# Annual Report

OF

CENTER FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2023-2024

# Contents

**Part – I: General Information**

**1.1 Date of notification of the Centre (attach a copy of the notification): 27th October 2021** Notification

**Details of Director, CIQA**

- Name : Dr. A. Abudhahir
- Qualification: :B.E.,M.E.E.,Ph.D.
- Appointment Letter and Joining Report

**Details of CIQA Committee**:

a. **Composition as per Regulations**

| S. No. | Designation | Nomination as | Name and Qualification | Specialization | Date of Nomination in CIQA Committee |
|---|---|---|---|---|---|
| a. | Vice Chancellor of the University | Chairperson | Dr. T. Murugesan, Ph. D Vice-Chancellor | Chemical Engineering | 07.06.2023 |
| b. | Three Senior teachers of HEI | Member 1 | Dr. Mohamed Ismail, Ph.D Professor & Dean (Academic Affairs) | Electronics & Communication Engineering | 06.10.2021 |
| | | Member 2 | Dr. C. Tharini, Ph.D Professor & Dean (SECS) | Electronics & Communication Engineering | 06.10.2021 |
| | | Member 3 | Dr. S. Panboli, Ph.D Associate Professor (MBA) | Management Studies | 06.10.2021 |
| c. | Head of Departments of Management Studies and Computer Applications of which programmes are being offered in ODL and Online mode | Member 4 | Dr. K. Srinivasan Professor & Dean MBA | Management Studies | 31.01.2024 |
| | | Member 5 | Dr. S. Pakkir Mohideen, Ph.D Professor &Head, MCA | Computer Applications | 06.10.2021 |
| d. | Two External | Member 6 | Dr. R. Tamilmaran | Management | 31.01.2024 |

| S. No. | Designation | Nomination as | Name and Qualification | Specialization | Date of Nomination in CIQA Committee |
|---|---|---|---|---|---|
| | Experts of ODL and/or Online Education. | | Associate Professor and Director (i/c) CIQA School of Management Studies Tamil Nadu Open University, Chennai. | Studies | |
| | | Member 7 | Dr. P. Anandhakumar Professor, Information Technology Madras Institute of Technology, Anna University, Chennai. | Computer Science and Information Systems | 31.01.2024 |
| e. | Officials from departments of HEI | Member 8 Administration | Dr. A. Jaya Director (CDOE) | Computer Applications | 20.09.2023 |
| | Officials from departments of HEI • Administration • Finance | Member 9 Member Finance | Dr. N. Raja Hussain, Ph.D Registrar | Commerce | 11.06.2022 |
| f. | Director, CIQA | Member 10 Secretary | Dr. Abudhahir, Ph.D Director (CIQA) | E&IE | 06.10.2021 |

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

If No, reason thereof

| |
|---|
| Yes |

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 3 | 14.02.2024 | 02 | Minutes of meeting enclosed | Approval of Minutes |

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

From <M*onth, 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)ofHEI/Regulatory authority (if required) | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus | Number of students admitted (Male/Female/Trans-gender) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | M | F | T G | Tot al |
| NOT APPLICABLE | | | | | | | | | | | | |

*Not for Private University
Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

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

From <M*onth, 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 Operationalized as per territorial jurisdiction */Off Campus | Number of students admitted (Male/Female/Trans gender) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | M | F | TG | Total |
| NOT APPLICABLE | | | | | | | | | | | | |

*Not for Private University

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

From <M*onth, 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 | No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus | Number of students admitted (Male/Female/Trans gender) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | F | TG | Total |
| NOT APPLICABLE | | | | | | | | | | |

**\*Not for Private University**

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

From <M*onth, 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/Trans gender) |
|---|---|---|---|---|---|---|---|---|
| NOT APPLICABLE | | | | | | | | |

**\*Not for Private University**

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

### 1.9 Number of programmes started at Postgraduate Degree Programmes as per Commission Order:
(ODL Programmes and Online Programmes) Regulations, 2020:

**ODL Programmes**

From July  2023 to June 2024 academic session: TO BE EXTRACTED FROM WEBPORTAL

| S. 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. | **MCA AY 2023** Academic Session Commenced on **04-11-2023** | 2 years | 86 | UG DEGREE | Rs. 20000/- (per semester) | F.No.30-30/2023 (DEB-II), dated 11.09.2023 | Nil | 36 | 14 | - | 50 |
| 2. | **MBA AY 2023** Academic Session Commenced on **04-11-2023** | 2 years | 107 | UG DEGREE | Rs. 25000/- (per semester) | | Nil | 38 | 22 | - | 60 |

**\*Not for Private University**

Note:    Mention    details    separately    for    <M*onth,    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 there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 1. | Quality maintained in the services provided to the learners | The development of Digital Self Learning Material and SLM for the MBA and MCA offered through ODL/OL mode in  our Institution are  prepared  by  In-house faculty members.   The  Director  (CDOE) ensured that the Committee reviewed the quality of the DSLM and SLM. <br> ● The DSLM and SLM materials are provided through LMS which can be accessed anywhere and anytime. <br> ● SLM material can be accessed as flip book model through LMS <br> ● ODL students can access DSLM and SLM materials. <br> ● Offered Free Certification Programme on SPSS to all the OL and ODL students. <br> ● A webinar on "Skill for personality Development" is conducted to improve  skills of the learners. | **LMS  link** <br><br><br> **SPSS programme link** <br><br> **Skill for Personality Development** |

