

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)

PROGRAMMES UNDER

ONLINE MODE

2025-26

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

23 August 2022,
https://drive.google.com/file/d/1vye4XpGdkbf9XudDGFQseQH_WKos_GZT/view?usp=sharing

1.2 Details of Director, CIQA

- Name: Dr. Satnam Singh
- Qualification: PhD
- Appointment Letter and Joining Report:
<https://drive.google.com/file/d/1bB8gZNQb7q3Jk8WHl4VZ8Hz0ZfAl9sBC/view?usp=sharing>

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

S · N o.	Designation	Nomination as	Name and Qualification	Specializa tion	Date of Nomination in CIQA Committee
a	Vice Chancellor of the University	Chairperson	Prof. (Dr.) Nupur Prakash, PhD	Computer Science	29.08.2022
b	Three Senior teachers of HEI	Member 1	Prof. Sharda Vashisth, Dy. Dean IRO & Head MDE	Electronics Engineering	10.07.2024
		Member 2	Dr. Vaishali, Dy Director IQAC	Civil	10.07.2024
		Member 3	Prof. Rita Chhikara, HOD Computer Science	Computer Science	10.07.2024
c	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. Deerga Sharma (HOD DMAC)	Management	10.07.2024
		Member 5	Dr. Divyabha Vashisth (HOD, CLL)	English	10.07.2024

d.	Two External Experts of ODL and/or Online Education	Member 6	Prof. (Dr.) Pushplata Tripathi – Former Pro VC- GGSIPU	Life Sciences	10.07.2024
		Member 7	Prof. Santosh Panda, Former Director - Staff Training & Research Institute of Distance Education (STRIDE), IGNOU	Online and Distance Education Expert	10.07.2024
e.	Officials from departments of HEI	Member 8 Administration	Ms. Kiran Mrig, Controller of Examination	Controller of Examination	29.08.2022
f.	Members from CDOE	Member 9 Finance	Ms. Kirti Singhal, CF&AO, NCU	Finance	29.08.2022
		Member 10	Prof. Anjali Garg, Director CDOE	Electrical & Electronics Engineering	29.08.2022
		Member 11	Mr. Deepak Satyarthi, Dy. Registrar, CDOE	IT	29.08.2022
g.	Director, CIQA	Member 12 Secretary	Dr. Satnam Singh	Mechanical Engineering	17.07.2023

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

If No, reason thereof

Yes

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 02

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	05 Feb 2026	01	https://drive.google.com/file/d/1q7W-FezwRsnNGvHzDgIS1G8PoAS1Itnv/view?usp=sharing	https://drive.google.com/file/d/1q7W-FezwRsnNGvHzDgIS1G8PoAS1Itnv/view?usp=sharing
Meeting 2	10 June 2026	02	https://drive.google.com/file/d/17tKM7ck8I1O5romLuRrzUAkzQfrVJK_-view?usp=sharing	https://drive.google.com/file/d/17tKM7ck8I1O5romLuRrzUAkzQfrVJK_-view?usp=sharing

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval Of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.											
N.											

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

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

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.											
N.											

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

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

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

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.										
N.										

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

1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order: **02**

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

Sr. No.	Undergraduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total

HEI ID: **HEI-P-U-0163** Name of HEI: **The NorthCap University, Gurgaon** Type of HEI: **State Private University**

1.	BBA	3 years	120	The admission norms prescribed by the UGC would be followed in its true spirit. The Eligibility Criteria is 10+2 with 40% from any recognize d board.	Rs 72,000/-	F.No. 31-3/2023(D EB-II) 07 March 2024	8	5	0	13
2.	B. Com	3 years	120		Rs 48,000/-	F.No. 31-3/2023(D EB-II) 07 March 2024	34	9	0	43

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

1.9 Number of programmes started at Post-graduate Degree Programmes as per

Commission Order: **NA**

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

S r. N o.	Pos t- graduat e Degree Title	Duratio n (year s)	No. of Credits	Admissio n Eligibilit y	Fee (Rs)	U GC Recognitio n Letter No. and date	Number of students admitted (Male/Female/Trans- gender)			
							M	F	T G	Tota l
1										
N										

