Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER
ONLINE MODE

2024 - 2025

Contents

Part – I: General Information	3
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning	7
Part – III: Human Resources and Infrastructural Requirements	16
Part – IV: Examinations	21
Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)	31
Part – VI: Programme Delivery through Learning Platform	33
Part – VII: Self Regulation through disclosures, declarations and reports	34
Part – VIII: Admission and Fees	37
Part – IX: Grievance Redressal Mechanism	43
Part – X: Innovative and Best Practices	45
DECLARATION	46

Part - I: General Information

1.1 Date of notification of the Centre(attach a copy of the notification): 03.02.2023

1.2 Details of Director, CIQA

Name : Dr. G. AnnaduraiQualification: M.Sc. Ph.D.,

• Appointment Letter and Joining Report: Uploaded

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designatio n	Nomination as	Name and Qualification	Specializa tion	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Dr. N. Chandrasekar	Marine Geology	03.02.2023
		Member 1	Dr. B. Revathy	Commerce	03.02.2023
b.	Three Senior teachers of HEI	⊢ Memher 2	Dr. G. Balasubramania Raja	Communicatio n	03.02.2023
		Member 3	Dr. N. Rajalingam	Management Studies	03.02.2023
	Head of three	Member 4	Dr. R. Kala	Mathematics	03.02.2023
	Departments or School of Studies	Member 5	Dr. S. Prabahar	English	03.02.2023
C.	from which programme is being offered in ODL and Online mode	Member 6	Dr. B. William Dharma Raja	Education	03.02.2023
	Two External	Member 7	Dr. S. Manickam	Economics	03.02.2023
d.	Experts of ODL and/or Online Education	Member 8	Dr. B. Vaseeharan	Animal Science	03.02.2023
e.	Officials from Member 9		Dr. U.Balasubramaniyan	Controller of Examinations	03.02.2023
	AdministrationFinance	Member 10 Finance	Thiru.S.V.Gopal	Finance Officer	03.02.2023
f.	Director, CIQA	Member Secretary	Dr. G. Annadurai	Environmenta l Science	03.02.2023

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

YES

- 1.4 Number of meetings held and its approval:
 - a. No. of meetings held every year: 03
 - b. Meeting details:

Meetings	Date-Month-	No. of External	Minutes	Approval of
	Year	Expert Present		Minutes
Meeting 1	05.11.2024	01	https://www.msuniv.ac.in/msuniv distance_education_home.php	05.11.2024
Meeting 2	04.02.2025	01	https://www.msuniv.ac.in/msuniv distance_education_home.php	13.02.2025
Meeting 3	06.03.2025	01	https://www.msuniv.ac.in/msuniv _distance_education_home.php	13.03.2025

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

-Nil-

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

-Nil-

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

-Nil-

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

From Academic Year 2024 - 2025 (Session beginning October 2024)

Sr. No.	Under - Graduate Degree Title	Duratio n (years)		Admission Eligibility	Fee (Rs.)	UGC Recognitio n Letter No. and		idents e/Fen	ber og admi nale/ nder)	
						date	M	F	TG	Total
	Bachelor of Arts - English	3 years	143	Pass in 10 + 2 or 10 + ITI (2 Years) or 10 + 3 Years	4800	E-mail dt.25.10.2024 with Screening	63	83	ı	146
	Bachelor of Commerce	3 years	150	Polytechnic or 2 years Diploma in Teachers Training	5250	Expert Committee Observations For HEIs Entitled to	219	48	ı	267
	Bachelor of Business Administration	3 years	116	under 10 + 3 + 3 or 11 + 2 + 3 or 10 + 2 + 3 or 10+3+2 pattern		offer Programme Under Online Mode received from UGC-DEB	202	38	-	240

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

From Academic Year 2024 - 2025 (Session beginning October 2024)

Sr. No.	Post- graduate Degree Title	Ouration (years)		Admission Eligibility	Fee (Rs.)	UGC Recognitio nLetter No. and	(Male		nitted nale/1	lents Frans-
						date	M	F	TG	Total
	Master of Arts in Tamil	2 years	90	Pass in B.Lit / Any degree with Tamil as Part-I	4225	E-mail dated		4	•	4
	Master of Arts in English	2 years	90	Pass in any UG Degree with English as Part -II	4225	21.02.2024 with Screening Expert Committee	10	21	ı	31
	Master of Arts in History	2 years	90		4225	Observations For HEIs Entitled	2	3	-	5
4.	Master of Arts in Economics	2 years	90	Pass in any UG Degree	4225	to offer Programme Under Online	-	3	-	3
	Master of Arts in Mass Communicat ion and Journalism	2 years	92	od Degree	4225	Mode received from UGC- DEB	2	-	1	2
6.	Master of commerce	2 years	90	Pass in B.Com	3975		42	16	-	58
7.	Master of Business Administrati on	2 years	106	Pass in any UG Degree except B.A. Tamil & B.Litt	40000	E-mail dt.29.10.2024 with Screening Expert Committee Observations For HEIs Entitled to offer Programme Under Online Mode received from UGC-DEB	40	6	-	46