7

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 2. | Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution | a. As a part of the Self evaluative process, the quality of e-content, Video shooting are reviewed by expert faculty members of the department. As a part of the reflective process, the suggestions given by the expert members were incorporated in the content.<br><br>b. CIQA insisted that faculty members pursue MOOC courses to upgrade their skills.<br><br>c. PCP classes of ODL students were monitored by Programme coordinators of the respective programme and Director (CDOE).<br><br>d. The question papers were audited by DAAC members and the corrections were carried out in the question paper.<br><br>e. Programme on Self-Evaluation and Reflective Process on "Challenges Faced during e-LM preparation" on 09.02.2024.<br><br>f. To monitor the quality of CDOE, CIQA audit is conducted every year. | a. DSLM Reviewers comments and SLM Reviewers comments<br><br>b. Faculties Skill Upgradation certificates NPTEL certificate programme and Interdisciplinary Refresher Course<br><br>c. PCP timetable<br>MBA ODL AY 2023<br>MCA ODL AY 2023<br>MBA ODL CY 2023<br>MBA ODL CY 2022<br>MBA ODL AY 2022<br>MCA ODL AY 2022<br><br>d. DAAC report<br><br>e. Self-Evaluation and Reflective Process<br><br>f. CIQA audit report |

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 3. | Contribution in the identification of the key areas in which Higher Educational  Institution should maintain quality | ● Quality improvement for the key areas identified as Teaching, Learning and Research. HEI has a well-established structure for promoting quality research, encouraging faculty for quality teaching learning process. Faculty development programmes encourage publishing of books and journals and activities are conducted to improve teaching and learning on a continuous basis.<br><br>● Faculty members are encouraged to do quality research and to publish research articles / conferences.<br><br>● As a learning process faculty members are encouraged to do value added based on the research. | Faculty Ph. D completion<br><br><br><br>a.Conference /Journals<br>b.Books published<br>c.Patents<br><br><br>NPTEL and SPSS certificate faculty member |
| 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) | ● The CDOE adopts the same policies and  eligibility criteria of conventional mode of HEI   for   admitting the students  through ODL mode.<br><br>● The continuous assessment pattern followed in  conventional mode of HEI is adhered to  the ODL students. | HEI Website ODL MBA/MCA<br><br><br>MBA and MCA Regulation  of CDOE |

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 5. | Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement. | Yes, the feedback mechanism is followed for the quality improvement.<br><br>● Semester wise online feedback mechanism is followed for the students on their understanding of the subject.<br><br>● Semester wise online feedback mechanism is followed for the faculty/staff on quality improvement .<br><br>● Experts from HEI reviewing the quality of DSLM and SLM periodically.<br><br>● CIQA Monitors the activities of CDOE | Student Feedback about subject<br>Parent Feedback about CDOE<br>Faculty Feedback about CDOE<br><br>Student Feedback about faculty<br><br><br>DSLM/SLM  review report<br><br><br>CIQA audit report |
| 6. | Measures suggested to the authorities of Higher Educational Institution for qualitative improvement | ● All the feedback responses are pooled/evaluated for each course and submitted to the authorities of HEI for quality improvement.<br>● Programme on Self-Evaluation and Reflective Process on "Challenges Faced during e-LM preparation" on 09.02.2024. | Department meeting minutes<br><br>Self-Evaluation and Reflective Process |
| 7. | Implementation of its recommendations through periodic reviews | ● CIQA insisted CDOE to implement the suggestions obtained from the feedback from stakeholders for quality improvement. | CIQA minutes |
| 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. | 1. Webinar on "Financial Empowerment Through Wealth Creation" on 04.06.2024.<br>2. Webinar on "Recent Trends and Technologies in Smart Farming" on 23.05.2024.<br>3. Student's induction programme for CY 2024 batch (OL) on 17.04.2024. | Reports of the programme organized |

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
|  |  | 4. Seminar on "Enhance Your Abilities to Learn New Skills" on 20.03.2024.<br><br>5. Two days' workshop on "How to prepare the SLM and e-LM" on 15.03.2024 and 16.03.2024.<br><br>6. National Level Faculty Development Programme (FDP) on "Mastering E-Content Development" from 28.02.2024 to 07.03.2024.<br><br>7. "Job Fair 2024" for Online Learning (OL) and Online Distance Learning (ODL) programme for MBA & MCA students on 27.02.2024.<br><br>8. Value Added Programme on DATA ANALYSIS USING SPSS (Certificate course) from 19.02.2024 to 23.02.2024<br><br>9. Programme on Self-Evaluation and Reflective Process on "Challenges Faced during e-LM preparation" on 09.02.2024.<br><br>10 External Students visit Cresoline studio (CDOE) on 30.01.2024.<br><br>11. Webinar and Student development programme on "Skills for Personality Development" on 23.11.2023.<br><br>12. Student's Orientation programme for AY 2023 batch (ODL) on 04.11.2023.<br><br>13. Student's Orientation programme for AY 2023 batch (OL) on 03.11.2023. |  |
| 9. | Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution | a. Transparency in Admission Process<br><br>b. Sponsorship for OL/ODL sport students<br><br>c. Fees concession for HEI staff members.<br><br>d. HEI Library kept open on Saturdays and Sundays for ODL students to refer books. | Sports Sponsorship<br><br>Staff fee concession<br><br>Library Facility |
| 10. | Collected, collated and disseminated accurate, complete and reliable statistics about the | ● Feedback on OL and ODL programmes were meticulously collected and analyzed. | Students Feedback |