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

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

2.1 Action taken on the functions of CIQA:-

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1	Quality maintained in the services provided to the learners	The courses under Online Programmes offered by NCU undergoes through QAC (Quality Assurance Committee) checks for quality as per the four quadrant guidelines of UGC DEB. The steps starting from the filling of applications to the admission and till the passing out is automated using ERP. The agenda and <i>minutes of Quality Assurance for Internal Quality Checks</i> are attached for reference. Further, there are <i>dedicated groups</i> created for the students and faculties where all the <i>concerns are resolved at real time</i> for the learners.	QAC Link: https://drive.google.com/file/d/1_e8dвуnmqCJkAA8Fqgf94RVDD1V0uP8/view?usp=sharing
2	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Apart from the statutory committees like the Academic Council, Board of Studies, Finance Committee, etc., the university has the duly established CIQA committee, which oversees a variety of tasks with transparency. <i>Strong feedback checks</i> are in place for both the students and faculty members under CIQA. QAC committee minutes are attached for reference. Further, <i>special training programs</i> on OL programs are conducted for faculties to upskill them in relevant areas.	Refer Link: https://www.ncuonline.edu.in/mandatory-disclosures/ QAC Links: https://drive.google.com/file/d/1_e8dвуnmqCJkAA8Fqgf94RVDD1V0uP8/view?usp=sharing

3	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	To ensure a qualitative teaching-learning process, NCU provides highly qualified teachers who work as academic counsellors in the courses. For the online programmes, NCU has utilized the SWAYAM platform, and all courses follow the strict guidelines and quality as mentioned by UGC DEB guidelines. The management keep the checks on the quality of teaching learning through proper appraisal system.	https://online-degree.swayam2.ac.in/explorer?univ_code=NCU
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)	The Board of Studies checks and recommends the PPR for any online programme. This is further discussed and approved in the Academic Council Committee . All the course curriculum transactions undergo strict quality checks under CIQA after QAC committee reviews and match the quality of conventional programmes. Further, university provides equal opportunities to all the stakeholders including OL learners for placements, skill development and focused learning .	Refer Link: https://www.ncuonline.edu.in/mandatory-disclosures/
5	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	NCU has adopted both the Online and Offline feedback mechanism from the stakeholders regarding the quality improvement. To gather input from stakeholders i.e. students, alumni, subject experts, and academic counsellors for which a structured questionnaire has been developed. The feedback is analyzed every academic year, and remedial measures are taken to improve the system .	Feedback form Sample: https://docs.google.com/forms/d/e/1FAIpQLSfXAWtDi3NmVeUImEiK-MkPOvmtYp0gzKYG00Apv6ET7XT3gQ/viewform?usp=sharing&oid=111237078937341834404 Report: https://drive.google.com/file/d/1ZlynkeOaLvYw7j2oi13O9qMXzMOdGGdC/view?usp=sharing

6	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Based on the feedback received from various stakeholders, the discussion is carried out at CDOE level meeting, and recommendation or suggestion is presented to the university's statutory committees for approval.	Extract from Board of Management Meeting: https://drive.google.com/file/d/1gZGdcxqLwieS4v2qUyf7-T6Ir37vzhA/view?usp=sharing
7	Implementation of its recommendations through periodic reviews	Yes, the university's statutory committees implement the recommendations received after the higher authority's approval by framing policies in periodic reviews.	Extracts of Board of Management Meeting: https://drive.google.com/file/d/1gZGdcxqLwieS4v2qUyf7-T6Ir37vzhA/view?usp=sharing
8	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	The information regarding all the workshops/ seminars / symposiums etc related to quality, research and ethics are disbursed through emails, e-notices through ERP to all the stakeholders. Recently workshops on NEP 2020, Ethics in research, multi-disciplinary research in HEI's were conducted.	Report on workshop conducted: https://drive.google.com/file/d/19bL56N-dIZByaF2RBSPvlye9SXJC5pjf/view?usp=sharing
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	NCU has successfully implemented many best practices in services to the learners including: 1. Available online library resources for all stakeholders. 2. VPN to access the springer database for research. 3. Learning Management System for self-paced learning 4. Prompt grievance redressal system as per UGC guidelines	https://www.ncuonline.edu.in/

10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	In NCU, the ERP system is used for admission, Fee payment, pre-and post-examination analysis, and feedback. All data and information are kept safe on a highly secured server on campus. The computer-generated data is correct and secure.	https://www.ncuonline.edu.in/ Feedback Report: https://drive.google.com/file/d/1ZIynkeOaLvYw7j2oi13O9qMXzM0dGGdC/view?usp=sharing
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	CIQA supervises the preparation of Programme Project Report (PPR). CIQA examines the PPRs in detail to check whether all the components are included in the PPR as per requirements of the UGC Regulations 2020. Before coming to CIQA, the PPR is approved by the Board of Studies along with statutory bodies which takes care of the rigorous in teaching learning process by matching scheme to conventional degree schemes.	https://www.ncuonline.edu.in/wp-content/uploads/2024/03/FINAL-PPR-for-BBA.Jan-2024.pdf Course Booklet BBA: https://drive.google.com/file/d/1BZgaiIF22kxpg7F-Zc3VreQVp1c7S-gY/view?usp=sharing Course Booklet B.Com: https://drive.google.com/file/d/19euGRxxlH56Un9_tDBpUYb0myVCCPPlh/view?usp=sharing

