

HEI ID: **HEI-U-0470**

Name of HEI: **PERIYAR UNIVERSITY**

Type of HEI: **DUAL**

**ANNUAL REPORT OF
CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)**

**PROGRAMMES UNDER
ONLINE MODE**

2023-2024

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DECLARATION

Part – I: General Information**1.1 Date of notification of the Centre (attach a copy of the notification):**Notification**1.2 Details of Director, CIQA**

- Name : **Dr. H. Hannah Inbarani**
- Qualification : **Ph.D.**
- Appointment Letter and Joining Report: **Appointment Letter & Joining Report**

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Dr. R. Jagannathan	Agriculture	25-09-2023
b.	Three Senior teachers of HEI	Member 1	Dr. V.R. Palanivelu	Management Studies	25-09-2023
		Member 2	Dr. A. Murugan	Microbiology	25-09-2023
		Member 3	Dr. K. Jayaraman	Economics	25-09-2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Dr. V. Sangeetha	English	25-09-2023
		Member 5	Dr. T. Periasamy	Tamil	25-09-2023
		Member 6	Dr. K. Krishnakumar	Commerce	25-09-2023
d.	Two External Experts of ODL and/or Online Education	Member 7	Dr. H. Gurumallesh Prabu, Director, Centre for Distance and Online Education, Alagappa University, Karaikudi	Education	25-09-2023
		Member 8	Dr. C. Santhosh Kumar, Director, Directorate of Distance Education Annamalai University, Cuddalore	Statistics	25-09-2023
e.	Officials from departments of HEI	Member 9 Administration	Dr. P. Viswanathamurthi Registrar (FAC)	Chemistry	25-09-2023
		Member 10 Finance	Finance Officer (FAC)		25-09-2023

f.	Director, CIQA	Secretary	Dr. S. Anbazhagan	Geology	25-09-2023
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b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

Yes

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 1

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	16-02-2023	2	Approval	Minutes

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

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

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

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

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

From 2023-2024 Calendar session: **February – 2024**

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Transgender)			
							M	F	TG	Total
1.	M.B.A	2	70	10+2+3 Stream. Any degree of recognized University	74,500	F.No 2-1/2024 (DEB-II, 01-02-2024	10	10	-	20

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Learning progress is assessed through feedback form, one-on-one support, through mentorship and also by the reflective questions in every unit of the course content.	Minutes CIQA
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Evaluation of Online programme is carried out by aligning programme objectives designed by higher educational institution with the standards framed for NAAC and NIRF.	Minutes CIQA
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality.	Key areas in which quality improvement is done are multimedia package facility, and interactive learning management system. Updating course content, evaluation of end-semester examination periodically is done to maintain quality.	Minutes CIQA
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs).	Quality of the Online programme is matched with the conventional programme by adopting the same curriculum and course contents are also delivered by 60 % of in-house faculty of the higher educational institution.	SCAA Minutes
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	The common methods like surveys, group interaction, online forms, direct email communication, and suggestion box are used to receive the feedback from stakeholders. A scheduled formative feedback analyses is done for the improvement of the content delivery and summative feedback analysis is being done in the end each semester.	Assignment
6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Quality improvement of online programme in the higher educational institutions would be possible by providing comprehensive training programmes to the faculty members, establishing standard guidelines for the course design, implementing a systemic quality assurance process to evaluate the learning outcome of the learners.	1) Workshop on e-content development

7.	Implementation of its recommendations through periodic reviews	Recommendations of CIQA has been implemented.	Minutes CIQA
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.	Owing to train the faculty members on E-content development, four different workshops have been organized. Faculty members of the CDOE attended two different workshops on E-Content development organized by IGNOU, New Delhi.	1) Workshop on E-content development Participation of FDP organized by IGNOU
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	Best practice adopted to improve the quality of Online programme includes dissemination of information to the learner using dedicated chats and dedicated help lines. Learning Management system enables the learners to access easily and benefit from recognizing the need of the learner, a mentor for every three hundred students is allotted to support the learners in the learning process.	LMS screenshot
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Qualified faculties and adequate facilities were good enough to get AICTE approval.	AICTE approval
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	Programme Project Report of the CDOE has been approved by the statutory body of the Periyar University.	SCAA Minutes
12.	Mechanism to ensure the proper implementation of Programme Project Reports	Defined curriculum for online programme has approved by the statutory body of the University. Content delivery, formative assessment and summative assessment analytic were validated periodically.	SCAA Minutes
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Track record is being maintained in the CDOE.	Annual Planner

