

Annual Report

OF

CENTER FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

ONLINE MODE

2023-2024

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Part – I: General Information

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

1.2 Details of Director, CIQA

- Name : Dr. A. Abudhahir
- Qualification: :B.E.,M.E.E.,Ph.D.
- [Appointment Letter and Joining Report](#)

1.3 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 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 Head, MCA	Computer Applications	06.10.2021
d.	Two External	Member 6	Dr. R. Tamilmaran Associate Professor and	Management Studies	31.01.2024

S. No.	Designation	Nominations	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	Experts of ODL and/or Online Education.		Director (i/c) CIQA School of Management Studies Tamil Nadu Open University, Chennai.		
		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

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 02

b. Meeting details:

Meetings	Date-Month -Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 3	14.2.2024	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 <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)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	TG	Total
NOT APPLICABLE												

*Not for Private University

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

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

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

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	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 <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/Trans gender)
NOT APPLICABLE								

***Not for Private University**

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

1.9 Number of programmes started at Postgraduate Degree Programmes as per Commission Order: OL Programmes

From July 2023-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 03.11.2023	2 years	86	UG DEGREE	Rs. 30,000/- (per semester)	F.No.30-30/2023 (DEB-II), dated 11.09.2023	Nil	20	13	-	33
2.	MBA AY 2023 Academic Session Commenced on 03.11.2023	2 years	107	UG DEGREE	Rs. 40,000/- (per semester)	F.No.30-30/2023 (DEB-II), dated 11.09.2023	Nil	19	12	-	31
	MBA CY 2024 Academic Session Commenced on 17.04.2024					F.No.30-30/2023 (DEB-II), dated 11.09.2023		9	7	-	16

***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

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	<p>The development of Digital Self Learning Material and SLM for the MBA and MCA offered through 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.</p> <ul style="list-style-type: none"> ● The DSLM and SLM materials are provided through LMS which can be accessed anywhere and any time. ● SLM material can be accessed as flip book model through LMS ● Hard copy Course materials are provided to OL students on request. ● Offered Free Certification Programme on SPSS to all the Spss programme link OL students ● A webinar on “Skill for personality Development” is conducted to improve skills of the learners. 	<p>LMS link</p> <p>SPSS programme link</p> <p>Skill for Personality Development</p>

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	<p>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.</p> <p>b. CIQA insisted that faculty members pursue MOOC courses to upgrade their skills.</p> <p>c. PCP classes of OL students were monitored by Programme coordinators of the respective programme and Director (CDOE).</p> <p>d. The question papers were audited by DAAC members and the corrections were carried out in the question paper.</p> <p>e. To monitor the quality of CDOE, CIQA audit is conducted every year.</p> <p>f. Programme on Self-Evaluation and Reflective Process on “Challenges Faced during e-LM preparation” on 09.02.2024.</p>	<p>a. DSL M Reviewers, and SLM Reviewers comments</p> <p>b. Faculties Skill Upgradation certificates</p> <p>NPTEL certificate programme and Interdisciplinary Refresher Course</p> <p>c. Live session timetable MBA AY 2023 I, MBA CY 2023 II, MBA AY 2022 III, MBA CY 2022 IV, MBA CY 2024 I, MBA AY 2023 II, MBA CY 2023 III, MBA AY 2022 IV</p> <p>MCA AY 2023 I, MCA AY 2022 III, MCA CY 2022 IV, MCA AY 2023 II, MCA AY 2022 IV</p> <p>d. DAAC report</p> <p>e. Minutes of Planning and Monitoring Committee Meeting</p> <p>e. CIQA audit report</p> <p>f. Self-Evaluation and Reflective Process</p>

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	<ul style="list-style-type: none"> 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 and activities are conducted to improve teaching and learning on a continuous basis. Faculty members are encouraged to do quality research and to publish research articles / conferences. As a learning process faculty members are encouraged to do value added based on the research. 	<p>Faculty Ph. D completion</p> <p>a. Conference /Journals b. Books published c. Patents</p> <p>NPTEL and SPSS certificate faculty member</p>
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	<ul style="list-style-type: none"> The CDOE adopts the same policies and eligibility criteria of conventional mode of HEI for admitting the students through OL mode. The continuous assessment pattern followed in conventional mode of HEI is adhered to the OL students too. 	<p>HEI Website OL MBA/MCA</p> <p>MBA and MCA Regulation of CDOE</p>
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	<p>Yes, the feedback mechanism is followed for the quality improvement.</p> <ul style="list-style-type: none"> Semester wise online feedback mechanism is followed for the students on their understanding of the subject. Semester wise online feedback mechanism is followed for the faculty/staff on quality improvement . Experts from HEI reviewing the quality of DSLM and SLM periodically. CIQA Monitors the activities of CDOE 	<p>Student Feedback about course Parent Feedback about CDOE Faculty Feedback about CDOE Student Feedback about faculty DSLML/SLM review report</p> <p>CIQA audit report</p>

