

HEI ID: HEI-U-0222

Name of HEI: JSS Academy of Higher Education & Research

Type of HEI: Deemed to be University.

Annual Report

OF

CENTER FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

ONLINE MODE

<2019-20>

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Part – I: General Information

1.1 Date of notification of the Centre: (attach a copy of the notification): 23-01-2018

Upload PDF

1.2 Details of Director, CIQA

- Name: Dr Prashanth Vishwanath
- Qualification: MBBS, MD, PhD

1.3 Details of CIQA Committee:

a. Composition as per Regulations

Sl. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. Surinder Singh	MD Microbiology	31-3-2021
b.	Three Senior teachers of HEI	Member 1	Dr. D. Vishakante Gowda	Pharmaceutics	31-3-2021
		Member 2	Dr. Duraiswamy Basavan	Pharmacology	31-3-2021
		Member 3	Dr. Balamuralidhar V	Pharmaceutics	31-3-2021
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode.	Member 4	Dr. Shivaraju H P	Environmental Sciences	31-3-2021
		Member 5	Dr. Vanitha Reddy P	Food, Nutrition and Dietetics	31-3-2021
		Member 6	Dr. Chandan S	Biotechnology and Bioinformatics	31-3-2021
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. C.R.K.Murthy	Online and Distance Education	31-3-2021
		Member 8	Dr. T. S. Harsh	Online and Distance Education	31-3-2021
e.	Officials from departments of HEI	Member 9 Administration	Dr. Dhakshaini M R	Prosthodontics	31-3-2021



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S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none">AdministrationFinance	Member 10	Dr. Prashanth S	Pedodontics	31-3-2021
		Member 11	Dr. Ravindra R	Information Technology	31-3-2021
		Member 12	Dr. Mamatha H K	Health System Management Studies	31-3-2021
		Member 13	Dr. Jagadeep Chandra S	Microbiology	31-3-2021
		Member 14	Dr. Shylaja K C	Health System Management Studies	31-3-2021
f.	Director, CIQA	Member Secretary	Dr. Prashant Vishwanath	Biochemistry	31-3-2021

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

Partial-Leadership strategized to maintain the same committee for 2 terms till the process gets stabilized.

1.4 Number of Meetings Held and its approvals

a. No. of meetings held every year: 1

b. Meeting details:

Meetings	Date- Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	30-3-2020	2	upload	upload



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1.5 Number of programmes started at Post Graduate Diploma level as per Commission Order:

From < January 2020 up to 2020-21 > Jan 2020 session

Sr. No	Post Graduate Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Transgender)			
							M	F	TG	Total
1.	PG Diploma in Bioinformatics	12	40	A candidate who has passed B.Pharm, MBBS, BDS, BAMS and B.Sc. (with Biology as one of the subjects) degree examination of any recognized University.	40000/- for Indian students and 600 USD for international students.	F.No.2-9/2020 (OL) Dated: 30.01.2020	10	1	-	11




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

2.1 Action taken on the functions of CIQA: -

Sl.No.	Provisions Regulations	in	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		<ul style="list-style-type: none">• Eligibility committee to scrutinize the applications.• Easy to navigate Learning Management System• The program curriculum, e- Learning Materials are prepared by subject matter experts and validated by the experts.• Determine the extensive stream of requirements, roles, and responsibilities that must be supported and maintained in online classes by faculty, students, and administrative staff.• Feedback obtained from a few stakeholders on the quality of the e-learning materials.• Transparent & unbiased Assessments system through AI based proctoring.• Technology driven mentoring to the learners.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution		<ul style="list-style-type: none">• Induction program for the enrolled students• Periodic meetings with the program coordinator• Progress reports are reviewed monthly.• The program curriculum, e- Learning Materials and the Online platforms have been tested for implementation. The Programme Project Reports have been reviewed once again by a panel of experts	



