

Annual Report

OF

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

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2023 - 2024

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Part – I: General Information

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

Details of Director, CIQA

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

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 School of 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. Prabakar	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
	<ul style="list-style-type: none"> • 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

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

If No, reason thereof

Yes

1.4 Number of meetings held and its approval:**a. No. of meetings held year: ---2****b. Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting of CIQA	30.08.2023	1	Uploaded	30.08.2023
Meeting of CIQA	12.03.2024	1	Uploaded	12.03.2024

1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**From July, 2023 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	-	-	-	-
2.	Library	Certificate Course in Library and Information Science	6 Months	6	H.Sc	3625	26.10.2017	28	9	20	-	29

From January, 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 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	-	1	-	1
2.	Library	Certificate Course in Library and Information Science	6 Months	6	H.Sc	3625	26.10.2017	28	5	8	-	13

1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**From July 2023 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/Transgender)			
									M	F	TG	Total
1.	Physical Education & Sports	Diploma in Yoga for Human Excellence	1 yr	6	H.Sc.	4750	26.10.2017	28	23	24	-	47

From January 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/Transgender)			
									M	F	TG	Total
1.	Physical Education & Sports	Diploma in Yoga for Human Excellence	1 yr	6	H.Sc.	4750	26.10.2017	28	5	6	-	11

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

From July 2023 academic session: EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/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	4	4	-	8

From January 2024 academic session: EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/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	4	6	-	10

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

From July 2023 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 Dt.	No. of Learner Support Centre Operationalized as per territorial	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1	Bachelor of Arts in Tamil	3 years	112	H.Sc. Pass	4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	126	324	-	450
2	Bachelor of Arts in English	3 years	143	H.Sc. Pass	4800	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	138	270	-	408
3	Bachelor of Business Administration	3 years	116	H.Sc. Pass	4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	168	77	-	245
4	Bachelor of Arts in Economics	3 years	154	H.Sc. Pass	5250	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	18	13	-	31
5	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	16	40	-	56
6	Bachelor of Arts in History	3 years	152	H.Sc. Pass	5250	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	336	189	-	525
7	Bachelor of Commerce	3 years	150	H.Sc. Pass	5250	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	173	193	-	366
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	10	21	-	31
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	1	9	-	10

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	31	-	41
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From January 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 Operationalized as per territorial	Number of students admitted (Male/Female/ Transgender)			
								M	F	TG	Total
1	Bachelor of Arts in Tamil	3 years	112	H.Sc. Pass	4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	56	147	-	203
2	Bachelor of Arts in English	3 years	143	H.Sc. Pass	4800	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	62	103	-	165
3	Bachelor of Business Administration	3 years	116	H.Sc. Pass	4950	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	68	20	-	88
4	Bachelor of Arts in Economics	3 years	154	H.Sc. Pass	5250	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	8	6	-	14
5	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	19	29	-	48
6	Bachelor of Arts in History	3 years	152	H.Sc. Pass	5250	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	142	81	-	223
7	Bachelor of Commerce	3 years	150	H.Sc. Pass	5250	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	80	72	-	152
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	13	3	-	16

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	4	-	7
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	10	-	12

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

From July, 2023 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. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Master of Arts in Tamil	2 years	90	BA Tamil or any other degree with four semesters of Part I Tamil, Study compulsory	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	23	77	-	100
2.	Master of Arts in English	2 years	90	B.A. English	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	31	203	-	234
3.	Master of Arts in History	2 years	90	B.A. History	4225	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	35	45	-	80
4.	Master of Arts in Economics	2 years	90	B.A. Economics	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	8	19	-	27
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	13	7	-	20
6	Master of Commerce	2 years	90	B.Com	3975	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	45	111	-	156
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	6	13	-	19
8	Master of Science Chemistry	2 years	92	B.Sc. Chem / BioChem / Appl. Chem	22150	F.No.30-10/2023(D EB-II) Dt. 12.12.2023	28	10	30	-	40
9	Master of Science Physics	2 years	92	B.Sc. Physics / B.E / B.Tech (EEE)	21750	F.No.30-10/2023(D EB-II) Dt. 12.12.2023	28	6	33	-	39
10	Master of Science Mathematics	2 years	92	B.Sc. Maths / Maths with CA / Appl Maths / Statist	8150	F.No.30-10/2023(D EB-II) Dt. 12.12.2023	28	17	83	-	100

