

Centre for Internal Quality Assurance (2018-19)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 27-06-2018	Copy of the notification: View
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1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr.P.P Ajayakumar	Professor	English	27-06-2018	09-11-2019
2	Member	Dr. Zeenath K.S	Professor	Mathematics	27-06-2018	09-11-2019
3	Member	Dr.Asha V.	Professor	Sociology	27-06-2018	09-11-2019
4	Member	Dr.A.M Unnikrishnan	Professor	Malayalam	27-06-2018	09-11-2019
5	Member	Dr.Lal C.A	Professor	English	27-06-2018	09-11-2019
6	Member	Dr.S.Ajitha	Assistant Professor	Public Administration	27-06-2018	09-11-2019
7	Member	Dr.S.Nazeeb	Assistant Professor	Malayalam	27-06-2018	09-11-2019
8	Member	Dr.R.Vasanthagopal	Professor	Commerce	27-06-2018	09-11-2019
9	Member	Dr.Sheela S.R	Associate Professor	Economics	27-06-2018	09-11-2019
10	Member	Dr.Rajan T.K	Assistant Professor	Hindi	27-06-2018	09-11-2019
11	Member	Dr.Rose Mary George	Assistant Professor	Political Science	27-06-2018	09-11-2019

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	1	CIQA Director	06-03-2019	06-03-2019	View
2	2	CIQA Director	30-05-2019	30-05-2019	View
3	3	CIQA Director	20-08-2018	20-08-2018	View
4	4	CIQA Director	22-11-2018	22-11-2018	View
5	5	CIQA Director	04-01-2019	04-01-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	CIQA monitors the same
2	Continuous improvement	continuous improvement on the basis of student's feedback and opinion of experts
3	Identification of the key areas in which the HEI should maintain quality	SLM, PCP
4	Dissemination of information on quality assurance	through website and prospectus
5	Mechanisms for interaction and obtaining feedback	Feed back forms are collecting regularly
6	Measures for qualitative improvement	CIQA monitoring of SLM and PCP
7	Ensuring Implementation of its recommendations through regular monitoring	CIQA members implement it with the help of experts panel
8	Ensuring Participation of stakeholders	students feed backs are collected
9	Preparation of Programme Project Report and Information regarding any new programmes launched	BA Hindi and BBA
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	CIQA collects and analyses data

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

SDE follows the same Scheme and Syllabus offered through the regular mode. Pattern of examinations are same for SDE students. Controller of Examinations, University of Kerala conducts examinations of SDE.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Kariavattom campus, University of Kerala	01-09-2018	18000
2	University Institute of Technology (UIT), University of Kerala, Kollam	01-09-2018	12000

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
2	July	PG	MASTER OF SCIENCE - MATHEMATICS	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
3	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
4	July	PG	MASTER OF ARTS - PUBLIC ADMINISTRATION	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)

						http://ideku.net/home/SDEProspectus2019-20.pdf)
5	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
6	July	PG	MASTER OF ARTS - ENGLISH	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
7	July	PG	MASTER OF ARTS - HINDI	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
8	July	PG	MASTER OF ARTS - HISTORY	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
9	July	PG	MASTER OF ARTS - MALAYALAM	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
10	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	0	Eligibility for admission for various Post-

						Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
11	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	1 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
12	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
13	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
14	July	UG	BACHELOR OF COMMERCE	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
15	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
16	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
17	July	UG	BACHELOR OF ARTS - ECONOMICS	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
18	July	UG	BACHELOR OF ARTS - SOCIOLOGY	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
19	July	UG	BACHELOR OF	1 Years	0	Plus two or

			LIBRARY AND INFORMATION SCIENCE			equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
20	July	UG	BACHELOR OF ARTS - ENGLISH	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
21	July	UG	BACHELOR OF ARTS - HINDI	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
22	July	UG	BACHELOR OF ARTS - HISTORY	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
23	July	UG	BACHELOR OF ARTS - MALAYALAM	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
24	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
25	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
26	July	PG	MASTER OF COMMERCE - FINANCE	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr	Objective	Yes/No
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No		
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled & fees during Academic Session 2018-19:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	92	12950
2	July	PG	MASTER OF SCIENCE - MATHEMATICS	291	11300
3	July	PG	MASTER OF ARTS - HINDI	79	9800
4	July	PG	MASTER OF ARTS - HISTORY	159	9800
5	July	PG	MASTER OF ARTS - MALAYALAM	247	9800
6	July	UG	BACHELOR OF COMMERCE	1742	13050
7	July	UG	BACHELOR OF COMPUTER APPLICATIONS	169	19250
8	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	74	9800
9	July	PG	MASTER OF ARTS - PUBLIC ADMINISTRATION	124	9800

