Annual Report

OF

CENTRE FOR INTERNAL QUALITYASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2024 - 2025

Contents

Part – I: General Information

1.1 Date of notification of the Centre : 03.02.2023

1.2 Details of Director, CIQA

- Name : **Dr. G. Annadurai**
- Qualification: **M.Sc. Ph.D.,**
- Appointment Letter and Joining Report: **Enclosed**

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	Prof. Dr. N.Chandrasekar	Marine Geology	03.02.2023
b.	Three Senior teachers of HEI	Member 1	Dr. B. Revathy	Commerce	03.02.2023
		Member 2	Dr. G. Balasubramania Raja	Communication	03.02.2023
		Member 3	Dr. N. Rajalingam	Management Studies	03.02.2023
c.	Head of three Departments or Schoolof Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. R. Kala	Mathematics	03.02.2023
		Member 5	Dr. S. Prabahar	English	03.02.2023
		Member 6	Dr. B. William Dharma Raja	Education	03.02.2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. S. Manickam	Economics	03.02.2023
		Member 8	Dr. B. Vaseeharan	Animal Science	03.02.2023
e.	Officials from departments of HEI	Member 9 Administration	Dr. U.Balasubramaniyan	Controller of Examinations	03.02.2023
	• Administration • Finance	Member 10 Finance	Thiru.S.V.Gopal	Finance Officer	03.02.2023
f.	Director, CIQA	Member Secretary	Dr. G. Annadurai	Environmental Science	03.02.2023

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 year: ---3**

b. **Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting of CIQA	05.11.2024	1	https://www.msuniv.ac.in/distance_education_ugc.php	05.11.2024
Meeting of CIQA	04.02.2025	1	https://www.msuniv.ac.in/distance_education_ugc.php	13.02.2025
Meeting of CIQA	06.03.2025	1	https://www.msuniv.ac.in/distance_education_ugc.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:

From October, 2024 academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority(s) (DD-MM-YYYY)of HEI/ Regulatory authority(if required)	No. of Learner Support Centre Operational zed as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Transgender)			
									M	F	TG	Total
1.	Physical Education & Sports	Certificate Course in Yoga for Human Excellence	6 months	6	H.Sc	3625	26.10.2017	28	1			1
2.	Library	Certificate Course in Library and Information Science	6 Months	6	H.Sc	3625	26.10.2017	28	9	15		24

From February, 2025 academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee(Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/ Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Transgender)			
									M	F	TG	Total
1.	Physical Education & Sports	Certificate Course in Yoga for Human Excellence	6 months	6	H.Sc	3625	26.10.2017	28	0	0		0
2.	Library	Certificate Course in Library and Information Science	6 Months	6	H.Sc	3625	26.10.2017	28	4	8		12

1.6 Number of programmes started at Diploma level as per Regulation24 of UGC (ODL Programmes and Online Programmes) Regulations,2020:

From October 2024 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
1.	Physical Education & Sports	Diploma in Yoga for Human Excellence	1 yr	6	H.Sc.	4750	26.10.2017	28	11	13		24

From February 2025 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
1.	Physical Education & Sports	Diploma in Yoga for Human Excellence	1 yr	6	H.Sc.	4750	26.10.2017	28	1	7	-	8

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

From October 2024 academic session: EXTRACTED FROM WEB PORTAL

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 Operational zed as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/ Transgender)			
								M	F	TG	Total
1.	Post Graduate Diploma in Computer Applications	1 yr	10	Any Bachelor's Degree	12300	F.No.2-6/2018 (DEB-II), 21 Aug 2019	28	19	8		27

From February 2025 academic session: EXTRACTED FROM WEB PORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No.of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No .and date	No.ofLearnerSupportCentreOperationalizedaspe rterritorialjurisdiction*/OffCampus	Number of students admitted (Male/Female/ Transgender)			
								M	F	TG	Total
1.	Post Graduate Diploma in Computer Applications	1 yr	10	Any Bachelor's Degree	12300	F.No.2-6/2018 (DEB-II), 21 Aug 2019	28	2	3		5

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

From October 2024 academic session: 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 Operational zed as per territorial	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	Bachelor of Arts in Tamil	3 years	112		4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	271	528		799
2	Bachelor of Arts in English	3 years	143	Pass in 10 + 2 or 10 + ITI (2 Years) or 10 + 3 Years Polytechnic or 2 years Diploma in Teachers Training under 10 + 3 + 3 or 11 + 2 + 3 or 10 + 2 + 3 or 10+3+2 pattern	4800	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	165	373		538
3	Bachelor of Business Administration	3 years	116		4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	178	82		260
4	Bachelor of Arts in Economics	3 years	154		5250	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	20	16		36
5	Bachelor of Arts in History	3 years	152		5250	F.No.42-6/2021 (DEB-IV) Dt. 30.11.2021	28	435	324		759
6	Bachelor of Commerce	3 years	150		5250	F.No.42-6/2021 (DEB-IV) Dt. 30.11.2021	28	291	362		653
7	Bachelor of Library and Information Science	1 year	112	Any UG / PG Degree	8950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	37	54		91
8	Bachelor of Chemistry	3 years	150	H.Sc., with Chemistry & Maths one of the subjects	11550	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	32	36		68
9	Bachelor of Physics	3 years	150	H.Sc., with Physics as one of the subject	11350	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	6	9		15
10	Bachelor of Mathematics	3 years	150	H.Sc., with Maths as one of the subject	8050	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	10	43		53