From January, 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. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Master of Arts in Tamil	2 years	90	BA Tamil or any other degree with four semesters of Part I Tamil, Study compulsory	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	10	25	-	35
2.	Master of Arts in English	2 years	90	B.A. English	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	19	77	-	96
3.	Master of Arts in History	2 years	90	B.A. History	4225	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	15	13	-	28
4.	Master of Arts in Economics	2 years	90	B.A. Economics	4225	F.No.21-63/2020 (DEB-IV) Dt. 09.08.2021	28	2	7	-	9
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	7	3	-	10
6	Master of Commerce	2 years	90	B.Com	3975	F.No.42-6/2021 (DEB -IV) Dt. 30.11.2021	28	9	39	-	48
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	7	-	8
8	Master of Science Chemistry	2 years	92	B.Sc. Chem / BioChem / Appl. Chem	22150	F.No.30-10/2023(D EB-II) Dt. 12.12.2023	28	14	7	-	21
9	Master of Science Physics	2 years	92	B.Sc. Physics / B.E / B.Tech (EEE)	21750	F.No.30-10/2023(D EB-II) Dt. 12.12.2023	28	3	9	-	12
10	Master of Science Mathematics	2 years	92	B.Sc. Maths / Maths with CA / Appl Maths / Statist	8150	F.No.30-10/2023(D EB-II) Dt. 12.12.2023	28	7	24	-	31
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	14	14	-	28

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

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. New Programmes such as Diploma in Montessori Education, Diploma in Computer Application, Certificate Programme in Gender Studies, Certificate Programme in C Programming, Certificate Programme in C Fundamentals, Certificate Programme in Web Designing, Certificate Programme in GST, will be introduced based on the demand.
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	24X7 WiFi enabled Campus, Health care centre, Electricity and Water supply. Clean and Green Campus (Swachthta Ranking) Energy Saving Campus Provision of Concession in tuition fee to various categories of learners. Internal Annual Academic and Administrative audits for monitoring quality attributes.

10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	CIQA has collected and analyzed the data regarding admissions, distribution of learning materials, conduct of personal contact programmes/ counseling sessions, grievances from various stakeholders to ensure the quality of the programmes.
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	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 programme achieve the project objectives while staying within budget and relevant deadlines. Implementation is the part of the project cycle that bridges the planning process and the project outcomes. This step of the process, and how well it's executed, can ultimately determine the success of a project.
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Create or receive. This is the beginning of the records management process, which starts with creating or receiving a document relating to an organization's transaction or activity. Use or modify. ... Maintain or protect. ... Dispose or destroy. ... Archive or preserve.
14.	Inputs provided to the Higher Educational Institution market.	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.	<ul style="list-style-type: none"> 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.

		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Centre for Internal Quality Assurance Committee shall perform the following functions namely:- To oversee the functioning of Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	Standing Committee on Academic Affairs
24.	Promoted automation of learner support services of the Higher Educational Institution	Learner 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 learner support services, how far Manonmaniam Sundaranar University has providing interactive support services at the study centres, staff responsibility for providing the services, ICT facilities and equipments at the study centres, 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	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 in respect of ODL
1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>A holistic approach encompassing the processes, standards, rules and practices an organization.</p> <p>Excellent interpersonal relationship of the management with the head of the institution with staff and students.</p> <p>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</p> <p>To conduct research , teaching and outreach programmes to improve conditions of human living.</p> <p>To create an academic environment that honours women and men of all races, caste, creed, cultures and an atmosphere that values intellectual curiously, pursuit of knowledge, academic freedom and integrity.</p>
2.	Articulation of Higher Educational Institution Objectives	<p>Education constitutes the backbone of a Country as it produces the human force which plays the most determining role in the advancement of a Nation and also in the progress of a civilization. No Nation could establish its dominance in world history by virtue of its sheer military might or economic affluence. The march of a Nation towards glory is carried forward by the competent human resource that a strong education system prepares. Education is one that provides the thrust in getting ahead and building</p>

