

# Centre for Internal Quality Assurance (2018-19)

## Part - 1: Centre Details and Initiatives

### 1.1 Notification of Centre:

Date of the notification: 08-03-2018

Copy of the notification: [View](#)

### 1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr. Chandrakant Puri	professor cum Director	Social Work	08-03-2018	30-11-2019
2	Member	Dr. Falguni Vahanwala	Coordinator	sociology	08-03-2018	30-11-2019
3	Member	Dr. Pradnya Wakpajjan	Associate professor	Education	08-03-2018	30-11-2019
4	Member	Dr. Smriti Bhosle	Dean, Social Sciences	Sociology	08-03-2018	30-11-2019
5	Member	Dr. Varsha Shirgaonkar	Head, Department of History	History	08-03-2018	30-11-2019
6	Member	Dr. Ganesh Magar	Head, Department of Computer Science	Computer Science	08-03-2018	30-11-2019
7	Member	Dr. Jayashree Shinde	Head, Department of Educational Technology	Educational Technology	08-03-2018	30-11-2019
8	Member	Dr. Putul Sathe	Head, Research Centre for Womens Studies	Women's studies and English literature.	08-03-2018	30-11-2019
9	Member	Mrs. Sunita Subhedar	office Suprintendent	administration	08-03-2018	30-11-2019
10	Member	Mr. Uday Dandekar	Head Clerk	administration	08-03-2018	30-11-2019
11	Member	Mr. Bhagwan Barge	Sr. Clerk	administration	08-03-2018	30-11-2019
12	Member	Mr. Balkrishna Gosavi	Sr. Clerk	Administration	08-03-2018	30-11-2019

### 1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	1	Academic Council	10-08-2018	30-11-2018	<a href="#">View</a>

### 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	To maintain quality in the services provided to the learners, Centre for Distance Education frequently collects feedback from students and coordinators. Admissions, dispatch of study material, the conduct of term end examinations were monitored by particular sections. Offers ICT assisted Student Support Services like online admission, filling examination forms and declaration of results, continuous revision and up- gradation of syllabus.
2	Continuous improvement	Yes, improvement in the quality of course material and providing maximum student support services
3	Identification of the key areas in which the HEI should maintain quality	ICT Enabled service and establishment of learner support centres needed.
4	Dissemination of information on quality assurance	all the information is uploaded on website and displayed on notice board of Centre for Distance Education
5	Mechanisms for interaction and obtaining feedback	feedback forms are circulated to the students, feedbacks are also received through emails, whatsApp groups.
6	Measures for qualitative improvement	we have introcee online process for admissions and Pre-examinations, all the course material is made available online
7	Ensuring Implementation of its recommendations through regular monitoring	yes, the monitoring is done by CIQA and statutory authorities of the HEI like Management Council, Academic Council, Boards of Deans etc.etc.
8	Ensuring Participation of stakeholders	Yes.
9	Preparation of Programme Project Report and Information regarding any new programmes launched	Yes, before launching of any programme the permission is taken through the statutory authority of HEI
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	Yes, due to all admission and Pre-examinations works being online and through portal the accuracy of the data will be maintained.

## 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?	No	-
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	<a href="#">View</a>
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	<a href="#">View</a>
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	No	-
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	<a href="#">View</a>
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-
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?	Yes	<a href="#">View</a>
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	<a href="#">View</a>

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)	No	-
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### 1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

<p>The entry level qualification is same as it is at conventional mode, the syllabus is also same along with credits, the examinations are conducted by the Director, Board of Examinations and Evaluation for conventional as well as ODL mode students and the certification is also done by the same authority of the HEI. the qualified teachers are engaged in course material writing and conducting contact sessions. the examination centers are also supervised during examinations. the final semester examinations of conventional and Distance Mode students are taken simultaneously.</p>
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### 1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	SNDT Women's University, Churchgate, Mumbai-20	07-10-2018	602
2	Centre for Distance Education, SNDT Women's University, Santacruz West-Mumbai-49	14-10-2018	223