From February 2025 academic session: 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 Operational zed as per territorial	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	Bachelor of Arts in Tamil	3 years	112		4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	20	57		77
2	Bachelor of Arts in English	3 years	143	Pass in 10 + 2 or 10 + ITI (2 Years) or 10 + 3 Years Polytechnic or 2 years Diploma in Teachers Training under 10 + 3 + 3 or 11 + 2 + 3 or 10 + 2 + 3 or 10+3+2 pattern	4800	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	38	47		85
3	Bachelor of Business Administration	3 years	116		4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	43	20		63
4	Bachelor of Arts in Economics	3 years	154		5250	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	11	3		14
5	Bachelor of Arts in History	3 years	152		5250	F.No.42-6/2021 (DEB-IV) Dt. 30.11.2021	28	82	53		135
6	Bachelor of Commerce	3 years	150		5250	F.No.42-6/2021 (DEB-IV) Dt. 30.11.2021	28	44	40		84
7	Bachelor of Library and Information Science	1 year	112	Any UG / PG Degree	8950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	23	21		44
8	Bachelor of Chemistry	3 years	150	H.Sc., with Chemistry & Maths one of the subjects	11550	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	15	10		25
9	Bachelor of Physics	3 years	150	H.Sc., with Physics as one of the subject	11350	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	3	5		8
10	Bachelor of Mathematics	3 years	150	H.Sc., with Maths as one of the subject	8050	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	2	5		7

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

From October, 2024 academic session: EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration(years)	No.of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No .and date	No.ofLearnerSupportCentreOperationalizedasperterritorialjurisdiction*/OffCampus	Number of students admitted(Male/Female/Trans-gender)			
								M	F	TG	Total
1	Master of Arts in Tamil	2 years	90	Pass in B.Litt / Any UG degree with Tamil as part I language	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	27	79		106
2	Master of Arts in English	2 years	90	Pass in any UG Degree with English as a Part II Language	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	32	278		310
3	Master of Arts in History	2 years	90	Any Degree	4225	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	30	42		72
4	Master of Arts in Economics	2 years	90	Any Degree	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	16	27		43
5	Master of Journalism and Mass Communication	2 years	92	Any Degree	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	9	7		16
6	Master of Commerce	2 years	90	B.Com	3975	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	53	192		245
7	Master of Library and Information Science	1 year	92	B.L.I.Sc.	7875	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	7	15		22
8	Master of Science Chemistry	2 years	92	B.Sc. Chem / BioChem / Appl. Chem	22150	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	16	55		71
9	Master of Science Physics	2 years	92	B.Sc. Physics / B.E / B.Tech (EEE)	21750	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	7	51		58
10	Master of Science Mathematics	2 years	92	B.Sc. Maths / Maths with CA / Appl Maths / Statist	8150	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	31	143		174
11	Master of Arts Criminology & Police Science	2 years	91	Any UG Degree	4225	F.No.40-3/2023 (DEB-II) Dt.21.05.2024	28	40	14		54

From February, 2025 academic session: EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration(years)	No.of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No .and date	No.ofLearnerSupportCentreOperationalizedasperterritorialjurisdiction*/OffCampus	Number of students admitted(Male/Female/Trans-gender)			
								M	F	TG	Total
1	Master of Arts in Tamil	2 years	90	Pass in B.Litt / Any UG degree with Tamil as part I language	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	11	24		35
2	Master of Arts in English	2 years	90	Pass in any UG Degree with English as a Part II Language	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	7	36		43
3	Master of Arts in History	2 years	90	Any Degree	4225	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	5	8		13
4	Master of Arts in Economics	2 years	90	Any Degree	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	3			3
5	Master of Journalism and Mass Communication	2 years	92	Any Degree	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	4	3		7
6	Master of Commerce	2 years	90	B.Com	3975	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	11	18		29
7	Master of Library and Information Science	1 year	92	B.L.I.Sc.	7875	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	1	2		3
8	Master of Science Chemistry	2 years	92	B.Sc. Chem / BioChem / Appl. Chem	2215	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	4	9		13
9	Master of Science Physics	2 years	92	B.Sc. Physics / B.E / B.Tech (EEE)	2175	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	3	14		17
10	Master of Science Mathematics	2 years	92	B.Sc. Maths / Maths with CA / Appl Maths / Statist	8150	F.No.30-10/2023(DEB-II) Dt. 12.12.2023	28	5	29		34
11	Master of Arts Criminology & Police Science	2 years	91	Any UG Degree	4225	F.No.40-3/2023 (DEB-II) Dt.21.05.2024	28	12	5		17

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

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5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Feedback mechanisms were developed for the following stakeholders. 1) Learners 2) Alumni 3) Subject Experts 4) Employers 5) Academic Councilors 6) Teachers Face to Face, Communication by post and email are utilized for interactions and obtaining feedback.
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Induction meetings were conducted for newly enrolled learner support centers' coordinators to orient them towards the services to be rendered to the learners and to maintain the quality in doing so. Review and Appraisal meetings at regular intervals were held with coordinators and quality check was ascertained. Appropriate counseling provided to enhance their Academic and Administrative performance.
7.	Implementation of its recommendations through periodic reviews	CIQA conducted regular meetings to monitor the quality assurance aspects of the CDOE, Manonmaniam Sundaranar University and advised various section heads of the CDOE, Manonmaniam Sundaranar University regarding quality assurance when and where required.
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Written lessons, Audio lessons, Videos and Video assignments will be stored in Cloud Storage for easy access. On screen valuation will be introduced. Workshops, Seminars and Conferences on quality attributes for open and distance learning will be organized at regular intervals.
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	24X7 WiFi enabled Campus, Health care centre, Electricity and Water supply. Clean and Green Campus Energy Saving Campus Provision of Concession in tuition fee to various categories of learners. Internal Annual Academic and Administrative audits for monitoring quality attributes.