	<p>up a powerful democratic society. Education system in India has a long history starting from Gurukul System to the ancient urban centres of learning like Takshashila, Nalanda and Vikramshila. After the second world war, world has been seen an enormous expansion in higher education. India was not exception from this. The higher education system of India has witnessed many fold increase in its institutional capacity since independence. Now India is the third largest higher education system in the world.</p> <p>Open Educational Resources (OER) movement began in the 21st century for furthering the culture of open knowledge by free dissemination /sharing of knowledge. It is basically rooted in the philosophy of Open and Distance Learning (ODL) with the objective of expanding the access to knowledge to all types of learners pursuing non formal, formal and informal education. The using OER implies support for an open curriculum where learners have the flexibility to select units/courses to suit their personal needs. It is the responsibility of the Distance Education Council (DEC) to promote quality and standards in the ODL system and encourage ODL institutions to develop and offer quality programmes. Besides this, the DEC also encourages sharing of academic resources and thereby reducing duplication of efforts and enhancing the knowledge and other skill requirement of the users at large and also ensuring their wider accessibility.</p>
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3.	<p>Programme Development and Approval Processes</p> <ol style="list-style-type: none"> Curriculum Planning, Design and Development Curriculum Implementation Academic Flexibility Learning Resource Feedback System 	<p>Standing Committee on Academic Affairs</p> <p>Feedback mechanisms were developed for the following Stakeholders.</p> <ol style="list-style-type: none"> Learners Alumni Subject Experts Employers Academic Councilors Teachers Face to Face, Communication by post and email are utilized for interactions and obtaining feedback.
4.	Programme Monitoring and Review	<p>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</p>
5.	Infrastructure Resources	<ul style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.

7.	Assessment and Evaluation	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Faculty centric policies and Practices in MSU <p>Financial Assistance like; Personal Loan Policy, Emergency Loan Policy, Staff Development Fund, Festival Advance, Annual Performance Appraisal, Career Advancement Scheme</p> <p>Faculty Centric policies</p> <ul style="list-style-type: none"> ➤ 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 in respect of ODL
1.	Academic Planning	<ul style="list-style-type: none"> • The syllabus for the CDOE programmes 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	<ul style="list-style-type: none"> • 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

3.	<p>Monitoring, Evaluation and Enhancement Plans</p> <p>a. Reports from Learner Support Centres (for Open and Distance Learning programmes)</p> <p>b. Reports from Examination Centres</p> <p>c. External Auditor or other External Agencies report</p> <p>d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels</p> <p>e. Reporting and Analytics by the Higher Educational Institution</p> <p>f. Periodic Review</p>	<p>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</p> <p>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.</p> <p>Submit promptly the Audited Statement of Accounts for both the Academic Support Services Activities and Examination Activities separately to the MSU periodically</p> <p>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.</p> <p>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</p> <p>To provide encourage, guidance, reinforcement and feedback to the study.</p>
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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

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

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
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 (UG & 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