### 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	July	UG	BACHELOR OF ARTS	3 Years	144	10+2 or University entrance Test in Arts Passed.
2	July	UG	BACHELOR OF COMMERCE	3 Years	144	10+2 or University Entrance Test in Commerce passed
3	July	PG	MASTER OF COMMERCE	2 Years	80	B.Com/BMS/BBA
4	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	80	Graduate in any discipline
5	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	80	Graduate in any Discipline
6	July	PG	MASTER OF ARTS - MARATHI	2 Years	80	Graduate in any discipline
7	July	PG	MASTER OF ARTS - EDUCATION	2 Years	80	Graduate in any discipline
8	July	PG	MASTER OF ARTS - HINDI	2 Years	80	Graduate in any Discipline
9	January	PG	MASTER OF ARTS - HISTORY	2 Years	80	Graduate in any Discipline
10	July	PG	MASTER OF ARTS -	2 Years	80	Graduate in any Discipline

### 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 examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
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 and 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 ARTS	748	4040
2	July	UG	BACHELOR OF COMMERCE	180	4040
3	July	PG	MASTER OF COMMERCE	109	5475
4	July	PG	MASTER OF ARTS - SOCIOLOGY	184	5475
5	July	PG	MASTER OF ARTS - ECONOMICS	108	5475
6	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	58	5475
7	July	PG	MASTER OF ARTS - MARATHI	201	5475

8	July	PG	MASTER OF ARTS - EDUCATION	55	8015
9	July	PG	MASTER OF ARTS - HINDI	98	5475
10	January	PG	MASTER OF ARTS - HISTORY	81	5475
			<b>Total</b>	<b>1822</b>	

## Part - 2: Programme Recognition and Admission Details

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

<b>Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:</b>	
Number of programmes: 9	Copy of the UGC recognition letter: <a href="#">View</a>
<b>Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:</b>	
Number of programmes: 1	Copy of the UGC recognition letter: <a href="#">View</a>

### 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	July	UG	BACHELOR OF ARTS	3 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	748	0	748
2	July	UG	BACHELOR OF COMMERCE	3 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	180	0	180
3	July	PG	MASTER OF COMMERCE	2 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	109	0	109
4	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	184	0	184
5	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	108	0	108
6	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	58	0	58
7	July	PG	MASTER OF ARTS - MARATHI	2 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	201	0	201
8	July	PG	MASTER OF	2 Years	27-06-2008	UGC/DEB/S	1	0	55	0	55

			ARTS - EDUCATION			NDT/WU/MB I/MAH/2016					
9	July	PG	MASTER OF ARTS - HINDI	2 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	98	0	98
10	January	PG	MASTER OF ARTS - HISTORY	2 Years	15-10-2012	UGC/DEB/S NDT/WU/MB I/MAH/2016	1	0	81	0	81

### 2.3 LSC wise enrolment details:

<b>1. Name of College/institute where LSC is established: pune sub-centre</b>			
<b>Address of College/institute where LSC is established:</b> maharshi karve road pune			
<b>Name of HEI to which College/institute is affiliated (where LSC is established):</b> SNTD Womens UNiversity			
<b>Whether the College/institute is private or Govt (where LSC is established):</b> Government			
<b>Coordinator Details:</b> Dr,Jumle Anande (phd ) and Contact: 7588320308			
<b>Programmes offered:</b> , MASTER OF COMMERCE, MASTER OF ARTS - SOCIOLOGY, MASTER OF ARTS - ECONOMICS, MASTER OF ARTS - POLITICAL SCIENCE, MASTER OF ARTS - MARATHI, MASTER OF ARTS - EDUCATION, MASTER OF ARTS - HINDI, BACHELOR OF COMMERCE, BACHELOR OF ARTS , MASTER OF ARTS - HISTORY			
<b>Total enrolled student:</b> 50			
<b>No. of Counsellors:</b> 1			
<b>Sr No</b>	<b>Counsellor Name</b>	<b>Qualification</b>	<b>Contact Details</b>
1	Dr. anand Jumle	Ph D	7588320308