From Academic Year 2024 - 2025 (Session beginning February 2025)

Sr.	Under -	Duratio	No. of	Admission	Fee	UGC		Num	ber o	f
No.	Graduate	n	Credi	Eligibility	(Rs.)	Recognitio	1	idents		
	Degree Title	(years)	ts			n Letter	(Mal			Γrans-
						No. and		ger	ider)	
						date		_	m.c	m . 1
							M	F	TG	Total
	B.A. English	3 years	143		4800	E-mail dt.25.10.2024	52	79	-	131
2.	B.Com.	3 years	150		5250	with Screening	205	57	-	262
3.	B.B.A.					Expert Committee		28	-	184
				Pass in		Observations For				
		3 years	116	10 + 2	4950	HEIs Entitled to				
		3 years	110		4930	offer Programme Under Online				
						Mode received				
						from UGC-DEB				

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

From Academic Year 2024 - 2025 (Session beginning February 2025)

Sr. No.	Post- graduate Degree Title	Ouration (years)		Admission Eligibility	Fee (Rs.)	UGC Recognitio nLetter No. and date	(Male	e/Fen ender)	itted nale/T	Γrans-
							M	F	TG	Total
1.	M.A. Tamil	2 years	90	Pass in B.Lit / Any degree with Tamil as Part-I	4225	E-mail dated	,	-		-
2.	M. A. English	2 years	90	Pass in any UG Degree with English as Part -II	4225	21.02.2024 with Screening Expert Committee	4	11	-	15
3.	M.A. History	2 years	90		4225	Observations For	2	-	-	2
4.	M.A. Economics	2 years	90	Pass in any	4225	HEIs Entitled to offer	2	2	-	4
5.	M.A. Mass Communicat ion and Journalism	2 years	92	UG Degree	4225	Programme Under Online Mode received from UGC-DEB	-	-	-	-
6.	M.Com.	2 years	90	B.Com	3975]	31	19	-	50
	M.B.A.	2 years	106	Pass in any UG Degree except B.A. Tamil & B.Litt	40000	E-mail dt.29.10.2024 with Screening Expert Committee Observations For HEIs Entitled to offer Programme Under Online Mode received from UGC-DEB	12	3	-	15

Part - II: Requirements as per Centre for Internal QualityAssurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)
1.	Quality maintained in the services	A comprehensive and dynamic internal
	provided to the learners	quality assurance system has been developed
		and put in place to ensure that Programmes
		offered are of acceptable quality at par with
		the conventional programmes and further
		improved on continuous basis. CIQA has used
		multiple strategies to enhance and preserve
		the services offered to learners Academic
		Planning, Validation, monitoring and
		evaluation etc. The LMS is also maintained by
		the institution. Every step of the application
		and testing process is automated.
2.	Self-evaluative and reflective exercises undertaken for continual	Academic Audits and monitoring Academic
	quality improvement in all the	Council, Executive Council, Finance
	systems and processes of the Higher Educational Institution	Committee, etc., the university has the duly
	Sudditional metatron	established CIQA committee, which oversees
		a variety of tasks to preserve the integrity
		and transparency of the system.
3.		A Student Life Cycle support system is in
		place where all the services from Entry to
	Educational Institution should	Exit are compiled, reviewed and improved by
	maintain quality	the team in a time bound and seamless
		manner
		Orientation programme is conducted for
		newly enrolled learners.
		Student Interaction through: Know your
		Programme Coordinator initiative
		To strengthen the academic delivery and

		improvement in the quality circle				
		Curriculum development in OL mode at par				
		with the conventional programmes to ensure				
		quality education that cater to diverse				
		learning backgrounds of students.				
4.		The curriculum of ODL and OL programmes				
	the quality of Online programmes matches with the quality of relevant	is kept at par with the programme offered in				
	programmes in conventional mode	conventional mode.				
	(For Dual Mode HEIs)	Examination processes are devised with				
		utmost care and surveillance.				
		Question Papers are set and moderated by an				
		established committee to ensure quality and				
		standardization.				
		Answer Scripts are evaluated by the faculty				
		within the University premises.				
		Evaluations are scrutinized by senior facult				
		members before declaration of the same.				
		Record keeping of all examination processes				
		is ensured by the CoE				
5.	Mechanisms devised for interaction					
	with and obtaining feedback from all stakeholders namely, learners,	specified intervals				
		Student feedback				
	employers, and Government for quality improvement.	Student Mentorship				
		Dedicated OL faculty members over phone				
		and email to address the learner's academic				
		queries				
		24/7 Office helpdesk for student support services				
6.	55	A peer review & data based qualitative and				
	authorities of Higher Educational Institution for qualitative	quantitative indicator evaluation provide				
	improvement	appropriate resolution wherever required to				
		facilitate a system based research, creating				
		learner centric environment and to bring				
		about qualitative change in the entire system.				