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.	12 years	Contract
			Dr. R. Suhitha Rani	Assistant Professor	M.A. Ph.D.	11 years	Contract
			Dr. K. Narayanan	Assistant Professor	M.A. Ph.D.	14 years	Contract
2	English (UG & PG)	03	Dr. R. RetnaMary	Assistant Professor	M.A. Ph.D.	10 years	Contract
			Dr. G. Gnana Roselin	Assistant Professor	M.A. Ph.D.	11 years	Contract
			Dr. T. David	Assistant Professor	M.A. Ph.D.	10 years	Contract
3	History (UG & PG)	03	Dr. P. Ramesh	Assistant Professor	M.A., M.Phil., Ph.D.	12 years	Contract
			Dr. Manikanda Sethupathy	Assistant Professor	M.A. Ph.D.	10 years	Contract
			Dr. D. Latha Kumari	Assistant Professor	M.A. Ph.D.	10 years	Contract
4	Economics (UG & PG)	03	Dr. R. Rajan Babu	Assistant Professor	M.A. Ph.D.	11 years	Contract
			Dr. A. Murugapilla	Assistant Professor	M.A. Ph.D.	10 years	Contract
			Dr. K. Ajitha	Assistant Professor	M.A. Ph.D.	10 years	Contract
5	Mass Communication & Journalism (PG)	02	Dr. S. Ajantha Thamayanathi Baylis	Assistant Professor	M.A. Ph.D.	10 years	Contract
			Ms. S. Sherlin Suji	Assistant Professor	M.A. Ph.D.	12 years	Contract
6	Commerce (UG & PG)	03	Dr. R. Sankar	Assistant Professor	M.Com., Ph.D.	13 years	Contract
			Dr. S. Vishnu	Assistant Professor	M.Com., Ph.D.	14 years	Contract
			Dr. S. M. Subbulakshmi	Assistant Professor	M.Com., Ph.D.	10 years	Contract
7	Business Administration (UG)	02	Dr. P. Rajkumar	Assistant Professor	MBA., Ph.D.	12 years	Contract
			Dr. M. Nithya	Assistant Professor	MBA., Ph.D.	10 years	Contract
8	Library Science (UG & PG)	03	Dr. S. Bindhu	Assistant Professor	M.L.I.Sc., Ph.D.	11 years	Contract
			Dr. R. Murugesan	Assistant Professor	M.L.I.Sc., Ph.D.	12 years	Contract
			Dr. S. SivaSubramanian	Assistant Professor	M.L.I.Sc., Ph.D.	10 years	Contract
9	Mathematics	03	Dr. P. Subbulakshmi	Assistant Professor	M.Sc. Ph.D.	13 years	Contract

	(UG & PG)		Dr. I. Valliammal	Assistant Professor	M.Sc. Ph.D	12 Years	Contract
			Dr. P. Uma Mahewari	Assistant Professor	M.Sc. Ph.D.	11 Years	Contract
10	Physics (UG & PG)	03	Dr. P. Deepa	Assistant Professor	M.Sc. Ph.D	10 Years	Contract
			Dr. P. Libin Raj	Assistant Professor	M.Sc. Ph.D	12 Years	Contract
			Dr. N. Raja	Assistant Professor	M.Sc. Ph.D	12 Years	Contract
11	Chemistry (UG & PG)	03	Dr. P. Gomathi Sankar	Assistant Professor	M.Sc. Ph.D	11 Years	Contract
			Dr. M. Dhanalakshmi	Assistant Professor	M.Sc. Ph.D	12 Years	Contract
			Dr. S.L. Sathya Sai Baba	Assistant Professor	M.Sc. Ph.D	10 Years	Contract
12	Criminology and Police Science	02	Dr. M. Subbulakshmi	Assistant Professor	M.A. Ph.D.	7 years	Contract
			Dr. R. Hemalakshmi	Assistant Professor	M.A. Ph.D.	6 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 for DM Universities)	14
Computer Operator	2	6
Multi-Tasking Staff	2	5

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

Note:

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

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 Higher Educational 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.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution</p>	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 Open and Distance Learning mode Institution	Yes
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya (s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private 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 Educational Institution	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 <ul style="list-style-type: none"> 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 of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes

4.3 Whether any examination held through online mode.

No

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

<i>Semester beginning</i>	<i>Programme name</i>	<i>No. of students admitted</i>	<i>No. of students appeared in exams</i>	<i>No. of students progressed to next year</i>	<i>% of students passed</i>	<i>% of students passed in first class</i>
July, 2023	B.A. TAMIL	450	371	284	76.55	70
	B.A. ENGLISH	408	337	205	60.83	40
	B.A. History	525	436	272	62.39	55
	B.Com	366	288	176	61.11	51
	B.B.A.	245	182	121	66.48	56
	B.A. Economics	31	25	18	72	69
	Bachelor of Library and Information Science	56	51	42	82.35	75
	B.Sc. Mathematics	41	34	24	70.59	30
	B.Sc. Physics	10	10	7	70	47
	B.Sc. Chemistry	31	28	18	64.29	36
	M.A. TAMIL	100	78	54	69.23	61
	M.A. ENGLISH	234	209	170	81.34	64
	M.A. History	80	66	53	80.34	74
	M.Com.	156	142	135	95.07	86
	M.A. ECONOMICS	27	19	14	73.68	69
	M.A. Mass Communication & Journalism	20	17	13	76.47	64
	M.L.I.Sc.	19	17	13	76.47	67
	M.Sc. Mathematics	100	90	47	52.22	27
	M.Sc. Physics	39	39	32	82.05	36
	M.Sc. Chemistry	40	35	9	25.71	11
	Post Graduate Diploma in Computer Applications	8	8	8	100	70

<i>Semester beginning</i>	<i>Programme name</i>	<i>No. of students admitted</i>	<i>No. of students appeared in exams</i>	<i>No. of students progressed to next year</i>	<i>% of students passed</i>	<i>% of students passed in first class</i>
January, 2024	BA Tamil	203	191	186	97.38	68
	BA English	165	160	149	93.13	70
	BA History	223	215	205	95.35	76
	BA Economics	14	14	13	92.86	45
	B.Com	152	150	110	73.33	54
	BBA	88	86	65	75.58	41
	B.Sc Mathematics	12	12	8	66.67	36
	B.Sc Physics	7	7	5	71.43	40
	B.Sc Chemistry	16	15	12	80	35
	B.L.I.S.c	48	47	45	95.74	64
	M.A. Tamil	35	35	33	94.29	76
	M.A. English	96	94	76	80.85	40
	M.A. History TM	28	28	23	82.14	45
	M.A. Criminology & Police Science	28	28	21	75	26
	M.Com	48	47	42	89.36	60
	M.Sc Mathematics	31	26	16	61.54	31
	M.Sc Physics	12	12	7	58.33	27
	M.Sc Chemistry	21	20	12	60	36
	M.A. Economics	9	9	8	88.89	61
	M.A. Journalism & Mass Communication	10	10	7	70	65
	M.L.I.S.c .	8	8	8	100	70
	P.G.D.C.A Computer Application	10	10	7	70	50

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 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.

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 in the programme	No. of Students Attended on an average basis
1	UG	28	16	2163	1976
2	PG	28	16	815	754
3	PGD	28	16	8	8

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

6.3 LSC wise enrollment details (July 2023 Session)

S.NO	CENTR NAME	CITY	TOTAL
1	Manonmaniam Sundaranar University College	Puliyangudi	268
2	Manonmaniam Sundaranar University College	Cheranmahadevi	367
3	Manonmaniam Sundaranar University College	Tisayanvilai	81
4	Manonmaniam Sundaranar University College	Panagudi	100
5	Manonmaniam Sundaranar University College	Nagampatti	80
6	Manonmaniam Sundaranar University College	Sankarankovil	298
7	Sivanthi Arts and Science College for Women	Udangudi	40
8	S.S. Duraisamy Nadar Mariammal College	Kovilpatti	62
9	Kamaraj College	Tuticorin	10
10	Mahathma Gandhi College of Arts and Science for Women	Tenkasi	38
11	Sri Ram Nallamani Yadava College of Arts and Science	Tenkasi	-
12	Thiruvalluvar College	Tirunelveli	140
13	St. Jude's College	Thoothoor	7
14	Nesamony Memorial Christian College	Marthandam	-
15	Scott Christian College (Autonomous)	Nagercoil	-
16	Sivanthi Aditanar College	Nagercoil	162
17	Shunmuga College of Arts and Science	Sankarankovil	23
18	T. Mariappan Nadar Muthukaniammal College of Arts and Science	Kulathur	476
19	St. Alphonsa College of Arts and Science	Kanyakumari	17
20	Maria Arts and Science College for Women		4
21	Arulmigu Pannirupidi Ayyan College of Arts and Science	Tirunelveli	2
22	Nanjil Catholic College of Arts & Science	Kaliyakkavilai	183
23	U.S.P Arts and Science College for Women		56
24	Muslim Arts College	Thiruvithancode	--
25	Valanar Arts & Science College	Thiruvenkadam	30
26	Thulasi College of Arts & Science for Women	Vallanadu	5
27	Infant Jesus College of Arts and Science for Women	Mulagumoodu	4
28	M/s.St. Jerome's College(Arts & Science)	Agesthiswaram	-