### 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 COMMERCE	180	158	158	43.67	45.57
2	July	PG	MASTER OF COMMERCE	109	75	75	37.33	4
3	July	PG	MASTER OF ARTS - SOCIOLOGY	184	152	152	96.05	3.95
4	July	PG	MASTER OF ARTS - ECONOMICS	108	89	89	59.55	0
5	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	58	48	48	33.33	0
6	July	PG	MASTER OF ARTS - MARATHI	201	174	174	64.37	0
7	July	PG	MASTER OF	55	40	36	42.5	40

			ARTS - EDUCATION					
8	July	PG	MASTER OF ARTS - HINDI	98	72	72	62.5	4.17
9	July	UG	BACHELOR OF ARTS	748	658	658	52.28	14.89
10	January	PG	MASTER OF ARTS - HISTORY	81	41	41	36.59	0

## 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 <a href="http://cde.sndt.ac.in">cde.sndt.ac.in</a>
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	No
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	No
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	No
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) 04 Examination centers in the Term-end Examinations in 2018- 2019 were inspected during the conduct of examinations. The vigilance squads were also being deputed. ii) 35 unfair means cases in the Term-end Examinations were reported. iii) Disciplinary action was taken - Annulment of the performance of the student at the University/ college/Institution examination in full and Exclusion of the student from University or College or Institution examination for one additional examination . iv) Observers were deputed to all the examination centers almost on all days by the Exam. Centres concerned. The appointed observers reported satisfactory conduct of examinations in all the centres.

## Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of 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. MASTER OF COMMERCE 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. Jyoti Thakur (Associate Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 252 Months	25000
2	Dr. Nilendra Lokhande (Assistant Professor)	Contractual	18/06/2018	Teaching: 44 Months Industrial: 187 Months	25000

2. BACHELOR OF ARTS 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. Mangesh Kadam (Assistant Professor - cum- Assistant Director (social sciences))	Regular	31/07/2007	Teaching: 144 Months Industrial: 180 Months	96000
2	Dr. Falguni B. Vahanwala (Assistant Professor )	Contractual	21/04/2013	Teaching: 66 Months Industrial: 168 Months	25000

3. BACHELOR OF COMMERCE 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. Anand Jumale (Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 156 Months	25000
2	Dr. Jyoti Thakur (Associate Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 252 Months	25000

## 4. MASTER OF ARTS - SOCIOLOGY



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. Sujata Gokhale (Associate Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 132 Months	25000
2	Dr. Sonakshi Vichare (Assistant Professor)	Contractual	18/06/2018	Teaching: 44 Months Industrial: 110 Months	25000

5. MASTER OF ARTS - ECONOMICS 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. Ruby Ojha (Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 154 Months	25000
2	Dr. Sanjaykumar Phad (Assistant Professor)	Contractual	18/06/2018	Teaching: 44 Months Industrial: 165 Months	25000

6. MASTER OF ARTS - POLITICAL SCIENCE 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. Manisha Madhava (Associate Professor)	Contractual	18/06/2018	Teaching: 44 Months Industrial: 72 Months	25000
2	Dr. Mangesh Kadam (Assistant Professor - cum - Assistant Director)	Regular	31/12/2007	Teaching: 144 Months Industrial: 180 Months	96000

7. MASTER OF ARTS - MARATHI 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. Sunil Ramteke (Associate Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 198 Months	25000
2	Dr. Aruna Dubhashi (Associate Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 220 Months	25000

8. MASTER OF ARTS - EDUCATION 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. Pradnaya Wakpainjan (Associate Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 231 Months	25000
2	Dr. Rekha Chavan (Assistant Professor)	Contractual	18/26/2018	Teaching: 66 Months Industrial: 198 Months	25000

