464/-	6	Annexure

### 3.3 Details of Administrative staff

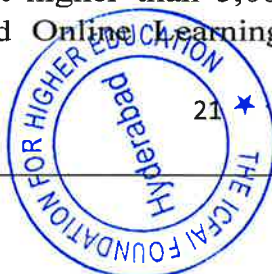
Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

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

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

#### Note:

3.3.1 In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.



*P. V. Jayaram*  
REGISTRAR

3.3.2 Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

### Part – IV: Examinations

#### 4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognized Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions.	Yes	



*S. V. Jayaball*  
REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

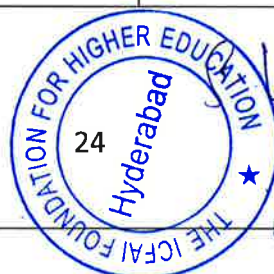


*P. V. Jayalalitha*  
REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

**4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020.**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Examination Guidelines are placed as Annexure 7	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Evaluation Mechanism is placed as Annexure 8	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless:  i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution	Examination Guidelines are placed as Annexure 7	



*V. Jayalalitha*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed to be University, Under Section 3 of the UGC Act, 1956)

4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	<p style="text-align: center;">Yes</p> <p>The program has same number of credits as the Campus Program. The four elective streams are the same. The program structure and assessment criteria are made suitable for a working executive audience- project instead of internship.</p> <p><b>Reference:</b></p> <p>Regular MBA: <a href="https://www.ifheindia.org/BS-Hyderabad/mba-program.html">https://www.ifheindia.org/BS-Hyderabad/mba-program.html</a></p> <p>ODL MBA: <a href="https://www.ifheindia.org/dlp/MBA.html">https://www.ifheindia.org/dlp/MBA.html</a></p>	
5.	<p>The weightage for different components of assessments for Open and Distance Learning mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<p>Continuous Assessment : 30%</p> <p>Sample Continuous Assessment attached as Annexure 9</p> <p>End Semester Examination: 70%</p> <p>Sample Question Paper attached as Annexure 10</p>	



*S. V. Jayalalitha*

REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Blueprint of the Exam paper is placed as Annexure 11	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Sample Grade Sheet is attached as Annexure 12	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Blueprint of the Exam paper is placed as Annexure 11	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	The End Semester examinations are monitored and managed by the Higher Educational Institution. The End Semester Examinations are organized and conducted at designated test centres within the territorial jurisdiction of the university as prescribed in the UGC regulations 2020.	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination Procedure.	Each and every examination is recorded in a video and are handed over to examination unit of the HEI	



26

*S. V. Jayaram*

REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

	(b) Availability of biometric system	Yes, biometric system is available in the examination center.	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	Biometric attendance using thumb/ face will be authenticated. Examinees will be authenticated by the invigilators through Aadhaar card or any other Government issued id card  Invigilators will also mark physical attendance in the attendance sheet.	
	(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Each and every examination is recorded in a video and are handed over to examination unit of the HEI	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	All the video recordings and photographs will be archived with the examination unit for a period of 5 years List of recordings available for the year 2021-22 are placed as Annexure - 13	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Full time Faculty members of the HEI will be assigned as Observers for the examinations. The assigned observers list is placed as Annexure 14	



*S. Jayalalitha*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Sample Observer Report is placed as Annexure 15	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Computer based proctored examinations are conducted at designated test centres within the Territorial Jurisdiction of the university as prescribed in the UGC regulations 2020.	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	The End Semester examinations are monitored and managed by the Higher Educational Institution only.	
14.	The Examination Centre shall be located in Government Institutions and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Examinations are conducted at the CDOE study center owned by HEI only.  <b>Address:</b> CDOE Study Center, The ICFAI Foundation for Higher Education, Suchitra Junction, Qutubullapur Mandal, Hyderabad, Telangana 500067	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Study center is located within the territorial jurisdiction of the University at below address. The same is used as examination center.	