0464

State University

with the concerned authorities. 8. Workshops/ seminars/ symposium Various activities are organized to ensure organized on quality related themes						
7. Implementation of its recommendations through periodic reviews 8. Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. 8. Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. 8. Workshops/ seminars/ symposium organized to ensure owith the concerned authorities. 9. Various activities are organized to ensure that the key stakeholders about processes in HEI 9. Faculty Orientation 1. Facu			Continuous feedback is also obtained from			
7. Implementation of its recommendations through periodic reviews 8. Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. 8. 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 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 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 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 8. The reviews/ suggestions from the committees and feedback analysis are shared with the concerned authorities. 9. Various activities are organized to ensure that the key stakeholders about processes in HEI Faculty Orientation Teaching Pedagogy Application software Mapping of Learning Outcomes v. Preparation of the Programme Project Report State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			the learners and other stakeholders in the			
recommendations through periodic reviews Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. HEI Faculty Orientation Teaching Pedagogy Application software Mapping of Learning Outcomes v. Preparation of effective Self Learning Material Preparation of the Programme Project Report State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			areas required for development of SLM			
reviews Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. Educational Institution. 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 Torontomic Material Preparation of the Programme Project Report State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material	7.		The reviews/ suggestions from the			
with the concerned authorities. 8. Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. 8. Workshops/ seminars/ symposium organized to ensure organized to ensure that the key stakeholders about processes in HEI 8. Faculty Orientation or Eaching Pedagogy and Pedagogy 8. Application software organized to ensure that the key stakeholders about processes in HEI 8. Faculty Orientation 8. Teaching Pedagogy 8. Application software 8. Mapping of Learning Outcomes v. 9. Preparation of effective Self Learning of the Programme Project 8. Report 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 8. Late of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. 8. Support is provided to the faculty to develop the reference material. 8. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			committees and feedback analysis are shared			
organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. Faculty Orientation Teaching Pedagogy Application software Mapping of Learning Outcomes v. Preparation of effective Self Learning Material Preparation of the Programme Project Report State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material		10110110	with the concerned authorities.			
ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution. Preparation of effective Self Learning Material Preparation of the Programme Project Report State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material	8.		Various activities are organized to ensure			
the stakeholders in Higher Educational Institution. Teaching Pedagogy Application software Mapping of Learning Outcomes v. Preparation of effective Self Learning Material Preparation of the Programme Project Report 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 State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material		ensure participation of all	that the key stakeholders about processes in HEI			
Educational Institution. Teaching Pedagogy Application software Mapping of Learning Outcomes v. Preparation of effective Self Learning Material Preparation of the Programme Project Report State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Faculty Orientation			
Mapping of Learning Outcomes v. Preparation of effective Self Learning Material Preparation of the Programme Project Report State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Teaching Pedagogy			
Preparation of effective Self Learning Material Preparation of the Programme Project Report 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 State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Application software			
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 State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Mapping of Learning Outcomes v.			
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 State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Preparation of effective Self Learning			
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 State of the art Digital Studios are established to develop video lectures, live sessions for the OL learners'. Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Material			
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 Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Preparation of the Programme Project			
in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			Report			
enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material	9.		State of the art Digital Studios are			
all concerned in Higher Educational Institution Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			established to develop video lectures, live			
Institution Support is provided to the faculty to develop the reference material. Regular feedback is obtained to develop a professional and qualitative Self Learning Material			sessions for the OL learners'.			
Regular feedback is obtained to develop a professional and qualitative Self Learning Material		<u> </u>	Support is provided to the faculty to			
professional and qualitative Self Learning Material			develop the reference material.			
Material			Regular feedback is obtained to develop a			
			professional and qualitative Self Learning			
Live Lecture are conducted with seamless			Material			
			Live Lecture are conducted with seamless			
interactive sessions			interactive sessions			
Open Educational Resources (OER) along			Open Educational Resources (OER) along			
with Self Learning Materials & Gamified mode			_			
Learner Friendly Learning Management						
System			System			