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3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Following key areas in which Higher Educational Institution maintain quality are. <ul style="list-style-type: none">● Checklist preparation for evaluating the best practices for the Online programs.● Scrutiny committee to check the unfair practices during the assessments.● Feedback obtained from the subject matter external experts in designing the course content.● Well-structured program & course outcomes	
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode. (For Dual Mode HEIs)	<ul style="list-style-type: none">● Uniformity in the syllabus maintained both in Conventional & Online Programs● Faculties are trained in the Online teaching through faculty development programs.● Hands on training on various softwares	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Questionnaires have been designed and validated to collect feedback from various stakeholders. Feedback from the students and teachers has been collected & analyzed. It is planned to get feedback from other stakeholders after completion of the programme.	
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	<ul style="list-style-type: none">● Regular faculty development programs● Mock examinations for students Detailed guidelines to students to take up the online exams	
7.	Implementation of its recommendations through periodic reviews	<ul style="list-style-type: none">● Since it is the first year, it is planned review in the subsequent years● Mock Exams are conducted 10 d prior to the exam	



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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.	JSS AHER conducts the faculty development programmes, webinars	
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	<ul style="list-style-type: none">● JSS AHER has 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	
10.	Collected, collated, and disseminated accurate, complete, and reliable statistics about the quality of the programme(s).	<ul style="list-style-type: none">● Feedback analysis was discussed in CIQA meeting, and the information was disseminated among stakeholders.	
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	<ul style="list-style-type: none">● JSS AHER adheres to the guidelines prescribed by the Commission	
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Orientation regarding the PPR preparation is given to the faculties. <ul style="list-style-type: none">● PPR report evaluated by Direct Academics, Director- CDOE, Director CIQA	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Individual Program & Course coordinators to maintain the same. The Academic Calendar is prepared well in advance. Annual plans of the department are prepared by CDOE staffs.	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes to make them relevant to the job market.	The inputs have been taken during the preparation of PPR. Feedback will be collected from the alumni or graduating students and employers and their suggestions with respect to curriculum structuring is collated and communicated to Curriculum design committee	



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15.	Facilitated system-based research on ways of creating a learner centric environment and to bring about qualitative change in the entire system	Project works for MBA-Hospital Administration learners in their final semester.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	We will plan in the future. Since it is the inception year, JSS AHER will plan to get accreditation	
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement through periodic accreditation and audit.	Academic audit is conducted through a structured mechanism to ensure the quality in every aspect of the program delivery and the consolidated report of the audit is shared to the HEI for further actions.	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	During preparation of the LMS, communicated & coordinated with the commission about standardized features necessary in the LMS.	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Taken inputs from IGNOU & other Deemed to be universities regarding the quality of the programs	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	We plan to prepare Annual report for the next year since Online programs have been initiated in March 2020.	
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Since it is the inception year, we will submit the annual reports to the Statutory Authorities or Bodies of the JSS AHER about its activities at the end of each academic session.	
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Since this is the first time, we are preparing CIQA report we shall abide by this point once we submit the CIQA report to Commission	



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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	yes	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	<ul style="list-style-type: none">• Conduction of regular FDP's We follow the SWAYAM guidelines/4 quadrant approach	
24.	Promoted automation of learner support services of the Higher Educational Institution	The plan is in place to automate admission process, fee payment process, migration & transcripts certificates for next year.	
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes	Coordinated with external experts from IGNOU and KSOU	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Will plan it in future. We also coordinate with HEI for various accreditations	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	We also coordinate with HEI for various accreditations	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Will plan it in future,	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Webinars by Industry experts are planned.	



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

Sr.No.	Provisions in Regulations	Action taken in respect of programmes in online mode	Upload relevant document
	Governance, Leadership and Management: a. Organization Structure and Governance b. Management c. Strategic Planning Operational Plan, Goals and Policies	JSS AHER abides the UGC regulations with respect to Organization Structure and Governance, Management, Strategic Planning, Operational Plan, Goals and Policies as prescribed by the commission	
2.	Articulation of Higher Educational Institution Objectives	The vision & Mission of the organization is published in the website	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource Feedback System	The syllabus review happens in respective BoS. Constant engagement of the learner through LMS & Counselors Academic flexibility not applicable for existing programme e-resource is adequate	
4.	Programme Monitoring and Review	Feedback from all stake holders is planned	
5.	Infrastructure Resources	Well-equipped 1 media center present in JSS AHER	
6.	Learning Environment and Learner Support	Counseling & Mentoring of the learners	
7.	Assessment and Evaluation	All protocols followed	
8.	Teaching Quality and Staff Development	Faculty development programmes conducted	



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

Sl.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	The academic calendar of events is hosted on the website under CDOE department. The detailed Academic schedule for each programme is made available in the LMS for each semester	
2.	Validation	Validated in BOS, AC and BOM	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centers b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution Periodic Review	a. JSS AHER conducts the exams in the onlinemode. b. We will plan for the EXTERNAL audit in the upcoming sessions. c. Present in the LMS d. Present in the LMS Feedback system is present	




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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - DR Dhakshaini M R, Professor, Regular, Full time.