		<b>Address:</b> CDOE Study Center, The ICFAI Foundation for Higher Education, Suchitra Junction, Qutubullapur Mandal, Hyderabad, Telangana 500067	
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Examination Centre is located within the territorial jurisdiction of the University as prescribed in the UGC Regulations 2020	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	As of now no Degrees are awarded.	
	(b) Each award shall also be uploaded on the National Academic Depository	Not Applicable	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of	All the items (i to v) mentioned are incorporated in the grade sheet. Sample Grade sheet is	





	the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	placed as Annexure 12	
--	---	-----------------------	--

#### 4.3 Whether any examination held through online mode.

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

Not Applicable, Computer Based Examinations are conducted at designated Test Centers

#### 4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
April 2022	MBA	3	2	1	50%	50%



*S. V. Jayaram*

REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

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

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

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

Yes Complied all the Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

Programme Project Report with the details of Programme objectives and outcomes, nature of target group of learners, programme content designing and developing, cost estimates for development of the programme including the Programme admission and evaluation norms

PPR and its Approval is placed as Annexure 16

### 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.

As the University provides Learning material in print form, no multimedia components are included in the SLMs

### 5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

University complied with all the components of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

SLM Samples: <https://www.ifheindia.org/dlp/selflearningmaterial2021/>



*S. N. Nayak*  
REGISTRAR

## Part – VI: Programme Delivery through Learner Support Centre (LSC)

### 6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1	MBA	CDOE Study Centre, Suchitra, Hyderabad	1	3 hours per credit	17	8

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

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

Learner Support Centre or Study Centre is established in HEI owned building within the territorial jurisdiction of the University.

Study Centre complied all the provisions laid in the Annexure – VIII of UGC (ODL Programmes and Online Programmes) Regulations, 2020



*S. V. Jayalalitha*

REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

**6.3 LSC wise enrollment details (Not for Private University)**

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	CDOE Study Center, The ICFAI Foundation for Higher Education, Suchitra Junction, Qutubullapur Mandal, Hyderabad, Telangana 500067	Only 1 HEI Owned campus		IFHE, Hyderabad	Private	Dr. P. Ameeta ameeta@icfaiuniversity.in	PhD.	5	MBA	17

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

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
Not Applicable	Not Applicable	Not Applicable	Not Applicable



*S. V. Jayalal*

REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

## 6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	IFHE – Bengaluru No:231, Baba Sabarapalya Mysore Road, Kengeri Bengaluru Karnataka 560060	Attached as Annexure - 17	Not Applicable	Not Applicable	NIL	NIL	0
Approval received in June 2021 only							

## 6.5 Delivery of Self-Learning Material

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

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM to be delivered to learners within a fortnight from the date of admission
Printing Material	July: 15 <sup>th</sup> December 2021 January: 31 <sup>st</sup> March 2022	July: 30 <sup>th</sup> December 2021 January: 15 <sup>th</sup> April 2022	Yes
Audio-Video Material	Not Applicable	Not Applicable	Not Applicable
Online Material	July: 15 <sup>th</sup> December 2021 January: 31 <sup>st</sup> March 2022	July: 30 <sup>th</sup> December 2021 January: 15 <sup>th</sup> April 2022	Yes
Compute based Material	Not Applicable	Not Applicable	Not Applicable



*P. Vijayalakshmi*  
REGISTRAR

THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



**6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N****a. Provide details as under:**

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

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

Upload



REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



## 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

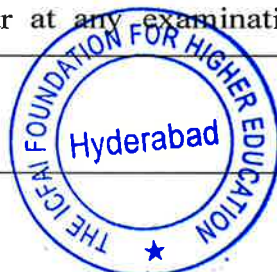
S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes <a href="https://www.ifheindia.org/dlp/CIQA-Report.html">https://www.ifheindia.org/dlp/CIQA-Report.html</a>	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes <a href="https://www.ifheindia.org/dlp/CIQA-Report.html">https://www.ifheindia.org/dlp/CIQA-Report.html</a>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes <a href="https://www.ifheindia.org/dlp/CIQA-Report.html">https://www.ifheindia.org/dlp/CIQA-Report.html</a>	
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 <a href="https://www.ifheindia.org/dlp/MBA.html">https://www.ifheindia.org/dlp/MBA.html</a>	
5.	Programme-wise information on syllabus, suggested readings, contact points for	Yes <a href="https://www.ifheindia.org/dlp/MBA.html">https://www.ifheindia.org/dlp/MBA.html</a>	



  
 REGISTRAR  
 THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
 Deemed-to-be-University, Under Section 3 of the UGC Act, 1956