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| | quality of the programme(s). | | |
| 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 | • The CIQA Committee regularly monitors the implementation of PPR according to the norms and guidelines prescribed by the Commission. <br> • AICTE approved the HEI to conduct the MBA and MCA programme through OL and ODL modes.. | CIQA audit report <br><br> EOA LINK |
| 12. | Mechanism to ensure the proper implementation of Programme Project Reports | • The Central Steering Committee ensures the implementation of Programme Project Reports. | Steering committee member constitution, minutes |
| 13. | Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports. | • The Centre for Distance and Online Education Plans as per the HEI academic calendar and records the activities. <br> • The Annual Reports of the activities are being sent to the Dean (Academic Affairs) and CIQA review them periodically. | Academic Calendar <br><br> Annual Report Copy |
| 14. | Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market. | • Restructuring of programmes in order to make them relevant to the job market is done in the Board of Studies of the respective department of the Conventional Programmes which was approved in the Academic Council Meeting. | True Extract of Academic Council meeting |
| 15. | Facilitated system based research on ways of creating a learner centric environment and to bring about qualitative change in the entire system. | • The HEI provides an opportunity to ODL learners to access the e-Content materials on their comfort zone/time, in addition to the weekend ODL PCP classes. <br> • Created an ODL learners community using social media platforms to provide opportunities for all the learners to acquire knowledge. | lms link (odl) <br><br> Whatsapp screenshot |

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 16. | Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc. | ● CIQA as nodal coordinating unit for seeking assessment for CDOE and accreditation from a designated body such as NAAC etc, to support the Internal Quality Assurance Cell (IQAC) of HEI. <br> ● CIQA supports CDOE for obtaining approval for OL/ODL MBA and MCA programmes offered by Centre for Distance and online Education. | Approval Copy |
| 17. | Measures adopted to ensure internalization and Institutionalization of quality enhancement practices through periodic accreditation and audit | ● CIQA facilitates CDOE to ensure internalization and Institutionalization of quality enhancement practices through periodic accreditation to get the approval for OL programmes. | NOC and Recognition |
| 18. | Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines | ● CIQA coordinates CDOE for various quality related initiatives or guidelines taken by the Commission and the same is being disseminated to the ODL learners through the website of CDOE. | Display of the information in website |
| 19. | Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices. | ● Dr. R. Tamilmaran, Associate Professor and Director (i/c) CIQA, School of Management Studies, and Dr. P. Anandhakumar, Professor, Information Technology, Madras Institute of Technology, are supporting the HEI by reviewing the activities of CDOE to obtain the quality benchmarks or parameters for various activities. | CIQA Minutes |
| 20. | Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance. | ● CIQA recorded the annual report of CDOE activities | CIQA Report |

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 21. | Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. (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. | ● The CDOE maintained the record of Annual Plans and Annual Reports. The Annual Reports are being sent to the Dean (Academic Affairs) and CIQA to review and record them periodically. <br> ● Yes, the Executive Council of HEI approved the Annual Report of CIQA in the 24th meeting held on 28.08.2024. | Annual Report |
| 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, the statutory bodies of HEI oversee the functioning of the Centre for Internal Quality Assurance and approves 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 | ● Yes. CIQA recommends the instructional design requirements for ODL programs as per the Bloom's taxnomy. <br><br> ● Question papers are prepared as per the Bloom's taxnomy. To ensure the quality instructional design DAAC audit is conducted. <br><br> ● Weekend classes are being conducted for Open and Distance Learning Programmes. | DAAC Report <br><br> Schedules of ODL MBA and MCA <br> MBA ODL AY 2023 <br> MCA ODL AY 2023 <br> MBA ODL CY 2023 <br> MBA ODL CY 2022 <br> MBA ODL AY 2022 <br> MCA ODL AY 2022 |

14

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 24. | Promoted automation of learner support services the Higher Educational Institution | CIQA supports CDOE to bring up the following learner support services such as<br>● Fee payment through online portal<br>● Access to DSLM<br>● Access to SLM in a Flip book model<br>● Discussion forum<br>● Feedback mechanism is enabled through LMS.<br>● Grievances redressal mechanism is available.<br>● Self-assessment mechanism through LMS. | LMS Link<br><br>Support services |
| 25. | Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes. | ● External experts from Anna University, SRM Institute of Science and Technology and Hindustan Institute of Science and Technology audited the quality of question paper, valuation of answer scripts, the MBA and MCA projects and quality of the learning materials. | External DAAC, Answer sheet and DSLM report. |
| 26. | Coordinated with third party auditing bodies for quality audit of programme(s) | ● Third party audit was not conducted for ODL programme. However conventional MBA programme received NBA Accreditation under tier-I.<br><br>● UGC DEB Committee Experts physically visited the HEI during September 2023 to monitor the activities of CDOE. | NBA Accreditation<br><br><br>(UGC physical Visit) |
| 27. | Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution. | ● CIQA reviewed the CDOE DEB ODL application before submission.<br>● CIQA reviewed the annual reports of CDOE before submission. | |
| 28. | Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein | Yes<br>● The CDOE collaborated with various Industrial experts and organized Guest Lectures / Workshops for the quality enhancement of the faculty members and students | |