12.	Mechanism to ensure the proper implementation of Programme Project Reports	For each new programme, PPR is Prepared which is first approved by Board of Studies and must be approved by CIQA for subsequent approval of the Academic Council. CIQA also conducts orientation programme on preparation of PPR as per requirements of UGC regulations 2020.	PPR Links: BBA: https://www.ncuonline.edu.in/wp-content/uploads/2024/03/FINAL-PPR-for-BBA.Jan-2024.pdf
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			B.Com: https://www.ncuonline.edu.in/wp-content/uploads/2024/11/PPR-for-BCom.Jan-2024.pdf B.Com:
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The CDOE and CIQA prepare an annual report, budget, and annual plan on a regular basis. All documents are placed before the statutory committees of NCU for ratification and approval. Following are the major reports: 1. Discussion in BoM 2. Annual CIQA Report 3. Quality Assurance Committee 4. CDOE Audit by IQAC	Extracts BOM MOM 30.1.2025: https://drive.google.com/file/d/1gZGdcdxqLwies4v2qUyf7-T6lr37vzhA/view?usp=sharing
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes to make them relevant to the job market.	In the Board of Studies meeting, Academic Council meeting, Board of Management meeting and CIQA, the external and internal stakeholders discuss and revamp the curriculum content to make it relevant to the current market scenario. CIQA Annual Report 2024-25: https://drive.google.com/file/d/1ChBr2g5TnKkmKidfaPKvFPAtcoAJtd3/view?usp=sharing	Extracts BOM MOM 30.1.2025: https://drive.google.com/file/d/1gZGdcdxqLwies4v2qUyf7-T6lr37vzhA/view?usp=sharing
15.	Facilitated system-based research on ways of creating a learner centric environment and to bring about qualitative change in the entire system.	NCU online learning programs foster a learner-centric environment by utilizing data-driven insights, adaptive learning technologies, and interactive tools. Continuous feedback mechanisms, including regular assessments and real-time communication, ensure personalized learning experiences. The university supports research initiatives to explore innovative educational methods, applying findings to enhance the online environment. Courses are designed to be flexible and modular,	NCU Online Website: https://www.ncuonline.edu.in/ Swayam Platform: https://online-degree.swayam2.ac.in/explorer?univ_code=NCU Feedback Report Analysis: https://drive.google.com/file/d/1ZIynkeOaLvYw7j2oi13O9qMXzMdGG

		accommodating diverse learning needs.	dC/view?usp=sharing
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	As the nodal unit, CIQA provides the up to date and necessary information regarding OL programmes and submits the same in the HEI Annual Quality Assurance Report (AQAR) on the NAAC portal. NAAC accreditation will be in the year 2027.	AQAR Extract: https://drive.google.com/file/d/1wSz9ddC3wB3TEPIPXC3Rk8kcADcZETVt/view?usp=sharing
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	NCU is recently reaccredited by ASIC, UK as a premier Institution with commendable grades. It is a testament to NCU's commitment for internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audits. NCU international offices have 52 MoU's with renowned Universities world wide such as Santa Clara University, Vilnius University, SIT Japan etc.	Refer Quality Benchmarks: https://www.ncuonline.edu.in/
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	NCU coordinates with the Higher Education Commission by regularly aligning its policies with commission guidelines, participating in quality assurance audits, and adopting best practices. NCU actively collaborates on quality-related initiatives, ensures compliance with standards, and integrates feedback from the commission to enhance academic excellence and transparency.	Refer Link: https://www.ncuonline.edu.in/mandatory-disclosures/ Feedback Analysis: https://drive.google.com/file/d/1ZlynkeOaLvYw7j2oi13O9qMXzMdGGdC/view?usp=sharing

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The NorthCap University gathers information from other higher educational institutions through benchmarking studies, collaborative workshops, and academic partnerships. This includes insights on quality benchmarks, innovative teaching methodologies, and best practices in governance. NCU integrates these learnings to refine its own educational standards and enhance institutional effectiveness. Professors from IIT's, NIT's, JNU etc are part of Academic Advisory Board and Academic Council as external experts which helps in improving quality parameters.	Refer website: https://www.ncuonline.edu.in/
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	All the activities are reported in the CIQA MoM and ratified. The Minutes are then uploaded on the university online website.	CIQA 2024-25 report attached: https://drive.google.com/file/d/1ChBr2g5TnKkmKidfaPKvFPAXtcoAJtd3/view?usp=sharing
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.	Yes, NCU follows all the guidelines and provides the data as and when asked by the Statutory Authorities or Bodies of the higher Educational Institution	https://drive.google.com/file/d/1kZ-U6OIImPIb6k9NqNqeowwjPQfzc1MTZ/view?usp=sharing
	(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.	Yes, as and when required, NCU has submitted all the details to the commission. Report 2024-25: https://drive.google.com/file/d/1ChBr2g5TnKkmKidfaPKvFPAXtcoAJtd3/view?usp=sharing	https://drive.google.com/file/d/1kZ-U6OIImPIb6k9NqNqeowwjPQfzc1MTZ/view?usp=sharing