0464

State University

464	Manonmaniam Sundaranai	University State University
10.	Collected, collated and disseminated	Data analysis and monitoring in varied areas,
	accurate, complete and reliable	discussed and actionable points are taken
	statistics about the quality of the	which are further presented in Annual
	programme(s).	Reports. Key initiatives:
		Content Development & Quality Check
		Feedback Analysis, Grievance Redressal
		analysis, Progression of Live Sessions &
		comparison, Results & Student Progression &
		MIS, Self-Assessment of Programme
		Coordinator, Progression & Quality Check for
		Question Bank, Progression & Quality Check
		for Assignment
11.	Measures taken to ensure that	Programme Project Report is prepared as per
	Programme Project Report for each	guidelines of UGC ODL & Online Regulations
	programme is according to the	2020 and duly approved by the statutory
	norms and guidelines prescribed by	bodies of University for consideration and
	the Commission and wherever	approval.
	necessary by the appropriate	
	regulatory authority having control	
	over the programme	
12.	Mechanism to ensure the proper	The Programme Project Report are approved
	implementation of Programme	by the appropriate statutory authorities of
	Project Reports	the University to ensure that each
		programme is according to the norms and
		guidelines prescribed by the Commission at
		par with the conventional programmes
13.	Maintenance of record of Annual	The record of activities undertaken on
	Plans and Annual Reports of Higher	quality assurance is prepared by the Centre
	Educational Institution, review them	for Internal Quality Assurance which is
	periodically and generate actionable	further submitted to the Statutory
	reports.	Authorities or Bodies of the University and
		also to the Commission and when required. A

State University

		copy of the same is also uploaded on the University's website.
14.		Various committees are constituted to keep a check on the programme relevance. The
	restructuring of programmes in order	inputs are taken from various stakeholders
	to make them relevant to the job	such as industry, alumni and academicians
	market.	from time to time to review and redesign
		curricula based on recent developments in
		terms of its relevance and appropriateness in
		catering to the needs of the job market and
		enhancing student employability
15.	Facilitated system based research on	A continuous monitoring is in place
	ways of creating learner centric	throughout the semester to identify the gaps
	environment and to bring about	in the system and rectify the same on time
	qualitative change in the entire	with appropriate action.
	system.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and	YES, CIQA compiles the necessary paperwork and submits the reports as AQAR on the NAAC portal.
	accreditation from a designated body	
	for accreditation such as NAAC etc.	
17.	Measures adopted to ensure	YES, As per requirements of NAAC, all the data under seven criteria are submitted
	internalisation and	through the AQAR
	institutionalisation of quality	
	enhancement practices through	
	periodic accreditation and audit	
18.		It is ensured that the processes and policies
	Higher Educational Institution and	
	the Commission for various quality	guidelines from commission from time to
	related initiatives or guidelines	time
19.	Information obtained from other	YES
	Higher Educational Institutions on	
	various quality benchmarks or	
	parameters and best practices.	

1464	Manonmaniam Sundaranai	r University State Univers
20.	Recorded activities undertaken on	YES
	quality assurance in the form of an	
	annual report of Centre for Internal	
	Quality Assurance.	
21.	(a) Submitted Annual Reports to the	The record of activities is prepared by the
	Statutory Authorities or Bodies of	Centre for Internal Quality Assurance which
	the Higher Educational	is further submitted to the Statutory
	Institution about its activities at	Authorities or Bodies of the University and
	the end of each academic session.	also to the Commission and when asked for
	(b) Submitted a copy of report in the	The record of activities is prepared by the
	format as specified by the	Centre for Internal Quality Assurance which
	Commission, duly approved by	is further submitted to the Statutory
	the statutory authorities of the	Authorities or Bodies of the University and
	Higher Educational Institution	also to the Commission and when asked for
	annually to the Commission.	
22.	Overseen the functioning of Centre	The CIQA functions under the directions of
	for Internal Quality Assurance and	Vice Chancellor and regular reviews are
	approve the reports generated by	conducted to check the effectiveness of
	Centre for Internal Quality	quality assurance systems and processes
	Assurance on the effectiveness of	through reports and analysis.
	quality assurance systems and	
	processes	
23.	Facilitated adoption of instructional	All the provisions are in place to plan and
	design requirements as per the	implement a learner centric Instructional
	philosophy of the Online learning	Design for each of the academic programm
	decided by the statutory bodies of	and mapping of the credit hours for each
	the HEI for its different academic	course or module which includes Curriculu
	programmes	design, detailed syllabi, duration of the
		programme, faculty and support staff
		requirement, instructional delivery
		mechanisms, identification of media- print
		audio or video, online, computer aided, and
		student support service systems.