6.3 LSC wise enrollment details (January 2024 Session)

S.NO	CENTR NAME	CITY	TOTAL
1	Manonmaniam Sundaranar University College	Puliyangudi	152
2	Manonmaniam Sundaranar University College	Cheranmahadevi	179
3	Manonmaniam Sundaranar University College	Tisayanvilai	8
4	Manonmaniam Sundaranar University College	Panagudi	150
5	Manonmaniam Sundaranar University College	Nagampatti	21
6	Manonmaniam Sundaranar University College	Sankarankovil	71
7	Sivanthi Arts and Science College for Women	Udangudi	7
8	S.S. Duraisamy Nadar Mariammal College	Kovilpatti	23
9	Kamaraj College	Tuticorin	10
10	Mahathma Gandhi College of Arts and Science for Women	Tenkasi	62
11	Sri Ram Nallamani Yadava College of Arts and Science	Tenkasi	-
12	Thiruvalluvar College	Tirunelveli	42
13	St. Jukes College	Thoothoor	1
14	Nesamony Memorial Christian College	Marthandam	-
15	Scott Christian College (Autonomous)	Nagercoil	-
16	Sivanthi Aditanar College	Nagercoil	37
17	Shunmuga College of Arts and Science	Sankarankovil	29
18	T. Mariappan Nadar Muthukaniammal College of Arts and Science	Kulathur	206
19	St. Alphonsa College of Arts and Science	Kanyakumari	2
20	Maria Arts and Science College for Women		-
21	Arulmigu Pannirupidi Ayyan College of Arts and Science	Tirunelveli	3
22	Nanjil Catholic College of Arts & Science	Kaliyakkavilai	65
23	U.S.P Arts and Science College for Women		13
24	Muslim Arts College	Thiruvithancode	-
25	Valanar Arts & Science College	Thiruvenkadam	16
26	Thulasi College of Arts & Science for Women	Vallanadu	-
27	Infant Jesus College of Arts and Science for Women	Mulagumoodu	3
28	M/s.St. Jerome's College(Arts & Science)	Agesthiswaram	-

July 2023 Session		This LSC is 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.
No.	where LSC is established (with Pin Code)									
1.	St. Alphonsa College of Arts and Science, Soosaipuram	01		MSU	Private	Dr. P.H. Sudharlin Paul	Ph.D	1	21	17
2.	Shanmuga College of Arts & Science, Sankarankovil	01		MSU	Private	Dr. A. Murugan	Ph.D	1	21	23
3	T. Mariappan Nadar Muthukaniammal College of Arts and Science	01		MSU	Private	Dr. D. Solomon Raja	Ph.D	1	21	476
4	Sivanthi Aditanar College, Pillaiyarpuram	01		MSU	Private	Dr. V. Anslin Ferby	Ph.D	1	21	162
5	Kamaraj College, Tuticorin	01		MSU	Private	Dr. Ashok	Ph.D	1	21	10
6	Manonmaniam Sundaranar University College, Govindaperi	01		MSU	Govt.	Dr. Moni	Ph.D	1	21	367
7	Manonmaniam Sundaranar University College, Puliyanakudi	01		MSU	Govt.	Dr. S. Swamidoss	Ph.D	1	21	268
8	Manonmaniam Sundaranar University College, Thisayanvillai	01		MSU	Govt	Dr. K. Prema Arasan Jeyaraj	Ph.D	1	21	81
9	Manonmaniam Sundaranar University College, Panagudi	01		MSU	Govt.	Dr. P. Malarasu	Ph.D	1	21	100
10	Manonmaniam Sundaranar University College, Nagampatti	01		MSU	Govt	Dr. Vinot Vincent Rajesh	Ph.D	1	21	80
11	Manonmaniam Sundaranar University College, Sankarankovil	01		MSU	Govt.	Dr. L. Kumaragurubaran	Ph.D	1	21	298
12	St. Jude's College, Thoothur	01		MSU	Private	Dr. S. Shibu	Ph.D	1	21	7
13	Nesamony Memorial Christian College, Marthandam	01		MSU	Private	Dr. C. Edward Jeya Singh	Ph.D	1	21	-
14	Sivanthi Arts and Science College for Women, Priaikudieruppu	01		MSU	Private	Dr. C. Mariappan	Ph.D	1	21	162
15	Scott Christian College (Autonomous), Nagercoil	01		MSU	Private	Dr. V. Anslin Ferby	Ph.D	1	21	-
16	Thiruvalluvar College, Papanasam	01		MSU	Private	Dr. P. Velayutham	Ph.D	1	21	140
17	S.S. Duraisamy Nadar Mariammal College, Kovilpatti	01		MSU	Private	Dr. N. Karkkuvelraj	Ph.D	1	21	62