10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	CIQA has collected and analyzed the data regarding admissions, distribution of learning materials, conduct of personal contact programmes/ counseling sessions, grievances from various stakeholders to ensure the quality of the programmes.
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	Manonmaniam Sundaranar University adheres to guidelines prescribed by the Commission.
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Project implementation that relies on strategic planning outlined earlier in the process can help a prgramme achieve the project objectives while staying within budget and relevant deadlines. Implementation is the part of the project cycle that bridges the planning process and the project outcomes. This step of the process, and how well it's executed, can ultimately determine the success of a project.
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Create or receive. This is the beginning of the records management process, which starts with creating or receiving a document relating to an organization's transaction or activity. Use or modify. ... Maintain or protect. ... Dispose or destroy. ... Archive or preserve.
14.	Inputs provided to the Higher Educational Institution market.	Admission requirements, academic staff qualifications, staff/students ratio; processes consist of for example educational objectives, study load, student support and feedback procedures for students alumni's
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	• To ensure that the quality of programmes at par with the conventional mode of class-room teaching. • To take adequate measures for training and capacity building of its teaching and administrative staff at regular intervals.

		• To exhibit the copies of the approval letters duly obtained or received from the concerned statutory authority to run the programmes on the University website. • To ensure that the academic and infrastructural facilities in the Learner Support Centres.
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Keeping in view the enormous growth of the University; multifarious activities performed by the University; directive of National Assessment and Accreditation Council (NAAC); the centre has been established with the primary focus to shoulder the responsibilities of generating and promoting awareness for quality assurance and to work out the procedural details.
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	• Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks. • Relevant and quality academic programmes • Equitable access to affordability of academic programmes for various sections of society. • Optimization and integration of modern methods of teaching and learning. • The credibility of assessment and evaluation process. • Ensuring the adequacy, maintenance and proper allocation of support structure and services
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	• To contribute in the identification of the key areas in which MSU centre for Distance Education • To devise mechanism to ensure that the quality of Open and Distance Learning programmes and online programmes matches with the quality of relevant programmes in conventional mode. • To devise mechanism for interaction with and obtaining feedback from all

		stakeholders namely, learners, teachers, staff, parents, society, employers and Government for quality improvement.
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	• Personal Contact Programme classes are conducted in two spells of four rounds for a year. • Before commencement of University examination, students are assessed for Internal Assessment. • Strictly follow the Schedule and time – table given by the University and classes will be conducted by employing qualified teachers as per UGC norms.
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	• To ensure that the quality of programmes at par with the conventional mode of class-room teaching. • To take adequate measures for training and capacity building of its teaching and administrative staff at regular intervals. • To exhibit the copies of the approval letters duly obtained or received from the concerned statutory authority to run the programmes on the University website. • To ensure that the academic and infrastructural facilities in the Learner Support Centres.
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Manonmaniam Sundaranar University has established the Centre for Internal Quality Assurance (CIQA) for programs under Open and Distance Learning mode through Directorate of Distance and Continuing Education to impart the quality education to the learners. The main aim of the CIQA is to maintain & check the quality in the courses offered through ODL by MSU

	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes
22.	Overseen the functioning of Centrefor Internal Quality Assurance and approve the reports generated by Centre for Internal QualityAssurance on the effectiveness of quality assurance systems and processes	Centre for Internal Quality Assurance Committee shall perform the following functions namely:- To oversee the functioning of Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
23.	Facilitated adoption of instructionaldesign requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	Standing Committee on Academic Affairs
24.	Promoted automation of learner support services of the Higher Educational Institution	Leaner support services are the most vital component of any open and distance learning (ODL) system. It includes wide range of academic and other relative activities. The support services should not only be responsive to the needs of the distance learners but should also be accessible. Monitoring of the support services has to be a continuous and ongoing exercise, which could bring constant improvement through innovations in the support services, various categories of leaner support services, how far Manonmaniam Sundaranar University has providing interactive support services at the LSC, staff responsibility for providing the services, ICT facilities and equipments at the LSC, mode of service delivery and monitoring mechanism to ensure effective student support services.

25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	• To build and ensure a quality culture, appropriate structure and processes with enough flexibility to meet the drivers needs of the stakeholders of the University. • To plan, guide and monitor Quality Assurance and Quality Enhancement activity of the University • To channelize and systematize the efforts and measures of the University towards academic excellence
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	A systematic and independent examination to determine whether quality activities and related results comply with planned arrangement and whether these arrangements are implemented effectively
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution
28.	Promoted collaboration	Mentoring, Engagement, Technology and Assessment, promotes information sharing and content creation, and fosters collaboration among fifty-member faculty team that is geographically dispersed and teaching one hundred percent online. Among its goals are to increase student satisfaction, promote instructional quality and continuous improvement
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	• Establishing innovation incubators • Science and industrial parks • Research and Development • Spin offs • Providing entrepreneurship

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 inrespect of ODL
1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	A holistic approach encompassing the processes, standards, rules and practices an organization. Excellent interpersonal relationship of the management with the head of the institution with staff and students. The plan is off to a quick start, with a dozen new studies in key priority areas like accountability and enhancement exposure assessment just now getting underway To conduct research , teaching and outreach programmes to improve conditions of human living. To create an academic environment that honours women and men of all races, caste, creed, cultures and an atmosphere that values intellectual currishly, pursuit of knowledge, academic freedom and integrity.
2.	Articulation of Higher Educational Institution Objectives	Education constitutes the backbone of a Country as it produces the human force which plays the most determining role in the advancement of a Nation and also in the progress of a civilization. No Nation could establish its dominance in world history by virtue of its sheer military might or economic affluence. The march of a Nation towards glory is carried forward by the competent human resource that a strong education system prepares. Education is one that provides the thrust in getting ahead and building up a powerful democratic society.

