

Annual Report

OF

**CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)**

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2021-22

Contents

Part – I: General Information	3
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning.....	7
Part – III: Human Resources and Infrastructural Requirements	14
Part – IV: Examinations.....	16
Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM).....	25
Part – VI: Programme Delivery through Learner Support Centre (LSC)	26
Part – VII: Self Regulation through disclosures, declarations and reports	29
Part – VIII: Admission and Fees.....	33
Part – IX: Grievance Redressal Mechanism.....	40
Part – X: Innovative and Best Practices	41
DECLARATION.....	42

Part – I: General Information

Date of notification of the Centre(attach a copy of the notification):

Details of Director, CIQA

- Name : Dr. C. Ramesh
- Qualification: M.Sc. Ph.D.,

Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. K. Pitchumani M.Sc. Ph.D	Chemistry	
b.	Three Senior teachers of HEI	Member 1	Dr. K. Senthamarai Kannan	Statistics	
		Member 2	Dr. R. Maruthakutti	Sociology	
		Member 3	Dr. K. Murugan	Biotechnology	
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. R.S. Rajesh	Computer Science	
		Member 5	Dr. S. Prabakar	English	
		Member 6	Dr.B. William Dharma Raja	Education	
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. K. Anandan		
		Member 8	Dr. S. Leo Stanly		
e.	Officials from departments of HEI	Member 9 Administration	Tmt. M. Chitra Devi		
	<ul style="list-style-type: none"> • Administration • Finance 	Member 10 Finance	Dr. M. Thavasukani		
f.	Director, CIQA	Member Secretary	Dr. C. Ramesh		

- b. **Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)**
If No, reason thereof

Number of meetings held and its approval:

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

b. **Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	26.08.2021	02	upload	upload
Meeting 2			upload	upload

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

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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Transgender)			
									M	F	TG	Total
1.	Physical Education & Sports	Certificate Course in Yoga for Human Excellence	6 months	6	H.Sc	3625	27-10-2017	19	-	-	-	-
2.	Library	Certificate Course in Library and Information Science	6 Months	6	H.Sc	3625	27-10-2017	19	1	4	-	5

***Not for Private University**

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

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

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)	No. of Learner Support Centre Operational ized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	Physical Education & Sports	Diploma in Yoga for Human Excellence	1 yr	6	H.Sc.	4750	27.10.2017	19	1	-	-	1
2.	Computer Science	Post Graduate Diploma in Computer Applications	1 yr	10	Any Bachelor's Degree	12300	27.10.2017	19	1	1		2

***Not for Private University**

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

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

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	Bachelor of Arts in Tamil	3 years	112	H.Sc. Pass	4950		19	43	45	-	88
2	Bachelor of Arts in English	3 years	143	H.Sc. Pass	4800		19	28	45		73
3	Bachelor of Business Administration	3 years	116	H.Sc. Pass	4950		19	28	4		32
4	Bachelor of Arts in Economics	3 years	154	H.Sc. Pass	5250		19	14	1		15
5	Bachelor of Library and Information Science	1 year	112	Bachelor Degree	8950		19	4	4		8
6	Bachelor of Arts in History	3 years	152	H.Sc. Pass	5250		19	44	31		44
7	Bachelor of Commerce	3 years	150	H.Sc. Pass	5250		19	22	22		44

***Not for Private University**

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

Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Master of Arts in Tamil	2 years	90	BA Tamil or any other degree with four semesters of Part I Tamil, Study compulsory	4225		19	12	17	-	29
2.	Master of Arts in English	2 years	90	B.A. English	4225		19	5	50	-	55
3.	Master of Arts in History	2 years	90	B.A. History	4225		19	15	22	-	37
4.	Master of Arts in Economics	2 years	90	B.A. Economics	4225		19	2	1	-	3
5	Master of Journalism and Mass Communication	2 years	92	Any Degree	4225		19	1	1	-	2
6	Master of Commerce	2 years	90	B.Com	3975		19	11	24	-	35
7	Master of Library and Information Science	1 year	92	B.L.I.Sc.	7875		19	2	1	-	3