0464	Manonmaniam	Sundaranar	University
UTUT	Manullinamani	Sullual allai	Ulliversity

State University

24.	support services of the Higher Educational Institution	The University has a fully automated learner support services with open access to online study material, learning management system & also has dedicated ODL website that keep students connected with 24x7 access of study YES, The academic committees comprise of external subject experts or agencies or
	the activities pertaining to validation and annual review of its in-house processes	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	YES
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	YES
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	
29.	linkage for providing exposure to the	The University has strong industry academia linkages and networks to provide effective exposure and employability to the learners in all areas including curriculum designing, entrepreneurship, skill development, internship, project work, research facilities etc.

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

Sr.No.	Provisions in Regulations	Action taken in respect of online
		programmes
1.	Governance, Leadership and	
	Management:	
	a. Organisation Structure and	
	Governance	
	b. Management	YES
	c. Strategic Planning	
	d. Operational Plan, Goals and	
	Policies	
2.		
۷.	Articulation of Higher Educational	YES
2	Institution Objectives	
3.	Programme Development and	
	Approval Processes	
	a. Curriculum Planning, Design	
	and Development	YES
	b. Curriculum Implementation	125
	c. Academic Flexibility	
	d. Learning Resource	
	e. Feedback System	
4.	Programme Monitoring and Review	YES
5.	Infrastructure Resources	YES
		120
6.	Learning Environment and Learner	YES
	Support	
7.	Assessment and Evaluation	YES
0	Tooching Quality and Staff	VEC
8.	Teaching Quality and Staff	YES
	Development	

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

Sr.No.	Provisions in Regulations	Action taken in	Upload
		respect of online	relevant
		programmes	document
1.	Academic Planning	The Academic Calendar is prepared and approved before the initiation of the session and is uploaded on the website for information and compliance.	www.msuonline.in
2.	Validation	There is a mechanism in place for validation to ensure that programmes are academically viable, as per academic standards, appropriately defined to offer learners the best opportunity to learn.	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	Quality being a prime focus is ensured through CIQA from the deliverance Online programmes to outcome attainment and continual quality improvement	

Part - III: Human Resources and Infrastructural Requirements

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

Dr. G. Annadurai, M.Sc. Ph.d

Professor

Director, Centre for Distance and Online Education

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

Dr. G. Muthulakshmi, M.E., Ph.D.

Associate Professor, Deputy Director, CDOE

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

Dr. C. Ramesh, M.Sc. Ph.D., Associate Professor

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

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

The Centre for Distance and Online Education fulfils the criteria of staffing norms suggested by the Commission

i. Programme name:

a. Programme Coordinator

S.	Programme	Names with	Qualificatio	Experienc	Туре	Date of
No.	Name	Designation		es	(Regular	joining
					/	program
					Contract)	me
					with	
					gross	
					salary/	
					month	
1	B.A. English	Dr. P. Joshua Gnana Raj	M.A. Ph.D.	10 Years	Contract	14.06.2024
2	B.Com.	Dr. M. Nagamani	M.Com. Ph.D	7 Years	Contract	14.06.2024
3	B.B.A.	Dr. R. Ganesan	M.B.A. Ph.D	7 Years	Contract	14.06.2024
4	M.A. Tamil	Dr. K. Brindha	M.A. Ph.D.	10 Years	Contract	20.09.2023
5	M.A. English	Dr. S. Mercy Gnana Gandhi	M.A. Ph.D.	12 Years	Contract	20.09.2023
6	M.A. History	Dr. S. Natarajan	M.A. Ph.D.	11 Years	Contract	20.09.2023
7	M.A.	Dr. R. Rajan Babu	M.A. Ph.D.	9 Years	Contract	20.09.2023
	Economics					
8	M.A.	Dr. S. Ajantha	M.A. Ph.D.	12 Years	Contract	20.09.2023
	Journalism &	Thamayanthi Baylis				
	Mass					
	Communication					
9	M.Com	Dr. M. Manida	M.Com., Ph.D.		Contract	20.09.2023
10	M.B.A.	Dr. P. Ramachandran	M.B.A. Ph.D	9 Years	Contract	14.06.2024
	(General)					