18	Sri Ram Nallamani Yadava College of Arts and Science, Kodikurichi	01	MSU	Private	Dr. Manimaran	Ph.D	1	21	-
19	Mahathma Gandhi College of Arts and Science for Women, Sankarankovil	01	MSU	Private	Dr. G. Saratha	Ph.D	1	21	38
20	Sivanthi Arts & Science College for Women, Udangudi	01	MSU	Private	Dr S Manthira Moorthi	Ph.D.	1	21	40
21	Arulmigu Pannirupidi Ayyan College of Art & Science, Tirunelveli	01	MSU	Private	Dr. G.ANAND	Ph.D.	1	21	2
22	Nanjil Catholic College of Arts & Science, Kaliakavilai	01	MSU	Private	Dr.M.Amalanathan	Ph.D.	1	21	183
23	U.S.P. Arts and Science College for Women, Tenkasi	01	MSU	Private	Dr. C. Thanga Lakshmi	Ph.D.	1	21	56
24	Maria Arts and Science College for Women, Vallioor	01	MSU	Private	Dr. S. Sushma Jenifer	Ph.D.	1	21	4
25	Valanar Arts & Science College, Tenkasi	01	MSU	Private	Dr. A Joseph Kennedy	Ph.D	1	21	30
26	Thulasi College of Arts & Science for Women, Tuticorin	01	MSU	Private	Dr. R. Suja Pandian	Ph.D	1	21	5
27	Muslim Arts College, Thiruvithancode	01	MSU	Private	Dr. G. Edwin Sheela	Ph.D.	1	21	-
28	Infant Jesus College of Arts and Science for women, Mulagumoodu	01	MSU	Private	Dr. C. Arul Mary Thangam	Ph.D.	1	21	4