***Not for Private University**

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

Action taken on the functions of CIQA:-

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcomethere of (Not more than 500 words)
1.	Quality maintained in the services provided to the learners	All admission related activities were monitored by student admission section. Dispatch of Self Learning Materials (SLM) was monitored by course material distribution section. The academic services provided by Head-Quarters and Learner Support Centres were monitored by University Authorities. Accuracy in the issuance of certificates is maintained by Automation Services.
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	The identified key areas were Programme designing, Personal Contact Programmes and Examinations
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	All admission related activities were monitored by student admission section. Dispatch of Self Learning Materials (SLM) was monitored by course material distribution section. The academic services provided by Head-Quarters and Learner Support Centres were monitored by University Authorities. Accuracy in the issuance of certificates is maintained by Automation Services

5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Feedback mechanisms were developed for the following stakeholders. 1) Learners 2) Alumni 3) Subject Experts 4) Employers 5) Academic Councilors 6) Teachers Face to Face, Communication by post and email are utilized for interactions and obtaining feedback.
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Induction meetings were conducted for newly enrolled learner support centers' coordinators to orient them towards the services to be rendered to the learners and to maintain the quality in doing so. Review and Appraisal meetings at regular intervals were held with coordinators and quality check was ascertained. Appropriate counseling provided to enhance their Academic and Administrative performance.

7.	Implementation of its recommendations through periodic reviews	CIQA conducted regular meetings to monitor the quality assurance aspects of the DD & CE, Manonmaniam Sundaranar University and advised various section heads of the DD & CE, Manonmaniam Sundaranar University regarding quality assurance when and where required.
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.	Written lessons, Audio lessons, Videos and Video assignments will be stored in Cloud Storage for easy access. On screen valuation will be introduced. Workshops, Seminars and Conferences on quality attributes for open and distance learning will be organized at regular intervals. New Programmes such as Diploma in Montessori Education, Diploma in Computer Application, Certificate Programme in Gender Studies, Certificate Programme in C Programming, Certificate Programme in C Fundamentals, Certificate Programme in Web Designing, Certificate Programme in GST, will be introduced based on the demand.
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	24X7 WiFi enabled Campus, Health care centre, Electricity and Water supply. Clean and Green Campus (Swachhtha Ranking) Energy Saving Campus Provision of Concession in tuition fee to various categories of learners. Internal Annual Academic and Administrative audits for monitoring quality attributes.
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	CIQA has collected and analyzed the data regarding admissions, distribution of learning materials, conduct of personal contact programmes/ counseling sessions, grievances from various stakeholders to ensure the quality of the programmes.
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	No new programmes were launched during 2021-22

12.	Mechanism to ensure the proper implementation of Programme Project Reports	Project implementation that relies on strategic planning outlined earlier in the process can help a programme achieve the project objectives while staying within budget and relevant deadlines. Implementation is the part of the project cycle that bridges the planning process and the project outcomes. This step of the process, and how well it's executed, can ultimately determine the success of a project.
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Create or receive. This is the beginning of the records management process, which starts with creating or receiving a document relating to an organization's transaction or activity. Use or modify. ... Maintain or protect. ... Dispose or destroy. ... Archive or preserve.
14.	Inputs provided to the Higher Educational Institution market.	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	

18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Centre for Internal Quality Assurance Committee shall perform the following functions namely:- To oversee the functioning of Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.

23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	
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HEI ID:**Name of HEI:****Type of HEI:**

24.	Promoted automation of learner support services of the Higher Educational Institution		
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes		
26.	Coordinated with third party auditing bodies for quality audit of programme(s)		
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution		
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein		
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.		