| S. No. | Provisions in Regulations | Details of Action taken by CIQA and Outcome there of (Not more than 500 words) | Upload Relevant Document |
|---|---|---|---|
| 29. | Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability. | CIQA facilitated the following programmes to strengthen the industry-institution linkages.<br><br>1. Webinar on "Financial Empowerment Through Wealth Creation" on 04.06.2024.<br><br>2. Webinar on "Recent Trends and Technologies in Smart Farming" on 23.05.2024.<br><br>3. Student's Induction programme for CY 2024 batch (OL) on 17.04.2024.<br><br>4. Seminar on "Enhance Your Abilities to Learn New Skills" on 20.03.2024.<br><br>5. Two days' workshop on "How to prepare the SLM and e-LM" on 15.03.2024 and 16.03.2024.<br><br>6. National Level Faculty Development Programme (FDP) on "Mastering E-Content Development" from 28.02.2024 to 07.03.2024.<br><br>7. "Job Fair 2024" for Online Learning (OL) and Online Distance Learning (ODL) programme for MBA & MCA students on 27.02.2024.<br><br>8. Value Added Programme on DATA ANALYSIS USING SPSS (Certificate course) from 19.02.2024 to 23.02.2024<br><br>9. Programme on Self-Evaluation and Reflective Process on "Challenges Faced during e-LM preparation" on 09.02.2024.<br><br>10. External Students visit Cresoline studio (CDOE) on 30.01.2024.<br><br>11. Webinar and Student development programme on "Skills for Personality Development" on 23.11.2023.<br><br>12. Student's Orientation programme for AY 2023 batch (ODL) on 04.11.2023.<br><br>13. Student's Orientation programme for AY 2023 batch (OL) on 03.11.2023. | Report on Programmes organized |

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

| S. No. | Provisions in Regulations | Action Taken In respect of ODL | Upload relevant document |
|---|---|---|---|
| 1. | Governance, Leadership and Management:<br>a. Organisation Structure and Governance<br>b. Management<br>c. Strategic Planning<br>d. Operational Plan, Goals and Policies | Uploaded as Enclosure | a. Organization structure<br><br>b. Management and Strategic Planning |
| 2. | Articulation of Higher Educational Institution Objectives | ● To provide higher education and training leading to excellence and innovation in such branches of learning such as Engineering and Technology, Management, Applied Sciences, Humanities, Arts, Commerce, Social Science Law, Medical Science, Dental Science, Para-medical Science, Agriculture and other disciplines as the Institute may deem fit.<br>● To provide for higher education leading to excellence and innovations in such branches of knowledge as may be Deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of University, namely University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).<br>● To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system.<br>● To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by full time faculty/research scholars (Ph.D and Post-Doctoral) in diverse disciplines.<br>● To enable creation of Institutions Deemed to be University under the "do novo" category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing Institutions-particularly in specific areas of study and research preferable sponsored by the Government of a State/UT or the Central Government regarded as important for strategic needs of the county or for the preservation of our cultural heritage, so determined by a well laid-our process of wide consultation with eminent peers of academic community. | MOA |

| S. No. | Provisions in Regulations | Action Taken In respect of ODL | Upload relevant document |
|---|---|---|---|
| 3. | Programme Development and Approval Processes<br>a. Curriculum Planning, Design and Development<br>b. Curriculum Implementation<br>c. Academic Flexibility<br>d. Learning Resource<br>e. Feedback System | a. Academic Council<br><br>b. Board of Studies<br>c. Choice Based Electives<br>d. DSLM and SLM access link<br>e. Student Feedback System available | a. Academic Council Meeting Minutes<br>b. & c. MBA & MCA Regulations<br>d. & e. Support services |
| 4. | Programme Monitoring and Review | ● Programme Coordinator and Class Advisor for each programme is appointed to monitor ODL classes and Class Committee meeting will be conducted every semester. Director (CDOE) will review the same and submit it to CIQA. | Programme coordinator<br>Class Committee Meeting |
| 5. | Infrastructure Resources | Annexure - Enclosed | Campus Facilities CDOE Infrastructure |
| 6. | Learning Environment and Learner Support | ● The ODL Programmes are offered in the HEI Campus.<br>● cdoesupport@crescent.education is used to ODL learners for seeking any services or clarifications.<br>● In addition, learners are connected through Whatsapp groups too. | |
| 7. | Assessment and Evaluation | ● Continuous assessments and Semester End Examinations are followed in ODL programmes.<br>● Substitute Examinations are conducted for ODL learners for those who missed CAT examinations.<br>● Students are permitted to appear for Supplementary Examinations. | Assessment approval |
| 8. | Teaching Quality and Staff Development | ● Faculty members are encouraged to pursue relevant Certification Programme on MOOC courses | Faculties Skill Upgradation certificates NPTEL certificate programme and Interdisciplinary Refresher Course<br><br>Faculty Ph. D completion |