State University

b. Course Coordinator

S.	Course	Names with	Qualificatio	Experie	Type	Date of
No.	name	Designation	n	nces	(Regular	joining
					/	program
					Contract)	me
					with	
					gross	
					salary/	
					month	
1	B.A. English	Dr. B. Muthulakshmi	M.A. Ph.D.	9 Years	Contract	14.06.2024
2	B.Com.	Dr. M. Ganesan	M.Com. Ph.D	8 Years	Contract	14.06.2024
3	B.B.A.	Dr. T. Tamil Selvi	M.B.A. Ph.D	8 Years	Contract	14.06.2024
4	M.A. Tamil	Dr. R. Suhirtha Rani	M.A. Ph.D.	15 Years	Contract	20.09.2023
5	M.A. English	Dr. P.Joshua Gnana	M.A. Ph.D.	12 Years	Contract	20.09.2023
		Raj				
6	M.A. History	Dr. Manikanda Sethupathy	M.A. Ph.D.	10 Years	Contract	20.09.2023
7	M.A. Economics	Dr. A. Murugapillai	M.A. Ph.D.	12 Years	Contract	20.09.2023
8	M.A. Mass	Dr. S. Sherlin Suji	M.A. Ph.D.	7 Years	Contract	20.09.2023
	Communication					
	& Journalism	D. W. I.	MC	10 1/2	Caratanat	20.00.2022
9	M.Com	Dr. V. Jarinaa	M.Com., Ph.D.	10 Years	Contract	20.09.2023
10	M.B.A.	Dr. T. Sathana	M.B.A. Ph.D	9 Years	Contract	14.06.2024
	(General)					

c. Course mentor

S.	Course	Names with	Qualificatio	Experie	Type	Date of
No.	name	Designation	n	nces	(Regular	joining
					/	program
					Contract)	me
					with	
					gross	
					salary/	
					month	
1	B.A. English	Dr. D. Irish Kezia	M.A. Ph.D.	9 Years	Contract	14.06.2024
2	B.Com.	Dr. P. Santhanam	M.Com. Ph.D	8 Years	Contract	14.06.2024
3	B.B.A.	Dr. A. Jafer Sathic	M.B.A. Ph.D	8 Years	Contract	14.06.2024
4	M.A. Tamil	Dr. R. Suhirtha Rani	M.A. Ph.D.	15 Years	Contract	20.09.2023

5	M.A. English	Dr. B. Muthulakshmi	M.A. Ph.D.	10 Years	Contract	20.09.2023
6		Dr. Manikanda Sethupathy	M.A. Ph.D.	12 Years	Contract	20.09.2023
7	M.A. Economics	Dr. A. Murugapillai	M.A. Ph.D.	10 Years	Contract	20.09.2023
8	M.A. Mass Communication & Journalism	Dr. S. Sherlin Suji	M.A. Ph.D.	7 Years	Contract	20.09.2023
9	M.Com	Dr. M. Nagamani	M.Com., Ph.D.	10 Years	Contract	20.09.2023
10	M.B.A. (General)	Dr. S. Senthilkumar	M.B.A. Ph.D	9 Years	Contract	14.06.2024

State University

3.5 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	2
Section Officer	1	3
Assistants	3 (2 for DM	14
	Universities)	
Computer Operator	2	6
Multi Tasking Staff	2	5
Technical / Professional		1
Consolidated pay		5

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

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	1	1
(Production)			
Technical Associate	(Audio-	1	1
Video recording and e	editing)		
Technical Assistant	(Audio-	1	1
Video recording)			
Technical Assistant	(Audio-	1	1
Video editing)			

ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online mode:

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

(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	If No, Reason
		Yes/No	thereof
1.	All processes of assessment of learners in	YES	
	different components of Examination shall be	All the	
	directly handled by the concerned Institution	examination activities are	
		being	
	and no part of the assessment shall be	conducted by	
	outsourced	the controller	
		and examination	
		Team in	
		proctored	
2		system.	
2.	For ensuring transparency and credibility, the	YES By proctored	
	full time faculty of the Online mode Higher	system for	
	Educational Institutions or qualified faculty	Online	
	from University Grants Commission recognised	Examination	
	Higher Educational Institutions only should be		
	associated to function as invigilators,		
	examination superintendents, as observers etc		
3.	A Higher Educational Institution offering	YES	
	programme through Online mode shall conduct		
	examinations either using Computer based test		
	or pen and paper test in a proctored		
	environment in designated test centre with all		
	the security arrangements ensuring		
	transparency and credibility of the		
	examinations. It can also conduct online		
	examination through technology mediated		
	proctoring.		