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, all the CIQA reports/resolutions are ratified and approved by the higher authorities as and when they are convened. All the feedback reports are considered in the CIQA meetings.	CIQA MoM 2025-26: https://drive.google.com/file/d/1E73yIkermAsosfoISjJMEnd1DJbwETzp/view?usp=sharing
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	The NorthCap University (NCU) facilitated the adoption of instructional design requirements in alignment with the philosophy of online learning established by statutory bodies. NCU ensured that its academic programs incorporated these guidelines by developing customized course structures, incorporating adaptive learning technologies, and focusing on learner engagement. The university also provided training for faculty to effectively implement these designs, ensuring that the online programs meet high educational standards and provide a consistent, quality learning experience across disciplines.	Approval of Swayam platform adoption for OL programmes: https://drive.google.com/file/d/1F4zR3LdAwqSW7aJZ7wJlcypkQjCZ31eI/view?usp=sharing

24.	Promoted automation of learner support services of the Higher Educational Institution	Yes. ICT-based student services are offered by the university. Helpdesk is available for online learning support.	https://www.ncuonline.edu.in/helpdesk-details/
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Yes, CIQA committee itself consist of two external experts. Other members are invited as and when required with the approval of the vice-chancellor.	CIQA Minutes: https://drive.google.com/file/d/1F4zR3LdAwqSW7aJZ7wJlcypkQjCZ31eI/view?usp=sharing
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Yes, NCU will provides the reports on OL programmes to various auditing bodies for quality audit. IQAC of NCU audits the OL programmes with external experts.	CDOE Audit Report 2026: https://drive.google.com/file/d/1OGkHfeWS77iHb-HZBQHadJAjG3WHMkAv/view?usp=sharing
27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes, CIQA is responsible for preparing all reports required for assessment and accreditation. These reports are shared to Management through Board of Management meetings. Further, annual CIQA report is submitted for compliance.	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Yes. MoU with international bodies and integration of SWAYAM platform for quality enhancement.	online-degree.swayam2.ac.in/univ_details/NCU

29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	NCU has a dedicated Centre for Professional Attachment and Alumni Engagement which provides industry linkages.	Website Link: https://spa.ncuin dia.edu/
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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 online programmes	Upload relevant document
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Yes	Extracts BOM MOM 30.1.2025: https://drive.google.com/file/d/1gZGdcxqLwies4v2qUyf7-T6lr37vzhA/view?usp=sharing
2.	Articulation of Higher Educational Institution Objectives	Yes, available on website	https://www.ncuonline.edu.in/
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Yes, available at HEI and recorded in the BoM Meetings. A thorough process is followed by <i>considering all the points mentioned from a to e.</i>	UGC Approval: https://www.ncuonline.edu.in/wp-content/uploads/2024/05/Letter-of-recognition-from-UGC-DEB-Commission.pdf Extracts BOM MOM 30.1.2025: https://drive.google.com/file/d/1gZGdcxqLwies4v2qUyf7-T6lr37vzhA/view?usp=sharing

			g
4.	Programme Monitoring and Review	Yes, regular review of programme takes place under CIQA which reports to CDOE directly.	CIQA Minutes: https://drive.google.com/file/d/1WJGi9D3ewESBm_Ik4Ml4CfEuxft5ih1D/view?usp=sharing
5.	Infrastructure Resources	Yes, available as per UGC guidelines	
6.	Learning Environment and Learner Support	Yes, available as per UGC guidelines	
7.	Assessment and Evaluation	Yes, NCU follows the UGC-DEB guidelines and all the details are available in course booklets and PPR available on the website.	https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.pdf
8.	Teaching Quality and Staff Development	Yes, deployed as per the UGC-DEB guidelines. The details are uploaded on the University website under mandatory disclosures.	https://www.ncuonline.edu.in/mandatory-disclosures/