January 2024 Session		This LSC is LSC of 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.
No.	where LSC is established (with Pin Code)									
1.	St. Alphonsa College of Arts and Science, Soosaipuram	01		MSU	Private	Dr. P.H. Sudharlin Paul	Ph.D	1	21	2
2.	Shanmuga College of Arts & Science, Sankarankovil	01		MSU	Private	Dr. A. Murugan	Ph.D	1	21	29
3	T. Mariappan Nadar Muthukaniammal College of Arts and Science	01		MSU	Private	Dr. D. Solomon Raja	Ph.D	1	21	206
4	Sivanthi Aditanar College, Pillaiyarpuram	01		MSU	Private	Dr. V. Anslin Ferby	Ph.D	1	21	37
5	Kamaraj College, Tuticorin	01		MSU	Private	Dr. Ashok	Ph.D	1	21	10
6	Manonmaniam Sundaranar University College, Govindaperi	01		MSU	Govt.	Dr. Moni	Ph.D	1	21	179
7	Manonmaniam Sundaranar University College, Puliyanakudi	01		MSU	Govt.	Dr. S. Swamidoss	Ph.D	1	21	152
8	Manonmaniam Sundaranar University College, Thisayanvillai	01		MSU	Govt	Dr. K. Prema Arasan Jeyaraj	Ph.D	1	21	8
9	Manonmaniam Sundaranar University College, Panagudi	01		MSU	Govt.	Dr. P. Malarasu	Ph.D	1	21	150
10	Manonmaniam Sundaranar University College, Nagampatti	01		MSU	Govt	Dr. Vinot Vincent Rajesh	Ph.D	1	21	21
11	Manonmaniam Sundaranar University College, Sankarankovil	01		MSU	Govt.	Dr. L. Kumaragurubaran	Ph.D	1	21	71
12	St. Judes College, Thoothur	01		MSU	Private	Dr. S. Shibu	Ph.D	1	21	1
13	Nesamony Memorial Christian College, Marthandam	01		MSU	Private	Dr. C. Edward Jeya Singh	Ph.D	1	21	-
14	Sivanthi Arts and Science College for Women, Prialakudieruppu	01		MSU	Private	Dr. C. Mariappan	Ph.D	1	21	-
15	Scott Christian College (Autonomous), Nagercoil	01		MSU	Private	Dr. V. Anslin Ferby	Ph.D	1	21	-
16	Thiruvalluvar College, Papanasam	01		MSU	Private	Dr. P. Velayutham	Ph.D	1	21	42
17	S.S. Duraisamy Nadar Mariammal College, Kovilpatti	01		MSU	Private	Dr. N. Karkkuvelraj	Ph.D	1	21	23

18	Sri Ram Nallamani Yadava College of Arts and Science, Kodikurichi	01	MSU	Private	Dr. Manimaran	Ph.D	1	21	-
19	Mahathma Gandhi College of Arts and Science for Women, Sankarankovil	01	MSU	Private	Dr. G. Saratha	Ph.D	1	21	62
20	Sivanthi Arts & Science College for Women, Udangudi	01	MSU	Private	Dr S Manthira Moorthi	Ph.D.	1	21	7
21	Arulmigu Pannirupidi Ayyan College of Art & Science, Tirunelveli	01	MSU	Private	Dr. G.ANAND	Ph.D.	1	21	3
22	Nanjil Catholic College of Arts & Science, Kaliakavilai	01	MSU	Private	Dr.M.Amalanathan	Ph.D.	1	21	65
23	U.S.P. Arts and Science College for Women, Tenkasi	01	MSU	Private	Dr. C. Thanga Lakshmi	Ph.D.	1	21	13
24	Maria Arts and Science College for Women, Vallioor	01	MSU	Private	Dr. S. Sushma Jenifer	Ph.D.	1	21	-
25	Valanar Arts & Science College, Tenkasi	01	MSU	Private	Dr. A Joseph Kennedy	Ph.D	1	21	16
26	Thulasi College of Arts & Science for Women, Tuticorin	01	MSU	Private	Dr. R. Suja Pandian	Ph.D	1	21	-
27	Muslim Arts College, Thiruvithancode	01	MSU	Private	Dr. G. Edwin Sheela	Ph.D.	1	21	-
28	Infant Jesus College of Arts and Science for women, Mulagumoodu	01	MSU	Private	Dr. C. Arul Mary Thangam	Ph.D.	1	21	3

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 in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and January)	Date of SLM delivery	Whether delivered SLM to learners within a fortnight from the date of admission
Printing Material	1 st July & 3 rd January	5 th July & 7 th January	Yes
Audio-Video Material	-	-	-
Online Material	-	-	-
Compute based Material	1 st July & 3 rd January	1 st July & 3 rd January	Yes

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

**6.6 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 link address
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

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

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 Learning 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' along with 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 intake in conventional mode and in case 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.	<p>The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	Yes
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	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

	<p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	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	Yes

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

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

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:**Name: Dr. G. ANNADURAI****Seal:****Date:****Signature of the Registrar:****Name: Dr. J. SACRATEES****Seal:****Date:**