		Open Educational Resources (OER) movement began in the 21st century for furthering the culture of open knowledge by free dissemination /sharing of knowledge. It is basically rooted in the philosophy of Open and Distance Learning (ODL) with the objective of expanding the access to knowledge to all types of learners pursuing non formal, formal and informal education. The using OER implies support for an open curriculum where learners have the flexibility to select units/courses to suit their personal needs. It is the responsibility of the Distance Education Council (DEC) to promote quality and standards in the ODL system and encourage ODL institutions to develop and offer quality programmes. Besides this, the DEC also encourages sharing of academic resources and thereby reducing duplication of efforts and enhancing the knowledge and other skill requirement of the users at large and also ensuring their wider accessibility.
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Standing Committee on Academic Affairs Feedback mechanisms were developed for the following Stakeholders. 1) Learners 2) Alumni 3) Subject Experts 4) Employers 5) Academic Councilors 6) Teachers Face to Face, Communication by post and email are utilized for interactions and obtaining feedback.
4.	Programme Monitoring and Review	Conduct regular reviews of our programmes and students' success in achieving the intended learning

		outcomes. These reviews occur at all levels from individual modules to entire subjects, and are consistent with the expectations outlined
5.	Infrastructure Resources	• CDOE Program educates rural dwellers and thereby enhances rate of literacy. These program covers the diverse class of learners. • Library Resources: The libraries of the campus are virtually centralized and offer access and reference books and remote access to thousands of e-Journals.
6.	Learning Environment and Learner Support	1. Unaffordable to regular stream of Education. 2. Differently abled and Transgender (free education in all respects). 3. Employed group with higher education Aspirations. 4. Employed categories with higher education requirements for regularization and promotions. 5. Population with low level of disposable Income. 6. Rural & the unreached population.
7.	Assessment and Evaluation	• All the programmes offered through Centre for Distance and Online Education are conducted with Credit System as specified by the UGC-DEB Open Distance Learning norms, 2017. • Before commencement of University examination, students are assessed for Internal Assessment. • The evaluation system is maintained as per the norms of the regular examinations of the University. • Evaluation of answer scripts are drawn from the panel of examiners available for the corresponding disciplines in the regular mode.
8.	Teaching Quality and Staff Development	• Faculty centric policies and Practices in MSU Financial Assistance like; Personal Loan Policy, Emergency Loan Policy, Staff

| | | Development Fund, Festival Advance, Annual Performance Appraisal, Career Advancement Scheme

Faculty Centric policies

➢ Deputation for higher Studies.
➢ Promoting Faculty members for FDP and Industrial Training.
➢ Free Medical Check up
➢ Maternity Leave/ Paternity Leave.
➢ Special Leave. |

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 inrespect of ODL
1.	Academic Planning	• The syllabus for the CDOE programms are framed by the Board of Studies (CDOE). • The syllabi are revised periodically once in 3 years. • Constitution of Board of Studies for framing Curriculum and Study Learning Material with Subject Experts. • The framed syllabi are approved by the Standing Committee on Academic Affairs (SCAA) and Syndicate. • The Subject Experts of the Board of Studies members prepared the Study Learning Materials. • The detailed syllabus, scheme of examination, examination norms, internal assessment parameters and credit specifications are available in the University website. • The Study Learning Materials will be uploaded in the University Website and the same will be given to the students in the form of Compact Disc (CD).
2.	Validation	• To build and ensure a quality culture, appropriate structure and processes with enough flexibility to meet the

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		drivers needs of the stakeholders of the University.
		• To plan, guide and monitor Quality Assurance and Quality Enhancement activity of the University
3.	Monitoring, Evaluation and Enhancement Plans	
	a. Reports from Learner Support Centres (for Open and Distance Learning programmes)	The Learner Support Centre is the backbone of ODL. The education and its reliability depend on the integrated functioning of the Learner Support Centre and the work place and providing a good feedback to the university
	b. Reports from Examination Centres	Learner Support Centres (LSCs) that are the important contact points for access by the learners, facilitating information, arranging contact sessions and other operations like processing of assignments, and act as an Examination Centres, where the students will be writing their Term End Examinations, etc.
	c. External Auditor or other External Agencies report	Submit promptly the Audited Statement of Accounts for both the Academic Support Services Activities and Examination Activities separately to the MSU periodically
	d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels	In case of unsatisfactory performance of the Learner Support Centre, the University reserves the right to cancel the recognition Guidelines for Establishment of learner Support centres 9 of Learner Support Centre. A notification period of six (6) months may be provided to Learner Support Centre for termination of agreement.
	e. Reporting and Analytics by the Higher Educational Institution	The many instruments of change that the educational institutions and e-learning entities need to thrive in the fast-changing world, business intelligence and data analytics play a pivotal role
	f. Periodic Review	To provide encourage, guidance, reinforcement and feedback to the study.

Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education(Dual Mode University) –

Dr. G. Annadurai M.Sc., Ph.D.
Professor

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

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
Tamil (UG & PG)	03	03	Yes	NA
English (UG & PG)	03	03	Yes	NA
History (UG & PG)	03	03	Yes	NA
Economics (UG & PG)	03	03	Yes	NA
Mass Communication (PG)	02	02	Yes	NA
Commerce (UG & PG)	03	03	Yes	NA
Business Administration (UG & PG)	03	03	Yes	NA
Physics (UG & PG)	03	03	Yes	NA
Chemistry (UG & PG)	03	03	Yes	NA
Mathematics (UG & PG)	03	03	Yes	NA
Library Science (UG & PG)	03	03	Yes	NA
Criminology (UG)	02	02	Yes	NA

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Name	Designation	Qualification	Experience	Type (Regular/ Contract)
1	Tamil (UG & PG)	03	Dr. S. Petchiammal	Assistant Professor	M.A. Ph.D.	13 years	Contract
			Dr. R. Suhitha Rani	Assistant Professor	M.A. Ph.D.	12 years	Contract
			Dr. K. Narayanan	Assistant Professor	M.A. Ph.D.	15 years	Contract
2	English (UG & PG)	03	Dr. R. RetnaMary	Assistant Professor	M.A. Ph.D.	11 years	Contract
			Dr. G. Gnana Roselin	Assistant Professor	M.A. Ph.D.	12 years	Contract
			Dr. T. David	Assistant Professor	M.A. Ph.D.	11 years	Contract
3	History (UG & PG)	03	Dr. P. Ramesh	Assistant Professor	M.A., M.Phil., Ph.D.	13 years	Contract
			Dr. Manikanda Sethupathy	Assistant Professor	M.A. Ph.D.	11 years	Contract
			Dr. D. Latha Kumari	Assistant Professor	M.A. Ph.D.	11 years	Contract
4	Economics (UG & PG)	03	Dr. R. Rajan Babu	Assistant Professor	M.A. Ph.D.	12 years	Contract
			Dr. A. Murugapilla	Assistant Professor	M.A. Ph.D.	11 years	Contract
			Dr. K. Ajitha	Assistant Professor	M.A. Ph.D.	11 years	Contract
5	Mass Communication & Journalism (PG)	02	Dr. S. Ajantha Thamayanthi Baylis	Assistant Professor	M.A. Ph.D.	11 years	Contract
			Ms. S. Sherlin Suji	Assistant Professor	M.A. Ph.D.	13 years	Contract
6	Commerce (UG & PG)	03	Dr. R. Sankar	Assistant Professor	M.Com., Ph.D.	12 years	Contract
			Dr. S. Vishnu	Assistant Professor	M.Com., Ph.D.	15 years	Contract
			Dr. S. M. Subbulakshmi	Assistant Professor	M.Com., Ph.D.	11 years	Contract
7	Business Administration (UG)	02	Dr. P. Rajkumar	Assistant Professor	MBA., Ph.D.	13 years	Contract
			Dr. M. Nithya	Assistant Professor	MBA., Ph.D.	11 years	Contract
8	Library Science (UG & PG)	03	Dr. S. Bindhu	Assistant Professor	M.L.I.Sc., Ph.D.	12 years	Contract
			Dr. R. Murugesan	Assistant Professor	M.L.I.Sc., Ph.D.	13 years	Contract
			Dr. S. SivaSubramanian	Assistant Professor	M.L.I.Sc., Ph.D.	11 years	Contract
9	Mathematics	03	Dr. P.	Assistant	M.Sc. Ph.D.	14 years	Contract

			Subbulakshmi	Professor			
	(UG & PG)		Dr. I. Valliammal	Assistant Professor	M.Sc. Ph.D	13 Years	Contract
			Dr. P. Uma Mahewari	Assistant Professor	M.Sc. Ph.D.	12 Years	Contract
10	Physics (UG & PG)	03	Dr. P. Deepa	Assistant Professor	M.Sc. Ph.D	11 Years	Contract
			Dr. P. Libin Raj	Assistant Professor	M.Sc. Ph.D	13 Years	Contract
			Dr. N. Raja	Assistant Professor	M.Sc. Ph.D	13 Years	Contract
11	Chemistry (UG & PG)	03	Dr. P. Gomathi Sankar	Assistant Professor	M.Sc. Ph.D	12 Years	Contract
			Dr. M. Dhanalakshmi	Assistant Professor	M.Sc. Ph.D	13 Years	Contract
			Dr. S.L. Sathya Sai Baba	Assistant Professor	M.Sc. Ph.D	11 Years	Contract
12	Criminology and Police Science	02	Dr. M. Subbulakshmi	Assistant Professor	M.A. Ph.D.	8 years	Contract
			Dr. R. Hemalakshmi	Assistant Professor	M.A. Ph.D.	7 years	Contract

3.3 Details of Administrative staff

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

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	2
Section Officer	1	3
Assistants	3 (2 forDMUniversities)	14
Computer Operator	2	6
Multi-Tasking Staff	2	5

Note:

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

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
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
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution.