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome there of (Not more than 500 words)	Upload Relevant Document
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	<ul style="list-style-type: none"> ● All the feedback responses are pooled/evaluated for each course and submitted to the Executive Committee. ● Programme on Self-Evaluation and Reflective Process on “Challenges Faced during e-LM preparation” on 09.02.2024. 	Department meeting minutes Self-Evaluation and Reflective Process
7.	Implementation of its recommendations through periodic reviews	<ul style="list-style-type: none"> ● 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.	<ol style="list-style-type: none"> 1. Webinar on “Financial Empowerment Through Wealth Creation” on 04.06.2024. 2. Webinar on “Recent Trends and Technologies in Smart Farming” on 23.05.2024. 3. Student’s induction programme for CY 2024 batch (OL) on 17.04.2024. 4. Seminar on “Enhance Your Abilities to Learn New Skills” on 20.03.2024. 5. Two days’ workshop on “How to prepare the SLM and e-LM” on 15.03.2024 and 16.03.2024. 6. National Level Faculty Development Programme (FDP) on “Mastering E-Content Development” from 28.02.2024 to 07.03.2024. 7. “Job Fair 2024” for Online Learning (OL) and Online Distance Learning (ODL) programme for MBA & MCA students on 27.02.2024. 8. Value Added Programme on DATA ANALYSIS USING SPSS (Certificate course) from 19.02.2024 to 23.02.2024 9. Programme on Self-Evaluation and Reflective Process on “Challenges Faced during e-LM preparation” on 09.02.2024. 10. External Students visit Cresoline studio (CDOE) on 30.01.2024. 11. Webinar and Student development programme on “Skills for Personality Development” on 23.11.2023. 12. Student’s Orientation programme for AY 2023 batch (ODL) on 04.11.2023. 13. Student’s Orientation programme for AY 2023 batch (OL) on 03.11.2023. 	Reports of the programme organized

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9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	<ul style="list-style-type: none"> a. Transparency in Admission Process b. Sponsorship for OL sport students c. Fees concession for HEI staff members. d. HEI Library kept open on Saturdays and Sundays for OL students to reference books. e. The laboratory of the HEI is kept open on Saturdays and Sundays for OL students to gain practical hands-on training. 	Sports Sponsorship Staff fee concession Library details
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	<ul style="list-style-type: none"> ● Feedback on OL programmes were meticulously collected and analyzed. 	Students Feedback
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	<ul style="list-style-type: none"> ● The CIQA Committee regularly monitors the implementation of PPR according to the norms and guidelines prescribed by the Commission. ● AICTE approved the HEI to conduct the MBA and MCA programme through OL modes.. 	CIQA Audit Report EOA LINK
12.	Mechanism to ensure the proper implementation of Programme Project Reports	<ul style="list-style-type: none"> ● 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.	<ul style="list-style-type: none"> ● The Centre for Distance and Online Education plans as per the HEI academic calendar and records the activities. ● The Annual Reports of the activities are being sent to the Dean (Academic Affairs) and CIQA review them periodically. 	Academic Calendar 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.	<ul style="list-style-type: none"> ● 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.	<ul style="list-style-type: none"> ● Based on the feedback from the technical experts of HEI, designing the Learning Management System brings qualitative change in the entire system. ● Created an OL learners community using social media platform to provide opportunities for all the learners to acquire knowledge. 	lms link (OL) Whatapp screen shot
16.	Steps taken as a nodal coordinating unit for seeking assessment and	<ul style="list-style-type: none"> ● CIQA as nodal coordinating unit for seeking assessment for CDOE and accreditation from a 	Approval Copy