10	July	PG	MASTER OF ARTS - ECONOMICS	152	9800
11	July	PG	MASTER OF ARTS - ENGLISH	409	10100
12	July	PG	MASTER OF ARTS - SOCIOLOGY	201	9800
13	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	10	9400
14	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	78	14700
15	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	122	19250
16	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	205	22250
17	July	UG	BACHELOR OF ARTS - ECONOMICS	75	14050
18	July	UG	BACHELOR OF ARTS - SOCIOLOGY	548	13050
19	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	130	6950
20	July	UG	BACHELOR OF ARTS - ENGLISH	457	13050
21	July	UG	BACHELOR OF ARTS - HINDI	37	13050
22	July	UG	BACHELOR OF ARTS - HISTORY	529	13050
23	July	UG	BACHELOR OF ARTS - MALAYALAM	144	13050
24	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	58	13050
25	July	PG	MASTER OF BUSINESS ADMINISTRATION	171	39700
26	July	PG	MASTER OF COMMERCE - FINANCE	1056	10400
			Total	7359	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:

Number of programmes: 26

Copy of the UGC recognition letter: [View](#)

Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:

Number of programmes: 26

Copy of the UGC recognition letter: [View](#)

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	2	36	42	0	78
2	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	1	66	56	0	122
3	July	UG	BACHELOR OF COMMERCE	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	3	851	760	0	1611
4	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	1	102	66	0	168
5	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	1	138	66	0	204
6	July	UG	BACHELOR OF ARTS - ECONOMICS	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	1	20	53	0	73
7	July	UG	BACHELOR OF ARTS - SOCIOLOGY	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	2	267	280	0	547
8	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	1 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	1	33	54	0	87
9	July	UG	BACHELOR OF ARTS - ENGLISH	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	2	151	230	0	381
10	July	UG	BACHELOR OF ARTS - HINDI	3 Years	26-10-2017	F.No.ugc/deb/uk/thprm/krI/2016 &04.01.2017	1	4	21	0	25

11	July	UG	BACHELOR OF ARTS - HISTORY	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	232	228	0	460
12	July	UG	BACHELOR OF ARTS - MALAYALAM	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	38	77	0	115
13	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	24	18	0	42
14	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	0	0	0	0	0
15	July	PG	MASTER OF COMMERCE - FINANCE	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	96	75	0	171
16	July	PG	MASTER OF ARTS - MALAYALAM	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	37	124	0	161
17	July	PG	MASTER OF ARTS - HISTORY	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	22	92	0	114
18	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	49	114	0	163
19	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	1 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	1	7	0	8
20	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	29	51	0	80
21	July	PG	MASTER OF SCIENCE - MATHEMATICS	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	36	235	0	271
22	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	0	0	0	0	0
23	July	PG	MASTER OF ARTS - PUBLIC ADMINISTRATION	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	32	54	0	86
24	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	14	106	0	120

25	July	PG	MASTER OF ARTS - ENGLISH	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	69	309	0	378
26	July	PG	MASTER OF ARTS - HINDI	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	8	56	0	64

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: 0			
Address of College/institute where LSC is established: 0			
Name of HEI to which College/institute is affiliated (where LSC is established): 0			
Whether the College/institute is private or Govt (where LSC is established): Government			
Coordinator Details: 0 (0) and Contact: 0			
Programmes offered: , BACHELOR OF SCIENCE - MATHEMATICS			
Total enrolled student: 0			
No. of Counsellors: 1			
Sr No	Counsellor Name	Qualification	Contact Details
1	DR. ZEENATH K. S.	MSc. PhD MATHS	9895018010

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	78	76	76	46.05	NA
2	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	122	105	105	20	NA
3	July	UG	BACHELOR OF COMPUTER APPLICATIONS	168	108	108	12.96	NA
4	July	UG	BACHELOR OF ARTS - HISTORY	460	299	299	13.04	NA
5	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	42	35	35	8.57	NA
6	July	UG	BACHELOR OF ARTS - ENGLISH	381	327	327	21.08	NA