3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University)

- Dr Ravindra R, Professor, Regular, Full time

3.3 Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University)

- Mr Adarsh.M.S, Professor, Regular, part time

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

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

i. Programme name: Diploma in Bioinformatics

a. Program Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/month	Date of joining programme
1	Dr Rajesh Kumar R, Asst Professor	M.Pharm., Ph.D., BASM PGDIB, TNSET.	13 years	Regular	11-01-2019

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/month	Date of joining programme
1	Basic cellular and Molecular Biology	Dr Rajesh Kumar R, Asst Professor	M.Pharm., Ph.D., BASM PGDIB TNSET.	13 years	Regular	11-01-2019
2	Bioinformatics and In Silico Biology	Dr Rajesh Kumar R, Asst Professor	M.Pharm., Ph.D., BASM., PGDIB., TNSET.	13 years	Regular	11-01-2019



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c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of Joining programme
1	Dr Vishal Kumar Gupta	B.Pharma, M.Pharm., Ph.D.,	15	Regular	14-01-2019

3.4 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes


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

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:

i. Technical Team for Development of e-Content as Self-Learning e- Modules:

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




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ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online mode:

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




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Part – IV: Examinations

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be Outsourced	YES	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	YES	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security Arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes-JSS AHER conducts online examinations through AI based technology mediated proctoring. Technology enabled Proctored Examination: The Learning Management System has features that would ensure security and credibility of examination. All Summative Assessments are timed assessments. The LMS would disable all the keys on the keyboard during the timed assessment. The LMS does not permit the user to Login into any other system using the user's login credentials during the summative assessment. Once the user completes the assessment, the scores are automatically tracked.	



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



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4.2 Compliance of facilities required for the conduct of Online examination for online programmes.

S. No	Provisions in Regulations	Whether being complied Yes/No If yes, please provide details and upload relevant documents	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	NA	JSS AHER conducts online examinations through technology mediated proctoring
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	NA	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	NA	
4.	Remote Proctoring (as mentioned in provision II(B)(13)(iii) of Annexure II)	Yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Upload guidelines	Guidelines are uploaded
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Upload mechanism	
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	Yes	



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	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 conducted. For Online mode: the learner has minimum participation of 75 percent. in all the activities of Online programme prior to end semester examination or term end examination.		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	It has been followed. The design of the curriculum is the same as conventional mode. Assessment criteria & student progression is same as conventional mode. Credit framework is same as conventional mode.	
5.	The weightage for different components of assessments for Online mode shall be as under: continuous or formative assessment (in semester): Maximum 30 per cent. summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes- Exams yet to be conducted	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	YES, all the tools are available in the LMS	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Upload sample	



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8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Upload Process	
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	NA	
10	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	NA	
	(b) Availability of biometric system	NA	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	YES	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted, and video recordings are submitted by in charge of examination center to the Higher Educational Institution	NA	



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11	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	NA	
12	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and\	NA	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	NA	
13	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	YES	
14	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which Are recognized to enroll international learners shall endeavor to conduct proctored examinations for such learners	YES	
15	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have. i. Photograph	Sample uploaded	




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	ii. Aadhaar number or other government recognized identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.		
	(b) Each award shall also be uploaded on (b) the National Academic Depository	YES	
16	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery. (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Upload samples	Sample uploaded

4.4 Result and Student Progression For: Not applicable since in this period no exams were conducted



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

5.1 Compliance status of ‘Guidelines on Programme Project Report’ As per Annexure V of UGC (ODL Programs and Online Programs) 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.

JSS AHER has followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations and approved in the Academic council. The relevant is document is uploaded

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. –

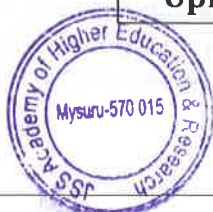
JSS AHER follows the 4-quadrant approach of SWAYAM in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulation

5.3 Compliance status in respect of e-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.

INSERT TEXT BOX

Upload samples and authority approval



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Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

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

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

INSERT TEXT BOX

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

JSS AHER has developed its own Learning Management system JSS AHER Online Platform which is approved by the UGC.