No Examination Centres shall be allotted to any private organisations or unapproved HigherEducational Institutions. | Yes |
| 4. | The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students. | Yes |

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

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes,
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution	Yes

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes
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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes,
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television(CCTV) recording of the entire examination procedure.	Yes
	(b) Availability of biometric system	No
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No
	(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
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	Yes
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes
	(b) The Exams shall be under the direct control and responsibility of the Openand Distance Learning mode Institution	Yes
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya (s), Sainik School(s), State GovernmentSchools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher EducationalInstitution offering education under theOpen and Distance Learning mode including approved affiliated colleges underthe University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes

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

4.3 Whether any examination held through online mode.

No

4.4 Result and Student Progression

Semester beginning	Name of the Programme	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
December 2024 (Exams conducted in the month of March 2025)	B.A. TAMIL	799	662	527	80	73
	B.A. ENGLISH	538	400	295	74	71
	B.A. HISTORY	759	583	428	73	67
	B.Com.	653	468	364	78	74
	B.B.A.	260	191	135	71	66
	B.Sc. MATHEMATICS	53	39	16	41	41
	B.A. ECONOMICS	36	25	15	60	60
	B.L.I.Sc.	91	81	69	85	85
	M.A. TAMIL	106	93	79	85	83
	M.A. ENGLISH	310	261	236	90	89
	M.A. HISTORY	72	58	53	91	90
	M.A. CRIMINOLOGY AND POLICE SCIENCE	54	38	26	68	68
	M.Com.	245	224	212	95	94
	M.Sc. MATHEMATICS	174	120	103	86	85
	M.Sc. PHYSICS	58	58	47	81	81
	M.Sc. CHEMISTRY	71	66	20	30	30
	M.A. ECONOMICS	43	36	30	83	81
	M.A. JOURNALISM AND MASS COMMUNICATION	16	12	8	67	67
	M.L.I.Sc.	22	19	19	100	100
	B.Sc. PHYSICS	15	14	3	21	21
	P.G. DIPLOMA IN COMPUTER APPLICATIONS	27	0	0		
	B.Sc. CHEMISTRY	68	54	15	28	28
	C.L.I.Sc.	24	23	19	83	83
	CERTIFICATE IN YOGA FOR HUMAN EXCELLENCE	1	0	0		
	DIPLOMA IN YOGA FOR HUMAN EXCELLENCE	24	0	0		

"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 Self-Learning Material (SLM)

5.1 Compliance status of 'Guidelines on Programme Project Report' – As per Annexure

- V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

- The syllabus for the CDOE programs are framed by the Board of Studies

- The syllabi are revised periodically once in 3 years.

- Constitution of Board of Studies for framing Curriculum and Study Learning Material with Subject Experts.

- The framed syllabi are approved by the Standing Committee on Academic Affairs (SCAA) and Syndicate.

- The Subject Experts of the Board of Studies members prepared the Study Learning Materials.

- The detailed syllabus, scheme of examination, examination norms, internal assessment parameters and credit specifications are available in the University website.

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

- The Boards of Studies for each programme designs the courses in specific order and in accordance with the credits for the courses so that the student can learn the subject in phased manner.
- The Chairman, Boards of Studies, suggest the panel of authors who can contribute to the development of Self Learning Material.
- The teachers who are assigned the responsibility of preparing the Self Learning Material prepared the material with due care and ensure that the material is self explanatory in nature and all topics are covered in required level for the course.
- Based on the recommendation of the Chairman, Boards of Studies of the respective programme, the Self Learning Material are finalized and given to the students to learn the course.
- Appropriate revisions are made on need basis
- Self Learning Materials are prepared afresh every time when the syllabus is revised.
- Self Learning Materials are prepared in units as divided in the syllabus based on the credits given to the course.

Programmes and Online Programmes) Regulations, 2020

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

- The Boards of Studies for each programme designs the courses in specific order and in accordance with the credits for the courses so that the student can learn the subject in phased manner.
- The Chairman, Boards of Studies, suggest the panel of authors who can contribute to the development of Self Learning Material.
- The teachers who are assigned the responsibility of preparing the Self Learning Material prepared the material with due care and ensure that the material is self explanatory in nature and all topics are covered in required level for the course.
- Based on the recommendation of the Chairman, Boards of Studies of the respective programme, the Self Learning Material are finalized and given to the students to learn the course.
- Appropriate revisions are made on need basis
- Self Learning Materials are prepared afresh every time when the syllabus is revised.
- Self Learning Materials are prepared in units as divided in the syllabus based on the credits given to the course.

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

6.1 Details of personal contact programmes implemented:

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

S. No.	Programmes name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered inthe programme	No. of Students Attended on an average basis
1	UG	28	16	3815	2785
2	PG	28	16	1385	1120
3	PGD	28	16	32	25

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

Manonmaniam Sundaranar University affiliated colleges only

LSC wise enrollment details (Academic Year 2024 – 2025 - October 2024 Session)

October 2024 Session

Sr. No	Name & Address of College/institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counselors	Programmes offered	Total Enrolled student.
1.	University Spot Admission Centre ,Tirunelveli	01		MSU	Govt.	Dr. G. Annadurai	Ph.D	1	21	613
2.	Manonmaniam Sundaranar University College ,Puliyangudi	01		MSU	Govt.	Dr. S. Swamidoss	Ph.D	1	21	588
3.	Manonmaniam Sundaranar University College ,Cheranmahadevi	01		MSU	Govt.	Dr. Moni	Ph.D	1	21	430