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

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Academic Planning	Yes, the academic planning is as per the UGC DEB guidelines and available on NCU online website.	Academic Calendar 2025-26: https://drive.google.com/file/d/1W_d1TjKCOw0FhJG2NzraR0KEdq3ib1Qc/view?usp=sharing
2.	Validation	The quality of academic planner is validated by the CIQA Committee and is a regular exercise. Before the start of AY, the calendar is uploaded on website and is followed strictly. Website link: https://www.ncuonline.edu.in/wp-content/uploads/2026/06/IOM-004-CDOE-Academic-Calendar-for-the-Odd-Semester-of-the-Academic-Year-2026-27.docx.pdf	Academic Calendar 2025-26: https://drive.google.com/file/d/1W_d1TjKCOw0FhJG2NzraR0KEdq3ib1Qc/view?usp=sharing

3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	Yes, the CoE under CDOE conducts, monitors and evaluates the examination procedure as per UGC DEB guidelines. All details are available under mandatory disclosures on the website.	https://www.ncuonline.edu.in/mandatory-disclosures/
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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) - Regular, full time, atleast Associate Professor

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

Prof. Anjali Garg, Director CDOE, Professor, Ph.D., salary as per UGC norms

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

Or

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

Dr. Shaveta Arora, Associate Professor, Ph.D., salary as per UGC norms

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

Or

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

Dr. Akanksha Mathur, Assistant Professor, Ph.D., salary as per UGC norms

3.4 Compliance status in respect of Human Resource – As per Annexure – IV of

UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

Academic Staff for OL Programmes

Programme Coordinator: 2

Course Coordinator: 18

Course Mentor: 2

i. Programme name:

a. Programme Coordinator

S . N o.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining program me
1	Dr. Ashima Saxena (B.Com)	PhD	11 years	Regular (as per UGC Norms)	10.07.202 4
2	Dr. Priyanka Banerjee (BBA)	PhD	14 years	Regular (as per UGC Norms)	17.07.202 3

b. Course Coordinator

S . N o. .	Course name	Names with Designation	Qualification	Experiences	Type (Regular / Contract) with gross salary/ month	Date of joining program me

1	Statistics & Research Methodology-I	Dr. Priyanka Banerji	PhD	15 years	Regular (as per UGC Norms)	17.07.2023
2	Principles of Management	Dr. Parul Khanna	PhD	7 Years	Regular (as per UGC Norms)	17.07.2023
3	Financial Accounting	Dr. Neha Kumar & Dr. Renu Yadav	PhD	12years/9 years	Regular (as per UGC Norms)	17.07.2023
4	Business Communication-I	Dr. Chetna	PhD	5 years	Regular (as per UGC Norms)	17.07.2023
5	Environment Studies	Dr. Aditya & Dr. Bharti	PhD	11Years/14 Years	Regular (as per UGC Norms)	17.07.2023
6	Community Service-I	Ms. Shikha Yadav	Masters	8 Years	Regular (as per UGC Norms)	17.07.2023
7	Statistics & Research Methodology-II	Dr. Priyanka Banerji	PhD	4 years	Regular (as per UGC Norms)	17.07.2023
8	Financial Management	Dr. Preeti Chawla	PhD	16 years	Regular (as per UGC Norms)	17.07.2023
9	Business Communication-II	Dr. Payal Khurana	PhD	19 years	Regular (as per UGC Norms)	17.07.2023
10	General Proficiency-I	Ms. Shikha Yadav	Masters	8 years	Regular (as per UGC Norms)	17.07.2023
11	Legal Aspects of Business	Ms. Kanika Kaushik	Masters	3 years	Regular (as per UGC Norms)	17.07.2023
12	Principles of Economics	Dr. Meenakshi Bisla	PhD	4 years	Regular (as per UGC Norms)	17.07.2023
13	Income Tax	Dr. Ashima Saxena	PhD	11 years	Regular (as per UGC Norms)	17.07.2023
14	Marketing Management	Dr Amit Dangi	PhD	16 years	Regular (as per UGC Norms)	17.07.2023

HEI ID: **HEI-P-U-0163** Name of HEI: **The NorthCap University, Gurgaon** Type of HEI: **State Private University**

15	Fundamentals of Banking	Dr. Akasha Sandhu	PhD	7 years	Regular (as per UGC Norms)	17.07.2023
16	E- Commerce	Dr. Akshat Aditya Rao	PhD	9 years	Regular (as per UGC Norms)	17.07.2023
17	Organizational Behaviour	Dr. Saumya Sharma	PhD	11 years	Regular (as per UGC Norms)	17.07.2023
18	Community Service-II	Ms. Shikha Yadav	Masters	8 Years	Regular (as per UGC Norms)	17.07.2023

c. Course mentor

S . N o.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining progra m me
1	Dr. Akshat Aditya Rao	PhD	9 years	Regular (as per UGC Norms)	17.07.2023
2	Dr. Neha Kumar	PhD	12 years	Regular (as per UGC Norms)	10.07.2024