14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	The curriculum used for the Online Programme has been designed by including term paper and innovative projects. Curriculum updated at par with TANSCHÉ and AICTE norms.	MBA syllabus
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Learner-centric environment for online learners focuses on qualitative change in assessing learners needs, preferences, and learning outcome. Learning analytics data were collected, analyzed on learner interactions, engagement, and performance.	Minutes CIQA
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Institutional approval with AICTE was obtained to offer an MBA programme. LMS used for the online programme has been approved by the commission. The curriculum used for the online programmes is OBE based. The university got A++ NAAC Re-accreditation.	NAAC certificate
17.	Measures adopted to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit	Peer Review and Evaluation was done. Accordingly, syllabus has been framed to attract international students.	Minutes CIQA
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Timely guidelines obtained from the commission and instructions disseminated by the commission are strictly adhered to without any deviations.	Annual report
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The quality benchmarks adopted by other Universities in the state are referred regularly.	BDU reports and MKU
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The activities undertaken in the Centre are properly documented.	
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Every year the report is submitted to Statutory Authorities of the University.	CIQA Annual Report 1) 2020 - 2021 2) 2021 - 2022 3) 2022 - 2023

	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Placed in the forthcoming Syndicate sub-committee / SCAA meeting.	
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	Quality deliverance of Online programmes outcome and continuous quality improvement are being evaluated by Senior faculty members of university departments involved in internal audit.	<u>CIQA members</u>
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	Mandatory parameters as described by the Commission has been included in the LMS and same was approved by technical committee of the commission. Further, statutory body (Syndicate) of the higher educational institution has accorded its permission.	<u>LMS Approval Copy</u>
24.	Promoted automation of learner support services of the Higher Educational Institution	To accelerate the admission process, students can register themselves through the web portal. Request call back facility is available for providing various support services to the students. Immediate calls are made to students to render support. Registration, admission and fee payment process are made online. Submission of assignments by the students and assessment by mentors are done through the LMS portal.	<u>LMS</u>
25.	Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review of its in-house processes	Centre activity is being validated by the members of CIQA on regular basis.	<u>Minutes CIQA</u>
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Internal auditing has been carried out for quality assessment.	<u>Minutes CIQA</u>

27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	The University has achieved NAAC A++ with 3.61 score. Self-appraisal report will be submitted positively during August 2024.	NAAC Certificate
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	Experts from other Universities invited for quality enhancement.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Considering the growing need to train the students on skill development and entrepreneurship, university-industrial collaboration was initiated in the name of the Directorate of University-Industry Collaboration. University-industry linkage centre is able to bring linkage in Ministry of Science and Technology for better human resource development. Similarly collaboration is made with edutech companies to develop e-content gamification content.	

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

Sr. No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
1.	Governance, Leadership and Management: a) Organization Structure and Governance b) Management c) Strategic Planning d) Operational Plan, Goals and Policies	Organogram of the Centre is enclosed. Strategic planning, operational plans, goals, and policies have been framed.	Organogram Goals and Policies
2.	Articulation of Higher Educational Institution Objectives	Interaction with industrialists and stakeholders in their specific field have motivated the learners. Mock online interviews are being conducted. Incorporation of gamified content for the better learning.	Profile
3.	Programme Development and Approval Processes a) Curriculum Planning, Design and Development b) Curriculum Implementation c) Academic Flexibility d) Learning Resource e) Feedback System	The Curriculum of all the UG and PG OL programmes of Periyar University is designed as per the UGC-DEB guidelines. All the programmes have a defined programme structure and a programmes project report is prepared for each programmes. The university has prepared self-learning materials as per UGC OL regulations and also approved by the standing committee and academic affairs (SCAA) of the university. The university has adequate teaching staff to prepare SLM for various programmes. Online learning resource material is available for all the programmes.	PPR
4.	Programme Monitoring and Review	Internal audit is being carried out to evaluate the mandatory parameters of LMS platform by the technical committee for its compliances described by the commission. Periodic review of the functions of centre is carried out by the CIQA members.	CIQA report
5.	Infrastructure Resources	Learning Management System is a platform that support the delivery of course materials, assignments, assessments, discussions, and grading. Further, one GB broadband net facility is available to meet the needs of the LMS service.	LMS and BSNL net bill
6.	Learning Environment and Learner Support	The email id and phone number of CDOE office are displayed in the university website for the students to submit the grievances related with admission, study material, fees,	Contact