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

HEI ID:	Name of HEI:	Type of HEI:

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

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

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	Yes, all the	
	adopt the guidelines issued by the	guidelines issued by	
	Commission for the conduct of proctored	the Commission for	
	examinations.	the conduct of	
		proctored	
		examinations are	
		adopted	
2.	A Higher Educational Institution offering	Yes, The	
	Online programmes shall have a	programme	
	1	offered has a well-	
	learners enrolled through Online mode and their certification.	defined	
		mechanism in	
		place for	
		evaluation of	
		enrolled learners	
		and their	
		certifications. The	
		assessment	
		comprises of	
		 Continuous Evaluation Summative evaluation 	

3.	The evaluation shall include two types of	YES
	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:	
	examination shall be nero 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.	
4.	The curricular aspects, assessment criteria	YES
4.	_	IES
	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	YES
	Educational Institutions and in Open	
	Distance Learning mode by the Open	
	Universities	

Name of HEI:

HEI ID:

Type of HEI:

5.	The weightage for different components of	YES	
	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.		
6.	The Higher Educational Institution shall	YES	
	notify all assessment tools to be used for		
	formative and summative assessments		
7.	Marks or grades obtained in continuous	YES	
	assessment and end semester examinations		
	or term end examinations shall be shown		
	separately in the grade card		
	A VIII TO THE TOTAL OF THE TOTA	VEC	
8.	A Higher Educational Institution offering a	YES	
	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 ofstudy by a learner.		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
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.	Remote Proctored Based Examination	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Remote Proctored Based Examination	
	(b) Availability of biometric system (c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners		
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload	If No, Reason thereof
		relevant document	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Remote Proctored Based Examination	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Remote Proctored Based Examination	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Remote Proctored Based Examination	
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	
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	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
15.	(a) Each award of Degree at undergraduate	YES	
	and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner	Complied	
	along with the Programme name. (b) Each award shall also be uploaded on the National Academic Depository	YES ABC ID & DEB ID has been created Document uploaded and	
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	

4.4 Result and Student ProgressionFor UG, PG programmes

Admission for the Academic Year 2024 - 2025 (Session: October 2024)

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of student s passed	% of students passed in first class
December	B.A. English	146	141	87	61.70	95
2024	B.Com	267	262	176	67.18	90
	B.B.A.	240	224	153	68.30	96
(Exams	M.A. Tamil	4	3	2	66.67	100
conducted	M.A. English	31	30	23	76.67	97
in the	M.A. History	5	4	1	25.00	100
month of	M.Com.	58	57	52	91.23	90
March	M.A. Economics	3	3	3	100	100
2025) I Semester	M.A. Mass Communication & Journalism	2	2	2	100	100
	M.B.A. (General)	46	46	37	80.43	95

[&]quot;The May 2025 examinations were conducted in July 2025 (for Academic Year 2024 – 2025 (February Session) admissions). The evaluation work is currently in progress."

Part - V: Programme Project Report (PPR) and e-LearningMaterial (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.

YES, PPR for all the programmes under Online mode has been prepared as per the guidelines mentioned in the Regulations and duly approved by the statutory body of the University

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.

All the requirements for Self-Learning Materials in the form of learning material (Print Media), Audio Video Material, Online Material, Computer-based material and Curriculum and Pedagogy are met as per the norms and guidelines prescribed by the Commission. Curriculum and Pedagogy and Quality Standards of the programmes offered are aligned with the mission and vision of this University. UGC Model curriculum is also being kept while preparing the same. Curriculum are well defined in structure and it is further ensured that the content is reliable and justified with the learning outcomes. Further, the credit value, corresponding number of assignments and counseling hours for each programme are well defined as per UGC guidelines.

HEI ID:	Name of HEI:	Type of HEI:

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 policy for Quality Assurance of Self-Learning Material is formulated in line with Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020 where the requirements in of SelfLearning Material are met as per the norms and guidelines prescribed by the Commission and duly vetted by the various academic committees.

Initially an SLM advisory committee is formulated comprising of senior faculty members from the offering department and IDOL.

The committee select Contributors and Editors for writing and editing the SLMs and obtain approval from the competent authorities.

Contributors are appointed from amongst the internal as well as external experts in the area.

Post editing and formatting of the SLMs, Advisory Committee recommends them to CIQA after careful examination of the quality and content.

The same is thereafter placed with the Academic Council of the University for consideration and approval.

HEI ID:	Name of HEI:	Type of HEI:

Part - VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

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

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

HEI's own LMS URL: https://lms.msuonlinecu.in

• 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's own LMS URL: https://lms.msuonlinecu.in

6.2 Compliance status in respect of the Programme delivery

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

All norms are followed, the semester wise Academic Calendar

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

No

a. Upload approval of statutory authorities of the Higher Educational Institution: Uploaded

Part - VII: Self Regulation through disclosures, declarations andreports

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 Reaso ns, there of
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
	Uploading of the following on HEI (www.msuniv.ac.in)	website	
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		
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	YES www.msuniv.ac.in	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure		
5.	Programme-wise information on syllabus, suggested readings, contact points for	YES www.lms.msuonline. in	