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome there of (Not more than 500 words)	Upload Relevant Document
	accreditation from a designated body for accreditation such as NAAC etc.	designated body such as NAAC etc, in supporting the Internal Quality Assurance Cell of HEI. <ul style="list-style-type: none"> CIQA supports CDOE for obtaining approval for OL MBA and MCA programmes offered by Centre for Distance and online Education. 	
17.	Measures adopted to ensure internalization and Institutionalization of quality enhancement practices through periodic accreditation and audit	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> CIQA coordinates CDOE for various quality related initiatives or guidelines taken by the Commission and the same is being disseminated to the OL 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.	<ul style="list-style-type: none"> Dr. R. Tamilmaran, Associate Professor and Director (i/c) CIQA, School of Management Studies, Tamil Nadu Open University, Chennai and Dr. P. Anandhakumar, Professor, Information Technology, Madras Institute of Technology, Anna University, Chennai, is 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.	<ul style="list-style-type: none"> CIQA recorded the annual report of CDOE activities 	CIQA Report
21.	<p>(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.</p> <p>(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.</p>	<ul style="list-style-type: none"> 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. 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	<ul style="list-style-type: none"> Yes, the statutory bodies of HEI oversee the functioning of the Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality 	

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome there of (Not more than 500 words)	Upload Relevant Document
	effectiveness of quality assurance systems and processes	Assurance on the effectiveness of quality assurance systems and processes.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online Learning decided by the statutory bodies of the HEI for its different academic programmes	<ul style="list-style-type: none"> • Yes. CIQA recommends the instructional design requirements for OL programs as per the Bloom’s taxonomy. • Question papers are prepared as per the Bloom’s taxonomy. To ensure the quality instructional design DAAC audit is conducted. • Conducted Live Lectures for Online Learning Programmes 	Schedule of OL LIVE Classes MBA & MCA MBA AY 2023 I, MBA CY 2023 II, MBA AY 2022 III, MBA CY 2022 IV, MBA CY 2024 I, MBA AY 2023 II, MBA CY 2023 III, MBA AY 2022 IV MCA AY 2023 I, MCA AY 2022 III, MCA CY 2022 IV, MCA AY 2023 II, MCA AY 2022 IV
24.	Promoted automation of learner support services the Higher Educational Institution	<p>CIQA supports CDOE to bring up the following learner support services such as</p> <ul style="list-style-type: none"> • Fee payment through online portal • Access to DSLM • Access to SLM as Flip book model • Discussion forum • Feedback mechanism is enabled through LMS. • Grievances redressal mechanism is available. • Self-assessment mechanism through LMS. 	<p>LMS Link</p> <p>Support services</p>
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes.	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Third party audit was not conducted for the OL programme. However conventional MBA programmes received NBA Accreditation under tier-I. • UGC DEB Committee Experts physically visited the HEI during September 2023 to monitor the activities of CDOE. 	<p>NBA Accreditation</p> <p>(UGC physical Visit)</p>
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	<ul style="list-style-type: none"> • CIQA reviewed the CDOE DEB OL application before submission. • CIQA reviewed the annual reports of CDOE before submission. 	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research	<p style="text-align: center;">Yes</p> <p>The CDOE collaborated with various Industrial experts and organized Guest Lectures /</p>	Report on Programmes organized

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome there of (Not more than 500 words)	Upload Relevant Document
	therein	Workshops for the quality enhancement of the faculty members and students	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	<p>CIQA facilitated the following programmes to strengthen the industry-institution linkages.</p> <ol style="list-style-type: none"> 1. Webinar on “Financial Empowerment Through Wealth Creation” on 04.06.2024. 2. Webinar on “Recent Trends and Technologies in Smart Farming” on 23.05.2024. 3. Student’s Induction programme for CY 2024 batch (OL) on 17.04.2024. 4. Seminar on “Enhance Your Abilities to Learn New Skills” on 20.03.2024. 5. Two days’ workshop on “How to prepare the SLM and e-LM” on 15.03.2024 and 16.03.2024. 6. National Level Faculty Development Programme (FDP) on “Mastering E-Content Development” from 28.02.2024 to 07.03.2024. 7. “Job Fair 2024” for Online Learning (OL) and Online Distance Learning (ODL) programme for MBA & MCA students on 27.02.2024. 8. Value Added Programme on DATA ANALYSIS USING SPSS (Certificate course) from 19.02.2024 to 23.02.2024 9. Programme on Self-Evaluation and Reflective Process on “Challenges Faced during e-LM preparation” on 09.02.2024. 10. External Students visit Cresoline studio (CDOE) on 30.01.2024. 11. Webinar and Student development programme on “Skills for Personality Development” on 23.11.2023. 12. Student’s Orientation programme for AY 2023 batch (ODL) on 04.11.2023. 13. Student’s Orientation programme for AY 2023 batch (OL) on 03.11.2023. 	<p>Report on Programmes organized</p>