9. MASTER OF ARTS - HINDI 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. Sunita Sakhare (Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 198 Months	25000
2	Dr. Pallavi Prakash (Assistant Professor)	Contractual	18/06/2018	Teaching: 44 Months Industrial: 110 Months	25000

**10. MASTER OF ARTS - HISTORY**  
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. Jaswandi Wamburkar (Assistant Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 176 Months	25000
2	Dr. Meherjyoti Sangle (Assistant Professor)	Contractual	18/06/2018	Teaching: 66 Months Industrial: 198 Months	25000

**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.**

The Centre for Distance Education adheres to the Quality Assurance Guidelines prescribed under UGC ODL regulations 2017. As per the UGC Regulations, the Centre for Distance Education has revised and developed guidelines for development of Self Learning Material with following resources: • Learning Material (Print Media) • Audio-Video Material • Online Material • Curriculum and Pedagogy SLMs at our Centre are produced, after thorough planning and designing under the guidance of an expert committee consisting of experts from various institutions. The major characteristics of SLMs are Self-explanatory, Self-contained and self-evaluating. Initially course material was developed in consultation with in-house and external subject experts in each of the subjects. The learners were in constant touch with the programme coordinators through telephone, email, whatsapp groups, google chats, etc., who guided the learners in learning a Subject at their own pace. The learners were encouraged to explore the related websites, journals for expanding the horizon of knowledge and develop practical skills by Observing related Videos. The SLM that was provided to the learners were subjected to discussion in the contact sessions.

**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.**

The Centre for Distance Education adheres to the norms prescribed under annexure VIII of UGC ODL regulations 2017 with regard to the preparation of Self-Learning Material (SLM). The university has formed Expert Committee to develop guidelines for preparation of SLM, and developed it as per UGC Regulations. The SLM developed by our Centre has the following structure: • Learning objectives • Assessment of prior knowledge • Learning activities • Examples and illustrations • Self-assessment tests • Summary and Key Words • Unit end questions Self-learning material (SLM) is basically learner-centered material. Open and distance learners usually depend a lot on SLM because they have to learn on their own. The success and effectiveness of the ODL system largely depend on self-learning material. The Self Learning Material has been developed as per the defined credit structure of the programme. The content is divided into small sections (blocks) and sub-sections (units and sub-units) for effective learning. The learner gets the clear information about the structure of the programme and the course; with clear definition of learning objectives and outcomes. There are assignments on each learning objective for self-assessment. Inclusion of adequate suggested reading (both printed and online). Steps in Developing SLMs: • Block Preparation • content editing, Language editing and Proof reading, Instructional designing editing, • Content Improvisation • Publishing The Centre for Distance Education follows the prescribed norms for Standards of Self Learning Material (SLM) in print form and non-print form as per UGC (ODL) Regulations 2017 as amended till date.

**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.**

The Programme Project Report (PPR) developed by the Centre as per the norms prescribed under Annexure-IX of UGC ODL Regulations 2017. The PPRs were prepared by the Programme Coordinators in accordance with the UGC (ODL) Regulations circulated by the CIQA. The PPRs are placed before the CIQA for approval. The main contents of the Programme Project Report are as follows: Mission and objectives for the Programmes, relevance of the programme with HEI's Mission and Goal, nature of prospective target group of learners, appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence, instructional Design, procedure for admissions, curriculum transaction and evaluation, requirement of the library resources, cost estimate of the programme and the provisions, quality

assurance mechanism and expected programme outcomes. Programme Project Report (PPR) is a self-disclosure about launching the programme in the ODL mode. Before introducing Programmes under ODL, PPR for all the programmes are kept ready, which were reviewed and approved by academic authorities like Board of Studies, Academic Council. In this academic year, we have launched credit system in two programmes, i.e., B.A. and B.com. For the same we have prepared PPR.