		examinations, results etc. will be addressed by the directorate of CDOE and it will sent to the section concerned for redressal.	
7.	Assessment & Evaluation	There shall be assignment student's response sheet, contact programmes and end semester examination, and the marks or grades obtained in the assignment and response sheets shall be shown separately in the grade card.	Sample marksheet
8.	Teaching Quality and Staff Development	Staff orientation and workshop on e-content development has been organized in regular manner in order to update the recent development in the field of online education. Faculties from HEI have participated in the workshop organized for the content development programme by the IGNOU.	1) Workshop on e-content development Certificate

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 online programmes	Upload relevant document
1.	Academic Planning	Planner is enclosed	Annual Planner
2.	Validation	Periodic meeting by members of Centre for Internal Quality Assurance facilitate the validation of the centre activity and action taken reports also submitted.	
3.	Monitoring, Evaluation and Enhancement Plans Reports from Examination Centres External Auditor or other External Agencies report Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels Reporting and Analytics by the Higher Educational Institution Periodic Review	July 2022 batch 1 st exam conducted External audit in progress Performance details maintained The performance of the learners in the Feb-2023 examination was analyzed and corrective actions have been carried out. The students who need support, counselling and support for the better performance have been identified and corrective actions taken.	

Part – III: Human Resources and Infrastructural Requirements**3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, at least Associate Professor level**

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

Dr. S.Anbazhagan, Ph.D., Director
Full time, Professor Level
Appointment Letter and Joining Report: [Appointment Letter & Joining Report](#)

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

Or

Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Associate Professor level.

Dr. R. Subramaniya Bharathy, Ph.D., Deputy Director,
Full time, Professor Level
Appointment Letter and Joining report: [Letter](#)

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

Or

Name and details of Assistant Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Assistant Professor

Dr. S. Karthikeyan, Ph.D., Assistant Professor
Appointment Letter and Joining report: [Letter](#)

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

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

[Faculty List](#)

i. Programme name:

a. Programme Coordinator

S. No.	Names with Designation	Qualification	Experiences (in years)	Type (Regular/ Contract) with gross salary/ month	Date of joining Programme
1	Dr. M. Vakkil, Associate Professor	Ph.D.	17	Regular (INR 1,34,538/-)	01-03-2021
2	Dr. V. Sangeetha Professor & Head	Ph.D.	14	Regular (2,30,952)	01-03-2022
3	Dr. K. Krishnakumar Professor & Head	Ph.D.	18	Regular (2,04,883)	01-03-2022
4	Dr. V.R, Palanivelu, Professor & Head	Ph.D.	13	Regular (2,30,952)	01-03-2022
5	Dr. C. Selvaraju, Professor & Head	Ph.D.	14	Regular (2,82,828)	01-03-2022

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences (in years)	Type (Regular/ Contract) with gross salary (INR) / month	Date of joining programme
1	English – All courses	Dr. K.Sindhu, Assistant Professor	Ph.D.	14	Regular (1,26,676)	01-03-2022
2	Commerce – All courses	Dr. M.Suguna, Assistant Professor	Ph.D.	6	Regular (92,878)	01-03-2022
3.	M.A. History	Dr. S. Ravichandran, Assistant Professor	Ph.D.	7	Regular (1,06,895)	01-03-2022
4.	M.B.A	Dr. S. Balamurugan, Assistant Professor	Ph.D.	8	Regular (1, 10,000)	01-03-2022
5.	M.Sc. Mathematics	Dr. M. Sambath Assistant Professor	Ph.D.	7	Regular (1,10,000)	01-03-2022

c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary (INR)/ month	Date of joining programme
1	Dr. G. Hema, Assistant Professor	Ph.D.	9	Regular (1,16,458)	18-02-2022
2	Dr. K. Sindhu Assistant Professor	Ph.D.	14	Regular (1,26,676)	18-02-2022
3	Dr. A. Saravanadurai Professor	Ph.D.	17	Regular (1,99,119)	18-02-2022