4.	Manonmaniam Sundaranar University College ,Tisayanvilai	01	MSU	Govt.	Dr. K. Prema Arasan Jeyaraj	Ph.D	1	21	82
5.	Manonmaniam Sundaranar University College ,Panagudi	01	MSU	Govt.	Dr. P. Malarasu	Ph.D	1	21	443
6.	Manonmaniam Sundaranar University College ,Nagampatti	01	MSU	Govt.	Dr. Vinot Vincent Rajesh	Ph.D	1	21	165
7.	Manonmaniam Sundaranar University College ,Sankarankovil	01	MSU	Govt.	Dr. L. Kumaragurubaran	Ph.D	1	21	281
8.	Sivanthi Arts and Science College for Women ,Udankudi	01	MSU	Private	Dr. C. Mariappan	Ph.D	1	21	37
9.	S.S. Duraisamy Nadar Mariammal College ,Kovilpatti	01	MSU	Private	Dr. N. Karkkuvelraj	Ph.D	1	21	130
10.	Kamaraj College ,Thoothukudi	01	MSU	Private	Dr. Ashok	Ph.D	1	21	33
11.	Mahathma Gandhi College of Arts and Science for Women ,Solaiseri	01	MSU	Private	Dr. G. Saratha	Ph.D	1	21	167
12.	Sri Ram Nallamani Yadava College of Arts and Science ,Tenkasi	01	MSU	Private	Dr. Manimaran	Ph.D	1	21	
13.	Thiruvalluvar College ,Papanasam	01	MSU	Private	Dr. P. Velayutham	Ph.D	1	21	182
14.	St. Jude's College ,Thoothoor	01	MSU	Private	Dr. S. Shibu	Ph.D	1	21	3
15.	Nesamony Memorial Chrisitian College ,Marthandam	01	MSU	Private	Dr. C. Edward Jeya Singh	Ph.D	1	21	
16.	Scott Christian College (Autonomous) ,Nagercoil	01	MSU	Private	Dr. V. Ansline Ferby	Ph.D	1	21	
17.	Sivanthi Aditanar College ,Pillayarpuram	01	MSU	Private	Dr. V. Anslin Ferby	Ph.D	1	21	149
18.	Shanmuga College of Arts and Science ,Sankarankovil	01	MSU	Private	Dr. A. Murugan	Ph.D	1	21	81
19.	T. Mariappan Nadar Muthukaniammal College of Arts and Science ,Kulathur	01	MSU	Private	Dr. D. Solomon Raja	Ph.D	1	21	713
20.	St. Alphonsa College of Arts and Science ,Karungal	01	MSU	Private	Dr. P.H. Sudharlin Paul	Ph.D	1	21	18
21.	Maria Arts and Science College for Women ,Vallioor	01	MSU	Private	Dr. S. Sushma Jenifer	Ph.D	1	21	10
22.	Arulmigu Pannirupidi Ayyan College of Arts and Science ,Nanguneri	01	MSU	Private	Dr. G.ANAND	Ph.D	1	21	48
23.	Nanjil Catholic College of Arts & Science ,Kaliyakkavilai	01	MSU	Private	Dr.M.Amalanathan	Ph.D	1	21	180
24.	U.S.P Arts and Science College for Women ,Kodikurichi	01	MSU	Private	Dr. C. Thanga Lakshmi	Ph.D	1	21	75
25.	Muslim Arts College ,Thiruvithancode	01	MSU	Private	Dr. G. Edwin Sheela	Ph.D	1	21	
26.	Valanar Arts & Science College ,Kuruvikulam	01	MSU	Private	Dr. A Joseph Kennedy	Ph.D	1	21	82

Sr. No	Name & Address of College/institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counselors	Programmes offered	Total Enrolled student.
27.	Thulasi College of Arts & Science for Women ,Vallanadu	01		MSU	Private	Dr. R. Suja Pandian	Ph.D	1	21	1
28.	Infant Jesus College of Arts and Science for Women ,Mulagumoodu	01		MSU	Private	Dr. C. Arul Mary Thangam	Ph.D	1	21	8

February 2025 Session

Sr. No	Name & Address of College/institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counselors	Programmes offered	Total Enrolled student.
1.	University Spot Admission Centre ,Tirunelveli	01		MSU	Govt.	.Dr. G. Annadurai	Ph.D	1	21	77
2.	Manonmaniam Sundaranar University College ,Puliyangudi	01		MSU	Govt.	Dr. S. Swamidoss	Ph.D	1	21	125
3.	Manonmaniam Sundaranar University College ,Cheranmahadevi	01		MSU	Govt.	Dr. Moni	Ph.D	1	21	59
4.	Manonmaniam Sundaranar University College ,Tisayanvilai	01		MSU	Govt.	Dr. K. Prema Arasan Jeyaraj	Ph.D	1	21	9
5.	Manonmaniam Sundaranar University College ,Panagudi	01		MSU	Govt.	Dr. P. Malarasu	Ph.D	1	21	87
6.	Manonmaniam Sundaranar University College ,Nagampatti	01		MSU	Govt.	Dr. Vinot Vincent Rajesh	Ph.D	1	21	29
7.	Manonmaniam Sundaranar University College ,Sankarankovil	01		MSU	Govt.	Dr. L. Kumaragurubaran	Ph.D	1	21	134
8.	Sivanthi Arts and Science College for Women ,Udankudi	01		MSU	Private	Dr. C. Mariappan	Ph.D	1	21	5
9.	S.S. Duraisamy Nadar Mariammal College ,Kovilpatti	01		MSU	Private	Dr. N. Karkkuvelraj	Ph.D	1	21	27
10.	Kamaraj College ,Thoothukudi	01		MSU	Private	Dr. Ashok	Ph.D	1	21	8
11.	Mahathma Gandhi College of Arts and Science for Women ,Solaiseri	01		MSU	Private	Dr. G. Saratha	Ph.D	1	21	36
12.	Sri Ram Nallamani Yadava College of Arts and Science ,Tenkasi	01		MSU	Private	Dr. Manimaran	Ph.D	1	21	
13.	Thiruvalluvar College ,Papanasam	01		MSU	Private	Dr. P. Velayutham	Ph.D	1	21	33