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

| S. No. | Provisions in Regulations | Action taken in respect of ODL | Upload relevant document |
|---|---|---|---|
| 1. | Academic Planning | CDOE | **Academic planner for ODL** |
| 2. | Validation | COE, Dean (Academic Affairs), and Registrar | **Schedules ODL AY 2023, CY 2023, AY 2022, CY 2022** |
| 3. | Monitoring, Evaluation and Enhancement Plans<br>a.  Reports from Learner Support Centers (for Open and Distance Learning programmes)<br>b.  Reports from Examination Centres<br><br>c.  External Auditor or other External Agencies report<br><br><br><br><br><br><br><br>d.  Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels<br><br>e.  Reporting and Analytics by the Higher Educational Institution<br><br>f.  Periodic Review | a.  No LSC (Head quarter only)<br><br>b  Examination centre is only at the HEI Head quarter.<br><br>c.  Since the CDOE started its operation for the November 2021 session, the third party audit will be conducted once in five years and CIQA audit is being conducted annually. And UGC Physical visit by Expert members during September 2023.<br><br>d.  Results available through web-based applications and be used for report making by the HEI.<br><br>e.  Yes. HEI generates the required reports from web-based applications.<br><br>g.  Every six months the HEI collects the feedbacks from stakeholders. | c.CIQA audit report /UGC physical Visit<br><br><br><br><br><br>d. Web link<br><br><br><br>e.Result analysis<br><br>f.Parent Feedback about CDOE |

# 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, at least Associate Professor

Name: **Dr. A. Jaya**

Qualification: M.C.A., M.E., Ph.D

Experience: 27 years

Designation: Director (Centre for Distance and Online Education)

Nature of Appointment: Regular and Full Time Employee

Appointment letter and Joining Report

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

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

| Programmes Name | No. of Faculty required | No. of Faculty appointed | Complied Yes/No | If no. reason thereof |
|---|---|---|---|---|
| UG | NA | NA | NA | NA |
| PG | 4 | 6 | Yes | - |
| PGD | NA | NA | NA | NA |

| S.No. | Programme Name | No. of Full time-Dedicated faculty for ODL | Names | Designation | Qualification | Experience | Type (Regular/Contract) with | | | Date of Joining Programme and Joining report |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Type | Gross Salary/Month | Date of Joining | Upload PDF |
| 1 | MCA | 03 | Dr. E. JeslinRenjith | Asst. Prof. | B. Sc., MCA, , SET, Ph.D | 19 Yrs | Regular | 66,156/- | 01.03.22 | Joining report |
| | | | Dr. P. Maheswari | Asst. Prof. | B. Sc., MCA, M.PHIL SET, Ph.D | 14 Yrs | Regular | 66,156/- | 23.03.22 | Joining report |
| | | | Ms. S. Manjula | Asst. Prof. | B.Sc., ,MCA, SET | 7.5 Yrs | Regular | 62,551/- | 01.06.22 | Joining report |
| 2 | MBA | 03 | Dr. S. RabiyathulBasariya | Asst. Prof. | B. Com, M.Com MBA, M. Phil Ph. D | 17.11 Yrs | Regular | 66,156/- | 21.04.22 | Joining report |
| | | | Dr. S. Thowseaf | Asst. Prof. | B.Tech., MBA Ph.D | 3.5 Yrs | Regular | 66,156/- | 21.07.22 | Joining report |
| | | | Dr. V. Agalya | Asst. Prof. | B.A., M.A., M.Phil., M.B.A. Ph.D | 12 Yrs | Regular | 66,156/- | 09.01.23 | Joining Report |

### 3.3    Details of Administrative staff

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

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

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

**Note:**

1. In case of the enrollment 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.

# Part – IV: Examinations

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

| S. No. | Provisions in Regulations | Whether complied Yes/No | If No, Reason thereof |
|---|---|---|---|
| 1. | All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced | **Yes,** Examinations are directly handled by the Institution | |
| 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 | **Yes** | |
| 3. | All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions. | **Yes** | |
| 4. | The examination center must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students. | **Yes** | |
| 5. | The number of examination centers in a city or state must be proportionate to the student enrolment from the region. | Yes | |
| 6. | Building and grounds of the examination center must be clean and in good condition. | Yes | |
| 7. | The examination center must have an examination hall with adequate seating capacity and basic amenities | Yes | |

| S. No. | Provisions in Regulations | Whether complied Yes/No | If No, Reason thereof |
|---|---|---|---|
| 8. | Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions | Yes | |
| 9. | The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities | Yes | |
| 10. | Safety and security of the examination centre must be ensured | Yes | |
| 11. | Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order | Yes | |
| 12. | Provision of drinking water must be made for learners | Yes | |
| 13. | Adequate parking must be available near the examination centre | Yes | |
| 14. | Facilities for Persons with Disabilities should be available | Yes | |