6.2 Compliance status in respect of the Programme delivery

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

JSS AHER conducts live interactive classes as prescribed by UGC.

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: NO JSS AHER does not source through OER/MOOC's




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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, there of
1.	Joint declaration by authorized 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?	https://jssuni.edu.in/jssa/Her-oep/pdf/mandatory-disclosure.pdf	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	https://jssuni.edu.in/jssa/Her-oep/recognitions-and-approvals.html	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	https://jssuni.edu.in/jssa/Her-oep/recognitions-and-approvals.html	
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	https://jssuni.edu.in/jssa/Her-oep/brochures.html	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	For BSc Psychology- https://jssuni.edu.in/jssa/Her-oep/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=BSPSY OEP For BBA-HHSM https://jssuni.edu.in/jssa/Her-oep/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=BBAOE P	



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		<p>For MBA-HA https://jssuni.edu.in/jssaher/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=MBAH AOEP</p> <p>For Diploma in Bioinformatics https://jssuni.edu.in/jssaher/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=PGDBIOEP</p> <p>For Diploma in Pharmacovigilance https://jssuni.edu.in/jssaher/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=DPVOEP</p> <p>For Diploma in Regulatory Affairs https://jssuni.edu.in/jssaher/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=DRAOEP</p> <p>For Diploma in Medical Devices https://jssuni.edu.in/jssaher/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=DMDOEP</p> <p>For Diploma in Pharmaceutical Quality Control https://jssuni.edu.in/jssaher/course-finder/CourseDetail.aspx?COLLC=JSS&COURC=DPQCOEP</p> <p>For Certificate Program in Dental Ethics &</p>	
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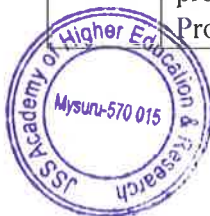

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		Jurisprudence https://jssuni.edu.in/jssa/finder/CourseDetail.aspx?COLL=JSS&COURC=CDEOE	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments, and feedback thereon, examinations, result declarations etc.	https://jssuni.edu.in/jssa/heroep/academic-calendar.html	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	https://jssuni.edu.in/jssa/heroep/pdf/strategic-plan.pdf	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	https://www.jssa/heroep/academic-calendar.html	
9.	Information regarding all the programmes recognised by the Commission	https://jssuni.edu.in/jssa/heroep/recognitions-and-approvals.html	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	https://jssuni.edu.in/jssa/heroep/learner-enrollment-details.html	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	https://jssuni.edu.in/jssa/heroep/oep-home.html	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	https://jssuni.edu.in/jssa/heroep/faq.html	



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13.	List of the 'Examination Centres Along With the number of learners in each centre, for Online programmes	NA	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	https://jssuni.edu.in/jssa/ssa/ssa-her-oep/pdf/proctored-examinations-instructions.pdf	
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	https://jssuni.edu.in/jssa/ssa/ssa-her-oep/academic-calendar.html	
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	Plan to do it in future	




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Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes, No learners enrolled in anticipation of grant of recognition for offering a programme in online mode
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions. (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions. (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	YES
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	YES
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	NO
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	YES
6.	Every Higher Educational Institution shall– record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum	YES




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	period of five years; 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.	
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	YES
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	YES
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	YES
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	YES
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	YES
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for 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	NO
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	YES



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8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	YES
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	YES
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	YES
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	YES
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	YES
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; any information, through advertisement or otherwise in respect of its infrastructure or its academic	YES



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	facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	
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8.2 Whether Higher Educational Institution provided the details of all international learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission:

Yes JSS AHER uploads all the students details to UGC as per the UGC guidelines. JSSAHER also sends the learners details to Ministry of External Affairs, India enrolled under e-VBAB network project.




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Part – IX: Grievance Redressal Mechanism-interface between lms and JSS AHER, also link JSSAHER Redressal to CDOE Redressal

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 how the learners have been made aware about this mechanism.

Under Section 48 (x)(d) of Memorandum of Association & Rules of the JSS AHER, Mysuru a Grievance Redressal Cell has been established to address the grievances of the students.