14.	St. Jude's College ,Thoothoor	01	MSU	Private	Dr. S. Shibu	Ph.D	1	21	
15.	Nesamony Memorial Chrisitian College ,Marthandam	01	MSU	Private	Dr. C. Edward Jeya Singh	Ph.D	1	21	
16.	Scott Christian College (Autonomous) ,Nagercoil	01	MSU	Private	Dr. V. Ansline Ferby	Ph.D	1	21	
17.	Sivanthi Aditanar College ,Pillayarpuram	01	MSU	Private	Dr. V. Anslin Ferby	Ph.D	1	21	7
18.	Shanmuga College of Arts and Science ,Sankarankovil	01	MSU	Private	Dr. A. Murugan	Ph.D	1	21	22
19.	T. Mariappan Nadar Muthukaniammal College of Arts and Science ,Kulathur	01	MSU	Private	Dr. D. Solomon Raja	Ph.D	1	21	29
20.	St. Alphonsa College of Arts and Science ,Karungal	01	MSU	Private	Dr. P.H. Sudharlin Paul	Ph.D	1	21	3
21.	Maria Arts and Science College for Women ,Vallioor	01	MSU	Private	Dr. S. Sushma Jenifer	Ph.D	1	21	
22.	Arulmigu Pannirupidi Ayyan College of Arts and Science ,Nanguneri	01	MSU	Private	Dr. G.ANAND	Ph.D	1	21	
23.	Nanjil Catholic College of Arts & Science ,Kaliyakkavilai	01	MSU	Private	Dr.M.Amalanathan	Ph.D	1	21	77
24.	U.S.P Arts and Science College for Women ,Kodikurichi	01	MSU	Private	Dr. C. Thanga Lakshmi	Ph.D	1	21	4
25.	Muslim Arts College ,Thiruvithancode	01	MSU	Private	Dr. G. Edwin Sheela	Ph.D	1	21	
26.	Valanar Arts & Science College ,Kuruvikulam	01	MSU	Private	Dr. A Joseph Kennedy	Ph.D	1	21	7
27.	Thulasi College of Arts & Science for Women ,Vallanadu	01	MSU	Private	Dr. R. Suja Pandian	Ph.D	1	21	3
28.	Infant Jesus College of Arts and Science for Women ,Mulagumoodu	01	MSU	Private	Dr. C. Arul Mary Thangam	Ph.D	1	21	

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

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

6.5 Delivery of Self-Learning Material

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

Type	Date of Admission (for October & February)	Date of SLM delivery	Whether delivered SLM to learners within a fortnight fromthe date of admission
Printing Material	1st October & 1st February	1st October & 1st February	Yes
Audio-Video Material	-	-	-
Online Material	-	-	-
Compute based Material	1st October & 1st February	1st October & 1st February	Yes

6.5 Whether any course in a particular programme was allowed through OER/

Massive Open Online Courses: Y/N

No

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 linkaddress
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
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
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
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Leaning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	Yes

6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
8.	Information regarding all the programmes recognised by the Commission	Yes
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Yes
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	Yes

13.	List of the 'Examination Centres'alongwith the number of learners in each centre, for Open and Distance Learning programmes	Yes
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning 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	Yes
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit 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 (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (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

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shallnot engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	Yes
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;	Yes
	(b) maintain the records of the entire process of selection of candidates, and preserve such records fora minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes

8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	Yes
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
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 Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes

13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (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

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

Grievance Redressal Mechanism is functional right from inception

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
-	-

9.3 Complaint Handling Mechanism

First tire
- Complaints shall be handled through an online complaint handling mechanism at the HEI level
- DEB portal shall automatically forward the complaints received to respective HEI and have tracking mechanism enabled in portal, for monitoring the disposal status of the complaints
    It is desire that complaints received may be resolved at the earliest possible but should not exceed two months from the date of the receipt of the complaints.

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

9.4 Details of Complaints received from UGC (DEB)

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

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

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

10.2 Best Practices of the HEI

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

10.3 Details of Job Fairs conducted by the HEI

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

10.4 Success Stories of students of ODL mode of the HEI

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

10.5 Initiatives taken towards conversion of SLM into Regional Languages

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

10.6 Number of students placed through Campus Placements

Creating a placement cell to inform the opportunities and training the students for employability

10.7 Details of Alumni Cell and its activity

Extending the activities of the Entrepreneurship Cell to the students of distance education.

Registering an alumni association for the students of distance education

10.8 Any other Information

- DD&CE Programme educates rural dwellers and thereby enhances rate of literacy. These program covers the diverse class of learners.
- Library Resources: The libraries of the campus are virtually centralized and offer access and reference books and remote access to thousands of e-Journals.
- DD&CE programme imparts knowledge to the following categories of people.

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

DECLARATION

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

Signature of the Director: **Signature of the Registrar:**

Name: Dr. G. Annadurai   **Name: Dr. J. Sacratees**

Seal: **Seal:**

Date: 19.08.2025   **Date: 19.08.2025**