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: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Uploaded as Enclosure	a. Organization structure b. to d. Management and Strategic Planning
2.	Articulation of Higher Educational Institution Objectives	<ul style="list-style-type: none"> ● 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. ● 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). ● To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system. ● 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. ● 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-out 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.	<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>a. Academic Council</p> <p>b. Board of Studies</p> <p>c. Choice Based Electives</p> <p>d. DSLM and SLM access link</p> <p>e. Student Feedback System available</p>	<p>Academic Council Meeting Minutes</p> <p>MBA & MCA Regulations</p> <p>Support services</p>
4.	Programme Monitoring and Review	<ul style="list-style-type: none"> Programme coordinator and Class Advisor for each programme is appointed to monitor OL classes and Class Committee are conducted every semester. Director CDOE reviews the same and submit it to CIQA. 	<p>Programme coordinator</p> <p>Class committee meeting minutes</p>
5.	Infrastructure Resources	Annexure - Enclosed	<p>Campus Facilities</p> <p>CDOE Infrastructure</p>
6.	Learning Environment and Learner Support	<ul style="list-style-type: none"> Dedicated LMS is used for OL programmes cdoesupport@cresecent.education is used by OL learners for seeking any services or clarifications. In addition, learners are connected through Whatsapp group too. 	LMS Link
7.	Assessment and Evaluation	<ul style="list-style-type: none"> Continuous assessments and Semester End Examinations are followed in OL programmes. Substitute Examinations are conducted for OL learners for those who missed CAT examinations. Students are permitted to appear for Supplementary Examinations. 	Regulations of MBA/MCA showing the Assessment
8.	Teaching Quality and Staff Development	<ul style="list-style-type: none"> Faculty members are encouraged to pursue relevant Certification Programme on MOOC courses. 	<p>Faculties Skill Upgradation certificates</p> <p>NPTEL certificate programme and Interdisciplinary Refresher Course</p> <p>Faculty Ph. D completion</p>

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 online programmes	Upload relevant document
1.	Academic Planning	CDOE	Academic planner for OL Programmes
2.	Validation	COE, Dean (Academic Affairs) and Registrar	Online Live Session Schedules AY 2023, CY 2023, AY 2022, CY 2022
3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Examination Centres</p> <p>b. External Auditor or other External Agencies report</p> <p>c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>d. Reporting and Analytics by the Higher Educational Institution</p> <p>e. Periodic Review</p>	<p>a. Remote Proctoring is adhered to examinations.</p> <p>b. Since the CDOE started its operation for the November 2021 session, the third party audit will be conducted once every five years. CIQA audit is being conducted annually. UGC Physical visit by Expert members during September 2023.</p> <p>c. Results available through web-based applications and be used for report making by the HEI.</p> <p>d. Yes. HEI generates the required reports from web-based applications.</p> <p>e. Every six months the HEI collects the feedback from stakeholders.</p>	<p>a. Remote proctoring</p> <p>b. CIQA audit report and UGC physical Visit</p> <p>c. Web link</p> <p>d. Result analysis</p> <p>e. Parent Feedback about CDOE</p>

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

[\(Appointment Order and Joining report\)](#)

3.2 Name and details of Deputy Director of Centre for Distance and Online

Name: **Dr. S. Rabiyyathul Basariya**

Qualification: MBA., Ph.D

Experience: 20 years

Designation: Deputy Director (I/c)

Nature of Appointment: Regular and Full Time Employee

[\(Appointment Order and Joining report\)](#)

3.3 Name and details of Assistant Director of Centre for Distance and Online

Name: **Dr. S. Thowseaf**

Designation: Assistant Director, Centre for Distance Education

Experience: 5.5 years

Nature of Appointment: Regular and Full time Employee

Qualification : B.Tech, MBA, Ph.D

[\(Appointment Order and Joining report\)](#)

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

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

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

i. Programme name:

S.No	Names with designation	Qualification	Experiences	Type(Regular/Contract) withGross Salary/Month	Date of Joining Programme
1	Dr. E. JeslinRenjith, Asst. Prof	B. Sc, MCA, , SET	15 Yrs	Regular Rs. 66,156/-	01.03.22
2	Dr. S. Rabiyaathul Basariya Asst. Prof	B. Com, M.Com MBA., M. Phil Ph. D	16.11 Yrs	Regular Rs.66,156/-	21.04.22

a.