The institution has a grievance redressal mechanism in place which is available on the website <https://jssuni.edu.in/JSSWeb/WebShowFromDB.aspx?MODE=SSMD> and PID10002 and MID10410 and SMID10419 and CID4 and DID1 The learners are made aware of the mechanism through the website portal and options are available for registering complaints online and through the JSS AHER learning app and during the contact programmes through the grievance drop boxes located at strategic points. The Grievance Redressal Officer addresses each grievance and submits a report to the internal complaints committee. The action taken thereof is communicated to the students. There have been no records of grievances for the students who have appeared

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
0	0

9.3 Complaint Handling Mechanism

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

S L #	NAM E	POSITION
1	Dr. Vishal Kumar Gupta Deputy Director (Academics) JSS AHER, Mysuru	Chairperson
2	Dr. Chandrashekar B R Vice Principal JSS Dental College and Hospital, Mysuru	Member



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S L #	NAM E	POSITION
3	Dr. Praveen Thaggikuppe Krishnamurthy Professor & HOD of Pharmacology JSS College of Pharmacy, Ooty	Member
4	Dr. Rajalakshmi R Professor Dept of Physiology JSS Medical College, Mysuru	Member
5	A student representing the college where the grievance occurred to be nominated based on academic merit by the concerned college.	Special invitee

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		



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Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Technology is a key component of Higher Education and using technology for the Online Learning Programs essential to retain the interest and enhance the learning experience of the learners. The JSS AHER has adopted an Online Learning Platform which is being extended to the learners of the Online Learning programs which has been successfully adopted by the students and the faculty

10.2 Best Practices of the HEI

Integrating Technology for a Blended Mode of Learning for Programs offered through the Centre for Online and Distance Learning, The growing demand for lifelong learning, especially among professionals, the Open Distance Learning (ODL) and Online Learning has made a remarkable progress in reaching out to people seeking intellectual development and enhancement. JSS Academy of Higher Education and Research, a health science focused deemed to be university, is augmented with faculty having multi-dimensional expertise and strong passion for teaching and learning. The institution expands its scope in depth of its impact with an array of adjunct faculty, who share the same passion for sharing knowledge and are world renowned with landmark contributions in their field. To transform individuals and to make the most amazing learning experience possible through Open Distance Learning and Online Learning, the deemed to be University adopts the following mentioned best practices.

1. Interdisciplinary approach for imparting translational target oriented vocational courses
2. Technology integration for Globalized learning
3. Holistic approach for creating learner wellbeing
4. Trainer Leadership development

Interdisciplinary approach for imparting translational target oriented vocational courses the multi-disciplinary profile of the deemed to be university makes it possible to tap expertise from faculty having vivid but interrelated academic backgrounds. The target-oriented courses that are being hosted in the OL platform will provide an excellent opportunity for the learner to engage in learning interdisciplinary concepts that are aimed at value addition to the professional training and skill already possessed by oneself. The multi-faculty mode of module preparation will combine the best of the two or more disciplines enhancing the translational knowledge that is being imparted through the core subject. The outcome that is anticipated through these efforts will be a learner with vast exposure to not just the core subject but also the related disciplines, giving the edge to the learner in the present-day industry in terms of employability and net achievability. Technology integration for Globalized learning Knowledge has no boundaries. The term globalization in this context encompasses the universal applicability of any knowledge and skill that aims at a smart, goal-oriented work culture. Such a vibrant translation of knowledge, if needed to be imparted through the OL platform, will require a strong technological base for knowledge delivery. JSS Academy of Higher Education and Research aims at the augmentation of basic textual contents with relevant audio-visual modules that stimulates the imagination and cognitive capabilities of the learner, helping learner rediscover the potential abilities with a strong foundation of the applicable knowledge of core subjects.



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10.3 Details of Job Fairs conducted by the HEI

NIL

10.4 Success Stories of students of Online mode of the HEI

NIL

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

Plan under consideration

10.6 Number of students placed through Campus Placements

NIL


10.7 Details of Alumni Cell and its activity

NIL

10.8 Any other Information

JSS AHER has planned to apply for various other online programmes like BSC Food nutrition & Dietetics, MSc Nutrition & Dietetics and MSc Cosmetic Science for the 2021




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DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and no material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.



Signature of the Director:

Name: Dr. Prashant M Vishwanath

Seal:



Date: 31.05.2023



Signature of the Registrar:

Name: Dr. Manjunatha B

Seal:



Registrar

**JSS Academy of Higher Education & Research
Sri Shivarathreeshwara Nagar,
Mysuru-570015**

Date: 31.05.2023