0464

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	YES www.msuonline.i n	
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 www.msuonline.i n	
8.	evaluation of learner-performance which shall form an integral part of the transactional design of the Online	feedback mechanism is in	
9.	Information regarding all the programmes recognised by the Commission	http://www.msu online.in	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES	
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;	www.lms.msuonli	
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	www.lms.msuonli	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes		
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	YES	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc		
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	YES	

Part - VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational	YES
	Institution, for any reason whatsoever, in anticipation	
	of grant of recognition for offering a programme in	
	online mode, shall render the enrolment invalid	
2.	A Higher Educational Institution shall, for admission	YES
	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.	
3.	It shall be mandatory for the Higher Educational	YES
	Institution to upload the details of all kind of payment	
	or fee paid by the learners on the website of the	
	Higher Educational Institution.	
4.	The fee waiver and/or scholarship schemes for	YES
	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, ands hall provide for equity and	
	access to all deserving learners	
5.	Admission of learners to a Higher Educational	YES
	Institution for a programme in Online mode shall be	
	offered in a transparent manner and made directly by	
	the Head Quarters of the Higher Educational	
	Institution which shall be solely responsible for final	
	approval relating to admissions or registration of	
	learners	
6.	Every Higher Educational Institution shall-	YES
	(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.	
7.	Every Higher Educational Institution shall publish, pri-	or to the date of
	commencement of admission to any of its programme	in Online mode, a
	prospectus (print and in e-form) containing the fo	ollowing for the
	purposes of informing those persons intending to se	eek admission to
	·	

0464

State University

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

0464 Manonmaniam Sundaranar University State University

	admission to each programme of study and the	
	amount of fee to be paid for the admission test	
0 ()		
8. (g)	Details of the teaching faculty, including therein the	YES
	educational qualifications and teaching experience of	
	every member of its teaching faculty and also	
	indicating therein whether such member is employed	
	on regular or contractual basis or any other	
8. (h)	Pay and other emoluments payable for each category	YES
	of teachers and other employees	
8. (i)	Information in regard to physical and academic	YES
	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	
8. (j)	Broad outline of the syllabus specified by the	YES
	appropriate statutory body or by higher educational	
	institution, as the case may be, for every programme	
	of study	
8. (k)	Activity planner including all the academic activities to	YES
	be carried out by the higher educational institution	
	during the academic sessions	
9.	Higher Educational Institution shall publish	YES
	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	

0464 Manonmaniam Sundaranar University State University

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

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

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

If No, reason thereof:		

HEI ID:	Name of HEI:	Type of HEI:

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

https://lms.msuonline.in

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

Yes complied. The University has a streamlined process to prove prompt resolutions to learner queries and complaints regarding admission, examinations, dispatch of SLM, contact classes/practical, assignments etc. at the primary point.

A Grievance Redressal Cell (GRC) has been established to look into the matters of students' complaints with due approval of the Competent Authority. Contact information of the Coordinator is shared at the portal. Redress Committee is responsible to monitor, assess and review the effectiveness of procedures and closure of grievances in a time bound manner.

The Grievance Redress Mechanism has been defined, notified and uploaded on the website.

The information published is updated regularly and offers online facility for submitting grievances with time based resolution facility to track the status.

The Grievance, if any can be reported through online grievance redressal portal on our website via link https://www.msuonline.in

9.2. Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
-nil-	-nil-

Name of HEI:	Type of HEI:
	Name of HEI:

9.3 Complaint Handling Mechanism

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

Yes. A Grievance Redressal Cell (GRC) has been established to look into the matters of students' complaints with due approval of the Competent Authority. Contact information of the Coordinator is shared at the portal. Redress Committee is responsible to monitor, assess and review the effectiveness of procedures and closure of grievances in a time bound manner.

9.4 Details of Complaints received from UGC (DEB)

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

Part - X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Encouragement for the optimum use of technological tools for students' engagement. Automation in learner support services Launching launched from Academic Year 2024-2025. Audio Video PDF Reading materials

10.2 Best Practices of the HEI

Direct accessibility to the academic staff for interaction with students. https://www.msuniv.ac.in/distance education best practices.php

10.3 Details of Job Fairs conducted by the HEI

Students are encouraged to participate in placement activities conducted by University Placement cell

10.4 Success Stories of students of Online mode of the HEI

Many students got promotion in their organization and achieved new success in field of working after obtaining degrees

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

we are in the process to work on the same.	
10.6 Number of students placed through Campus Placements	
Most of the ODL / OL Students are already working profession	
10.7 Details of Alumni Cell and its activity	
NA	
10.8 Any other Information	

State University

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ONLINE 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:

Signature of the Registrar:

Name: Dr. G. Annadurai

Name: Dr. J. Sacratees

Seal:

0464

Seal:

Date: 19.08.2025

Date: 19.08.2025

45