7	July	UG	BACHELOR OF ARTS - MALAYALAM	115	111	111	23.42	NA
8	July	UG	BACHELOR OF ARTS - ECONOMICS	73	72	72	19.51	NA
9	July	UG	BACHELOR OF ARTS - SOCIOLOGY	547	465	465	18.28	NA
10	July	UG	BACHELOR OF COMMERCE	1611	1587	1587	30.57	NA
11	July	UG	BACHELOR OF ARTS - HINDI	25	20	20	22.05	NA
12	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	87	75	75	18.05	NA
13	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	204	198	198	45	NA
14	July	PG	MASTER OF ARTS - HISTORY	114	98	98	83.24	NA
15	July	PG	MASTER OF COMMERCE - FINANCE	171	153	153	62.87	NA
16	July	PG	MASTER OF ARTS - ENGLISH	378	303	303	70.3	NA
17	July	PG	MASTER OF ARTS - HINDI	64	54	54	88.75	NA
18	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	80	76	76	35.98	NA
19	July	PG	MASTER OF ARTS - SOCIOLOGY	163	148	148	82.43	NA
20	July	PG	MASTER OF ARTS - ECONOMICS	120	114	114	45.78	NA
21	July	PG	MASTER OF ARTS - MALAYALAM	161	148	148	83.53	NA
22	July	PG	MASTER OF	86	83	83	44.58	NA

			ARTS - PUBLIC ADMINISTRATION					
23	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	8	7	7	43.5	NA
24	July	PG	MASTER OF SCIENCE - MATHEMATICS	271	98	98	50.57	NA

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes www.ideku.net
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs 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 with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
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 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
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	No
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	No
14	List of the 'Examination Centres' along with the number of students in each centre 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	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sancity of examinations, including the following:

- i) No. of examination centres inspected dusing conduct of exam.
- ii) No. of cases of unfair means reported.
- iii) Disciplinary action taken.
- iv) Detail of observer of the examination centres appointed by HEI and its reports.

i) All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of from UG examinations. iii) For the reported cases, adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii) The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

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

1. MASTER OF BUSINESS ADMINISTRATION					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SHAJI B. (Assistant Professor)	Contractual	05/07/2017	Teaching: 180 Months Industrial: 180 Months	28000

2. MASTER OF SCIENCE - COMPUTER SCIENCE					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	KRISHNA S.S (ASSISTANT PROFESSOR)	Contractual	19/04/2017	Teaching: 72 Months Industrial: 72 Months	28000

3. MASTER OF SCIENCE - MATHEMATICS					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.K.S ZEENATH (PROFESSOR)	Regular	21/03/1998	Teaching: 408 Months Industrial: 408 Months	194410

4. MASTER OF ARTS - POLITICAL SCIENCE					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.ROSE MARY GEORGE (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 132 Months Industrial: 132 Months	132

5. MASTER OF ARTS - PUBLIC ADMINISTRATION

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S.AJITHA (ASSISTANT PROFESSOR)	Regular	27/12/2011	Teaching: 132 Months Industrial: 132 Months	132

6. MASTER OF ARTS - HINDI

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.RAJAN T K (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 48 Months Industrial: 48 Months	74006

7. MASTER OF ARTS - HISTORY

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.VENUMOHAN S. (ASSISTANT PROFESSOR)	Regular	21/05/2014	Teaching: 108 Months Industrial: 108 Months	73849

8. MASTER OF ARTS - MALAYALAM

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.A.M UNNIKRISHNAN (PROFESSOR)	Regular	28/01/2011	Teaching: 380 Months Industrial: 380 Months	190467

9. MASTER OF ARTS - SOCIOLOGY

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.ASHA V. (PROFESSOR)	Regular	09/03/1995	Teaching: 264 Months Industrial: 264 Months	180746

10. MASTER OF LIBRARY AND INFORMATION SCIENCE

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. MOHANAKUMAR T (ASSISTANT PROFESSOR)	Contractual	06/09/2018	Teaching: 36 Months Industrial: 36 Months	28000

11. MASTER OF ARTS - ECONOMICS

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
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1	Dr.S.R SHEEJA (ASSOCIATE PROFESSOR)	Regular	29/01/2008	Teaching: 168 Months Industrial: 168 Months	121494
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12. BACHELOR OF ARTS - POLITICAL SCIENCE

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ABY T SURESH (ASSISTANT PROFESSOR)	Contractual	21/01/2017	Teaching: 36 Months Industrial: 36 Months	28000

13. BACHELOR OF ARTS - MALAYALAM

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SUJA S. (ASSISTANT PROFESSOR)	Regular	18/12/2013	Teaching: 108 Months Industrial: 108 Months	83356
2	Dr.S.NAZEEB (ASSISTANT PROFESSOR)	Regular	05/11/2012	Teaching: 72 Months Industrial: 72 Months	81273

14. BACHELOR OF ARTS - ENGLISH

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ASHA ASOK (ASSISTANT PROFESSOR)	Contractual	01/09/2019	Teaching: 12 Months Industrial: 12 Months	28000

15. BACHELOR OF ARTS - HINDI

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.INDU K.V (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	86208
2	Dr.DEEPAK K.R (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	74006