Programme Coordinator

b. & c. Course Coordinator & Course mentor

S.No	Course Name	Names with designation	Qualification	Experiences	Type (Regular/Contract) withGross Salary/Month	Date of Joining Programme
1	MCA	Dr. E. Jeslin Renjith, Asst. Prof	B. Sc., MCA, SET	15 Yrs	Regular Rs. 66,156/-	01.03.22
2	MCA	Dr. P. Maheswari Asst. Prof	B. Sc., MCA, M.PHIL, SET	14 Yrs	Regular, Rs.66,156/-	23.03.22
3	MCA	Ms. S. Manjula Asst. Prof	B.Sc.,MCA, SET	7.5 Yrs	Regular Rs. 62,551/-	01.06.22
4	MBA	Dr. S. Rabiyaathul Basariya Asst. Prof	B. Com, M.Com MBA, M. Phil Ph. D	16.11 Yrs	Regular Rs. 66,156/-	21.04.22
5	MBA	Dr. S. Thowseaf Asst. Prof	B.Tech., MBA Ph.D	2.5 Yrs	Regular Rs. 66,156/-	21.07.22
6	MBA	Dr. V. Agalya Asst. Prof	B.A., M.A., M.Phil M.B.A., Ph.D	10 yrs	Regular Rs. 66,156/-	09.01.23

3.5 Details of Administrative staff

Number of Administrative staff available exclusively for OL programmes.

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

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

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

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

ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online Mode:

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

[\(Attach duly attested photocopy of appointment letter with salary details\)](#)

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 handled by the Institution	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programmes through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examinations through technology mediated proctoring.	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 of facilities required for the conduct of Online examination for online programmes

S. No.	Provisions in Regulations	Whether being complied Yes/No If yes, please provide details and upload relevant documents	If No, Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Yes LMS Link	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes Proctoring faculties list	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes Browser security arrangements	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes Remote Proctoring	

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

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes. CDOE conducts all the examinations in support with COE of HEI Exam related guidelines	
2.	A Higher Educational Institution offering Online Programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	Yes 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 Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes Regulations of MBA/MCA showing the Assessment Two continuous assessment (CAT I & II) and end semester examination of evaluation is conducted by the institute Minutes of class committee meeting	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Online mode shall be evolved by adopting same standards as being followed in conventional mode / ODL mode by the dual mode Higher Educational Institutions and in Online Learning mode by the Open Universities.	Yes. We adopted the same regulations and curriculum framework of the Regular programme. Regulations of MBA/MCA showing the Assessment	
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) Summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes Internal assessment components 30% Semester-end examination 70% Sample question papers Regulations assessment copy	

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes, the assessment tools used for formative and summative assessment are disseminated through First Class Committee Meeting. Class committee meeting minutes	
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 Sample Degree Certificate Marksheet	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes All the question papers and evaluation of answer sheets are audited by DAAC audit committee and further the same is audited by external DAAC members. DAAC Report OL-External DAAC.	
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes The Office of Controller of Examinations will conduct the Exam Exam Timetable	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes Remote Monitoring Mechanism adhered	
	(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 Remote proctoring is adhered	
	(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. Remote proctoring is adhered	

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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 (b) It shall be mandatory to have an observer report submitted to the Higher Educational Institution.	Yes. Exams are conducted online with remote proctoring.	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission.	Yes Proctored Examination	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored examinations for such learners	Yes Exams are being conducted through the LMS portal. LMS link	
15.	(a) Each award of Degree at undergraduate and postgraduate level and postgraduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name. (b) Each award shall also be uploaded on the National Academic Depository	Yes Degree Certificate Yes ABC ID has been created for all the admitted students	
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres.	Yes Degree Certificate	

Whether any examination is held through online mode. YES

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

The continuous assessments and end semester examinations pertaining to MCA and MBA degree programmes are conducted in online mode with remote proctoring technology enabled mechanism for proctoring examination through LMS. The details are given below.