3.1 Details of Administrative staff**a. Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2for DM Universities)	2
Computer Operator	2	2
Multi-Tasking Staff	2	14

[Salary Details of Administrative Staff](#)

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

b. Number and details of Technical Support for Online Programmes as per Annexure - IV:**i. Technical Team for Development of e-Content as Self-Learning e- Modules:**

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

ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online mode:

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

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

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

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

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

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason there of
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	<u>Proctor Exam Guidelines</u>	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of learners enrolled through Online mode and their certification.	<u>Certificate sample</u>	

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason there of
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>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>For Online mode: the learner has minimum participation of 75 per cent. In all the activities of Online programme prior to end semester examination or term end examination.</p>	<p>Yes</p> <p>Formative assessment and Summative assessment</p>	
4.	<p>The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities</p>	<p>The strategies used for framing the curriculum, conducting the classes, continuous and summative assessments followed in the conventional mode are also followed in the online programme without omitting the essential parameters uses in the assessment.</p>	
5.	<p>The weightage for different components of assessments for Online mode shall be as under:</p> <p>continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>Summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<p>Question paper minutes</p> <p>Question Paper</p>	
6.	<p>The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments</p>	<p>Question paper</p>	
7.	<p>Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card</p>	<p>Sample Mark sheet</p>	

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes, Qualified teachers are involved in question papers setting, providing assignment, and conducting examinations, evolution and results declaration. Question setting framed to cover entire part of syllabus.	
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes	
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	Yes	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	Yes	
	(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 in-charge of examination centre to the Higher Educational Institution	Not Applicable	

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	
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.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognized to enroll international learners shall endeavor to conduct proctored examinations for such learners	Yes	
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhar number or other government recognized identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Yes <u>Sample</u>	
	(b) Each award shall also be uploaded on the National Academic Depository	In process	

S. No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason there of
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes Sample - Mark sheet	

4.4 Result and Student Progression For UG & PG programmes

Semester beginning	Programme Name	No. of Students admitted	No. of Students appeared in exams	No. of Students Progressed to next year	% of Students passed	% of Students passed in first class
Jul-21	B.A. English	30	18	-	-	-
	B.Com.	55	25	-	-	-
	M.A. English	15	07	01	14.28%	100%
	M.A. History	23	10	03	30%	100%
	M.Com.	07	04	-	-	-
	M.Sc. Mathematics	29	13	09	69.23%	100%
Jan-22	M.BA.	474	347	186	53.60%	100%
	B.A. English	25	14	-	-	-
	B.Com.	14	05	-	-	-
	M.A. History	05	02	-	-	-
	M.Sc. Mathematics	08	06	01	16.66%	100%
Jul-22	M.BA.	100	68	34	50%	100%
	B.A. English	54	29	-	-	-
	B.Com.	37	27	-	-	-
	M.A. History	10	02	-	-	-
	M.Sc. Mathematics	16	11	-	-	-
	M.BA.	263	207	-	-	-

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)**5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

[PPR](#)

5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL

Quality standard maintained for learning material audio video material online and computer-based material. Similarly, quality standard adopted for curriculum and pedagogy development as per UGC regulations.

programmes.

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

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

[LMS Approval](#)

Quadrant-I: e-Tutorial - [Sample](#)

Quadrant-II: e-Content - [Sample](#)

Quadrant-III: Discussion forum - [Sample](#)

Quadrant-IV: Assessment - [Sample](#)

Part – VI: Programme Delivery through Learning Platform**6.1 Details of Learning Platform**

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

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

Nil

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

[LMS Approval Copy](https://www.periyaruniversity.ac.in/PULMS)
<https://www.periyaruniversity.ac.in/PULMS>

6.2 Compliance status in respect of the Programme delivery

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

The learning material should lay emphasis on real-world tasks, learner's choice of tasks or situations, case studies, collaborative learning tasks, opportunities for observing others, self-evaluation.