16. MASTER OF ARTS - ENGLISH

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. LAL C.A (PROFESSOR)	Regular	03/08/2012	Teaching: 276 Months Industrial: 276 Months	174913
2	Dr.P.P AJAYAKUMAR (PROFESSOR)	Regular	08/12/1988	Teaching: 384 Months Industrial: 384 Months	194410

17. BACHELOR OF SCIENCE - MATHEMATICS

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
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1	Dr.K.KARUNAKARAN (ASSISTANT PROFESSOR)	Contractual	14/08/2017	Teaching: 384 Months Industrial: 384 Months	28000
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18. BACHELOR OF SCIENCE - COMPUTER SCIENCE

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	LIJI .I.H (Lecturer)	Contractual	26/10/2016	Teaching: 36 Months Industrial: 36 Months	25000

19. BACHELOR OF COMPUTER APPLICATIONS

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	NAJMA ABDUL KALAM (ASSISTANT PROFESSOR)	Contractual	26/10/2016	Teaching: 36 Months Industrial: 36 Months	25000

20. BACHELOR OF BUSINESS ADMINISTRATION

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr MUSHTAQ AHAMMED K (ASSISTANT PROFESSOR)	Regular	02/01/2013	Teaching: 120 Months Industrial: 120 Months	83703

21. BACHELOR OF ARTS - ECONOMICS

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	RUBSANA N BEEGUM (ASSISTANT PROFESSOR)	Contractual	16/10/2017	Teaching: 12 Months Industrial: 12 Months	28000

22. BACHELOR OF ARTS - SOCIOLOGY

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	MAYA S. (ASSISTANT PROFESSOR)	Contractual	04/05/2017	Teaching: 144 Months Industrial: 144 Months	28000

23. BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DIVYA L.R (ASSISTANT PROFESSOR)	Contractual	23/03/2017	Teaching: 24 Months Industrial: 24 Months	28000

24. BACHELOR OF ARTS - HISTORY

Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SHAJI A (ASSOCIATE PROFESSOR)	Regular	30/12/2014	Teaching: 240 Months Industrial: 240 Months	148848

25. BACHELOR OF COMMERCE					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.R.VASANTHAGOPAL (PROFESSOR)	Regular	02/01/2013	Teaching: 264 Months Industrial: 264 Months	170152
2	Dr.BALU B (ASSISTANT PROFESSOR)	Regular	02/01/2013	Teaching: 96 Months Industrial: 96 Months	83703

26. MASTER OF COMMERCE - FINANCE					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.K.S.SURESH KUMAR (PROFESSOR)	Regular	02/01/2013	Teaching: 240 Months Industrial: 240 Months	15152

27. BACHELOR OF ARTS - ENGLISH					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ASHA ASOK (ASSISTANT PROFESSOR)	Contractual	26/09/2019	Teaching: 120 Months Industrial: 120 Months	28000

28. BACHELOR OF ARTS - HISTORY					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SHAJI A (ASSOCIATE PROFESSOR)	Regular	30/12/2014	Teaching: 240 Months Industrial: 240 Months	148848

29. BACHELOR OF ARTS - POLITICAL SCIENCE					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ABY T SURESH (ASSISTANT PROFESSOR)	Contractual	21/01/2017	Teaching: 36 Months Industrial: 36 Months	28000

30. BACHELOR OF ARTS - MALAYALAM					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SUJA S	Regular	18/12/2013	Teaching: 120 Months	83356

	(ASSISTANT PROFESSOR)			Industrial: 120 Months	
2	Dr.S.NAZEEB (ASSISTANT PROFESSOR)	Regular	05/11/2012	Teaching: 96 Months Industrial: 96 Months	81273

31. BACHELOR OF ARTS - HINDI

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.INDU K.V (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	86208
2	Dr.DEEPAK K.R (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	74006

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

SDE provides Self Learning Material largely in the printed mode, though soft copies are sometimes made available to learners on request. The CIQA makes sure that the Self Learning Material related to all programmes are self-explanatory, self-contained, self-directed, self-motivating and self-evaluating, in compliance with the 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017. It is ensured that they involve the learner actively through various experience-based activities and assignments, that the learners are given clear information about the structure of the programme and course, and that there are detailed learning directions for the learners to be self-directed for completion of studies. The content of Self Learning Material have been developed, as much as possible, with dialogue and personal system of writing method in order to ensure interactivity, and to encourage learners to apply new knowledge and skills. The learning objectives and outcomes are clearly stated. The content are divided into units and subunits for effective learning. Care is taken as much as possible to ensure that there are assignments and self-assessment questions at the end of each unit, that the learners are directed through problem solving activities as applicable to nature of the course. Sincere efforts are made to ensure that the Self Learning Material are developed in a consistent layout and format, including an overview of content and a unit structure at the beginning of each unit. Ample examples, relevant reference to prior learning, inclusion of national and international examples and case studies, where relevant, and the synchronising of content with learning objectives and outcome, are also insisted upon. Explanation of icons used in content, appropriate sequencing of material, explanation on technical, new, difficult terms or word and the inclusion of adequate suggested reading (both print and online), are ensured. The CIQA is committed to monitor the process of SLM creation and will strive to maintained the required standards continuously.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

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.