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

| S. No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Reason thereof |
|---|---|---|---|
| 1. | The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations. | Yes. CDOE conducts all the examinations in support with COE of HEI Exam related 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. | Yes Exam mechanism | |
| 3. | The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counseling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution | Yes The evaluation includes both continuous assessment (CAT I & II) and the end semester examination. Regulations of MBA/MCA showing the Assessment In every first class committee meeting the same assessment pattern is disseminated to the students. Minutes of Class committee | |
| 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 | Yes We are adopting the same regulations and curriculum framework of Regular programme Regulations of MBA/MCA showing the Assessment | |

24

| 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 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. | Yes Internal assessment components 30% Semester-end examination 70% Sample question papers Regulations assessment copy | |
| 6. | The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments | The assessment tools used for formative and summative assessment are disseminated through First Class Committee Meeting. ODL Class committee | |
| 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.  Only grades are displayed in the mark sheet Sample Degree Certificate Marksheet | |
| 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. | Yes All the question papers and evaluation of answers sheets are audited by the DAAC audit committee and further the same is audited by external DAAC members. External DAAC | |
| 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 center as given under these regulations. | Yes The Office of Controller of Examinations will conduct the Examinations for ODL programmes. Exam Timetable | |
| 10. | (a)  The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure. | Yes Exam Monitoring Mechanism | |
| | (b) Availability of biometric system | Yes | |
| | (c) The attendance of examinees shall be authenticated through a biometric system as per Aadhaar details or other Government  identifiers  of  Indian learners. | Yes. Physical verification done during the examination. (Hall ticket, Aadhaar and Student ID card) | |

| S. No. | Provisions in Regulations | Whether complied Yes/No If Yes, Upload relevant document | If No, Reason thereof |
|---|---|---|---|
| | (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 center to the Higher Educational Institution. | Yes. HEI is having CCTV with recording facility. | |
| 11. | The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years. | Yes | |
| 12. | (a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and<br><br>(b) It shall be mandatory to have an observer report submitted to the Higher Educational Institution. | Yes Examination Center at HEI Head Quarters only | |
| 13. | (a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination center as mentioned in these regulations.<br>(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution. | Yes | |
| 14. | The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(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 organizations or unapproved Higher Educational Institutions | Yes. Examination Centre at HEI Head Quarters only | |
| 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 | No Learner Support Centre | |

| 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 | Yes<br>Territorial Jurisdiction<br>(Ref.Page No. 17) | |
| 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<br>i. Photograph<br>ii. Aadhaar number or other government recognised identifier or Passport number, as applicable,<br>iii. Other relevant details of the learner along with the Programme name.<br><br>(b) Each award shall also be uploaded on the National Academic Depository | Yes<br><br><br><br><br><br>Degree Certificate<br><br><br><br><br>Yes<br>ABC_ID has been created for all the admitted students | |
| 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):<br>(i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres | Yes<br>Degree Certificate | |

**4.3    Whether any examination is held through online mode.   NIL**

*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*

27

## 4.4 Result and Student Progression for UG, PG and PGD programmes

| Semester beginning | Programme name | No. of students admitted | No. of students appeared in exams | No. of students progressed to next year | % of students passed | % of students passed in first class |
|---|---|---|---|---|---|---|
| CY 2022 | MBA (IV SEM) | 15 | 15 | - | 100% | 100% |
| | MCA (IV SEM) | 1 | 1 | - | 100% | 100% |
| AY 2022 | MBA (III SEM) | 40 | 35 | 40 | 88% | Yet to complete their fourth semester examination |
| | MCA (III SEM) | 23 | 20 | 23 | 87% | |
| CY 2023 | MBA ( II Sem) | 12 | 12 | 12 | 91% | |
| AY 2023 | MBA (I Sem) | 60 | 55 | 60 | 82% | |
| AY 2023 | MCA (I Sem) | 50 | 44 | 50 | 84% | |

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

**5.1**    **Compliance status of 'Guidelines on Programme Project Report' - As per Annexure - V of UGC**

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

***The PPRs of MBA and MCA programmes were prepared as per the DEB guidelines and submitted in the academic council meeting for approval which was conducted on 15.07.2021.***

**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.*

***Regulations for OL programmes***

| S. No. | Credit value of the course | No. of Weeks | No. of Interactive Sessions | | Hours of Study Material | | Self-Study hours including Assessment etc. | Total Hours of Study (based on 30 hours per credit) | Status |
|---|---|---|---|---|---|---|---|---|---|
| | | | Synchronous Online Counseling/ Webinars/ Interactive Live Lectures (1 hour per week) | Discussion Forum/ asynchronous Mentoring (2 hours per week) | e-Tutorial in hours | e-Content hours | | | |
| 1. | 2 credits | 6 weeks | 6 hours | 12 hours | 10 | 10 | 22 | 60 | Adhered |
| 2. | 4 credits | 12 weeks | 12 hours | 24 hours | 20 | 20 | 44 | 120 | Adhered |
| 3 | 3 credits | 9 weeks | 9 hours | 18 hours | 15 | 15 | 33 | 90 | Adhered |