Any other details: Refer Website <https://www.ncuonline.edu.in/>

3.5 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	2
Multi Tasking Staff	2	2

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

Appointment Letters: <https://drive.google.com/file/d/1Xso8l17Dh8cdlzpK5GQBRJp97yRzS-wq/view?usp=sharing>

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

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	2

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	3

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

Appointment Letters:

<https://drive.google.com/file/d/1MLHpuT8RdySG98OzspDE3ATGAXh04D8C/view?usp=sharing>

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
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, https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.pdf	
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, all the faculty teaching OL courses are qualified and appointed as invigilators, examination superintendents, as observers	
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, https://drive.google.com/file/d/11KECrFYUOV4dOvZfcxVhjNX6L6w9Z4PD/view?usp=sharing	

4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes, HEI is the only examination centre as per UGC-DEB Norms	
5.	The number of examination centres in a city or state must be proportionate to the student enrolment from the region.	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes, HEI has received many awards in Green and Clean campus, infrastructure and GREHA awards	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes, https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.pdf	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes, regular fire audit is carried out in HEI	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes, all conditions are met as per UGC DEB guidelines	
10.	Safety and security of the examination centre must be ensured	Yes	

11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

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

S. No.	Provisions in Regulations	Whether being complied Yes/No	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Yes, https://tinyurl.com/5ynkyfzj	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes, online proctoring is available	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	YES, https://tinyurl.com/5ynkyfzj	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes, https://drive.google.com/file/d/1lKECrfyUOV4dOvZfcxVhjNX6L6w9Z4PD/view?usp=sharing	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes, the duly qualified invigilators are engaged for proctoring Guidelines are attached for reference https://drive.google.com/file/d/1lKECrFYUOV4dOvZfcxVhjNX6L6w9Z4PD/view?usp=sharing	
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.	Yes, Uploaded mechanism, https://tinyurl.com/5ynkyfzj	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
3	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes, https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.pdf	
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	Yes, please go through the course booklet for detailed credit framework: https://www.ncuonline.edu.in/mandatory-disclosures/	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
5	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes Upload sample question paper : https://drive.google.com/file/d/1DrApljrZ7t8vIImIMJdpi9F3qWtxjPJz/vi?usp=sharing https://online-degree.swayam2.ac.in/ncu25_01_c01_s1_el01/preview One Swayam course sample showing assessment weightage.	
6	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes, https://online-degree.swayam2.ac.in/ncu25_01_c01_s1_el01/preview One Swayam course sample showing assessment weightage.	
7	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes, a grade sheet sample is attached. https://drive.google.com/file/d/1eRtY6VJ6t3dgW7tT5oSAesCi1R13rEk/view?usp=sharing	

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.	Yes Upload Process: The committee minutes on the regulations of examination for OL is attached for reference. https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.pdf	
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.	Yes, https://drive.google.com/file/d/1lKECrfyUOV4dOvZfcxVhjNX6L6w9Z4PD/view?usp=sharing	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes, https://tinyurl.com/5ynkyfzj	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(b) Availability of biometric system	NA for OL Programs	
	(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	NA for OL Programs	
	(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	Yes, all classrooms and examination centres have CCTV installed.	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason there of
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and Exam Report: https://drive.google.com/file/d/12uW-IYK99xjRBbjBkOqjnPXsHeul7fVG/view?usp=sharing	Yes, all course coordinators are available as online proctors during examination. Screenshots are attached for reference.	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution Exam Report: https://drive.google.com/file/d/12uW-IYK99xjRBbjBkOqjnPXsHeul7fVG/view?usp=sharing	Yes, report attached: https://drive.google.com/file/d/12uW-IYK99xjRBbjBkOqjnPXsHeul7fVG/view?usp=sharing	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission. Exam Report: https://drive.google.com/file/d/12uW-IYK99xjRBbjBkOqjnPXsHeul7fVG/view?usp=sharing	Yes, Mercer Mettl is used for online examinations for OL programmes which has advanced features such as AI proctoring, Security, detection of screen etc ad per UGC DEB Guidelines	

14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	NA	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes Marksheet sample attached. No batch has completed the degree till date	
	(b) Each award shall also be uploaded on the National Academic Depository	Yes, the degree will be uploaded when completed	
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes Upload samples https://drive.google.com/file/d/1eRtY6VJ6t3dgW7tT5oSAesCi1R13rEkc/view	

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students	No. of students	No. of students	% of student	% of students

		admitted	appeared in exams	progressed to next year	s passe d	passe d in first class
Aug, 2025	BBA	2	2	2	100%	100%
	B.Com	26	26	26	100%	80%
Jan 2026	BBA	0	0	0	---	----
	B.Com	4	4	4	100%	75%