SDE prepares the Self Learning Material in strict compliance with the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017. The materials are provided in print, and they are prepared by the teachers of SDE and experts from approved panels. The editing is done by the various programme coordinators and they monitor the process from drafting to printing. The CIQA ensures that SLMs are planned keeping in mind the backgrounds of learner, learning needs, learning experiences and adapted for flexible learning. The SLMs are structured to emphasis more on the processes of learning, ensuring learning objectives, assessment of prior knowledge, learning activities, feedback of learning activities, examples and illustrations, self-assessment tests, summaries and key points, and study tips. The learning material are developed with the constructivist approach, laying emphasis on real-world tasks, with provision for learners' choice, with the inclusion of case studies, collaborative learning tasks, opportunities for observing others and self-evaluation. The Self Learning Material are produced entirely within SDE with the help of external experts and printed in the Kerala University Press. Though we meet the students during the Personal Contact Programmes, which have 10 contact days of 6 hours each per semester for UG Programmes and 15 contact days of 6 hours each for PG Programmes, we understand that the learners need to be made largely self-reliant in their studies. The study materials are prepared keeping mind that the learners have the opportunity to take the decisions at different points during the learning path the following key points are kept in mind during the planning and preparation of learning material - (a) Learner Profile, (b) Background of the learners and (c) Learning Objectives and Outcome. Grouping of Learning Material: An introductory booklet describing the programme, content and objectives of different courses, syllabus, and other guidelines are provided for each programme, which serve as a Student's Handbook. Model Question papers are included in the SLM of each course and a question bank is made available online. Detailed guidelines related to preparation and submission of assignments and projects are updated from time to time in the SDE website. The SLMs are prepared and printed following the "Standards of Self Learning Material (SLM) in Print Form" laid down in the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

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.

i) All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of UG examinations. iii) For the reported cases, adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii) The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

At present the School of Distance Education does not have Learner Support Centres. But SDE is conducting PCP in its Head Quarters at Thiruvananthapuram and its two Sub-centres at Kariavattom Campus and Kollam.

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

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.

The University of Kerala has a Grievance Redressal System and Procedure which is published on its portal, update from time to time. There is an online facility for submitting grievances and track their status, and a faculty member given charge for the same. The Higher Educational Institution regularly monitors, assesses and reviews the effectiveness of its Grievance Redressal Procedures. In addition to this, the School of Distance Education has its own Grievance Redressal Mechanism, with a Cell dedicated for the purpose. The students have access to respective Programme Coordinators who resolve most of the grievances on a basic level. Any complaint that is received by the Director is passed on to the teacher in charge of the Grievance Redressal Cell, who takes remedial steps in consultation with other staff members and respective programme coordinators. Recurrent complaints are taken up in the Department Council meetings and long term remedies discussed.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	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
3	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 approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no	Yes

	semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and 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
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	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 - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	Yes
4	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 headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
5	The 'Every Higher Educational Institution shall – record Aadhaar details or other Government identifiers of learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records on its website The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.	Yes
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus 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. '7' to '17' below	Yes

7	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, and the other terms and conditions of such payment	Yes
8	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 course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
12	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 course or programme of study and the amount of fee to be paid for the admission test	Yes
13	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 part time or visiting or contractual basis	Yes
14	Pay and other emoluments payable for each category of teachers and other employees	Yes
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes
18	Display of information as at sr. no. '7' to '17' above to be displayed on HEI website (Please provide explicit link address for each)	Yes
19	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 course or programme of study conducted by it	Yes
20	No Higher Educational Institution shall, issue or publish- 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; or 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
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes only from the academic session specified in the recognition order	Yes

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) Regulations, 2017 and its amendments.

Signature of the Director:

Signature of the Registrar:



Name of the Director:

Dr.R.VASANTHAGOPAL

Seal of the Director:



Date of the Director:

11-11-2019



Name of the Registrar:

PROF.(DR).C.R PRASAD

Seal of the Registrar:



Date of the Registrar:

11-11-2019