*Regulations for ODL programmes*

| S. No. | Credit Value of the course | Size of SLMs Range (in terms of units, to be divided into blocks) | No. of Assign ments | Practical Sessions | No. of Counseling Sessions Theory (10 percent of total study Hours) | Study hours of Learner | Status |
|---|---|---|---|---|---|---|---|
| 1. | 2 Credits | 6-10 units | 1 | 60 hours | 6 hours | 60 hours | Adhered |
| 2. | 4 credits | 14-20 units | 2 | 120 hours | 12 hours | 120 hours | Adhered |
| 3 | 3 Credits | 10 – 15 units | 2 | 90 hours | 9 hours | 90 hours | Adhered |

**The true extract minutes of meeting of the academic council is attached**

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

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

The SLMs are prepared as per the guidelines mentioned in the regulations, and the courses  are assigned to in-house faculty members and strictly monitored and reviewed by the senior faculty members of the department. Each and every unit of the course material is prepared and approved by the SLM reviewer to proceed further.  HEI is very strict with plagiarism and course materials are checked for plagiarism using turnitin software.  The academic council meeting approved the SLM. The sample reports and true extract of academic council meeting minutes are attached herewith.

Minutes of Academic council meeting

SLM sample report

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

**6.1    Details of personal contact programmes implemented**:

**Open and Distance Learning (ODL) mode of Education functioning at the HeadQuarters of HEI.**
**No learner support center for HEI**

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 |
|---|---|---|---|---|---|---|
| NOT APPLICABLE | | | | | | |

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

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

**NOT APPLICABLE**

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

| S. 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 Counselors | Program-mes offered | Total Enrolled student |
|---|---|---|---|---|---|---|---|---|---|---|
| NOT APPLICABLE | | | | | | | | | | |

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 the same programme under conventional mode at least for seven years.

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

**Off campus details (For Deemed to be University)**
HEI functions only at headquarters. There was no off campus - HQ Order

| 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 Counselors | Program-mes offered | Total Enrolled student. |
|---|---|---|---|---|---|---|---|
| NOT APPLICABLE | | | | | | | |

### 6.4    Delivery of Self-Learning Material

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

*Annexure-VII of Regulations*

| Type | Date of Admission (for July and January) | Date of delivery of SLM | Learners within a fortnight from the date  of admission Whether SLM delivered  to |
|---|---|---|---|
| Printing Material | AY 2023 | 04.11.2023 | On the day of orientation programme |
| Audio-Video Material | AY 2023 | 04.11.2023 | On the day of orientation programme |
| Online Material | AY 2023 | 04.11.2023 | On the day of orientation programme |
| Compute based Material | AY 2023 | 04.11.2023 | On the day of orientation programme |

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

**Yes. Allowed to register in the OER. Please refer to regulations.**

a.    Provide details as under: **NIL**

| 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) |
|---|---|---|---|---|---|---|---|
| NIL | | | | | | | |

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

**Not Applicable**

# 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 authorized signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website? | Yes | Declaration |
| Uploading of the following on HEI website **(Mention link)** | | | |
| 2. | The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode | Yes | UGC Notification Order and MOA<br><br>AICTE approval |
| 3. | Copies of the letters of recognition from commission and other relevant statutory or regulatory authorities | Yes | AICTE NOC and EOA UGC Notification Order |
| 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 | ODL Brochure |
| 5. | Programme-wise information on syllabus, suggested readings, contact points for counseling/mentoring, programme structure with credit points, programme- wise faculty details, list of supporting staff, list of Learner Support Centers with addresses and contact details (for Open and Distance Learning mode), their working hours and counseling (for Open and Distance Learning mode) Schedule. | Yes | Regulations for MBA OL / ODL Programmes<br><br>MBA Syllabus and<br><br>MCA Syllabus<br><br>Faculty<br><br>Supporting Staff<br><br>Technical Staff |

| S. No. | Provision | Complied Yes/No with explicit link address | If no. Reasons, thereof |
|---|---|---|---|
| 6. | Important schedules or date-sheets for admissions, registration, re-registration, counseling/mentoring, assignments and feedback thereon, examinations, result declarations etc. | Yes | Academic Planner |
| 7. | The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any. | Yes | Feedback on Course and Course Teacher |
| 8. | Information regarding all the programmes recognised by the Commission | Yes | Notification Approval for programmes |
| 9. | Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded | Yes | Enrolment details available.  The first batch of students graduated during March 2024.(admission list) |
| 10. | Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes; | Yes | SLM preparation list |
| 11. | A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes | Yes | FAQ'S ODL |
| 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 | No Learner Support Centre | |
| 13. | List of the 'Examination Centres Along With the number of learners in each centre, for Open and Distance Learning programmes | No Learner Support Centre All Examinations are conducted at HEI head quarter | |

| S. No. | Provision | Complied Yes/No with explicit link address | If no. Reasons, thereof |
|---|---|---|---|
| 14. | Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes | Yes | ODL End Semester Invigilation duty list |
| 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 |
| 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 UGC Expert Committee physically visited the HEI during September 2023. | Since the CDOE started its operation for the November 2021 session, the third party audit will be conducted once in five years and CIQA audit is being conducted annually. Audit Report |