[Proctored Examination](#)

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
AY2021, CY 2022	MBA (IV SEM)	25	12	-	48%	48%
	MCA (IV SEM)	9	5	-	56%	44%
AY 2022	MBA (III SEM)	43	27	43	60%	Yet to complete their fourth semester examination.
	MCA (III SEM)	24	19	24	79%	
CY 2023	MBA (II Sem)	13	10	13	77%	
AY 2023	MBA (I Sem)	31	26	31	84%	
AY 2023	MCA (I Sem)	33	30	33	91%	

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

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

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

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

[The true extract minutes of meeting of the academic council is attached](#)

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 OL programmes

S. No.	Credit Value of the course	Size of SLMs Range (in terms of units, to be divided into blocks)	No. of Assignments	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

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

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

The e-learning material and e-LMs 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 subject experts and

The video content of the courses are reviewed by external reviewers to proceed further. HEI is very strict with plagiarism and course materials are checked for plagiarism using turnitin software. The academic council meeting approved both the e-LM and SLM. The sample reports and true extract of academic council meeting minutes are attached herewith.

[Minutes of Academic council meeting](#)

[e-LM sample report](#)

[e-Videos sample report](#)

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide links and details of the Learning Platform opted by HEI.

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

Utilization of Swayam Learning Platform is in the progress to include in the programme study.

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

HEI developed an LMS and hosted on the MOOC Platform and is not using any franchise arrangement with a private service provider.

6.2 Compliance status in respect of Programme delivery Programmes Regulations, 2020

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

HEI adopted the UGC Guideline for Learner's participation by providing Live Lectures to the students of MBA and MCA Online Programmes

[MBA AY 2023 I, MBA CY 2023 II, MBA AY 2022 III, MBA CY 2022 IV, MBA CY 2024 I, MBA AY 2023 II, MBA CY 2023 III, MBA AY 2022 IV](#)

[MCA AY 2023 I, MCA AY 2022 III, MCA CY 2022 IV, MCA AY 2023 II, MCA AY 2022 IV](#)

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N -

NO

a. Provide details as under:

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

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

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 Online mode	Yes	UGC Notification Order and MOA (Ref. Page 17) 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	OL 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, their working hours and counseling (for Online mode) Schedule.	Yes	Regulations for MBA OL / ODL Programmes MBA Syllabus and MCA Syllabus Faculty Supporting Staff 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.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes.	Yes	Strategy plan related to Online programme delivery
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any.	Yes	Feedback Mechanism
9.	Information regarding all the programmes recognised by the Commission	Yes	
10.	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 will be graduating during March 2024. (admission list)
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, When was it prepared and last updated for Online Programmes.	Yes	MBA & MCA SLM preparation list DLSM Preparation List
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes.	Yes	FAQ'S OL

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
13.	List of the 'Examination Centres Along With the number of learners in each centre, for Online programmes	Yes. Headquarter only	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes	OL End Semester
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 every five years. 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.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in Online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kinds of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation 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
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the HeadQuarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners.	Yes
6.	Every Higher Educational Institution shall– (a) Record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) Exhibit such records as permissible under law on its website; and (d) Be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below.	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Online mode, and the other terms and conditions of such payment.	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in which such refund shall be made to the learner.	es
8. (c)	The number of seats approved in respect of each programme of Online mode, which shall be in consonance with the resources	Yes

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

8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes

13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Online 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.	<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 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</p>	Yes

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

If No, reason thereof:

No. The international learners admission for the Academic Year 2023-24 is NIL. HEI will provide the details to MoEA, MoE and UGC if any international learners are enrolled.

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 student 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 online mode 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 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
Six 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 on th OL website.

[Web Link](#)

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		

Library Part - X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- Daily Live lectures in the evening
- 24/7 technical support
- 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 students.
- Quality e-LM is prepared by In-house faculty members.
- Faculty members are encouraged to concentrate 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 given in the link below; [Job Fair Order](#)

10.4 Success Stories of students of online mode of the HEI

Yes. It's displayed on the HEI Website. [Weblink](#)

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

Plan to execute the e-LM 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 OL 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