## 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.

The Centre for Distance Education adheres to the norms prescribed under Annexure-X of UGC (ODL) Regulations, 2017. The Centre for Distance Education has not established any Study Centre or Learner Support Centre beyond the jurisdiction of the SNDT Women's University, Mumbai. However, the Centre for Distance Education has one Sub-Centre for Distance Learning, under Centre for Distance Education. The Sub-Centre has no authority to admit any learner to any programme in Open and Distance Learning mode for or on behalf of the SNDT Women's 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 Centre for Distance Education (CDE) adheres to the norms prescribed under Annexure-XI of UGC ODL regulations 2017, with regard to the Grievance Redressal Mechanism. The Centre for Distance Education, SNDT Women's University, has developed grievance redressal mechanism for quick resolution of grievances received from the learners. It has an online feedback system for the redressal of the grievances of students and also has a full-fledged coordinator to look after the Grievances. The CDE monitors, assesses and reviews the effectiveness of the Grievance Redressal procedure on regular basis. The learners are made aware about the procedures for submitting their grievances through communications via website, email or face to face mode. The learner has a right to complain regarding program quality, learning resources, learner support and guidance, teaching, learning, assessment etc. The learners through online mode may submit their complaint directly to the HEI. The complaint can be submitted individually or collectively by a group. As and when a grievance is received, the Higher Educational Institution investigates it thoroughly and makes the necessary improvements in its services. The status of the grievance is conveyed to the learner through email and SMS notification. All the grievances are looked into and the best possible solutions are put into practice. The major grievances of the students will be given fair chance to be heard in detail before the Director and other members of the concerned committee. The Director considering the nature and magnitude of the issue and takes appropriate action for redressal of grievance and same will be communicated to the learner. All the proceeding of the Grievance redressal mechanism has been properly documented.

## 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 <b>separately</b> 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 <b>no part of the syllabus is left out of study by a learner</b>	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 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%.	Yes

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 <b>Closed-Circuit Television (CCTV)</b> 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 <b>videography</b> be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	No
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.	No
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.	No
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 - 11.2: Observer Report

[View](#)

## 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	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
4	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
5	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
6	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
7	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
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory	Yes

	authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	
9	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
10	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
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	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
13	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
14	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

## Part - 13: Innovation and Best Practices

### i) Innovation introduced during academic year

The process of admission of students was made fully online along with payment.

### ii) Give Best Practices of Institution

• Reaching at local level and conducting admission campaign. • Started enrolling Trans gender women for all programmes. • Started enrolling under- trial women prisoners from Kalyan central Jail for UET and further education.

### iii) Any other Information

In order to provide specific information to the learners enrolled through the Centre for Distance Education, the center has established help desk. The coordinators and the other staff of the center provided counselling to the learners regarding the matters pertaining to selection of the program for admissions, rules and regulations of examinations etc.

## Part - 14: Plan of Institution for next year

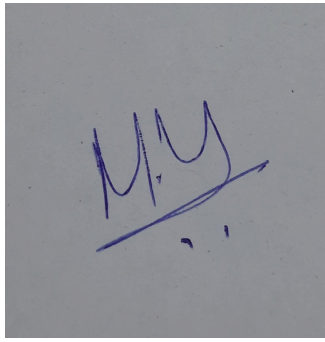
1. online course Material to be made available to the students 2. conducting online classes 3. online submission of internal assignments and assessment 4. starting of Support Centres at central jail in Maharashtra for under trial students 5. Reaching to most of the Transgender community in Maharashtra through their organizations. 6. Reaching to NGOs and CBOs for enrolment of women for completion of their Education. 8. preparation of new guidelines for establishment of Study centres as per the UGC regulations

## 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:**


Dr. Meenakshi Upadhyay

**Seal of the Director:**



**Date of the Director:**

05-10-2021



**Registrar (Addl. Charge)**  
SNDT Women's University  
**Registrar (Addl. Charge)**  
SNDT Women's University  
Mumbai - 20.

**Name of the Registrar:**

Dr. Subhash Waghmare

**Seal of the Registrar:**



**Date of the Registrar:**

05-10-2021