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

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

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

PPR prepared for the two OL programmes i.e. BBA and B. Com are duly approved by Board of Studies and subsequently by Academic council committee before submitting to UGC DEB. Refer ACI- <https://www.ncuonline.edu.in/wp-content/uploads/2023/08/5.-Academic-Council-MoM-held-on-23-Sept.-2022.pdf>

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

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

HEI formulated Quality Assurance Committee (QAC) to conduct the quality checks under CIQA to compliance all the requirements of four quadrant approach in terms of learning material, Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for OL programmes. QAC Committee: <https://www.ncuonline.edu.in/wp-content/uploads/2023/08/6.QAC-Committee.pdf>
All QAC Minutes including 2025-26: https://drive.google.com/file/d/1q6Z1C_AnF0AsS5AA_2mN6YMpxUEqjyfO/view?usp=sharing

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.

ELMs are prepared and goes through Quality Assurance Committee (QAC) checks under CIQA to compliance all the requirements of four quadrant approach as per Annexure-VII of the Regulations for OL programmes. QAC Sample: 2023-24: https://drive.google.com/file/d/1F3lX-uR1Tbeg501nmqj79ZIBAMukpD5s/view?usp=drive_link

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

https://online-degree.swayam2.ac.in/explorer?univ_code=NCU SWAYAM learning platform is approved by UGC-DEB to offer courses in OL Programme

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

NA

6.2 Compliance status in respect of the Programme delivery

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

Yes, HEI follows the mechanism to conduct two hrs PCP class every fortnight as per UGC DEB guidelines 13 (C) (5) of the Regulations, 2020. Lecture Plan: <https://drive.google.com/file/d/1Muw1N39xXqQgsE7OpfFCC-yZSFgjSV5x/view?usp=sharing>

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: **No**

a. Provide details as under:

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

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

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

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 – Self-regulation through disclosures, declarations and reports			
S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes, available under Mandatory Disclosures on website https://www.ncuonline.edu.in/wp-content/uploads/2025/08/Declaration-Registrar.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	Yes, https://www.ncuonline.edu.in/mandatory-disclosures/	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes, https://www.ncuonline.edu.in/wp-content/uploads/2024/05/Letter-of-recognition-from-UGC-DEB-Commission.p	

		df	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes, https://www.ncuonline.edu.in/wp-content/uploads/2024/05/CD-OE-Brochure.pdf	
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	Yes refer course booklet: https://www.ncuonline.edu.in/wp-content/uploads/2025/02/Course-Booklet-BBA-2025.pdf available on website for all programmes. Website: https://www.ncuonline.edu.in/	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
		https://www.ncuonline.edu.in/wp-content/uploads/2024/03/FINAL-PPR-for-BBA.Jan-2024.pdf https://www.ncuonline.edu.in/wp-content/uploads/2024/03/Course-Booklet-BBA-2023-24.pdf	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes, academic Calendar July- Dec 2025: https://drive.google.com/file/d/1IscVRyg4TNbut6kSEtDsPfW2ea8N3igq/view?usp=sharing Jan-June 2026: https://drive.google.com/file/d/1AoDcbyDS4hGADSqejiHL5zSnKLZiW5aQ/view?usp=sharing Date sheet: https://www.ncuonline.edu.in/notices/	

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	Yes, https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.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	Yes, feedback is analyzed and report is attached: https://drive.google.com/file/d/1ZlynkeOaLvYw7j2oi13O9qMXzMOdGGdC/view?usp=drive_link	
9.	Information regarding all the programmes recognised by the Commission	Yes, https://www.ncuonline.edu.in/wp-content/uploads/2024/05/Letter-of-recognition-from-UGC-DEB-Commission.pdf	

S.No.	Provisi on	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes, https://drive.google.com/file/d/1yMd2NhkgLwV29f5ndmVklf7g_MShpKWm/view?usp=sharing	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes, complete information is available. Link: https://drive.google.com/file/d/1f_IL4dshA9X1UxWpAA7E5k4S6lsWm12F/view?usp=sharing	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes, https://www.ncuonline.edu.in/programme/faqs/	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Yes, HEI is the only centre. https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.pdf	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes.	Yes, https://www.ncuonline.edu.in/wp-content/uploads/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.pdf	