Provide Discussion forum [screenshot](#)

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N: No

a. Provide details as under:

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

Upload

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Type of HEI:DUAL

Part – VII: Self-Regulation through disclosures, declarations and report

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes)
Regulations, 2020 – Self-regulation through disclosures, declarations and reports

S. No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, there of
1.	Joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Joint Declaration	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Act, Statutes, Regulations and Rules	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	UGC Approval	
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	https://www.periyaruniversity.ac.in/pride_menu.php	
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	https://www.periyaruniversity.ac.in/PULMS/ https://www.periyaruniversity.ac.in/pride_menu.php	

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	staff, their working hours and mentoring (for Online mode) Schedule		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	https://www.periyaruniversity.ac.in/PULMS/ https://www.periyaruniversity.ac.in/pride_menu.php	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	https://www.periyaruniversity.ac.in/PULMS/ http://pride.periyaruniversity.ac.in/app/webroot/slm2024/	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Grievance Resolved Details	
9.	Information regarding all the programmes recognized by the Commission	UGC Approval	
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Enrolment details Details of degree completed students	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Faculty List Last updated January 2021 Syllabus revision is in process as per UGC AICTE and TANSICHE guidelines	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners	LMS link	

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	providing hyperlink support for Online Programmes		
13.	List of the 'Examination Centre's along with the number of learners in each centre, for Online programmes	Exam conducted through Proctored Mode.	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	Yes	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Annual Planner	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Three senior members of university departments have been constituted as internal auditors. After the three cycles of internal audits, external audit will be done for this session.	

Part – VIII: Admission and Fees

8.1 Compliance status of ‘Admissions and Fees’ – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S. No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favor of the Higher Educational Institution.	Yes Yes Yes
3.	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
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes

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6.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <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>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
7	<p>Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. ‘8(a)’ to ‘8(k)’ below</p>	
8. (a)	<p>Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment</p>	<p>Fee Structure</p>
8. (b)	<p>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</p>	<p>Yes</p> <p>Refund Policy</p>
8. (c)	<p>The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources</p>	<p>Maximum 1,000</p>
8. (d)	<p>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</p>	<p>Yes</p>
8. (e)	<p>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</p>	<p>UG: 10+2 PG: 10+2+3</p>

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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	Eligible candidates will be ranked as per the Tamil Nadu Government reservation policy
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	Faculty List
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	As per the Tamil Nadu Government Guidelines
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	Standing Committee On Academic Affairs
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Annual planner
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	Complied
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes

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12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes Refund Policy
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 recognized by the appropriate statutory authority or by the Commission where it is not so recognized; any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

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

YES

Part – IX: Grievance Redressal Mechanism**9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

[Grievance Resolved Details](#)

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
13	13

9.3 Complaint Handling Mechanism

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

1. Complaint received through portal attended regularly
2. Action taken priority basics
3. Complaint regarding examination forwarded to exam section for immediate attention

Regulations. Also, mention details of Nodal Officers.

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaints Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
13	13	13

Part – X: Innovative and Best Practices**10.1 Innovations introduced during academic year**

Payment gateway for paying application fee, tuition fee, and certificate fee is arranged with online mode.

10.2 Best Practices of the HEI

Interaction with industrialists and stakeholders in their specific field have motivated the learners.
Mock online interviews are being conducted.
Incorporation of gamified content for the better learning.

10.3 Details of Job Fairs conducted by the HEI

[Placement drive report](#)

10.4 Success Stories of students of Online mode of the HEI

Online learners have been promoted to higher positions in their respective organization after their graduation. ([Job details](#))

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

Proposed to create audio form of the e-content in the regional language and enable the learners to listen while they are engaged in work.

10.6 Number of students placed through Campus Placements

Overall in University 530 students have been placed in different industries.

10.7 Details of Alumni Cell and its activity

Periyar University Alumni Association is registered under Section 10(1) of the Tamil Nadu Societies registration Act 1975 and its registration number is 142/2017. The first batch of outgoing students in CDOE in process.

10.8 Any other Information