	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	<a href="#">tml</a>	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	
8.	Information regarding all the programmes recognised by the Commission	Yes <a href="https://www.ifheindia.org/dlp/index.html">https://www.ifheindia.org/dlp/index.html</a>	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes <a href="https://www.ifheindia.org/dlp/CIQA-Report.html">https://www.ifheindia.org/dlp/CIQA-Report.html</a>	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Yes <a href="https://www.ifheindia.org/dlp/CIQA-Report.html">https://www.ifheindia.org/dlp/CIQA-Report.html</a>	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes <a href="https://www.ifheindia.org/dlp/index.html">https://www.ifheindia.org/dlp/index.html</a>	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details	Yes <a href="https://www.ifheindia.org/dlp/index.html">https://www.ifheindia.org/dlp/index.html</a>	



*P. V. Jayalal*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

	of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes		
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	Yes <a href="https://www.ifheindia.org/dlp/index.html">https://www.ifheindia.org/dlp/index.html</a>	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes <a href="https://www.ifheindia.org/dlp/index.html">https://www.ifheindia.org/dlp/index.html</a>	
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 <a href="https://www.ifheindia.org/dlp/index.html">https://www.ifheindia.org/dlp/index.html</a>	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Not Applicable as of now	

*S. Vijayalakshmi*

REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



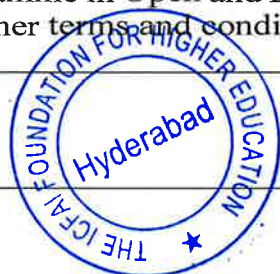
## Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Not Applicable
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	yes
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes



5.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>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</p>	Yes
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>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</p>	Yes
7.	<p>Every Higher Educational Institution shall—</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and 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.</p>	Yes
8.	<p>Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below</p>	Yes
8. (a)	<p>Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment</p>	Yes



*P. V. Jayaram*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
Deemed-to-be-University, Under Section 3 of the UGC Act, 1956



8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes



*S. Vijayalakshmi*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the 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 Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes



*S. V. Jayalal*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
Deemed-to-be-University, Under Section 3 of the UGC Act, 1956

14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(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;</p> <p>(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</p>	Yes
-----	---	-----

*S. Vijayalakshmi*

REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)



## Part – IX: Grievance Redressal Mechanism

### 9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The Grievance Redressal Mechanism is as per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020 email Id for grievances is [odl.ssd@ifheindia.org](mailto:odl.ssd@ifheindia.org)  
Learners are made aware by various channels like website, email etc.

### 9.2 Details of Grievance received

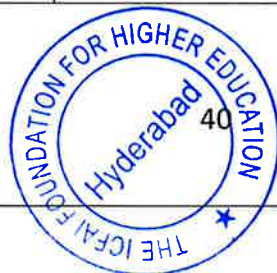
Numbers of Grievance Received	Numbers of Grievance Resolved
NIL	NIL

### 9.3 Complaint Handling Mechanism

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

### 9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
NIL	NIL	Not Applicable



*S. Vijayalakshmi*  
REGISTRAR  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University, Under Section 3 of the UGC Act, 1956)

**Part – X: Innovative and Best Practices****10.1 Innovations introduced during academic year**

<https://www.ifheindia.org/dlp/Best-Practices-of-ODL.pdf>

**10.2 Best Practices of the HEI**

<https://www.ifheindia.org/dlp/Best-Practices-of-ODL.pdf>

**10.3 Details of Job Fairs conducted by the HEI**

NOT Applicable as No student completed the program in ODL Mode

**10.4 Success Stories of students of ODL mode of the HEI**

NOT Applicable as No student completed the program in ODL Mode

**10.5 Initiatives taken towards conversion of SLM into Regional Languages**

Not Applicable as the programs Medium of instruct is English

**10.6 Number of students placed through Campus Placements**

NOT Applicable as No student completed the program in ODL Mode

**10.7 Details of Alumni Cell and its activity**

NOT Applicable as No student completed the program in ODL Mode

**10.8 Any other Information**

## DECLARATION

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

*Sanjay Fuloria*  
Signature of the Director:  
Name: Dr. Sanjay Fuloria  
Director  
Centre for Distance and Online Education  
Seal: ICFAI Foundation For Higher Education  
(Deemed-to-be-University under Section 3 of the UGC Act 1956)  
Date: 29.04.2023  
Hyderabad.

*S. Vijayalakshmi*  
REGISTRAR  
Signature of the Registrar  
THE ICFAI FOUNDATION FOR HIGHER EDUCATION  
(Deemed-to-be-University Under Section 3 of the UGC Act, 1956)  
Name: Dr. S. Vijayalakshmi  
Seal:  
Date: 29.04.2023