	Examination Report: https://drive.google.com/file/d/12uW-IYK99xjRBbjBkOqjnPXsHeul7fVG/view?usp=sharing	s/2023/08/9.-MoMs-for-Committee-for-Preparation-of-the-Regulations-on-Examination.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	Yes, academic Calendar July-Dec 2025: https://drive.google.com/file/d/1IscVRyg4TNbut6kSEtDsPfW2ea8N3igq/view?usp=sharing Jan-June 2026: https://drive.google.com/file/d/1AoDcbyDS4hGADSqejiHEL5zSnKLZiWaQ/view?usp=sharing	
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	Yes, an internal academic audit by HEI every year. Report: https://drive.google.com/file/d/1OGkHfeWS77iHb-HZBQHadJAjG3WHMkAv/view?usp=drive_link	

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

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

	the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	
5	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes
7	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	

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

	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	Yes

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

	Educational Institution	
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

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

If No, reason thereof:

NA

Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of

UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

A dedicated grievance redressal space is provided under CDOE to support the students and faculty grievances. A dedicated link is provided on the website for submitting grievance online.

<https://www.ncuonline.edu.in/grievance-cell/>

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Nil	Nil

9.3 Complaint Handling Mechanism

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

Grievance committee is constituted to handle the complaints received. The details are available on website https://drive.google.com/file/d/1F42AvyFafUwpm_7f6XlzfPB8RcgjvbdI/view?usp=sharing
Nodal Officer: Director CDOE

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
Nil	Nil	Nil

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

The stakeholders take full advantages from the following services as provided by the University towards the success of the academic, administrative, and organisational enrichment. The following activities are noteworthy in this respect:

- Learners were provided links for OER Repository, SWAYAM online courses and E-PG Pathshala.
- The links of academic online resources were provided in the website.
- University SMS alert facility for the students regarding renewal, payment of fees, examination etc. were strengthened.
- Students could access academic content with their user ID and password through LMS
- Regular PCP classes across the courses were introduced.
- The SLMs of all courses were uploaded on the University website to facilitate the learning at home.
- The course content was updated to include contemporary topics such as digital marketing, and sustainability in business, ensuring students gained knowledge relevant to current industry practices.

10.2 Best Practices of the HEI

1. Outcome-Based Education (OBE) Curriculum design aligned with industry needs.
2. Continuous assessment for continuous learning and evaluation; with transparent evaluations.
3. Industry-Academia Collaboration
 - Strong industry partnerships
 - Skill development programs with industry experts
4. Research and Innovation
 - Dedicated research centres and digital library for online resources
 - Innovation labs with state-of-the-art resources
5. Student-Centric Learning
 - Personalized mentoring for each student
 - Active learning methods like problem-based learning
6. Global Exposure
 - International collaborations with foreign universities
 - Study abroad programs

7. Sustainability Initiatives

- Green campus initiatives
- Integration of sustainability in the curriculum

8. Community Engagement

- Encouragement of social responsibility
- Extension activities for community benefit

9. Technology-Enhanced Learning

- Use of Learning Management Systems (LMS)
- Availability of virtual labs

10. Quality Assurance

- Regular accreditation and audits.
- Robust feedback mechanisms and transparent systems

11. Holistic Development

- Co-curricular and extracurricular activities
- Counselling and wellness service

10.3 Details of Job Fairs conducted by the HEI

Nil, no batch has passed out yet.

10.4 Success Stories of students of Online mode of the HEI

Nil, as no students have passed the program.

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

The e-LM is in English language. Conversion into regional languages is available on SWAYAM Platform.

10.6 Number of students placed through Campus Placements

NA, no batch passed out till date.

10.7 Details of Alumni Cell and its activity

No batch passed yet. But NCU has dedicated Alumni Cell which organise various events around the year.

10.8 Any other Information

NCU follows all the regulations as mentioned in UGC DEB guidelines while offering OL programs.

DECLARATION

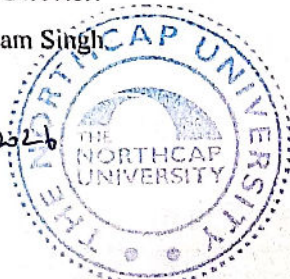
I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation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

Signature of the Director:

Name: Dr. Satnam Singh

Seal:

Date: 31/8/2026



Signature of the Registrar:

Name: Prof. A. Garg (Officiating Registrar)

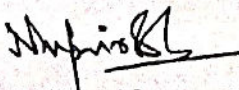
Seal:

Date: 31/8/26

Prof Anjali Garg
Officiating Registrar
THE NORTHCAP UNIVERSITY
Sector-23A, Gurugram-122017

Note: Kindly take the printout of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Annual Report of CIQA for Online Programmes AY 2025-26 is dully approved:


Prof. (Dr.) Nupur Prakash,

(Vice Chancellor, The NorthCap University and Chairperson CIQA)

Prof. (Dr.) Nupur Prakash
Vice Chancellor
THE NORTHCAP UNIVERSITY
Sector-23A, Gurugram-122017