HEI ID:**Name of HEI:****Type of HEI:**

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 ODL
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	
2.	Articulation of Higher Educational Institution Objectives	<p>Education constitutes the backbone of a Country as it produces the human force which plays the most determining role in the advancement of a Nation and also in the progress of a civilization. No Nation could establish its dominance in world history by virtue of its sheer military might or economic affluence. The march of a Nation towards glory is carried forward by the competent human resource that a strong education system prepares. Education is one that provides the thrust in getting ahead and building up a powerful democratic society. Education system in India has a long history starting from Gurukul System to the ancient urban centres of learning like Takshashila, Nalanda and Vikramshila. After the second world war, world has been seen an enormous expansion in higher education. India was not exception from this. The higher education system of India has witnessed many fold increase in its institutional capacity since independence. Now India is the third largest higher education system in the world.</p> <p>Open Educational Resources (OER) movement began in the 21st century for furthering the culture of open knowledge by free dissemination /sharing of knowledge. It is basically rooted in the philosophy of Open and Distance Learning (ODL) with the objective of expanding the access to knowledge to all types of learners pursuing non formal, formal and informal education. The using OER implies support for an open curriculum where learners have the flexibility to select units/courses to suit their personal needs. It is the responsibility of the Distance Education Council (DEC) to promote quality and standards in the ODL system and encourage ODL institutions to develop and offer quality programmes. Besides this, the DEC also encourages sharing of academic resources and thereby reducing duplication of efforts and enhancing the knowledge and other skill requirement of the users at large and also</p>

HEI ID:**Name of HEI:****Type of HEI:**

		ensuring their wider accessibility.
3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	<p>Feedback mechanisms were developed for the following Stakeholders.</p> <p>1) Learners 2) Alumni</p> <p>3) Subject Experts</p> <p>4) Employers 5) Academic Councilors 6) Teachers Face to Face, Communication by post and email are utilized for interactions and obtaining feedback.</p>
4.	Programme Monitoring and Review	Programme monitoring and review helps identify where changes to enhance a programme may be made and how they may be acted upon. These are formally recorded and their implementation monitored through an action plan
5.	Infrastructure Resources	
6.	Learning Environment and Learner Support	
7.	Assessment and Evaluation	
8.	Teaching Quality and Staff Development	

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 ODL	Upload relevant document

HEI ID:

Name of HEI:

Type of HEI:

1.	Academic Planning		
2.	Validation		
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review		

HEI ID:

Name of HEI:

Type of HEI:

Part – III: Human Resources and Infrastructural Requirements

**Name and details of Director of Centre for Distance and Online Education
(Dual Mode University) - Regular, full time, atleast Associate Professor**

Dr. C. Ramesh

Associate Professor

Director, Centre for Distance and Online Education

Manonmaniam Sundaranar University

Tirunelveli - 627 012 Tamil Nadu

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

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

Insert Box

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
Bachelor of Arts in Tamil Master of Arts in Tamil	3	3	Yes	-
Bachelor of Arts in English Master of Arts in English	3	3	Yes	-
Bachelor of Arts in History Master of Arts in History	3	3	Yes	-
Bachelor of Arts in Economics	3	3	Yes	-

HEI ID:**Name of HEI:****Type of HEI:**

Master of Arts in Economics				
Bachelor of Commerce Master of Commerce	3	3	Yes	-
Bachelor of Library and Information Science Master of Library and Information Science	3	3	Yes	-
Bachelor of Business Administration	2	2	Yes	-
Master of Arts in Journalism and Mass Communication	2	2	Yes	-

HEI ID:**Name of HEI:****Type of HEI:**

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/Contract) with gross salary/month			Date of joining programme and Joining report
							Type	Gross salary/month	Contract period	
										Upload pdf
1 & 2	Bachelor of Arts in Tamil Master of Arts in Tamil	3			M.A., Ph.D.					