# 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 | Yes |
| 3. | A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges-<br>(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;<br>(b)    with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions;<br>(c)    only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution. | Yes |
| 4. | It shall be mandatory for the Higher Educational Institution to upload the details of all kinds of payment or fee paid by the learners on the website of the Higher Educational Institution. | Yes |
| 5. | 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:<br>Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners | Yes |

| S. No. | Provision | Whether being complied Yes/No |
|---|---|---|
| 6. | 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 Headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: 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 | Yes |
| 7. | 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 |
| 8. | 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 | |
| 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 Open and Distance Learning 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 Open and Distance Learning mode, which shall be in consonance with the resources | Yes |

| S. No. | Provision | Whether being complied Yes/No |
|---|---|---|
| 8. (d) | The conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution | Yes |
| 8. (e) | The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority | Yes |
| 8. (f) | The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test | Yes |
| 8. (g) | Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other | Yes |
| 8. (h) | Pay and other emoluments payable for each category of teachers and other employees | Yes |
| 8. (i) | Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution | Yes |
| 8. (j) | Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study | Yes |
| 8. (k) | Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions | Yes |

| S. No. | Provision | Whether being complied Yes/No |
|---|---|---|
| 9. | Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order | Yes |
| 10. | No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it | Yes |
| 11. | No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution | Yes |
| 12. | No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution | Yes |
| 13. | In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution | Yes |
| 14. | No Higher Educational Institution shall, issue or publish-<br>(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;<br>(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 authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading | Yes |

# 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 how the learners have been made aware about this mechanism.*

**Through an interactive web portal, the Online Complaint Handling Mechanism allows the students to submit online complaints and the students are able to monitor the progress of their resolution.  The steps that follow by the institute are:**

(i)    Our institute has approved complaint handling mechanism rules for the open and distance learning courses and made public by the commission through the institution website.

(ii)    Our institute used to  post all information on the complaint handling mechanism that has been released by the commission on their website.

(iii)    Learners enrolled in open and distance learning programmes and/or online programmes are fully aware of the Complaint Handling Mechanism by the higher educational Institute.

(iv)    In order to raise awareness among the stakeholders, Higher Education Institutes have a mail ID and it is displayed on their homepage.

(v)    Our Institute has abided by all directives given by the commission regarding the prompt and appropriate handling of any complaints made by students.

**9.2    Details of Grievance received**

| Numbers of Grievance Received | Numbers of Grievance Resolved |
|---|---|
| Nine numbers of grievances related to students' technical issues. | Resolved all the grievances |

**9.3    Complaint Handling Mechanism**

*HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per*

*Regulations. Also, mention details of Nodal Officers.*

**Ms. P.Paul Merline, Technical Manager,** CDOE act as a Nodal officer.

The guidelines for grievances are available in the OL /ODL website.

[Complaint Handling Mechanism](#)

**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 | | |

# Part - X: Innovative and Best Practices

**10.1    Innovations introduced during academic year**
- Providing e-content access to ODL students and Regular MBA & MCA students
- Daily Live lectures in evening
- 24/7 technical support
- Discussion forum
- Mentoring session
- Digital Lab
- Faculty members are advised to pursue one MOOC course per semester.
- Library kept open on saturdays and sundays.

**10.2    Best Practices of the HEI**
- One Free Certification Course is being offered to OL / ODL students.
- Quality SLM & DSLM is prepared by In-house faculty members.
- Faculty members to concentrate more on Research publications.

**10.3    Details of Job Fairs conducted by the HEI**
Conducted the Job Fair 27.02.2024 for OL and ODL students. 75 students from MBA and MCA (OL & ODL) programmes are attended the job fair  The details of the Job Fair is given in the link below;

[Job Fair Order]

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

Yes. It's displayed on the HEI Website. **Weblink**

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

Plan to execute the SLM into regional languages based on the request and need received from the students

**10.6    Number of students placed through Campus Placements**
Three students of MBA and MCA have been placed

**10.7    Details of Alumni Cell and its activity**
First batch of ODL MBA and MCA students graduated in March 2024.
The CDOE is in the process of establishing an Alumni Cell.

**10.8    Any other Information**
NIL

# DECLARATION

**B.S. Abdur Rahman**
## Crescent
Institute of Science & Technology
Deemed to be University u/s 3 of the UGC Act, 1956
ACCREDITED WITH "A+" GRADE BY NAAC

## DECLARATION

We, **Dr. N. Raja Hussain, Registrar** and **Dr. A. Abudhahir, Director CIQA** of **B.S. Abdur Rahman Crescent Institute of Science and Technology, Seethakathi Estate, GST Road, Vandalur, Chennai - 600 048, Tamil Nadu**, do hereby jointly 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 (CIQA)**
Name: Dr. A. Abudhahir
Seal : Prof. Dr. A. Abudhahir, M.E.E., Ph.D.,
Director - Centre for Internal Quality Assurance (CIQA)
B.S. Abdur Rahman
Crescent Institute of Science & Technology
Vandalur, Chennai - 600 048.
Date : 30/08/24

**Signature of the Registrar**
Name: N. Raja Hussain
Seal :     REGISTRAR
B.S. Abdur Rahman
**Crescent**
Institute of Science & Technology
Vandalur, Chennai-600 048
Date : 30/08/24