Details of Administrative staff

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

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	
Assistant Registrar	1	
Section Officer	1	

HEI ID:

Name of HEI:

Type of HEI:

Assistants	3 (2 for DM Universities)	
Computer Operator	2	
Multi-Tasking Staff	2	

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

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

HEI ID:**Name of HEI:****Type of HEI:****Part – IV: Examinations****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		
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc		
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.		
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.		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.		
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities		
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions		
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities		
10.	Safety and security of the examination centre must be ensured		
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		
12.	Provision of drinking water must be made for learners		
13.	Adequate parking must be available near the examination centre		
14.	Facilities for Persons with Disabilities should be available		

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

HEI ID:**Name of HEI:****Type of HEI:**

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	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Upload mechanism	
3.	<p>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:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>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;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each</p>		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	The weightage for different components of assessments for Open and Distance Learning 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.	Upload sample question paper	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Upload Process	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Upload list	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.		
	(b) Availability of biometric system		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners		
	(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		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Upload Sample and list	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Upload details of Observer assigned	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Upload Observer Report	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution		
14.	The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(s), NavodayaVidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions		
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations		

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution		
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Upload samples	
	(b) Each award shall also be uploaded on the National Academic Depository		
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	Upload samples	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centres		

Whether any examination held through online mode.

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

INSERT TEXT BOX

Result and Student Progression**For UG, PG and PGD programmes**

Semester beginning	Programname	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
July 2021	Diploma in Yoga for Human Excellence	1	1			
	Post Graduate Diploma in Computer Applications	2	2			
	Bachelor of Arts in Tamil	88	88			
	Bachelor of Arts in English	73	73			
	Bachelor of Business Administration	32	32			
	Bachelor of Arts in Economics	15	15			
	Bachelor of Library and Information Science	8	8			
	Bachelor of Arts in History	44	44			
	Bachelor of Commerce	44	44			
	Master of Arts in Tamil	29	29			
	Master of Arts in English	55	55			
	Master of Arts in History	37	37			
	Master of Arts in Economics	3	3			

HEI ID:**Name of HEI:****Type of HEI:**

	Master of Journalism and Mass Communication	2	2			
	Master of Commerce	35	35			
	Master of Library and Information Science	3	3			
January , 2022	Diploma in Yoga for Human Excellence	1	1			
	Post Graduate Diploma in Computer Applications	2	2			
	Bachelor of Arts in Tamil	88	88			
	Bachelor of Arts in English	73	73			
	Bachelor of Business Administration	32	32			
	Bachelor of Arts in Economics	15	15			
	Bachelor of Library and Information Science	8	8			
	Bachelor of Arts in History	44	44			
	Bachelor of Commerce	44	44			
	Master of Arts in Tamil	29	29			
	Master of Arts in English	55	55			
	Master of Arts in History	37	37			
	Master of Arts in Economics	3	3			
	Master of Journalism and Mass Communication	2	2			
	Master of Commerce	35	35			
	Master of Library and Information Science	3	3			

HEI ID:

Name of HEI:

Type of HEI:

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

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.

INSERT TEXT BOX

Upload samples and authority approval

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.

INSERT TEXT BOX

Upload samples and authority approval

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

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

INSERT TEXT BOX

Upload samples

HEI ID:

Name of HEI:

Type of HEI:

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

Details of personal contact programmes implemented:

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

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG					
	PG					
	PGD					

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

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

INSERT TEXT BOX

LSC wise enrollment details (Not for Private University)

HEI ID:**Name of HEI:****Type of HEI:**

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.										
N.										

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

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No

Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.							
N.							

Delivery of Self-Learning Material

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

Type	Date of Admission (for July and	Date of delivery SLM	Whether delivered	SLM to

HEI ID:

Name of HEI:

Type of HEI:

	January)		learners within a fortnight from the date of admission
Printing Material			
Audio-Video Material			
Online Material			
Compute based Material			

**Whether any course in a particular programme was allowed through OER/
Massive Open Online Courses: Y/N**

a. Provide details as under:

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

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

HEI ID:

Name of HEI:

Type of HEI:

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?		
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode		
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities		
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		
5.	Programme-wise information on syllabus,		

HEI ID:

Name of HEI:

Type of HEI:

	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.		
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any		
8.	Information regarding all the programmes recognised by the Commission		
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded		
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		

HEI ID:

Name of HEI:

Type of HEI:

11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes		
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes		
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes		
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes		
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		
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		

HEI ID:

Name of HEI:

Type of HEI:

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	

HEI ID:

Name of HEI:

Type of HEI:

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	
5.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	
7.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an</p>	

HEI ID:

Name of HEI:

Type of HEI:

	<p>International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(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.</p>	
8.	<p>Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below</p>	
8. (a)	<p>Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment</p>	
8. (b)	<p>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</p>	
8. (c)	<p>The number of seats approved in respect of each programme of Open and Distance Learning mode,</p>	

HEI ID:**Name of HEI:****Type of HEI:**

	which shall be in consonance with the resources	
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	
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	
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	
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	
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	
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	

HEI ID:

Name of HEI:

Type of HEI:

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	
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	
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	
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	
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	
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	

HEI ID:

Name of HEI:

Type of HEI:

	<p>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</p>	
13.	<p>In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution</p>	
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	

HEI ID:

Name of HEI:

Type of HEI:

Part – IX: Grievance Redressal Mechanism

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.

INSERT TEXT BOX

Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved

Complaint Handling Mechanism

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

First tire

- Complaints shall be handled through an online complaint handling mechanism at the HEI level
- DEB portal shall automatically forward the complaints received to respective HEI and have tracking mechanism enabled in portal, for monitoring the disposal status of the complaints

It is desire that complaints received may be resolved at the earliest possible but should not exceed two months from the date of the receipt of the complaints.

Second tire

- If HEIs fails to address the complaint in stipulated period (two months), then the complaint shall approach concerned office of the University. The complaints from the HEI portal will also be automatically transferred to the concerned office of the University.

HEI ID:

Name of HEI:

Type of HEI:

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)

HEI ID:

Name of HEI:

Type of HEI:

Part – X: Innovative and Best Practices

Innovations introduced during academic year

- The entire admission process is through online admission system maintained by the University.
- Once admission is made, the students are confirmed of their admission through SMS.
- The students automatically get enrolled for examination and they are instructed to download hall tickets through online system.
- All the Departments and administrative offices of the University are computerized and the offices have LAN and WiFi connectivity.

Best Practices of the HEI

DD&CE program imparts knowledge to the following categories of people.

- Unaffordable to regular stream of Education.
- Differently abled and Transgender (free education in all respects).
- Employed group with higher education Aspirations.
- Employed categories with higher education requirements for regularization and promotions.
- Population with low level of disposable Income.
- Rural & the unreached population.

Details of Job Fairs conducted by the HEI

- ODL programs familiarizes the students about the contexts under which lawful business could be carried on.
- Also ODL programs educate rural dwellers and thereby enhances rate of literacy.
- MSU-DDE is highly focused towards enabling career development for all our students and alumni.
- Our placement assistance programs have helped bridging the talent gap plaguing various industries and job markets. We have helped students take a step ahead in their careers through our multiple initiatives and widespread alumni network.

Success Stories of students of ODL mode of the HEI

INSERT TEXT BOX

HEI ID:

Name of HEI:

Type of HEI:

Initiatives taken towards conversion of SLM into Regional Languages

The syllabus and study materials for all the programmes will be supplied during the time of Admission at the Study Centre itself or the same will be dispatched by the DD & CE through Registered Post. For the Second, Third and Fourth years, the Study Materials will be dispatched by the Directorate through Post on receipt of the First Installment of Tuition Fee for the respective years and also the students should have paid the fees in full for the previous years. Students who have lost their study materials can obtain another set of study materials from the Directorate on requisition along with prescribed fee for `200/- per subject for all Programmes

Number of students placed through Campus Placements

INSERT TEXT BOX

Details of Alumni Cell and its activity

INSERT TEXT BOX

Any other Information

INSERT TEXT BOX

HEI ID:

Name of HEI:

Type of HEI:

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. C. RAMESH

Seal:

Date:

Signature of the Registrar:

Name: Dr. G. ANNADURAI

Seal:

Date:

Note: Kindly take the print out 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.